

Minutes of the Work Session meeting of the Syracuse City Council held on November 14, 2017 at 8:00 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
Dave Maughan
Jordan Savage (participated via phone)

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 (CED) Director Brigham Mellor
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Interim Fire Chief Larry Jo Hamblin

The purpose of the Work Session was for the Mayor to introduce proposed Board of Adjustment appointees; have an informative discussion regarding the proposed construction of a liquor store in Syracuse City; discuss the difference between trails and dedicated walkways; conduct the biennial review of the moderate-income housing element of the Syracuse City General Plan; discuss each Councilmember's top five budget priorities; hear public comments; and discuss Council business.

8:05:57 PM

Introduction of proposed Board of Adjustment appointees.

Mayor Palmer indicated he has been in discussions with the Council about making appointments to the City's Board of Adjustments. He noted he has selected three individuals: Dave Jones, Tony North, and Scott Haymore. He added he would also like to appoint a member of the Planning Commission to serve on the Board and he has asked that the Planning Commission nominate one of their members for his consideration; they have recommended Grant Thorsen be appointed. He stated he would like to include an action item on the December 12 agenda for Council advice and consent on the appointments. The Council indicated their support for the four appointments.

8:08:09 PM

Liquor store – informative discussion.

A staff memo from the Community and Economic Development (CED) Department explained the Utah Department of Alcoholic Beverage Control (DABC) has decided to build a liquor store in Syracuse. The DABC involved the City Council during the site selection process in early spring of 2017 and took our recommendations into consideration. The store will be located east of the Smith's and behind McDonalds at 895 W Antelope Drive. The building will be built on lot one of the Briggs & Sons Subdivision, which the state has purchased. Approval and funding for the building is provided by the DABC board and the legislature. Being a state facility, this building is not subject to local zoning, building permits, or site plan regulations. However, with the desire to work amicably with the community in which the store will reside, the DABC has agreed to allow its architect Arch Nexus to participate in and receive comments from Syracuse City's Architectural Review Committee (ARC), Planning Commission, and City Council. Any comments received, may at their discretion, be implemented into the design of the building and/or site plans. The ARC held a meeting on October 23 during which a detailed review was completed. The discussion points and recommendations of the committee and Planning Commission meeting are included in this packet. The memo concluded staff recommends the City Council provide the DABC with any comments, concerns, and general sentiment about the building and site plans. This is not a discussion about whether the building should/should not be built, but rather, an opportunity to provide input to the design of the facility.

8:08:16 PM

Mr. Mellor reviewed his staff memo and invited the representatives of DABC to introduce themselves to the Council. Nina McDermott, Director of Licensing of Compliance for the DABC, Steven Springer, Arch Nexus Architect, and Peter Moyes, Arch Nexus Architect introduced themselves. Mr. Moyes used the aid of a PowerPoint presentation to provide the Council with an overview of the updated design of the liquor store facility to be constructed in Syracuse. Throughout Mr. Moyes' discussion with the Council there was a focus on access to the site, product delivery times for the store, and other design components that could impact neighboring property owners.

8:40:37 PM

Discussion regarding trails vs. dedicated walkways.

A staff memo from the Community and Economic Development (CED) Department explained there are locations all over the City where walkways between properties exist. The intent of their existence is to provide passage ways for pedestrian and bike transit options to schools, churches, parks, and adjoining neighborhoods. These walkways are addressed in Syracuse Municipal Code 8.15.010 (D). The Council has discussed this ordinance at length has proposed some clarification. The Planning Commission has also provided a recommendation for Council consideration. The Syracuse Municipal Code section dealing with dedicated walkways reads as follows:

The code presently reads:

(D) Dedicated walkways through the block may be required where access is necessary to a point designated by the Planning Commission. Such walkways shall be a minimum of six feet in width, but may be required to be wider where determined necessary by the Planning Commission. The developer shall surface the full width of the walkway with a concrete surface, install a chain link fence or its equal at least four feet high on each side and the full length of each walkway and provide, in accordance with the standards, rules, and regulations, barriers at each walkway entrance to prevent the use of the walkway by any motor vehicle or by any nonmotorized vehicle wider than four feet.

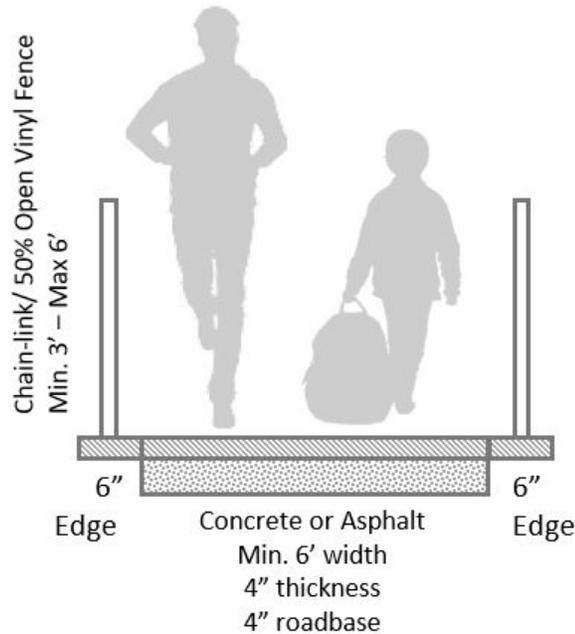
The Council provided the following suggested edits to the Code:

- Keep non-opaque fencing but not necessarily chain link, for safety.
- Prohibit opaque fences on adjacent properties.
- Change ordinance to provide example reasons why walkways could be required.
- No winter maintenance signs, maintenance calls to the City.
- Asphalt or concrete allowed for walkways.

The ordinance language proposed by the Planning Commission reads as follows:

(D) The Planning Commission may require pedestrian walkways to be constructed within a development, to facilitate access to designated points of interest. Such walkways increase pedestrian safety, reduce travel time, improve neighborhood connectivity, and encourage walking. Points of interest may include, but are not limited to: churches, civic destinations, schools, adjoining neighborhoods, parks, and commercial areas. The Planning Commission shall designate points of interest that will require a pedestrian walkway connection during the preliminary plat or site plan approval stage of entitlement. (1) Walkways shall be designed to be a minimum of six (6) feet in width to allow adequate 2-way passing but may be required to be wider where determined necessary by the Planning Commission. The developer shall surface the full width of the walkway with either concrete or asphalt. (2) Fencing of at least 3 feet in height is required to be installed on each side of the walkway, and is required to be chain link or 50% open rail/slat vinyl. An additional six inches of concrete is required on each side of the walkway to embed the base of the fencing posts. (3) Maintenance of the walkway will be the responsibility of either the subdivision's HOA, or the City if an HOA does not exist. Snow removal is not necessary for walkways, and signage notifying pedestrians of the lack of winter maintenance shall be prominently placed at the entrances to the walkways.

(4) Please refer to the following image for the walkway dimensions.



[8:40:51 PM](#)

Mr. Mellor reviewed his staff memo and facilitated discussion among the Council regarding the implications of the ordinance language recommended by the Planning Commission. There was a focus on regulations to be imposed on fencing to be installed along the walkways and who would be responsible to pay for installation and maintenance of the fence. The Council ultimately indicated support for fencing regulations and offering a directive to City Administration that if someone installs a fence that does not meet City requirements, they can be required to take the fence down and provide something that ensures compliance with the City ordinance. In conclusion, Mr. Mellor indicated he will revise the draft ordinance based upon the feedback received during this meeting and email an updated document to the Council in advance of the next work session meeting scheduled to discuss the topic.

[9:05:48 PM](#)

Biennial review of moderate income housing element of Syracuse City General Plan.

A staff memo from the City Attorney explained that the City has been contacted by the State Department of Workforce Services, requesting that we conduct an overdue biennial review of the moderate-income housing element of the City's general plan. One of those letters is attached, for your review. The Utah Municipal Land Use Development and Management Act requires the City to include a plan for meeting the need for moderate-income housing as development occurs. It then requires the City Council to, on a biennial basis:

- a. Review the moderate-income housing plan element of its general plan and its implementation; and
 - b. Prepare a report setting forth the findings of the review.
- Utah Code Ann. § 10-9a-408(1).

The report must include the following elements:

- a. Efforts made by the City to reduce, mitigate, or eliminate local regulatory barriers to moderate income housing;
- b. Actions taken by the city to encourage preservation of existing moderate-income housing and development of new moderate-income housing;
- c. Progress made within the city to provide moderate income housing, as measured by permits issued for new units of moderate income housing; and

- d. Efforts made by the city to coordinate moderate income housing plans and actions with neighboring municipalities.

Utah Code Ann. § 10-9a-408(2).

The CED Department is studying the issue and will be providing a draft report for further analysis at your December meeting. The report and plan must be adopted by resolution, and then forwarded to the State (if not in December, then in January). Failure to submit the report by the end of the year will jeopardize our eligibility for certain grants associated with moderate income housing projects. We will introduce the process and answer the Council's questions regarding our obligations generally. We will ask for you to hold off on specific questions (i.e. demographic or economic numbers, specific options to meet our obligations) until all of the data has been compiled and presented for your review.

[9:06:15 PM](#)

City Attorney Roberts reviewed his staff memo and suggested the Council take the time to review the report prepared by staff analyzing the availability of moderate income housing in the City. He asked that the Council provide him with their comments about the report in advance of the next work session meeting scheduled to discuss the topic further.

[9:08:19 PM](#)

Council member top five budget priorities.

A staff memo from the City Manager explained the purpose of this discussion item is to provide a forum for each Councilmember to express his/her top five priorities related to the City. The reason for the discussion is to help ensure that the Council and Administration understand and work together toward the common goals and priorities of the City. While this discussion allows each Councilmember to express his/her priorities, it does not necessarily mean that each priority is a *Council* priority. At the December retreat, there will be time set aside for the Council to find a majority consensus on the top priorities for the Council, and the Administration will then work to put the draft FY2019 budgetary resources toward those priorities. In preparation for the November 14th meeting, the Mayor would like each Councilmember to come prepared to outline up to 5 priorities to the group. There is 1 hour allotted for this agenda item.

[9:09:38 PM](#)

Mr. Bovero reviewed his staff memo and facilitated a discussion among the Council to solicit their top five budget priorities.

[9:12:36 PM](#)

Councilmember Anderson indicated her top five budget priorities include: park development and, more specifically, moving forward with the regional park project; community cohesiveness – creation of committees to work on the regional park, heritage days, coordination with other community entities (i.e., Syracuse Chamber of Commerce, Lions Club), and improved communication with residents via Facebook and other social media sites; development of a plan to fund the water tower projects; and ensuring a smooth transition in the Fire Department under new leadership of the Fire Chief.

[9:15:09 PM](#)

Councilmember Gailey indicated his top five budget priorities include: consider the implications of the West Davis Corridor project on the City's General Plan and updated the document accordingly; develop an economic development plan; plan for road/infrastructure improvements in the City and consider funding options for such planning; park development as an economic driver; and improve cohesiveness among the City Council.

[9:20:24 PM](#)

Councilmember Bolduc indicated her top five budget priorities include: developing a plan for expanding the City's cemetery, which includes potential annexation of City property located within the corporate limits of Clearfield City; plan for the culinary water tank project; ensure connectivity of the east and west portions of the City upon the construction of the West Davis Corridor; entice Davis County to move the rodeo grounds to Syracuse City; ensure adequate staffing and maintenance of top talent in the City.

[9:23:39 PM](#)

Councilmember Maughan indicated his top five budget priorities include: addressing City-wide cultural changes by publishing positive things occurring in the City and increase citizen participation; economic growth and development of an economic development plan for the City and he asked for three major economic development propels from City staff in the coming year; focus on road improvements and replacements and ensuring that the worst roads are replaced first while also considering other infrastructure projects, such as the water tower. He charged City Administration with finding more funding to address infrastructure projects. He indicated his next priority is park development, including finding a way to finish Fremont Park, locating a water feature at Centennial Park, proceeding with the regional park plan, and being involved in the

library expansion project; he indicated it will be necessary to work on grant writing or securing other sponsorships for these projects. He concluded his final priority is updating the General Plan of the City to consider major changes that will be occurring in and around the City, such as the West Davis Corridor project commencing.

[9:31:44 PM](#)

Councilmember Savage indicated his top five budget priorities include: completion of ongoing park projects and construction of the splash pad in Centennial Park, with the caveat that these projects be completed ahead of the regional park projects; development of a plan for utilization of revenues that will be generated by the recently approved Recreation, Arts, Park (RAP) tax in the City and reporting back to residents on how those revenues are being managed and used; development of a plan for expanding the cemetery and working with Clearfield City leaders to facilitate the project, whether that entails annexation of the property or developing the property under the current land use regulations of Clearfield City; improving communication with residents and possibly publishing the City Manager’s report to inform residents of the positive things happening; and updating the General Plan.

[9:35:45 PM](#)

Mr. Bovero then read the information submitted by Councilmember-elect Peterson about his top five budget priorities: finish regional park and get it done right and not in a ‘piece-meal’ manner; finish Chloe’s/Centennial park before the regional park – adding a splashpad, bowery, and bathrooms will be an economic driver for the Town Center; address roads and infrastructure needs by catching up and staying on top of projects; address staffing issues – consider staffing levels and evaluate salary and benefits packages to ensure they are sufficient to retain the best employees; and planning for the West Davis Corridor project in the City’s General Plan.

[9:37:30 PM](#)

The Council then engaged in discussion about the budget priorities communicated by individual members and Mr. Bovero stated that he will develop a document to chart common priorities; this document will be used to inform the discussion scheduled for the upcoming budget retreat.

[9:48:11 PM](#)

Public comments

There were no public comments.

[9:48:28 PM](#)

Council business

The Council and Mayor provided brief reports regarding the activities they have participated in since the last City Council meeting.

The meeting adjourned at 10:07 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: January 9, 2018