

Minutes of the Work Session meeting of the Syracuse City Council held on April 14, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Mike Gailey
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:
City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Planner Jenny Schow
Planner Noah Steele

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; hear a request to be on the agenda from Mike Bastian, Castlecreek Homes, re: proposed ordinance amendment pertaining to secondary water service for remnant agriculture properties; discuss a proposed parking ordinance; review agenda item 9: Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual; review items forwarded by the Planning Commission: (1) Concept Plan Report, Elmore Plaza, located at approximately 1000 W. Gordon (2700 South); (2) Final Subdivision Plan, Wilcox Meadows Phase 1(name changed from Wilcox Farms), Castle Creek, located at 1200 S 3000 W, R-2 Zone; (3) Final Subdivision Plan, Steed Lake View Farm phase I, Lake View Farm I LLC, located at 700 S 3000 W, R-2/R-3 Zone; (4) proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone; and discuss Council business.

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Agenda review

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:00 p.m.

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Request to be on the agenda: Mike Bastian, Castlecreek Homes, re: proposed ordinance amendment pertaining to secondary water service for remnant agriculture properties.

A staff memo from Public Works Director Whiteley explained as development occurs and pressurized secondary water is in place, irrigation ditches experience a smaller demand for water delivery. In many cases, small remnants of agricultural properties that still rely upon irrigation ditches have challenges in maintaining long stretches of ditches that are routed around or piped through new developments. Often times, the cost of piping or relocating a ditch to serve a remnant property would be greater than the cost to install a pressurized service. City ordinance does not provide an avenue to serve remnant agriculture properties. Mr. Bastian is asking the Council to entertain an ordinance amendment to provide pressurized secondary water to remnant agriculture properties where ditches are limited or become unavailable.

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Mr. Bastian briefly summarized his request to serve a remnant agriculture property with pressurized secondary water due to the lack of irrigation ditches in the area. Public Works Director Whiteley added that since what Mr. Bastian is requesting is not allowed, it would be necessary to amend the City Code to grant his request. He added there have been

similar situations in the past and there will likely be similar situations in the future. The Council briefly discussed Mr. Bastian's request and concluded they are comfortable considering a proposed ordinance amending the City Code to accommodate Mr. Bastian's request, so long as the practice is not allowed for remnant parcels larger than one acre in size.

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Discussion of proposed parking ordinance.

A staff memo from Police Chief Atkin explained he is requesting the adoption of an additional parking ordinance. According to ordinance 11.05.010, Syracuse City has adopted State laws related to parking violations. These laws can be found primarily in 41-6a-1401 and 41-6a-1404 of the Utah Code. The purpose of this proposed ordinance is to allow the Department to better address parking concerns of residents and to provide increased safety. This ordinance would be added to Chapter 11 Section 20.

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Chief Atkin reviewed his staff memo and provided an overview of the ordinance amendments he is recommending. The Council discussed the recommendation and expressed concerns regarding some of the recommended changes, specifically the changes that would be more restrictive in residential areas without curb and gutter. Councilmembers also expressed concerns that the changes that would be too restrictive for residents that may have an inoperable vehicle that they would like to work on at their own property. The Council ultimately concluded to include an item on a future work session agenda for continued discussion before considering an ordinance that would formalize the changes Chief Atkin is recommending.

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Review agenda item 9: Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual.

A staff memo from Finance Director Marshall referred to a red line and a clean copy of the proposed edits for chapters 12 – 23 (excluding chapter 18) of the policy manual. Staff is still working through edits and revisions of chapter 18 and will bring it to the Council at a future date.

Mr. Marshall reviewed his staff memo and provided an overview of the index identifying the changes to the policy manual as follows:

- Appendix A- inserted updated form
- Appendix B- deleted employment reference release form (no longer use). Inserted Recruitment and Retention Policy
- Appendix C- deleted new hire requisition form (no longer use). Inserted Volunteer Service Agreement
- Appendix D- deleted Personnel Action Form (only HR uses). Inserted Compensation Plan
- Appendix E- deleted Volunteer Service Agreement (moved to C). Inserted FMLA Employee's Rights and Responsibilities Poster
- Appendix F- deleted Compensation Time Agreement (no longer use). Inserted FMLA Notice of Eligibility and Rights and Responsibilities
- Appendix G- deleted Bi-Weekly Compensation Time Election Form (no longer use). Inserted FMLA Designation Notice
- Appendix H- deleted Leave Request Form (no longer use). Inserted FMLA Employee's Own Serious Health Condition Certification Form
- Appendix I- deleted FMLA Employees Rights and Responsibilities Poster (moved to E). Inserted FMLA Family Member's Serious Health Condition Certification Form
- Appendix J- deleted FMLA Notice of Eligibility and Rights and Responsibilities form (moved to F). Inserted FMLA Certification of Qualifying Exigency for Military Family Leave form.
- Appendix K- deleted FMLA Designation Notice (moved to G). Inserted FMLA Certification for Serious Injury or Illness of Covered Service Member.
- Appendix L- deleted FMLA Employee's Own Serious Health Condition Certification Form (moved to H). Inserted FMLA Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave Form.
- Appendix M- deleted FMLA Family Member's Serious Health Condition Certification Form (moved to I). Inserted Secondary Employment Form.

- Appendix N- deleted FMLA Certification of Qualifying Exigency for Military Family Leave Form (moved to J). Inserted Injury/Incident Report Form.
- Appendix O- deleted FMLA Certification for Serious Injury or Illness of Covered Service Member form (moved to K). Inserted Injury/Incident Checklist form.
- Appendix P- deleted Notice of Secondary Employment form (moved to M). Inserted Bomb Threat Checklist.
- Appendix Q- deleted Drug Test Release Form for Minors (no longer use). Inserted Tuition Aid Application.
- Appendix R- deleted Background Investigation Release Form (only hr and new hires use). Inserted Credit Card Agreement Form.
- Appendix S- deleted Background Investigation Release Form B (no longer use). Inserted Missing Credit Card Receipt Form
- Appendix T- deleted Accident Report Form (only HR uses). Inserted Emergency Preparedness Cash Out Form
- Appendix U- deleted Bomb Threat Checklist (moved to P). Inserted Formal Grievance Form.
- Appendix V- deleted Tuition Aid Application (moved to Q). Inserted Administrative Leave Form.
- Appendix W- deleted Travel Application (no longer use). Inserted Disciplinary Action Form.
- Appendix X- deleted Vehicle Use Agreement Form (only hr and new hires use). Inserted Voluntary Termination Form.
- Appendix Y- deleted Formal Grievance Form (moved to U).

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Finance Director Marshall reviewed his staff memo and facilitated a discussion of the proposed edits with the City Council. Councilmembers provided feedback and suggested edits to the document. Mr. Marshall indicated he will make the requested changes and corrections, but indicated he is comfortable moving this item to the next work session agenda given the fact that there is limited time to review the document this evening.

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**Review items forwarded by the Planning Commission:
Concept Plan Report, Elmore Plaza, located at
approximately 1000 W. Gordon (2700 South).**

A staff memo from the Community and Economic Development Department explained the applicant has applied for a two (2) lot subdivision. The property owner is requesting to “condominiumize” a site plan that was previously approved by Planning Commission. The applicant intends to occupy their chiropractic practice into one tenant space and sell the other space. The parking and landscape areas will remain as common space.

The concept subdivision was reviewed at a pre-application meeting on March 18th, 2015 in accord with Syracuse City Code Section 8.20.030. The project was also reported to the Planning Commission on April 7th, 2015. The subdivision process as outlined in Chapter 8 of Syracuse City Ordinance requires that this project will go through concept, preliminary, and final review at both City Council (CC) and Planning Commission (PC). A conceptual schedule for approval is as follows: P.C. Concept(April 7th), C.C. Concept(April 14th), P.C. Preliminary(April 21st), C.C. Preliminary(May 12th), P.C. Final(May 19th), and C.C. Final(June 9th).

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City Planner Steele reviewed his staff memo. Mr. Bovero asked if the Council is comfortable considering preliminary and final approval of the application during the same business meeting. Mr. Steele noted there will be no changes to the drawings for the subdivision between the preliminary and final approval steps in the process. The Council indicated they are comfortable considering preliminary and final approval during the same business meeting given that the application meets all requirements of the City’s land use and subdivision code.

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**Review items forwarded by the Planning Commission:
Final Subdivision Plan, Wilcox Meadows Phase 1(name
changed from Wilcox Farms), Castle Creek, located at
1200 S 3000 W, R-2 Zone.**

A staff memo from the Community and Economic Development Department explained this request is for final approval the first phase of the Wilcox Farms Subdivision. This phase will complete 1200 South through to 3000 W. There

development consists of two phases. The Planning Commission moved to recommend approval, to the City Council, of the Final Plan for Wilcox Meadows Phase 1.

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City Planner Schow reviewed her staff memo.

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**Review items forwarded by the Planning Commission:
Final Subdivision Plan, Steed Lake View Farm phase I,
Lake View Farm I LLC, located at 700 S 3000 W, R-2/R-3
Zone.**

A staff memo from the Community and Economic Development Department explained The Final Plan for the Steed Lakeview Farm includes two zones, R-2 and R-3. The R-3 zone was approved by the Planning Commission and City Council as a buffer to the anticipated West Davis Corridor that may run adjacent to the westerly boundary. The subdivision proposes to develop in 5 phases. The developer has worked with the city engineer to coordinate the road improvements that will be made along both 3000 W and 700 S. Please see staff reviews for further information. The Planning Commission moved to recommend approval, to the City Council, of the Final Subdivision Plan for Steeds Lakeview Farm Phase 1.

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City Planner Schow reviewed her staff memo.

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**Review items forwarded by the Planning Commission:
Proposed Code Amendment, Title X, pertaining to the
PRD-Planned Residential Zone.**

A staff memo from the Community and Economic Development Department explained the Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations.

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City Planner Schow proposed that this item be moved to the next work session agenda given the limited time to review the item this evening.

Council business

There was no Council business.

The meeting adjourned at 7:00 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: May 12, 2015