

CHAPTER 03

ADMINISTRATION

(Amended 11/14/17, 11/16/21, 2/14/23)

- Section 03.010. Administrative Officials
- Section 03.020. Reviewing Departments
- Section 03.030. Zoning Administrator
- Section 03.040. Staff
- Section 03.050. Meetings and Public Hearings
- Section 03.060. Public Hearing Noticing

Section 03.010 Administrative Officials.

The administrative bodies and officials identified in this Chapter have responsibility for implementing and administering the Lehi City General Plan and Lehi City Development Code. Other City bodies, Commissions, and officials also may have specific responsibilities related to this Development Code and are identified in the Lehi City Municipal Code.

Section 03.020 Reviewing Departments.

(Amended 3/23/04; 05/13/14)

A. Review Required. The following departments and divisions, collectively known as the Reviewing Departments, shall provide technical reviews on all development requests requiring approval from the Planning Commission and City Council:

- 1. Engineering Department;
- 2. Planning Division;
- 3. Public Works Department;
- 4. Building Division;
- 5. Fire Department;
- 6. Power Department;
- 7. Water Department;
- 8. Parks Division; and
- 9. Streets Division.

B. As requested by the Reviewing Departments, a representative from the Streets Division, Police Department, Recreation Division, and any other City department or staff may be asked to provide input during the review process.

C. Procedure. The following procedure shall govern the review and approval process on all development requests requiring approval from the Planning Commission or City Council:

- 1. The Planning Division shall coordinate and oversee the review process referenced in Section 03.020(A).

2. Applications for development requests shall be submitted to the Planning Division. Only complete applications, as determined by the Planning Division, shall be forwarded to the Reviewing Departments. It shall be the applicant’s responsibility to ensure that the application is complete.

3. At any time during the review process, any or all of the Reviewing Departments may require the applicant to provide additional information regarding the applicant’s development request. Any or all of the Reviewing Departments may also request the applicant to appear personally or through a representative of the applicant before the Department and provide additional information regarding the application.

4. The Planning Division shall compile and maintain a record of each Reviewing Department’s application review. Once the Planning Division has received and compiled each required review for an application, the Planning Division shall forward the application and compilation of reviews to the Planning Commission and City Council, as applicable, for consideration. A consensus approval by the Reviewing Departments of the proposed development application is required before any such application or compilation of reviews is forwarded to the Planning Commission and City Council.

5. The Planning Division shall also provide a copy of the reviews to the applicant. Applications containing Development Code deficiencies, as indicated by the Reviewing Departments, shall be corrected by the applicant and resubmitted to the Planning Division for further review and submittal to the Planning Commission and City Council.

Section 03.030 Zoning Administrator.

It is the responsibility of the Zoning Administrator to ensure all processes, procedures and other provisions of this Code are consistently and equitably applied and to affect the general administration and enforcement of this Code. The City Council shall designate a staff person, or staff persons, to carry out the responsibilities of the Zoning Administrator. The staff person or persons designated are referred to in this Code as the “Zoning Administrator”.

Section 03.040 Staff.

(Amended 12/13/16)

The staff of the Lehi City Planning Division shall perform the planning functions of the City, shall provide professional and technical support, advice and

guidance on all amendments to the General Plan, General Plan Elements, and this Code, on all applications for development approval, permits, licenses and appeals, and shall perform all other functions as may be requested by the City Council, the Planning Commission, the Hearing Examiner, or as authorized by this Code.

Section 03.050 Meetings and Public Hearings.

(Amended 5/22/01; 7/10/07; 12/13/16)

All meetings and hearings of the City Council, Planning Commission, Hearing Examiner and Reviewing Departments shall comply with the provisions of this Code and the Utah Code. At least ten days' notice shall be provided for all public hearings required by this Code, except public hearings required for all applications for preliminary subdivision plat, which shall require at least seven days' notice, and all applications for annexation which shall be noticed according to the Utah Code. The applicant shall be required to pay the cost for the City to provide the required notice to all property owners and public entities as required by this Code.

Section 03.060 Public Hearing Noticing.

(Amended 5/22/01; 11/19/19; 8/09/22)

A. **Courtesy Notices.** As a courtesy to property owners, all applicants for a concept plan required by Code, conditional use permit or preliminary subdivision plat, and applicants requesting an exception or variance on a site plan or subdivision concept plan shall provide the City with stamped and preaddressed envelopes for each owner of record of each parcel located entirely or partly within 300 feet from any boundary of the property subject to the application, including any owners of property in unincorporated Utah County or adjacent municipalities, together with a mailing list for those owners.

Any defect in courtesy notice shall not affect or invalidate any hearing or action by the Planning Commission or City Council.

B. **Required Notices.**

1. All applicants for general plan amendment, annexation, area plan, zoning map amendment or required subdivision plat amendment shall provide the City with stamped and preaddressed envelopes for each owner of record of each parcel located entirely or partly within 300 feet from any boundary of the property subject to the application, including any owners of property in unincorporated Utah County or adjacent

municipalities, together with a mailing list for those owners.

2. All applicants for vacation of a street shall provide the City with stamped and preaddressed envelopes for each owner of record of each parcel that is accessed by the public street, together with a mailing list for those owners.

3. Amendments to subdivisions and vacation of or change to street shall also have a sign posted on the property to give notice to passers-by.

C. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate. The notices shall be mailed by the City and state that an application has been filed, the nature of the application or action, and the time place and date set for a public hearing or meeting on the matter.