

Minutes of the Syracuse Planning Commission Work Session, October 7, 2014

Minutes of the Syracuse City Planning Commission Work Session held on October 7, 2014, at 6:00 p.m., in the Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present:

Commission Members: TJ Jensen, Chairman
Ralph Vaughan, Vice-Chairman
Dale Rackham
Curt McCuiston
Trevor Hatch
Troy Moultrie
Greg Day

City Employees: Sherrie Christensen, Director of Community & Economic Development
Jenny Schow, Planner
Jackie Manning, Admin Professional
Clint Drake, City Attorney
Jo Hamblin, Deputy Fire Chief
Brian Bloemen, City Engineer

Excused: Craig Johnson

Visitors:

Robert Hoxsie	Julie Bott	Richard Bott
Steven Cook	Sarah Cook	Mike Bastian
Alex Vaughan	Gavin Dowdy	Sydney Drake
Talon Harmon	Dallin Fleming	Travis Blatter
Troop 773	Troop 339	Isaac Stanford

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1. **Department Business**

Director Christensen commented regarding fire prevention week and as such there will be an open house at the fire station on Thursday, from 6:00pm to 8:00pm. She stated the pumpkin walk will be held at Founders Park and residents can sign up through the Community Center.

Director Christensen stated she will be discussing the Tree Board with the City Council as is required by our City Ordinance. She welcomed recommendations for Tree Board Members. She stated the SR-193 landscaping began today; including weed treatment and the plants will go in next spring.

Director Christensen reported on the APA conference that Planner Schow, Commissioner Vaughan, and Chairman Jensen attended.

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2. **Commissioner Reports authorize**

Commissioner Rackham reported on the September 18, 2014 meeting for the General Plan Subcommittee. Attached as an exhibit are the meeting minutes for the subcommittee September 18, 2014 and October 1, 2014. The next scheduled meeting is October 15, 2014.

Commissioner Vaughan thanked staff for the invitation to attend the APA (American Planning Association) meeting. He discussed the agenda and supported the idea of reporting ex-parte communication at the beginning of each agenda item.

Chairman Jensen stated he attended a conference regarding the millennial generation and the impact they have on the growing economy. He discussed the population of millennials and how it could impact the planning commission.

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3. **Upcoming Agenda Items**

Planner Schow listed all the upcoming agenda items:

1. Trailside 8
2. Plat Amendment for Bridgeway Island
3. Code Amendments

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4. **Discussion Items**

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a. **Planning Commission Training**

City Attorney Drake discussed the Open and Public Meetings Act. He discussed ethics as presented by the University of Utah center for Public Policy, Case Law, and State Code. He discussed and defined conflicts of interest,

and the appropriate actions to take when they arise. There was discussion regarding Bylaws and some possible amendments as a means to protect the Planning Commission from public clamor, specifically in conjunction with recusing oneself for a conflict of interest. City Attorney Drake also discussed the Bylaw that allowed a Planning Commissioner to change their vote from a subsequent meeting as long as meeting minutes had not been approved. He stated this would rob someone of due process.

Attorney Drake discussed the differences of Planning Commission and City Council in regards to roles to the city and rules to follow. He discussed gifts and appropriate actions to take when offered a gift. He discussed the difference between public information and private information. Attorney Drake discussed liability and how to maintain under the protection of the city and avoid personal liability.

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b. City Engineer Presentation

City Engineer Bloemen discussed the grant funding to widen and improve 3000 West between 700 South and Bluff Road. He stated they will construct the intersection for those roads and invited thoughts and comments from the Planning Commissioners. He discussed the environmental study for 3000 West and 700 South. He showed the preliminary layout for the round-about. They discussed potential for landscaping buffers. There was a general consensus for the proposed layout improvements.

Mike Bastian, South Weber, discussed the road improvements for the new subdivisions within that area. There was discussion regarding aligning the streets with the city and the potential for right-of-ways.

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c. Title X Amendments

Director Christensen discussed the potential code amendments. She discussed current ordinances and the rise in requests for basement kitchens without wanting to create a second dwelling unit. She discussed the proposed provisions to govern the addition to the code.

Director Christensen discussed the need to clarify accessory structure ordinances with an emphasis on height restrictions and the importance of consistency between the Zoning and Building codes. There was discussion regarding aesthetically blending accessory dwelling units with the primary structure and ensuring more clarity within the code. There was a suggestion to increase the set-backs to 5 feet for accessory structures to coincide with building code. There was a suggestion to add a provision regarding agriculture sheds with separate height restrictions and regulations.

Director Christensen discussed the Conditional Use Matrix and asked the Commissioners to review and discuss items to add and items to remove. There was a general consensus to move forward with the Conditional Use Permit Matrix.

There was discussion regarding larger vehicles used for home businesses and the potential need to make it a requirement for the business owner to have a cement slab for the vehicle storage/parking. The purpose of the cement would be to prevent loose gravel from being dispersed through-out the neighborhood.

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5. **Adjourn.**

Exhibit A

Subcommittee Meeting Minutes

Date: September 18, 2014

Location: Syracuse City Recreation Center

Attendees:

Dale Rackham (Chair)

Gary Pratt (Member)

Dustin West (Member)

Kenneth Hellewell (Member)

David Jones (Member)

TJ Jensen

Minutes:

1. Meetings on Thursday conflict with Zumba, therefore the October meetings are scheduled on Wednesday as follows:
 - a. October 1st, 6:30 - 8:00 PM
 - b. October 15th, 6:30 – 8:00 PM
 - c. October 29th, 6:30 – 8:00PM
2. Review of meeting minutes from last meeting, no comments
3. Discussion on action items from previous meeting:
 - a. Action item discussion on APA Practice paper for Cluster subdivisions report submitted by Gary
 - b. Action item discussion on increased bonus density for trails and wording submitted by Kenneth:

Dale,

Here is my first cut at the wording for the increased density for the residential trail system. I think the best place for it is probably in title VIII, but it could also go into the individual zones also.

1.0 Syracuse City shall develop and adopt a Syracuse City Residential Trails master plan (this should go in the same section where the trails master plan is identified. This could be a subsection to the trails master plan also.)

2.0 In the event that a developer should develop land wherein exists a trail system previously identified on the residential trails master plan and chooses to build the portion of the identified residential trail within their development, then they shall be entitled to a bonus density of xxx for the development.

What I am trying to point out is that the trails master plan has to be adopted first and that the trail should be identified beforehand. I'm trying to avoid the situation where the developer wants the bonus density and decides to build the trail or convince the Planning Commission that there should be a trail though their development even though it is not on the trails master plan.

Let me know what you think.

Thanks,
Kenneth

- c. After discussion of wording and looking at zoning map, it became apparent that connecting a trail in new subdivisions to the existing trails will be very difficult, if not impossible, for most of the undeveloped property in Syracuse
- d. The discussion then focused on what amenities that could be added to a subdivision to allow for increased density. These amenities could include a clubhouse, Community Park or other amenities that could benefit the residents of the development or community. I asked the group to develop a list of amenities they would like to see in the ordinance and what increase in density each should have
- e. Action item discussion on density versus minimum lot size and what impact this would have for each zone (R-1, R-2, R-3). The group would like to see the following:

Zone	Min. Lot Size
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(sq-ft)	Density per Gross Acre	
A-1	21780	0.5
R-1	12000	2.3
R-2	10000	3.0
R-3	8000	4.0
PRD	N/A	6.0

4. The group would like the city to get a trail plan, maybe even include trails as part of the discussion of the parks committee
5. Discussion on what land they would like to see developed as parks. The thought was to approach the school district about purchasing part of Founders Park as part of the elementary school playground and sell the remaining portion to a developer.
6. The money from that sell along with other park money can then be used to purchase property along 2500 W and south of 700 S to develop a new central park for Syracuse
7. As part of the update currently underway, the city needs to remove the Research Park zone from the general Plan Map
8. There was a discussion of adding a Business Park zone down by 700 S and west of 3000 W because when SR193 and WDC meet in this area it will have great access, however a large portion of this property was recently rezoned R-3

Action Items:

1. All members: compile a list of amenities you would like increased densities for (in subdivisions), along with amount of bonus for each
2. Dale: send APA Zoning Practice for Cluster to the group for reference
3. Dale: send out BP zone to the group for reference

Exhibit B

Subcommittee Meeting Minutes

Date: October 1, 2014

Location: Syracuse City Recreation Center

Attendees:

Dale Rackham (Chair)
Gary Pratt (Member)
Dustin West (Member)
Ray Zaugg (Member)
Pat Zaugg (Member)
Kenneth Hellewell (Member)
Karianne Lisonbee
TJ Jensen

Minutes:

1. Next meeting(s) reminder for Wednesday as follows:
 - a. October 15th, 6:30 – 8:00 PM
 - b. October 29th, 6:30 – 8:00PM
2. Review of meeting minutes from last meeting:
 - a. Needed to correct 8,000 sq-ft (was 80,000)
3. Discussion on action items from previous meeting:
 - a. Review of list for amenities that could add bonus density to residential developments:

Amenity	HOA Managed	Bonus Density
Pool	Yes	TBD
Clubhouse	Yes	TBD
Tennis Court	Yes	TBD
School Property	No	TBD
5+ acre Park	No	TBD
Smaller Park	Yes	TBD
Volley Ball Courts	Yes	TBD
Splash Pool	Yes	TBD
Basketball Court	Yes	TBD
Detention Basin Playground	No	TBD
Trails (must connect or access current trail system)	No	TBD
Gazebo ?	TBD	

- i. If amenity is used to increase density, a HOA will be required for most cases. There was a discussion on the benefits and drawbacks of having HOA's and if it is something most committee members wanted (no conclusion)
 - ii. Discussion about adding wording that all HOA's be professionally managed
 - iii. To have a Gazebo bonus density it must be combined with another amenity
 - iv. Bonus density amenity size to be based on percentage of total development acreage and have a minimum lot size for approval
 - v. Incentive for R-1 only, cannot be used for R-2 and R-3
- b. Discussion on definitions for "Open Space" and "Common Space" and what each should represent

Action Items:

1. Dale: Compile the list of proposed amenities and propose bonus density for each
2. Kenneth: Develop wording for amenity/density increase in R-1
3. Gary: Develop definition for "Open Space" and "Common Space" that does not have overlap of definition for space