

Minutes of the Syracuse City Planning Commission Work Session held on September 2, 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
Greg Day
Trevor Hatch
Troy Moultrie

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: None

1. Discussion Items

a. Planning Commission Training

[7:24:45 PM](#)

City Attorney Drake gave training on the Open and Public Meetings Act. He referred to Utah Code Title 52-4-101. He stated this act may apply to committees and reiterated it is good practice to have business done in the open to allow for integrity and allow participation from residents. He stated one rule they should adhere to is openness; making sure people know when meetings are taking place and extending the invite, as well as giving the opportunity for participation. He referred to the power point for more in depth detail regarding interpretation of Title 52.

City Attorney Drake discussed meetings as described in Utah code 52-4-103. He advised against the Planning Commissioners meeting in private to discuss agenda items. They discussed a quorum and the appropriate measures to take to ensure the open meetings act is followed.

He discussed the importance of meeting in conjunction with public meetings and the recording for the meetings. He stated the minutes should include all items proposed, discussed, or decided upon, as well as names and substance of people giving testimony's, and individual votes on each matter. He stated minutes are public records pursuant to GRAMA (Government Records and Access Management Act) Request and shall be released within a reasonable amount of time. He stated misconduct and misuse of these acts could result in a Class B Misdemeanor. He discussed various violation examples of the Public Open Meeting Act. He referred to the subcommittee adhering to the rules and acts given in the training to avoid "ugly" situations.

City Attorney Drake stated the next training will be on gifts, ex-parte communications, and underlying reasons for the rules and potential issues that arise from not following the rules. Commissioner Rackham asked about an applicant contacting a Planning Commissioner for a one-on-one discussion. City Attorney Drake stated that a Planning Commissioner should never contact an applicant regarding a pending agenda item, and if an applicant contacts a Planning Commissioner they should let the applicant know "I am a city member of the planning commission and this would be considered an ex-parte communication. I am sorry, but I can't discuss this with you at this time." He advised if this does happen, the Planning Commissioners should state in the next meeting that they were contacted by this person and disclose the information discussed. He stated secret meetings and the appearance thereof should be avoided. He stated site visits are encouraged, but ex-parte communication is discouraged. He gave a brief history regarding the definition of ex-parte and what qualifies as the communication.

City Attorney Drake stated if the conduct could reasonably lead to criticism they may find themselves in trouble and unprotected from city immunity and protection. He stated if something was brought to the district court, the remedy would be to undue whatever the planning commission did.

b. Title X Amendments, Cluster Subdivisions

[7:51:25 PM](#)

Planner Schow reviewed the new amendments made upon cluster subdivisions, as seen in blue in the packet. Planner Schow asked how bonus incentives would work if the Planning Commission removed density in the code. Chairman Jensen discussed various options comparing Layton City's ordinance. Chairman Jensen discussed having a point system for bonus density in relation to amenities, versus giving the full bonus density.

Commissioner Rackham inquired about landscape entrance ways and potentially removing it from the ordinance. Planner Schow stated HOA's had private maintenances. There was discussion of the pros and cons regarding the bonus density in conjunction with landscape entrance ways.

Commissioner Rackham asked about vague building design standards, with a suggestion of making the ordinance clear. There was discussion regarding building design standards and clarification regarding requirements.

Commissioner Rackham suggested increasing amenities to the open space. There was discussion regarding open

space in conjunction with bonus density. Planner Schow suggested doing some research regarding the amenities and open space. Chairman Jensen referred to Layton City's website, specifically Code 19.08.090.

Commissioner Rackham asked for a change in 10.80.110 Paragraph C change "shall be the focal point". Chairman Jensen asked for a change in 10.80.090 Design Standards, "Developers shall be responsible for developing such common space." and "HOA will be responsible for maintaining such common space."

There discussion regarding density calculations in an Agriculture Zone. Chairman Jensen suggested lowering the density to 2.0. There was a general consensus to lower the Agriculture density. Commissioner Rackham stated he has asked the subcommittee to review the ordinances. Chairman Jensen gave the direction of 6,000 to 8,000 square foot lot size minimums for the A-1 Zone. There was discussion regarding set-backs, the general consensus is back of sidewalk 25 foot set-back to garage door.

c. Priority of additional Title X Amendments

[8:45:06 PM](#)

Chairman Jensen stated he the next section he would like to begin with is Cluster Subdivisions. The following discussion topic should be Conditional Use Permits.

2. Department Business

[8:45:53 PM](#)

Planner Schow confirmed the commissioners who signed up for the Utah League of Cities and Towns conference on September 11, 2014. She confirmed 2 commissioners would be in attendance.

3. Commissioner Reports

[8:46:20 PM](#)

- Chairman Jensen attended WFRC (Wasatch Front Regional Council) for active transportation at Farmington Station; Pearl Site location. They discussed UTA (Utah Transit Authority) having funding. He stated the Mayor of Ogden will be in charge of the committee. He stated the funds request would need to be submitted late October.

4. Upcoming Agenda Items

[8:47:47 PM](#)

Planner Schow stated the items on the next agenda will be Final for phase 1 and 2 on Trails Edge, and potentially Avery Gardens.

5. Adjourn.

[8:50:52 PM](#)

TJ Jensen, Chairman

Jackie Manning, Admin Professional

Date approved: _____