

**Conditional Use  
Community Council / Citizen Group Input**

TO: \_\_\_\_\_, Chair \_\_\_\_\_ Community Council

FROM: \_\_\_\_\_, Planning Division Staff

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

Applicant \_\_\_\_\_, represented by \_\_\_\_\_, is requesting the Salt Lake City Planning Commission approve a Conditional Use for a \_\_\_\_\_ at \_\_\_\_\_ . As part of this process, the applicant is required to solicit comments from the \_\_\_\_\_ Community Council. The purpose of the Community Council review is to inform the community of the project and solicit comments / concerns they have with the project. The Community Council may also take a vote to determine whether there is support for the project, but this is not required. (Please note that the vote in favor or against is not as important to the Planning Commission as relevant issues that are raised by the community council.) I have enclosed information submitted by the applicant relating to the project to facilitate your review. The applicant will also present information at the meeting.

If the Community Council chooses to have a project presented to them, the applicant will only be required to meet with the Community Council once before the Planning Staff will begin processing the application. The Community Council should submit its comments to me, as soon as possible, after the Community Council meeting to ensure there is time to incorporate the comments into the staff report to the Planning Commission. Comments submitted too late to be incorporated into the staff report, can be submitted directly to the Planning Commission, via the Planning Division, for their review prior to the Planning Commission Public Hearing.. I will also attend the meeting to answer any questions and listen to the comments made by the Community Council members.

Following are City adopted criteria that the Planning Commission will use to make their decision. The City's technical staff will review the project to ensure it complies with adopted policies and regulations. Input from the Community Council / citizen groups can be more general in nature and focus on issues of impacts to abutting properties and compatibility with the neighborhood. Staff is not looking for you to make comments on each of the below listed criteria, but general comments should pertain to the criteria listed below.

1. Consistency with the adopted Master Plan policies of the \_\_\_\_\_ Plan.
2. Adequacy of circulation including access to property, traffic congestion, parking, circulation (both vehicular and non-vehicular including pedestrian) and design issues such as safe and accessible sidewalks, pedestrian friendly emphasis and enhancements that encourage walking, street design and interconnections for pedestrians and cyclists, crosswalks, park strip landscaping, and traffic calming solutions;
3. Adequacy of existing or proposed utility services to accommodate the proposed use
4. Appropriateness of buffering to protect adjacent land uses from light, noise and visual impacts;
5. Consistency of architecture and building materials with the development and compatibility with the adjacent neighborhood;
6. Appropriateness of landscaping for the scale of the development;
7. Assurance of preservation of historical, architectural and environmental features of the property;
8. Compatibility of operating and delivery hours with adjacent land uses;
9. Compatibility with the neighborhood surrounding the proposed development and avoidance of a concentration of uses that results in a negative impact on the neighborhood or the City as a whole;
10. Appropriateness of design to prevent or minimize crime and/or undesirable activities and promote natural surveillance;
11. Recommend public way improvements adjacent to the subject property.

Please submit your written comments to the Planning Division by mail at Salt Lake City Planning Division, 451 South State Street, Room 406, SLC, UT 84111; by Fax at (801) 535-6174 or via e-mail to me at [\\_\\_\\_\\_\\_@slcgov.com](mailto:_____@slcgov.com).

If you have any questions, please call me at \_\_\_\_\_ or via e-mail.

