



**SYRACUSE CITY**  
**Syracuse City Council Business Meeting**  
**March 12, 2024 – 6:00 p.m.**

In-Person Location: Syracuse City Hall, 1979 W. 1900 S.

Electronic Via [Zoom](#)

Connect via telephone: +1-301-715-8592 US, meeting ID: 886 8775 4688

Streamed on Syracuse City [YouTube Channel](#)

1. Meeting called to order.  
Adopt agenda.
2. Presentation of Managing Fire Officer Designation to Captain Kyle Nance. (5 min.)
3. Introduction of new Fire Fighters. (5 min.)
4. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. *(Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, [cassieb@syracuseut.gov](mailto:cassieb@syracuseut.gov), by 4:00 p.m. on March 12, 2024. Comments submitted by the deadline will be read for the record of the meeting.)*
5. Approval of Minutes: (2 min.)
  - a. February 13, 2024 Special City Council Meeting.
  - b. February 13, 2024 Regular City Council Meeting.
  - c. February 27, 2024 Work Session.
6. Proposed Resolution R24-07 appointing Scott Bohn, Britt Clark, Chris Larson, and Ben Holbrook to the Syracuse City Disaster Preparedness Committee (DPC). (5 min.)
7. Proposed Resolution R24-08 affirming the Syracuse City Council's review of the Municipal Wastewater Planning Program Annual Self-Assessment. (5 min.)
8. Proposed Ordinance 2024-05 amending Syracuse City Code Section 10.92.040 to add minimum acreage and adjust the amount of required commercial space in a Mixed-Use Zone project. (10 min.)
9. Proposed Resolution R24-09 adopting an updated wage scale for the Fiscal Year ending June 30, 2024. (5 min.)
10. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. *(Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, [cassieb@syracuseut.gov](mailto:cassieb@syracuseut.gov), by 4:00 p.m. on March 12, 2024. Comments submitted by the deadline will be read for the record of the meeting.)*
11. Mayor/Council announcements.
12. Adjourn.

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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 7<sup>TH</sup> day of March, 2024 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.gov>. A copy was also provided to the Standard-Examiner on March 7, 2024.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

March 12, 2024

Agenda Item #2

**Presentation of the Utah Managing Fire Officer Designation to Captain Kyle Nance  
(5 min)**

### ***Factual Summation***

Captain Kyle Nance has been awarded the Utah Managing Fire Officer Designation as outlined by the International Association of Fire Chiefs and adopted by the Utah Commission on Fire Officer Designation.

Captain Nance has combined hundreds of hours of training, education, and experience to meet the requirements for this designation. His hard work and commitment to this process shows his dedication to not only the Utah State Fire Service but to Syracuse City and our department as well.

Please join me in congratulating Captain Nance for attaining this designation.

### ***Action Items***

The following items outline the actions to be taken:



# COUNCIL AGENDA

## March 12, 2024

### Agenda Item #3 Introduction of New Full-Time Firefighters

- Chief Byington would like to introduce our newest full-time firefighters.
  - **Firefighter/AEMT Teisha Emery (Hired in January 2024)**
    - Has been employed with Syracuse City as a part-time firefighter since May 2022. She brings several years of experience as a part-time firefighter with Morgan Fire. Teisha is assigned to “C” Shift.
  - **Firefighter/AEMT Nakoa Sadang (Hired in January 2024)**
    - Is new to the fire service and started his career with Syracuse City when he was hired as a part-time firefighter in November 2022. Nakoa is assigned to “A” Shift.
  - **Firefighter/AEMT Kyle Kaneshiro (Hired in March 2024)**
    - Has been employed with Syracuse City as a part-time firefighter since October 2022. He brings several years of experience as a part-time firefighter with Plain City Fire. Kyle is assigned to “C” Shift.
  - **Firefighter/AEMT Dakota Kistler (Hired in March 2024)**
    - Comes to us from Weber Fire where he has worked as a part-time firefighter for their wildland fire program. He also works for Washington Terrace Fire. Dakota is assigned to “A” Shift.

Please join me in welcoming these individuals to our Syracuse City family.



# CITY COUNCIL

## AGENDA

March 12, 2024

Agenda Item #5

Approval of Minutes.

### *Factual Summation*

- Please see the draft minutes of the following meeting(s):
  - a. February 13, 2024 City Council Special Business Meeting.
  - b. February 13, 2024 City Council Regular Business Meeting.
  - c. February 27, 2024 City Council Work Session.
  
- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

Minutes of the Syracuse City Council Special Business Meeting, February 13, 2024

Minutes of the special meeting of the Syracuse City Council, held on February 13, 2024 at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 874 5471 1210, in-person in the City Council Conference Room at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

Present: Councilmembers: Jennifer Carver  
Brett Cragun  
Julie Robertson  
Jordan Savage  
Paul Watson  
Mayor Dave Maughan  
City Manager Brody Bovero  
Deputy City Recorder Marisa Graham

***DRAFT***

City Employees Present:  
Administrative Services Director Stephen Marshall  
City Attorney Colin Winchester  
Fire Chief Aaron Byington  
Public Works Director Robert Whiteley  
Community and Economic Development Director Noah Steele  
Communications Specialist Kara Finley

**1. Meeting called to order.**

Mayor Maughan called the meeting to order at 6:00 p.m. as a special business meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Cragun provided an invocation. Councilmember Robertson led the audience in the Pledge of Allegiance.

**2. Public Hearing: Public hearing to receive input from the public with respect to (a) the issuance of the Series 2024 Bonds (the “Bonds”) for improvements to the city’s secondary water irrigation system and (b) any potential economic impact that improvements to the city’s secondary water irrigation system to be financed with the proceeds of the Bonds may have on the private sector.**

Mayor Maughan explained the City is considering funding a secondary meter program as required by the State of Utah by obtaining grant funds as well as issuing a low interest rate bond through the Board of Water Resources. He opened the public hearing at 6:04 p.m.

Thomas Mellars stated he has lived in Syracuse for 22 years and that the City already knows how much water goes through the system. The City controls what days and times the citizens can water, and the Police are citing people for violating watering restrictions. He stated he believes that mandating a meter be installed at each and every household seems wasteful,

1 and he is concerned with how the costs of the program will be funded aside from charging citizens. He concluded the way the  
2 City has gone about taxes and building has not been citizen friendly and he believes that the Council should operate the City  
3 from the citizen's perspective.

4 Dean Kreger stated he does realize that Utah is the second driest state in the lower 48 states, but he has appreciated  
5 that the City's secondary water has not been metered. He noted believes that all bonding or debt issuance results in a tax  
6 increase and he suggested instead that the City charge a higher amount to the unmetered portion of the City to generate sufficient  
7 funding to pay for a meter and when those areas are metered, the customers could receive a credit on their utility bill. He stated  
8 that he has no problem paying for the water that he uses, but he is opposed to paying for the bond.

9 John Booker stated he has lived in the City and raised cattle and horses for 38 years; he believes the City should look  
10 at grandfathering certain citizens under existing practices. He believes that the City will soon need a new sewer bond as well,  
11 which will also be costly. He noted he paid for the City's curb, gutter, and sidewalk bond and asked if the newest residents  
12 living in the many apartments in the City are paying anything for these debts. He also asked if residents will be charged  
13 immediately upon installation of the meter at their property or once meters are installed throughout the entire City. He  
14 concluded he is on social security and paying increased costs for water may force him to cease his beef business.

15 Leonard Millgate referenced the recent increase in high density housing complexes throughout the City and he  
16 wondered if the residents of those units will be charged anything for the secondary water bond. He suggested the City slow  
17 down on the building that is happening in what used to be a beautiful farm City.

18 Shuana Millgate stated she would like to hear the answers to the questions that are being asked and would like to see  
19 the State mandate mentioned by Mayor Maughan before the public hearing was opened.

20 There were no additional persons appearing to be heard.

21 Mayor Maughan closed the public hearing at 6:13 p.m.

22 Mayor Maughan explained the rules the Council follows during a public hearing; the purpose of a public hearing is to  
23 gather input, not debate a point with a citizen. He noted the mandate he mentioned prior to the public hearing applies to all  
24 cities in the entire State of Utah and it has been posted publicly on the City's website and by the State of Utah. Neither he nor  
25 the Council have the authority to govern the City in a way that violates a State mandate and everyone who builds a housing  
26 unit in Syracuse pays impact fees to help to pay for any necessary infrastructure improvements due to growth. The matter of  
27 metering secondary water has been discussed in Syracuse and across the State for the past two years and the City has decided  
28 to issue a bond rather than change the secondary water billing schedule. The State mandate requires that secondary meters be

1 installed at all households by 2030; once all meters are installed, the Council may consider an adjustment to secondary water  
2 billing rates.

3 Councilmember Carver stated that the Council is only considering how to pay for installation of the secondary water  
4 meters at the lowest costs possible; the bond has a one-percent interest rate, which is very good for the City.

5 Councilmember Savage addressed Ms. Millgate’s questions; he noted the State mandate was issued in 2020 via House  
6 Bill 242, which was written by Senator McKell and sponsored by Val Peterson. He reiterated the City must abide by the State’s  
7 constitution, which is dictated by the State Legislature. He reiterated the bond has a one percent interest rate to help offset the  
8 costs to the City and its citizens. He added the Council loves farmers and is going to do everything possible to help keep farming  
9 alive in the City.

10 Councilmember Watson noted that as a Councilmember, he would never promote secondary water metering, but the  
11 City must comply with this mandate; in order to comply, City Administration has been working on the most cost-effective  
12 solution possible.

13 Councilmember Robertson agreed; she noted that while the mandate is unfortunate, the City is doing the best it can to  
14 protect its citizens. The State has identified a goal of conserving water and this responsibility must be shared across all citizens  
15 throughout the State.

16

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18 At 6:25 p.m. COUNCILMEMBER CRAGUN MADE A MOTION TO ADJOURN. COUNCILMEMBER CARVER  
19 SECONDED THE MOTION; ALL VOTED IN FAVOR.

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Dave Maughan  
Mayor

\_\_\_\_\_  
Cassie Z. Brown, MMC  
City Recorder

Date approved: \_\_\_\_\_

1 Minutes of the Syracuse City Council Regular Meeting February 13, 2024

2  
3 Minutes of the Regular Meeting of the Syracuse City Council, held on February 13, 2024, at 6:00 p.m., in a hybrid in-  
4 person/electronic format via Zoom, meeting ID 874 5471 1210, in-person in the City Council Chambers at 1979 W. 1900 S.,  
5 and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act  
6 Amendments, signed into law on June 25, 2020.

7  
8 Present: Councilmembers: Jennifer Carver  
9 Brett Cragun  
10 Julie Robertson  
11 Jordan Savage  
12 Paul Watson  
13  
14 Mayor Dave Maughan  
15 City Manager Brody Bovero  
16 Deputy City Recorder Marisa Graham

***DRAFT***

17  
18 City Employees Present:  
19 Administrative Services Director Stephen Marshall  
20 City Attorney Colin Winchester  
21 Fire Chief Aaron Byington  
22 Public Works Director Robert Whiteley  
23 Community and Economic Development Director Noah Steele  
24 Communications Specialist Kara Finley

25  
26 **1. Meeting Called to Order/Adopt Agenda**

27 Mayor Maughan called the meeting to order at 6:25 p.m. as a regularly scheduled meeting, with notice of time,  
28 place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

29  
30 **2. Recognition of former Councilmembers Lisa Bingham and Seth**  
31 **Teague.**

32 An Administrative staff memo explained former Councilmembers Lisa Bingham and Seth Teague have been invited  
33 to attend the meeting to be formally recognized for their service as Councilmembers.

34 City manager Bovero addressed former Councilmembers Teague and Bingham on behalf of City staff; he indicated  
35 that serving as a Councilmember is a true service and is admirable. Councilmember Teague served for the last four years 2020-  
36 2024, and Councilmember Bingham served for the last five years 2019-2024. Mr. Bovero presented both Councilmembers  
37 Bingham and Teague with a clock to commemorate their service; he also recognized their family members in attendance for  
38 the sacrifices they made during Councilmembers Bingham and Teagues terms of service.

39  
40 **3. Public Comment:**



1 Shane Crowton addressed item 12 on the agenda, a proposed ordinance amending the City Code pertaining to  
2 driveway/garage standards. Mr. Crowton stated that it is a great idea to have a minimum driveway standard, but he believes the  
3 bigger issue is garage size and he feels there should be a minimum requirement for garages.

4 Thomas Mellars stated when he first moved to the City, he came to the City Council meetings regularly and around  
5 that time the City's form of government was changing. He inquired as to the City's current form of government.

6  
7 **4. Approval of Minutes**

8 The following minutes were reviewed by the City Council: Regular Business Meeting of January 9,2024, and the  
9 Work Session and Special Meetings of January 23, 2024.

10 COUNCILMEMBER CARVER MADE A MOTION TO APPOROVE THE MINUTES LISTED ON THE  
11 AGENDA AS PRESENTED. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTE IN FAVOR.

12  
13 **5. Bi-annual report from Victim Advocate.**

14 A staff memo from the City Attorney explained the Syracuse City Victim Advocate Celeste Hopkins has prepared a  
15 presentation for the City Council regarding the Syracuse City Victim's Services Program. An annual presentation is one of the  
16 requirements for receiving grant funding through the Victims of Crime Act. Her presentation is included in the meeting packet  
17 for reference.

18 Ms. Hopkins used the aid of a PowerPoint presentation to report on the number of victims served in Syracuse City in  
19 2023; she provided a list of crimes for which she is able to provide service followed by a pie chart that communicated the  
20 different types of victimization she assists with. Ms. Hopkins emphasized that sexual assault cases are increasing, and she  
21 would like to be able to speak to any potential victims, some cases may have more than one victim. She provided some statistics  
22 for the different cities she has served for the past five years and noted she is asking for an additional part-time position to  
23 increase assistance for victims. The cost of the position would be shared between Syracuse, Clinton, and Sunset City. Ms.  
24 Hopkins explained that this past year she has been trying to get more involved with the community by participating in Syracuse  
25 Heritage Days, a Public Safety event, and Sunset Mental Health Days. Ms. Hopkins thanked the Council for their continued  
26 support and stated she enjoys working with Syracuse City.

27 Councilmember Carver thanked Ms. Hopkins for her amazing work and Councilmember Savage noted the work she  
28 does is not easy and thanked her.

**6. Proposed Resolution R24-05 appointing Felix Espinoza and Patrick Oliverson to the Architectural Review Committee.**

A staff memo from Mayor Maughan explained there are currently three vacant positions on the Architectural Review Committee. Mayor Maughan has recommended the appointment of Felix Espinoza and Patrick Oliverson to fill two of the vacant positions.

COUNCILMEMBER CARVER MADE A MOTION TO APPROVE PROPOSED RESOLUTION R24-05 APPOINTING FELIX ESPINOZA AND PATRICK OLIVERSON TO THE ARCHITECTURAL REVIEW COMMITTEE. COUNCILMEMBER WATSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

**7. Authorize Administration to award contract for 1000 West Road Improvement Project.**

A staff memo from Public Works Director Whiteley explained the project consists of new culinary water main, land drain main, and secondary meter conversions and repaving on 1000 West from 2700 South to 2100 South. This project also includes asphalt replacement on 2300 South from 1000 West to 850 West and 2400 South from 1000 West to 933 West. A pedestrian activated flashing crosswalk sign will be installed at 2325 South and 1000 West to improve safety of the existing pedestrian crosswalk at Legacy Park. 1000 West will also be restriped to three lanes. This project will begin construction once contracts are in place and be completed by the fall of 2024. Bids were opened January 30, 2024. There were 26 plan holders, and four bids were received. The low bidder was Leon Poulsen Construction Company with a total bid amount of \$2,944,855.00, the funding for this project is proposed from the following sources:

|                              | <b>20-40-70<br/>Class C</b> | <b>50-16-70<br/>Culinary<br/>Capital</b> | <b>40-16-70<br/>Storm Drain<br/>Capital</b> | <b>30-40-70<br/>Secondary<br/>Meter</b> |                |
|------------------------------|-----------------------------|------------------------------------------|---------------------------------------------|-----------------------------------------|----------------|
| <b>Bid</b>                   | \$833,967.64                | \$979,757.18                             | \$965,730.18                                | \$165,400.00                            | \$2,994,855.00 |
| <b>Budget</b>                | \$800,000.00                | \$625,000.00                             | \$600,000.00                                | \$165,400.00                            | \$2,190,400.00 |
| <b>RRFB (City Installed)</b> | \$20,000.00                 | \$0.00                                   | \$0.00                                      | \$0.00                                  | \$20,000.00    |
| <b>Difference</b>            | -\$53,967.64                | -\$354,757.18                            | -\$365,730.18                               | \$0.00                                  | -\$774,455.00  |

Mr. Whiteley reviewed his staff memo and concluded that staff recommends awarding the contract to Leon Poulsen Construction Company.

COUNCILMEMBER WATSON MADE A MOTION TO AWARD CONTRACT FOR 1000 WEST IMPROVEMENT PROJECT TO LEON POULSEN CONSTRUCTION COMPANY. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

**8. Authorize Administration to award bid for 1525 West Culinary**

**Transmission Line Project.**

A staff memo from Public Works Director Whiteley explained This project consists of installation of a new 12” culinary transmission line on 1525 West Street from Dallas Street to 700 South Street. This is a system resiliency project for the culinary water system which is replacing an old main in 1000 West. ADA ramps will be brought up to current standards and the entire road width will be replaced with new asphalt. This project will begin once contracts are in place and will be completed by the fall of 2024. Bids were opened on January 30, 2024. There were 19 plan holders, and eight bids were received. The lowest bidder was Craythorne, Inc. with a total bid amount of \$1,062,774.18. The funding for this project is proposed from the following sources:

|                                | 20-40-70<br>Class C | 50-16-70<br>Culinary Capital |                |
|--------------------------------|---------------------|------------------------------|----------------|
| <b>Bid</b>                     | \$480,211.27        | \$582,562.91                 | \$1,062,774.18 |
| <b>1525 West Culinary</b>      | \$350,000.00        | \$638,000.00                 | \$988,000.00   |
| <b>2024 Surface Treatments</b> | \$48,231.35         | \$0.00                       | \$48,231.35    |
| <b>Difference</b>              | -\$81,979.92        | \$55,437.09                  | -\$26,542.83   |

Mr. Whiteley reviewed his staff memo and indicated that staff recommends awarding the contract to Craythorne, inc.

COUNCILMEMBER CARVER MADE A MOTION TO AWARD CONTRACT FOR 1525 WEST CULINARY WATER TRANSMISSION LINE PROJECT TO CRAYTHORNE INC. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

**9. Proposed Ordinance 2024-01 amending Syracuse City Code**

**Section 4.15.450 pertaining to cross connection violations.**

Public Works Director Whiteley reviewed his staff memo and explained the City Code Section 4.14.450 governs cross-connections to the City’s potable water system. Certain deficiencies were noted in the current version of the ordinance. Rather than try to address those deficiencies within the current ordinance, it is proposed that the current ordinance be repealed and re-enacted. The proposed re-enactment is shorter, better organized, and easier to navigate. This was reviewed during City Council work session of January 23, 2024.

Mayor Maughan explained that the purpose of this ordinance is to consolidate information regarding cross-connections into a simpler format that is easier to follow and understand for the public.

1 COUNCILMEMBER ROBERTSON MADE A MOTION TO ADOPT PROPOSED ORDINANCE 2024-01  
2 AMENDING THE SYRACUSE CITY CODE SECTION 4.15.450 PERTAINING TO CROSS CONNECTION  
3 VIOLATIONS. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

4  
5 **10. Proposed Ordinance 2024-02 amending Syracuse City Code**

6 **Section 8.10.090 pertaining to irrigation water.**

7 A staff memo from Public Works Director Whiteley explained that City Code Section 8.10.090 requires developers  
8 to convey to the City three-acre feet of irrigation water (for residential developments) or four-acre feet of irrigation water (for  
9 nonresidential developments) for each acre to be developed. If a developer does not have enough water, the developer must  
10 (for current developments) convey at least 67% of the required amount of water and may then pay a “fee-in-lieu” to cover the  
11 balance. The City uses the fee-in-lieu to purchase water shares. The amount of the fee-in-lieu is determined by a formula set  
12 forth in Section 8.10.090. Because of recent dramatic increases in the cost of irrigation water, the current formula is grossly  
13 insufficient. The proposed ordinance amends the formula to require the developer to pay the actual cost of the irrigation water  
14 purchased by the City. This was reviewed by planning commission and recommended for approval on February 6, 2024.

15 Mayor Maughan stated this was talked about in great detail in the last work session.

16 COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT PROPOSED ORDINANCE 2024-02  
17 AMENDING SYRACUSE CITY CODE SECTION 8.10.090 PERTAINING TO IRRIGATION WATER.  
18 COUNCILMEMBER WATSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

19  
20 **11. Proposed Ordinance 2024-03 amending Syracuse City Code**

21 **Section 10.40 to add bicycle and electric vehicle parking**  
22 **requirements.**

23 A staff memo from the Community and Economic Development (CED) Department explained that the Planning  
24 Commission has self-initiated amendments to the City Code that would add specific bicycle parking requirements and  
25 suggestions for electric vehicle parking. The amendments attached to this report have been reviewed by the Planning  
26 Commission during their work session on November 7, 2023 and during a public hearing on December 5, 2023. The City  
27 Council then reviewed the item on January 23, 2024. The bicycle parking is proposed at a ratio of one bicycle parking space  
28 per 15 provided on-site automobile parking spaces. The requirements outline dimensions that must be observed to ensure the  
29 bicycle parking is functional for a variety of bicycle sizes and bicycle parking orientations. A limit of 20 parking spaces is

1 included to prevent large-scale projects from being required to install excessive amounts of bicycle parking. The electric vehicle  
2 parking is recommended only, and no ratio has been provided. There is also a recommendation to provide conduits or other  
3 infrastructure if an applicant is not willing or ready to install charging stations at the time of construction but would like to do  
4 so, later on.

5 Councilmember Watson stated he believes that business owners should have discretion to determine whether to install  
6 bicycle parking areas similar to the electric vehicle parking standards; he understands the expense may not be great but as a  
7 small business trying to open their doors for the first time, it may be expensive to comply with this type of regulation.  
8 Councilmember Savage stated he believes the City should do everything it can to promote active transportation, and this is not  
9 a big expense; however, it will allow employees the option to ride their bike and give them somewhere to park their bikes once  
10 they arrive at work. He added the regulation would only be imposed on new construction going forward, but not retroactively.  
11 He added he believes the electric vehicle parking standard should be a recommendation, not a requirement for businesses.

12 Discussion among the Mayor and Council centered on the need for bicycle parking at businesses throughout the City  
13 and whether it would be appropriate for multiple businesses to share a bicycle parking area. CED Director Steele indicated that  
14 section E of the code provides at a ratio of at least one bicycle parking space per 15 automobile parking spaces provided on  
15 site, so an entire commercial site could be considered when determining the appropriate number of bicycle parking spaces. He  
16 added that the ordinance provides a maximum of 20 bicycle parking stalls at any given property.

17 COUNCILMEMBER SAVAGE MADE A MOTION TO APPROVE PROPOSED ORDINANCE 2024-03  
18 AMENDING SYRACUSE CITY CODE SECTION 10.40 TO ADD BICYCLE AND ELECTRIC VEHICLE PARKING  
19 REQUIREMENTS. COUNCILMEMBER CARVER SECONDED THE MOTION; COUNCILMEMBER ROBERTSON  
20 VOTED AYE; COUNCILMEMBERS WATSON AND CRAGUN VOTED NAY.

21  
22 **12. Proposed Ordinance 2024-04 amending Syracuse City Code**

23 **Section 10.40.070 pertaining to driveway/garage standards.**

24 Community and Economic Development (CED) Department explained the Planning Commission has self-initiated a  
25 proposed ordinance amendment to 10.40.070 related to parking in front of a garage. They worked on this item on November 7  
26 and December 5, 2023. The City Council then reviewed the item on January 23, 2024. Reportedly, there have been some  
27 parking problems arising in developments without driveways deep enough to accommodate a full parking stall. Occasionally,  
28 the garage is filled with the resident's storage items to the point that a vehicle can no longer fit within the garage. The resident  
29 then attempts to park in the area in front of the unit's garage. The problem with this scenario is that this often blocks required

1 fire lanes, potentially impeding timely emergency response. The issue can usually be managed by private HOA parking  
2 enforcement, but the Planning Commission felt it would be best to prevent the development pattern from repeating to avoid the  
3 potential safety problem.

4 Mr. Steele reviewed his staff memo and facilitated discussion among the Mayor and Council regarding the level of  
5 control the City has over garage standards. The Council asked staff to also examine and consider minimum sizes for garages  
6 to ensure that garages are being built large enough to accommodate a full-size vehicle.

7 COUNCILMEMBER CARVER MADE A MOTION TO ADOPT PROPOSED ORDINANCE 2024-04  
8 AMENDING SYRACUSE CITY CODE SECTION 10.40.070 PERTAINING TO DRIVEWAY/GARAGE STANDARDS.  
9 COUNCILMEMBER WATSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

10  
11 **13. Proposed Resolution R24-06 appointing the Mayor and City**

12 **Councilmembers to various Committee positions and assignments.**

13 A staff memo from Administration explained each year the Mayor and Council decide on various assignments to  
14 internal and external committees; these assignments were discussed during the January 23, 2024 work session. One matter that  
15 was not discussed/decided upon during the January 23 work session is the assignment of Mayor Pro-Tem positions; the  
16 Syracuse City Code section 2.15.040 states:

17 *“The City Council shall annually elect the Mayor Pro Tempore and two additional persons, in specific order*  
18 *of succession, as emergency interim successors to act in the absence of the Mayor. In the absence of the*  
19 *Mayor or because of his inability or refusal to act, the Mayor Pro Tempore shall preside over the meeting*  
20 *and shall possess the powers and duties of Mayor. Any member of the City Council elected as Mayor Pro*  
21 *Tempore shall retain is power and authority as a member of the City Council and shall be entitled to vote as*  
22 *a member of the City Council on all matters.”*

23 Staff asks that the Council discuss and determine who will be ‘elected’ to the positions of Mayor Pro-Tem, Second  
24 Pro-Tem, and Third Pro-Tem in order to call out those assignments in the resolution. This resolution will apply to the 2024  
25 calendar year.

26 Mayor Maughan reviewed his staff memo and indicated that this was discussed at the last work session meeting but  
27 the copy of his recommendations for the pro-tem positions didn’t make it into the packet and were not discussed at the last  
28 work session meeting. Mayor Maughan's recommendation are as follows; Councilmember Savage as Mayor Pro-tem,  
29 Councilmember Watson as Second Mayor Pro-tem, and Councilmember Robertson as Third Mayor Pro-tem.

1 COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT PROPOSED RESOLUTION R24-06  
2 APPOINTING THE MAYOR AND CITY COUNCILMEMBERS TO VARIOUS COMMITTEE POSTIOIONS AND  
3 ASSIGNMENTS. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

4  
5 **14. Fire Department Biennial Review.**

6 A staff memo from Fire Chief Byington explained this agenda item will also address the need to consider the purchase  
7 agreement for apparatus with long lead times that will need to be replaced over the next several years:

- 8 • 2015 Ambulance – Replacement due for 2025
  - 9 ○ 24-month lead time
  - 10 ○ Price locked in at time of order with payment due on delivery.
- 11 • 2008 Engine – Replacement due for 2028
  - 12 ○ 36-to-40-month lead time
  - 13 ○ Price locked in at time of order with payment due on delivery.

14 Fire Chief Byington then used the aid of a PowerPoint presentation to conduct the biennial review of his department;  
15 the presentation covered department expectations, department statistics, efficiency measures, and future considerations. There  
16 was a focus on early cancer detection, apparatus ordering, firefighter advancement and Station #32 staffing.

17 The Mayor and Council thanked Chief Byington for his presentation.

18  
19 **15. Public Comments:**

20 An individual, no name given, asked if the price tag of \$4.2 million for installing the secondary water meters is the  
21 total price for the entire City.

22  
23 **16. Mayor/Council announcements:**

24 The Council and Mayor provided announcements about upcoming community events and other oppourtunities for  
25 public involvement.

26 COUNCILMEMBER CARVER MADE A MOTION TO ADJOURN. COUNCILMEMBER SAVAGE SECONDED  
27 THE MOTION ALL VOTED IN FAVOR TO ADJOURN.

City Council Regular meeting

February 13, 2024

1           The meeting adjourned at 8:07 p.m.

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6           \_\_\_\_\_  
Dave Maughan

7           Mayor

8

9           Date approved: \_\_\_\_\_

10

\_\_\_\_\_  
Cassie Z. Brown, MMC

City Recorder



1 Minutes of the Syracuse City Council Work Session Meeting February 27, 2024

2  
3 Minutes of the Work Session of the Syracuse City Council, held on February 27, 2024 , at 6:00 p.m., in a hybrid in-  
4 person/electronic format via Zoom, meeting ID 857 3865 9574, in-person in the City Council Conference Room at 1979 W.  
5 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings  
6 Act Amendments, signed into law on June 25, 2020.

7  
8 Present: Councilmembers: Jennifer Carver  
9 Brett Cragun  
10 Jordan Savage  
11 Julie Robertson  
12 Paul Watson  
13  
14 Mayor Dave Maughan  
15 City Manager Brody Bovero  
16 Deputy City Recorder Marisa Graham

***DRAFT***

17  
18 City Employees Present:  
19 Parks and Recreation Director Kresta Robinson  
20 Fire Chief Aaron Byington  
21 Police Chief Garret Atkin  
22 Community and Economic Development Director Noah Steele  
23 Communications Specialist Kara Finley  
24 Assistant Parks and Recreation Director Chad Smout  
25

26 The purpose of the Work Session was to receive public comments; discuss recommendations from the Planning  
27 Commission regarding amendments to the Business Park Zone pertaining to body art establishments and amendments to the  
28 Mixed-Use (MXD) Zone; discuss possible amendments to the fee in lieu of water shares for retail and office land uses; discuss  
29 interior garage protrusions; discuss requests for Redevelopment Agency (RDA) incentive for flex/industrial projects near State  
30 Road (SR) 193 and 1000 West and Antelope Drive and Bluff Ridge Road; discussion the Wildland Fire Program and  
31 adjustments to staffing structure/wage scale; receive the Parks and Recreation Department biennial review; and participate in  
32 follow-up discussion regarding items presented at the City Council Goals Retreat.

33  
34 **Public comments**

35 Deputy City Recorder Graham read the following written public comments for the record of the meeting:

36 “Dear members of the City Council, Concerning the discussion of changing the allowable mixed-use areas to be  
37 changed, I would like to request that in the Town Center Overlay area, that the mixed use be allowed for properties  
38 under 5 acres. As I understand the intent of the Town Center Overlay, this area was intended to be zoned in a manner  
39 that promoted mixed use developments, assuming that some level of care was taken to the design of these projects.  
40 Last month, I attended this meeting, where this subject was discussed. There have been some large apartment projects  
41 that have come into the city, which I believe have not been very conducive to the intent of the mixed-use zone and  
42 have given mixed use a bad taste. As a landowner in the town center overlay, I wish to bring my development into the

1 city. Our project is just south of Walmart, and is under 5 acres. Our goal is to do mixed use the right way, and to work  
2 with the city to create a project that is attractive and harmonious to the original intent of this zone. We have experience  
3 creating and integrating commercial and residential components that are ideally suited to this location, and which have  
4 the potential to set a high standard for future developments of this nature. While in general, I believe that mixed use  
5 is not ideal on properties over 5 acres, as it potentially takes up land that might be better suited for bigger box  
6 commercial to enter, I believe that especially in the Town Center Overlay, where space is limited, that mixed use is  
7 essential. If mixed use is not allowed in this area for projects under 5 acres, the only development will be more small  
8 commercial buildings, like what is already in the area and is showing signs of vacancy along Antelope Drive.  
9 Overbuilding anything, whether it be apartments or small commercial has the potential to negatively impact the feel  
10 of any city. Any further commercial development along Antelope Drive, would benefit by being paired with a  
11 residential component, especially if done in a tasteful manner, which should be ensured by review of the architectural  
12 committee and city council as is described in 10.1 of the city code regarding the Town Center Overlay. We look  
13 forward to working with the city on our project, and hope that you will work with us on bringing in a balanced  
14 development into this area.

15 Thank you for your consideration, Sincerely, Brent Lindstrom, Leisure Villas.”

16 “Dear City Council and Mayor, Last month you started to review the mixed-use zone and all the changes that were  
17 being proposed to it. I was happy to see you all wanted more time to dig deeper into the changes so you could be better  
18 prepared for a discussion on everything since this is a big change that could affect the look and feel of the city. As I  
19 stated at the last meeting, we have an application submitted to the city for mixed-use that is being held up until this  
20 discussion and vote has taken place. I have emailed each of you personally over the last month with my thoughts on  
21 mixed-use and the layout and design of our mixed-use proposal on Antelope Dr. I have done this so you can see how  
22 you can still get an attractive project in the city that works on less than 5 acres of land. It also shows how large the  
23 buffer zones are per the code to keep mixed-use and residential neighborhoods protected. Also, with the parking  
24 requirements that the city has in place, it helps keep these projects from getting out of control with the residential  
25 portion. The layout I sent does comply with all the other requirements that the city is proposing. The only thing we  
26 don’t comply with is the amount of land. We do feel there is a big need for mixed-use zones on land under 5 acres. To  
27 comply with the town center overlay which we are under, we do ask that you follow the intent of that overlay. If you  
28 do raise the minimum acreage of mixed-use, we suggest that you only raise it in areas not effected by the town overlay

1 zone so that it can still comply with the design and intent of that overlay. Thank you for allowing our input. Regards,  
2 Keith Lindstrom.”

3  
4 **Planning item C1: Recommendation from Planning Commission**  
5 **regarding amendments to the Syracuse City Business Park Zone**  
6 **pertaining to body art establishments**

7 A staff memo from the Community and Economic Development (CED) Department explained the City Council has  
8 self-initiated a review of the City's ordinances related to tattoo parlors as permitted use in the Business Park Zone. Some of the  
9 regulations other cities often place on tattoo parlors include limiting the zones in which they are allowed, requiring a conditional  
10 or special use permit, implementing a required distance from public schools and parks, required minimum distance from an  
11 intersection, hours of operation, prohibiting alcohol consumption on premises, requiring a minimum distance from other parlors  
12 or uses, and sanitation related regulations. The Davis County Health Department already regulates 'Body Art' separately from  
13 what the city requires. Any facilities conducting body piercing, tattooing or permanent makeup need to obtain a Davis County  
14 Body Art operating permit. This does not include ear piercing. This permit includes required bloodborne pathogen training,  
15 pre-opening inspections, application, and fee. Upon review of the Syracuse City ordinance, it was found that 'Tattoo and body  
16 piercing shops' are a permitted use only in the industrial zone. The word tattoo was not found anywhere else in the city  
17 ordinance. The City Council reviewed this item on January 23, 2024 and forwarded the item to Planning Commission for  
18 further review on February 6, 2024. The Commission is recommending that 'Tattoo and body piercing shops' not be added as  
19 a permitted use to the Business Park Zone with a vote of six to one. It was discussed, that in their opinion, the Business Park  
20 Zone should be more of an office/light industrial park zone where a tattoo parlor would be out of place.

21 CED Director Steele reviewed his staff memo and facilitated high level discussion among the Council and Mayor  
22 regarding the intent of the Business Park Zone and how it differs from other commercial zones in the City. The Mayor  
23 mentioned there are mechanisms in place by which a business owner can seek a zone change to a specific zoning that may  
24 allow body art studios, or pursue a code amendment when there is a desire to locate a tattoo parlor in the City. The Council  
25 ultimately reached consensus not to pursue changes to the Business Park Zone at this time.

26  
27 **Planning item: Recommendation from Planning Commission**  
28 **regarding amendments to Section 10.92 of the Syracuse City Code**  
29 **pertaining to the Mixed-Use (MXD) Zone**

1 A staff memo from the Community and Economic Development (CED) Department explained the City Council has  
2 self-initiated an amendment to the Mixed-Use (MXD) Zone. The items under review include the minimum acreage and the  
3 percentage of commercial required in relation to the square footage of residential. The Planning Commission reviewed this  
4 item on October 17 and the City Council reviewed this item on October 24th. The Planning Commission reviewed the item  
5 again on November 7 and Planning Commission held a public hearing on December 5th and is forwarding a recommendation  
6 for approval. City Council reviewed the item again on January 23rd. A consensus was not reached, so the item has been  
7 forwarded to this meeting for additional discussion.

8 The Mayor opened discussion among the Council regarding the minimum acreage for Mixed-Use Zoning and  
9 commercial development in the town center overlay zone. Councilmember Savage stated that he believes the building height  
10 requirements and commercial space square footage minimums should be adjusted. The Council participated in continued  
11 discussion of these key points of the ordinance and ultimately agreed that the required percentage for commercial area in a two-  
12 story building should be 150 square feet per unit and that five acres is an appropriate minimum project acreage for a mixed-use  
13 project.

14 The Mayor concluded this item will move forward for a vote during the March 12 business meeting.

15  
16 **Planning item: Discussion regarding possible modification to**  
17 **Syracuse City Code Section 8.10.090 pertaining to the fee in lieu of**  
18 **water shares for retail and office land uses**

19 A staff memo from the City Manager explained the City has an ordinance that requires property developers to dedicate  
20 water shares to the City whenever a property is being converted from an undeveloped or farming condition to a developed  
21 condition that will require pressurized secondary water from the City's system. This policy helps ensure the City has enough  
22 secondary water supply to provide all properties in the City with pressurized irrigation water. A few years ago, the City also  
23 adopted an ordinance that allows developers to pay a fee in lieu of water shares for a percentage (currently up to a maximum  
24 of 33% of the total water share requirement). With available water shares becoming scarcer, even though actual water is  
25 available from Weber Basin, the fee-in-lieu option creates more "wiggle room" in getting the required water to the City for  
26 development to move forward. The City uses the fee revenue to purchase blocks of secondary water from Weber Basin directly.  
27 The discussion for the work session centers on adjusting the minimum threshold of required water shares, based on the proposed  
28 land use associated with a development. With the City's economic development goals of encouraging more retail, employment,

1 and other similar land uses, the proposal is to lower the threshold of water shares vs fee for those land uses, while keeping the  
2 current ratio for other uses. Keep in mind that this still requires the same amount of water for all uses, per the existing code.

3 **Current Fee in Lieu Provisions**

4 Currently, the City allows developers to opt for a partial fee in lieu of dedication of water shares to the City under the  
5 following conditions:

- 6 1. The City can contract with a water supplier (usually Weber Basin) to obtain the water with the fee.
- 7 2. All water shares associated with the property under development have already been dedicated to the City and  
8 there is insufficient water shares to cover the requirement, and no water shares associated with that land have  
9 been sold off in the last 5 years.
- 10 3. The maximum amount of water that can be paid by fee in lieu of dedication of water shares is 33% of the  
11 total amount of required water.

12 **Proposed Concept**

13 The proposed concept would change the requirements to include the following: For all retail and office land uses, as  
14 well as industrial land uses that are widely considered to be significant job-producing land uses such as manufacturing,  
15 distribution,  
16 and flex-space:

- 17 1. The maximum amount of water that can be paid by fee in lieu of dedication of water shares is 50% of the  
18 total amount of required water.
- 19 2. The developer can opt for the fee in lieu of dedication of water whether the historical water shares of the  
20 underlying property have been sold off, dedicated to the City, or not.
- 21 3. This option would only apply if the City can contract with a water supplier to obtain the water supply.

22 For all other uses: The same regulations of the current ordinance apply.

23 The Mayor briefed the Council on how the City currently obtains water and what developers currently must provide  
24 before proceeding with a project. The Council supported the proposed concept included in the staff memo and the Mayor  
25 concluded the matter can proceed through the process for action. The item will be forwarded to the Planning Commission for  
26 a formal recommendation.

27

1 **Planning item: Discussion regarding possible modification to**  
2 **Syracuse City Code Section 10.30.020 pertaining to interior garage**  
3 **protrusions**

4 Community and Economic Development (CED) Department explained the City Council has self-initiated a review of  
5 the city's ordinances related to garage dimensions. Currently the city ordinance requires all single-family homes to have a two-  
6 car garage. It says that garages have to be 400 sq feet and at least 20 feet wide. Also, the parking ordinance determines how  
7 many parking stalls are required per unit for the various land uses. Single family homes require two stalls per unit. The  
8 ordinance defines a parking stall as being 9' x 20'. It does not specify that those stalls must be provided interior to the garage.  
9 It also does not specifically prohibit stairways or water heaters etc. from protruding into the garage space. In these  
10 circumstances, the remaining garage space would not meet the required dimensions to be counted as a parking stall because  
11 the stall is less than 9'x20'. However, most units provide parking in the driveway leading to the garage, which would satisfy the  
12 two-stall requirement. Parking is checked with each building permit's site plan.

13 The Mayor facilitated discussion among the Council regarding the possible modification to interior garage protrusions.  
14 The discussion centered around the two-stall parking requirement that the City has in place and the necessity to ensure garage  
15 minimum square footages will provide for the parking of two vehicles; protrusions must be considered in the calculation of  
16 minimum garage sizes. The Council indicated they are supportive of the proposed code amendment so long as it only applies  
17 to new construction and will not be imposed retroactively on existing housing projects.

18 Mayor Maughan indicated this item will be forwarded to the Planning Commission for a formal recommendation.  
19

20 **Planning item: Continued discussion - request for Redevelopment**  
21 **Agency (RDA) incentive for flex/industrial project located near State**  
22 **Road (SR) 193 and 1000 West**

23 A staff memo from the Community and Economic Development (CED) Department explained The City has been  
24 approached by the developer of the flex industrial project located near SR 193 and 1000 W. They desire to add a driveway  
25 approach directly onto SR 193. Being a state highway, UDOT dictates the required construction specifications for all  
26 modifications to the facility. UDOT has required, per the SR 193 access agreement, that a center median be constructed between  
27 1550 W and 1000 W that would restrict access to a right in right out and prevent wrong way traffic. The developer is requesting  
28 assistance from the city RDA for the portion of the median that is not adjacent to their property. The requested amount comes  
29 to \$137,480.33. The benefits of adding an entrance to the project area that is currently at the end of a cul-de-sac include: more

1 convenient access for patrons of existing and future businesses, increased types of businesses that can lease the building, and  
2 improved emergency response. This project is within the SR 193 EDA. The City Council acts as the Redevelopment Agency  
3 (RDA) board. Any incentive agreement must be approved by the RDA. Potential terms of the incentive agreement include:

- 4 • Option 1: Agree to reimburse the developer in full upon completion of the improvements. This would require  
5 borrowing from other project areas within the RDA. It is legal to borrow between project areas, but it does  
6 have to be paid back. According to some rough estimates, the project would generate approximately \$31k  
7 per year in property taxes. It would take about 4.3 years to pay back the loan. There are only 4 years left on  
8 the EDA project area. It doesn't appear that the loan would be able to be paid off from only the future  
9 building's property taxes before the project area expires.
- 10 • Option 2: Agree to reimburse the developer from future property tax payments. After the proposed buildings  
11 are completed and begin paying property taxes, the RDA could then divert those taxes attributable to the new  
12 buildings back to the developer. The project area expires in 2028. Assuming the buildings are completed in  
13 2024 and pay full taxes in 2025, 2026, 2027, and 2028, that would total approximately \$125,668.

14 Mayor Maughan indicated this request is for the City to pay for the median with a right in and right-out access point  
15 to the site. The Council discussed the request and expressed support for providing an incentive for the improvements. Mayor  
16 Maughan indicated a special RDA meeting will be held on March 12 to take action on an incentive reimbursement agreement.

17  
18 **Planning item: Continued discussion – request for Redevelopment**

19 **Agency (RDA) incentive for flex/industrial project near Antelope**

20 **Drive and Bluff Ridge Road.**

21 A memo from the Community and Economic Development (CED) Department explained the City has been  
22 approached by the developer of the flex industrial project located near Antelope Drive and Bluff Ridge Dr. They desire to build  
23 a new industrial building and lease it to a new business, reportedly a landscaping contractor. The proposed building site is  
24 nestled across from an overhead power corridor. Buildings are not allowed to be constructed below power lines, thus forcing  
25 the building location. The remote location is inflating the cost of extending utilities to the building, making it expensive for the  
26 developer to build on the site without financial subsidy. The developer is requesting assistance from the city RDA for the extra  
27 length in utilities. The requested amount is \$281,840.32. The benefits of adding a new building in an otherwise unbuildable  
28 location is: increased local jobs, adding a new business service closer to our residents, and increased property taxes from a new

1 building. This project is within the 750 W RDA. The city council acts as the Redevelopment Agency (RDA) board. Any  
2 incentive agreement must be approved by the RDA. Potential terms of the incentive agreement include:

- 3 • Option 1: Agree to reimburse the developer in full upon completion of the improvements.
- 4 • Option 2: Agree to reimburse the developer from future property tax payments. After the proposed buildings  
5 are completed and begin paying property taxes, the RDA could then divert those taxes attributable to the new  
6 buildings back to the developer. The project area expires in 2031.

7 Mayor Maughan facilitated brief discussion among the Council regarding the option they would be comfortable with,  
8 and the Council ultimately decided on option two. Mayor Maughan indicated a special RDA meeting will be held on March 12  
9 to take action on an incentive reimbursement agreement.

10  
11 **Discussion regarding Wildland Fire program and adjustments to**  
12 **staffing structure/wage scale relative to the program**

13 A staff memo from the Fire Department Chief explained this discussion relates to adding a Seasonal Wildland Fire  
14 Engine Boss to the list of available positions, as well as making changes to the Administrative Assistant and Administrative  
15 Professional job titles:

- 16 • **Wildland Fire Engine Boss (Engine Crew Supervisor)** - Syracuse Fire currently does not have certified  
17 engine bosses (engine crew supervisors) that are able to deploy on wildland fire incidents, which leaves us  
18 unable to participate in this year's wildland fire season. For us to send units on a wildland fire incident, it  
19 typically requires a minimum of two people, one of which must be a certified engine boss. To become an  
20 engine boss, It requires additional certification classes as well as the completion of a task book. The task  
21 book requires that an individual is monitored and evaluated for specific tasks on a live wildfire incident. This  
22 process could take up to two years to complete. We have two individuals in our department that have shown  
23 interest in attaining their Engine Boss certification, however, this process will be time consuming and will  
24 not allow us to respond to wildfire incidents this upcoming year. An option worth exploring is to add a  
25 seasonal engine boss to the wage scale and hire a certified individual for this upcoming year. The proposed  
26 wage scale is approximately \$29.00 – \$44.00 per hour. This scale matches the State of Utah's current opening  
27 for an Engine Crew Supervisor and would make us competitive with the market to attract qualified applicants.
- 28 • **Administrative Assistant and Administrative Professional** - The City utilizes two different titles across  
29 multiple departments for administrative positions. One is an Administrative Assistant and the other is



1 Administrative Professional. Historically, the Administrative Assistant title was reserved for part-time  
2 positions while the Administrative Professional was reserved for full-time positions. In practice, however,  
3 both of these positions are being assigned similar duties. The proposal is to eliminate both the Administrative  
4 Assistant and Administrative Professional title and replace it with an Administrative Professional 1 and  
5 Administrative Professional 2 titles. This is a similar system to several other positions in the City and  
6 recognizes that the assigned tasks are similar enough to have the same title. The 1 and 2 levels, again, are  
7 similar to other positions in the City and recognize relatively less experienced-level employees from more  
8 experienced/proficient-level employees. The benchmark comparisons for wages of the new titles will be the  
9 same as the old titles, so this is primarily an improvement in administrative matters only.

10 City Manager Bovero reviewed the staff memo and explained if this is something the Council wants to move forward  
11 with, staff can include an item on the March 12 business meeting agenda for action.

12 Councilmember Watson asked what the City will gain in revenue and if that will be sufficient to offset these staffing  
13 costs. Fire Chief Byington explained that the State of Utah reimburses the City for the wages and benefits for the people that  
14 are assigned and dispatched to wildland fires; the City is also reimbursed at an hourly rate for the type of vehicle that is used  
15 along with fuel and food at a per diem rate. Chief Byington explained that in 2023, the City received approximately \$120,000  
16 in revenue. It can take up to two years to complete necessary training to function in the wildland fire program.

17 The Mayor and Council engaged in high level discussion with Chief Byington regarding the makeup of his  
18 Department and responsibilities assigned to various staff positions; they ultimately concluded to support the proposed  
19 adjustments to the staffing structure and wage scale in support of a Wildland Fire Program.

20  
21 **Parks & Recreation biennial review**

22 Parks and Recreation Director Robinson and Assistant Director Smout used the aid of a PowerPoint presentation to  
23 facilitate the biennial review for the Parks and Recreation Department. The presentation focused on the efforts to comply with  
24 the Departments vision statements, program participation numbers, and staffing. There was a focus on the tackle football  
25 program explaining that the numbers have declined along with the cost of equipment. The Parks and Recreation department  
26 decided to see how this following season goes with tackle football and then they will reevaluate, with the possibility of  
27 suspending the program. There was also a discussion on looking at the Trails Master plan and creating a Community Center  
28 Master Plan along with fixing the HVAC system at the Community Center.

29 The Council thanked Ms. Robinson and Mr. Smout for the valuable information provided.

1  
2 **Follow-up discussion regarding items presented at the February 9,**  
3 **2024 City Council Goals Retreat**

4 A staff memo from the City Manager listed items prioritized by the Council during their recent City Council Goals  
5 Retreat:

6 **Key Points and Issues**

7 The outline shows which items have received support from the Council up to this point. Some key points to consider  
8 include:

- 9 1. Staffing and equipment for Station 32 is among the top priorities, however it also ranked high in the Council's  
10 willingness to partially fund the full staffing. More discussion is recommended on this issue in order to  
11 explore options on how that can be accomplished.
- 12 2. Funding the 5-Yr Parks Projects seems to be the priority for both RAP Tax funds and Park Impact Fee  
13 revenue, placing Phase 1 Regional Park and Cemetery Expansion in 2nd and 3rd priorities. The Regional  
14 Park Phase 1 project was among the top choices for partial funding. There are some unique issues with the  
15 school district's willingness to partner with the City on the Regional Park project, so it is recommended that  
16 more discussion take place to explore options.
- 17 3. All efforts to support the commercial development of Antelope and 3000 W and improvements to that area  
18 consistently ranked among the top priorities.
- 19 4. Vehicles and equipment for Park & Rec and Public Works were among the top priorities for capital and utility  
20 funds, however park maintenance staffing was not in the top priority. More discussion is recommended in  
21 order to line up staffing with vehicles and equipment.
- 22 5. Other issues that need to be addressed, despite not ranking in the top priorities include the start-up of a  
23 recycling program as required by Wasatch Integrated, and the funding of the City's 5-yr road and  
24 infrastructure plan.

25 The Mayor stated he would like to assign some tasks to Councilmembers and he asked them to visit with the  
26 appropriate Department Head to research programs regarding which the Council needs more information in order to make a  
27 decision. He asked Councilmember Savage if he could research different recycling options for the City and Councilmember  
28 Carver to research options for the Farmers Market.

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The meeting adjourned at 8:05 p.m.

\_\_\_\_\_  
Dave Maughan  
Mayor

\_\_\_\_\_  
Cassie Z. Brown, MMC  
City Recorder

Date approved: \_\_\_\_\_



# COUNCIL AGENDA

March 12, 2024

Agenda Item #6

Disaster Preparedness Committee appointments.

***Factual Summation***

- Any questions regarding this agenda item may be directed at Mayor Maughan or Councilmember Savage.
- There has recently been significant turnover on the Syracuse Disaster Preparedness Committee for the position, specifically in the Syracuse District, Syracuse West District, Syracuse South District, and the Fremont District. The Committee has recommended the appointment of Scott Bohn, Britt Clark, Chris Larson, and Ben Holbrook to those for positions, respectively. Their terms will expire June of 2027.
- Mayor Maughan supports the proposed appointments and asks for the Council's advice and consent via action on the proposed resolution that has been written to formalize the appointments.

***Factual Summation***

***Consider action on proposed resolution R24-07 appointing Scott Bohn, Britt Clark, Chris Larson, and Ben Holbrook to the Disaster Preparedness Committee (DPC), with their terms expiring June of 2027.***

**RESOLUTION R24-07**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL APPOINTING SCOTT BOHN, BRITT CLARK, CHRIS LARSON, AND BEN HOLBROOK TO THE SYRACUSE CITY DISASTER PREPAREDNESS COMMITTEE.**

**WHEREAS**, Title 3 of the Syracuse City Code provides for the establishment of a Disaster Preparedness Committee in Syracuse; and

**WHEREAS**, Section 3.50.020 of the Syracuse City Code calls for the appointment of seven members of who will serve terms of three years; appointments are made by the Mayor with the advice and consent of the Council; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE DAVIS COUNTY, STATE OF UTAH, AS FOLLOWS:**

**SECTION 1: Appointment:** Scott Bohn, Britt Clark, Chris Larson, and Ben Holbrook are appointed to the Disaster Preparedness Committee with their terms to expire June 30, 2024.

**SECTION 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**SECTION 3. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12<sup>th</sup> DAY OF MARCH, 2024.**

**SYRACUSE CITY**

ATTEST:

\_\_\_\_\_  
Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Dave Maughan, Mayor



# COUNCIL AGENDA

March 12, 2024

Agenda Item #7                      Review of the 2024 Municipal Wastewater Planning Program annual report to Utah DWQ.

## ***Factual Summation***

- Any question regarding this agenda item may be directed to Robert Whiteley
- Please see attached Resolution 24-08 and the 2024 MWPP annual report.

The Utah Department of Environmental Quality, Division of Water Quality has established the Utah Sanitary Sewer Management Program for the purpose of monitoring wastewater facilities throughout the State. The State requires that the city submit an annual Municipal Wastewater Planning Program Report.

This resolution acknowledges that the city council has received and reviewed the annual report prior to its submittal. It is due by April 15<sup>th</sup>.

## ***Action Items***

The following items outline the actions to be taken:

Whether to approve Resolution 24-08 acknowledging that the city council has reviewed the 2024 Municipal Wastewater Planning Program.

**RESOLUTION NO. R24-08**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL AFFIRMING  
THE SYRACUSE CITY COUNCIL'S REVIEW OF THE MUNICIPAL  
WASTEWATER PLANNING PROGRAM ANNUAL SELF-ASSESSMENT.**

**WHEREAS**, Syracuse City participates in the State of Utah's Municipal Wastewater Planning Program; and

**WHEREAS**, the State of Utah requests that municipalities with wastewater facilities submit an annual report to the Utah Department of Environmental, Division of Water Quality; and

**WHEREAS**, the Mayor and City Council have reviewed the current Municipal Wastewater Planning Program Annual Report prepared by the Syracuse City Public Works Department; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:**

**Section 1.** That the City Council of Syracuse affirms that it has reviewed the city's current Municipal Wastewater Planning Program Annual Report and has taken all appropriate actions necessary to maintain effluent requirements contained in UPDES Permit.

**Section 2.** This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF March, 2024.**

**SYRACUSE CITY**

ATTEST:

\_\_\_\_\_  
Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Dave Maughan, Mayor

2024 MWPP Survey Questions

This document is provided to assist in gathering the appropriate responses for the survey.

The following questions are populated into a spreadsheet. Each question is numbered by the letter of the column that it falls in. If it so happens that you need to change a response to a question after submitting the form call Harry Campbell at 385-501-9583, identify your facility, report the question label (B, C, D, etc. in front of the question), and provide the correct response.

B. Email dwebb@syracuseut.gov (email of facility contact)

**Section 1. General Information**

C. Name of Facility? Syracuse Public Works Department

D. What is the name of the person responsible for this organization? Robert Whiteley

E. What is the title of the person responsible for this organization? Public Works Director

F. What is the email Address for the person responsible for this organization? rwhiteley@syracuseut.gov

G. What is the phone number for the person responsible for this organization? 801-825-7235

H. Facility Location? Please provide either Longitude and Latitude, address, or a written description of the location (with area or point). 3061 S 2400 W

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**Federal Facility Section**

I. Are you a federal facility? A federal facility is a military base, a national park, a facility associated with the forest service, etc. Yes  No

“If Yes” you will go to the Collection Section

“If No” you will go to the Financial Section

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**Financial Evaluation Section**

J. This form is completed by [name]? Stephen Marshall

*Part I General Questions - Please answer the following questions regarding GENERAL QUESTIONS.*

K. Are sewer revenues maintained in a dedicated purpose enterprise/district account?  Yes  No

L. Are you collecting 95% or more of your anticipated sewer revenue?  Yes  No

M. Are Debt Service Reserve Fund requirements being met?  Yes  No

N. Where are sewer revenues maintained? General Fund  Combined Utilities Fund  Other

O. What was the average annual User Charge for 2023? If there is more than one rate divide the total municipal yearly User Charge collected, by the total number of connections.

\$347.04



P. Do you have a water and/or sewer customer assistance program (CAP)? Yes  No

*Part II: OPERATING REVENUES AND RESERVES - Please answer the following questions regarding OPERATING REVENUES AND RESERVES.*

Q. Are property taxes or other assessments applied to the sewer systems? Yes  No

R. Revenue from these taxes =       N/A      

S. Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?  Yes  No

T. Are projected sewer revenues sufficient to cover operation, maintenance, and repair (OM&R) costs for the next five years?  Yes  No

U. Does the sewer system have sufficient staff to provide proper OM&R?  Yes  No

V. Has a repair and replacement sinking fund been established for the sewer system?  Yes  No

W. Is the repair & replacement sinking fund sufficient to meet anticipated needs?  Yes  No

*Part III: Capital Improvements, Revenues and Reserves. - Please answer the following questions regarding Capital Improvements, Revenues and Reserves.*

X. Are sewer revenues sufficient to cover all costs of current capital improvements projects?  Yes  No

Y. Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?  Yes  No

Z. Are projected Capital Improvements Reserve Funds sufficient for the next five years?  Yes  No

AA. Are projected Capital Improvements Reserve Funds sufficient for the next ten years?  Yes  No

AB. Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?  Yes  No

*Part IV: FISCAL SUSTAINABILITY REVIEW - Please answer the following questions regarding FISCAL SUSTAINABILITY REVIEW.*

AC. Have you completed a rate study within the last five years? Yes  No

AD. Do you charge Impact fees?  Yes  No

AE. Impact Fee (if not a flat fee, use average of all collected fees) =       \$3,454.03      

AF. Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?  Yes  No

AG. Do you maintain a Plan of Operations?  Yes  No

AH. Have you updated your Capital Facility Plan within the last five years?  Yes  No

AI. In what year was the Capital Facility Plan last updated?       2022      

AJ. Do you use an Asset Management system for your sewer systems? Yes  No

AK. Do you know the total replacement cost of your sewer system capital assets? Yes  No

AL. Replacement Cost = \_\_\_\_\_

AM. Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost? Yes  No

AN. What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost? 5%

AO. Describe the Asset Management System. Check all that apply

- Spreadsheet
- GIS
- Accounting Software
- Specialized Software

AP. Please answer the following: - 2023 Capital Assets Cumulative Depreciation?  
\$7,891,068

AQ. Please answer the following: - 2023 Capital Assets Book Value? Book Value = total cost - accumulated depreciation \$17,931,7052

*Part V: PROJECTED CAPITAL INVESTMENT COSTS - Please answer the following questions regarding PROJECTED CAPITAL INVESTMENT COSTS.*

AR. Cost of projected capital improvements - Please enter a valid numerical value. - 2023?  
\$867,582

AS. Cost of projected capital improvements - Please enter a valid numerical value. - 2024 through 2028?  
\$600,000

AT. Cost of projected capital improvements - Please enter a valid numerical value. - 2029 through 2033?  
\$1,000,000

AU. Cost of projected capital improvements - Please enter a valid numerical value. - 2034 through 2038?  
\$1,000,000

AV. Cost of projected capital improvements - Please enter a valid numerical value. - 2039 through 2043?  
\$1,000,000

AW. Purpose of Capital Improvements - 2023? Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

AX. Purpose of projected Capital Improvements - 2024 through 2028? - Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

AY. Purpose of projected Capital Improvements - 2029 through 2033 Check all that apply.?

- ~  Replace/Restore
- ~  New Technology
- ~  Increased Capacity

AZ. Purpose of projected Capital Improvements - 2034 through 2038? - Check all that apply.

- ~  Replace/Restore
- ~  New Technology
- ~  Increased Capacity

BA. Purpose of projected Capital Improvements from 2039 through 2043? - Check all that apply.

- ~  Replace/Restore
- ~  New Technology
- ~  Increased Capacity

BB. To the best of my knowledge, the Financial Evaluation section is completed and accurate.  True  
 False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

BC. Do you have a collection system?

The answer to this question is obvious in most cases, but for clarification, some wastewater systems consist of only wastewater collections (answer Yes). Some wastewater systems do not have a collection system but receive wastewater from separate collection system jurisdictions (answer No). Some wastewater systems have treatment and collections and consider their entire system as one entity (answer Yes). Some wastewater systems have treatment and collections, but consider their collections a separate entity from treatment (answer No). If you have treatment but have an independent collection system and you answered "No," you must enter your collection system separately as an independent response to the survey.  Yes  No

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"If Yes" you will go to the Collection Section

"If No" you will go to a choice of which Treatment section

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**Collection System** - The collection of wastewater in a system of pipes and possibly pump stations that deliver wastewater to a treatment system that may or may not be independent of the treatment system.

BD. This form is completed by [name]? - The person completing this form may receive Continuing Education Units (CEUs).           Darel Webb          

*Part I: SYSTEM DESCRIPTION - Please answer the following questions regarding SYSTEM DESCRIPTION.*

BE. What is the largest diameter pipe in the collection system? - Please enter the diameter in inches.  
18"

BF. What is the average depth of the collection system? - Please enter the depth in feet.  
9'

BG. What is the total length of sewer pipe in the collection system? - Please enter the length in miles.  
107 miles

BH. How many lift/pump stations are there in the collection system? None

BI. What is the largest capacity lift/pump station in the collection system? - Please enter the design capacity in gpm. N/A

BJ. Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more? Yes  No

BK. What year was your collection system first constructed (approximately)?  
1960

BL. In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? If more than one, cite the oldest. 1998

*Part II: DISCHARGES - Please answer the following questions regarding DISCHARGES.*

BM. How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt? None

BN. How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)? None

Sanitary Sewer Overflow (SSO)

Class 1 - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:

- a) affects more than five private structures;
- b) affects one or more public, commercial or industrial structure(s);
- c) may result in a public health risk to the general public;
- d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- e) discharges to Waters of the State.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

BO. What is the number of Class 1 SSOs in Calendar year 2023? None

BP. What is the number of Class 2 SSOs in Calendar year 2023? None

BQ. Please indicate what caused the SSO(s) in the previous question. N/A

BR. Please specify whether the SSOs were caused by contract or tributary community, etc.  
N/A

Part III: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.

BS. Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more? Yes

No

BT. Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more? Yes  No

BU. What is the number of new commercial/industrial connections in 2023? 5

BV. What is the number of new residential sewer connections added in 2023?

177

BW. How many equivalent residential connections are served? 342

Part IV: OPERATOR CERTIFICATION - Please answer the following questions regarding OPERATOR CERTIFICATION.

BX. How many collection system operators do you employ? 3

BY. What is the approximate population served? 35,000

BZ. State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV. Robert Whiteley

Grade III

rwhiteley@syracuseut.gov

CA. Please list all other Collection System operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV.

Darel Webb

Grade III

dwebb@syracuseut.gov

CB. Please list all other Collection System operators by name and certification grade. Please separate names and certification grades for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV.

Jeremy Morris III jmorris@syracuseut.gov

Lynn Mitchell III lmittchell@syracuseut.gov

CC. Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

Yes  No

Part V: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.

CD. Have you implemented a preventative maintenance program for your collection system?  Yes No

CE. Have you updated the collection system operations and maintenance manual within the past 5 years?  Yes No

CF. Do you have a written emergency response plan for sewer systems?  Yes No

CG. Do you have a written safety plan for sewer systems?  Yes No

CH. Is the entire collections system TV inspected at least every 5 years? Yes  No

CI. Is at least 85% of the collections system mapped in GIS?  Yes No

*Part VI: SSMP EVALUATION - Please answer the following questions regarding SSMP EVALUATION.*

CJ. Have you completed a Sewer System Management Plan (SSMP)?  Yes No

CK. Has the SSMP been adopted by the permittee's governing body at a public meeting?  Yes No

CL. Has the completed SSMP been public noticed?  Yes No

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If "yes" then the question below.

CM. Date of Public Notice? March 12, 2024

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If "no" then the question below.

CN. When will the SSMP be public noticed? \_\_\_\_\_

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CO. During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan? Yes  No

CP. What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)? \_\_\_\_\_

CQ. During 2023, was any part of the SSMP audited as part of the five-year audit?  Yes No

CR. If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit? FOG control program was updated to improve processes to inform, inspect, and enforce FOG control among all Food Service Establishments.

CS. Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan?  Yes No

*Part VII: NARRATIVE EVALUATION - Please answer the following questions regarding NARRATIVE EVALUATION.*

CT. Describe the physical condition of the sewerage system: (lift stations, etc. included) There are no lift stations. 98% of the piping is pvc and is in good condition. 2% is concrete and also in good condition.

CU. What sewerage system capital improvements does the utility need to implement in the next 10 years? Replace pipe as needed due to failure in function as necessary

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CV. What sewerage system problems, other than plugging, have you had over the last year? Flushable wipes buildup , grease buildups, silt and sand

CW. Is your utility currently preparing or updating its capital facilities plan?  Yes No

CX. Does the municipality/district pay for the continuing education expenses of operators?

- 100%
- Partially
- Does not pay

CY. Is there a written policy regarding continued education and training for wastewater operators?  Yes  
No

CZ. Do you have any additional comments?

None

DA. To the best of my knowledge, the Collections System section is completed and accurate.  True  
False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

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You have either just completed or just bypassed questions about a Collection System. This section (the questions below) determines the next set of questions that you will be presented based on the choice you make for treatment.

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DB. What kind of wastewater treatment do you have in your wastewater treatment system?

If you have treatment, you must choose from Mechanical Plant, Discharging Lagoon, or Non-Discharging Lagoon. If you don't have treatment then choose "No Treatment." Choose only one answer.

- Mechanical Plant
- Discharging Lagoon
- Non-Discharging Lagoon
- No Treatment of Wastewater

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**Mechanical Plant**

DC. Form completed by [name]? - The person completing this form may receive Continuing Education Units (CEUs).

DD. What is the design basis or rated capacity for average daily flow in MGD? \_\_\_\_\_

DE. What is the design basis or rated capacity for average daily BOD loading in lb/day?  
\_\_\_\_\_

DF. What is the design basis or rated capacity for average daily TSS loading in lb/day?

\_\_\_\_\_

DG. What was the 2023 average daily flow in MGD? \_\_\_\_\_

DH. What was the 2023 average daily loading for BOD in lb/day? \_\_\_\_\_

DI. What was the 2023 average daily loading for TSS in lb/day? \_\_\_\_\_

DJ. What is the percent of capacity used by the 2023 average daily flow? \_\_\_\_\_

DK. What is the percent of capacity used by the 2023 average daily BOD load? \_\_\_\_\_

DL. What is the percent of capacity used by the 2023 average daily TSS? \_\_\_\_\_

*Part II: EFFLUENT INFORMATION - Please answer the following questions regarding EFFLUENT INFORMATION.*

DM. How many Notices of Violations (NOVs) did you receive for this facility in 2023?

\_\_\_\_\_

DN. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? \_\_\_\_\_

*Part III: FACILITY AGE - Please answer the following questions regarding FACILITY AGE.*

DO. In what year was your HEADWORKS evaluated? \_\_\_\_\_

DP. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

\_\_\_\_\_

DQ. What is the age of your HEADWORKS? \_\_\_\_\_

DR. In what year was your PRIMARY TREATMENT evaluated? \_\_\_\_\_

DS. In what year was your PRIMARY TREATMENT constructed, upgraded or renewed?

\_\_\_\_\_

DT. What is the age of your PRIMARY TREATMENT? \_\_\_\_\_

DU. In what year was your SECONDARY TREATMENT evaluated? \_\_\_\_\_

DV. In what year was your SECONDARY TREATMENT constructed, upgraded or renewed?

\_\_\_\_\_

DW. What is the age of your SECONDARY TREATMENT? \_\_\_\_\_

DX. In what year was your TERTIARY TREATMENT evaluated? \_\_\_\_\_

DY. In what year was your TERTIARY TREATMENT constructed, upgraded or renewed?

\_\_\_\_\_

DZ. What is the age of your TERTIARY TREATMENT? \_\_\_\_\_



EA. In what year was your SOLIDS HANDLING evaluated? \_\_\_\_\_

EB. In what year was your SOLIDS HANDLING constructed, upgraded or renewed?  
\_\_\_\_\_

EC. What is the age of your SOLIDS HANDLING? \_\_\_\_\_

ED. In what year was your DISINFECTION evaluated? \_\_\_\_\_

EE. In what year was your DISINFECTION constructed, upgraded or renewed? \_\_\_\_\_

EF. What is the age of your DISINFECTION? \_\_\_\_\_

EG. In what year was your LAND APPLICATION/DISPOSAL evaluated? \_\_\_\_\_

EH. In what year was your LAND APPLICATION/DISPOSAL constructed, upgraded or renewed?  
\_\_\_\_\_

EI. What is the age of your LAND APPLICATION/DISPOSAL? \_\_\_\_\_

*Part IV: DISCHARGES - Please answer the following questions regarding DISCHARGES.*

EJ. How many days in the last year was there a bypass or overflow of wastewater at the facility due to equipment failure? \_\_\_\_\_

*Part V: BIOSOLIDS HANDLING - Please answer the following questions regarding BIOSOLIDS HANDLING.*

EK. Biosolids disposal (check all that apply)

- ~ Landfill
- ~ Land Application
- ~ Give Away/Other Distribution

*Part VI: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.*

EL. Number of new commercial/industrial connections in the last year? \_\_\_\_\_

EM. Number of new residential sewer connections added in the last year? \_\_\_\_\_

EN. Equivalent residential connections served? \_\_\_\_\_

*Part VII: OPERATOR CERTIFICATION*

EO. How many treatment system operators do you employ? \_\_\_\_\_

EP. State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Treatment System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

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EQ. Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

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ER. Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

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ES. Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? Yes No

*Part VIII: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.*

ET. Have you implemented a written preventative maintenance program for your treatment system? Yes No

EU. Have you updated the treatment system operations and maintenance manual within the past 5 years? Yes No

EV. Please identify (below) the types of treatment equipment and processes installed at your facility.

Indicate as many as you need.

- ~ Screens
- ~ Grit Removal
- ~ Primary Clarifier
- ~ Imhoff Tanks
- ~ Fixed Film Reactor
- ~ Activated Sludge
- ~ Aerobic Suspended Growth Variations
- ~ Anaerobic Suspended Growth Variations
- ~ Physical-Chemical Systems for Organic Removal w/o Secondary Treatment
- ~ Physical-Chemical Systems for Organic Removal Following Secondary Treatment
- ~ Membrane Filtration
- ~ Suspended-Growth Nitrification and Denitrification
- ~ Air Stripping
- ~ Phosphorus Removal - Chemical
- ~ Phosphorus Removal - Biological
- ~ Ion Exchange
- ~ Reverse Osmosis
- ~ Media Filtration
- ~ Dissolved Air Flotation
- ~ Micro Screens

- ~ Chlorine Disinfection
- ~ UV Disinfection
- ~ Effluent Use/Reuse

EW. To the best of my knowledge, the Mechanical Plant section is completed and accurate. True False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

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**Discharging Lagoon**

EX. This form is completed by [name]? The person completing this form may receive Continuing Education Units (CEUs). \_\_\_\_\_

*Part I: Influent Information - Please answer the following questions regarding INFLUENT into your lagoon.*

EY. What is the design basis or rated capacity for average daily flow in MGD? \_\_\_\_\_

EZ. What is the design basis or rated capacity for average daily BOD loading in lb/day?  
\_\_\_\_\_

FA. What is the design basis or rated capacity for average daily TSS loading in lb/day?  
\_\_\_\_\_

FB. What was the 2023 average daily flow in MGD? \_\_\_\_\_

FC. What was the 2023 average daily loading for BOD in lb/day? \_\_\_\_\_

FD. What was the 2023 average daily loading for TSS in lb/day? \_\_\_\_\_

FE. What is the percent of capacity used by the 2023 average daily flow? \_\_\_\_\_

FF. What is the percent of capacity used by the 2023 average daily BOD load? \_\_\_\_\_

FG. What is the percent of capacity used by the 2023 average daily TSS? \_\_\_\_\_

*Part II: EFFLUENT INFORMATION. - Please answer the following questions regarding EFFLUENT.*

FH. How many notices of violation (NOV)s did you receive for this facility in 2023?  
\_\_\_\_\_

*Part III: DISCHARGES - Please answer the following questions regarding DISCHARGES.*

FI. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? \_\_\_\_\_

FJ. How many days in the past year was there a bypass or overflow of wastewater at the facility due to equipment failure? \_\_\_\_\_

*Part IV: FACILITY AGE - Please answer the following questions about FACILITY AGE. If your plant does not have the treatment unit please enter N/A.*

FK. In what year was your HEADWORKS evaluated? \_\_\_\_\_

FL. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?  
\_\_\_\_\_

FM. What is the age of your HEADWORKS? \_\_\_\_\_

FN. In what year was your LAGOON evaluated? \_\_\_\_\_

FO. In what year was your LAGOONS (including aeration) most recently constructed, upgraded, or renewed? \_\_\_\_\_

FP. What is the age of your LAGOONS (including aeration)? \_\_\_\_\_

FQ. In what year was your DISINFECTION SYSTEM evaluated? \_\_\_\_\_

FR. In what year was your DISINFECTION SYSTEM most recently constructed, upgraded, or renewed?  
\_\_\_\_\_

FS. What is the age of your DISINFECTION SYSTEM? \_\_\_\_\_

FT. In what year was your LAND APPLICATION/DISPOSAL evaluated? \_\_\_\_\_

FU. In what year was your LAND APPLICATION/DISPOSAL most recently constructed, upgraded, or renewed? \_\_\_\_\_

FV. What is the age of your LAND APPLICATION/DISPOSAL? \_\_\_\_\_

*Part V: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.*

FW. How many commercial/industrial connections were added in 2023? \_\_\_\_\_

FX. How many residential sewer connections were added in 2023? \_\_\_\_\_

FY. How many equivalent residential connections did you serve in 2023? \_\_\_\_\_

*Part VI: OPERATOR CERTIFICATION - Please answer the following questions regarding OPERATOR CERTIFICATION*

FZ. How many treatment operators do you employ? \_\_\_\_\_

GA. Utah administrative rules require all public system chief operators with Direct Responsible Charge (DRC) to be appropriately certified at no less than the facility's grade. Please list the designated Chief Operator/DRC for the Wastewater Treatment system below. Please give their first and last name, grade level, and email address. Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_  
\_\_\_\_\_

GB. Please list all other Wastewater Treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

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GC. Please list all other Wastewater Treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. Include operators with no certification. \_\_\_\_\_

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GD. Is/are all your DRC operators currently certified at the appropriate grade level for this facility? Yes No

*Part VII: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.*

GE. Have you implemented a preventative maintenance program for your treatment system? Yes No

GF. Have you updated the treatment system operations and maintenance manual within the past five years? Yes No

GG. Identify the types of treatment units at your facility.

- ~ Screening
- ~ Grit Removal
- ~ Lagoon Variations
- ~ Phosphorous Treatments
- ~ Chlorine Disinfection
- ~ UV Disinfection
- ~ Land Application/Disposal

GH. To the best of my knowledge I certify the discharging lagoon portion of the MWPP survey to be correct and accurate. True False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

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### **Non-Discharging Lagoon**

GI. This form is completed by [name]? The person completing this form may receive Continuing Education Units (CEUs). \_\_\_\_\_

*Part I: INFLUENT INFORMATION - Please answer the following questions regarding INFLUENT into your lagoon.*

GJ. What is the design basis or rated capacity for average daily flow in MGD? \_\_\_\_\_

GK. What is the design basis or rated capacity for average daily BOD loading in lb/day?  
\_\_\_\_\_

GL. What is the design basis or rated capacity for average daily TSS loading in lb/day?  
\_\_\_\_\_

GM. What was the 2023 average daily flow in MGD? \_\_\_\_\_

GN. What was the 2023 average daily loading for BOD in lb/day? \_\_\_\_\_

GO. What was the 2023 average daily loading for TSS in lb/day? \_\_\_\_\_

GP. What was the percent capacity used by the 2023 average daily flow? \_\_\_\_\_

GQ. What was the percent capacity used by the 2023 daily average BOD? \_\_\_\_\_

GR. What was the percent capacity used by the 2023 daily average TSS? \_\_\_\_\_

*Part II: FACILITY AGE - Please answer the following questions about FACILITY AGE. If your plant does not have the treatment unit please enter N/A.*

GS. In what year was your HEADWORKS most recently evaluated? \_\_\_\_\_

GT. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?  
\_\_\_\_\_

GU. What is the age of your HEADWORKS? \_\_\_\_\_

GV. In what year was your LAGOONS (including aeration) evaluated? \_\_\_\_\_

GW. In what year was your LAGOONS (including aeration) most recently constructed, upgraded, or renewed? \_\_\_\_\_

GX. What is the age of your LAGOONS (including aeration)? \_\_\_\_\_

GY. In what year was your DISINFECTION SYSTEM evaluated? \_\_\_\_\_

GZ. In what year was your DISINFECTION SYSTEM evaluated? \_\_\_\_\_

HA. What is the age of your DISINFECTION SYSTEM? \_\_\_\_\_

HB. In what year was your LAND APPLICATION/DISPOSAL evaluated? \_\_\_\_\_

HC. In what year was your LAND APPLICATION/DISPOSAL most recently constructed, upgraded, or renewed? \_\_\_\_\_

HD. What is the age of your LAND APPLICATION/DISPOSAL? \_\_\_\_\_

*Part III: DISCHARGES - Please answer the following questions regarding DISCHARGES.*

HE. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? \_\_\_\_\_

HF. How many days in the past year was there a bypass or overflow of wastewater at the facility due to equipment failure? \_\_\_\_\_

*Part IV: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.*

HG. How many commercial/industrial connections were added in 2023? \_\_\_\_\_

HH. How many residential sewer connections were added in 2023? \_\_\_\_\_

HI. How many equivalent residential connections did you serve in 2023? \_\_\_\_\_

*Part V: OPERATOR CERTIFICATION - Please answer the following question regarding OPERATOR CERTIFICATION.*

HJ. How many treatment operators do you employ? \_\_\_\_\_

HK. Utah administrative rules require all public system chief operators with Direct Responsible Charge (DRC) to be appropriately certified at no less than the facility's grade. Please list the designated Chief Operator/DRC for the wastewater treatment system below. Please give their first and last name, grade level, and email address. Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

HL. Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. \_\_\_\_\_

HM. Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. Include operators that are not certified. \_\_\_\_\_

HN. Is/are all your DRC operators currently certified at the appropriate grade level for this facility? Yes No

*Part VI: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.*

HO. Have you implemented a preventative maintenance program for your treatment system? Yes No

HP. Have you updated the treatment system operations and maintenance manual within the past five years? Yes No

HQ. To the best of my knowledge I certify the non-discharging lagoon portion of the MWPP survey to be correct and accurate. True False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

**Adopt & Sign**

HR. I have reviewed this report and to the best of my knowledge the information provided in this report is correct.  True  False

HS. Has this been adopted by the City Council or District Board?  Yes  No

“If No”

HT. What date will it be presented to the City Council or District Board? March 12, 2024

“If Yes”

HU. What date was this adopted by City Council or District Board? March 12, 2024

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(At this point you can choose to have a copy of your responses sent to you in a report, if you turn it on before you submit.)

**THE END**





# COUNCIL AGENDA

March 12, 2024

Agenda item #8

**Proposed Amendment to Chapter 10.92 MXD Zone**

## ***Summary***

The City Council has self-initiated an amendment to the MXD zone. The items under review include the minimum acreage and the percentage of commercial required in relation to the square footage or residential.

## ***History***

The Planning Commission reviewed this item on October 17th. The City Council reviewed this item on October 24th. The Planning Commission reviewed the item again on November 7th. Planning Commission held a public hearing on December 5th and is forwarding a recommendation for approval. City Council reviewed the item again on January 23rd and February 27. It was discussed, on the 27th, to increase the required percentage of commercial for two story buildings to 150 square feet per unit. The majority felt that 5 acres was the appropriate minimum project acreage.

## ***Attachments***

MXD ordinance with the latest proposed amendments shown in red text.

# Chapter 10.92

## MIXED USE DEVELOPMENT ZONE (MXD)

Sections:

[10.92.010 Purpose.](#)

[10.92.020 Permitted uses.](#)

[10.92.030 Conditional uses.](#)

[10.92.040 Development standards.](#)

[10.92.050 Development process.](#)

[10.92.060 Off-street parking and loading.](#)

[10.92.070 Signs.](#)

### 10.92.010 Purpose.

To create a [zone](#) which will provide traditional neighborhoods where residents can work, play, shop, and live that are strategically designed to create a symbiotic relationship by allowing for a combination of commercial and residential [uses](#). These neighborhoods are meant to boost the City's daytime population, which is anticipated to support local businesses and increase sales tax revenue. This [zone](#) will be the most urban atmosphere within the City. Projects within the [zone](#) are anticipated to provide context-sensitive architecture, art, entertainment, convenience, alternate housing types, affordability, and active lifestyles through recreation amenities on site and improved sidewalk connections to destinations off site.

Residential [use](#) may be applied to existing commercial [areas](#), or commercial [uses](#) inserted into existing residential [areas](#) if the goal is to increase jobs and/or increase sales tax, and the development scale is compatible with its surroundings. [Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

### 10.92.020 Permitted uses.

The following [uses](#), and no others, are permitted by right provided the parcel and/or [building](#) meet all other provisions of this title and any other applicable [ordinances](#) of Syracuse City:

- (A) Restaurants;
- (B) [Professional office](#);
- (C) Professional nonretail services;
- (D) Retail, no automotive maintenance, gas, or repair;
- (E) Hotel;

(F) Hospital;

(G) Churches, [synagogues](#), and [temples](#);

(H) [Dwellings](#), multifamily, up to 24 attached per [building](#). More than 24 units may be permitted only if all of the following apply: the [building](#) is an “L” shape and the [building](#) is oriented on a corner facing a major street, and provides amenities in the apex of the two sides as described in SCC [10.92.040](#)(E)(1) and (2), and no single [building elevation](#) is longer than permitted by SCC [10.92.040](#)(G)(9), and the [building](#) shall not exceed a combined total of 34 units plus amenities;

(I) [Dwellings](#), townhomes, up to six attached per [building](#);

(J) [Dwellings](#), single-family detached;

(K) [Household pets](#);

(L) [Public](#) and quasi-public [buildings](#);

(M) Club houses and recreational facilities;

(N) [Public](#) parks. [Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

## 10.92.030 Conditional uses.

The following, and no others, may be [conditional uses](#) permitted after application and approval as specified in SCC [10.20.080](#):

(A) Minor and major A [home occupations](#) (minor);

(B) [Accessory dwellings](#) (major, allowed with single-family detached units only);

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

(D) Accessory [structures](#) (minor). [Ord. 22-32 § 1 (Exh. A); Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

## 10.92.040 Development standards.

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

(A) Minimum Lot Standards.

(1) Lot width: no minimum or maximum.

(2) [Front yard](#) setback: 20 feet minimum, 40 feet maximum. Measured from the back of right-of-way or private drive or centerline of shared courtyard to front [building](#) foundation.

(3) [Side yard](#) setbacks: as measured from foundation to adjacent property line; 10 feet minimum or as approved by [Planning Commission](#). As measured between [building](#) foundations, 16 feet minimum.

(4) [Rear yard](#) setback: as measured from foundation to adjacent property line or between [buildings](#), 20 feet.

**(5) Minimum Project Acreage: 5 acres**

(B) Location. Mixed [use](#) zoning shall only be allowed when the proposed project is located with access and [frontage](#) onto a state highway.

(C) Density. Unit densities and housing product types shall be distributed on site with extreme sensitivity to adjacent development type and density. Units per acre shall be tapered down when near property boundaries of single-family development. Density is form based, no minimum units per acre.

(D) Mixed [Use](#) Required.

(1) One hundred percent residential projects are prohibited.

(2) Apartment complex sales [offices](#) may not be the project's sole commercial space.

(3) The [development agreement](#) shall require that the commercial component of the project cannot be omitted and shall run with the land.

(a) Occupancy of the last residential [structure](#) in the project shall not be granted until occupancy of 100 percent of the proposed commercial is completed.

(4) The developer may partner with owners of off-site commercial projects to develop the required commercial square feet of the proposed project. This may be accomplished by [building](#) new [buildings](#) on empty pad spaces, attracting tenants that [sign](#) long-term leases in empty [building](#) space, enhancing circulation with cross access agreements, or assisting in the enhancement of the partner site in other mutually beneficial ways. [City Council](#), with recommendation from [Planning Commission](#), must find a direct benefit between the proposed residential units and the commercial project to exercise this option. This option is available at the developer's request with the consent, desire, and agreement to partner from the owners of the existing commercial project. The agreed-to

enhancements to the partner site in this option must be completed before the first residential unit receives final occupancy. Details of the partnership obligations are to be included in the [development agreement](#) and shall be binding.

(a) The commercial component of the project may be split on and off site. The combined total commercial square footage provided shall be greater than or equal to the required square footage of commercial which is based upon the height of the proposed [buildings](#). Distribution of on- and off-site commercial square footages shall be based on the assessment of unique site characteristics that lend themselves to commercial viability and by the following:

(i) Properties within the town center overlay [zone](#) may build on- and off-site commercial in any combination, but no more than 70 percent of the required commercial may be located off site. The partner site must be located next door, sharing a property line with the proposed mixed [use](#) project.

(ii) Properties outside the town center overlay may build on- and off-site commercial in any combination. The partner site must be within one-quarter mile of the proposed mixed [use](#) project.

(5) For a space to qualify as counting toward the required commercial square footage, it must not be accessory to the residential units, meaning to have separate utility connections, dedicated parking that is near the business entrance, a separate entrance, separate restroom, and appropriate fire separation between differing [uses](#). [Office](#), medical [office](#), assisted living, retail space, or other [uses](#) deemed beneficial by [City Council](#) are to be considered commercial. Industrial [uses](#) like warehousing or storage units are not considered to be commercial [uses](#). Also, parking [areas](#), trash, outdoor dining, or other outdoor storage [areas](#) do not count towards the required commercial square footage.

(E) On-Site Amenities and [Landscaping](#).

(1) [Common Space](#) Amenities. The project shall develop [common space](#) amenities proportionate to and in relation to the scale and resident demographics of the proposed project. Amenities shall be privately owned and managed by an HOA. Amenities must be chosen from the following list as required in the following table:

| Number of Units | Amenities Required |
|-----------------|--------------------|
| 0 - 20          | 1                  |
| 20 - 40         | 2                  |
| 40 - 60         | 3                  |
| 60 - 80         | 4                  |

| Number of Units | Amenities Required |
|-----------------|--------------------|
| 80 – 100        | 5                  |
| 100 +           | 6                  |

(2) List of Amenity Examples. Select from list the number required from table above:

- (a) Water amenities (for example: pools, hot tubs, steam room);
- (b) Sport amenities (for example: tennis, pickleball, lighted basketball courts);
- (c) Community gathering amenities (for example: play [structure](#), village green, pavilion, outdoor [kitchen](#));
- (d) Other amenities deemed appropriate by the [Planning Commission](#).

(3) [Open Space](#). A minimum of 20 percent of the project [area](#) shall be landscaped.

- (a) [Turfgrass](#) is not to exceed 20 percent of the total landscaped [area](#), outside of active recreation [areas](#).
- (b) No [turfgrass](#) in [parkstrips](#).
- (c) Drip irrigation only in landscape [areas](#) less than eight feet wide.

(4) Street Trees. One street tree shall be planted at least every 30 feet along adjacent [public street](#) frontages in accordance with the street tree species guide in SCC [10.30.070](#).

(5) Buffering between land [uses](#) as required in SCC [10.30.080](#).

(6) In-Lieu Fee for Required [Open Space](#) or Amenity. An in-lieu fee may be accepted for the development of a nearby City park under the following conditions:

- (a) The developer initiates a request to pay a fee in lieu of required [common space](#) by petitioning the City at the same time that the concept plan is under review.
- (b) The proposed project shall be located within one-half mile (measured as a pedestrian would travel) of an existing or future Syracuse City park as identified in the adopted parks master plan. Measurement shall be made from the nearest property line of the park to the nearest property line of the development project.
  - (i) The in-lieu fee shall not be approved if any portion of the proposed development is further than one mile from the nearest receiving park property boundary.

(ii) The park property to receive the fee money shall be identified and approved in conjunction with the concept plan.

(c) Qualification of an off-site location to receive in-lieu-of-common-space fees shall be approved by [City Council](#) based upon the development needs and priorities stated in the adopted parks master plan, and such qualification shall be decided at the time that the Council reviews the concept plan.

(d) The spending of in-lieu fees shall be limited to the determined off-site receiving location and for no other civic or private [use](#).

(e) If the [City Council](#) does not accept the request for in-lieu fees based off the qualifiers stated herein, the development shall build the on-site [common space](#) as required by the MXD [zone](#).

(f) If a fee is accepted in lieu of [common space](#), the project will nevertheless be required to build at a minimum: 15 percent [landscaping](#) of the total project land [area](#). All on-site [landscaping](#) and [common space](#) amenities shall be maintained by an HOA.

(g) The fee money will be due to the City prior to recording of the final subdivision plat proportionate to each phase or prior to accepting a [building](#) permit, as applicable.

(h) Development may be allowed on the land that has been accounted for through the collection of in-lieu fees at a density not to exceed the maximum prescribed by the [zone](#).

(i) In-lieu fees shall be calculated on an individual basis. In-lieu fee amount shall be roughly equivalent to the value of forgone on-site [common space](#) area(s) and improvements. Fees shall be determined using mutually accepted methods for cost estimating the dollar amount needed to build the equivalent park improvements and acquire the land needed for said park space. Credit for on-site [common space](#) developed beyond the minimum 15 percent identified in subsection (E)(6)(f) of this section, and actually built within the development, may be subtracted from the estimated fee due.

(j) The agreed-upon fee amount, percentage of provided on-site and off-site in-lieu fee, and park development cost per square foot shall be included in a [development agreement](#).

(F) Site Design.

(1) Residential [buildings](#) shall be positioned on the site so that the front of the [building](#) faces the [public](#) road or private drive.

(a) Where front and rear [frontage](#) to two roads or driveways exists, the road or driveway with the largest width and traffic counts shall be the direction the front door faces.

(b) If [frontage](#) to the intersection of two roads or drive aisles exists, the [building](#) entrance(s) shall face toward the point of intersection of the two centerlines with a chamfered edge.

(c) Entryways shall not face toward the rear or side lot line of abutting property with single-family residential zoning or [use](#).

(2) Terminating vistas shall be incorporated by centrally and prominently placing [public](#) art, landscaped monument signage, or [building](#) facades perpendicularly at the visual endpoint of streets and drive aisles.

(3) Garage doors shall not face [public](#) roads. Where double [frontage](#) exists, the garage door may face the lesser of the two roads or be side-facing.

(4) The development design shall include direct automobile access to a [public](#) roadway on a full-width publicly dedicated right-of-way or private drive meeting International Fire Code (IFC) standards.

(5) All [building](#) entrances shall be directly connected to the [public](#) sidewalk with pedestrian walkways. These walkways must [use](#) differing material when crossing driveways. Decorative [landscaping](#) shall be included for one and one-half feet on one or both sides of all private walkways leading to front doors and/or residential breezeways.

(6) Cross access for automobiles and pedestrians to and from abutting properties is required where possible.

(7) On-site and off-site pedestrian sidewalks and shortcuts are required to increase access to adjacent shopping, employment, parks, or other amenities.

#### (G) Architecture.

(1) Vertical mixed [use](#) motif architecture is required on all residential [buildings](#) within the mixed [use](#) zone.

(2) Vertical mixed [use](#) motif is defined as containing the following elements:



(a) Horizontal and/or vertical variation in wall or roof plane between each unit intended to give the appearance of multiple [buildings](#) built over a long period of time;

(b) Varying window size and height with each segment;

(c) Roofs of varying styles with each segment;

(d) Large first floor windows and/or storefronts covered by canopy or trellis;

(e) First floor storefronts with varying styles on each segment such as bay or recessed entries;

(f) Entrance door on chamfered angle when on corner.

(3) [Building Height](#).

(a) Maximum allowed height is 40 feet. Height is measured from the highest part of the roof to the ground next to the foundation.

(i) Required Commercial Square Feet to Maximum Height Ratios.

A. One story/maximum 15 feet allowed if: ~~24~~ 50 square feet commercial/1,000 square feet residential.

B. Two story/maximum 30 feet allowed if: ~~36~~ 150 square feet commercial/1,000 square feet residential.

C. Three story/maximum 40 feet allowed if: ~~56~~ 333 square feet commercial/1,000 square feet residential.

(b) [Buildings](#) located within 85 feet (measured from foundation to property line) to existing single-family detached homes, or one-story attached duplex, triplex, or fourplex, shall be a maximum of two stories and/or 30 feet, whichever is shorter.

(c) Nonhabitable towers, parapets, or other decorative architectural features, excluding roof [structure](#), shall be allowed, but not to exceed 45 feet.

(4) If commercial spaces have residential above or below, they shall be designed to meet [building](#) and fire codes to support the commercial [use](#).

(5) All commercial [buildings](#) and project site [areas](#) are required to meet the design standards found in Chapter [10.28](#) SCC.

(6) If a [building](#) is located on the corner of two roads, the [building](#) shall have a prominent tower or architectural feature of greater height than the rest of the [building](#). The tower or feature shall be rotated so the center point of its outer wall faces the point of intersection of the two road centerlines.

(7) [Buildings](#) which are entirely residential without leasable commercial space mixed in the same [building](#) are only allowed if all the following apply:

(a) Are within 1,320 feet of existing retail or [office](#) building(s) measured in a straight line between the closest portion of each [building](#); and

(b) Are connected and accessible to adjacent commercial or [office](#) building(s) with a paved ADA-compliant pedestrian walkway.

(8) On-site [buildings](#) which are entirely commercial are permitted only if all of the following apply:

(a) Are located with [frontage](#) on a street or corner, or part of a contiguous block of commercial [buildings](#) which do have [frontage](#).

(9) Maximum [building](#) length is 200 feet on residential [buildings](#).

(10) Horizontal rooflines on residential [buildings](#) shall vary at a minimum of every 30 feet. Variation can be accomplished by:

(a) Vertical offset in ridge line;

(b) Gables;

(c) Parapets;

(d) Cornices;

(e) Dormers;

(f) Vegetated terraces;

(g) Trellises; or

(h) Other architectural features such as portals, balconies, or porches.

(11) [Buildings](#) designed with completely flat facades and monotone color schemes are not permitted.

- (12) All [buildings](#) must have articulation of all facades.
- (13) At least one significant horizontal facade variation in the wall plane is required at least every 60 feet on residential [buildings](#).
- (14) Duplicating [building](#) facades adjacent to each other on the same side of the street or in a repeating pattern shall not be allowed. This may be accomplished by varying the number of stories, roof type (including shed, gable, hip, Dutch, dormer roofs, etc.), or ridgeline directions to create variation. Color variation alone is not sufficient.
- (15) Architectural variation between each [building](#) segment is required.
- (16) Garages shall not be the major architectural feature of any [building](#).
- (17) All units abutting to a [public](#) roadway shall utilize rear or side facing garages.
- (18) Entrances shall be pronounced with porticos, awnings, arches, columns, gables, porches, stoops or other three-dimensional architectural features.
- (19) Front doors to ground level apartment units shall face the road or front of the [building](#) and not towards a shared hallway.
- (20) The stairway leading to upper-level units shall be located on the front of the [building](#) with a prominent architectural storefront creating a welcoming and defined entrance lobby. Window or blade signage located on the storefront should clearly label the [building](#) number and project name.
- (21) First floor apartment, townhome, and single-family unit entryways shall feature a covered front porch with enough space for two chairs and a walkway.
- (22) A minimum of three colors and materials per exterior elevation is required.
- (23) For residential [buildings](#), exterior surface materials on every facade shall meet the requirements for front exterior walls found in SCC [10.30.020\(B\)](#) with the exception that no vinyl siding shall be permitted on any side. For commercial [buildings](#), the exterior surface material standards shall be built in accordance with the requirements in Chapter [10.28](#) SCC. [Ord. 22-12 § 1 (Exh. A); Ord. 22-08 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

## **10.92.050 Development process.**

All projects within the mixed [use](#) zone shall enter into a [development agreement](#) with the City. The agreement must be approved by [City Council](#) concurrently with the rezone request. The agreement shall include the square footage of all proposed [uses](#) and the number of proposed

residential units. Colored concept plans and exterior elevations shall be included as exhibits in the [development agreement](#).

Upon application for the mixed [use](#) development [zone](#), the developer shall provide colored architectural elevations and colored concept plans showing the architecture and design of the proposed development. Elevation drawings shall include [building](#) materials and a table showing the square footage of each material, [building height](#), and the total square footage of each facade. The concept plan shall include the location of each proposed [building](#) labeled with [use](#) and square footage, parking [areas](#) and number of stalls, existing [buildings](#), existing mature trees, proposed amenities, landscape [areas](#), proposed trees, and shrubs. The plan shall also include a table of the total site acreage, total combined [building](#) square footage, square footage of each proposed [building](#), square footage of each [use](#) in each [building](#), number of residential units in each [building](#), number of commercial and/or [office](#) spaces, number of [parking spaces](#), and total square footage of landscape [areas](#). Upon zoning approval, the development plans shall be a binding zoning document that runs with the land.

If zoning is granted, prior to construction all projects shall: submit a [site plan](#) application to be reviewed by the Architectural Review Committee and [Planning Commission](#) as detailed in SCC [10.20.090](#), submit a [building](#) permit application, and complete a pre-construction meeting with the [Building](#) Department. [Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

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

No off-street parking stalls shall be allowed to be located between the front [building](#) facade and the [public](#) right-of-way or within any [front yard](#). Enclosed garages are not required for residential units within the mixed [use](#) zone. Parking for residential units shall be provided at a minimum ratio of two and one-half stalls per unit – two stalls for the resident and a half stall for visitors. Resident parking shall be located no further than 300 feet from the [building](#) in which the unit resides, measured as a pedestrian could travel between the closest edge of the parking stall to the closest entrance of the [building](#). Shared parking agreements with adjacent commercial [uses](#) for visitor parking are encouraged. Otherwise, off-street parking and loading shall be provided as specified in Chapter [10.40](#) SCC. [Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

### **10.92.070 Signs.**

The [signs](#) permitted in this [zone](#) shall be those allowed in residential or commercial [zones](#) as applicable, as specified in Chapter [10.45](#) SCC. [Home occupation](#) businesses shall be limited to first floor window or first floor blade [signs](#) not to exceed four square feet. Businesses located in [buildings](#) with residential units on upper floors shall not install signage higher than the first floor. [Ord. 22-12 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]

**ORDINANCE 2024-05**

**AN ORDINANCE AMENDING SYRACUSE CITY CODE SECTION 10.92.040 TO ADD A MINIMUM PROJECT ACREAGE AND TO AMEND THE AMOUNT OF REQUIRED COMMERCIAL SPACE**

**WHEREAS**, Syracuse City Code Section 10.92.040 governs standards for project developments within the Mixed Use Development (MXD) zone; and

**WHEREAS**, Section 10.92.040 does not currently include a minimum project acreage; and

**WHEREAS**, the City Council desires to establish a minimum project acreage; and

**WHEREAS**, the City Council also desires to amend the commercial space requirements for mixed use development projects; and

**WHEREAS**, the Planning Commission held a public hearing on the proposed amendments on December 5, 2023; and

**WHEREAS**, after the public hearing, the Planning Commission voted to recommend certain amendments to the City Council; and

**WHEREAS**, the City Council desires to adopt the minimum project acreage recommended by the Planning Commission but deviate from the Planning Commission’s recommendation at to the commercial space requirements;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:**

**Section 1.** Syracuse City Code Section 10.92.040 is hereby amended to read as attached hereto, which amendment is by this reference made a part hereof.

**Section 2.** Severability: If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity of unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

**Section 3:** This Ordinance shall become ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12<sup>TH</sup> DAY OF MARCH, 2024.**

CASSIE Z. BROWN  
City Recorder

DAVE MAUGHAN  
Mayor

APPROVED AS TO FORM:

---

COLIN WINCHESTER  
City Attorney

| Voting by the Council:  | AYE   | NAY   |
|-------------------------|-------|-------|
| Councilmember Carver    | _____ | _____ |
| Councilmember Cragun    | _____ | _____ |
| Councilmember Robertson | _____ | _____ |
| Councilmember Savage    | _____ | _____ |
| Councilmember Watson    | _____ | _____ |

## 10.92.040 Development standards.

All lots shall be developed and all structures and uses shall be placed on lots in accordance with the following standards:

### (A) Minimum Lot Standards.

- (1) Lot width: no minimum or maximum.
- (2) Front yard setback: 20 feet minimum, 40 feet maximum. Measured from the back of right-of-way or private drive or centerline of shared courtyard to front building foundation.
- (3) Side yard setbacks: as measured from foundation to adjacent property line; 10 feet minimum or as approved by Planning Commission. As measured between building foundations, 16 feet minimum.
- (4) Rear yard setback: as measured from foundation to adjacent property line or between buildings, 20 feet.

### (5) Minimum Project Acreage: 5 acres.

(B) Location. Mixed use zoning shall only be allowed when the proposed project is located with access and frontage onto a state highway.

(C) Density. Unit densities and housing product types shall be distributed on site with extreme sensitivity to adjacent development type and density. Units per acre shall be tapered down when near property boundaries of single-family development. Density is form based, no minimum units per acre.

### (D) Mixed Use Required.

- (1) One hundred percent residential projects are prohibited.
- (2) Apartment complex sales offices may not be the project's sole commercial space.
- (3) The development agreement shall require that the commercial component of the project cannot be omitted and shall run with the land.
  - (a) Occupancy of the last residential structure in the project shall not be granted until occupancy of 100 percent of the proposed commercial is completed.
- (4) The developer may partner with owners of off-site commercial projects to develop the required commercial square feet of the proposed project. This may be accomplished

by building new buildings on empty pad spaces, attracting tenants that sign long-term leases in empty building space, enhancing circulation with cross access agreements, or assisting in the enhancement of the partner site in other mutually beneficial ways. City Council, with recommendation from Planning Commission, must find a direct benefit between the proposed residential units and the commercial project to exercise this option. This option is available at the developer's request with the consent, desire, and agreement to partner from the owners of the existing commercial project. The agreed-to enhancements to the partner site in this option must be completed before the first residential unit receives final occupancy. Details of the partnership obligations are to be included in the development agreement and shall be binding.

(a) The commercial component of the project may be split on and off site. The combined total commercial square footage provided shall be greater than or equal to the required square footage of commercial which is based upon the height of the proposed buildings. Distribution of on- and off-site commercial square footages shall be based on the assessment of unique site characteristics that lend themselves to commercial viability and by the following:

(i) Properties within the town center overlay zone may build on- and off-site commercial in any combination, but no more than 70 percent of the required commercial may be located off site. The partner site must be located next door, sharing a property line with the proposed mixed use project.

(ii) Properties outside the town center overlay may build on- and off-site commercial in any combination. The partner site must be within one-quarter mile of the proposed mixed use project.

(5) For a space to qualify as counting toward the required commercial square footage, it must not be accessory to the residential units, meaning to have separate utility connections, dedicated parking that is near the business entrance, a separate entrance, separate restroom, and appropriate fire separation between differing uses. Office, medical office, assisted living, retail space, or other uses deemed beneficial by City Council are to be considered commercial. Industrial uses like warehousing or storage units are not considered to be commercial uses. Also, parking areas, trash, outdoor dining, or other outdoor storage areas do not count towards the required commercial square footage.

#### (E) On-Site Amenities and Landscaping.

(1) Common Space Amenities. The project shall develop common space amenities proportionate to and in relation to the scale and resident demographics of the proposed project. Amenities shall be privately owned and managed by an HOA. Amenities must be chosen from the following list as required in the following table:



| <b>Number of Units</b> | <b>Amenities Required</b> |
|------------------------|---------------------------|
| 0 – 20                 | 1                         |
| 20 – 40                | 2                         |
| 40 – 60                | 3                         |
| 60 – 80                | 4                         |
| 80 – 100               | 5                         |
| 100 +                  | 6                         |

(2) List of Amenity Examples. Select from list the number required from table above:

- (a) Water amenities (for example: pools, hot tubs, steam room);
- (b) Sport amenities (for example: tennis, pickleball, lighted basketball courts);
- (c) Community gathering amenities (for example: play structure, village green, pavilion, outdoor kitchen);
- (d) Other amenities deemed appropriate by the Planning Commission.

(3) Open Space. A minimum of 20 percent of the project area shall be landscaped.

- (a) Turfgrass is not to exceed 20 percent of the total landscaped area, outside of active recreation areas.
- (b) No turfgrass in parkstrips.
- (c) Drip irrigation only in landscape areas less than eight feet wide.

(4) Street Trees. One street tree shall be planted at least every 30 feet along adjacent public street frontages in accordance with the street tree species guide in SCC 10.30.070.

(5) Buffering between land uses as required in SCC 10.30.080.

(6) In-Lieu Fee for Required Open Space or Amenity. An in-lieu fee may be accepted for the development of a nearby City park under the following conditions:

- (a) The developer initiates a request to pay a fee in lieu of required common space by petitioning the City at the same time that the concept plan is under review.

(b) The proposed project shall be located within one-half mile (measured as a pedestrian would travel) of an existing or future Syracuse City park as identified in the adopted parks master plan. Measurement shall be made from the nearest property line of the park to the nearest property line of the development project.

(i) The in-lieu fee shall not be approved if any portion of the proposed development is further than one mile from the nearest receiving park property boundary.

(ii) The park property to receive the fee money shall be identified and approved in conjunction with the concept plan.

(c) Qualification of an off-site location to receive in-lieu-of-common-space fees shall be approved by City Council based upon the development needs and priorities stated in the adopted parks master plan, and such qualification shall be decided at the time that the Council reviews the concept plan.

(d) The spending of in-lieu fees shall be limited to the determined off-site receiving location and for no other civic or private use.

(e) If the City Council does not accept the request for in-lieu fees based off the qualifiers stated herein, the development shall build the on-site common space as required by the MXD zone.

(f) If a fee is accepted in lieu of common space, the project will nevertheless be required to build at a minimum: 15 percent landscaping of the total project land area. All on-site landscaping and common space amenities shall be maintained by an HOA.

(g) The fee money will be due to the City prior to recording of the final subdivision plat proportionate to each phase or prior to accepting a building permit, as applicable.

(h) Development may be allowed on the land that has been accounted for through the collection of in-lieu fees at a density not to exceed the maximum prescribed by the zone.

(i) In-lieu fees shall be calculated on an individual basis. In-lieu fee amount shall be roughly equivalent to the value of forgone on-site common space area(s) and improvements. Fees shall be determined using mutually accepted methods for cost estimating the dollar amount needed to build the equivalent park improvements and acquire the land needed for said park space. Credit for on-site common space developed beyond the minimum 15 percent identified in subsection (E)(6)(f) of

this section, and actually built within the development, may be subtracted from the estimated fee due.

(j) The agreed-upon fee amount, percentage of provided on-site and off-site in-lieu fee, and park development cost per square foot shall be included in a development agreement.

(F) Site Design.

(1) Residential buildings shall be positioned on the site so that the front of the building faces the public road or private drive.

(a) Where front and rear frontage to two roads or driveways exists, the road or driveway with the largest width and traffic counts shall be the direction the front door faces.

(b) If frontage to the intersection of two roads or drive aisles exists, the building entrance(s) shall face toward the point of intersection of the two centerlines with a chamfered edge.

(c) Entryways shall not face toward the rear or side lot line of abutting property with single-family residential zoning or use.

(2) Terminating vistas shall be incorporated by centrally and prominently placing public art, landscaped monument signage, or building facades perpendicularly at the visual endpoint of streets and drive aisles.

(3) Garage doors shall not face public roads. Where double frontage exists, the garage door may face the lesser of the two roads or be side-facing.

(4) The development design shall include direct automobile access to a public roadway on a full-width publicly dedicated right-of-way or private drive meeting International Fire Code (IFC) standards.

(5) All building entrances shall be directly connected to the public sidewalk with pedestrian walkways. These walkways must use differing material when crossing driveways. Decorative landscaping shall be included for one and one-half feet on one or both sides of all private walkways leading to front doors and/or residential breezeways.

(6) Cross access for automobiles and pedestrians to and from abutting properties is required where possible.

(7) On-site and off-site pedestrian sidewalks and shortcuts are required to increase access to adjacent shopping, employment, parks, or other amenities.

(G) Architecture.

(1) Vertical mixed use motif architecture is required on all residential buildings within the mixed use zone.

(2) Vertical mixed use motif is defined as containing the following elements:

(a) Horizontal and/or vertical variation in wall or roof plane between each unit intended to give the appearance of multiple buildings built over a long period of time;

(b) Varying window size and height with each segment;

(c) Roofs of varying styles with each segment;

(d) Large first floor windows and/or storefronts covered by canopy or trellis;

(e) First floor storefronts with varying styles on each segment such as bay or recessed entries;

(f) Entrance door on chamfered angle when on corner.

(3) Building Height.

(a) Maximum allowed height is 40 feet. Height is measured from the highest part of the roof to the ground next to the foundation.

(i) Required Commercial Square Feet to Maximum Height Ratios.

A. One story/maximum 15 feet allowed if: ~~24~~50 square feet commercial/1,000 square feet residential.

B. Two story/maximum 30 feet allowed if: ~~36~~150 square feet commercial/1,000 square feet residential.

C. Three story/maximum 40 feet allowed if: ~~56~~333 square feet commercial/1,000 square feet residential.

(b) Buildings located within 85 feet (measured from foundation to property line) to existing single-family detached homes, or one-story attached duplex, triplex, or fourplex, shall be a maximum of two stories and/or 30 feet, whichever is shorter.

(c) Nonhabitable towers, parapets, or other decorative architectural features, excluding roof structure, shall be allowed, but not to exceed 45 feet.

(4) If commercial spaces have residential above or below, they shall be designed to meet building and fire codes to support the commercial use.

(5) All commercial buildings and project site areas are required to meet the design standards found in Chapter 10.28 SCC.

(6) If a building is located on the corner of two roads, the building shall have a prominent tower or architectural feature of greater height than the rest of the building. The tower or feature shall be rotated so the center point of its outer wall faces the point of intersection of the two road centerlines.

(7) Buildings which are entirely residential without leasable commercial space mixed in the same building are only allowed if all the following apply:

(a) Are within 1,320 feet of existing retail or office building(s) measured in a straight line between the closest portion of each building; and

(b) Are connected and accessible to adjacent commercial or office building(s) with a paved ADA-compliant pedestrian walkway.

(8) On-site buildings which are entirely commercial are permitted only if all of the following apply:

(a) Are located with frontage on a street or corner, or part of a contiguous block of commercial buildings which do have frontage.

(9) Maximum building length is 200 feet on residential buildings.

(10) Horizontal rooflines on residential buildings shall vary at a minimum of every 30 feet. Variation can be accomplished by:

(a) Vertical offset in ridge line;

(b) Gables;

(c) Parapets;

(d) Cornices;

(e) Dormers;

(f) Vegetated terraces;

(g) Trellises; or

(h) Other architectural features such as portals, balconies, or porches.

(11) Buildings designed with completely flat facades and monotone color schemes are not permitted.

(12) All buildings must have articulation of all facades.

(13) At least one significant horizontal facade variation in the wall plane is required at least every 60 feet on residential buildings.

(14) Duplicating building facades adjacent to each other on the same side of the street or in a repeating pattern shall not be allowed. This may be accomplished by varying the number of stories, roof type (including shed, gable, hip, Dutch, dormer roofs, etc.), or ridgeline directions to create variation. Color variation alone is not sufficient.

(15) Architectural variation between each building segment is required.

(16) Garages shall not be the major architectural feature of any building.

(17) All units abutting to a public roadway shall utilize rear or side facing garages.

(18) Entrances shall be pronounced with porticos, awnings, arches, columns, gables, porches, stoops or other three-dimensional architectural features.

(19) Front doors to ground level apartment units shall face the road or front of the building and not towards a shared hallway.

(20) The stairway leading to upper-level units shall be located on the front of the building with a prominent architectural storefront creating a welcoming and defined entrance lobby. Window or blade signage located on the storefront should clearly label the building number and project name.

(21) First floor apartment, townhome, and single-family unit entryways shall feature a covered front porch with enough space for two chairs and a walkway.

(22) A minimum of three colors and materials per exterior elevation is required.

(23) For residential buildings, exterior surface materials on every facade shall meet the requirements for front exterior walls found in SCC 10.30.020(B) with the exception that no vinyl siding shall be permitted on any side. For commercial buildings, the exterior surface material standards shall be built in accordance with the requirements in Chapter 10.28 SCC. [Ord. 22-12 § 1 (Exh. A); Ord. 22-08 § 1 (Exh. A); Ord. 20-31 § 1 (Exh. A); Ord. 20-11 § 1 (Exh. A); Ord. 19-17 § 1 (Exh. A).]



# COUNCIL AGENDA

## March 12, 2024

Agenda Item #9                      Proposed Resolution R24-09 adopting an updated wage scale for the Fiscal Year ending June 30, 2024.

### ***Factual Summation***

- Please see the proposed updates to the fiscal year 2023 – 2024 wages scale.
- Any questions regarding this item can be directed at Admin. Services Director, Stephen Marshall or City Manager, Brody Bovero.
- From time to time, modifications are made to the list of positions in the City to meet the changing demands on services. This discussion relates to adding a Seasonal Wildland Fire Engine Boss to the list of available positions, as well as making changes to the Administrative Assistant and Administrative Professional job titles.

### ***Wildland Fire Engine Boss (Engine Crew Supervisor)***

Syracuse Fire currently does not have certified engine bosses (engine crew supervisors) that are able to deploy on wildland fire incidents, which leaves us unable to participate in this year's wildland fire season. For us to send units on a wildland fire incident, it typically requires a minimum of 2 people, one of which must be a certified engine boss. To become an engine boss, it requires additional certification classes as well as the completion of a task book. The task book requires that an individual is monitored and evaluated for specific tasks on a live wildfire incident. This process could take up to two years to complete.

We have two individuals in our department that have shown interest in attaining their Engine Boss certification, however, this process will be time consuming and will not allow us to respond to wildfire incidents this upcoming year. An option worth exploring is to add a seasonal engine boss to the wage scale and hire a certified individual for this upcoming year.

The proposed wage scale is \$29.00 – \$44.00 per hour. This scale matches the State of Utah's current opening for an Engine Crew Supervisor and would make us competitive with the market to attract qualified applicants.

### ***Administrative Assistant and Administrative Professional***

The City utilizes two different titles across multiple departments for administrative positions. One is an Administrative Assistant and the other is Administrative Professional. Historically, the Administrative Assistant title was reserved for part-time positions while the Administrative Professional was reserved for full-time positions. In practice, however, both of these positions are being assigned similar duties.

The proposal is to eliminate both the Administrative Assistant and Administrative Professional title and replace it with an Administrative Professional 1 and Administrative Professional 2 titles. This is a similar system to several other positions in the City, and recognizes that the assigned tasks are similar enough to have the same title. The 1 and 2 levels, again, are similar to other positions in the City and recognize relatively less experienced-level employees from more experienced/proficient-level employees. The



benchmark comparisons for wages of the new titles will be the same as the old titles, so this is primarily an improvement in administrative matters only.

***Action Item for Agenda***

***Consider adopting proposed resolution adopting updates to the fiscal year 2023-2024 wage scale.***

**RESOLUTION NO. R24-09**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL ADOPTING AN UPDATE TO THE FISCAL YEAR 2023 - 2024 WAGE SCALE.**

**WHEREAS**, 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 and wage administration, pay grade schedules, and comparison/benchmarking strategies; and

**WHEREAS**, the City Council and Mayor have reviewed the draft wage scale and feel it addresses the needs of the city relative to the most efficient use of the City's resources.

**WHEREAS**, the City Council and Mayor have updated the recruitment and retention policy for city employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:**

**Section 1. Adoption.** The fiscal year 2023-2024 wage scale is attached hereto as Exhibit "A," and incorporated herein by reference is hereby adopted by Syracuse City.

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This Resolution shall become effective immediately.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12<sup>th</sup> DAY OF MARCH, 2024.**

ATTEST:

**SYRACUSE CITY**

\_\_\_\_\_  
Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Dave Maughan, Mayor

**FY 2023 - 2024 Wage Scale**

| <b>Grade</b> | <b>Status</b> | <b>Position Title</b>                       | <b>Min</b> | <b>Max</b> |
|--------------|---------------|---------------------------------------------|------------|------------|
| 414          | Salary        | City Manager                                | \$127,827  | \$194,813  |
| 413          | Salary        | City Attorney                               | \$122,017  | \$176,888  |
| 412          | Salary        | Police Chief                                | \$113,014  | \$156,854  |
| 411          | Salary        | Public Works Director                       | \$110,074  | \$153,275  |
| 410          | Salary        | Fire Chief                                  | \$106,667  | \$153,162  |
| 409          | Salary        | Administrative Services Director            | \$106,819  | \$151,183  |
| 408          | Salary        | Community and Economic Development Director | \$105,915  | \$151,842  |
| 407          | Salary        | Parks & Recreation Director                 | \$101,041  | \$141,090  |
| 406          | Salary        | Assistant Police Chief                      | \$97,453   | \$ 135,155 |
| 405          | Salary        | Deputy Fire Chief                           | \$94,142   | \$ 133,433 |
| 404          | Salary        | Battalion Chief (2912 Hours)                | \$88,670   | \$ 125,886 |
| 403          | Salary        | Police Lieutenant                           | \$81,585   | \$115,416  |
| 402          | Salary        | Fire Marshal                                | \$74,446   | \$106,026  |
| 401          | Salary        | City Recorder                               | \$65,042   | \$93,145   |
| 356          | Full-time     | Assistant Parks & Recreation Director       | \$44.82    | \$62.25    |
| 355          | Full-time     | City Engineer                               | \$41.41    | \$58.33    |
| 354          | Full-time     | HR Manager                                  | \$40.50    | \$59.01    |
| 353          | Full-time     | IT Manager                                  | \$39.60    | \$53.26    |
| 352          | Full-time     | Building Official                           | \$35.95    | \$52.29    |
| 351          | Full-time     | Police Sergeant                             | \$35.42    | \$50.57    |
| 350          | Full-time     | Recreation Manager                          | \$33.91    | \$48.59    |
| 349          | Full-time     | Planner II                                  | \$33.88    | \$49.72    |
| 348          | Full-time     | Streets Superintendent                      | \$32.53    | \$47.41    |
|              |               | Water Superintendent                        |            |            |
|              |               | Facilities Maintenance Superintendent       |            |            |
|              |               | Environmental Superintendent                |            |            |
| 347          | Full-time     | Park Maintenance Superintendent             | \$31.84    | \$47.81    |
| 346          | Full-time     | Police Officer III                          | \$30.50    | \$42.69    |
| 345          | Full-time     | Public Works Inspector III                  | \$29.86    | \$42.30    |
| 344          | Full-time     | Water Maintenance Crew Leader               | \$29.43    | \$42.68    |
|              |               | Street Maintenance Crew Leader              |            |            |
| 343          | Full-time     | Public Information Specialist               | \$28.40    | \$41.79    |
| 342          | Full-time     | Building Inspector III                      | \$28.17    | \$38.91    |
| 341          | Full-time     | Police Officer II                           | \$27.73    | \$38.81    |
| 340          | Full-time     | Public Works Inspector II                   | \$27.15    | \$38.46    |
| 339          | Full-time     | Parks Maintenance Crew Leader               | \$26.52    | \$38.86    |
| 338          | Full-time     | Human Resources Specialist                  | \$26.39    | \$37.46    |

| Grade | Status    | Position Title                             | Min     | Max     |
|-------|-----------|--------------------------------------------|---------|---------|
| 337   | Full-time | Fire Captain / Paramedic                   | \$26.13 | \$35.37 |
| 336   | Full-time | Engineering Tech                           | \$25.92 | \$37.83 |
| 335   | Full-time | Passport Program Manager / Deputy Recorder | \$25.77 | \$36.89 |
| 334   | Full-time | Court Clerk Supervisor                     | \$25.68 | \$38.12 |
| 333   | Full-time | Building Inspector II                      | \$25.61 | \$35.38 |
| 332   | Full-time | Police Officer I                           | \$25.21 | \$35.28 |
| 331   | Full-time | Public Works Inspector I                   | \$24.68 | \$34.96 |
| 330   | Full-time | Planner I                                  | \$24.29 | \$32.56 |
| 329   | Full-time | Victim Advocate                            | \$24.00 | \$34.60 |
| 328   | Full-time | Street Maintenance Worker III              | \$23.79 | \$33.98 |
|       |           | Water Maintenance Worker III               |         |         |
|       |           | Environmental Maintenance Worker III       |         |         |
| 327   | Full-time | Passport Agent / Deputy Recorder           | \$23.43 | \$33.54 |
| 326   | Full-time | Building Inspector I                       | \$23.28 | \$32.16 |
| 325   | Full-time | Utilities Billing Supervisor               | \$23.12 | \$34.19 |
| 324   | Full-time | Fire Captain                               | \$23.05 | \$32.29 |
| 323   | Full-time | Recreation Program Coordinator             | \$22.85 | \$32.75 |
| 322   | Full-time | Parks Maintenance Worker III               | \$22.32 | \$32.40 |
| 321   | Full-time | Fire Engineer / Paramedic                  | \$21.71 | \$31.07 |
| 320   | Full-time | IT Technician                              | \$21.64 | \$31.02 |
| 319   | Full-time | Administrative Professional II             | \$21.55 | \$31.03 |
| 318   | Full-time | Code Enforcement Officer                   | \$21.55 | \$30.51 |
| 317   | Full-time | Water Maintenance Worker II                | \$21.45 | \$30.89 |
|       |           | Street Maintenance Worker II               |         |         |
|       |           | Environmental Maintenance Worker II        |         |         |
| 316   | Full-time | Parks Maintenance Worker II                | \$20.29 | \$29.38 |
| 315   | Full-time | Fire Fighter III / Paramedic               | \$20.02 | \$27.06 |
| 314   | Full-time | Utilities Billing Clerk                    | \$19.27 | \$27.39 |
| 313   | Full-time | Building Permit Technician                 | \$18.89 | \$25.94 |
| 312   | Full-time | Fire Engineer                              | \$18.63 | \$27.99 |
| 311   | Full-time | Museum Curator                             | \$18.57 | \$25.52 |
| 310   | Full-time | Events Coordinator                         | \$18.51 | \$26.98 |
| 309   | Full-time | Fire Fighter II / Paramedic                | \$18.48 | \$24.62 |
| 308   | Full-time | Streets Maintenance Worker I               | \$18.43 | \$28.08 |
|       |           | Water Maintenance Worker I                 |         |         |
|       |           | Environmental Maintenance Worker I         |         |         |
| 307   | Full-time | Facilities Maintenance Technician          | \$18.24 | \$26.70 |
| 306   | Full-time | Parks Maintenance Worker I                 | \$18.18 | \$26.34 |

| Grade | Status    | Position Title                     | Min     | Max     |
|-------|-----------|------------------------------------|---------|---------|
| 305   | Full-time | Fire Fighter III                   | \$16.94 | \$23.98 |
| 304   | Full-time | Court Clerk II                     | \$16.67 | \$24.23 |
| 303   | Full-time | Administrative Professional I      | \$15.54 | \$21.02 |
| 302   | Full-time | Fire Fighter II                    | \$15.40 | \$21.54 |
| 301   | Full-time | Court Clerk I                      | \$15.15 | \$22.03 |
| 222   | Part-time | Staff Accountant                   | \$28.32 | \$40.75 |
| 221   | Part-time | Building Inspector I               | \$23.28 | \$32.16 |
| 220   | Part-time | Administrative Professional II     | \$21.55 | \$31.03 |
| 219   | Part-time | Fire Fighter III / Paramedic       | \$20.02 | \$27.06 |
| 218   | Part-time | Passport Agent II                  | \$19.26 | \$28.28 |
| 217   | Part-time | Fire Fighter II / Paramedic        | \$18.48 | \$24.62 |
| 216   | Part-time | Streets Maintenance Worker I       | \$18.43 | \$28.08 |
|       |           | Water Maintenance Worker I         |         |         |
|       |           | Environmental Maintenance Worker I |         |         |
| 215   | Part-time | Facilities Maintenance Technician  | \$18.24 | \$26.70 |
| 214   | Part-time | Parks Maintenance Worker I         | \$18.18 | \$26.34 |
| 213   | Part-time | Passport Agent I                   | \$17.51 | \$25.71 |
| 212   | Part-time | Fire Fighter III                   | \$16.94 | \$23.98 |
| 211   | Part-time | Court Clerk II                     | \$16.67 | \$24.23 |
| 210   | Part-time | Administrative Professional I      | \$15.54 | \$21.02 |
|       |           | Mail Clerk                         |         |         |
| 209   | Part-time | Fire Fighter II                    | \$15.40 | \$21.54 |
| 208   | Part-time | Crossing Guard                     | \$15.24 | \$20.95 |
| 207   | Part-time | Court Clerk I                      | \$15.15 | \$22.03 |
| 206   | Part-time | Site Supervisor                    | \$14.67 | \$21.33 |
| 205   | Part-time | Fire Fighter I                     | \$14.67 | \$20.51 |
| 204   | Part-time | Front Desk Receptionist            | \$12.70 | \$18.04 |
| 203   | Part-time | Recreation Assistant III           | \$14.00 | \$16.00 |
| 202   | Part-time | Recreation Assistant II            | \$12.00 | \$13.12 |
| 201   | Part-time | Recreation Assistant I             | \$9.76  | \$10.50 |
| 105   | Seasonal  | Engine Boss                        | \$29.00 | \$44.00 |
| 104   | Seasonal  | Streets Maintenance Worker         | \$18.43 | \$28.08 |
|       |           | Water Maintenance Worker           |         |         |
|       |           | Environmental Maintenance Worker   |         |         |
| 103   | Seasonal  | Administrative Professional I      | \$15.54 | \$21.02 |
| 102   | Seasonal  | Seasonal Fire Fighter              | \$15.40 | \$21.54 |
| 101   | Seasonal  | Land Maintenance Worker            | \$14.28 | \$18.84 |
|       |           | Intern                             |         |         |