Regular Meeting Agenda

1. Meeting Called to Order
   - Invocation or Thought by Commissioner Johnson
   - Pledge of Allegiance by Commissioner Gallegos
   - Adoption of Meeting Agenda

2. Meeting Minutes
   - September 17, 2019 Regular Meeting and Work Session Minutes

3. Public Comment, this is an opportunity to address the Planning Commission regarding your concerns or ideas, regarding items that have not been scheduled for a public hearing on this agenda. Please limit your comments to three minutes.

4. Public Hearing – Minor Subdivision Plan, Request of Phil Holland for a Minor Subdivision Plan called Dutch Manor on 3.8 +/- acres located at approx. 2270 S 660 W in the R-2 Zone.

5. Adjourn

Work Session

1. Department Business
   a. City Council Liaison Report
   b. City Attorney Updates
   c. Upcoming Agenda Items
      i. §10.30.020 (B) Regulations for New Residential Construction

2. Discussion Items

3. Commissioner Reports

4. Adjourn

NOTE
If you wish to attend a particular agenda item, please arrive at the beginning of the meeting. In compliance with the Americans Disabilities Act, those needing auxiliary communicative aids and services for this meeting should contact the City Office, at 801-825-1477, at least 48 hours prior to the meeting.

Meetings of the Syracuse Planning Commission may be conducted via electronic means pursuant to Utah Code Ann. §52-4-207. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Rules, Policies and Procedures established by the Governing Body for electronic meetings.

CERTIFICATE OF POSTING
This agenda was posted on the Syracuse City Hall Notice Boards, the State Public Notice website at http://www.utah.gov/pmn/index.html, and the Syracuse City website at https://syracuseut.gov.
Agenda Item # 2  Meeting Minutes

- September 17, 2019 Regular Meeting and Work Session
Minutes of the Regular Meeting of the Syracuse City Planning Commission held on September 3, 2019, at 6:00 p.m., in the Council Chambers located at 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present:  Commission Members:  Brett Cragun, Chair
Larry Johnson, Vice Chair
G. Ivy Ruelan
Grant Thorson
Greg Day
Keeth Kennington
Alan Gallegos
Nicholas Weber

City Employees:  Royce Davies, Planner
Heather Davies, Administrative Professional
Jo Hamblin, Deputy Fire Chief
Golden Barrett, Fire Marshall
Brian Bloemen, City Engineer
Paul Roberts, City Attorney

City Council:  Councilmember Corrine Bolduc

Excused:  Noah Steele, Community & Economic Development Director

Visitors:  J. Frost  J. Patterson
R. Williams  Syracuse 2nd Ward Webelos
Susan Jumonville  Keith Bourgeois
Mike Bastian  Jenine Spencer
Mike Spencer

6:01:05 PM

1. Meeting Called to Order:
Chair Cragun called the meeting to order. The entire Commission is in attendance. Commissioner Weber is also participating but not as a voting member. Commissioner Kennington provided an invocation. The Pledge of Allegiance was led by Commissioner Ruelan.

6:02:34 PM

COMMISSIONER DAY MADE A MOTION TO ADOPT THE PLANNING COMMISSION AGENDA FOR THE SEPTEMBER 17, 2019 MEETING AGENDA. THE MOTION WAS SECONDED BY COMMISSIONER JOHNSON. ALL WERE IN FAVOR, THE MOTION CARRIED UNANIMOUSLY.

6:03:05 PM

2. Meeting Minutes:
COMMISSIONER JOHNSON MADE A MOTION TO ADOPT THE MEETING MINUTES FROM AUGUST 20, 2019 AND SEPTEMBER 3, 2019 REGULAR MEETING AND WORK SESSION. COMMISSIONER KENNINGTON SECONDED THE MOTION. THE MOTION CARRIES UNANIMOUSLY.

6:03:54 PM

3. Public Comment: This is an opportunity to address the Planning Commission regarding your concerns or ideas, regarding items that have not been scheduled for a public hearing on this agenda. Please limit your comments to three minutes.
Open public comment.

6:04:35 PM

Close public comment.

6:04:40 PM

Mr. Royce Davies, City Planner, shares that this item came to the Planning Commission last year for the general plan change and a concept plan. The original plan had more lots where this plan only proposes 51 total lots. Mr. Davies shares that the road had to move for a lot to be created due to the great need for detention. Mr. Davies shares that the only Planning items deal with that of the proposed architecture not meeting the brick, rock, and stone requirements. The Fire Review shares that there needs to have an additional access put in for subdivisions over 30 lots. The Fire Dept. and Engineer propose a two-year timeframe for the developer to put in the secondary access. Mr. Davies also shares that the
proposed architecture for the development does not have front porches that allow for two chairs and a walkway provided with any of the elevations.

6:10:57 PM
Mr. Paul Roberts, City Attorney, shares that the applicant is not the home builder and will be selling this project. In the Development Agreement with the City it reads that the Home Builder will provide architecture that meets the City Code and the Architectural Theme for the development. Mr. Davies shares that Staff recommends conditional approval of this project with conditions for the timeline of the secondary access as addressing any Staff comments before taking this item to the City Council.

6:14:02 PM
Commissioner Gallegos asks Staff if they feel it would be a good idea to have the secondary access completed with the completion of all the homes. Mr. Jo Hamblin, Deputy Fire Chief, shares that it would be a great idea to have a timeline for a secondary access to protect the City. Commissioner Thorson asks how the temporary access would help mitigate the traffic flow for that development. Mr. Davies and Mr. Hamblin share thoughts on having a gate to block off the gravel access.

6:17:14 PM
Mr. Paxton Guymon, the applicant's Legal Counsel, shares that the development has decreased the density of this development since the original concept was brought before the City. Mr. Guymon shares that there is less than 5 units per acre where the Zone allows for more. Mr. Guymon shares that they have worked very well with the City Attorney to work on a Development Agreement that will fully meet with the Code. Mr. Guymon shares that they are in final negotiations with Century Communities as the Home Builder for the project. Mr. Guymon addresses Commissioner Thorson's question in needing the additional access within a 2-3-year timeline after the 30th lot would be developed.

6:22:20 PM
Commissioner Thorson asks Staff where the two stub roads will lead to and whether or not those areas are even developable. Mr. Davies shares that there is a smaller area that will be just south of the development between the West Davis Corridor and this project.

6:24:10 PM
Mr. Brian Bloemen, City Engineer, shares that this project will stub to a project that will be developed to the west which will eventually tie into Trailside Subdivision.

6:25:50 PM
Commissioner Ruelan asks what the price point of homes in this development would range. Mr. Guymon shares that he has been in communications with the neighboring property owners to discuss the road connections as well as the storm drains and sewer connections.

6:27:14 PM
Mr. David Vitec, President of Century Communities in Utah, shares that the estimated price range would start in the mid 300k's but that nothing is cast in stone as they are still in negotiations.

6:28:03 PM
Open Public Comment.

6:29:07 PM
Mr. Brad Roennebeck, of Syracuse, shares his distaste for the high density in the southern portion of the City. Mr. Roennebeck shares that this project is similar to an item that was shut down called Shoreline Subdivision at City Council because of the high density.

6:30:25 PM
Mr. Chad Scholer, of Syracuse, brings a plan on paper for the Commission and shares that the project he had should be built in that area. Mr. Scholer is not in favor of this project.

6:32:04 PM
Ms. Susan Jumonville, of Syracuse, shares that there are a lot of kids that use the trail and is concerned for the safety of the kids in that would use the trail to access Jensen Park. Ms. Jumonville shares that kids and drivers are not always paying attention and with the increased traffic this could be a greater hazard for those kids.

6:33:28 PM
Close Public Comment.

6:33:35 PM
Mr. Roberts shares that this item was compared to another zoning project and lets the Commission know that they cannot treat it as such a project as this is an existing vested project. Mr. Guymon shares that the PRD zone allows 6 units per acre and the development presented is under 5 units per acre. Mr. Guymon shares that the subdivision complies with the Code and feels the only condition is the timeline of the completion of the secondary access.

6:35:11 PM
Commissioner Kennington questions how the trial will connect through the road. Mr. Davies shares that the trial will have ADA compliant ramps for the trial to cross the road. Mr. Bloemen shares that there will be signage and striping of the trail at the road crossing. Commissioner Thorson shares the same sentiments to have more than just paint and signs for the crosswalk. Commissioner Johnson questions the landscape near the crosswalk and suggests having shrubs or low height
plants near the access so that there is clear site for the crosswalk. Commissioner Johnson asks the applicant if this is still planned to be a 55+ community.

Mr. Guymon shares that there will be master bedrooms on the main floors but that it indeed is not a 55+ development.

Commissioner Gallegos begins the discussion amongst the Commission for the conditions of approval for the development. Commissioner Kennington agrees as he has concern for what would happen if the developer never finished the road. Mr. Roberts shares that the project would have a bond for the completion of the road if the developer fails to put the road in.


Chair Cragun asks Mr. Roberts some clarifying questions to the process for how this item goes through the procedural process in bringing it to a Public Hearing. Commissioner Johnson asks how this item would get noticed to the entire City. Mr. Roberts shares that there are notices published on the City's website, posted at City Hall, UPNW and the Standard Examiner. Mr. Davies shares that the request came from City Council to amend the Code to allow for taller restrictions for the temporary carports.

Commissioner Kennington questions how this is specific as to a “temporary” structure. Mr. Davies shares that the definition for temporary in this Code relates more to the materials that these are made out of and how they are attached to the ground. Commissioner Thorson asks if there is a solid definition of temporary. Commissioner Gallegos questions the process of this item. Commissioner Kennington is in favor of increasing the height of this item of 13 feet.

Commissioner Johnson is in favor of leaving the height as is. Commissioner Thorson shares the same sentiments, and that there should have a hard definition on temporary. Commissioner Day feels that in the examples of the vehicles and boats, that they are extremely large and feel that they should be in a more permanent structure. Commissioner Day is in favor of increasing the height if there was a hard definition for temporary structures. Commissioner Kennington proposes having a definition of temporary. Commissioner Weber questions what would happen if a resident called in and called it a different item when asking permissions. Commissioner Ruelan asks how the City would go about a structure that is too large and what the City would do if they refuse. Mr. Roberts shares the process for how the City would handle it; the City would give them a timeline to address the issue, fines if not resolved, and seize the property if needed.


cllumniner JOHNSON MOVED THE PLANNING COMMISSION RECOMMEND TO THE CITY COUNCIL TO LEAVE §10.30.020(F)(4)(a)(v) TEMPORARY CARPORTS AS CURRENTLY WRITTEN. COMMISSIONER THORSON SECONDED. MOTION PASSES UNANIMOUSLY.

6. Adjourn

COMMISSIONER RUELAN MADE A MOTION TO ADJOURN AND DISMISS WITH THE WORK SESSION. THE MOTION CARRIED UNANIMOUSLY.
Minutes of the Syracuse Planning Commission Work Session, September 17, 2019

Minutes of the Syracuse City Planning Commission Work Session held on September 17, 2019, at 6:00 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Commission Members: Brett Cragun, Chair
Larry Johnson, Vice Chair
G. Ivy Ruelan
Greg Day
Grant Thorson
Alan Gallegos
Keeth Kennington
Nicholas Weber

City Employees: Royce Davies, Planner
Heather Davies, Administrative Professional
Paul Roberts, City Attorney

City Council: Councilmember Corrine Bolduc

Excused: Noah Steele, Community & Economic Development Director

Visitors:

7:08:07 PM
Chair Cragun starts the Work Session.

07:08:11 PM
1. Department Business:
Mr. Golden Barret, New Fire Marshall, introduces himself to the Commission.

a. City Council Liaison Report
• The Council appointed Nicholas Weber to the Planning Commission as the new alternate
• The Council approved the Final Plat of The Fields Subdivision
• The Council denied the rezone for Shoreline Subdivision
• The Council has amended the Home Occupation parking and employees and decided on parking stalls not the number of employees
• The Council approved the proposed Vision 2050 General Plan and Map
• The Council has authorized the interlocal agreement for Utopia to provide services for the City Buildings
• The Council discussed and codified the procedure for the culinary water cut off times.

7:13:001 PM
b. City Attorney Updates
Paul Roberts, City Attorney, stated that he does not have anything tonight.

7:13:05 PM
c. Upcoming Agenda Items
Mr. Davies shares the following items are as follows:
• Dutch Manor – Minor Subdivision

7:13:33 PM
2. Discussion Items:
None to discuss.

7:13:35 PM
3. Commissioner Reports
Commissioner Johnson shares thoughts that he has had with recent controversial land use decisions. Commissioner Johnson is frustrated with the lack of education in the public about land use and zoning on social media. He feels that the Commission has done a great job to plan for the future of the growth within the City.

7:18:08 PM
Commissioner Thorson asks when the Vision 2050 General Plan was approved and took effect. Mr. Roberts indicates that it was approved and took effect upon publication. Commissioner Thorson also indicates that he wanted to address the misinformation that was on social media. Chair Cragun agrees with Commissioner Thorson. Chair Cragun shares desires in wanting the decisions of the Commission to be shared in writing with the City Council to ensure their reasoning is passed along to the Council and public.

7:21:47 PM
Mr. Roberts indicates that different types of meetings could potentially help keep the public more informed, such as a more informal question and answer format. Mr. Roberts shares that City staff is reluctant to address comments and concerns on social media, because it may give the appearance that the City is pushing forward items and showing favoritism. Instead, they have relied upon elected officials to engage with citizens on these matters.

7:23:59 PM

Commissioner Day shares that maybe having a Public Comment period at the end of the agenda could help the public understand items a little more. Commissioner Gallegos shares that he did feels the Planning Commission is trying to help create a more diverse community within Syracuse.

7:29:48 PM

Commissioner Ruelan shares her feelings that there is a lot of cyber bullying on Facebook. Commissioner Ruelan suggests having the City be more involved in the social media and addressing these comments and items that arise. Mr. Roberts shares that the City has been considering engaging with the public on social media in a more pro-active way.

7:32:36 PM

4. Adjourn

Commissioner Kennington thanks the Staff and Councilmember Bolduc for their service. Commissioner Gallegos seconds those sentiments. COMMISSIONER JOHNSON MADE A MOTION TO ADJOURN. ALL WERE IN FAVOR. MOTION PASSES UNANIMOUSLY.
Agenda Item # 3  Public Comment:

This is an opportunity to address the Planning Commission regarding your concerns or ideas, regarding items that have not been scheduled for a public hearing on this agenda. Please limit your comments to three minutes.
Public Comment Guidelines

Time: 3 Minutes

State Your:

1. Name
2. Address

Direct comments/questions to Planning Commission Chair

Thank you!
ADMINISTRATIVE ITEM

Agenda Item # 4                       Dutch Manor Minor Subdivision

Factual Summation

Please review the following information. Any questions regarding this agenda item may be directed to Royce Davies, City Planner or Noah Steele, Community and Economic Development Director.

Location: Approximately 2228 South 1660 West
Current Zoning: R-2
General Plan: R-2
Total Subdivision Area: 3.8 Acres
Number of Lots: 10

Summary

The applicant has requested approval of a 10-lot minor subdivision called Dutch Manor. This will occupy a field which currently has split ownership between the LDS Church and the City. There are some minor comments for this subdivision, but all substantial zoning requirements have been met.

There are some more substantial engineering comments which will require additional work on the plat and may be significant. These comments relate to secondary water and fire hydrants which are utility service and life-safety concerns.

Recommendation

While this plat meets all the lot dimension aspects of the Code, there are remaining staff comments which may require substantial modifications to the plat. If the City Engineer and Fire Marshal are comfortable moving the plat forward with conditional approval, the Planner will support that action. However, if they are not comfortable, it is recommended that the plat be tabled until modifications are completed.
**Suggested Motion Language**

Approval – “I move the Planning Commission recommend that the Planning Commission recommend the City Council **approve** the request of Phil Holland for approval of a minor subdivision plat called Dutch Manor at approximately 2228 South 1660 West in the R-2 Zone with the following condition:

1. All staff comments shall be addressed before the plat is brought before the City Council.

Table – “I move the Planning Commission **continue** the request of CW Land Company for approval of a preliminary subdivision plat called Phil Holland for approval of a minor subdivision plat called Dutch Manor at approximately 2228 South 1660 West in the R-2 Zone until (give date) based on the following findings:

   1. (list findings)”

Denial – “I move the Planning Commission recommend the City Council **deny** the request of Phil Holland for approval of a minor subdivision plat called Dutch Manor at approximately 2228 South 1660 West in the R-2 Zone based on the following findings:

   1. (list findings).”

**Attachments:**

- Aerial Map
- Zoning Map
- Preliminary Plat
- R-2 Zoning Ordinance
- Staff Reviews
THE CONTRACTOR SHALL CAREFULLY READ AND COMPLY WITH ALL OF THE FOLLOWING NOTES AND SPECIFICATIONS, THE DRAWING SHEETS, AND MAKE ANY ALTERATIONS OR COMPLAINTS WITHIN 10 BUSINESS DAYS FROM THE ISSUANCE DATE AND SHALL BE RESPONSIBLE FOR CORRECTING AND SATISFYING WITHIN THE AGREED UPON TIME FRAME.  ANY CORRECTIONS MUST BE MADE IN WRITING AND SIGNED BY THE OWNER.

GENERAL NOTES:
1) All improvements shall be constructed in strict accordance with the following:
   a) Current City of Syracuse, Utah Standards and Specifications.
   b) The Syracuse City Comprehensive Plan, Final Draft.
   c)Erection Schedule.
2) Prior to any work being performed and at the request of the Engineer, Syracuse City shall require a construction conference, which the Contractor shall attend. The Contractor shall report to the City Engineer at any time, upon request, any item that may be of importance to the Contractor or City.
3) If the Contractor is not familiar with the standards and specifications applicable to the construction of any of the features herein, the Contractor is responsible for reading and familiarizing themselves with the applicable standards and specifications. The Contractor shall be responsible for the Contractor’s interpretation thereof.

4) The Contractor shall conform to the Village and City Engineer’s standards and specifications during all phases of the work. The Village and City Engineer’s standards and specifications shall be considered the standards and specifications for the construction of the project. The Contractor shall be responsible for obtaining prior written approval for all changes or improvements.

5) The Contractor shall be liable for the cost of any corrections, additions, or omissions, that may arise during the construction of the work.

6) The Contractor shall be responsible for providing the Village and City Engineer with all plans, specifications, and other data required for the construction of the project.

7) The Contractor shall be responsible for the cost of all work performed in accordance with the applicable standards and specifications.

8) The Contractor shall be responsible for the cost of labor and materials furnished by others in connection with the work performed.

9) The Contractor shall be responsible for all costs and expenses incurred in connection with the work performed.

10) The Contractor shall be responsible for all costs and expenses incurred in connection with the work performed.

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49) The Contractor shall be responsible for all costs and expenses incurred in connection with the work performed.

50) The Contractor shall be responsible for all costs and expenses incurred in connection with the work performed.
GENERAL NOTES:
1) CONTRACTOR TO OBTAIN AND FOLLOW STORM WATER POLLUTION PREVENTION PLAN (SWPPP). SEE SWPPP FOR FULL DESCRIPTION OF EROSION CONTROL MEASURES.
2) RE-SEED DISTURBED AREAS WITH NATIVE SEED MIX.
3) DISTURBED SLOPES ARE TO BE ROUGHENED TO DECREASE EROSION. REFER TO SWPPP FOR MORE INFO.
4) DUST CONTROL MEASURES ARE TO BE EMPLOYED DURING THE ENTIRE COURSE OF THIS PROJECT.

SILT FENCE INLET PROTECTION

1. PLACE WATTLES OR GRAVEL BAGS TIGHT AGAINST CURB TO PREVENT SEDIMENT-LADEN WATER FROM GETTING BETWEEN CURB AND WATTLE/BAG.
2. PLACE WATTLES OR GRAVEL BAGS SUCH THAT FLOW DOES NOT OVERTOP CURB OR ROAD CENTERLINE.
3. INSPECT INLET PROTECTION AFTER EVERY LARGE STORM EVENT AND AT LEAST BI-WEEKLY, OR PER SWPPP REQUIREMENTS, WHICHER IS MORE STRINGENT, TO ENSURE THAT SEDIMENT CONTROL IS MEETING ITS DESIGN INTENT. MAINTAIN AND/OR REPLACE AS NEEDED.
4. REMOVE SEDIMENT ACCUMULATED WHEN IT REACHES 50% OF GRAVEL BAG OR WATTLE HEIGHT.
5. CONTRACTOR MAY SUBMIT AN ALTERNATIVE METHOD OF INLET PROTECTION. THE ALTERNATIVE METHOD SHALL BE APPROVED BY THE CITY INSPECTOR AND THE ENGINEER OF RECORD.
6. BEFORE PLACEMENT OF CURB, STABILIZATION OF LAND BEHIND CURB, AND/OR PAVING, MAINTAIN TOP OF INLET AT 6" ABOVE GRADE, AND SURROUND WITH SILT FENCE FOR SEDIMENTATION AROUND BOX. MAINTAIN SILT FENCE BEHIND BOX UNTIL LAND BEHIND CURB IS STABILIZED.
**R-2 ZONING ORDINANCE**

**10.65.010 Purpose.**
The purpose of this zone is to provide for moderate density single-family residential development that conforms to the system of services available.

**10.65.020 Permitted uses.**
The following, and no others, are uses permitted 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 (200 square feet or less).

(B) Agriculture.

(C) Churches, synagogues, and temples.

(D) Dwellings, single-family.

(E) Educational services.

(F) Household pets.

(G) Minor home occupations.

(H) Public and quasi-public buildings.

(I) Public parks.

(J) Rabbits and hens.

(K) Residential facilities for persons with disabilities.

(L) Vietnamese potbellied pigs.

**10.65.030 Conditional uses.**
The following, and no others, may be conditional uses permitted after application and approval as specified in SCC 10.20.080:

(A) Accessory uses and buildings (greater than 200 square feet) (minor).

(B) Apiaries (minor).

(C) Day care centers (major).

(D) Dwellings, accessory (major/minor, see SCC 10.30.020).

(E) Dwelling groups (major).

(F) Dog kennels (minor).

(G) Home occupations (major).
Temporary commercial uses (see SCC 10.35.050) (minor).

Temporary use of buildings (see SCC 10.30.100(A)(12)) (minor).

10.65.040 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: minimum lot size 10,000 square feet, but in no case shall the density exceed 3.0 lots per gross acre.

(B) Lot width: 85 feet.

(C) Front yard: 25 feet.

(D) Side yards: eight feet (both sides).

(E) Rear yard: 30 feet.

(F) Building height: as allowed by current building code.

(G) Variation of lot: the Land Use Authority may reduce the lot width requirement in particular cases when a property owner provides evidence they acquired the land in good faith and, by reason of size, shape, or other special condition(s) of the specific property, application of the lot width requirement would effectively prohibit or unreasonably restrict the ability to subdivide the property or a reduction of the lot width requirement would alleviate a clearly demonstrable hardship as distinguished from a special privilege sought by the applicant. The Land Use Authority shall approve no lot width reduction without a determination that:

1. The strict application of the lot width requirement would result in substantial hardship;
2. Adjacent properties do not share generally such a hardship and the property in question has unusual circumstances or conditions where literal enforcement of the requirements of the zone would result in severe hardship;
3. The granting of such reduction would not be of substantial detriment to adjacent property or influence negatively upon the intent of the zone;
4. The condition or situation of the property concerned or the intended use of the property is not of so general or recurring a nature as to detract from the intention or appearance of the zone as identified in the City’s general plan.

10.65.050 Off-street parking and loading.
Off-street parking and loading shall be provided as specified in Chapter 10.40 SCC.

10.65.060 Signs.
The signs permitted in this zone shall be those allowed in residential zones by Chapter 10.45 SCC.
8.30.010 Final plat.
The final plat must be prepared by a licensed land surveyor on a sheet of approved tracing paper with permanent black ink and shall be prepared in accordance with the requirements of this title. The plat shall be 19 inches by 30 inches and shall have a one-and-one-half-inch border on the left and a one-half-inch border on the three remaining sides. The top of the plat shall be either north or east, whichever accommodates the drawing best.

The plat shall show:

(A) The name of the subdivision, which name must be approved by the Planning Commission and county recorder.

(B) Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features.

(C) An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in feet and hundredths.

(D) The street address for each lot. Each street address shall be assigned by the City to be consistent with the current numbering scheme.

(E) True angles and distances to the nearest established street lines or official monuments which shall be accurately described in the plat and shown by appropriate symbol.

(F) Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.

(G) The accurate location of all monuments to be installed shown by the appropriate symbol. All United States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.

(H) The dedication to the City of all streets, highways and other public uses and easements included in the proposed subdivision.

(I) Street monuments shall be shown on the final plat as are approved by the City Engineer. Standard precast monuments will be furnished by the developer and placed as approved.

(J) Pipes or other such iron markers shall be shown on the plat.

(K) Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all property owners.

(L) All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on final plat shall pose to an accuracy of not less than one part in 5,000.

(M) Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.

(N) Boundary descriptions of the subdivision.
Current inset City map showing location of subdivision.

Standard forms for the following:

1. A registered land surveyor’s certificate of survey as applicable under state law.
   
2. Owner’s dedication which shall “warrant and defend and save the City harmless against any easements or other encumbrances on the dedicated streets which will interfere with the City’s use, maintenance and operation of the streets.”
   
3. A notary public’s acknowledgment.
   
4. The City Land Use Authority (either the Planning Commission or City Council, as designated by the City Municipal Code) certificate of approval.
   
5. The City Engineer’s certificate of approval.
   
6. The county recorder’s certificate of attest.
   
7. The City Attorney’s certificate of approval.
   
8. Public Utilities approval and acceptance of public utility easements.
   
9. A three-inch by three-inch space in the lower right-hand corner of the drawing for recording information.

8.30.020 Final plan and profile.
Plan and profile must be prepared by a licensed engineer in accordance with the requirements of this title. Standard 22-inch by 34-inch and reduced to 11-inch by 17-inch (one-half scale) of the plan and profile will be required for review by the City. General information required:

(A) Plan for Culinary Water Improvements. Show proposed water main sizes, valves, fire hydrants, and service connections to all lots within the proposed subdivision and connections to existing water mains.

(B) Plan for Secondary Water Improvements. Show proposed secondary water main sizes, valves, and service connections to all lots within the proposed subdivision and connections to existing secondary water lines.

(C) Plan for Sanitary Sewer. Show proposed sewer mains and manholes, together with proposed slopes and depths within the proposed subdivision. Also show location of service laterals to each lot within the subdivision.

(D) Land Drain. Show method of dealing with land drains and subsurface water drains within the proposed development. If applicable, indicate location of any service connections and service manholes within the subdivision.

(E) Storm Water. Show location and size of storm water drains, together with any manholes or drop boxes within the subdivision. Show slope and grade of all storm drain lines. Storm water calculations need to accompany drawings for engineer review.
(F) Streets. Typical cross section of road improvements, together with flow line of proposed curb and gutter improvements as compared with existing ground slopes and center line offsets of all proposed utilities.

(G) Stationing. Stationing callouts should conform with acceptable engineering practices.

(H) Agreements. When necessary, copies of any agreements with adjacent property owners relevant to the proposed subdivision shall be presented to the Planning Commission.

8.30.030 Final approval.

(A) Submittal. Submit four standard 22-inch by 34-inch copies of plat and plan and profile sheets, one copy of each reduced to 11-inch by 17-inch (one-half scale), plus one PDF copy to the City, together with a cost estimate of off-site improvements and storm drain calculations.

(B) Engineer Review. City Engineer will review submitted documents and transmit his conclusions and recommendations to the Planning Commission, including cost estimate for off-site improvements required by City ordinance.

(C) Approval. Upon receipt of the approved plans from the City Engineer the Planning Commission shall forward to the City Council their recommendation to either approve or reject the final plat or shall table action for the next regular meeting or until the specified deficiency has been corrected.

If the Planning Commission does not approve the final plat, disapproval shall be indicated by written notice stating the reasons for disapproval, in which case the decision can be appealed to the City Council, whose decision will be final.

Approval of final plats by the City Council will extend for a period of 12 months. If work or subsequent action by the subdivider to proceed with off-site construction does not occur within the 12-month period following initial approval, the plat and construction drawings must be resubmitted and become subject to reapproval under the latest City ordinances and specifications.

(D) Construction of Off-Site Improvements. No construction of off-site improvements shall commence until the subdivider has completed a preconstruction meeting with the City Planning, Engineering, and Public Works Departments, at which time a review of construction project and expectations of the City will be discussed. Such conference shall be scheduled with the City and all affected utility companies will be invited to attend.

(E) Approval to Record Subdivision. Before any subdivision plat may be recorded, the subdivider shall furnish a corporate surety bond, cash escrow, irrevocable letters of credit from a credible lending institution, or a tax increment incentive as part of a signed reimbursement agreement from the Redevelopment Agency which has been approved by the City Manager, in an amount as finally determined by the City Engineer to secure the performance of the public improvements in a workmanlike manner and according to specifications established by the Syracuse City subdivision standards (See SCC 8.10.020). Some of the public improvements are as follows:

(1) Paving of streets.

(2) Curb, gutter and sidewalks.
(3) Sewer and water lines, including irrigation lines.

(4) Storm and subsurface drainage.

(5) Street signs, monuments, lighting, fences and street trees.

(6) Removal or relocation of any easements which may affect the use of the dedicated streets by the City.

(7) Utility development connection fees.

(F) Recording. Once final plat approval has been obtained the developer shall submit a 22-inch by 34-inch Mylar of the final plat to the City Engineer. If all documents, submittals, and payment of fees are in order, the City Engineer will sign the Mylar, indicating approval of the subdivision. Complete submittal shall include the following:

(1) Development agreements.

(2) Escrow agreement.

(3) Title report.

(4) Street light agreement.

(5) Off-site improvement agreement.

(6) Water share certificate.

(7) Storm water activity permit.

(8) Storm water maintenance agreement.

(9) Payment of all required development and inspection fees.

(10) Approved construction drawings or as-built drawings.

(11) Surety and improvement guarantee.

(12) Easements and any other documents deemed necessary by the City Engineer or conditioned for approval by the Planning Commission or City Council.

After approval and signature of the final plat, the City Engineer shall submit the plat to the Community Development Director, or designee, who shall obtain the signatures of the City Attorney, Planning Commission Chair, and Mayor. The final plat, bearing all official signatures as above required, shall be deposited in the office of the City Recorder, who shall cause the plat to be recorded in the office of the county recorder. Final plats not recorded within 12 months of final approval shall be deemed null and void. No plat shall be recorded in the office of the county recorder until the plat is approved and signed. Lots included in such plat shall not be sold or exchanged, and no offer shall be made to sell or exchange any such lots unless and until the plat is recorded.

8.30.035 Minor residential subdivisions.
(A) Purpose. In an effort to reduce the expense and time of development, minor residential subdivisions may be considered and approved under this section.

(B) This section does not modify or reduce requirements or standards for lots, infrastructure, or subdivisions, requirements for platting, or any other requirement or standard in this code. Its sole purpose is to provide more expedient approval for minor residential subdivisions.

(C) Minor Residential Subdivision Requirements. To be considered a minor residential subdivision, the subdivision must meet all the following requirements:

(1) The subdivision contains 10 or less lots;

(2) The subdivision is not traversed by the mapped lines of a proposed street as shown in the City’s general plan;

(3) The subdivision is located in a zoned area; and

(4) The subdivision is not part of an existing, previously platted subdivision. Changes to a platted subdivision are to be done by amending the previously approved plat.

(D) Minor Residential Subdivision Application Procedure. The application procedure for a minor residential subdivision is:

(1) Pre-Application Meeting. City staff shall review whether the subdivision meets the requirements of a minor residential subdivision and notify the developer of any requirements for necessary construction drawings.

(2) Concept Plan Approval. The concept plan approval process for a minor residential subdivision shall follow that found in Chapter 8.20 SCC.

(3) Final Minor Residential Subdivision Plan Approval Procedure. The final plan for a minor residential subdivision shall combine all requirements for both preliminary and final plan approval found in this title into one application.

(E) The Planning Commission and the City Council shall process the proposed minor residential subdivision and consider it for approval in accordance with SMC 8.30.030. All required signatures and conditions provided in that section apply to minor residential subdivisions.

8.30.040 Severability.
If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable.
Dutch Manor Subdivision
2300 South & 1660 West
Engineer Final Plan Review
*Completed by Brian Bloemen on September 26, 2019*

Plat:

1. 1660 West appears to be greater than a 60’ right-of-way. Adjust the note stating it is a 60’ right-of-way as necessary.

Plans:

1. No secondary water is shown.
2. Move the fire hydrant to the property line in between Lot 6 & Lot 7.
3. Install 3 valves on the tee for the culinary and secondary connection in 1660 West Street.
4. The catch basins at the 1660 West intersection need to be moved outside the radius as they will conflict with the ADA ramp.
5. The City will not accept the storm drain line as proposed. The proposed line must have slope on it and be placed in the roadway.

If you have any further comments or questions, please feel free to contact me at 801-614-9630.

Sincerely,

Brian Bloemen, P.E.
City Engineer
TO: Community Development, Attention: Royce Davies

FROM: Golden T. Barrett Fire Marshal

RE: Dutch Manor Subdivision

DATE: 20190926

I have reviewed the site plan submitted on September 26, 2019 for the above referenced project. The Fire Prevention Division of this department has the following comments/concerns.

1. The minimum fire flow requirement is 1000 gallons per minute for 60 consecutive minutes for residential one and two family dwellings. Fire flow requirements may be increased for residential one and two family dwellings with a building footprint equal to or greater than 3,600 square feet or for buildings other than one and two family dwellings. Provide documentation that the fire flow has been confirmed through the Syracuse City Engineering Division, Water Model.

2. The fire hydrant located at the end of the road needs to be moved to the neck of the cul-de-sac, this will help prevent any snow build-up around the hydrant as a result of snow removal.

3. All hydrants shall be placed with the 4 ½” connections facing the point of access for Fire Department Apparatus. Provide written assurance that this will be met.

4. Prior to beginning construction of any buildings, a fire flow test of the new hydrants shall be conducted to verify the actual fire flow for this project. The Fire Prevention Division of this department shall witness this test and shall be notified a minimum of 48 hours prior to the test.

These plans have been reviewed for Fire Department requirements only. Other departments must review these plans and will have their requirements. This review by the Fire Department must not be construed as final approval from Syracuse City.

Golden T. Barrett
Fire Marshal
Syracuse City Fire Department
Dear Applicant,

The Syracuse City Community and Economic Development Department has conducted a review of the Dutch Manor Minor Subdivision Plan for compliance with the city’s adopted land use ordinance. Please address the following comments:

Plat:
1. Show an access and maintenance easement or separate parcel that will be dedicated to the City for the pedestrian accessway on the north side of lot 5.
2. The Surveyor’s Certificate should show the name of the subdivision instead of Atwater Estates.
3. Include the following language in the Owner’s Dedication:
   a. “warrant and defend and save the City harmless against any easements or other encumbrances on the dedicated streets which will interfere with the City’s use, maintenance and operation of the streets.”
4. Show a signature box for Rocky Mountain Power.
5. Leave a 4”x4” space for a Dominion Energy signature sticker.
6. Show a vicinity map on the final plat page.

Please contact me with any questions concerning this project.

Regards,

Royce Davies
City Planner
(801) 614-9632
rdavies@syracuseut.com