The Community Development Team continues to make great strides to improve its customer service. Staff is diligently working to streamline and provide more predictable permitting processes. This task force update, Planning Commission update, and list of improvements are a summary of our efforts. Even though some of these improvements eliminate regulation and simplify the develop process, staff believes an appropriate balance has been struck that will continue to protect the built environment, our historic integrity, and ensure community and neighborhood compatibility. At the same time, these improvements will benefit property owners, contractors, architects, and staff efficiency.

**Task Force**

On May 16, 2019, Council approved Ordinance 2019-06, amending the Design Guidelines for Historic Districts and Historic Sites and directed staff to develop a task force. The task force purpose was to provide recommendations to improve and balance regulation and historic preservation with livability and practical design.

The task force met several times, and discussions were intentionally uninhibited and conceptual, with the understanding that implementation would likely involve administrative and legislative review. Many of the improvements listed below are a direct result of those constructive discussions.

**Implemented Improvements:**

- **Talk with a Building Inspector**- On-call building inspectors are now available each business day by phone, and in-person Tuesday and Thursday, from 8a.m. to 10a.m.
- **Deferred Submittals**- Allow flexibility when specific documents are submitted throughout the permitting process to help avoid delays
- **Hot Tub Permits**- no longer required
- **Fee Calculations**- Applicants can view the equation that generates permit fees
- **Online Permit Fee Calculator**- Applicants can input values to forecast permit fees
- **Temporary Certificates of Occupancy**- Temporary certificates of occupancy will be considered at the discretion of the Building Official.
- **Additional Communication**- Optional onsite pre-construction and pre-final inspection meetings with contractors/homeowners and staff.
• **Customer Service Survey** - Additional promotion of the survey underway
• **Software Refinements** - Ongoing modifications to increase customer intuitiveness
• **Plan Review Status** - Improved communication of applications status
• **Application of amended Historic District Guidelines** - Staff is applying the amended standards *(adopted May 16, 2019)* for windows and door glazing and siding materials for new construction.
• **Same Day Permits** - Starting March 2, 2020, staff will issue small building permits over the counter
• **Training Classes and Conversations** - Bi-annual training classes for applicants and public, tentatively scheduled for March 21, 2020.

**Improvements Currently Underway:**
• **Final and 4-Way Inspection Checklist** - Informational checklists
• **Permit Submittal Requirements** - Clear explanations of required documents
• **Concurrent Processing** - Maximize concurrent permit processing
• **Website Development** - Refine Building Department website
• **Landscape Requirements Policy** - Clarified policy regarding landscaping requirements
• **Limits of Disturbance (LOD) Policy** - Clarified policy outlining when an LOD fence is required
• **Landscaping Permits** - Clarified policy requiring landscaping permits only when related to construction on a building or structure. Enforcement cases may increase for work done inconsistent with the adopted regulations.
• **Owner Associations** - Staff is conducting outreach with owners associations regarding simplifying the owner’s association (HOA’s) registration and notification processes. HOA responses have been received in support and opposition. As conversations progress, staff may return to Council for additional discussion.
• **Historic District Stakeholder Meeting** - The permitting task force identified several topics (such as lifting vs panelizing structures), which are important to discuss with other stakeholders such as the Historic Preservation Board and Historical Society.
• **Historic District Grant Program** - Returning to Council March 5, 2020 for final adoption.

**Upcoming Legislative Improvements:**
• **Historic District Guideline Refinements** - Revise the introduction to add clarity and better articulate the purpose statement. Addition of illustrations and examples.
• **Historic District Design Guidelines Driveway Requirements** - Staff will bring forward a discussion regarding maximum driveway requirements.
• **Historic District Parking Requirements** - Staff will draft a policy for parking requirements and the criteria.
• **Other Land Management Code Amendments already in progress** (including task force recommendations)
**Planning Commission Update**
On February 26, 2020, the Planning Commission held a work session to establish their priorities and goals for Land Management Code amendments this year (Staff Report). The Commission requested updated data for Transfer of Development Rights, public-private affordable housing partnerships, Nightly Rentals, second homeownership, build-out, annexation plans, and walkability studies. The Commission requested the land use information in order to compare current data with the General Plan data and predictions to identify where the City needs to focus regulatory efforts moving forward. Staff will provide this information to the Commission on March 25, 2020, when staff will also outline a proposed schedule for 2020 Land Management Code amendments for the Commission’s approval.

In addition to the Land Management Code amendments already in progress, the Commission prioritized affordable housing, sustainability, and connectivity. The Commission requested that staff prepare the next phase of affordable housing amendments for a work session in May to discuss increasing affordable housing obligation requirements outlined in the Housing Resolution 03-2017, opportunities for more Accessory Dwelling Units, life-cycle housing that considers the needs of community members who are seniors, potential reductions to parking, analysis of how affordable housing projects can better connect to transit in more neighborhoods, and improved walkability.

The Commission requested staff prepare a work session on sustainability, especially net zero and regenerative requirements so that private development matches the ambitious goals of City development. As part of this, the Commission would like information on past walkability studies and an update on walkability plans and active transportation plans, with the potential to require new development to better connect to existing and future sidewalks and trails. Staff is researching potential Land Management Code amendments that incorporate the sustainability strategies outlined in the General Plan. The Commission also requested information on how the Land Management Code can better support regional, local, and neighborhood plans to interconnect transit, bike trails, trails, and overall community walkability.

**Summary**
Administrative improvements have been timely implemented, as the Task Force continued to meet. The Legislative improvements will take more time to process through the appropriate hearing bodies, which is why staff is outlining the proposed schedule for the Planning Commission’s review on March 25, 2020. Staff appreciates the community’s patience with implementation and intends to communicate through fliers, website updates, emails, newsletters and Park City Homebuilder events.

These improvements are a credit to the Task Force who inspired them and the many staffers who continue to work diligently to implement.