

Minutes of the Regular meeting of the Syracuse City Council held on October 14, 2014, at 7:07 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

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

Excused: Councilmember Karianne Lisonbee

City Employees Present:

Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Community Development Director Sherrie Christensen

7:07:32 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:07 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Peterson provided an invocation. Boy Scout Mitchell Cheney, Senior Patrol Leader for his Boy Scout Troop, then led all present in the Pledge of Allegiance.

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COUNCILMEMBER GAILEY MOVED TO ADOPT THE AGENDA. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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2. Presentation of the Syracuse City and Wendy's "Award for Excellence" To David Lanning and Sage Hopkins.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and receive a \$10 gift certificate to Wendy's.

Mayor Palmer noted both teens receiving the award for September 2014 were nominated by the West Point Junior High School Principal.

David Lanning

David Lanning is a 9th grade student at West Point Jr. High School. He is an excellent student and maintains an A grade average. He has honors level classes in Math and Science. David is an outstanding Spanish student and is also in the highest level of Spanish that is offered. He excels in his computer technology class. He is an Eagle Scout and enjoys playing basketball. David has also offered to help work with special need students. We are proud to have David as a student at West Point Jr. High

Sage Hopkins

Sage Hopkins is an 8th grade student at West Point Jr. High. She is an excellent student and maintains a 4.0 grade point average. She accomplishes this while taking honor level classes in English and History. She is an excellent

help at our school and contributes by working with special needs children. She also excels in Spanish. Sage is an excellent soccer player and is in a comp league. West Point Jr. High is proud to have a student and person like her in our school.

Mayor Palmer then reported that former Councilmember Alvin Nance passed away over the weekend; Mr. Nance spent many years serving Syracuse City. Mayor Palmer expressed his condolences to Mr. Nance's family.

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3. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session of August 26, 2014, Work Session of September 9, 2014, Regular Meeting of September 9, 2014, Work Session of September 23, 2014, and Special Meeting of September 23, 2014.

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COUNCILMEMBER PETERSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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4. Public Comments

Angela Hunter stated she is Edwin Kimber's granddaughter; Mr. Kimber served as a volunteer firefighter for the Syracuse City Fire Department for 29 years. She stated he recently passed away and her family wanted to express gratitude for the condolences the Syracuse Fire Department offered them in their time of need; the Fire Department honored him with a professional honor guard and that service was very humbling. They also sent a fire engine to the mortuary and her family can't thank the City enough for the recognition. She stated her grandfather loved Syracuse and his family thanks the City for returning that love.

[7:19:17 PM](#)

Steve Cook stated that he would like to propose that the City Council consider a streamlined subdivision approval process for small lot subdivisions, such as the simply Cook Quarter Subdivision that is on the agenda tonight for final approval. He stated that the Planning Commission allowed him to combine the preliminary and final plat approval steps into one, which he was extremely grateful for, but he would like to see the same streamlined process extended to other applicants in similar situations where they want to divide such a small parcel of land. He thanked the Council for their consideration.

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5. Award planning services contract for the City Parks and Recreation Master Plan.

A staff memo from City Planner Schow explained that as Syracuse continues to grow at a steady rate, we now have the need for a Parks and Recreation Master Plan to guide and direct future development in order to fulfill our open space and recreation demands. The City staff has been working with the Engineering group JUB to contract out the development of a Master Plan. The basic components of the contract include the following:

- Meeting & Project Management \$9,750.00
- Inventory 4,375.00
- Analysis 13,300.00
- Final Master Plan 6,300.00
- Public Survey 5,250.00
- Stakeholder Survey 4,825.00
- Alternative Task Public Involvement 6,150.00
- **Grand Total \$49,950.00**

The memo concluded the Parks Advisory Committee reviewed the draft proposal and concluded that the City would benefit from two surveys and that City staff and the committee could be responsible for any additional public involvement. The Engineering Company adjusted the proposal to include two surveys and an alternative option to include public involvement.

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Ms. Schow reviewed her staff memo.

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Councilmember Gailey inquired as to the Parks Committee's position regarding the alternative task public involvement portion of the agreement. Ms. Schow stated the concern expressed by the Committee dealt with the turnout for the public involvement event and whether the time and money spent on the event would be worth that turnout. They wondered whether the City would benefit more by using a stakeholder survey.

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Councilmember Duncan wondered if it would be better to publish a request for proposal for the services being proposed to determine if the overall cost could be decreased; he felt \$49,000 is a large amount of money to spend on a parks master plan. Ms. Schow stated she would typically recommend requesting bids for the service, but she feels it would be more advantageous to use JUB because the City has been in need of the plan for some time in order to keep pace with residential growth in the City. City Manager Bovero added that the City has an existing umbrella agreement for contracted planning services with JUB and the scope of developing a parks master plan can be attached to that agreement. Councilmember Duncan reiterated his concern that the cost for the service is so high. Mr. Bovero stated the Council packet includes the scope of services and JUB will provide a very detailed analysis; he concluded it is up to the Council to determine whether the service to be provided is worth the amount of money being requested. Council discussion regarding the proposed scope of service with a focus on using staff or members of the Parks Committee to complete some of the tasks in the scope, such as the alternative task public involvement portion of the scope. Councilmember Duncan reiterated he feels the City should publish an RFP for the service to ensure the City is getting the best cost. The Council discussed and debated the issue with Mr. Bovero noting the expected study time is six months and the budget that has been adopted for the service is \$50,000 from the impact fee fund. Councilmember Duncan inquired as to the length of time publishing an RFP would slow the process down. Community and Economic Development Director Christensen stated an RFP would add two months to the process, but the biggest problem is that publishing an RFP would create unfair competition because JUB's prices are now public knowledge. She noted JUB has worked on similar plans for other cities and they are great and have served those cities very well. She noted that staff has negotiated the price with JUB and feels this is the lowest price JUB will complete the project for. She noted staff will assume responsibility for the public involvement portion of the project if necessary. General discussion regarding the scope of services continued.

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COUNCILMEMBER PETERSON MADE A MOTION TO AWARD THE PLANNING SERVICES CONTRACT FOR THE CITY PARKS AND RECREATION MASTER PLAN TO JUB ENGINEERS INCLUDING ITEMS 1-6 ON THE SCOPE OF SERVICES FOR A TOTAL OF \$43,800. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER DUNCAN WHO ABSTAINED. Councilmember Lisonbee was not present when this vote was taken.

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6. Proposed Resolution R14-36 permitting Davis County Animal Care and Control to conduct the Trap, Neuter, Return five-year pilot program in Syracuse City.

A memo from the City Manager explained Davis County approached Syracuse City to allow the participation of a county-wide pilot program to better contain the population of feral cats. Below is a summary of the program:

Definitions:

Sterilized: General term for an animal that has been spayed or neutered.

Eligible: Any feral cat that is healthy and shows no signs of ownership.

Ear Tipped: Top ¼ of the ear is cut off as to identify the cat as one that has been sterilized.

All feral cats that are eligible will be sterilized (Spayed & Neutered), vaccinated and have their ear tipped.

- State law is 5 day stray holding period. Community cat act is an exception that feral cats don't have to wait the 5 days stray holding period.

After surgery, the cats will be released back to the area they were trapped in.

- No reproduction, but still managing rodent population
- Filling the space a non-sterilized/non vaccinated cat would take if the first cat was originally euthanized.
- Less stress on shelter staff

- In 5yr pilot program impounds should drop significantly. Less money charged to cities.
- Less money for operational budget.
- Third impound, cat will stay at shelter for 5 days stray hold, then euthanized.

Best Friends Animal Society will do:

- Take feral cats from Davis County Shelter and release them.
- Neighborhood education
- Door to door education
- Offer free and/or discounted feral cat deterrents
- Handle complaints

A cat that is trapped by a resident should contact County Animal Control. If the trap being used is from Best Friends, then Best Friends will respond to pick up the cat.

The memo concluded no additional funding is being requested.

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Mr. Bovero reviewed his staff memo, emphasizing there is no additional cost to the City for the pilot program.

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COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT PROPOSED RESOLUTION R14-36 PERMITTING DAVIS COUNTY ANIMAL CARE AND CONTROL TO CONDUCT THE TRAP, NEUTER, RETURN FIVE-YEAR PILOT PROGRAM IN SYRACUSE CITY. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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7. Final Plat Approval, Avery Gardens Subdivision, located at approximately 1525 W. 2700 S., applicant NS Group Holdings, LLC.

A staff memo from the Community Development Department explained all requirements and standards of Subdivision have been met. The project outline is as follows:

Rezone Approval

Planning Commission September 2, 2014

City Council September 9, 2014

Sketch Plan Approval

Planning Commission September 6, 2014

Preliminary Plan Approval

Planning Commission October 7, 2014

Final Plat

Planning Commission October 7, 2014

The development consists of six lots on 2.92 acres. The Planning Commission recommends approval to the City Council for the Final Plat of Avery Gardens Subdivision, request NS Group Holdings LLC, property located at approximately 1525 W 2700 S, subject to all applicable requirements of the City's municipal codes and city staff reviews.

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Community Development Director Christensen reviewed her staff memo.

[7:48:05 PM](#)

COUNCILMEMBER JOHNSON MADE A MOTION TO GRANT FINAL PLAT APPROVAL FOR AVERY GARDENS SUBDIVISION, LOCATED AT APPROXIMATELY 1525 WEST 2700 SOUTH, APPLICANT NS GROUP HOLDINGS, LLC. COUNCILMEMBER PETERSON SECONDED THE MOTION.

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Councilmember Gailey asked if the existing home will remain on the property, to which Ms. Christensen answered yes.

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Mayor Palmer stated there has been a motion and second to approve the final plat and he called for a vote; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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8. Final Plat Approval, Trails Edge Subdivision Phases 1 and 2, located at approximately 3250 W. 700 S., applicant Mark Sandberg.

A staff memo from the Community Development Department explained all requirements and standards of Subdivision have been met. The project outline is as follows:

General Plan Approval	
Planning Commission	April 15, 2014
City Council	May 13, 2014
Rezone Approval R-3	
Planning Commission	June 3, 2014
Council Approval	June 10, 2014
Rezone Approval R-1	
Planning Commission	July 1, 2014
Council Approval	July 8, 2014
Sketch Plan Approval	
Planning Commission	June 17, 2014
Preliminary Plan Approval	
Planning Commission	August 19, 2014
Final Plat	
Planning Commission	October 7, 2014

The development consists of 2 phases consisting of 46 lots on 16.91 acres. The memo concluded the Planning Commission recommends approval to the City Council for the Final Plat of Trails Edge Subdivision, Ph. 1 & 2, requested by Mark Sandberg, property located at approximately 3250 W 700 S, subject to all applicable requirements of the City's municipal codes and City staff reviews.

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Community Development Director Christensen reviewed her staff memo.

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COUNCILMEMBER PETERSON MADE A MOTION TO GRANT FINAL PLAT APPROVAL FOR TRAILS EDGE SUBDIVISION PHASES ONE AND TWO, LOCATED AT APPROXIMATELY 3250 WEST 700 SOUTH, APPLICANT MARK SANDBERG. COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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9. Final Plat Approval, Cooks Quarters Subdivision, located at approximately 2600 W. 700 S., applicants Sarah and Steven Cook.

A staff memo from the Community Development Department explained all requirements and standards of Subdivision have been met. The project outline is as follows:

Rezone Approval	
Planning Commission	August 16, 2014
City Council	September 9, 2014
Sketch Plan Approval	
Planning Commission	August 16, 2014
Preliminary Plan Approval	
Planning Commission	October 7, 2014
Final Plat	
Planning Commission	October 7, 2014

The development consists of two lots on 0.82 acres. The memo concluded the Planning Commission recommends approval to the City Council for the Final Plat of Cooks Quarters Subdivision, request Sarah & Steven Cook, property located at approximately 2600 W 700 S, subject to all applicable requirements of the City's municipal codes and city staff reviews.

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Community Development Director Christensen reviewed her staff memo.

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COUNCILMEMBER JOHNSON MADE A MOTION TO GRANT FINAL PLAT APPROVAL FOR COOK QUARTERS SUBDIVISION, LOCATED AT APPROXIMATELY 2600 WEST 700 SOUTH, APPLICANTS SARAH AND STEVEN COOK. COUNCILMEMBER PETERSON SECONDED THE MOTION.

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Councilmember Peterson asked staff to weigh in on Mr. Cook's recommendation regarding streamlining the process for minor subdivisions. Ms. Christensen stated that in order for the streamlining process approved by the Planning Commission for this subdivision to become a permanent process, the City Council would need to approve an amendment to the subdivision title of the City Code. She stated many other communities use a process for minor subdivisions that requires the applicant to only attend one meeting and she recommended a similar process in Syracuse City, but was directed by Council to require that all subdivisions follow the same approval process. Councilmember Duncan stated that he feels a two month approval timeframe for a minor subdivision is fairly quick. Ms. Christensen agreed, but noted that engineering review of minor subdivisions is not intense and it truly is not necessary to require multiple review steps for such a subdivision. Councilmember Duncan inquired as to when a minor subdivision would become vested. Ms. Christensen stated it would be vested at final approval. She also reviewed the fees charged for review of a minor subdivision. Councilmember Peterson stated he is willing to discuss the recommendation in more depth at a future date. All other Councilmembers agreed.

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Mayor Palmer stated there has been a motion and second to grant final plat approval and he called for a vote; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

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10. Proposed Ordinance 14-23 amending Title 8 of the Syracuse City Code pertaining to the subdivision process.

A staff memo from the Community Development Director explained The Planning Commission has been reviewing Title VII for the past few months regarding subdivision processes. The proposed amendments ensure that subdivision applications are not vested until they are seen by the Council at Preliminary Plat Approval. The process is also designed to be more efficient in the use of staff and Planning Commission time. The following reviews will take place:

Concept (sketch)	Development Review Committee
Preliminary	Planning Commission Recommendation (Public Hearing)
Preliminary	City Council Approval
Final	Planning Commission
Final	City Council

The proposed ordinance reflects the recommended changes from the Planning Commission with regard the process and other minor amendments for clarity. The Planning Commission held public hearings on the proposed amendments on June 17, 2014 and again on August 5, 2014. At a public meeting on August 19, 2014 the Planning Commission recommended to the City Council the adoption of the proposed amendments. The memo offered the following summary of amendments:

Various Sections	Change the term Subdivider to Developer
Section 8.10.020	Clarify that the plats should be prepared by a civil engineer and not a surveyor.
Section 8.10.030	Bring the code into compliance with the State statute that does not allow bonding to 110%, only that a city may retain the last 10% of the bond for warranty.
Section 8.10.50	Amends the section on park impacts to be in conformance with the new single park impact fee.
Section 8.10.070	Provides a requirement for the number and spacing of stub roads required to adjacent undeveloped property
Section 8.10.190	Amends the process for subdivision approval as follows: Concept (sketch) Development Review Committee Preliminary PC Recommendation (Public Hearing) Preliminary City Council Approval Final Planning Commission

Final City Council

Section 8.15.010 Clarifies when a temporary turn-around is required on a stub street, length greater than 150 feet.

Removes exceptions for dead-end street length over 500 feet

Section 8.15.030 Requires developer to work with not only ditch companies but individuals who have private service connection ditches

Section 8.20 Outlines procedures for Concept (sketch) review by the Development Review Committee (DRC)

Section 8.25 Outlines procedures for Preliminary Plat Review & recommendation to Council
The Syracuse City Planning Commission hereby recommends that the City Council approve the adoption of Ordinance 14-23, Amending Title X.

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Community Development Director Christensen summarized her staff memo and briefly reviewed the changes that have been made to the ordinance since the last work session meeting. The Council briefly discussed the subdivision approval process with a focus on when a subdivision application becomes vested in the process.

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COUNCILMEMBER DUNCAN MADE A MOTION TO ADOPT PROPOSED ORDINANCE 14-23 AMENDING TITLE 8 OF THE SYRACUSE CITY CODE PERTAINING TO THE SUBDISIVISON PROCESS. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

[8:00:59 PM](#)

11. Proposed Resolution R14-37 authorizing the City Manager to adjust the salary for the Syracuse City Finance Director.

[8:01:10 PM](#)

City Manager Bovero provided a brief explanation regarding the intent of the proposed resolution.

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COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT PROPOSED RESOLUTION R14-37 AUTHORIZING THE CITY MANAGER TO ADJUST THE SALARY FOR THE SYRACUSE CITY FINANCE DIRECTOR. COUNCILMEMBER PETERSON SECONDED THE MOTION.

[8:02:10 PM](#)

Councilmember Duncan stated he is hopeful this type of action will be an anomaly for the City Council; he addressed Finance Director Marshall and indicated that one of the reasons he supported the resolution is that Mr. Marshall has been an extraordinary employee that has contributed much to the City and has shown his value. He indicated this is not an action he would like to consider or approve on a regular basis. Councilmember Johnson agreed.

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Mayor Palmer stated there has been a motion and second to adopt the proposed resolution and he called for a vote; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

[8:02:53 PM](#)

12. Councilmember reports.

At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Duncan's report began at [8:03:01 PM](#). He was followed by Councilmembers Johnson, Gailey, and Peterson.

[8:08:01 PM](#)

13. Mayor's Report.

City Council Regular Meeting
October 14, 2014

At each meeting the Mayor provides a report regarding the meetings and events he has participated in since the last City Council meeting. Mayor Palmer's report began at [8:08:06 PM](#).

[8:08:51 PM](#)

14. City Manager report

City Manager Bovero's report began at [8:08:56 PM](#).

At [8:12:32 PM](#) COUNCILMEMBER DUNCAN MADE A MOTION TO ADJOURN. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: November 19, 2014