



SYRACUSE CITY

Syracuse City Council

Work Session Notice

April 26, 2016 - 6:00 p.m.

Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, April 26, 2016, at 6:00 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

- a. Prayer or thought.
- b. Public Comments.
- c. Follow-up discussion regarding location of proposed Wall Ball structure. (10 min.)
- d. Discussion regarding Centennial Park restroom facilities. (10 min.)
- e. Review and discussion of Criddle Farms Preliminary Subdivision Plat, located at approximately 4000 W. 1200 S. (10 min.)
- f. Discussion regarding cul-de-sac standards. (10 min.)
- g. Report on town hall meetings. (10 min.)
- h. Discussion regarding request for matching funds to move and save the Raymond James Building. (10 min.)
- i. Discussion regarding Credit Card Use Policy. (10 min.)
- j. Discussion regarding Employee Recruitment and Retention Policy and Fiscal Year 2017 Employee Compensation Plan. (20 min.)
- k. Council business.

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

#### CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 21<sup>st</sup> day of April, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on April 21, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

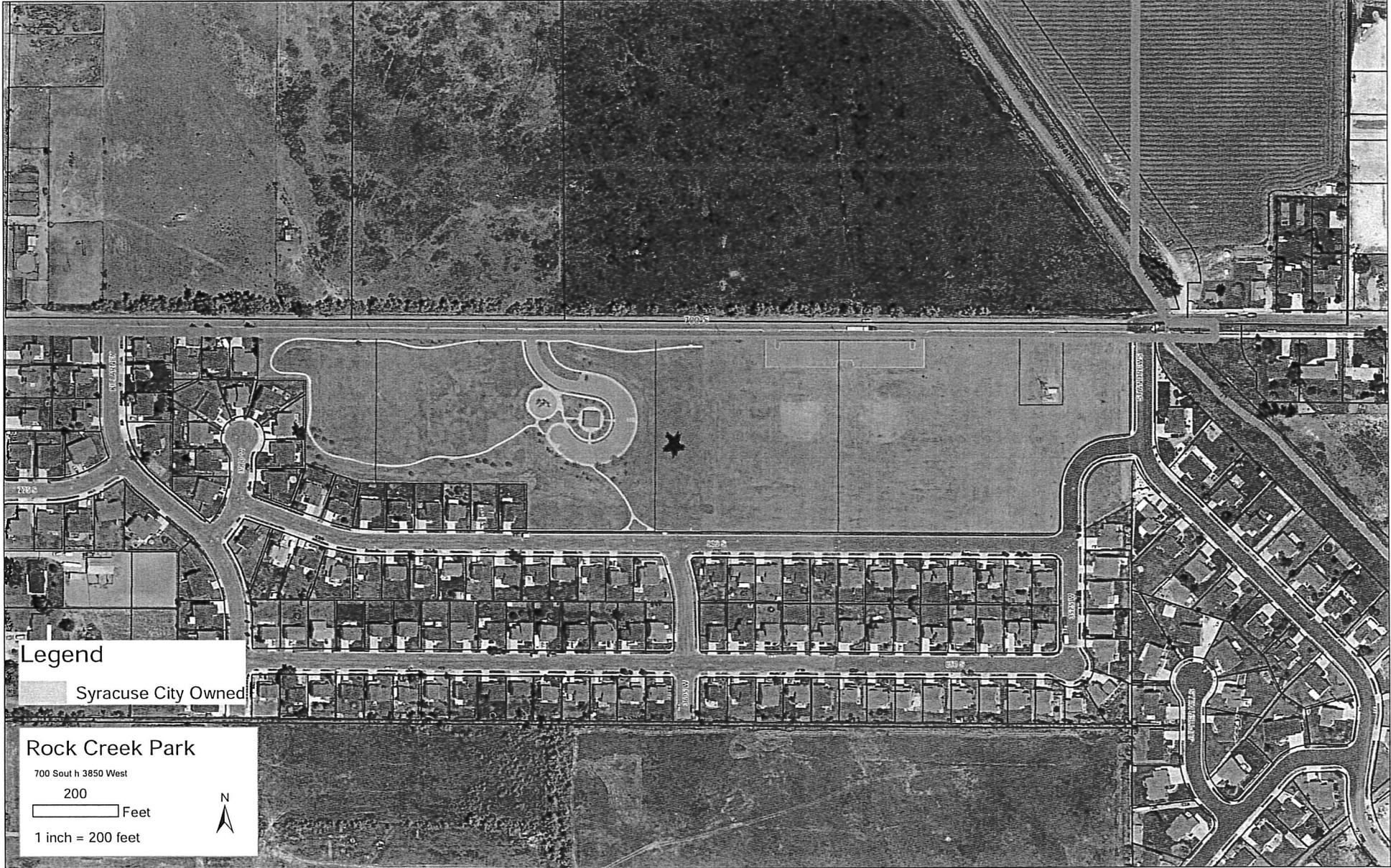
## April 26, 2016

Agenda Item “c” Follow up discussion regarding location of the proposed Wall Ball.

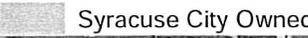
### *Factual Summation*

- Any questions regarding this agenda item may be directed to Kresta Robinson, Parks and Recreation Director.
- Please review the following attachments:
  - a) Park Maps with suggested Wall Ball Locations
    1. Rock Creek Park
    2. Fremont Park
    3. Linda Vista Park
    4. Stoker Park (2 locations)
  - b) Jay Meyer, Lacrosse representative, has submitted an email with his top choices to be considered by the council.
- Staff is seeking approval and location of the Wall Ball.



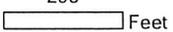


**Legend**

 Syracuse City Owned

**Rock Creek Park**

700 South 3850 West

 200 Feet

1 inch = 200 feet



127

3000W

Empson Trail

BLUFF

### Legend

 Syracuse City Owned

### Fremont Park

1950 South 3000 West

 200 Feet

1 inch = 200 feet





Legend

 Syracuse City Owned

Linda Vista Park

2700 South 1800 West

100  Feet

1 inch = 100 feet



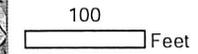


**Legend**

 Syracuse City Owned

**Stoker Park**

1575 South 1150 West

 100 Feet

1 inch = 100 feet



Kresta, thanks for taking time to visit the parks and review where we could build a wall ball for the Syracuse community.

I talked to Jeff Ross and we came up with our top two locations.

First would be Rock Creek:

- Close to the HS
- Great to use for pre-game warm up
- More room for multi-use sports
- Best long term use when the fields are done
- Community will associate the wall with the renovation
- Doesn't impede any other programs
- Close to other amenities i.e. playground

Second choice is Freemont:

- Close to Arts academy for fall ball
- Good long term use when the fields are done
- Doesn't impede any other programs
- Close to other amenities i.e. playground

Thanks again and I will be at the working meeting on Tues.

Jay Meyer



# COUNCIL AGENDA

## April 26, 2016

Agenda Item “d”

Discussion regarding Centennial Park restroom

***Factual Summation***

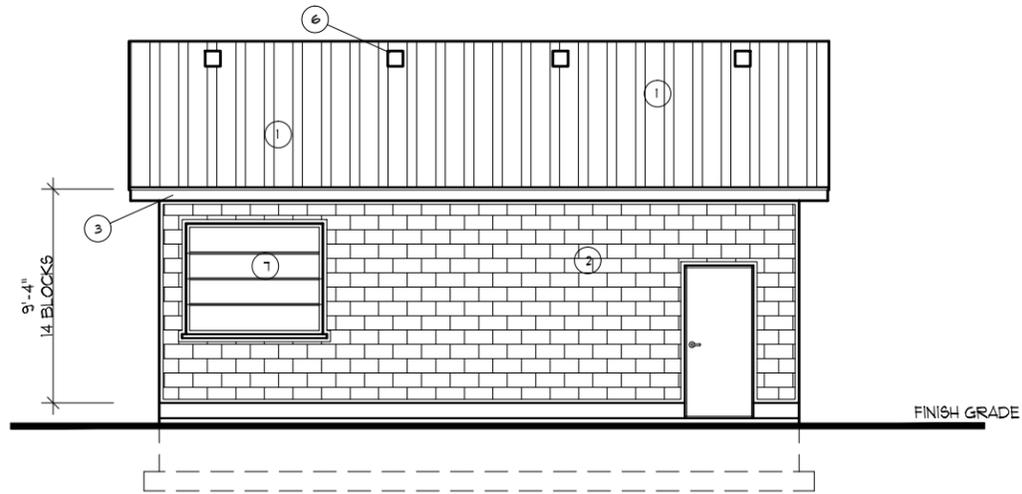
- Any questions regarding this agenda item may be directed to Kresta Robinson, Parks and Recreation Director and Robert Whitely, Public Works Director.
- The concept sketch for Centennial Park restroom has been revised since the March 8, 2016 city council meeting.
- Please review the following attachments:
  - a. Conceptual design for Centennial Park. Space for a future pavilion is included in the concept.
  - b. Plan sheet for restroom.
- Staff is seeking input from Council prior to completing the design.



Restroom

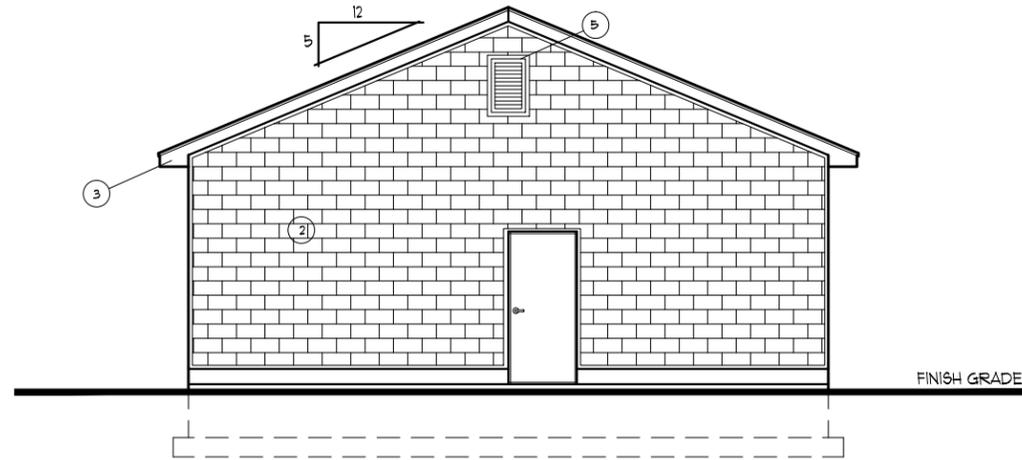
Lion Drinking Fountain

Pavilion (30x60)



**WEST ELEV. VIEW**

SCALE 1/4" = 1'-0"  
EAST ELEVATION SIMILAR

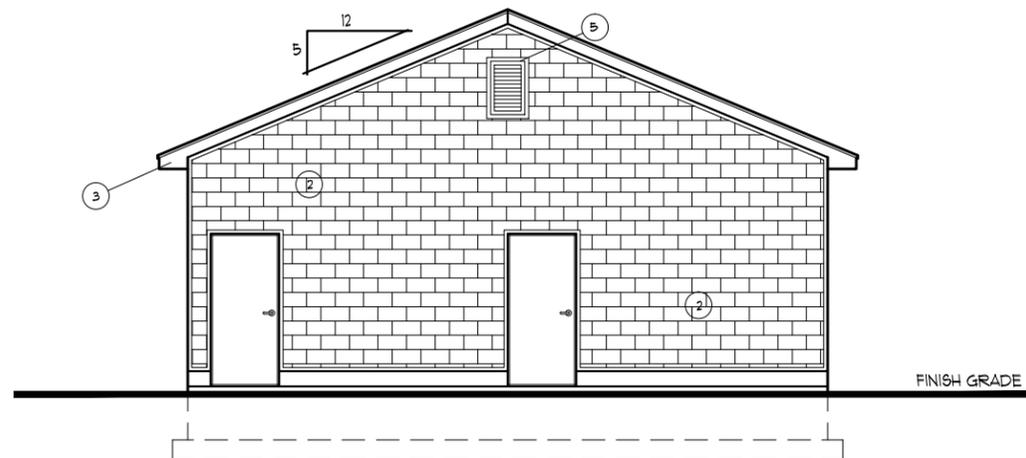


**SOUTH ELEV. VIEW**

SCALE 1/4" = 1'-0"

**EXTERIOR KEY**

| NUM. | DESCRIPTION                                                      |
|------|------------------------------------------------------------------|
| 1    | METAL ROOF - COLOR BY CITY                                       |
| 2    | SMOOTH FACE CMU - COLOR BY CITY                                  |
| 3    | STUCCO - COLOR BY CITY                                           |
| 4    | 6" ALUMINUM FASCIA WITH CONTINUOUS VENTED SOFFIT - COLOR BY CITY |
| 5    | 16"x24" ROOF VENT                                                |
| 6    | ROOF VENT                                                        |
| 7    | METAL ROLL UP DOOR - SEE MAIN FLOOR                              |



**NORTH ELEV. VIEW**

SCALE 1/4" = 1'-0"

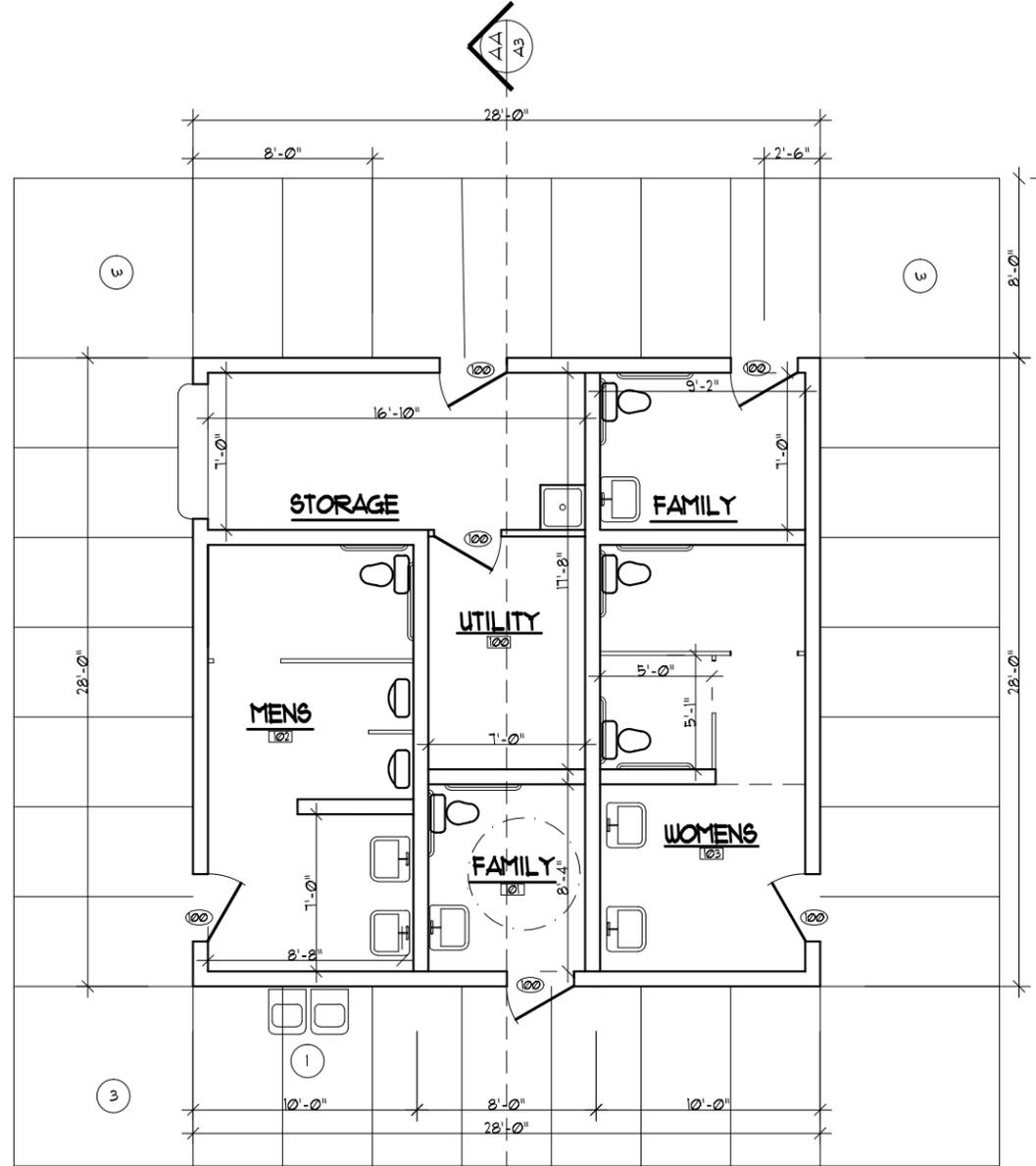
| DATE    | NO. | REVISIONS     |
|---------|-----|---------------|
| 2-22-16 | ONE | LAYOUT CHANGE |

**PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
ELEVATION VIEWS**

**SYRACUSE CITY  
CENTENNIAL PARK**

DATE: 4-20-16  
DRAWN BY: NJK

SHEET  
**A2**



**MAIN FLOOR PLAN**  
SCALE 1/8" = 1'-0"

| DATE    | NO. | REVISIONS     |
|---------|-----|---------------|
| 2-22-16 | ONE | LAYOUT CHANGE |
|         |     |               |
|         |     |               |

**PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION**

**MAIN FLOOR PLAN**

**SYRACUSE CITY  
CENTENNIAL PARK**

DATE: 4-20-16  
DRAWN BY: NJK

SHEET  
**A1**



# City Council AGENDA

April 26, 2016

Agenda Item "e"                      **Criddle Farms Preliminary Subdivision Plat - 4000 W. 1200 S.**

***Factual Summation***

Please review the following information. Any questions regarding this agenda item may be directed at Brigham Mellor, CED Director.

Current Zoning: PRD  
Annexation/Concept Plan Date: 12/10/13  
Total Area: 20.061 Acres  
Development Agreement Density Allowed: 6.7 units/acre  
Concept Plan # of Lots: 99 lots  
Preliminary Plan # Lots: 101 lots

*4/5/16 PC Meeting:*

Tabled - applicants to provide more detail for what amenities will be offered in the common space, reconfigure design so common space is more accessible and interconnected, and add trail or sidewalks through the common spaces.

*4/19/16 PC Meeting:*

Denied - by a 4-1 majority. Based on common open space, landscaping, and parking concerns.

***Summary***

This property was annexed into the city with a development agreement. The agreement determines the max density, housing type (single family), open space, trail, and concept plan. Nevertheless, the project is required to go through the preliminary and final subdivision process during which modifications to the plan can be made as required by ordinance. Please review the attached documents for additional detail.

***Attachments:***

- Aerial Map
- Development Agreement
- Revised Preliminary Plan
- Staff Reviews
- PRD zoning ordinance



**AGREEMENT FOR THE ANNEXATION AND DEVELOPMENT OF LAND BETWEEN  
SYRACUSE CITY AND WILLIAM CRIDDLE FARMS, LLC  
(Approximately 1200 South 4000 West)**

THIS AGREEMENT for the development of land (hereinafter referred to as this “Agreement”) is made and entered into this \_\_\_\_ **day of** \_\_\_\_\_, **2013**, between SYRACUSE CITY, a municipal corporation of the State of Utah (hereinafter referred to as “City”), and WILLIAM CRIDDLE FARMS, LLC (hereinafter referred to as “Owner”). City and Owner collectively referred to as the “Parties” and separately as “Party”.

**RECITALS**

WHEREAS, in furtherance of the objectives of the Syracuse City General Plan, City has considered an application for an annexation of property into the City and zone change therefore from the present zoning to PRD (Planned Residential Development), of said property, located at approximately 1200 South 4000 West on the west side of 4000 West in Syracuse City (hereinafter the “Subject Area”); and

WHEREAS, the total area proposed for annexation and rezone is contained in the Subject Area which consists of approximately 20.61 acres and is described in Exhibit “A” which is attached hereto and incorporated by this reference; and

WHEREAS, Owner is the Owner of the Subject Area and has presented a proposal for development of the Subject Area to the City, which provides for development in a manner consistent with the overall objectives of Syracuse City’s General Plan; and

WHEREAS, Parties desire to enter into this Agreement to provide for the annexation, and for the rezoning of the Subject Area, in a manner consistent with the overall objectives of the City’s General Plan and the intent reflected in that Plan; and

WHEREAS, City is willing to annex, and to grant PRD zoning approval for the Subject Area, subject to Owner agreeing to certain limitations and undertakings described herein, which Agreement will provide protection for the Subject Area and the surrounding properties and will enable the City Council to consider the approval of such development at this time; and

WHEREAS, City believes that entering into this Agreement with Owner is in the vital and best interest of the City and the health, safety, and welfare of its residents.

NOW, THEREFORE, each of the Parties hereto, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree as follows:

**ARTICLE I  
DEFINITIONS**

The following terms have the meaning and content set forth in this Article I, wherever used in this Agreement:

1.1 “City” shall mean Syracuse City, a body corporate and politic of the State of Utah. The principal office of City is located at 1979 West 1900 South, Syracuse, Utah 84075.

1.2 “Owner” shall mean WILLIAM CRIDDLE FARMS, LLC. The principal mailing addresses for Owner is listed in paragraph 7.2.

1.3 “Subject Area” shall have the meaning set forth in the Recitals accompanying hereto.

## **ARTICLE II CONDITIONS PRECEDENT**

2.1 This Agreement shall not take effect until City has approved this Agreement pursuant to a resolution of the Syracuse City Council.

2.2 Owner agrees to restrict the uses permitted under a PRD zoning designation and as set forth in this Agreement.

## **ARTICLE III CITY’S UNDERTAKINGS**

3.1 Subject to the satisfaction of the conditions set forth in Section 2.2 and Article II, City shall approve the annexation of the Subject Area, and the rezone of the Subject Area from its present zoning to PRD, with an effective date of no sooner than the effective date and adoption of this Agreement by the City Council. Any annexation or zoning amendment shall occur upon a finding by the City Council that it is in the best interest of the health, safety and welfare of the citizens of Syracuse City to make such a change at this time.

3.2 The proposed zoning change is as reflected on Exhibit “A.”

## **ARTICLE IV OWNER’S UNDERTAKINGS**

4.1 Conditioned upon City’s performance of its undertakings set forth in Article III with regard to the annexation and to the zoning change of the Subject Property, and provided Owner has not terminated this Agreement pursuant to Section 7.8, Owner agrees to the following:

- 1) Zoning- Development of the property designated for PRD zoning, once zoned PRD, shall comply with all applicable City rules, regulations and codes and the provisions of this Agreement.
- 2) Density- The Subject Area shall be limited to no greater than 6.7 units per acre.
- 3) Single Family Units- All units within the subject area shall be single family detached homes.
- 4) Open Space- Development of the proposed property shall contain no less than fifty percent (50%) open space. No less than twenty percent (20%) of said open space shall be improved with amenities. The type of amenities will be addressed during the development process and may be included in a development agreement.
- 5) Trail System- A trail system shall be included in the development and shall connect to any existing or future trails on properties abutting the Subject Area. Specifically the subject area shall have two trail connections on the south portion of the Subject Area on 1200 South and a future connection to the Emigrant Trail to the north of the Subject Area.
- 6) Conceptual Plan- The development of the Subject Area shall be substantially similar to the Conceptual Rendering that is attached hereto as Exhibit “B” and incorporated by this reference. During the development process amendments to the conceptual rendering may be necessary to accommodate matters such as changes to infrastructure design and layout for engineering purposes or slight adjustments to open space to enhance usability and connectivity.

- 7) Development Agreement- The Parties agree to be bound by the all City rules, regulations, and codes, this Agreement. Additionally, before development may begin the Parties shall enter into a development agreement. The development agreement may address any matters contained in this Agreement as well as matters such as architectural style, use and maintenance of open space and trails, home owners' association, street cross sections, landscaping and any other matters relating to the development of the Subject Area.
- 8) These enumerations are not to be construed as approvals thereof, as any required approval process must be pursued independent hereof.
- 9) Owner agrees to limit development to the uses allowed in the PRD zone and this Agreement on all properties within the Subject Area, and if other uses are desired, Owner agrees to seek amendment of this Agreement before pursuing the development of those uses. The City may but under no circumstances shall the City be required to amend this Agreement.
- 10) Any conflict between the provisions of this Agreement and the City's codified requirements shall be resolved in favor of the more strict requirement unless expressly waived by the City Council.

## **ARTICLE V GENERAL REQUIREMENTS AND RIGHTS OF CITY**

5.1 Issuance of Permits - Owner. Owner, or its assignee, shall have the sole responsibility for obtaining all necessary building permits in connection with Owner's Undertakings and shall make application for such permits directly to the Syracuse City Community Development Department and other appropriate departments and agencies having authority to issue such permits in connection with the performance of Owner's Undertakings. City shall not unreasonably withhold or delay the issuance of its permits.

5.2 Completion Date. The Owner shall, in good faith, reasonably pursue completion of the development. Each phase or completed portion of the project must independently meet the requirements of this Agreement and the City's ordinances and regulations, such that it will stand alone, if no further work takes place on the project.

5.3 Access to the Subject Area. For the purpose of assuring compliance with this Agreement, so long as they comply with all safety rules of Owner and its contractor, representatives of City shall have the right of access to the Subject Area without charges or fees during the period of performance of Owner's Undertakings. City shall indemnify, defend and hold Owner harmless from and against all liability, loss, damage, costs or expenses (including attorneys' fees and court costs) arising from or as a result of the death of a person or any accident, injury, loss or damage caused to any person, property or improvements on the Subject Area arising from the negligence or omissions of City, or its agents or employees, in connection with City's exercise of its rights granted in this paragraph.

## **ARTICLE VI REMEDIES**

6.1 Remedies for Breach. In the event of any default or breach of this Agreement or any of its terms or conditions, the defaulting Party or any permitted successor to such Party shall, upon written notice from the other, proceed immediately to cure or remedy such default or breach, and in

any event cure or remedy the breach within thirty (30) days after receipt of such notice. In the event that such default or breach cannot reasonably be cured within said thirty (30) day period, the Party receiving such notice shall, within such thirty (30) day period, take reasonable steps to commence the cure or remedy of such default or breach, and shall continue diligently thereafter to cure or remedy such default or breach in a timely manner. In case such action is not taken or diligently pursued, the aggrieved Party may institute such proceedings as may be necessary or desirable in its opinion to:

6.1.1 cure or remedy such default or breach, including, but not limited to, proceedings to compel specific performance by the Party in default or breach of its obligations; and

6.1.2 If the remedy of reversion is pursued, the defaulting Owner agrees not to contest the reversion of the zoning on undeveloped portions of the Subject Area, by the City Council to the previous zoning on the property, and hereby holds the City harmless for such reversion.

6.2 Enforced Delay Beyond Parties' Control. For the purpose of any other provisions of this Agreement, neither City nor Owner, as the case may be, nor any successor in interest, shall be considered in breach or default of its obligations with respect to its construction obligations pursuant to this Agreement, in the event the delay in the performance of such obligations is due to unforeseeable causes beyond its fault or negligence, including, but not restricted to, acts of God or of the public enemy, acts of the government, acts of the other Party, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather, or delays of contractors or subcontractors due to such causes or defaults of contractors or subcontractors. Unforeseeable causes shall not include the financial inability of the Parties to perform under the terms of this Agreement.

6.3 Extension. Any Party may extend, in writing, the time for the other Party's performance of any term, covenant or condition of this Agreement or permit the curing of any default or breach upon such terms and conditions as may be mutually agreeable to the Parties; provided, however, that any such extension or permissive curing of any particular default shall not operate to eliminate any other obligations and shall not constitute a waiver with respect to any other term, covenant or condition of this Agreement nor any other default or breach of this Agreement.

6.4 Rights of Owner. In the event of a default by Owner's assignee, Owner may elect, in its discretion, to cure the default of such assignee; provided, Owner's cure period shall be extended by thirty (30) days.

## **ARTICLE VII GENERAL PROVISIONS**

7.1 Successors and Assigns of Owner. This Agreement shall be binding upon Owner and its successors and assigns, and where the term "Owner" is used in this Agreement it shall mean and include the successors and assigns of Owner, except that City shall have no obligation under this Agreement to any successor or assign of Owner not approved by City. Notwithstanding the foregoing, City shall not unreasonably withhold or delay its consent to any assignment or change in Ownership (successor or assign of Owner) of the Subject Area. Upon approval of any assignment by City, or in the event Owner assign all or part of this Agreement to an assignee, Owner shall be relieved from further obligation under that portion of the Agreement for which the assignment was made and approved by City.

7.2 Notices. All notices, demands and requests required or permitted to be given under this Agreement (collectively the “Notices”) must be in writing and must be delivered personally or by nationally recognized overnight courier or sent by United States certified mail, return receipt requested, postage prepaid and addressed to the Parties at their respective addresses set forth below, and the same shall be effective upon receipt if delivered personally or on the next business day if sent by overnight courier, or three (3) business days after deposit in the mail if mailed. The initial addresses of the Parties shall be:

To Owner: WILLIAM CRIDDLE FARMS, LLC  
1455 South 1000 West  
Clearfield, Utah 84015  
Attn: Con Wilcox, Managing Member

To City: SYRACUSE CITY CORPORATION  
1979 West 1900 South  
Syracuse, Utah 84075  
Attn: City Manager

Upon at least ten (10) days’ prior written notice to the other Party, either Party shall have the right to change its address to any other address within the United States of America

If any Notice is transmitted by facsimile or similar means, the same shall be deemed served or delivered upon confirmation of transmission thereof, provided a copy of such Notice is deposited in regular mail on the same day of such transmission.

7.3 Third Party Beneficiaries. Any claims of third party benefits under this Agreement are expressly denied, except with respect to permitted assignees and successors of Owner.

7.4 Governing Law. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Utah, both as to interpretation and performance. Any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Utah.

7.5 Integration Clause. This document constitutes the entire agreement between the Parties and may not be amended except in writing, signed by the City and the Owner.

7.6 Exhibits Incorporated. Each Exhibit attached to and referred to in this Agreement is hereby incorporated by reference as though set forth in full where referred to herein.

7.7 Attorneys’ Fees. In the event of any action or suit by a Party against the other Party for reason of any breach of any of the covenants, conditions, agreements or provisions on the part of the other Party arising out of this Agreement, the prevailing Party in such action or suit shall be entitled to have and recover from the other Party all costs and expenses incurred therein, including reasonable attorneys’ fees.

7.8 Termination. Except as otherwise expressly provided herein, the obligation of the Parties shall terminate upon the satisfaction of the following conditions:

7.8.1 With regard to Owner’s Undertakings, performance of Owner of Owner’s Undertakings as set forth herein.

7.8.2 With regard to City's Undertakings, performance by City of City's Undertakings as set forth herein.

Upon an Owner's request (or the request of Owner's assignee), the other Party agrees to enter into a written acknowledgment of the termination of this Agreement, or part thereof, so long as such termination (or partial termination) has occurred.

7.9 Recordation. This Agreement will be recorded in the Davis County Recorder's Office.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives effective as of the day and year first above written.

**SYRACUSE CITY CORPORATION,**

By: \_\_\_\_\_  
JAMIE NAGLE, Mayor

**ATTEST:**

By: \_\_\_\_\_  
CASSIE BROWN, City Recorder

Signed by

\_\_\_\_\_  
CON LAYNE WILCOX  
Managing Member, William Criddle Farms,  
LLC

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary

Signed by

\_\_\_\_\_  
G. DOUGLAS WILCOX  
Managing Member, William Criddle Farms,  
LLC

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_

**EXHIBIT "A"**

Legal Description of Wilcox property located at approximately 4000 West Street and 1200 South Street

Beginning at the East Quarter Corner of Section 7, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running;

Thence North  $89^{\circ}57'53''$  West 662.87 feet along the quarter section line to the mid-point of the south line of the Southeast Quarter of the Northeast Quarter of said Section 7;

Thence North  $0^{\circ}14'27''$  East 1317.95 feet along the north/southline dividing the Southeast Quarter of the Northeast Quarter of said Section 7 into aliquot parts to the mid-point of the north line of the Southeast Quarter of the Northeast Quarter of said Section 7;

Thence North  $89^{\circ}58'20''$  East 662.83 feet along the north line of the Southeast Quarter of the Northeast Quarter of said Section 7 to the section line, being the mid-point of the east line of the Northeast Quarter of said Section 7;

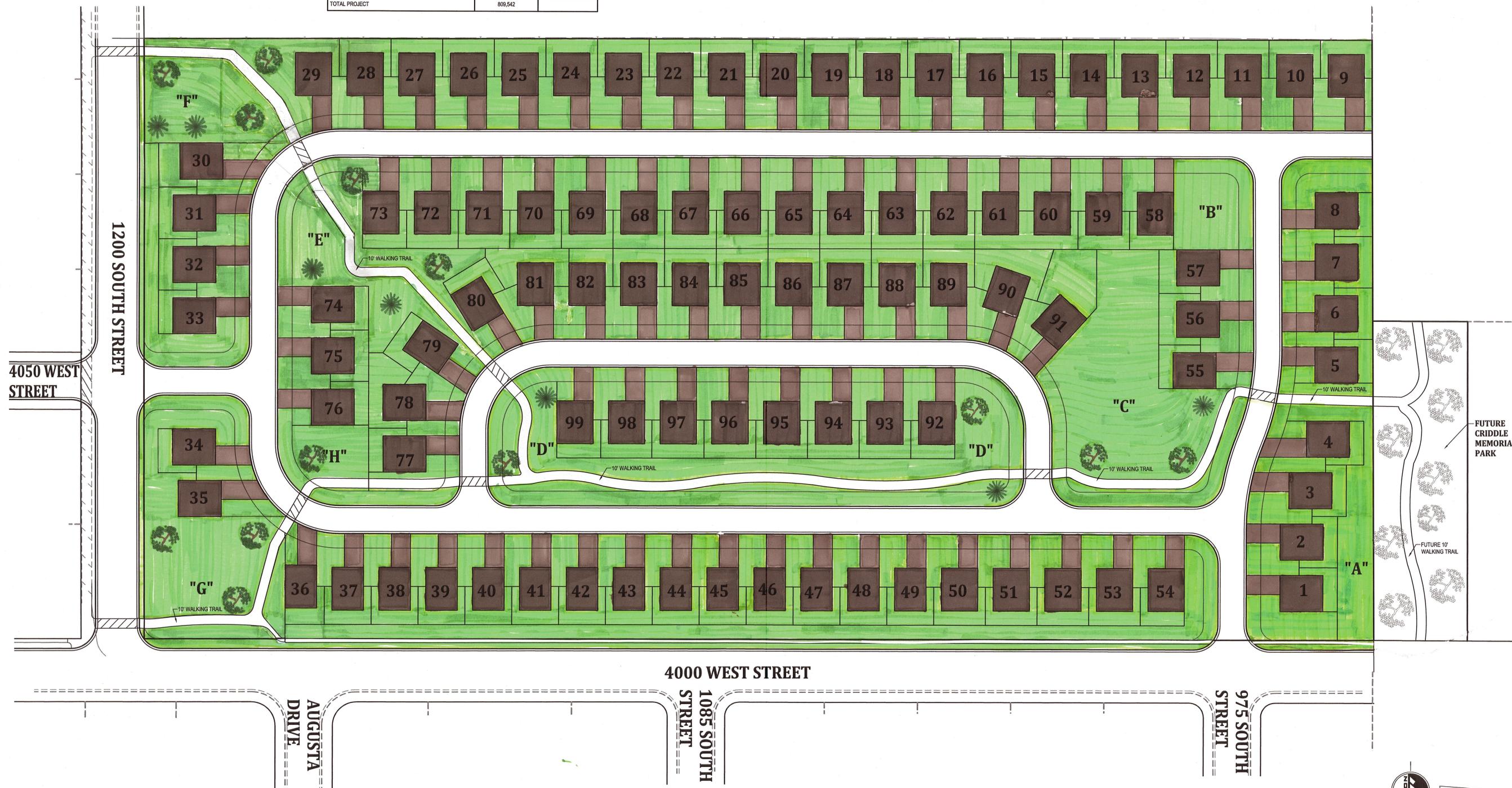
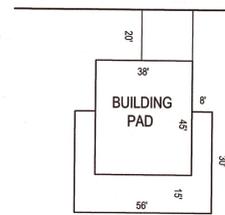
Thence South  $0^{\circ}14'20''$  West 1318.69 feet along the section line to the point of beginning.

Contains 873,844 square feet, 20.061 acres.

| LAND USE PERCENTAGE           |          |         |
|-------------------------------|----------|---------|
| USE                           | SQ.FT.   | PERCENT |
| SINGLE FAMILY RESIDENTIAL PAD | 169,290  | 29.36%  |
| COMMON AREA (PARCELS A-H)     | 130,420  | 22.62%  |
|                               | A 10,331 |         |
|                               | B 5,410  |         |
|                               | C 29,810 |         |
|                               | D 26,346 |         |
|                               | E 17,771 |         |
|                               | F 17,141 |         |
|                               | G 18,634 |         |
|                               | H 4,977  |         |
| COMMON AREA (FRONT/SIDE)      | 152,886  | 26.51%  |
| LIMITED COMMON ARE (BACKSIDE) | 124,100  | 21.52%  |
| NET ACREAGE (LESS ROADS)      | 576,696  | 100.00% |
| PUBLIC ROADS                  | 232,848  |         |
| TOTAL PROJECT                 | 809,542  |         |

| LAND AREA TABLE                        |              |
|----------------------------------------|--------------|
| TOTAL PROJECT                          | 18.585 ACRES |
| NET ACREAGE (20% REDUCTION FOR ROADS)  | 14.868 ACRES |
| UNITS PER ACRE CALCULATION             |              |
| ALLOWABLE DENSITY (8 UNITS PER ACRE)   | 119 UNITS    |
| ACTUAL DENSITY - (6.66 UNITS PER ACRE) | 99 UNITS     |

**SINGLE FAMILY RESIDENTIAL PAD DETAIL**



**LAYTON**  
1485 West Hillfield Rd. Suite 204  
Layton UT 84041  
Phone: 801.547.1100  
Fax: 801.593.6315

**SALT LAKE CITY**  
Phone: 801.255.0529

**TOOELE**  
Phone: 435.843.3590

**CEDAR CITY**  
Phone: 435.865.1453

**RICHFIELD**  
Phone: 435.590.0187

WWW.ENSIGNUTAH.COM

FOR:  
WILCOX FARMS  
1455 SOUTH 1000 WEST  
CLEARFIELD, UT 84015

CONTACT:  
CON WILCOX  
PHONE: 801-000-0000  
FAX:

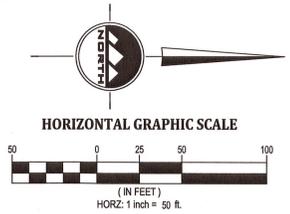
**CRIDDLE FARMS P.R.D.**

700 SOUTH 4000 WEST  
SYRACUSE, UTAH

| NO. | DATE | REVISION   | BY |
|-----|------|------------|----|
| 1   |      | FOR REVIEW |    |
| 2   |      |            |    |
| 3   |      |            |    |
| 4   |      |            |    |
| 5   |      |            |    |
| 6   |      |            |    |
| 7   |      |            |    |
| 8   |      |            |    |

**CONCEPT PLAT**

PROJECT NUMBER: L2101A  
DATE: 12/31/13  
DRAWN BY: A.SHELBY  
CHECKED BY: K.RUSSELL  
PROJECT MANAGER: K.RUSSELL



| Land Use Percentage        |         |         |
|----------------------------|---------|---------|
| Use                        | SQ. FT. | Percent |
| Single Family Pad          | 172,710 | 33%     |
| Common Space (Parcels A-F) | 154,257 | 29%     |
| parcel a                   | 28,345  |         |
| parcel b                   | 23,475  |         |
| parcel c                   | 20,581  |         |
| parcel d                   | 44,674  |         |
| parcel e                   | 22,468  |         |
| parcel f                   | 14,714  |         |
| Open Space (Frontside)     | 154,237 | 29%     |
| Open Space (Backside)      | 136,350 | 26%     |
| Net Area (Less Roads)      | 524,839 | 100%    |
| Public Roads               | 305,485 |         |
| Total Project              | 830,324 |         |

| Land Area Table                        |        |
|----------------------------------------|--------|
| Total Project (Acres)                  | 19.06  |
| Net Acreage (Less Roads in Acres)      | 12     |
| Units per acre calculations            |        |
| Allowable Density (6.7 units per acre) | 127.71 |
| Actual Density (5.30 units per acre)   | 101    |



# Memorandum

**To:** Noah Steele  
**CC:**  
**From:** Focus Engineering and Surveying  
**Date:** 3/31/2016  
**Re:** Preliminary Review Comments Response

---

## Engineering

### Plat:

Submit a plat with final approval.

a. **Noted:**

### Plans:

Sewer and land drain mains need to be extended to serve lots 73, 75 and 76.

**Corrected.**

Keep all utilities in the same location throughout all roads.

**Corrected.**

All existing irrigation turnouts and ditches serving the developed property shall be abandoned per Hooper Irrigation standards. Any existing irrigation mains

**Noted on the plans.**

1200 South Street will need to be fully improved to the collector cross section including culinary and secondary waterlines stubbed to the west boundary of the property.

**This has been added to the plans per our meeting on 3/28/16**

The trail must be 10' wide throughout the property with a public easement. All trail crossing shall have ADA ramps meeting current standards with 10' wide detectable panels.

Verify adequate hydrant spacing with the fire department.

**Noted.**

Move the catch basin in front of Lot 38 south so it is not in the middle of a driveway and add a catch basin on the east side of the street.

**Corrected.**

All hydrants shall be installed short side.

**Corrected**

Add an eclipse 88 sampling station on the west side of lot 49 and the west side of lot 22

**Corrected.**

Add inline culinary and secondary valves in front of lot 40.

**Corrected.**

Consult with planning for the trail alignment.

**Trail has been moved according the planning department recommendations.**

Add a street light at both 1200 South intersections.

**Corrected.**

## Planning

Provide approximate Address, Section, Township, and Range on plat

Corrected.

Provide the appropriate number of phases and phasing lines

Phasing has been added.

Replace “Improved Open Space” label with “Common Space”

Corrected.

Clarify if Parcel F was counted as open space and when it will be improved

Corrected.

Giant trees on parcel “F” should be preserved

Concur.

Provide location of existing open ditch/ canal locations and plans to cover if any.

Added.

Please clarify which road cross section will be applied to each proposed road

Corrected.

A stub road is recommended through the location of lot 28 and 29 in line with 1975.

A stub road will be done with the North Property that will better suit east-west traffic.

An additional development agreement is required to address building elevations, landscape plan, amenity details, fencing, phasing, and road improvements. To be completed by final.

Noted.

Explore the relocation of the trail to the east edge of development.

Trail has been moved according to recommendations.

Lots 49 to 53 and 88-95 are double frontage

These lots do not have any frontage on 4000 West. Parcel B will provide a buffer.

PRD next to Agriculture requires buffer “A”.

Noted.

## Fire Department

All hydrants shall be placed with the 4 ½” connection facing the point of access for Fire Department Apparatus. Number and distribution of hydrants shall be spaced according to table C105.1 of the 2012 IFC. Lots 10, 11, 12, and 13 exceed the maximum distance from any point on street frontage to a hydrant. An additional hydrant will be needed.

An additional hydrant has been added.

## Chapter 10.75 PRD – PLANNED RESIDENTIAL DEVELOPMENT

### Sections:

- [10.75.010](#) Purpose.
- [10.75.020](#) Permitted uses.
- [10.75.030](#) Conditional uses.
- [10.75.040](#) Minimum lot standards.
- [10.75.050](#) Development plan and agreement requirements.
- [10.75.060](#) Design standards.
- [10.75.070](#) Street design.
- [10.75.080](#) Off-street parking and loading.
- [10.75.090](#) Signs.

### **10.75.010 Purpose.**

---

The purpose of this [zone](#) is to allow diversification in the relationship of residential [uses](#) to its sites and permit directed flexibility of site design. Further, its intent is to encourage a more efficient [use](#) of the land and the reservation of a greater proportion of [common space](#) for recreational and visual [use](#) than other residential [zones](#) may provide and to encourage a variety of [dwelling units](#) that allow imaginative concepts of neighborhood and housing options and provide variety in the physical development pattern of the City. This will allow the developer to more closely tailor a development project to a specific user group, such as retired persons.

The intent of this [zone](#) is to encourage good neighborhood design while ensuring compliance with the intent of the subdivision and zoning [ordinances](#). All [dwelling units](#) are to be held in private individual ownership. However, the development shall contain common or [open space](#) and amenities for the enjoyment of the planned community that are developed and maintained through an [active homeowners' association](#) or similar organization with appointed management. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-010.]

### **10.75.020 Permitted uses.**

---

The following are [permitted uses](#) by right provided the parcel and [building](#) meet all other provisions of this title and any other applicable [ordinances](#) of Syracuse City:

- (A) [Accessory uses](#) and [buildings](#) (maximum 200 square feet).
- (B) Churches, [synagogues](#), and [temples](#).
- (C) [Dwelling units](#), single-family (no more than four units attached).
- (D) Educational services.
- (E) [Household pets](#).
- (F) Private parks.

(G) [Public](#) and quasi-public [buildings](#).

(H) Residential facilities for persons with disabilities and assisted living centers. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-020.]

#### **10.75.030 Conditional uses.**

---

The following may be permitted [conditional uses](#) for nonattached [dwellings](#), after approval as specified in SCC [10.20.080](#):

(A) [Day care centers](#) (major).

(B) [Home occupations](#) (minor or major).

(C) [Temporary commercial uses](#) (see SCC [10.35.050](#)) (minor).

(D) Temporary [use](#) of [buildings](#) (see SCC [10.30.100](#)(A)(9)) (minor). [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-030.]

#### **10.75.040 Minimum lot standards.**

---

All lots shall be developed and all [structures](#) and [uses](#) shall be placed on lots in accordance with the following standards:

(A) Density: overall density of six [dwelling units](#) per gross acre.

- (1) The development shall provide a standard road right-of-way of 60 feet which shall include curb, gutter, and sidewalk improvements;
- (2) Open space/common space shall be a minimum 50 percent of the total land [area](#), excluding roadways, [buildings](#), acreage and excluding any above-ground City infrastructure. Of that 50 percent, 30 percent shall be in [open space](#) and 20 percent in [common space](#);
- (3) For detention ponds to be considered [common space](#) they must include amenities recommended by [planning commission](#) and [city council](#);
- (4) The aesthetic and [landscaping](#) proposals shall provide for trees and shrubs that break up the look of having the same [building](#) style duplicated throughout the development and shall be in accordance with the Architectural Review Guide;
- (5) For the purpose of this section, [landscaping](#) is not considered to be an amenity;
- (6) The development shall provide adequate off-street parking area(s), subject to requirements of this chapter and off-street parking requirements as found in Chapter [10.40](#) SCC; and
- (7) The development design shall include a direct connection to a major arterial, minor arterial, or major collector roadway.

(B) Lot width: determined by development plan.

(C) Front yard: 20 feet.

(D) Side yards: a minimum of 16 feet between primary [structures](#) and eight feet from the property line.

(E) Rear yard: a minimum of 15 feet.

(F) [Building](#) height: as allowed by current adopted [building](#) code, with a maximum height of 30 feet to the top of the roof [structure](#).

(G) Structure: attached units shall not have a single roofline and shall have variations in architectural style between the [buildings](#). The units shall include a minimum of two-car garages for each unit and shall not be the major architectural feature of the [building](#). [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1998; Code 1971 § 10-15-040.]

#### **10.75.050 Development plan and agreement requirements.**

---

(A) Subdivision [ordinance](#) requirements shall generally apply to planned residential communities. The developer shall submit a residential development plan of all project phases for City consideration and approval and shall integrate the proposed development plan into a [development agreement](#) between the developer and City. The [development agreement](#) shall undergo an administrative review process to ensure compliance with adopted City [ordinances](#) and standards with approval by the [City Council](#). The subdivider shall develop the property in accordance with the [development agreement](#) and current City [ordinances](#) in effect on the approval date of the agreement, together with the requirements set forth in the agreement, except when federal, state, county, and/or City laws and regulations, promulgated to protect the [public's](#) health, safety, and welfare, require future modifications under circumstances constituting a rational [public](#) interest.

(B) A planned residential development must have a minimum of five acres.

(C) The developer shall landscape and improve all [open space](#) around or adjacent to [building lots](#) and [common spaces](#) and maintain and warrant the same through a lawfully organized [homeowners' association](#), residential management company, or similar organization.

(D) The development plan submitted for review shall show the location and [building elevations](#) with exterior [building](#) materials, size, and general footprint of all [dwelling units](#) and other main [buildings](#) and amenities.

(E) The development plan submitted for review shall include [landscaping](#), fencing, and other improvement plans for common or [open spaces](#), with the [landscaping](#) designed in accordance with an approved theme to provide unity and aesthetics to the project. The plan shall include all special features, such as ponds, fountains, [signs](#), walking paths, inviting entryways, etc., together with a landscape planting plan. [Common space](#) should be the emphasis for the overall design of the development, with various community facilities grouped in places well related to the [common space](#) and easily accessible to pedestrians.

(F) A planned residential community shall be of sufficient size, composition, and arrangement to enable its feasible development as a complete unit, managed by a legally established owners'

association and governed by enforceable, duly recorded CC&Rs. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-050.]

#### **10.75.060 Design standards.**

The [Land Use Authority](#) shall approve the required common [building](#) theme. The design shall show detail in the unification of exterior architectural style, [building](#) materials, and color and size of each unit; however, the intent is not to have the design so dominant that all units are identical. Residential [dwellings](#) shall comply with SCC [10.30.020](#). [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-060.]

#### **10.75.070 Street design.**

The [Land Use Authority](#) may approve an alternative street design so long as it maintains the City's minimum rights-of-way. The developer shall dedicate all street rights-of-way to the City. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-070.]

#### **10.75.080 Off-street parking and loading.**

For multi-unit developments, one additional off-street [parking space](#) shall be provided for each unit of four [dwellings](#). Off-street parking and loading shall be as specified in Chapter [10.40](#) SCC; provided, however, that the City may limit or eliminate street parking or other [use](#) of City rights-of-way through the employment of limited or alternative street designs. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-080.]

#### **10.75.090 Signs.**

The [signs](#) permitted in this [zone](#) shall be those allowed in residential [zones](#) by Chapter [10.45](#) SCC. [Ord. 15-07A § 1 (Exh. A); Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-090.]

**The Syracuse City Code is current through Ordinance 16-07, passed February 9, 2016.**

Disclaimer: The City Recorder's Office has the official version of the Syracuse City Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.



# COUNCIL AGENDA

April 26<sup>th</sup>, 2016

## Agenda Item “F” Cul De Sac’s Clarification

Question on this issue should be directed to Jo Hamblin, Eric Froerer, Brigham Mellor, and Robert Whiteley

### *Factual Summation*

There has been a concern brought to our attention regarding the cul-de-sac standard for our city. Currently the City’s standard is 100’ diameter TBC (to back of curb). Two years ago the City’s cul-de-sac design standard was 100’ to property line allowing only a 78’ diameter drivable surface. The City adopted appendix D in the IFC which requires a 96’ diameter drivable surface, this changed the size of the cul-de-sacs to accommodate the larger turning radius of our fire apparatuses. We are now being asked by a developer to change the standard back to 100’ to property line which would reduce the diameter of the cul-de-sac to 78’ face of curb. These are the reasons why the City should continue to use the 96’ diameter for the cul-de-sac:

1. The size of our apparatuses and neighboring fire departments’ apparatuses has increased, requiring a larger turnaround radius. Currently our first responding apparatus cannot perform a complete turnaround without performing a three point turn in the 78’ cul-de-sacs. This is ok if there is open space to do so; however, this is normally not the case.
2. Typically most cul-de-sacs have additional obstacles in them to maneuver around, i.e.; parked vehicles, garbage cans, basketball hoops, snow removal. Depending upon the location of the obstacle and size the 96’ cul-de-sacs allows the driver the ability to perform a continuous turn around or the open space to conduct a three-point turn; whereas, the smaller cul-de-sac is not as forgiving. This can be critical for time sensitive responses if a wrong address is given or a wrong turn is taken.
3. Cul-de-sacs are not used just for turnarounds we must also view them as access to buildings that are built on these dead end streets which allows us to get the appropriate amount of emergency vehicles on scene to conduct fire suppression and exposure protection operations. The larger

cul-de-sac allows us more room to better position the apparatuses for these operations, while still maintaining workable space around them.

The primary issue here is that we have two separate conflicting code standards:

SMC § 8.15.010

(L) *Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround) shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround. Each cul-de-sac must be terminated by a turnaround of not less than **100 feet in diameter, measured to the property lines.***

VS.

SMC § 7.05.020 And Syracuse engineering standards

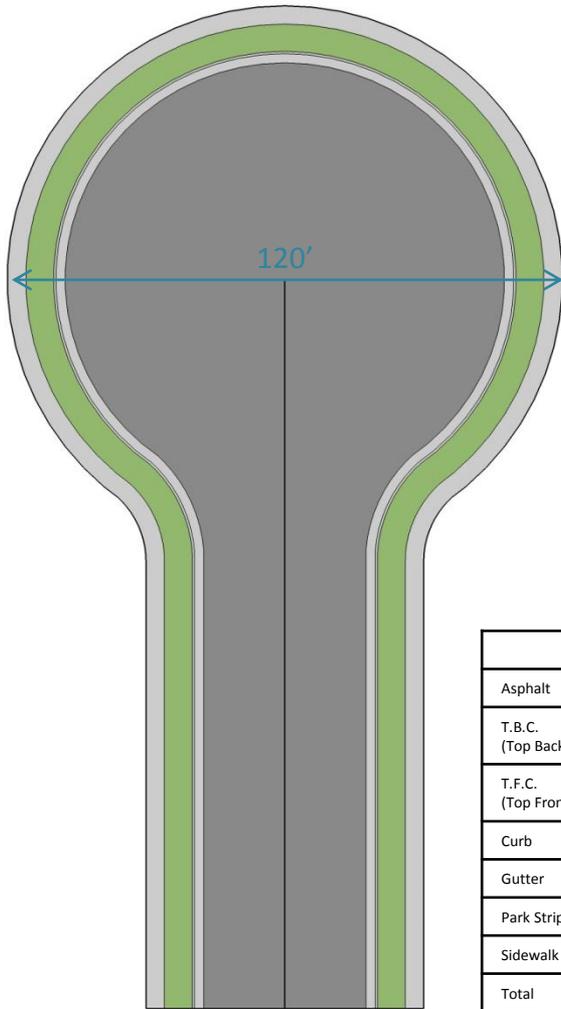
*The International Fire Code as currently adopted by the state of Utah is hereby adopted by reference and made part of this chapter. Appendices B, Fire-Flow Requirements for Buildings; C, Fire Hydrant Locations and Distribution; and D, Fire Apparatus Access Roads of the International Fire Code are also hereby adopted. Any successive amendments or editions adopted by the state of Utah are hereby incorporated herein by reference and shall be effective upon the date they are effective as a Utah State Statute. In the event a successive amendment or edition is adopted, **Appendices B, C and D shall also be adopted and are hereby incorporated herein by this reference and shall be effective upon the same date.** Appendices A, Board of Appeals; E, Hazard Categories; F, Hazard Ranking; and G, Cryogenic Fluids – Weight and Volume Equivalents are included as guides. A copy of said code shall be deposited in the administrative office of the City and open for public inspection.*

***Additional Material:***

- Exhibit 1 Graphical representation of the physical application of the code(s)*
- Exhibit 2 Letter from state fire marshal*
- Exhibit 3 Municipal Comparisons*

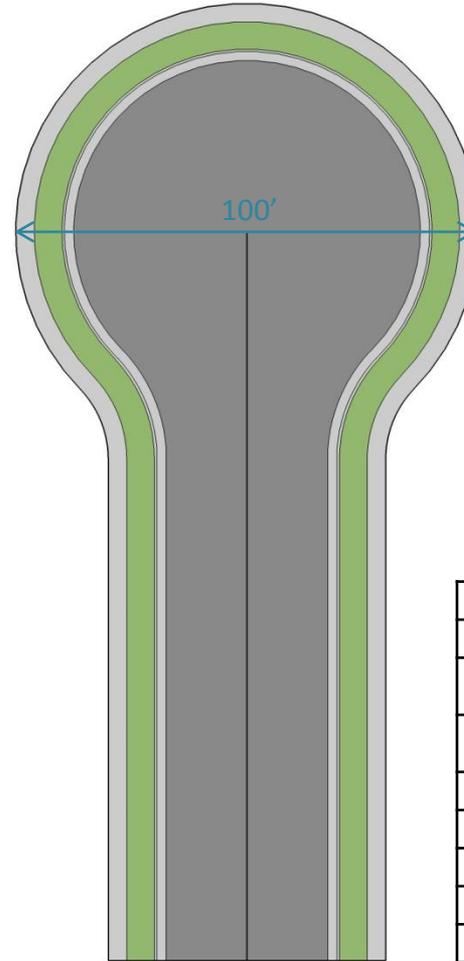
***Recommendation:***

Direct staff to come back for the May 2016 City Council business meeting with a prepared amendment for either SMC 07.05.020 or SMC 08.15.010 to reflect the width the city would like to see going forward - based on the information presented to the council - thus correcting the conflict between the two codes.



|                               | Diameter | Radius |
|-------------------------------|----------|--------|
| Asphalt                       | 95'      | 47.5'  |
| T.B.C.<br>(Top Back of Curb)  | 100'     | 50'    |
| T.F.C.<br>(Top Front of Curb) | 99'      | 49.5'  |
| Curb                          | 1'       | .5'    |
| Gutter                        | 4'       | 2'     |
| Park Strip                    | 12'      | 6'     |
| Sidewalk                      | 8'       | 4'     |
| Total                         | 120'     | 60'    |

**Typical Cul-De-Sac Detail from adopted Syracuse City Engineering Standards**



|                               | Diameter | Radius |
|-------------------------------|----------|--------|
| Asphalt                       | 75'      | 37.5'  |
| T.B.C.<br>(Top Back of Curb)  | 80'      | 40'    |
| T.F.C.<br>(Top Front of Curb) | 79'      | 39.5'  |
| Curb                          | 1'       | .5'    |
| Gutter                        | 4'       | 2'     |
| Park Strip                    | 12'      | 6'     |
| Sidewalk                      | 8'       | 4'     |
| Total                         | 100'     | 50'    |

**Current Subdivision Ordinance: 8.15.010 (L)** Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround) shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround. Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter, measured to the property lines.

\* Note: Property lines are on the back of the sidewalk

| <b>City</b>            | <b>Length<br/>(no longer than)</b> | <b>Radius<br/>(to Back of Curb)</b> | <b>Drivable Surface<br/>(IFC)</b> |
|------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <b>Lehi</b>            | 400'                               | 50'                                 | 96'                               |
| <b>Kaysville</b>       | 600'                               | 50'                                 | 96'                               |
| <b>Coalville</b>       | 400                                | 50'                                 | 96'                               |
| <b>Cache Valley</b>    | 500                                | 50'                                 | 96'                               |
| <b>Taylorsville</b>    | 400'                               | 46                                  | 88'                               |
| <b>Sandy</b>           | 400'                               | 46'                                 | 88'                               |
| <b>West Point</b>      | 600'                               | 45.5'                               | 87'                               |
| <b>Roy</b>             | 500'                               | 45.5'                               | 87'                               |
| <b>Clearfield</b>      | 400'                               | 45.5'                               | 87'                               |
| <b>Bountiful</b>       | 600'                               | 44'                                 | 84'                               |
| <b>North Salt Lake</b> | 600'                               | 42'                                 | 80'                               |
| <b>Layton</b>          | 500'                               | 42'                                 | 80'                               |
| <b>Centerville</b>     | 400'                               | 42'                                 | 80'                               |
| <b>Clinton</b>         | 400'                               | 40'                                 | 76'                               |
| <b>Syracuse</b>        | 500'                               | 50' Radius                          | 96' Diameter                      |



State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

## Utah Department of Public Safety

KEITH D. SQUIRES  
*Commissioner*

### Utah State Fire Marshal

COY D. PORTER  
*State Fire Marshal*

January 25, 2016

The Honorable Mike Shultz  
2135 North 4500 West  
Hooper, UT 84315

Re: Cul-de-sac

Dear Representative Schultz:

Thank you for meeting with us and the UHBA last Friday to resolve the conflicts with the 2015 International Fire Code. During that meeting you had some questions concerning cul-de-sac requirements as they pertain to the fire code. Section 503.2.5 of our current code and the same section in the proposed 2015 International Fire Code, require a turn-a-round within 150 feet of the end of a dead end:

**503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

The body of the code does not give any further direction. Appendix D of the fire code does offer more specific requirements and can be adopted as code by the local jurisdiction. The State does not adopt the appendices with the adoption of the fire code, leaving appeals, fire flow, fire hydrant placement, and road requirements (including turn-a-rounds) up to the local jurisdictions. Appendix D specifies a 96-foot diameter minimum requirement for the size of a cul-de-sac. This diameter is generally measured from curb line to curb line. Some jurisdictions in our State have reduced that requirement in their subdivision ordinance and only require an 80-foot diameter cul-de-sac. An 80-foot diameter is the smallest diameter requirement for a cul-de-sac that I am aware of.

The size of a fire department turn-a-round, and correspondingly the size of a cul-de-sac, should be based on the requirements of the anticipated responding fire apparatus. The fire code official and the local jurisdiction should also keep in mind that fire apparatus will continue to evolve. What worked forty years ago often does not work today, and what works today may not

The Honorable Mike Schultz  
January 25, 2016  
Page 2

work forty years from now. Fire apparatus may get larger or may get smaller. The local jurisdiction should consider, that as other types of turn-a-rounds require a “three point turn,” it is reasonable for fire apparatus to make a three point turn in an open area, i.e. a cul-de-sac, and not expect they should be able to turn fire apparatus around in a cul-de-sac without stopping and backing up in every circumstance.

It is my opinion that the example of acceptable fire apparatus, cul-de-sac, turn-a-round, with a diameter of 96-feet, given in appendix D of the International Fire Code is adequate.

Sincerely,

Ted Black  
Chief Deputy State Fire Marshal

Attachment: International Fire Code, 2012 edition, Appendix D



# COUNCIL AGENDA

April 26, 2016

Agenda Item “g”                      Report on Town Hall Meetings with the Mayor

## *Factual Summation*

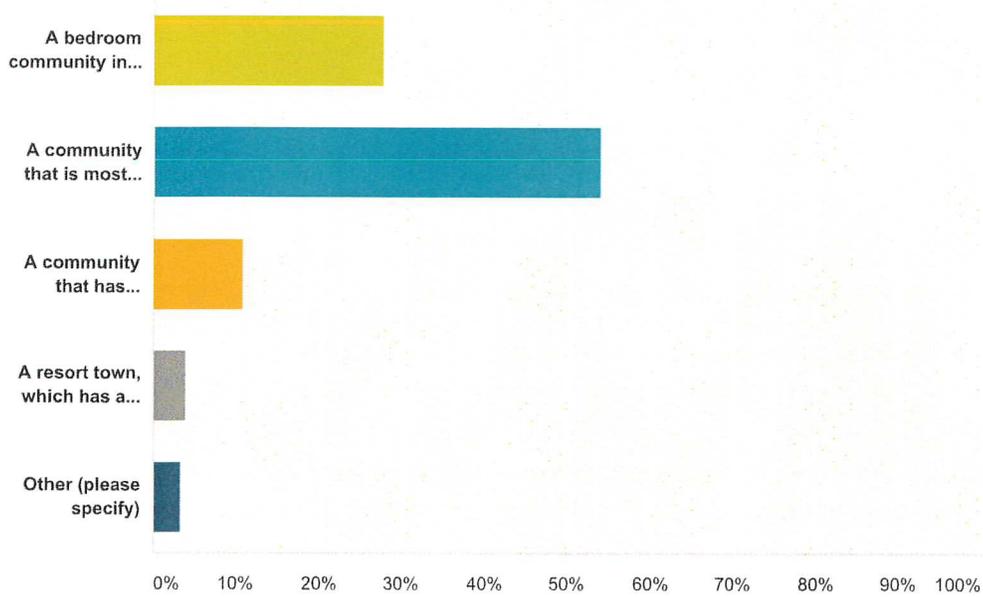
- Any questions about this agenda item may be directed at Mayor Terry Palmer.
- Mayor Palmer will provide an overview and report of four town hall meetings that he conducted.
- The Mayor held four meetings at City hall, with two meetings in November and two meetings in January.
- For each meeting, a quadrant of the City was invited specifically but any citizen was welcome to attend. In total, approximately 120 residents participated.
- The following items were included in all of the meetings:
  - A statistical overview of the City, with a comparison with benchmark cities. This included city-wide information on crime, fire/EMS response, parks, economic development, tax rates, and utility rates.
  - Specific information on crime, utilities, road improvements, park improvements, and new development related to each quadrant.
  - A map exercise where participants were able to provide input on what they would like to see in Syracuse.
  - A Q & A session where residents were able to ask any questions about the City.
- The overall feedback from participants was positive as residents felt comfortable asking questions and getting specific information about the City.

- Along with the town hall meetings was an online survey with questions about the overall vision for the City. The City received approximately 150 responses, which are attached.

Town Hall Meeting

**Q1 In the next 20-30 years, indicate which best represents your vision of Syracuse City:**

Answered: 148 Skipped: 0

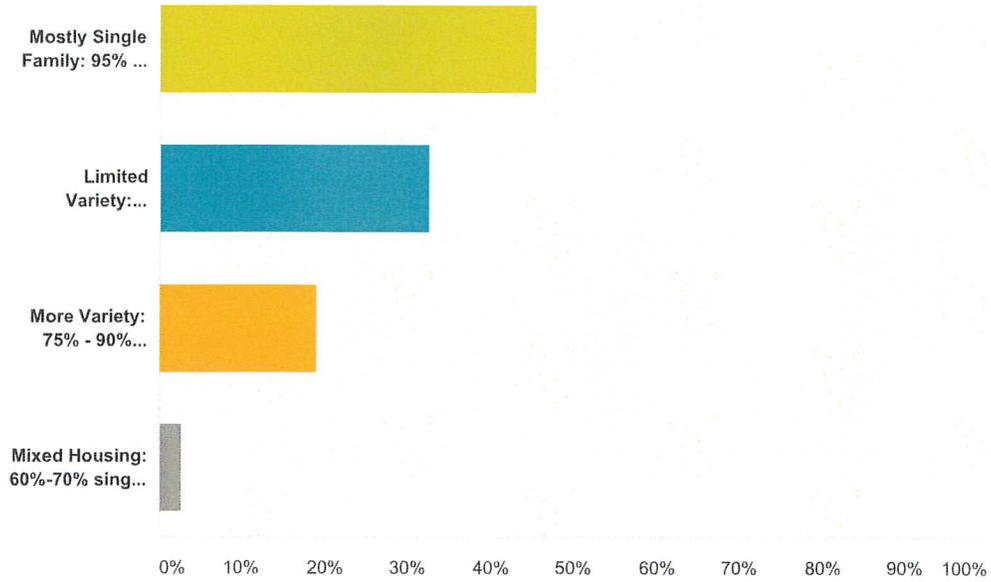


| Answer Choices                                                                                                                                                                                       | Responses    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| A bedroom community in west Davis County, characterized by being largely residential with limited commercial development.                                                                            | 27.70%<br>41 |
| A community that is mostly residential but has a strong daytime employment population and has both retail stores that serve local residents and stores that bring in people from neighboring cities. | 54.05%<br>80 |
| A community that has residential development, but is a center for employment and shopping, and is characterized as a regional hub for jobs, restaurants, and retail stores.                          | 10.81%<br>16 |
| A resort town, which has a strong residential presence, but is characterized by tourist destinations and resort developments.                                                                        | 4.05%<br>6   |
| Other (please specify)                                                                                                                                                                               | 3.38%<br>5   |
| <b>Total</b>                                                                                                                                                                                         | <b>148</b>   |

Town Hall Meeting

**Q2 Regarding residential development, indicate which best represents your vision for residential development in Syracuse City:**

Answered: 147 Skipped: 1

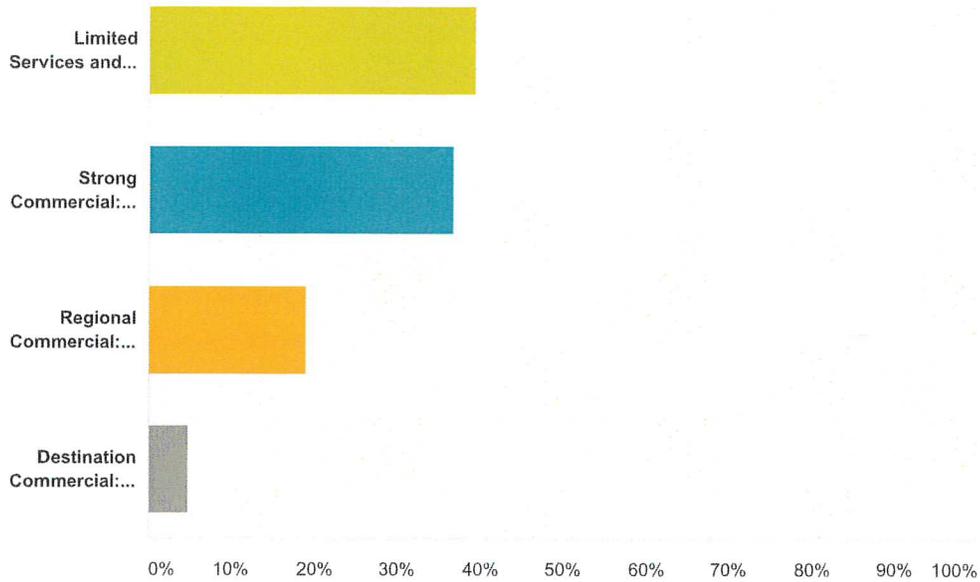


| Answer Choices                                                                                                                                                                                                                                             | Responses    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Mostly Single Family: 95% to 100% single family homes, with a variety of different styles, sizes, and price ranges. Little or no townhomes, condominiums, duplex/fourplexes, or apartments.                                                                | 45.58%<br>67 |
| Limited Variety: 75%-90% single family homes, with a variety of styles, sizes and price ranges. Other types of housing include mostly owner-occupied types, such as town homes or condominiums. Few rental units, such as apartments or duplex/fourplexes. | 32.65%<br>48 |
| More Variety: 75% - 90% single family homes, with a variety of styles, sizes and price ranges. Other types of housing include a variety of rental and owner-occupied types such as apartments, condominiums, townhomes, etc.                               | 19.05%<br>28 |
| Mixed Housing: 60%-70% single family homes, with a mixture of owner-occupied and rental types, such as condominiums, apartments, townhomes, etc.                                                                                                           | 2.72% 4      |
| <b>Total</b>                                                                                                                                                                                                                                               | <b>147</b>   |

Town Hall Meeting

**Q3 Regarding commercial development, indicate which best represents your vision for commercial development in Syracuse City:**

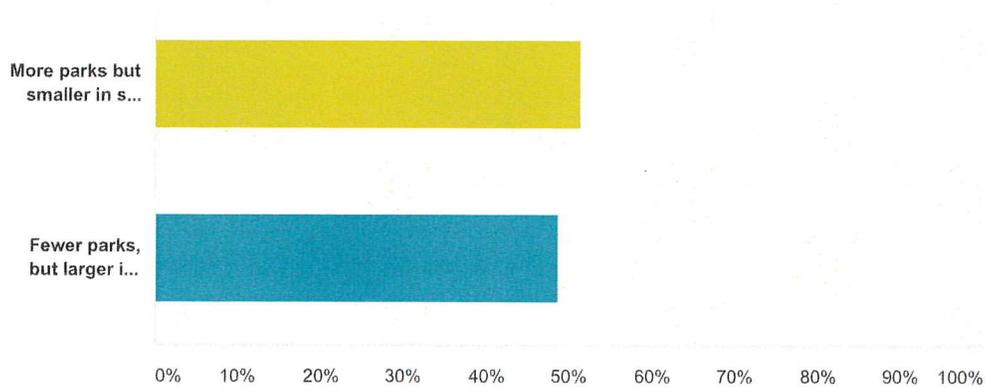
Answered: 147 Skipped: 1



| Answer Choices                                                                                                                                                                                                                                                                                                                                                                                           | Responses    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Limited Services and Retail: Small scale services and retail geared toward serving the daily needs of the City's residents. Examples of retail include grocery stores, small restaurants, fast food, pharmacies, gas stations, dry cleaners, etc. Examples of services include: post office, limited dental and medical offices, small contractor and professional offices, limited automotive services. | 39.46%<br>58 |
| Strong Commercial: Includes services and retail to serve resident's daily needs, but also includes larger retail that draws customers from neighboring cities. Also includes medium-sized employment centers, such as medical or professional office complexes, light manufacturing, and a larger number of service businesses.                                                                          | 36.73%<br>54 |
| Regional Commercial: Includes services and retail to serve resident's daily needs, but also includes multiple large retailers and is an employment hub that draws customers and employees from the surrounding region. Examples include big-box retail stores, multiple restaurants, and large employment centers such as hospitals, business parks, etc.                                                | 19.05%<br>28 |
| Destination Commercial: Includes services and retail to serve residents' daily needs, but is primarily a destination place for shopping or tourism. Customers largely come from other areas and employment is primarily related to the shopping or tourism markets.                                                                                                                                      | 4.76%<br>7   |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                             | <b>147</b>   |

**Q4 A recent analysis of the City's park system indicates that the City needs to develop more park space in order to maintain its declared level of park space to adequately serve the residents. If more park space is to be developed, which would you rather prefer:**

Answered: 146 Skipped: 2



| Answer Choices                                | Responses  |
|-----------------------------------------------|------------|
| More parks but smaller in size (7-10 acres)   | 51.37% 75  |
| Fewer parks, but larger in size (20-60 acres) | 48.63% 71  |
| <b>Total</b>                                  | <b>146</b> |



## Town Hall Meeting

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 23 | Larger parks with a variety of amenities. Want as rural a feel as possible; we don't want to be West Jordan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1/5/2016 6:47 PM  |
| 24 | I believe a very important part of the future of Syracuse is the commercial development. In the last 10 years, progress has been made but a bigger push needs to be made in the next 10 years. Both the sales tax and job creation will significantly help the Syracuse community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1/5/2016 3:21 PM  |
| 25 | In item #3, I would recommend that we look to Syracuse to be a strong services, professional and commercial business, with limited big-box retail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1/5/2016 2:47 PM  |
| 26 | Please try to keep Syracuse from becoming another Layton or Clearfield. Please protect our green spaces, farms and ranches.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1/5/2016 2:40 PM  |
| 27 | Having a park like Layton's Ellison Park would be fabulous! Something with a country feel but quite close to shopping. It has a free outside water feature, tennis courts, several toy structures (I like that it isn't all connected so there is less chance of bullying and losing my children) and plenty of places for the kids to play their sport games. I LOVE this park!!! I know if I come here there will likely be room for my kids somewhere to play. Also, their tennis courts don't seem to be damaged by their water system; which is a problem on many of the tennis courts around. I know many Mom's travel to go to the free outside water splash pads, so that in itself is a draw for people to come to the city.                                                                                                                                                                                                                                                                                                                                                 | 12/9/2015 3:07 PM |
| 28 | Instead of trying to copy Layton with the exact same large chain stores, let's create the small town feel. Being surrounded by towns that have all the same big stuff with no personality, let's create an individual one for ours. Most people only know our town as the place you drive through to get to antelope island. Stop building the crappy run of the mill and generic strip malls. Let's build a Main Street, let's create a place where you want to walk places. Our town has already begun to just build without thought. Our infrastructure is not able to support the non stop home building. Sure we get money for the fees and costs we collect from a new house. But, then that fee is done. Meanwhile, we don't have enough schools, etc to support it. Stop the fast food, dollar loan, dollar store chains. Bring businesses with personality. Create more community activities. Let's create an identity. People say they love Syracuse because of its quiet small hometown feel. Yet, our city seems to be trying to become just another Ogden, Clinton, Roy. | 12/4/2015 1:49 AM |

 Responses with no relevancy or constructive input have been redacted.



# COUNCIL AGENDA

April 26, 2016

Agenda Item “h” Request for Matching Funds to Move and Save the Raymond James Building

## *Factual Summation*

- Any questions about this agenda item may be directed at Mayor Terry Palmer, President of the Museum Foundation Sue Warren, or City Manager Brody Bovero.

## *Background*

- The Raymond James Building located near the corner of 2000 West and Antelope Drive is currently one of the oldest standing commercial buildings in the City.
- With the UDOT SR 108 Project (2000 West Widening), this building is slated for demolition.
- Mayor Palmer has worked with the Museum Board to bring public awareness of the historic importance of this building, and has been able to raise approximately \$45,000 from residents and philanthropic groups to help pay for moving the building to another location.
- The proposed location is adjacent to the museum on the east side, currently owned by the City.
- In order to move the building, it would need to be placed on a new foundation. A new foundation, along with utility connections, would add to the total cost. It is estimated that the total cost for everything, including the relocation of the building itself, the new foundation, and running utilities is between \$85,000 - \$110,000.

- As part of the project, the electronic marquee sign would need to be removed. The electronic marquee sign has deteriorated over the years, and is no longer cost-effective to repair.
- The City's Emergency Preparedness Committee has discussed the need for such a marquee for important notices to the public. The electronic sign can also be used for other important announcements in the City. The cost to replace the sign is estimated at \$20,000 - \$30,000.

### *Discussion*

- The purpose of this discussion item is two-fold. First, to discuss whether the Council would consider appropriating matching funds to help relocate the historic building. And second, whether the Council would consider replacing the marquee sign with a new one.
- If the Council were to move forward, a budget opening would be scheduled in May to appropriate a portion of the fund balance to the project.



# COUNCIL AGENDA

## April 26, 2016

Agenda Item “i”                      Discussion regarding Credit Card Use Policy

### *Factual Summation*

- Councilmembers Maughan and Anderson asked that an item be added to the agenda to review and discuss the City’s Credit Card Use policy. The City’s current policy is included in the Personnel Policies and Procedures Manual and reads as follows:

#### **17.020. Credit Card Expenses.**

- (a) Purpose. In order to ensure the proper use and accountability of tax payer dollars, the following credit card policies are to be followed when using Syracuse City Credit Cards to expend City funds. Compliance with the policy is the obligation of each City employee. Failure to follow the policy may result in disciplinary action up to and including termination as described below. Questions regarding the policy are to be directed to the Finance Director.
- (b) Tax Exempt. Most City purchases are not subject to sales tax. For vendors requiring documentation of tax exempt status, a TC-721G Exemption Certificate for Governments and Schools may be obtained from the Finance Director. Lodging charges in Utah are subject to sales tax. It is the cardholder’s responsibility to ensure sales tax is only paid when required.
- (c) Cardholder Responsibilities. It is the responsibility of the cardholder to:
  - (1) Read and understand the City Credit Card Policies and Procedures.
  - (2) Sign the Syracuse City Credit Card Acceptance Agreement. (See Appendix R)
  - (3) Make only authorized purchases as prescribed by the City Purchasing Policy and approved departmental budget.
  - (4) Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder and their Department Head. (See Appendix S). This form can also be found in the policy manual or on the City Intranet.
  - (5) Reconcile the credit card statement upon its arrival. All reconciliations, statements, and receipts are due to Accounts Payable by the 10<sup>th</sup> of the following month.
  - (6) Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Finance Director.

- (7) Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Finance Director.
- (d) Department Head or Supervisor Responsibilities. It is the responsibility of the Department Head or Supervisor to:
    - (1) Request and oversee the issuance of new cards through the Finance Director. The credit limit will be determined at the discretion of the Finance Director.
    - (2) Inform the Finance Director when changes and cancellations are needed because of personnel changes.
    - (3) Make sure credit card reconciliations are completed by the 10<sup>th</sup> of each month.
    - (4) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Syracuse City policies and procedures.
    - (5) Address the cardholder about questionable transactions and take disciplinary actions when necessary
    - (6) Report any misuses of credit cards immediately to the Finance Director and/or the City Manager
    - (7) Sign the reconciliation form for each cardholder after review
  - (e) Prohibited Credit Card Purchases. The following purchases are strictly prohibited from being purchased by using a City credit card:
    - (1) Purchase of items for personal use or consumption
    - (2) Purchasing in violation of the City Purchasing Policy
    - (3) Alcohol
    - (4) Utah State Tax, except on lodging charges
    - (5) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
    - (6) Splitting a purchase to remain under purchasing policy limits
  - (f) Disciplinary Action for Improper Use. Any employee found to be in violation of these policies may be subject to disciplinary action including but not limited to suspension of credit card, repayment of unauthorized charges, and/or termination of employment.



# COUNCIL AGENDA

April 26, 2016

Agenda Item “j”                      Review Recruitment & Retention Policy & Draft  
Compensation Plan

## *Factual Summation*

- Any questions about this agenda item may be directed at City Manager Brody Bovero.

## *Background*

- From time to time the Council should review the Recruitment & Retention Policy to see it needs any modifications in order to recruit and retain the best employees possible.
- Attached you will find the current Recruitment & Retention Policy, along with suggested edits to make clarifications, and updates.
- Attached you will also find a draft Compensation Plan for FY2017. The Compensation Plan is a key part of the recruitment and retention of good employees. Included in the draft are proposed edits, some of which are for clarification, others are from comments suggested by councilmembers.

## *Discussion*

- The purpose of this discussion item is review and find consensus on both documents, preparatory to the adoption of the FY2017 budget.



## **RECRUITMENT & RETENTION POLICY**

### **PURPOSE**

The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens. This policy shall also set forth direction on how the City will best develop the skills and capabilities of its workforce.

It is essential that Syracuse City (City) recruits and retains the best talent possible in order to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

### **COMPONENTS OF THE POLICY**

#### **Leadership & Responsibility**

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council. The City Manager will be tasked to propose programs and policies that align with the purpose of this policy.

#### **Employee Compensation Plan**

**Benchmarks:** The City Manager will propose, and the City Council will have final approval of a list of cities that will constitute the benchmark for comparison of employee compensation. The benchmark cities will include those cities that Syracuse City reasonably competes with for employees. The benchmarks will be adjusted at least every 3 years, with the employees' wages/salaries adjusted to reflect the new benchmark. The Council has the discretion to "smooth" benchmark increases over the following three years.

**Salary & Wage Scales:** The salary & wage scales will be set so that the minimum, mid-range, and maximum for each position will fall within the 60<sup>th</sup> to 70<sup>th</sup> percentile of the benchmark cities.

**Other Benefits:** Other benefits, such as medical/dental/vision, retirement, and paid time off, will be provided at a level that reasonably competes with the benchmark cities. The City Manager will propose, and the City Council will have final approval of the benefit package to be offered.

**Career Progression:** The programs and policies proposed by the City Manager shall be designed to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will propose a system that provides a path for employees to progress through the salary and wage scale for each position. Once approved by the City Council, such system will be incorporated into the Personnel Policy and Procedures Manual. In order to support career progression, the City Council will adopt a 3 to 5 year compensation plan that outlines a percentage of funds that will be set aside for the purposes of retention bonuses, merit increases, and/or other benefit provisions. Prior to the last year of that compensation plan timeframe, the City Manager will propose, and the City Council will have final approval on the compensation plan that will cover the next 3 to 5 years.

## **Performance Standards**

**Position-Specific Standards:** For each position in the City organization, a set of performance standards and eligibility criteria will be outlined. These performance standards and eligibility criteria will be the basis for an employee to qualify for a bonus or merit increase.

**Annual Evaluation System:** An annual evaluation system that supports the purpose of this policy will be implemented. Such evaluation system will be designed to reward top performers, encourage average performers to improve, and require under-performers to improve.

**Service Level Measurement:** The City Manager will create a series of service level measures, which will serve as indicators on the performance of the entire organization. The City Manager will periodically report these measures to the Mayor and City Council.

## **IMPLEMENTATION**

The Recruitment and Retention Policy was adopted along with the FY2015 Budget, and from time to time will be reviewed and updated by the Council. It is anticipated that the overall Recruitment & Retention Policy will be formally adopted along with the 2014/2015 Budget. Specific components of the policy will also be in place at that time, with other components to be implemented shortly thereafter, following more discussion with the

~~Mayor and City Council. Full implementation of the policy is expected to be completed before the posting of the 2015/2016 Draft Budget.~~



## SYRACUSE CITY

### FY ~~2016-2017~~ – FY ~~2020-2020~~ CITY COMPENSATION PLAN

#### PURPOSE

The purpose of this plan is to set forth the City's plan for employee compensation in order to accomplish the objectives of the City's Recruitment and Retention Policy.

#### AUTHORITY

Section 5.020 of the City Personnel Policies & Procedures Manual states that the City Council will adopt and maintain a compensation plan, which outlines standards and guidelines for salary & wage administration, pay grade schedules, and comparison/benchmarking strategies.

#### TERM

The term of this plan includes fiscal years 201~~7~~<sup>6</sup> through 2020. The compensation rates and future funding amounts set forth from this plan are set forth by the City Council. It is the intent of the City Council to provide the funding necessary to carry out the compensation plan. The City Council retains the ability to unilaterally adjust compensation rates and funding amounts from year to year, based on economic conditions and budget availability.

Generally accepted reasons for reducing the compensation increases include, but are not limited to the following:

- Significant downturn in the local, regional, or national economy.
- Significant unforeseen expense(s) that limit the City's ability to meet the purposes of this plan.
- New debt incurred by the City to provide critical infrastructure that limits the City's ability to meet the purposes of this plan.

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**SALARY AND WAGE SCALES**

As indicated in the Recruitment and Retention Policy, the City desires to recruit and retain the best employees possible. The City has benchmarked comparable salary and wages within the labor market ~~and in FY2015~~in FY2016. ~~Beginning FY 2017,~~ the scales for the minimum, mid-point, and maximum ~~were-~~ will be set within the 60<sup>th</sup> to 70<sup>th</sup> percentile of the benchmark cities, and wages/salaries for each employee will be adjusted to reflect the updated market conditions. In doing so, the City reserves the right spread any increases out over the following three years. Any employee who does not achieve the “Meets Expectation” score in their evaluation (see below) is not eligible for a wage adjustment from the new benchmark. Wage scales will be compared with the benchmark cities at least every ~~three~~3 years.

**BENEFITS**

As indicated in the Recruitment and Retention Policy, the City desires to offer employee benefits that are competitive with the benchmark cities, as a means to recruit and retain the best employees possible. The benefits offered are governed by Chapter 7 of the Personnel Polices & Procedures Manual. The City’s benefit package will be reviewed annually and approved by the City Council through the annual budget process.

**EMPLOYEE EVALUATION SYSTEM**

As indicated in the Recruitment and Retention Policy, each employee will be evaluated on their performance, based on their job duties. The evaluation system will categorize employees’ performance in five different levels:

|                                           | <b>Score</b> |
|-------------------------------------------|--------------|
| Consistently Exceeds Expectations         | 4.5 -5       |
| Exceeds Expectations                      | 4 - 4.5      |
| Meets Expectations                        | 3-4          |
| Needs Improvement                         | 2-3          |
| Seriously Deficient (risk of termination) | 0-2          |

The eligibility of any bonus or raise is contingent upon a “Meets Expectation” or better, with those scoring in the “Exceeds Expectations” and “Consistently Exceeds Expectations” categories receiving greater amounts, respectively.

**MERIT & CAREER DEVELOPMENT INCREASE**

Syracuse City has adopted a “pay for performance” ethic, and therefore does not use programmed step increases or cost of living increases based on time of service alone. The City will provide Merit and Career Development increases based on the employee’s performance of job duties, as well as for approved improvements in knowledge and skill , for the purpose of retaining excellent employees and incentivizing average employees to become better.

**Merit Increase**

The merit increase is designed to be the primary means by which an employee moves through his/her wage scale. The amount set aside for merit increases should be set at competitive levels based on market research that indicates the time it generally takes employees of benchmark cities to move through their wages scales. An employee is eligible for a merit increase after receiving an annual evaluation of “Meets Expectations” or better. The merit increase will be effective on ~~July 1<sup>st</sup>~~ ~~(note: Effective on~~ the first pay period with a July start date) following the annual evaluation. Employees who are at or exceed the maximum rate of their pay scale are only eligible for a merit increase according to Section 5.06 of the Personnel Policies & Procedures manual.

**Planned Budget for Meritorious Increases**

| Year    | <del>Amount of Payroll</del> <u>Maximum Merit Increase</u> |
|---------|------------------------------------------------------------|
| FY 2016 | 2.3%                                                       |
| FY 2017 | 2.3%                                                       |
| FY 2018 | 2.3%                                                       |
| FY 2019 | 2.3%                                                       |
| FY2020  | 2.3%                                                       |

**Career Development Increase**

For each position, the City will pre-approve an outline of optional programs, trainings, certifications, or other similar knowledge or skill enhancement measures. Such optional programs shall be above and beyond the normal requirements of the position, and are meant to further develop the employee in a way that he/she can provide a better, more knowledgeable service to the City. Participation in such program will be at the option of the employee, with coordination from the department head.

For each position that does not qualify for an advancement, the employee may obtain up to a 3.5% increase after completion of eligible programs, prior to reaching the midpoint of the wage scale. The employee may obtain up to another 3.5% increase after reaching the midpoint of the wage scale, subject to completion of additional eligible programs.

For each position that qualifies for an advancement, the employee may obtain up to a 3.5% increase after completion of eligible programs, after reaching the midpoint.

The amount of each increase is dependent on the difficulty of the program and the added value to the City. An employee is only eligible to receive a career development increase if he/she achieved a “Meets Expectations” or better on his/her latest performance evaluation.

**Planned Budget for Career Development Increases**

Prior to adoption of each annual budget, the department head will coordinate with each employee that plans to complete an eligible program. The department head will submit the anticipated budget amount with the draft department budget and will subject to approval by the City Council with the annual budget.

**PROMOTIONS AND ADVANCEMENTS**

**Promotions:**

Promotions include an upward movement in position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, or a 7.5% increase, whichever is greater.

**Advancements:**

Advancement includes movement to a higher position due to improved skill, knowledge, or capability, but does not significantly increase the employee's responsibilities and/or supervisory duties. An employee who advances to a higher position will receive an increase to the minimum wage of the entering pay scale, or a 3.5%, whichever is greater. The wage increase becomes effective immediately, pending budget constraints, or at a minimum on July 1<sup>st</sup> following the advancement. The employee is still eligible for merit increase.

**OTHER COMPENSATION ITEMS**

All other items related to compensation are governed by the Personnel Policies & Procedures Manual.