

Minutes of the Work Session meeting of the Syracuse City Council held on November 14, 2016, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Mike Gailey  
Karianne Lisonbee  
Dave Maughan

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

City Employees Present:

Finance Director Steve Marshall  
City Attorney Paul Roberts  
Community and Economic Development Director Brigham Mellor  
Public Works Director Robert Whiteley  
Police Chief Garret Atkin  
Fire Chief Eric Froerer  
Parks and Recreation Director Kresta Robinson  
Planner Noah Steele

The purpose of the Work Session was to review business meeting agenda item 7: Proposed Resolution R16-45 adopting the Natural Hazard Pre-Disaster Mitigation Plan as required by the Federal Disaster Mitigation and Cost Reduction Act of 2000; review business meeting agenda item 11: Proposed Ordinance 16-27 creating a new Residential Planned Community Zone; review business meeting agenda item 14: Proposed Resolution R16-39 adopting the Recruitment, Retention, and Employee Compensation Policy; receive the secondary water report; hear an introduction of ordinance considerations relative to Secondary Water Conservation Planning for large parcels of property throughout the City; have continued discussion regarding secondary water ordinance/enforcement; have continued discussion regarding Board of Adjustment; and discuss Council business.

[10:15:52 AM](#)

**Review business meeting agenda item 7: Proposed Resolution R16-45 adopting the Natural Hazard Pre-Disaster Mitigation Plan as required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.**

A staff memo from the Fire Chief explained this Plan represents an update of the PDM Plan that was approved by the cities, counties, the State and by FEMA in 2009. It has been funded and developed under the PDM Program provided by the Federal Emergency Management Agency (FEMA) and the Utah Department of Public Safety, Division of Emergency Management (DEM). All of the demographic data, maps, vulnerability assessments and mitigation strategies in this plan have been revised to reflect the constant growth throughout Davis County. Davis County developed this PDM Plan in partnership with the jurisdictions it serves to substantially and permanently reduce the County's vulnerability to natural hazards. The Plan is intended to promote sound public policy and protect or reduce the vulnerability of the citizens, critical facilities, infrastructure, private property and the natural environment within the County. This can be achieved by increasing public awareness, documenting resources for risk reduction and loss-prevention and identifying activities to guide the development of a less vulnerable and more sustainable community. For the past couple of years, Davis County Emergency Manager Ellis Bruch (DCSO) and others have been working to update the FEMA PDM Plan for Davis County. After gathering data from each city in Davis County, they have submitted the plan to the State of Utah and to FEMA and they have both conditionally approved the plan. The final draft of the Plan includes mitigation strategies for each of the 15 cities in the county. Participation in the PDM plan for Syracuse City includes a commitment to mitigation progress pertaining to the various risks and hazards identified in the plan (the Syracuse-specific hazards identification portion of the plan can be found on pages 120-126). The memo concluded it is very important that our City adopt the plan in order to be eligible for FEMA assistance should we have a natural disaster.

[10:16:08 AM](#)

Chief Froerer reviewed his staff memo.

10:20:38 AM

Councilmember Lisonbee inquired as to the Syracuse representative that participated in drafting the Natural Hazard Pre-Disaster Mitigation Plan. Chief Froerer answered he and Chief Deputy Hamblin served as the City's representatives on the committee that assemble the Plan. A private consultant was hired to draft the document with input from the committee.

10:23:42 AM

**Review business meeting agenda item 11: Proposed Ordinance 16-27 creating a new Residential Planned Community Zone.**

A staff memo from the Community and Economic Development (CED) Director explained the City is considering the creation of a new zone which could be used to create a large-scale master planned community. The zone would be called " Residential Planned Community Zone " or RPC. A master planned community as envisioned, would include smaller lots, but also include ample open spaces and amenities. The zone would allow for flexibility in lot sizes and density to accommodate a variety of housing types that are currently in high demand. The memo offered the following historical timeline for discussions of the proposed zone:

- **July 5th, 2016** - The Planning Commission discussed the new MPC zone that would allow higher density and smaller lot sizes and expressed discomfort about creating such a zone.
- **July 19th, 2016** - The Planning Commission discussed the new MPC zone and the following is a summary of the proposed changes: Increase minimum lot sizes to 10,000 square feet, 8,000 square feet, 6,400 square feet, and 5,100 square feet so that each category reduces by 20%. Increase required common space to 25%. Restrict the private drives to no parking, limit the number of homes on the driveway, and make the widths to be determined by the fire marshal. Reduce minimum acreage to 50 and remove the language about being 'contiguous' and the possibility to 'piggyback' on an existing development. Other changes were discussed related to open spaces, trails, and traffic.
- **August 2nd, 2016** - After much discussion, the Planning Commission is forwarding a positive recommendation for approval of the attached ordinance. The attached is the motion:
  - Commissioner Rackham made a motion to recommend for approval to the City Council Title 10 the Residential Planned Community (RPC) zone with the following changes: that the total units add a minimum of 15% on the other lots standards, the dimensions of all shared driveways shall be determined in accordance with current IFC code, the minimum lot width for the 10,000 be 85 ft., 8,000 be 75 ft., 6,400 be 65 ft. And 5,100 be 55 ft., the minimum side yard for 5,100 be 7 ft., the plan must be developed by an accredited master planner with the concepts and the design for the development, minimum land requirement is 100 contiguous acres, the entire master plan must be presented and approved at the same time and cannot have additional phases added after approval by the city council, major amenities of substantial benefit to the city and approved by the City Council must be provided to the city, property maintenance HOA section will become its own section, requirement added for an architectural review committee to review all exterior structural changes and making these changes to conform with the requirements of what the planning commission believes is the general plan and to keep the character of the city the way the residents would like to see it. The motion was seconded by commissioner Day. Commissioner Thorson and Moultrie voted nay, all other commissioners voted in favor, motion carried with a majority vote, 5/2.
- **August 23rd, 2016** - The city council had a discussion on the new zone and the lot sizes and densities. It was determined that there would need to be a significant park amenity needed in this new RPC zone to offset the densities proposed and that more density was a sufficient exchange for more park.
- **October 25th, 2016** - The city council asked for certain items to be removed or edited those changes have been made to the amended document:
  1. *Lot sizes – smallest lots can be 3,500 SF or greater*
  2. *No more than no more than 47% of the development can be less than 5,600 SF*
  3. *Minimum land requirements for MPC zone: 100 contiguous acres. Non-contiguous land areas below 100 acres in size may be considered to be added to the planned community if: the non-contiguous land*

*area is proposed in conjunction with a plan submittal containing a land mass of at least 100 contiguous acres, the non-contiguous land area is not smaller than 10 acres, All land areas within the development are managed by one HOA, all land areas are considered to be one unified development, be within a third mile of the larger 100 acre land mass (.33 mile), and be limited to one non-contiguous land area addition to the larger land mass.*

4. *Public parks shall be included in the common space requirement and be 25% of the gross project acreage*
5. *Amend the chart per the smallest lots and largest lots SFD-3,500<*
6. *Remove or amend text per text in ordinance per the recommended changes the council has asked for as it affects the code.*

#### 10:24:09 AM

CED Director Mellor reviewed the staff memo. He facilitated a discussion among the Council regarding the proposed ordinance and throughout the discussion that was brief focus on the amount of open space required in the zone, shared common spaces, architectural standards, and whether public parks in the zone should be included in the open space or common space calculations.

#### 10:47:45 AM

### **Review business meeting agenda item 14: Proposed Resolution R16-39 adopting the Recruitment, Retention, and Employee Compensation Policy.**

A staff memo from the City Manager explained that during the October 25, 2016 work session meeting, the Council requested that City Administration summarize the items discussed in the meeting to assist in the discussion, and add information related to advancements, promotions, and benchmarking. Councilmembers Lisonbee and Bolduc have requested this item to be on the business agenda for a vote.

#### 10:48:07 AM

Mr. Bovero reviewed his staff memo and facilitated a discussion among the Council regarding the proposed policy. There was a focus on the process for adjusting the City's wage scales, opportunities for increasing wages for employees that have reached the top of their wage scale, benchmarking practices, performance evaluations and associated merit increases, and options for implementing the policy. The Council concluded to continue discussion of the policy during their business meeting.

### **Secondary Water Report.**

This item was tabled until the December 13 City Council meeting.

### **Introduction of ordinance considerations relative to Secondary Water Conservation Planning for large parcels of property throughout the City.**

This item was tabled until the December 13 City Council meeting.

### **Continued discussion regarding secondary water ordinance/enforcement.**

This item was tabled until the December 13 City Council meeting.

### **Continued discussion regarding Board of Adjustment.**

The Council discussed this item during their business meeting (see November 14, 2016 business meeting minutes).

### **Council business**

There was insufficient time for Council business.

City Council Work Session  
November 14, 2016

The meeting adjourned at 6:57 p.m.

---

Terry Palmer  
Mayor

---

Cassie Z. Brown, CMC  
City Recorder

Date approved: December 13, 2016