

Minutes of the Syracuse City Planning Commission Work Session held on August 20, 2013, at 6:00 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Commission Members: Curt McCuiston, Chairman
TJ Jensen
Wayne Kinsey
Dale Rackham
Ralph Vaughan

City Employees: Sherrie Christensen, Community & Economic Development Director
Steve Marshall, Interim City Manager
Jenny Schow, Planner
Noah Steele, Planner
Kelly A. Janis, Planning Administrator
Jo Hamblin, Deputy Fire Chief
Clint Drake, City Attorney

City Council: Craig Johnson

Excused: Tyler Bodrero, Vice-Chairman
Anne Greeson
Sean Dixon

Visitors: None

Department Business

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Planner Schow – For the next meeting, we are likely to see the final plan review for Trailside Park Phases 6 & 7. The applicant for that is doing really well so they are excited to get another phase online. The other application I received was for a preliminary plan for Country Fields, a subdivision for single family residential by Castle Creek Homes.

Commissioner Rackham – Where is this located?

Commissioner Jensen – We received a letter from someone who had concerns regarding Castle Creek?

Director Christensen – What letter?

Director Christensen – There was an email about Castle Creek Homes regarding?

Commissioner Jensen – It was just saying that they were suggesting that before the Planning Commission approve any more of their projects because there were some concerns of some things that had not been done on the existing developments.

Director Christensen – I will look for it and I may need you to send it to me.

Planner Schow – That subdivision is located off of 1200 South. I only have two applications for the next meeting. We will see a Site Plan amendment following that, but cannot yet get scheduled due to noticing requirements. We need to amend C-2 and probably notice that. Sherrie, are we going to notice for the parking changes?

Director Christensen – I will talk to you about that when we get to the discussion items.

Planner Schow – Possibly two public hearings for those items and the two regular items.

Director Christensen – Other department business, as a reminder about the Utah League of Cities & Towns Conference, and I need to know if you want to go to those by the 30th and then the APA conference by September 16 because that is the deadline for registration. Another reminder, I sent an email about getting all of you memberships to APA, which is the American Planning Association. I sent you another email about your drop boxes. An update for you, my understanding and I have not seen the agreement, I do not know the terms, but that a tentative agreement has been made on the UDOT purchase of the West Davis Corridor area on the Stillwater Development. They will be amending their preliminary plat and are working out what the exact purchase acreage will be and how that affects the design and layout of the subdivision. There was also another site and we received an application to install a 7 Eleven or a Maverick at the intersection on Antelope Drive where the interchange will be across the street from the Syracuse Arts Academy. We did provide UDOT with notice of that in accordance of the 45 day waiting period. They have met with the applicant as well and they have reached a tentative agreement to purchase that site so that application will not be coming forward. We did have to return the application for not being complete.

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Director Christensen – That email does not tell me a specific subdivision or what issues he is addressing. We will have to respond back to him and have him give us some more information so we can investigate that.

Commissioner Jensen – To me, it just sounds like they are not done building it yet, but we need to follow up on that.

Director Christensen – We can certainly follow up on that and make sure that any requirements are dealt with; they may be bonded and it just has not yet gone into that part of the construction phase, it could be something that was missed and we do need to address and we will look at that. A few other things, Noah reminded me that we are working with Matt Gertge to come forward with another site plan for the Assisted Living facility. They received site plan approval two years ago; after it was

about to expire, they came in for the 6 month extension which the Planning Commission did grant. They never came in for their building permit in that time frame, so now that approval is basically void and they have to start over. Just so we do not run into the issues similar to the one with Letrono Crossfit, the reason this was pushed onto the agenda before was that we did not realize some of the problems and we had already advertised the public hearing. With this and all future site plan applications, we are scheduling the Architectural Review Committee (ARC) first and once they have addressed the concerns of the ARC, then we will schedule a public hearing and put it on for future meetings. This is how our procedure will run on that. You may have noticed that construction has started on the Syracuse Fun Center expansion; we are pleased that they got their building permits. It may be March before they are completed. They will have to meet with the City Council and the RDA board to discuss their agreement because they will be in breach of that agreement if they are not finished by the end of the year.

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Commissioner Vaughan – In the past, the Planning Commission has talked about buildings made out of metal; my wondering is and as forward thinking as this City is, with the high standards that the City has for residential and commercial, I think we should also be upgrading the quality of buildings in the industrial area. I think one of the weakest structures that we have in the City Code in regards to metal buildings. They are the cheapest possible construction, they are the ones that degrade and fail the most in fire and construction history and after a few years, a few of them just do not look good. A house looks pretty good after 40 years; a metal building seldom looks good after 40 years. If we are thinking about build out and things like that, then I think we should be thinking about metal buildings.

Director Christensen – I think we can add that as a regular work session agenda item for code concerns or identifying ordinance updates.

C-2 Updates

Director Christensen – Per our conversation at our joint work session last week, with the C-2 amendments, I need to get with TJ and find out the exact verbiage and what line that needed to go on.

Commissioner Jensen – Read City Code Section 10-19-050: **Residential Dwellings**. Development of Single and Two- (2) Family Dwellings shall conform to the provisions of the area's "Master Plan" and ensure compatibility with the overall theme of the development. In no case shall residential dwellings occupy more than twenty (20) percent of the total land developed. To determine the total number of allowable residential dwelling units, deduct twenty (20) percent from the gross acreage, for roads and other public spaces, and multiply the sum by nine and one-tenths (9.1).

Director Christensen – I will write that up tomorrow and then I will email it out.

Commissioner Jensen – I know that the Planning Commission recommended that we rescind it; this is just a temporary fix until we know what we are going to do.

Director Christensen – Jenny and I have been keeping a list of minor code amendments that we will be bringing to you shortly; some of them relate to fence sizes in front yards, and some technical little glitches in the noticing requirements for amendments.

Commissioner Jensen – We should use the same definitions across all of the zones. I think we need to address that as well.

Director Christensen – Last year, I was not aware of this but the city hired a company to recodify all of the city ordinances and get them online. They have returned a draft with 90 questions to me that I need to address. Some of these minor changes where they have determined that there are some inconsistencies, I suspect are in that area. I need to go through those.

General Plan

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Director Christensen – In your Planning Commission Drop Box, I have started a file called General Plan Update. This is where I will be placing all of the documents. To give an overview, I have prepared an outline that we can develop.

Scoping: We would identify the community issues, problems, needs, and the pressures that the community is facing. One of the things that we need to address is who do we want to do the scoping? Does the Planning Commission want to run the show and be the steering committee for the General Plan update? Or would you like to appoint a sub-committee with members from the Planning Commission to form a steering committee full of stakeholders from various points around the city? I am not sure what direction you would like to go on that. We will have various committee meetings; we need to decide if the Planning Commission would like to devote the time into additional meetings? Or would you like to have a steering committee?

Commissioner McCuiston – My first would be a steering committee, although it would be beneficial to have everyone involved. I think a steering committee that includes other stakeholders would be more effective.

Director Christensen – Have all of the Planning Commission on the steering committee and then invite other members of the committee to be a part?

Commissioner Jensen – I believe that if we have the whole Planning Commission attend, we need to have someone there to take minutes.

Director Christensen – Or dedicate our work sessions entirely to the General Plan update or the first or second meeting could maybe be a work session?

Commissioner Vaughan – On the light agendas, I believe that would be a good idea. Until we see how much this entails, I think we should keep it to us to see whether or not we could do it ourselves.

Commissioner Jensen – Once a month sounds good, but it may slow the process down a bit.

Commissioner Vaughan – We have an opportunity for the public to speak to us at every meeting.

Director Christensen – Our first meeting would be a scoping meeting where we would discuss community issues, problems, or needs that we're seeing in the city. When we identify what those issues are, then we would go onto step which is our goal setting and public input stage. We could develop a community survey and as Councilwoman Lisonbee indicated, she would like to see a survey go out to every single home. I have been looking into some software on how we can generate that. Each home could possibly receive a mailer where each household would receive a special code so the numbers cannot be skewed.

This would be an anonymous survey. I am envisioning some citizen input meetings and we would want a few Commissioners to attend. We could have these meetings in different locations throughout the city to make it more convenient for our citizens. We may have one at the Community Center, the golf course, the fire station, or Jensen Nature Park. This would provide better opportunities for everyone in the city to participate once without getting 1,200 people at one meeting. As part of the public input, I would like to set up a Facebook page. We could develop some citizen goal statements and to see what kind of goals the citizens have for the City. Step 3 is staff where we are gathering research information about our current land use, future land use, build out, future transportation needs and plans, existing conditions of our housing, costs, median income, population, growth analysis, public facilities, etc... Once that information is gathered, we synthesize the data and draw some conclusions and test the goal statements with the reality of the community. The last step would be the public policies and implementation where we would start amending codes in order to achieve the goals that we decided upon. This is an overview of where I would like to go with the General Plan.

Commissioner McCuiston – I think it is a great idea.

Commissioner Jensen – Sherrie, is there a digital copy of the BYU study that was done in '05 or '06 that we could disseminate to the Planning Commission?

Director Christensen – If there is not, we can scan it in. That would give us a good starting point.

Commissioner Jensen – We should issue neutral questions and not leading questions and to make sure those questions are meaningful and will provide us with beneficial information.

Director Christensen – Absolutely. The Planning Commission will review and approve the draft before it goes out to our citizens.

Commissioner Jensen – As we are trying to get this ready for the citizens, I am curious who else we can get involved in this process and who else would we like to have involved?

Director Christensen – Stakeholders would be helpful from the community such as farmers, the business communities, SBOSS, homeowners, people who are interested in parks, I have already started a list of stakeholders that may be beneficial. Phone calls from the Commissioners to help spread the word could be very helpful.

Commissioner Jensen – What about people in the County that are identified in our Master Plan that are not annexed into the city? Could they be considered a stakeholder?

Director Christensen – I believe they would be.

Commissioner Jensen – I was mainly thinking about Black Island Farms and how generous they have been with the City. There are others out there as well.

Director Christensen - With our General Plan, we have planned outside of our boundaries within our Annexation Declaration. Certainly getting more input from our neighboring cities may be useful. We could mend a lot of fences with those kinds of actions.

Commissioner Kinsey – I think that it will be easy to keep track of where we are at.

Commissioner McCuiston – I think the Facebook idea is good.

Commissioner Jensen – I would like to see it publically viewable. What about city districts?

Director Christensen – That is a survey question and we could ask the citizens if they would like the city divided into districts, and if so, how many?

Next Agenda

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Metal Buildings Industrial Zone

Commissioner Vaughan – It is hard to just bar the metal buildings from our ordinance, but I think the way to do that is to create regulations, rules, and guidelines that effectively eliminate them. The power of what we can do with a good ordinance is at hand. Metal buildings may be allowed in the Industrial zone subject to the following: Buildings or structures having exterior walls or sheet metal shall not be located closer than 150' from the property line along any major or arterial or collector road or closer than 100' from a property line along any dedicated street or located and oriented with access to public employee or patron parking except at such buildings or structures maybe located closer if any of the following conditions prevail:

1. The sheet metal comprises less than 25% of the exterior wall area of the building or structure or,
2. The building or structure is concealed from view from the public street by walls, fences, landscaping, other buildings or structures.

This effectively allows them to continuously be built in the City, but gives a little bit further restrictions and setbacks. Also, by limiting them to a certain amount of exterior space, it makes it much easier. One of the reasons why this is important is when we created the zero setback for a recent project that came before a City body; we changed the fire regulations in regards to that building from being just a standard. When you have a zero setback, the fire department has requirements through various codes that any walls that are against a zero setback have to stand up to a much higher tolerance and construction standard than a regular metal wall. That is not so much for their protection, but for the protection of the property next to them. I think this is something that would pass, if the City Attorney were to review that type of a standard and it is something that staff can understand. I think that anything we can do to improve the quality of the City is worth it.

Commissioner Jensen – Noah, have you heard anything new about the Davis County Trails Map?

Planner Steele – The Davis County Planning Department is putting together a regional trails map which will include all of Syracuse City's trails and also all of Antelope Island's trails. This will be a pocket guide similar to the guide that they have prepared for the Jordan River in Salt Lake. We have submitted all of our accurate trail locations to Davis County GIS and they

are working on a map. They will have this nice product that we can put out at Antelope Island, the visitor center, and other businesses, hotels, etc... This should help to bring people to the community.

Commissioner Jensen – The County has been very supportive of trying to get the ball rolling with the Great Salt Lake Shoreline Trail and it is a long process that we are in the beginning of.

Planner Steele – We will find out in October if we get the help of the National Park Service.

Director Christensen – Friend of the Community Award to Charlie Black from Black Island Farms.

Commissioner Jensen – I would like to see parking in the front of Industrial zone businesses on the next agenda.

Adjourn

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