



# COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

**TO:** City Council Members

**FROM:** Brian Fullmer  
Policy Analyst

**DATE:** May 30, 2024

**RE: Planning and Historic Landmark Commission Membership  
and Appeals Hearing Officer Term Limit Text Amendment  
PLNPCM2023-00986**

Item Schedule:

Briefing: May 30, 2024

Set Date: May 21, 2024

Public Hearing: June 4, 2024

Potential Action: June 11, 2024

The Council will be briefed about a proposal from the Administration to amend sections of the Salt Lake City zoning ordinance to reduce the minimum required Planning Commission and Historic Landmark Commission members. Currently, the minimum number of members for the Planning Commission is nine, and the Historic Landmark Commission requires at least seven members. Both commissions have a maximum of 11 members as shown in the table below. The proposed amendments would allow a minimum of five members for both Commissions.

Planning staff initially recommended eliminating the minimum number of members for both commissions, though State statute requires no less than two members. Both the Historic Landmark and Planning Commission members felt two members was too few and voted to forward the five-member minimum recommendation to the Council.

Reducing the minimum number of members would allow both commissions to continue functioning as the number of board members fluctuates. The Planning Commission will soon lose another member, leaving it with fewer than the current minimum number of members (9). The Administration asked for the ordinance to be published quickly if adopted by the Council so the two affected Commissions can have a quorum for their meetings.

The Planning Director, or designee, serves as a non-voting ex officio member of the Planning Commission. The proposal includes having them serve in the same capacity on the Historic Landmark Commission.



	Current Minimum Number of Members	Proposed Minimum Number of Members	Current/Proposed Maximum Members
Planning Commission	9	5	11
Historic Landmark Commission	7	5	11

In addition, City Appeals Hearing Officers are limited to two consecutive five-year terms. The proposal would remove this term limit and allow Officers to continue serving if the Mayor and City Council are in support.

Both the Historic Landmark Commission and Planning Commission voted to forward a positive recommendation to the City Council.

***Goal of the briefing:*** Review the proposed text amendment and determine if the Council would like to consider adopting the ordinance following the June 4 public hearing with the understanding that the City Recorder will publish the ordinance as soon as possible.

#### **Policy Questions**

1. The Council may ask about requirements for districts or expertise to be represented on the Commissions, and whether the lower minimum number may mean some representation is missing.