



## SYRACUSE CITY

### Syracuse City Council Work Session Notice

September 9, 2014 – 6:30 p.m.  
Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a site visit at the Syracuse City Fire Station on Tuesday, September 9, 2014, at 5:30 p.m. The Pump House is located at 1869 W. 3000 S. The purpose of the site visit is to tour and receive information regarding the Fire Station; the tour is scheduled to last 45 minutes.

Notice is hereby given that the Syracuse City Council will meet in a work session on Tuesday, September 9, 2014, at 6:30 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

- a. Review agenda for business meeting to begin at 7:00 p.m. (2 min.)
- b. Review business meeting consent agenda: Arts Council appointments and request to enter into agreement for Engineering services. (10 min.)
- c. Review items forwarded by the Planning Commission: (15 min.)
  - i. General Plan Amendment, Requested by City Council to amend following location: Portions of Properties owned by GOR & CWR, LLC and Mark S. Johnson-Trustee, at approximately 2000 W. 2700 S., from PRD(Planned Residential Development) & PO (Professional Office) to R-1 Residential.
  - ii. Proposed Ordinance 14-21 Rezone from A-1 to R-1 Residential, Cook Quarters, Sarah & Steven Cook, property located at approximately 2600 W. 700 S.
  - iii. Proposed Ordinance 14-22 Rezone from A-1 to R-2 Residential, NS Group Holdings, LLC, property located at approximately 1525 W. 2700 S.
  - iv. Proposed Ordinance 14-23 amending Title 8 of the Syracuse City Code pertaining to the subdivision process.
- d. Council business. (2 min.)

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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 4<sup>th</sup> day of September, 2014 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on September 4, 2014.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

## September 9, 2014

### Agenda Item #5a                      Arts Council Appointments

#### *Factual Summation*

Arts Council leadership has requested that Taleen Erickson and Trachelle Hilton-King be appointed to the board to replace Sam Porter and Becky Starr, respectively. Syracuse City Code Title Three provides a process for appointing members of the Arts Council as follows:

- 3.09.020(B)      Terms of Office. The terms of office for the five (5) Board members, who are not a member of the Recreation Department, shall be for five (5) years. These members' terms shall be staggered so that no more than one (1) member's term expires at the same time. The terms of office for at-large and ex-officio members shall be five (5) years from the date of appointment. The term of office for the Recreation Department staff designated as a member of the Board shall be as determined by the Department Director. Appointments to the Board shall be made no later than the first City Council meeting in July of each year. In circumstances where appointments are not made prior to the first City Council meeting in July of each year, said appointments shall be made as soon as reasonably possible thereafter.

#### *Proposal*

***Adopt Proposed Resolution R14-32 appointing Taleen Erickson and Trachelle Hilton-King to the Syracuse Arts Council.***

**RESOLUTION R14-32**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL  
APPOINTING TALEEN ERICKSON AND TRACHELLE HILTON-  
KING TO THE SYRACUSE CITY ARTS COUNCIL.**

**WHEREAS** Title III of the Syracuse City Code provides for the establishment of a Syracuse City Arts Council; and

**WHEREAS** Section 3.09.020 of the Syracuse City Code dictates that no less than six (6) members of the community shall be appointed and serve on the Syracuse City Arts Council; and

**WHEREAS** Arts Council leadership has requested that Teleen Erickson and Trachelle Hilton-King be appointed to serve as members of the Syracuse City Arts Council.

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

**Section 1. Appointment.**

- Taleen Erickson is hereby appointed to serve on the Syracuse City Arts Council with her term expiring July 1, 2016.
- Trachelle Hilton-King is hereby appointed to serve on the Syracuse City Arts Council with her term expiring July 1, 2016.

**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 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer, Mayor



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #5b                      **3000 West Engineering Design Award**

### *Factual Summation*

- Any questions about this agenda item may be directed to: Public Works Director, Robert Whiteley.
- Syracuse City has \$3,144,150 grant available in UDOT's Transportation Investment Fund for the design and construction of 3000 West Street Project (between 200 South and Bluff Road).
- A local match of 10% is required, which has already been programmed in the current budget.
- Due to the magnitude of design required for this project, the city sent out a request for proposals for engineering design. Three proposals were received and opened on August 25, 2014 for review and evaluation.
- Evaluation factors included: price, quality, experience, schedule, and references.
- Highest ranking for the total of all evaluation factors is JUB.

### *Recommendation*

- Staff recommends that JUB is awarded the contract for engineering design of 3000 West



SYRACUSE  
EST. CITY 1935

**REQUEST FOR PROPOSAL**  
**Engineering Design for 3000 West**

## **REQUEST FOR PROPOSALS**

Syracuse City is seeking the services of a qualified engineering consultant to design a single-lane round-about, full street infrastructure and overlay along approximately one mile of 3000 West. Anticipated full-street infrastructure matching the city standard for a 66-foot width includes: culinary water, secondary water, storm drain, irrigation ditch, sidewalk, curb and gutter, asphalt pavement, and land acquisition.

An environmental document is nearing completion and will be available during the design of this project. The design must consider any factors addressed in the environmental document. City design standards and processes will be followed.

Proposal packets may be obtained from Syracuse City Public Works at 3061 South 2400 West, Syracuse, Utah, or may be downloaded from our website and must be submitted no later than 4:00 P.M. on Monday August 25, 2014. Late proposals will not be accepted. Addendums, if any, will be posted to the city website. These must be acknowledged on the Request for Proposal Form (included herein). Syracuse City reserves the right to reject any or all proposals and to accept any proposal that best serves the interest of the city.

**Dated this 6<sup>th</sup> day of August 2014.**

## **Purpose**

The purpose of this proposal is to provide consulting services to design street and underground utility infrastructure improvements along 3000 West between 700 South and Bluff Road as well as surface improvements extending north of 700 South to the city border near 200 South. The design should anticipate a single-lane roundabout at 700 South that will minimize impact to existing properties as well as effectively accommodate current and future vehicular travel at that intersection.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be the one whose product is judged to best serve the interests of the City when price, quality, experience, schedule, and references are considered. The City reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the best responsible bid meeting the requirements of this specification

## **Task 1 – Preliminary Design**

This task includes all work necessary to create a preliminary design of the project. Anticipate a roundabout and design for approximately 300 feet extending from each leg of the intersection at 700 South 3000 West. It is anticipated that there will be a surface treatment such as a mill and overlay north of the 700 South intersection ending at the north city boundary approximately 200 South. It is anticipated that there be three new intersections designed. One at 1200 South on the east side of 3000 West, one at approximately 1000 South on the west side of 3000 West and one at approximately 900 South on the west side of 3000 West. Subdivision developments are currently being planned, approved, and installed in this area and exact locations of the intersections can be obtained from the developers. There are also potential intersections that may be anticipated in the future that should be considered in the design. It is expected that coordination occur with the city and the developers regarding the subdivision improvements. It is expected that property owners in the project area be contacted during preliminary design to ensure that they understand the impact and will accommodate the design with existing conditions. If additional rights-of-way are necessary, they must be identified and acquired with the assistance of a qualified property agent. The following list indicates items that must be included in this task.

- Review environmental document and city standards.
- Gather existing utility data and right-of-way.
- Provide the City with preliminary design maps to work on utility relocations. The City will work with utility companies to relocate their infrastructure (ie. Power poles and pedestals) and consulting engineer will be required to provide staking for the new locations.
- Site Survey for right-of-way and topography
- Coordinate with property owners in project area.
- Identify properties requiring purchase and/or easement and assist with property negotiations.
- Gravity irrigation relocation/design.
- Roadway and drainage design.
- Pavement Section Design.
- Culinary and Secondary Water Design.
- Landscape and grading.
- Roundabout design with landscape and sprinklers.
- Utility and irrigation modifications, as necessary.
- Street Lighting Design.

It is expected that meetings necessary to accomplish this task be considered and built into the cost for this task. This should include one city council meeting for the award of this design contract as well as one design kick-off meeting. Additional meetings are up to the discretion of the consultant engineer

and may include coordination with: city, residents, developers, utility companies, irrigation companies and the like, as necessary to complete the preliminary design.

Submittals: two sets of 11x17 plans for city review and comment

## **Task 2 – Final Design**

This task includes everything necessary to bring the preliminary design to a final design that is ready to bid. The city will administer the bid and produce copies of the bid sets. Questions that may arise on the bid will be directed to the engineer. This task should consider an estimated amount of time required for bidder questions. The engineer will also plan on attending a pre-bid meeting held at the city public works building. Bid tabulation and contractor notification will be handled by the city. The following list indicates items that must be included in this task.

- Final design of all items indicated in the preliminary design ensuring they meet or exceed city standards.
- Creation of project plans and specifications ready to bid.
- Establish a bid schedule and coordinate with the city. The city will submit the advertisement.

It is expected that meetings necessary to accomplish this task be considered and built into the cost for this task. It is the city's desire to bid the project the first week in January 2015 in order to begin construction with enough time for irrigation modifications to be complete prior to the beginning of irrigation season. The proposal must include the anticipated schedule. This should include one city council meeting for the award of this construction contract. Additional meetings are up to the discretion of the consultant engineer as necessary to complete the final design.

Submittals: Six sets of 11x17 plans and six sets of project specifications ready for bid. Electronic files of the plans and specifications in pdf format.

## **Task 3 – Public Involvement**

This task includes coordination as necessary for the project to proceed; beginning with preliminary design and continuing through construction. This task should include the following considerations:

- Coordination with property owners in project area.
- Coordination with developers adjacent to project area.
- Agency coordination, as necessary.
- Support through construction with notification and general concerns from public.

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: No formal submittals are anticipated. Informal reports or email of general coordination updates or specific project concerns are expected throughout the project.

#### **Task 4 – Construction Support**

This task includes services on an as needed basis throughout construction. This task should include the following items:

- Pre-construction meeting
- Survey Staking
- Coordination design and construction inquiries

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: No formal submittals are anticipated with this task.

#### **Task 5 – Land Acquisition**

This task includes all that is necessary to assist the city with identifying the properties that will require land acquisition as well as easements in order to complete this project. This task also includes assisting the city with negotiations to purchase or acquire easements on identified properties.

- Identify affected properties that require acquisitions or easements.
- Assist with negotiations to execute the required acquisitions or easements.
- Process contracts, easements, and purchase agreements as necessary.

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: Easements and land purchase agreements signed from property owners, ready for the city to sign and submit to county recorder.

#### **Project Schedule/Cost**

The city is anticipating that this project will be ready to bid the first week in January 2015. A detailed project schedule and cost shall be submitted for completion of the design. Anticipate attending two council meetings: One for the award of the RFP and one for the award of the construction contract. The proposed fee will serve as a not-to-exceed fee amount and prior written authorization.

All tracings, plans, manuscripts, specifications, data, maps, electronic files etc. prepared or obtained by the consultant as a result of working on this contract shall be delivered to and become property of Syracuse City. Six bid sets of plans on 11x17 and project specifications and one full bid set of electronic files in pdf format shall be submitted to the city upon completion.

#### **Interpretations**

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City. Based upon such inquiry, the City may choose to issue an addendum to this proposal.

**Bid Submission**

Each bidder is required to submit the following:

1. Completed Request For Proposal Form
2. Project team and experience
3. Scope and cost of services
4. Proposed schedule
5. References

**Bid Review**

Bids submitted on time will be reviewed based upon the following:

- Price 20%
- Quality 20%
- Experience 20%
- Schedule 20%
- References 20%

It is anticipated that the bid will be awarded at the next regularly scheduled city council meeting.

## SYRACUSE CITY CORPORATION REQUEST FOR PROPOSAL

Please include this sheet as the cover for your proposal. Mark proposals as follows:

“Engineering Design for 3000 West”

Mail / Hand Deliver to:     Syracuse City Public Works  
                                          3061 South 2400 West  
                                          Syracuse, UT 84075

Proposals will be accepted until: Monday, August 25, 2014 at 4:00 P.M.

Description of services:

This proposal shall include all costs associated with completing the Engineering Design for 3000 West as described in this proposal.

\*\*\*\*\*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specify Services Provided: \_\_\_\_\_

Total Proposal Price: \_\_\_\_\_

Time Period of Services: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Proposal Honored Through: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Anticipated Project (Design) Completion \_\_\_\_\_

Addendums acknowledged (if applicable) \_\_\_\_\_

Additional Comments (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Proposal Evaluation for: Engineering Design for 3000 West

|                   | PEC                                                                                                                                                                                                                             | JUB                                                                                                                                                                                                                                                     | Horrocks                                                                                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Price</b>      | \$189,980.00                                                                                                                                                                                                                    | \$199,207.00                                                                                                                                                                                                                                            | \$99,029.00                                                                                                                                                                            |
| <b>Quality</b>    | Task 1: Sufficient information in Description<br>Task 2: Sufficient information in Description<br>Task 3: Sufficient information in Description<br>Task 4: Sufficient information in Description<br>Task 5: Limited Description | Task 1: Sufficient information in Description<br>Task 2: Sufficient information in Description<br>Task 3: Sufficient Description. No Hourly Rate.<br>Task 4: Sufficient Description. No Hourly Rate.<br>Task 5: Sufficient Description. No Hourly Rate. | Task 1: Sufficient information in Description<br>Task 2: Sufficient information in Description<br>Task 3: Limited Description<br>Task 4: Limited Description<br>Task 5: No Description |
| <b>Experience</b> | Some limited related project experience: 2 EA's and 3 projects in Summit, Weber, and Salt Lake Counties.                                                                                                                        | Provided multiple examples of relevant experience including several roundabouts on local roads in neighboring cities. 4 roundabout projects on local roads.                                                                                             | Experience indicated is with 4 DOT projects having interchanges and roundabouts on state roads.                                                                                        |
| <b>Schedule</b>   | Bid Jan 7. No construction timeframe indicated. No idea of time that may be necessary beyond 80 hours for Tasks 3-5.                                                                                                            | Design Complete Dec 30. Limited, yet sufficient detail. Construction end Oct 2015.                                                                                                                                                                      | Bid Jan 5. Short construction window. Construction end June 2015. Construction will likely extend beyond June.                                                                         |
| <b>Reference</b>  | One reference knows company and designer, but unfamiliar with project manager. One reference knows and speaks highly of project manager, but hasn't worked with PEC.                                                            | One reference knows team and has full confidence in expertise. Another reference boasts company quality and believes the rates reflect the quality.                                                                                                     | One reference knows company, but unfamiliar with project manager. One reference knows project manager, but uncertain of quality.                                                       |
| <b>Total</b>      | 11                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                         | 7                                                                                                                                                                                      |



# COUNCIL AGENDA

September 9, 2014

Agenda Item **c.i**

**General Plan Amendment-PRD  
2000 W 2700 S-GOR & CWR LLC and  
Mark S. Johnson-Trustee**

***Factual Summation***

Please see the attached:

- a. General Plan Maps & Resolution 14-33

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

**Background**

The current General Plan designates several areas throughout the City with a PRD designation. The City Council has requested the Planning Commission review the appropriateness of the locations of these currently designated PRD zones and consider amendment to the General Plan if the areas are deemed inappropriate.

**Recommendation**

The Planning Commission recommends approval to the City Council for the General Plan Amendments for the following:

Portions of Properties owned by GOR & CWR, LLC and Mark S. Johnson-Trustee, at approximately 2000 W 2700 S, from PRD (Planned Residential Development) & PO (Professional Office) to R-1 Residential, subject to all applicable requirements of the City's municipal codes

## **RESOLUTION R14-33**

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL AMENDING THE SYRACUSE CITY GENERAL PLAN LAND USE MAP ADOPTED IN 1976, AS AMENDED.**

**WHEREAS**, in 1967 a Syracuse Preliminary Master Plan was prepared for the Syracuse Planning Commission as a part of the Davis County Master Plan Program, said preliminary plan being prepared by R. Clay Allred and Associates, Planning Consultants; and

**WHEREAS**, in 1976 a Comprehensive Plan for Syracuse was prepared by the Davis County Planning Commission with assistance of Architects/Planners Alliance Planning Consultants and Wayne T. Van Wagoner and Associates, Traffic and Transportation Consultants which plan was financially aided by a grant from the Department of Housing and Urban Development through the Utah State Department of Community Affairs; and

**WHEREAS**, the 1976 Comprehensive Plan was amended in 1988 and the title changed to the Syracuse City Master Plan; and

**WHEREAS**, The Syracuse City General Plan was again amended in 1996, 1999, 2003, 2006, 2009, 2011, 2012, 2013, and 2014 to incorporate appropriate and necessary changes to the General Plan as approved at that time; and

**WHEREAS**, the Syracuse City Planning Commission adopted a process in 2012, where an applicant may apply for a Syracuse City General Plan update outside of the traditional district review; and

**WHEREAS**, public hearings have been held by the Planning Commission to receive public input regarding proposed changes; and

**WHEREAS**, the Planning Commission has recommended approval of the proposed amendments to the General Plan concluding that the proposed amendments provide development objectives with respect to the most desirable use of land within the City for subject property which benefit the physical, social, economic, and governmental development of the City and to promote the general welfare and prosperity of its residents;

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

**Section 1. Adoption.** That the proposed amendments to the Syracuse City General Plan Land Use Map, attached hereto as Exhibit A, are hereby adopted and any ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**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. No Repeal.** This Resolution is not intended and shall not be construed as a repealer of any previously adopted ordinance or resolution and is specifically intended to clarify and supplement existing City ordinances, rules and regulations.

**Section 4. 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 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

**EXHIBIT “A”**



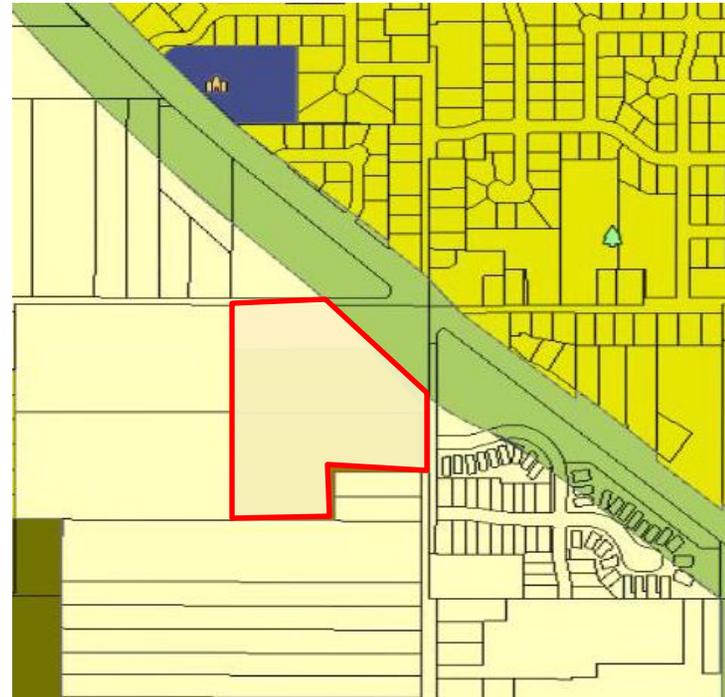
# General Plan Amendment 2000 W 2700 S City Council Request



Current General Plan



Proposed General Plan



-  Agriculture A-1
-  R-1 (2.90 dwellings per net acre)
-  R-2 (3.79 dwellings per net acre)
-  R-3 (5.44 dwellings per net acre)
-  PRD (8.0 dwellings per net acre)
-  R-4 (14.52 dwellings per net acre)
-  Professional Office

-  Commercial II
-  General Commercial Zone
-  Industrial Zone
-  Town Center Overlay Zone
-  Sensitive Overlay Zone
-  RDA & EDA Boundary



# COUNCIL AGENDA

September 9, 2014

## Agenda Item **c.ii**                      Rezone Request-Sarah & Steven Cook

### ***Factual Summation***

Please see the following attachments:

- Current/Proposed Zoning Map
- Proposed Ordinance 14-21

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

**Item:** Proposed Ordinance No. 14-21, amending the existing zoning map of Title Ten, “Syracuse City Zoning Ordinance”, by changing from A-1 Agriculture to R-1 Residential on the parcel located at approximately 2600 W 700 S

### **Background**

This property is a one acre vacant lot on 700 S. Mr. & Mrs. Cook wish to rezone the property to conform with the General Plan and then subdivide the property into two residential lots.

City staff has reviewed the application and finds that it is consistent with the City’s General plan and that it is harmonious with the overall character of the surrounding development with no adverse effects, and it has adequate facilities to serve the property.

The Planning Commission held a public hearing on August 16, 2014 for rezone request on the above noted property. The property is 0.96 acres in size and is currently zoned A-1 Agriculture with a General Plan designation of R-1 Residential. The proposed zone change is in accord with the General Plan as amended.

### **Recommendation for City Council Approval of the Cook Rezone Request**

The Syracuse City Planning Commission hereby recommends that the City Council approve the rezone request; located at approx. 2600 W 700 S, change from A-1 Agriculture to R-1 Residential.

**ORDINANCE NO. 14-21**

**AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM AGRICUTURE (A-1) TO RESIDENTIAL (R-1) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.**

**WHEREAS**, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

**WHEREAS**, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

**WHEREAS**, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

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

**SECTION 1:** That the following described real parcels of property in Agriculture (A-1) Zone as shown on a zoning map are hereby amended and to Residential (R-1) Zone accordingly:

**Deed Description**

**BOUNDARY DESCRIPTION**

PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER O F SECTION 4, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON SECTION LINE SAID POINT BEING LOCATED NORTH 89°47'21" WEST ALONG SECTION LINE 430.00 FEET (RECORD BEARING FOR SECTION LINE IS N 89°47'25" W - BASIS OF BEARING IS SOUTH 00°03'50" WEST BETWEEN THE WEST QUARTER CORNER AND SOUTH WEST CORNER OF SAID SECTION) FROM THE SOUTH QUARTER CORNER OF SAID SECTION AND RUNNING -  
THENCE NORTH 89°47'21" WEST ALONG SAID SECTION LINE 200.00 FEET;  
THENCE NORTH 00°12'39" EAST 210.00 FEET;  
THENCE SOUTH 89°47'21" EAST 200.00 FEET;  
THENCE SOUTH 00°12'39" WEST 210.00 FEET TO SAID SECTION LINE AND THE POINT OF BEGINNING.

*Containing 0.96 Acres*

Said property is located at approximately 2600 W 700 S, Syracuse.  
Parcel #12-034-0068

**SECTION 2: Effective Date.** This Ordinance shall become effective immediately upon publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

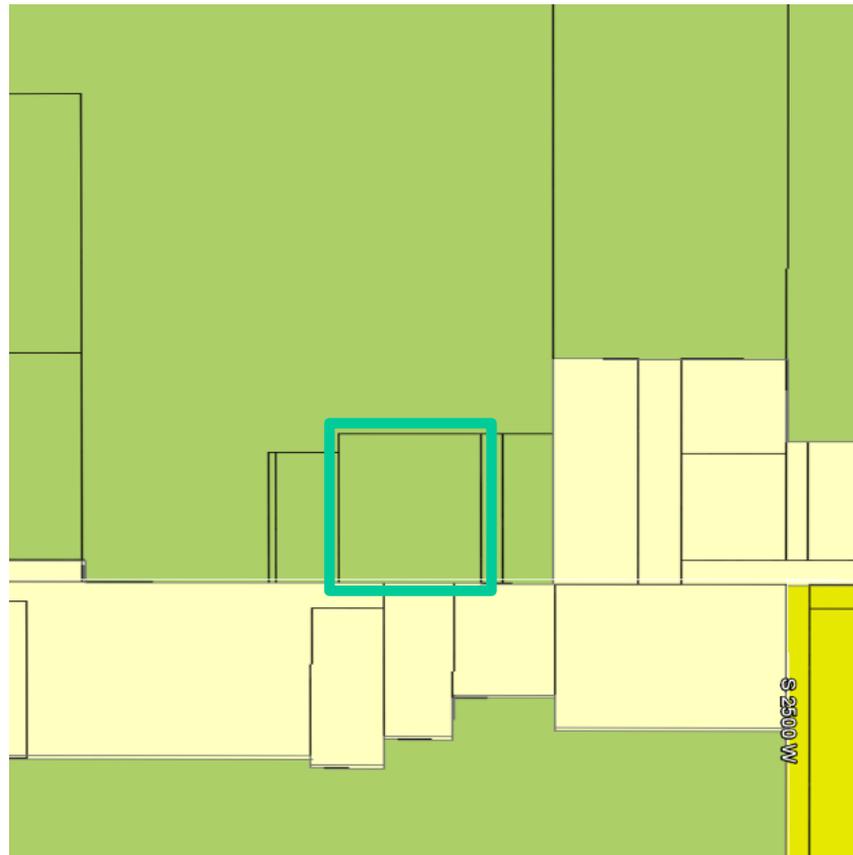
|                        | “AYE” | “NAY” |
|------------------------|-------|-------|
| Councilmember Peterson | _____ | _____ |
| Councilmember Lisonbee | _____ | _____ |
| Councilmember Duncan   | _____ | _____ |
| Councilmember Johnson  | _____ | _____ |
| Councilmember Gailey   | _____ | _____ |



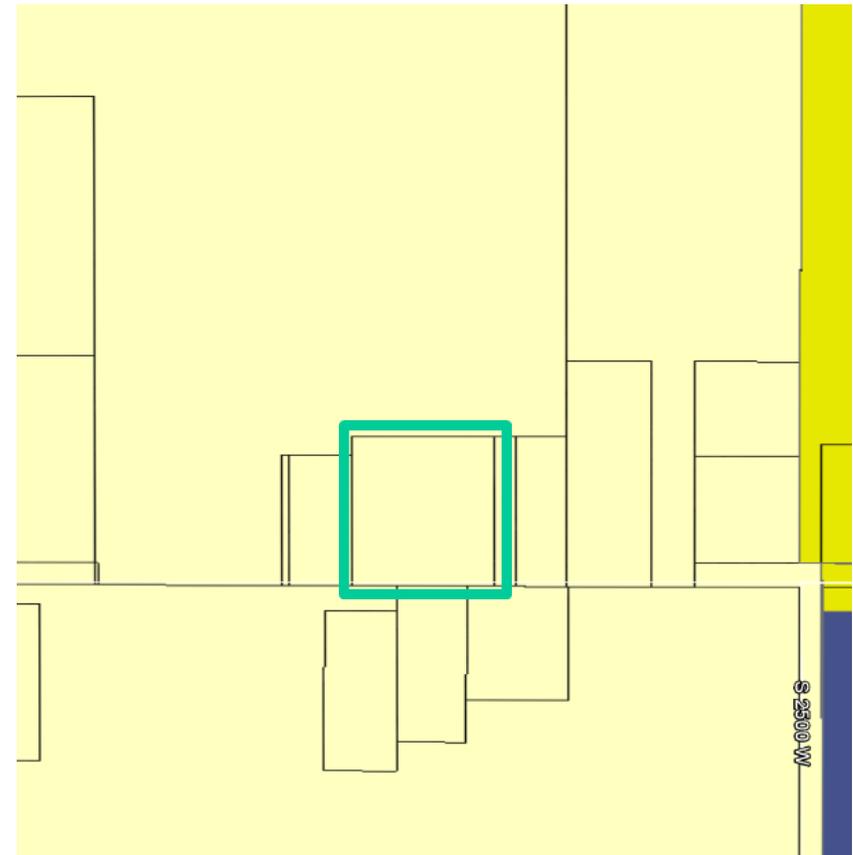
# Rezone Request A-1 Agriculture to R-1 Residential Cooks Quarters 2600 W 700 S



Existing Zoning



General Plan



- |                                                                                     |                                    |                                                                                       |                          |
|-------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------|--------------------------|
|  | Agriculture A-1                    |  | Commercial II            |
|  | R-1 (2.90 dwellings per net acre)  |  | General Commercial Zone  |
|  | R-2 (3.79 dwellings per net acre)  |  | Industrial Zone          |
|  | R-3 (5.44 dwellings per net acre)  |  | Town Center Overlay Zone |
|  | PRD (8.0 dwellings per net acre)   |  | Sensitive Overlay Zone   |
|  | R-4 (14.52 dwellings per net acre) |  | RDA & EDA Boundary       |
|  | Professional Office                |                                                                                       |                          |



# COUNCIL AGENDA

September 9, 2014

## Agenda Item **c.iii** Rezone Request-NS Group Holdings (Avery Gardens)

### ***Factual Summation***

Please see the following attachments:

- Current/Proposed Zoning Map
- Proposed Ordinance 14-22

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

**Item:** Proposed Ordinance No. 14-22, amending the existing zoning map of Title Ten, “Syracuse City Zoning Ordinance”, by changing from A-1 Agriculture to R-2 Residential on the parcel located at approximately 1525 W 2700 S

### **Background**

This property is a 2.92 acre lot with a single family home on 2700 S. The property owner wishes to rezone the property to conform with the General Plan and then subdivide the property into six residential lots, including the existing home.

City staff has reviewed the application and finds that it is consistent with the City’s General plan and that it is harmonious with the overall character of the surrounding development with no adverse effects, and it has adequate facilities to serve the property.

The Planning Commission held a public hearing on September 2, 2014 for rezone request on the above noted property. The property is 0.96 acres in size and is currently zoned A-1 Agriculture with a General Plan designation of R-2 Residential. The proposed zone change is in accord with the General Plan as amended.

### **Recommendation for City Council Approval of the Avery Gardens Rezone Request**

The Syracuse City Planning Commission hereby recommends that the City Council approve the rezone request; located at approx. 1525 W 2700 S, change from A-1 Agriculture to R-2 Residential.

**ORDINANCE NO. 14-21**

**AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM AGRICUTURE (A-1) TO RESIDENTIAL (R-2) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.**

**WHEREAS**, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

**WHEREAS**, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

**WHEREAS**, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

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

**SECTION 1:** That the following described real parcels of property in Agriculture (A-1) Zone as shown on a zoning map are hereby amended and to Residential (R-2) Zone accordingly:

**Deed Description**

BEGINNING AT A POINT IN 2700 SOUTH STREET, SAID POINT BEING 659.00 FEET S89°57'44"W ALONG THE SECTION LINE FROM THE SOUTH QUARTER CORNER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN (BASIS OF BEARING BEING S00°07'16W 2638.05 FEET MEASURED FROM THE CENTER QUARTER CORER TO THE SOUTH QUARTER CORNER OF SAID SECTION 15); AND RUNNING THENCE S89°57'44"W 206.32 FEET; THENCE N00°06'43"E 33.00 FEET; THENCE N00°05'02"E 132.00; THENCE N00°11'07E 482.61 FEET TO AND ALONG THE EASTERLY BOUNDARY OF THE LINDA VISTA MEADOWS SUBDIVISION; THENCE EAST 203.07 FEET; THENCE N00°25'12E 11.15 FEET; THENCE EAST 2.70 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF 1525 WEST STREET; THENCE S00°07'04"W ALONG SAID WESTERLY RIGHT-OF-WAY LINE 658.62 FEET TO THE POINT OF BEGINNING.

CONTAINING 133,539 SQUARE FEET OR 3.07 ACRES

Said property is located at approximately 1525 W 2700 S, Syracuse.  
Parcel(s) #12-087-0163 & 12-087-0150

**SECTION 2: Effective Date.** This Ordinance shall become effective immediately upon publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

|                        | “AYE” | “NAY” |
|------------------------|-------|-------|
| Councilmember Peterson | _____ | _____ |
| Councilmember Lisonbee | _____ | _____ |
| Councilmember Duncan   | _____ | _____ |
| Councilmember Johnson  | _____ | _____ |
| Councilmember Gailey   | _____ | _____ |

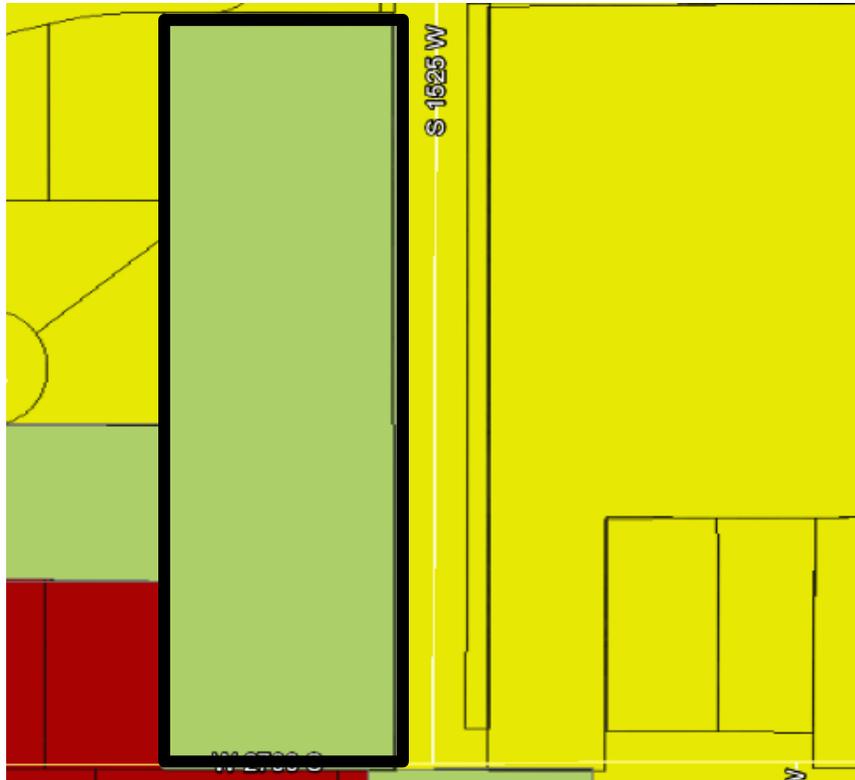


# A-1 to R-2 1525 W 2700 S NS Group Holdings LLC



Current Zone: A-1 Agriculture

Proposed Zoning & General Plan  
Designation: R-2 Residential



-  Agriculture A-1
-  R-1 (2.90 dwellings per net acre)
-  R-2 (3.79 dwellings per net acre)
-  R-3 (5.44 dwellings per net acre)
-  PRD (8.0 dwellings per net acre)
-  R-4 (14.52 dwellings per net acre)
-  Professional Office

-  Commercial II
-  General Commercial Zone
-  Industrial Zone
-  Town Center Overlay Zone
-  Sensitive Overlay Zone
-  RDA & EDA Boundary



# COUNCIL AGENDA

September 9, 2014

Agenda Item **c.iv**

Title VIII Amendments-Subdivision Ordinances

### ***Factual Summation***

Please see the attached:

- a. Proposed Ordinance 14-23, amendment to Title VIII
- b. Redline Title VIII

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

### **Background**

The Planning Commission has been reviewing Title VII for the past few months regarding subdivision processes. The proposed amendments ensure that subdivision applications are not vested until they are seen by the Council at Preliminary Plat Approval. The process is also designed to be more efficient in the use of staff and Planning Commission time. The following reviews will take place:

|                  |                                                     |
|------------------|-----------------------------------------------------|
| Concept (sketch) | Development Review Committee                        |
| Preliminary      | Planning Commission Recommendation (Public Hearing) |
| Preliminary      | City Council Approval                               |
| Final            | Planning Commission                                 |
| Final            | City Council                                        |

The proposed ordinance reflects the recommended changes from the Planning Commission with regard the process and other minor amendments for clarity.

The Planning Commission held public hearings on the proposed amendments on June 17, 2014 and again on August 5, 2014. At a public meeting on August 19, 2014 the Planning Commission recommended to the City Council the adoption of the proposed amendments.

### **Summary of Amendments**

Various Sections      Change the term Subdivider to Developer

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                              |             |                                    |             |                       |       |                     |       |              |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------|-------------|------------------------------------|-------------|-----------------------|-------|---------------------|-------|--------------|
| Section 8.10.020 | Clarify that the plats should be prepared by a civil engineer and not a surveyor.                                                                                                                                                                                                                                                                                                                                                                                           |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.10.030 | Bring the code into compliance with the State statute that does not allow bonding to 110%, only that a city may retain the last 10% of the bond for warranty.                                                                                                                                                                                                                                                                                                               |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.10.50  | Amends the section on park impacts to be in conformance with the new single park impact fee.                                                                                                                                                                                                                                                                                                                                                                                |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.10.070 | Provides a requirement for the number and spacing of stub roads required to adjacent undeveloped property                                                                                                                                                                                                                                                                                                                                                                   |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.10.190 | Amends the process for subdivision approval as follows:<br><table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Concept (sketch)</td> <td>Development Review Committee</td> </tr> <tr> <td>Preliminary</td> <td>PC Recommendation (Public Hearing)</td> </tr> <tr> <td>Preliminary</td> <td>City Council Approval</td> </tr> <tr> <td>Final</td> <td>Planning Commission</td> </tr> <tr> <td>Final</td> <td>City Council</td> </tr> </table> | Concept (sketch) | Development Review Committee | Preliminary | PC Recommendation (Public Hearing) | Preliminary | City Council Approval | Final | Planning Commission | Final | City Council |
| Concept (sketch) | Development Review Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Preliminary      | PC Recommendation (Public Hearing)                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Preliminary      | City Council Approval                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Final            | Planning Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Final            | City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.15.010 | Clarifies when a temporary turn-around is required on a stub street, length greater than 150 feet.<br><br>Removes exceptions for dead-end street length over 500 feet                                                                                                                                                                                                                                                                                                       |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.15.030 | Requires developer to work with not only ditch companies but individuals who have private service connection ditches                                                                                                                                                                                                                                                                                                                                                        |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.20     | Outlines procedures for Concept (sketch) review by the Development Review Committee (DRC)                                                                                                                                                                                                                                                                                                                                                                                   |                  |                              |             |                                    |             |                       |       |                     |       |              |
| Section 8.25     | Outlines procedures for Preliminary Plat Review & recommendation to Council                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                              |             |                                    |             |                       |       |                     |       |              |

**Recommendation for City Council Approval of Ordinance 14-23, Various Sections, Title VIII**

The Syracuse City Planning Commission hereby recommends that the City Council approve the adoption of Ordinance 14-23, Amending Title X.

**ORDINANCE NO. 14-23**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.**

**WHEREAS**, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

**WHEREAS**, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

**WHEREAS**, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

**WHEREAS**, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

**WHEREAS**, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

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

**Section 1. Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

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

**Section 3. Effective Date.** This Ordinance shall become effective immediately after publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

|                        | "AYE" | "NAY" |
|------------------------|-------|-------|
| Councilmember Peterson | _____ | _____ |
| Councilmember Lisonbee | _____ | _____ |
| Councilmember Duncan   | _____ | _____ |
| Councilmember Johnson  | _____ | _____ |
| Councilmember Gailey   | _____ | _____ |

EXHIBIT A-Redline

**Proposed Title VIII-Subdivision Amendments**

**Chapter 8.05**

**PURPOSE**

Sections:

- 8.05.010 General purpose.
- 8.05.020 Public interest.
- 8.05.030 Variations – Exception.
- 8.05.040 Building Official – Appointment.
- 8.05.050 Severability.

**8.05.010 General purpose.**

The purpose and intent of this title is to promote the public health, safety, convenience and general welfare of the inhabitants of the incorporated territory of Syracuse City in the matter of subdivision or matters affected by subdivisions through provisions designed to:

- (A) Provide for the harmonious and coordinated development of the City, and to assure sites suitable for subdivision development and human habitation.
- (B) Ensure adequate open space for traffic, recreation, light and air.
- (C) Facilitate the conservation or production of adequate transportation, water, sanitation, drainage and energy resources.
- (D) Avoid scattered and premature subdivision that would cause insufficient public services and facilities, or necessitate an excessive expenditure of public funds for the supply of such services and facilities.
- (E) Ensure utilization of the land in the best interest of the public welfare and the neighborhood deployment of the area concerned.
- (F) Preserve outstanding natural, cultural or historic features.

This chapter is designed to inform the ~~subdivider~~developer and public of the requirements and conditions necessary to obtain approval of a subdivision. To this end, all requirements, where possible, are expressly delineated in this title or other applicable ordinances. However, since it is impossible to cover every possibility, and there are some aspects which do not lend themselves to being easily articulated, this title allows the Planning Commission and City Council to impose reasonable conditions upon a ~~subdivider~~developer in addition to those expressly required, so long as such conditions do not conflict with any requirements set forth in this chapter or other applicable ordinances. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-1.]

**8.05.020 Public interest.**

Any proposed subdivision and its ultimate use shall be in the best interest of the public welfare and the neighborhood development of the area concerned. The ~~subdivider~~developer shall present evidence to this effect when requested to do so by the Planning Commission. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-2.]

**8.05.030 Variations – Exception.**

55  
56 In cases where unusual topographical or other exceptional conditions exist, variation and exception from  
57 this title may be made by the City Council after recommendation by the Planning Commission. [Ord. 13-  
58 02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-3.]  
59

60 **8.05.040 Building Official – Appointment.**

61  
62 There is hereby created the position of Building Official who shall be appointed by the City Manager.  
63

64 (A) Duties. It shall be the duty of the Building Inspector to see to the enforcement of all ordinance  
65 provisions relating to buildings or zoning, and to inspect all buildings or structures being erected or  
66 altered, as frequently as may be necessary to ensure compliance with the City ordinances. The Building  
67 Inspector shall also act as plumbing inspector and electrical inspector and shall have all the powers and  
68 perform all the duties connected therewith.  
69

70 (B) Permits. The Building Inspector shall issue permits for the construction, alteration or repair of  
71 structures or parts thereof and for the repair or installation of plumbing and electrical facilities or fixtures  
72 within any structure; but no permit shall be issued unless the plans of and for the proposed construction,  
73 alteration, repair, installation or use fully conform to all City regulations then in effect.  
74

75 (C) Stop Order. The Building Inspector shall have the power to order all work stopped on construction or  
76 alteration or repair of building in the City when such work is being done in violation of any provision of any  
77 ordinance relating thereto. Work shall not be resumed after the issuance of such an order except on the  
78 written permission of the Inspector; provided, that if the stop order is an oral one, it shall be followed by a  
79 written stop order within an hour.  
80

81 (D) Entry Powers. The Building Inspector shall have the power to make or cause to be made an entry into  
82 any building or premises where the work of altering, repairing or constructing any building or structures is  
83 going on, for the purpose of making inspections, at any reasonable hour.  
84

85 (E) Additional Duties. The City Building Official shall perform such other and further duties as the City  
86 Council may provide by ordinance, resolution, or regulation. [Ord. 13-02 § 1 (Exhibit); Ord. 11-12 § 2;  
87 Ord. 09-11 § 2; Code 1971 § 8-1-4.]  
88

89 **8.05.050 Severability.**

90  
91 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
92 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
93 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
94 [Ord. 13-02 § 1 (Exhibit).]  
95

96 **Chapter 8.10**  
97 **GENERAL PROVISIONS**  
98

99 Sections:

- 100 8.10.010 Definitions.
- 101 8.10.020 General requirements.
- 102 8.10.030 Security of performance.
- 103 8.10.040 Fee payment.
- 104 8.10.050 Parks, open space, and other public spaces.
- 105 8.10.060 Adjacent streets.
- 106 8.10.070 Relation to adjoining street systems.
- 107 8.10.080 Street lights.
- 108 8.10.090 Irrigation water.

- 109 8.10.100 Extension of public work facilities.
- 110 8.10.110 Second access required.
- 111 8.10.120 Mandatory use of City water, secondary water and sewer systems.
- 112 8.10.130 Appeals.
- 113 8.10.140 Written agreements.
- 114 8.10.150 Guidelines and checklists.
- 115 8.10.160 Fees and recording.
- 116 8.10.170 Issuance of building permit.
- 117 8.10.180 Occupancy of a dwelling.
- 118 8.10.190 Subdivision phases.
- 119 8.10.200 Residential driveways.
- 120 8.10.210 Severability.

121  
122 **8.10.010 Definitions.**

123  
124 The following terms used in this title shall have the respective meanings hereinafter set forth:

125  
126 “Alley” means any public way or thoroughfare less than 16 feet but not less than 10 feet in width, which  
127 has been dedicated or deeded to the public for public use.

128  
129 “Bench mark” means a mark affixed to a permanent or semi-permanent object along a line of survey to  
130 furnish a datum level.

131  
132 “Block” means a piece of land bordered by streets or other rights-of-way, and/or which is designated as a  
133 block on any recorded subdivision plat.

134  
135 “Building Official” means the officer or other designated authority charged with the administration and  
136 enforcement of uniform codes, and the inspection of all subdivision improvements, or the Building  
137 Official’s duly appointed representative.

138  
139 “City” refers to Syracuse City.

140  
141 “City Council” means the City Council of Syracuse.

142  
143 “City Engineer” means any registered civil engineer hired by the City Council to accomplish the objectives  
144 of this title; provided, that no such person may serve the City and a subdivider/developer simultaneously  
145 where he would have to check his own work or the work of a member of his firm in connection with any  
146 subdivision in the City.

147  
148 “Condominium” means the ownership of a single unit in a multi-unit project together with undivided  
149 interest in common in the common areas and facilities of a property as provided by state law.

150  
151 “Construction” means any work or product which will become the property of the City; i.e., roads, curb and  
152 gutter, sidewalks, water works, sewer works, culverts, bridges, fencing, etc.

153  
154 “Contractor” means the person in charge of construction. He could also be the subdivider/developer.

155  
156 “Cul-de-sac” means a minor street having only one outlet being terminated at the other end by a vehicular  
157 turnaround.

158  
159 “Developer” means an individual, group, partnership, corporation, association or any other enterprise that  
160 subdivides a parcel(s) of land.

162 “Driveway” means a private roadway, the use of which is limited to persons residing, employed or  
163 otherwise using or visiting the lot on which the roadway is located.  
164  
165 “Easement” means the quantity of land set aside or over which a liberty, privilege or advantage in land  
166 without profit, existing distinct from the ownership of the land, is granted to the public or some particular  
167 person or part of the public.  
168  
169 “Final plat” means a subdivision map prepared in accordance with the provisions of this title that is  
170 accurately surveyed and such survey marked on the ground so that the streets, alleys, blocks, lots and  
171 other divisions thereof can be identified and which is designated to be placed on record in the office of the  
172 county recorder.  
173  
174 “Improvement district” is as defined by Utah State law.  
175  
176 “Improvements” means work objectives, devices, facilities, or utilities required to be constructed or  
177 installed in a subdivision. Such improvements may include but are not limited to water facilities, sewer  
178 facilities, sidewalks, curbs and gutters, drainage facilities, streets, trees, street signs, street lights, traffic  
179 control or safety devices, fire hydrants and such other facilities or construction required by the subdivision  
180 ordinance.  
181  
182 “Inspector” means the authorized inspector or representative of the City Council.  
183  
184 “Lot” means a portion of the subdivision or parcel of land intended for building development or transfer of  
185 ownership.  
186  
187 “Master plan” means a long-range general plan that identifies present and future needs of Syracuse City,  
188 which outlines growth and development of land within the City and provides for health, general welfare,  
189 and safety as outlined in Section 10-9-301 et seq., Utah Code Annotated 1953, as amended.  
190  
191 “May” is permissive.  
192  
193 “Open space” shall mean any area within the subdivision that has been designated as open to meet the  
194 requirements of development.  
195  
196 “Owner” shall mean and refer to the person, corporation, partnership or other entity in which is vested the  
197 fee simple title of the property to be subdivided, unless otherwise clearly indicated, or the owner’s  
198 designee.  
199  
200 “Person” means any individual, firm, partnership, associate, entity, institution, or corporation and their  
201 heirs, assigns, or agents.  
202  
203 “Planning Commission” shall mean the Syracuse City Planning Commission unless another planning  
204 commission is specifically named.  
205  
206 “Preliminary plat” means a map or plan of a proposed land division or subdivision prepared in accordance  
207 with the requirements of this title.  
208  
209 “Shall” is mandatory.  
210  
211 “Sketch plan” means a conceptual drawing of the proposed development prepared in accordance with the  
212 requirements of this title.  
213

214 “Small subdivision” means the division of a tract or lot or parcel of land into two, but not more than nine,  
215 lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or of  
216 building development, wherein all such divisions front on an existing street.

217  
218 “Specifications” is to be interpreted as rules and regulations.

219  
220 “Street, arterial” means a street existing or proposed, which serves or is intended to serve as a major  
221 traffic way, as a controlled access highway, major street parkway or other equivalent term to identify  
222 those streets comprising the basic structure of the street plan.

223  
224 “Street, local” means a street existing or proposed which is supplementary to a collector street and of  
225 limited continuity which serves or is intended to serve the local need of a neighborhood.

226  
227 “Street, major collector” shall mean a street with a right-of-way of 72 feet, designated in the general plan  
228 to carry larger volumes of traffic to arterial streets.

229  
230 “Street, minor collector” means a street existing or proposed with a 66-foot right-of-way, which carries  
231 traffic from local subdivision streets to the major collectors.

232  
233 “Street, private” means a street or an alley whose ownership has been retained privately.

234  
235 “Subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more  
236 lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for  
237 offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms,  
238 and conditions. “Subdivision” includes:

239  
240 (1) The division or development of land whether by deed, metes and bounds description, devices and  
241 testacy, lease, map, plat, or other recorded instrument; and

242  
243 (2) Divisions of land for all residential and nonresidential uses, including land used or to be used for  
244 commercial, agricultural, and industrial purposes.

245  
246 “Subdivision requirements” are those that are adopted by the various governing bodies in the City for the  
247 necessary, proper development of a proposed subdivision.

248  
249 “Subdivide” and any derivative thereof shall have reference to the term “subdivision” as herein defined.

250  
251 | ~~“Subdivider” means one who subdivides a parcel of land and may also be referred to as a “developer.”~~

252  
253 “Walkway” means a right-of-way designed for use by pedestrians and not intended for use by motor  
254 vehicles of any kind.

255  
256 “Wetlands” means any area that has the potential to support wildlife and the capability of natural water  
257 filtration, whether natural or manmade.

258  
259 “Zoning” means the most recent zoning ordinances adopted by Syracuse City. [Ord. 13-02 § 1 (Exhibit);  
260 amended 1997; Code 1971 § 8-2-1.]

261  
262 **8.10.020 General requirements.**

263  
264 (A) Scope. This section defines the general requirements for improvements to be built by the  
265 | ~~subdivider~~developer.

266

267 The improvements shall include all street improvements in front of all lots and along all dedicated streets  
268 to the connection with existing improvements of the same kind or to the boundary of the subdivision  
269 nearest existing improvements. Layout must provide for future extension to adjacent development and be  
270 compatible with the contour of the ground for proper drainage. All water lines, sewer lines, and any other  
271 buried conduit shall be installed to the boundary lines of the subdivision.  
272

273 (B) Standards for Construction Drawings. The following instructions are for the purpose of standardizing  
274 the preparation of drawings to obtain uniformity in appearance, clarity, size, and style. All drawings and/or  
275 prints shall be clear and legible and conform to good engineering and drafting room practice and shall be  
276 prepared by a civil engineer licensed to practice in the State of Utah. Size of drawings shall be 22 inches  
277 by 34 inches (trim line) with one-half inch border on top, bottom and right sides. Left side shall be one and  
278 one-half inches.  
279

280 (1) In general the following shall be included on drawings:

281 (a) North arrow (plan).  
282

283 (b) Scale and elevations referenced to City datum.  
284

285 (c) Stationing and elevations for profiles.  
286

287 (d) Title block, located in lower right corner of sheet, to include: name of City, project title (subdivision,  
288 etc.) and specific type and location of work.  
289

290 (e) Space for approval signature of City Engineer and date.  
291

292 (f) Name of engineer or firm preparing drawings with license number, stamp and signature.  
293

294 (2) Curb and gutter, drains and drainage structures, signing, lighting sidewalks, and street surfacing shall  
295 show:  
296

297 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
298

299 (b) Both plan view and profile. Street centerline.  
300

301 (c) Stationing and top of curb elevations with curve data must be shown for all curb returns. Show top of  
302 curb elevation on both sides on even stations (50 feet station maximum).  
303

304 (d) Flow direction and type of cross drainage structures at intersections with adequate flow line  
305 elevations.  
306

307 (e) Bench mark location and elevation (use City datum).  
308

309 (f) Bedding details.  
310

311 (3) Sewer drawings shall show:  
312

313 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
314

315 (b) Location, size, and grade of all lines except individual services.  
316

317 (c) Manhole details, size, location, and flow line elevation.  
318

319 (d) Type of pipe.  
320

321  
322 (e) Bench mark location and elevation (use City datum).  
323  
324 (f) Bedding details.  
325  
326 (4) Culinary and secondary water drawings shall show:  
327  
328 (a) Size and location of water mains, valves, hydrants, tees, etc.  
329  
330 (b) Type of pipe.  
331  
332 (c) Minimum cover.  
333  
334 (d) Bedding details.  
335  
336 (5) Each set of plans shall be accompanied by a separate sheet of details for structures which are to be  
337 constructed. All structures shall be designed in accordance with minimum requirements established by  
338 the Syracuse City subdivision standards.  
339  
340 (a) Drawing size: 22 inches by 34 inches (trim line).  
341  
342 (b) Scale of each detail.  
343  
344 (c) Title block, lower right-hand corner (same format on all sheets), including the name of the subdivision.  
345  
346 (d) Completely dimensioned and described.  
347  
348 (C) Construction and Inspection. No construction of public improvements shall proceed until the final plat  
349 has been approved by the City Council and filed for record in the office of the county recorder, except that  
350 the City Engineer may conditionally approve the installation of off-site improvements as described in SCC  
351 8.30.030(D). All public improvements shall commence within six months and be completed within one  
352 year of the date the final plat was approved, and the City Engineer, or designee, shall inspect the  
353 construction as it proceeds. A construction punch list shall be made up by the City Engineer or designee  
354 indicating the items missed or needing correction prior to acceptance of the improvements by the City,  
355 and all required replacements or repairs shall be completed by the subdivider/developer, at his expense,  
356 prior to acceptance by the City.  
357  
358 (D) As-Built Drawings. At the completion of construction, or at the end of one year, whichever comes first,  
359 the City Engineer, or designee, shall make an inspection of all improvements and inform the  
360 subdivider/developer and City Administrator of the results of the inspection. At the completion of  
361 construction, the subdivider/developer shall call for inspection by the City Engineer or designee and said  
362 inspection shall be made within 10 days of the request thereof. The subdivider/developer shall provide the  
363 City with record drawings accurately defining for permanent record the surface improvements and  
364 underground utilities as they were actually constructed and shall provide one Mylar-paper copy and one  
365 CAD file, which indicates any changes from the original approved final drawings. All sewer and land drain  
366 manhole flow lines shall be verified.  
367  
368 (E) Inspection. All construction work involving the installation of improvements in subdivisions shall be  
369 subject to inspection by the City Engineer or designee. Certain types of construction shall have  
370 continuous inspection, while others shall have periodic inspections. The City may request the services of  
371 the Special Inspectors or testing firms to assist in inspection if it is deemed necessary.  
372  
373 (1) To cover the cost of inspection and management of off-site improvements, the subdivider/developer  
374 shall pay a fee to the City based on the linear feet of improvements installed, the number of building lots

375 in the subdivision, and the average number of hours spent inspecting off-site improvements. Said fee  
376 shall be established by resolution of the City Council. Said fee shall be paid prior to recordation of the  
377 subdivision plat.

378  
379 (2) The Community Development Director or his designee shall ensure that all off-site inspections are  
380 installed in accordance with approved subdivision standards prior to acceptance by the City.

381  
382 (3) On construction requiring continuous inspection, no work shall be done except in the presence of the  
383 City Inspector. Continuous inspection may occur on the following types of work:

384  
385 (a) Preparation of street subgrade and compacted fill.

386  
387 (b) Laying of street surfacing.

388  
389 (c) Pouring of concrete for curb and gutter, sidewalks, and other structures.

390  
391 (d) Laying of sewer pipe, drainage pipe, water pipe, valves, hydrants, and testing.

392  
393 (4) Periodic inspections shall be required on the following:

394  
395 (a) Street grading and gravel base.

396  
397 (b) Excavations for curb and gutter and sidewalks.

398  
399 (c) Excavations for structures.

400  
401 (d) Trenches for laying pipe.

402  
403 (e) Forms for curb and gutter, sidewalks, and structures.

404  
405 (F) Requests for Inspection. Requests for inspections shall be made to the City by the person responsible  
406 for construction. Requests for inspection on work requiring continuous inspection shall be made three  
407 days prior to the commencing of the work. Notice shall be given one day in advance of the starting of  
408 work requiring periodic inspection.

409  
410 (G) Construction Completion Inspection. An inspection shall be made by the City Inspector after receiving  
411 a written document from the subdivider/developer that all work is completed. Attached to this document  
412 the subdivider/developer's engineer shall prepare a statement that all sanitary sewers have been tested  
413 for exfiltration/infiltration and they have passed the requirements herein.

414  
415 (H) Guarantee of Work. The subdivider/developer shall warrant and guarantee (and post bond or other  
416 security) that the improvements provided for hereunder, and every part thereof, will remain in good  
417 condition for a period of one year after the date of the construction completion inspection report by the  
418 City Inspector and shall agree to make all repairs to and maintain the improvements and every part  
419 thereof in good condition during that time with no cost to the City.

420  
421 It is further agreed and understood that the determination for necessity of repairs and maintenance of the  
422 work rests with the City Inspector. His decision upon the matter shall be final and binding upon the  
423 subdivider/developer, and the guarantee hereby stipulated shall extend to and include, but shall not be  
424 limited to, the entire street base and all pipes, joints, valves, backfill and compaction, as well as the  
425 working surface, curbs, gutters, sidewalks, and other accessories that are or may be affected by the  
426 construction operations, and whenever, in the judgment of the City Inspector, said work shall be in need  
427 of repairs, maintenance, or rebuilding, he shall cause a written notice to be served to the  
428 subdivider/developer, and thereupon the subdivider/developer shall undertake and complete such repairs,

429 | maintenance, or rebuilding. If the subdividerdeveloper fails to do so within 10 days from the date of  
430 | service of such notice, the City Inspector shall have such repairs made, and the cost of such repairs shall  
431 | be paid by the subdividerdeveloper, together with 15 percent in addition thereto as and for stipulated  
432 | damages for such failure on the part of the subdividerdeveloper to make the repairs.  
433

434 (I) Acceptance of Materials. Material such as, but not limited to, bituminous products, Portland cement,  
435 | steel, pipe gaskets, joints filler, fire hydrants and other similar commercially produced products will be  
436 | accepted by the City upon submission by the subdividerdeveloper of a supplier certification that the  
437 | material meets specifications. These materials shall not be incorporated into the project until such  
438 | certification has been received and approved in writing by the City Inspector.  
439

440 (J) Samples and Tests. Materials, equipment, and workmanship shall be subject to sampling or testing by  
441 | the City. At the option of the Inspector, materials shall be subject to tests and inspection before such  
442 | materials are used in the work. Representative preliminary samples of the character and quality  
443 | prescribed shall be submitted without charge by the contractor or producer of materials to be used in the  
444 | work in sufficient quantities or amounts for testing.  
445

446 All tests of materials furnished by the contractor shall be made in accordance with the commonly  
447 | recognized standards of national technical organizations and such special methods and tests as are  
448 | prescribed herein.  
449

450 (K) General.

451  
452 (1) Approval of plans and specifications by the City Engineer on a submitted project will extend for a  
453 | period of six months. If no work has been performed on such project within a period of six months  
454 | following initial approval, the plans must be resubmitted and become subject to reapproval under the  
455 | latest City standards and specifications.  
456

457 (2) Final acceptance of any or all work is contingent upon (a) an on-the-site inspection as the work  
458 | progresses, (b) a reproducible "as-built" plan having been submitted, and (c) a final inspection of the site.  
459

460 (3) All utilities, private or publicly owned, shall be placed underground unless otherwise approved or  
461 | specified by the City. This will include, but not be limited to, telephone, gas, electric power, water, sewer,  
462 | storm drains, etc. These underground utilities shall be installed before the surfacing of the streets and  
463 | installation of road base, curb and gutter, sidewalks, etc.  
464

465 (4) It is the sole responsibility of the contractor to:

466 (a) Secure any and all permits required for completion of the project.

467 (b) Provide for the safety and protection of all those engaged in the project, not allowing any unsafe  
468 | conditions to exist.  
469

470 (c) Acquire materials and produce workmanship which conforms to the City standards and specifications.  
471 | Substandard installations and materials are subject to removal and replacement at the contractor's  
472 | expense.  
473

474 (d) Have all work performed in a manner acceptable by the City Inspector.  
475

476 (5) No project can receive final approval until the workmanship and materials are in compliance with City  
477 | standards and specifications. This includes accurate and proper placement of survey monuments and  
478 | acceptable clean-up of area.  
479  
480  
481

482 (6) All items not mentioned within these standards and specifications related to road work will be  
483 performed in accordance with the most recent edition of "State of Utah Standard Specifications for Road  
484 and Bridge Construction" by the State Road Commission.  
485

486 (7) The burden of proof to justify any variance to the standards and specifications contained herein shall  
487 be at the expense of the petitioner. Final acceptance will be by the City Engineer.  
488

489 (8) Adoption of these standards and specifications in no way alleviates the responsibility of the  
490 subdivider/developer to practice good sound engineering and construction practices in all phases of his  
491 work. It is the intent of these standards and specifications to provide uniformity, continuity and eventual  
492 lessening of unnecessary maintenance expenses to the City.  
493

494 (9) Where these standards and specifications are in conflict with adopted City ordinances, the most  
495 restrictive will apply.  
496

497 (10) These standards and specifications are subject to revision, modification, additions or changes  
498 without notice, by reference to the subdivision ordinance and approval by the majority of the City Council.  
499 [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Ord. 08-02 § 31; Ord. 05-12; amended 1997;  
500 Code 1971 § 8-2-2.]  
501

#### 502 **8.10.030 Security of performance.** 503

504 (A) A subdivision plat shall not be recorded until the subdivider/developer shall have furnished to the City  
505 a security of performance, acceptable to the City and as set forth below, in an amount set by the City  
506 Engineer and equal to ~~at least 1.1 times~~ the reasonable value of unfinished improvements required  
507 herein. The security of performance required by this section, and at the City's discretion, may be  
508 furnished by any of the following methods:  
509

510 (1) By providing a surety or cash bond in the amount specified herein and conditioned upon payment by  
511 the subdivider/developer of all expenses incurred for labor or material used in the construction of required  
512 improvements.  
513

514 (2) By depositing the specified amount of cash in a bank account to which the City alone has access, but  
515 only in the event it becomes necessary, in order to complete, repair or replace the improvements as set  
516 forth below.  
517

518 (3) By depositing the specified amount of cash in a supervised bank account to which the  
519 subdivider/developer has access, with the approval and signature of the City, which funds shall be used to  
520 pay for the subdivision improvements as construction is completed and evidence that no liens have been  
521 placed on the construction project. In the event it becomes necessary for the City to foreclose on the  
522 security of performance and move to complete, repair or replace the improvements as set forth below,  
523 then the City shall have access to said supervised bank account for the purpose of completing, repairing,  
524 or replacing improvements without the necessity of obtaining the approval of the subdivider/developer.  
525

526 (4) By any other method that is acceptable to the City, provided that the City's interests in assuring that  
527 the work required herein is paid for, inspected and completed in conformance with City standards are  
528 protected.  
529

530 (B) The security of performance required by this section is to assure the City that all improvements are  
531 constructed in conformance with all relevant City ordinances, regulations, and standards, and to assure  
532 the City that all expenses incurred for labor or material used in the construction of the same are paid for  
533 by the subdivider/developer. Further, the City ~~may shall~~ retain 10 percent of the security of performance  
534 guarantee provided by the subdivider/developer until one year following the final inspection by the Building  
535 Official/City Engineer.

536  
537 (C) In the event construction of the public improvements is not completed or is not completed in a  
538 satisfactory manner one year from the date the final plat was approved by the City Council, the City may  
539 proceed to install the improvements in a satisfactory manner at the subdivider/developer's expense by  
540 foreclosing on the subdivider/developer's security of performance held by the City.

541  
542 In the event the public improvements fail to meet the standards as set forth in the subdivider/developer's  
543 written guarantee, the City shall so notify the subdivider/developer who shall be given a reasonable time to  
544 repair or otherwise correct as requested. The City may proceed to repair or replace the unsatisfactory  
545 improvements at the subdivider/developer's expense by foreclosing on any security of performance still  
546 held by the City; and, in addition, the City may avail itself of any other remedy provided to it under the  
547 laws of the state of Utah and of the City of Syracuse. In addition to any other remedies stated herein, the  
548 city shall not approve additional phases for development if the subdivider/developer has not completed  
549 improvements in a satisfactory manner within one year from the date of final plat approval. [Ord. 13-02 §  
550 1 (Exhibit); Ord. 05-12; Code 1971 § 8-2-3.]

551  
552 **8.10.040 Fee payment.**

553  
554 All fee schedules shall be established by the City Council by means of a resolution. Such fee schedules  
555 and the periodic adjustments thereof shall be a part of this title by reference (see Resolution R97-3). [Ord.  
556 13-02 § 1 (Exhibit); Ord. 08-02 § 32; amended 1997; Code 1971 § 8-2-4.]

557  
558 **8.10.050 Parks, open space, and other public spaces.**

559  
560 ~~(A) Location of Parks and Other Public Spaces. The City shall require-maintain a level of service for~~  
561 ~~community parks a minimum of 4.95 acres of property for parks or other public spaces for every 1,000~~  
562 ~~population throughout the city in accordance with the adopted Syracuse City, Parks, Trails & Recreation~~  
563 ~~Impact Fee Analysis. The location of parks shall be determined by the City as identified in the Syracuse~~  
564 ~~City gGeneral pPlan and Park Improvement Plan, as adopted. Subdivider/Developers will be required to~~  
565 ~~work with the City to obtain park property within the development where placement of parks have been~~  
566 ~~identified within the subject development property or area.~~

567  
568 ~~(B) Park Purchase Fee. In order for the City to obtain property for parks and other public spaces, the~~  
569 ~~subdivider shall contribute to the City 6.6 percent of the appraised value of land being developed, which~~  
570 ~~shall be used to purchase property for parks and other public spaces in the City. This assessment shall~~  
571 ~~be made on each phase of development. The City may require the subdivider to donate 6.6 percent of the~~  
572 ~~property being developed should the City desire a park or other public space in that location. The amount~~  
573 ~~of the park purchase fee shall be determined from a third party MAI (Member of the Appraisal Institute)~~  
574 ~~designated appraisal requisitioned yearly by the City. The subdivider shall pay a nominal fee as~~  
575 ~~determined by the City Council to defray the cost of the appraisal. The subdivider may accept the City's~~  
576 ~~MAI appraisal or may procure and submit to the City an MAI appraisal of the subdivision property. [Ord.~~  
577 ~~13-18 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 11-10 § 1; Ord. 08-02 § 33; Ord. 02-19; Code 1971 § 8-2-5.]~~

578  
579 **8.10.060 Adjacent streets.**

580  
581 It shall become the responsibility of the subdivider/developer to complete all of the necessary public  
582 improvements on streets adjacent to his proposed development. This shall include reasonable  
583 landscaping of park strips, as approved by the city, when a new street placed is adjacent to an existing  
584 lot, which becomes a corner lot because of placement of the road. This shall be done at the  
585 subdivider/developer's sole expense. [Ord. 13-02 § 1 (Exhibit); Ord. 03-25; Code 1971 § 8-2-6.]

586  
587 **8.10.070 Relation to adjoining street systems.**

589 The arrangement of streets in new subdivisions shall make provision for the continuation of the existing  
590 streets in adjoining areas (or their proper protection where adjoining land is not subdivided) at the same  
591 or greater width (but in no case less than the required minimum width) unless the variations are deemed  
592 necessary by the Planning Commission for public requirements. Stub streets shall be provided in  
593 accordance with the Master Street Plan. The developer shall provide stub streets at a minimum of one  
594 access every 1,320 feet, or as otherwise necessary for the alignment with existing streets in other  
595 developments.

596  
597 Street access for new subdivisions shall be established by using the AASHTO Traffic Design Manual  
598 calculation of 7.5 seconds of travel time between street accesses onto existing roadways (which  
599 calculated would be 385 feet at 35 mph) unless otherwise recommended by the Planning Commission.  
600 The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining  
601 property when they plat their land and seek to provide for convenient access to it. Where, in the opinion of  
602 the Planning Commission, it is desirable to provide for street access to adjoining property, proposed  
603 streets shall be extended by dedication to the boundary of such property. Half streets along the boundary  
604 of land proposed for subdivision will not be permitted. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code  
605 1971 § 8-2-7.]

#### 606 607 **8.10.080 Street lights.**

608  
609 The placement of streetlights shall be included as part of the subdivision development.  
610 SubdividerDevelopers shall be responsible to install, or have installed, streetlights in accordance with  
611 adopted construction specifications.

612  
613 Placement of streetlights shall be at each intersection within the development and at the end of each cul-  
614 de-sac, providing that the end of the cul-de-sac is at least 400 feet from the entrance thereof. For cul-de-  
615 sac lengths in excess of 400 feet with a dogleg street bend of 45 degrees or greater, the  
616 subdividerdeveloper shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition  
617 to the streetlight at the end of the cul-de-sac. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-8.]

#### 618 619 **8.10.090 Irrigation water.**

620  
621 In the City, each acre of irrigable property requires roughly four acre feet (four a.f.) of water annually  
622 during normal water years.

623  
624 (A) Residential Subdivisions. A subdividerdeveloper shall convey to the City water rights that have been  
625 customarily used on the property to be developed that are usable by and acceptable to the City to provide  
626 three a.f. for each acre or part thereof within a residential subdivision. In the event there are no owner  
627 water rights on property to be developed, the subdividerdeveloper shall obtain and convey water rights  
628 acceptable and usable by the City.

629  
630 (B) Nonresidential Subdivisions. A subdividerdeveloper shall convey to the City water rights that have  
631 been customarily used on the property to be developed that are usable by and acceptable to the City to  
632 provide four a.f. for each irrigable acre or part thereof within a nonresidential subdivision. In the event  
633 there are no owner water rights on property to be developed, the subdividerdeveloper shall obtain and  
634 convey water rights acceptable and usable by Syracuse City. The developer is not required to convey  
635 water rights for acreage of asphalt or other nonpermeable surfaces.

636  
637 (C) Exceptions for Redevelopment of Property. Notwithstanding subsections (A) and (B) of this section, if  
638 the proposed subdivision is on one or more currently landscaped lots, the City Council will waive  
639 conveyance of water rights if the subdividerdeveloper establishes by clear and convincing evidence that:

640  
641 (1) Water rights acceptable and usable by the City were previously conveyed as a condition of a prior  
642 subdivision approval which included that property; or

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(2) The City's secondary water system is already serving the currently landscaped lot(s), and the proposed subdivision will decrease the current burden on the City's secondary water system.

(D) Exceptions for Residential Subdivisions. The City Engineer may accept reduced water rights for residential subdivisions in consideration of manmade lakes and ponds to be constructed as part of the subdivision under the following conditions:

(1) Lake(s) or pond(s) must be one acre in size or greater measured at the design water surface elevation;

(2) Lake(s) or pond(s) shall be designated as open space and shall be preserved and maintained by a homeowners' association in compliance with City code;

(3) City culinary and secondary irrigation water systems shall not be used to fill or maintain water level of lake(s) or pond(s);

(4) Developer shall provide proof of construction approval from applicable agencies and water rights sufficient to maintain designed mean water elevation;

(5) In the event that the homeowners' association seeks to convert the lake(s) or pond(s) to an alternate use, sufficient water shares shall be submitted to the City prior to any approval of conversion.

(E) Conveyances to Cease Upon Excess Supply. Every five years the Public Works Director shall determine whether the City's existing available water interests exceed the water interests needed to meet the amount of water needed in the next 40 years by the persons within the City's projected service area based on projected population growth and other water use demand ("reasonable future water requirements"). Should the Director conclude that available water interests exceed the reasonable future water requirements of the public, the Public Works Director shall notify the City Council and the City Council shall act to cease conveyance of water shares according to this section until existing available water interests no longer exceed the reasonable future water requirements. [Ord. 13-07 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 12-25 § 1; Ord. 04-23; Code 1971 § 8-2-9.]

**8.10.100 Extension of public work facilities.**

The extensions of any City public works facilities, including but not limited to roads, bridges, storm drains, water mains, sewer lines, and secondary water systems, shall be installed by the subdivider/developer of any subdivision. There shall be no consideration or return to the subdivider/developer within this area. The City, however, will consider cost sharing on any water or sewer lines in excess of eight inches in diameter in the event the City desires to participate for future planning purposes. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-10.]

**8.10.110 Second access required.**

Providing for emergency response, all subdivisions having more than 35 homes shall have a minimum of two ingress/egress roads, except that other acceptable alternatives for emergency accesses can be made and approved by both the Planning Commission and City Council. [Ord. 13-02 § 1 (Exhibit); Ord. 05-12; Code 1971 § 8-2-11.]

**8.10.120 Mandatory use of City water, secondary water and sewer systems.**

All subdivisions located within the corporate boundaries of the City of Syracuse shall be required to connect to the water and sewer systems of the City, any ordinance or resolution to the contrary notwithstanding. The City Council hereby expressly finds the requirements of this section and SCC

697 8.10.090 to be in the best interests of the City and to promote the public health, safety, and general  
698 welfare of the residents thereof. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-12.]  
699

700 **8.10.130 Appeals.**  
701

702 Any applicant, member of the Planning Commission and/or property owner within 1,000 feet of proposed  
703 subdivision property shall have the right to appeal the action of the Planning Commission to the City  
704 within five days of the date of such action. Any action taken and not appealed within said five days shall  
705 be final. When a written appeal is received by the City within five days of the time the action was taken,  
706 the City will publish notice of an appeal hearing 15 days prior to the scheduled date by posting the notice  
707 thereof at three public places within the City. Action by the City Council will be final. [Ord. 13-02 § 1  
708 (Exhibit); Ord. 02-19; Code 1971 § 8-2-13.]  
709

710 **8.10.140 Written agreements.**  
711

712 When and as written agreements are deemed to be necessary for the protection and understanding of all  
713 parties concerned, then they shall be entered into by all parties concerned, i.e., to cover areas of concern  
714 not specifically addressed by the subdivision ordinance or other requirements of the City, and shall be  
715 submitted with the final plats to the Planning Commission and the City Council.  
716

717 (A) Payback Agreement.  
718

719 | (1) The City may enter into a payback agreement with a subdividerdeveloper who installs improvements  
720 or facilities for water, secondary water, land drains, storm sewer, roads, or parks, where the  
721 improvements installed extend, expand, or improve the City's water, secondary water, land drains, sewer,  
722 storm sewer, roads, or parks, beyond the improvements required to service or benefit the subdivision or  
723 development proposed by the subdividerdeveloper or where a subdividerdeveloper installs improvements  
724 due to the layout or ownership of the land that benefit another landowner or subdividerdeveloper who  
725 would or should in equity normally pay a portion of the improvements. The payback agreement is not  
726 mandatory, but may be used at the option of the City upon approval of the payback agreement by the City  
727 Council.  
728

729 | (2) The dollar amount of the payback to the subdividerdeveloper shall be solely determined by the City  
730 under the direction of the City Engineer after consideration of the portion of the improvements or facilities  
731 installed that benefit the subdividerdeveloper's development, and the portion of the improvements or  
732 facilities that are specifically oversized or installed to provide for future development or benefit other  
733 landowners or future subdividerdevelopers.  
734

735 | (3) The City shall, in all cases, be immune and not liable for any payments to the subdividerdeveloper if  
736 the payback agreement is determined to be unenforceable or if the City is not able to collect from future  
737 subdividerdevelopers. At the time a payback agreement is entered into with a subdividerdeveloper, the  
738 City shall record a notice against the benefited property with the county recorder's office, which notice  
739 shall inform the benefited landowners that at such time as they develop the benefited property they will be  
740 required to pay for a portion of the improvements previously installed.  
741

742 (4) The payback agreement shall not confer a benefit upon any third party and shall be in a form  
743 approved by the City Administrator or his designee. The responsibility for payment of the required  
744 improvements or facilities shall rest entirely with the subdividerdeveloper.  
745

746 (5) The payback agreement shall expire 10 years from the date of the payback agreement or at such time  
747 as the subdividerdeveloper has recovered the costs specified in the payback agreement, whichever  
748 comes first.  
749

750 (6) If any part of this title is found to be invalid by a court of competent jurisdiction, or if the Legislature of  
751 the state of Utah should pass a law which would invalidate any portion of this title, all parties to the  
752 payback agreement shall be released from further responsibility thereunder and shall be relieved from  
753 any and all responsibility thereunder. [Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Code 1971 § 8-2-14.]  
754

755 **8.10.150 Guidelines and checklists.**  
756

757 The City is hereby authorized and empowered to promulgate by way of resolution certain guidelines  
758 and/or checklists relative to this title. These materials shall be provided to any interested person upon  
759 request and upon payment of a fee specified by the City. These materials shall be for instructional  
760 purposes only and represent an attempt to aid those seeking to comply with this title. In the event any  
761 conflict arises between such guidelines and this title or other regulations, resolutions or policies of the  
762 City, then said ordinances, resolutions, regulations, or policies shall be deemed controlling and all  
763 questions shall be resolved in their favor. [Ord. 13-02 § 1 (Exhibit); Ord. 08-02 § 34; amended 1997;  
764 Code 1971 § 8-2-15.]  
765

766 **8.10.160 Fees and recording.**  
767

768 (A) Utility connection fees and service assessments will be the established rate at the time application is  
769 made.  
770

771 (B) Recording fees will be the established rate at the time recording is made. [Ord. 13-02 § 1 (Exhibit);  
772 Ord. 02-19; Code 1971 § 8-2-16.]  
773

774 **8.10.170 Issuance of building permit.**  
775

776 (A) The following requirements shall be met prior to issuance of any building permit within a subdivision:  
777

778 (1) All required fencing installed as a condition of subdivision approval in compliance with Syracuse City  
779 zoning ordinance;  
780

781 (2) All water and sewer and drainage systems installed, inspected and tested;  
782

783 (3) All curb and gutter installed;  
784

785 (4) A minimum of eight inches of road base in place and graded;  
786

787 (5) All lots within the subdivision rough graded so that weeds and other vegetation can be maintained by  
788 the contractor.  
789

790 (B) Contractors will be responsible to see that all construction materials and/or debris are continuously  
791 secured or removed from construction site in accordance with Chapter 6.10 SCC, Property Maintenance  
792 Regulations. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-17.]  
793

794 **8.10.180 Occupancy of a dwelling.**  
795

796 All structures used for the purpose of residential dwelling shall meet the following guidelines prior to  
797 occupancy:  
798

799 (A) All underground off-site improvements properly installed and operational as approved by Syracuse  
800 City.  
801

802 (B) All required asphalt or concrete hard surface roadway installed and completed throughout the entire  
803 phase in which the dwelling is located in accordance with Syracuse City design standards. In the event

804 that hard surface paving cannot be properly installed due to weather related circumstances, the  
805 subdivider/developer may petition the City Council for conditional occupancy providing the following  
806 guidelines are met:

- 807
- 808 (1) Roadbase installed in accordance with Syracuse City design standards.
- 809
- 810 (2) Subdivider/Developer must maintain all roadbase surfaces providing for adequate vehicular  
811 accessibility. The subdivider/developer shall provide for services which will not be available due to the  
812 absence of paving.
- 813
- 814 (3) Required asphalt or concrete hard surface roadway shall be installed and completed as soon as  
815 weather related circumstances change or as directed by Syracuse City. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
816 19; Code 1971 § 8-2-18.]

817  
818 **8.10.190 Subdivision phases.**

819  
820 A subdivision containing more than 36 lots shall be planned in subsequent phases and must follow the  
821 following requirements:

- 822
- 823 (A) The sketch-preliminary plan must show the placement, numbering and boundaries of the phases  
824 within the subdivision.
- 825
- 826 (B) Any future alteration or deviation from the original sketch-preliminary plan will require the submittal of  
827 an amended sketch-preliminary plan.
- 828
- 829 (C) Design of each phase must be consistent with the Syracuse City's general plan and this title.
- 830
- 831 (D) Phases must be completed in such a manner as to provide sufficient services to existing and future  
832 development.
- 833
- 834 (E) Phase and lot numbering must be sequential and consistent to that approved in the sketch-preliminary  
835 plan. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-19.]

836  
837 **8.10.200 Residential driveways.**

838  
839 The arrangement of residential driveways on proposed subdivision lots fronting a collector or arterial  
840 street will be directed by the City Planning Commission. Driveways fronting collector or arterial streets will  
841 be constructed to allow semi-circular, pull-through, or hammerhead pull-out residential driveways. [Ord.  
842 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-20.]

843  
844 **8.10.210 Severability.**

845  
846 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
847 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
848 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
849 [Ord. 13-02 § 1 (Exhibit).]

850  
851 **Chapter 8.15**  
852 **PUBLIC IMPROVEMENTS**

- 853
- 854 Sections:
- 855 8.15.010 Design standards.
- 856 8.15.020 Local minimum standards and specifications.
- 857 8.15.030 Other general standards.

858 8.15.040 Severability.  
859 8.15.010 Design standards.  
860 The design of the final subdivision plat in relation to streets, blocks, lots, open spaces and other design  
861 factors shall be in harmony with design standards recommended by the Planning Commission and by  
862 other departments and agencies of City government. Design standards shall be approved by the City  
863 Council and shall include provisions as follows which are hereby approved by the City Council:  
864  
865 (A) Blocks shall not exceed 1,320 feet in length.  
866  
867 (B) Dead-end streets, which exceed one ~~hundred fifty (150) feet lot depth~~ in length, shall have a 40-foot  
868 radius temporary turnaround area at the end. The turnaround shall have an all-weather surface  
869 acceptable to the City.  
870  
871 (C) Blocks shall be wide enough to adequately accommodate a minimum of two lots.  
872  
873 (D) Dedicated walkways through the block may be required where access is necessary to a point  
874 designated by the Planning Commission. Such walkways shall be a minimum of six feet in width, but may  
875 be required to be wider where determined necessary by the Planning Commission. The  
876 ~~subdivider/developer~~ shall surface the full width of the walkway with a concrete surface, install a chain link  
877 fence or its equal at least four feet high on each side and the full length of each walkway and provide, in  
878 accordance with the standards, rules, and regulations, barriers at each walkway entrance to prevent the  
879 use of the walkway by any motor vehicle or by any nonmotorized vehicle wider than four feet.  
880  
881 (E) Blocks intended for business or industrial use shall be designated specifically for such purposes with  
882 adequate space set aside for off-street parking and delivery facilities.  
883  
884 (F) The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for  
885 buildings, and be properly related to topography, to the character of surrounding development and to  
886 existing requirements.  
887  
888 (G) All lots shown on the preliminary and final plats must conform to the minimum requirements of the  
889 zoning ordinance for the zone or proposed zone in which the subdivision is located, and to the minimum  
890 requirements of the county board of health for water supply and sewage disposal.  
891  
892 (H) Each lot shall abut on a street shown on the subdivision plat or on an existing publicly dedicated  
893 street. Double frontage lots shall be prohibited except where unusual conditions make other designs  
894 undesirable.  
895  
896 (I) Side lines of lots shall be approximately at right angles, or radial to the street lines.  
897  
898 (J) In general, all remnants of lots below minimum size must be added to adjacent lots, rather than  
899 allowed to remain as unusable parcels.  
900  
901 (K) Subdivision boundaries shall include all property; no protection or holding strips will be allowed. All  
902 improvements shall be installed to the boundary of the subdivision.  
903  
904 (L) Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround)  
905 shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround.  
906 Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter, measured to  
907 the property lines.  
908  
909 ~~Exceptions to the maximum length of a cul-de-sac may only be granted by the City Council, after~~  
910 ~~receiving a positive or negative recommendation from the Planning Commission for an exception. In order~~  
911 ~~to recommend an exception, the Planning Commission must conclude that:~~

912  
913 ~~(1) An exception is necessary to maximize the approved uses for the property allowed by zoning and the~~  
914 ~~general plan; and~~  
915  
916 ~~(2) Existing geographic barriers or existing developments prevent a subdivider from creating a street with~~  
917 ~~more than one outlet; and~~  
918  
919 ~~(3) Failure to create a cul-de-sac longer than 500 feet will result in islands of undevelopable property~~  
920 ~~surrounded by developed property.~~  
921  
922 ~~In cases where an exception to the 500-foot maximum cul-de-sac length is warranted, the subdivider shall~~  
923 ~~provide the following prior to approval:~~  
924  
925 ~~(1) Written approval from Syracuse Police, Fire, and Public Works Departments.~~  
926  
927 ~~(2) Looped water main providing a two-way feed.~~  
928  
929 ~~(3) "Dead End" signage.~~  
930  
931 ~~(4) Street light at the end of the cul-de-sac.~~  
932  
933 ~~(5) Secondary emergency access and/or road width as required by the Fire Department.~~  
934  
935 ~~(6) Snow storage location at the end of cul-de-sac, unobstructed by hydrants, streetlights, utilities,~~  
936 ~~mailboxes, trees, structures, parking lots, etc.~~  
937  
938 (M) When a dead-end street reaches its maximum block length of 1,320 feet, it shall not be extended  
939 except to connect to another street which provides a second point of independent access.  
940  
941 (N) Private streets shall only be permitted in PRD and cluster subdivisions. Private streets shall meet the  
942 minimum construction standards established for publicly dedicated streets with the standard right-of-way  
943 requirement. Pavement widths less than 35 feet may be permitted, when the private street ties into a  
944 minor collector street or greater, and does not terminate in a cul-de-sac. Private streets shall be  
945 perpetually maintained by a professionally managed homeowners' association as established within an  
946 approved development agreement. The purpose of a private street is not to provide a street which is  
947 substandard in construction to public streets, but one that allows for private gated access and  
948 maintenance for the exclusive use and benefit of the residents residing on said private street. [Ord. 13-02  
949 § 1 (Exhibit); Ord. 12-10 § 1; Ord. 03-10; Code 1971 § 8-3-1.]  
950  
951 8.15.020 Local minimum standards and specifications.  
952 Standards for design, construction specifications, and inspection of street improvements, curbs, gutters,  
953 sidewalks, storm drainage and flood control facilities shall be prepared by the City Engineer; standards for  
954 water distribution and sewage disposal facilities by the Board of Health; and similar standards for fire  
955 protection by Insurance Services Office. All ~~subdividers-developers~~ shall comply with the standards  
956 established by such departments and agencies. These standards in addition to the general standards  
957 listed below shall be used by all ~~subdivider-developers~~. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code  
958 1971 § 8-3-2.]  
959  
960 8.15.030 Other general standards.  
961 (A) Irrigation Ditches and Canals. Open ditches or canals shall not be allowed within a subdivision or  
962 within an existing street right-of-way adjacent to a subdivision. The ~~subdivider-developer~~ shall work with  
963 the irrigation, drainage or ditch companies, or other private ditch owner to determine:  
964  
965 (1) Methods of covering, realigning or eliminating ditches or canals.

966  
967 (2) The size of pipe and culverts required.  
968  
969 (3) The responsibility for the periodic inspection, cleaning and maintenance of such ditches, pipes and  
970 culverts.  
971  
972 In any case where canals or ditches are within public or proposed public rights-of-way, specifications and  
973 grades for pipe or culvert must be approved by the City Engineer.  
974

975 | When an irrigation ditch or canal is adjacent to subdivision development the subdivider/developer must  
976 construct a continuous chain link fence on the property line of at least five feet in height.  
977

978 | (B) Buffering. In addition to fencing ditches and canals the subdivider/developer shall be required to  
979 provide adequate buffering as outlined in the City's zoning ordinance. [Ord. 13-02 § 1 (Exhibit); amended  
980 1997; Code 1971 § 8-3-3.]  
981

982 | (C) Trees. Wherever feasible and practical and upon recommendation of the City Forester, the developer  
983 shall incorporate existing landscape features, especially established trees, into the design of the  
984 subdivision.  
985

986 8.15.040 Severability.

987 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
988 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
989 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
990 [Ord. 13-02 § 1 (Exhibit).]  
991

## 992 **Chapter 8.20**

### 993 | **SUBDIVISION ~~SKETCH (CONCEPT)~~ PLAN**

994  
995 Sections:

996 8.20.010 Procedures and requirements for submission.

997 8.20.020 Feasibility report.

998 8.20.030 Sketch plan approval.

999 8.20.040 Severability.

1000

#### 1001 **8.20.010 Procedures and requirements for submission.**

1002

1003 Submit four standard 22-inch by 34-inch copies, one reduced to 11-inch by 17-inch (one-half scale) copy  
1004 plus one PDF copy of a sketch-concept plan to the Planning Commission/Development Review  
1005 Committee for review and discussion of plan and general scope and conditions. The plan must be  
1006 submitted at least two weeks prior to the next regularly scheduled meeting of the Planning  
1007 Commission/Development Review Committee and shall include the following items:  
1008

1009

(A) The proposed name of the subdivision.

1010

1011 | (B) The adjacent property boundaries under the control of the subdivider/developer together with the  
1012 boundaries of the proposed subdivision, showing all streets serving property proposed for subdividing.  
1013

1014

(C) Approximate number of lots proposed and street layout indicating general scale dimensions of lots.  
1015 The scale shall not be less than one inch equals 100 feet.

1016

(D) Approximate total acreage of the development as well as size of the individual lots.

1017

1018

- 1019 (E) Location of all irrigation, waste water drain channels, and all existing utilities within or adjoining the  
1020 proposed subdivision.  
1021  
1022 (F) Location of all subsurface or land drains within the boundaries of the proposed subdivision.  
1023  
1024 (G) Location and approximate acres of open space or parks within the subdivision.  
1025  
1026 (H) Vicinity map.  
1027  
1028 (I) Current zoning. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-4-1.]  
1029

1030 **8.20.020 Feasibility report.**  
1031

1032 | The subdivider/developer shall prepare and submit a development feasibility report that addresses the  
1033 following:  
1034

- 1035 (A) Proposed method of connecting to city utilities including, but not limited to, water, secondary water,  
1036 storm drain, sanitary sewer land drains, etc.  
1037  
1038 (B) Irrigation water rights to be conveyed to the city to meet the irrigation water requirements.  
1039  
1040 (C) Method and calculations for meeting the density requirements outlined in the City's zoning ordinance  
1041 | for ~~the zone where subdivision is located~~ Cluster or PRD subdivisions.  
1042  
1043 (D) Method of meeting the open space requirements outlined in SCC 8.10.050.  
1044  
1045 (E) Identification of any potential wetland areas within the subdivision and proposed method of dealing  
1046 with them.  
1047  
1048 (F) Estimated number of phases and the number of lots in each phase of the development.  
1049  
1050 (G) Method of meeting requirements for secondary access required by SCC 8.10.110. [Ord. 13-02 § 1  
1051 (Exhibit); amended 1997; Code 1971 § 8-4-2.]  
1052

1053 | **8.20.030 ~~Sketch plan approval~~ Concept Plan Review.**  
1054

1055 | ~~The Planning Commission, City Engineer and representatives of other City departments, as deemed~~  
1056 ~~necessary by the Zoning Administrator, shall review the sketch plan of the proposed subdivision. The~~  
1057 ~~developer and the Development Review Committee (DRC) shall review the Concept Plan of the proposed~~  
1058 ~~subdivision. The DRC will consist of the Community & Economic Development Director, City Planner,~~  
1059 ~~Public Works Director, City Engineer, Fire Marshal and may include representatives of other city~~  
1060 ~~departments, special service districts, county agency and others as deemed necessary by the DRC. The~~  
1061 ~~DRC shall provide notice to the Planning Commission and City Council of the Concept Review meeting in~~  
1062 ~~order to provide an opportunity for input to be relayed to the developer via the DRC. The DRC may~~  
1063 ~~schedule a site visit as part of their review.~~  
1064

1065 | The purpose of this meeting is to inform the developer of various city ordinances, standards, special  
1066 requirements and any other matters of concern to be considered in the preparation for the preliminary  
1067 plat. No binding commitments shall be made and no formal action by the Planning Commission or City  
1068 Council is required at this time. The intent of this concept review meeting is to provide a mutual exchange  
1069 of information, in an effort to avoid future problems and misunderstandings  
1070

1071 | Preliminary Plat must be submitted within six (6) months of Concept Review by the DRC.  
1072

~~The Planning Commission shall either approve, deny, or conditionally approve the plans or take action for the next regular meeting; provided, however, that the Planning Commission will serve notice of and hold a public hearing concerning the proposed subdivision before taking any action with respect thereto upon a determination that it is reasonably necessary and would be conducive to a correct and proper decision in the best interests of the City. Such notice shall be given at least 10 days before the proposed public hearing and shall be given by publishing it at least once in a newspaper having a general circulation within the City and by posting notice thereof in at least three public places within the City.~~

~~If the Planning Commission denies a sketch plan, the Planning Commission shall indicate its disapproval by written notice stating the reasons, in which case the applicant may appeal the decision to the City Council. Approval of sketch plans by the Planning Commission will extend for a period of one year. If work or subsequent action by the subdivider to proceed to preliminary plan review does not occur within the year following initial approval, the subdivider must resubmit the plans for reapproval under the latest City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); Ord. 11-02 § 1 (Exh. A); amended 1999; Code 1971 § 8-4-3.]~~

#### **8.20.040 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

### **Chapter 8.25**

#### **PRELIMINARY SUBDIVISION REVIEW**

Sections:

- 8.25.010 Preliminary plat.
- 8.25.020 Approval of preliminary plat.
- 8.25.030 Severability.

#### **8.25.010 Preliminary plat.**

The preliminary plat shall comply with the following requirements:

(A) Submission Requirement. Submit four standard 22-inch by 34-inch copies (see standard drawing No. 1), one reduced to 11-inch by 17-inch (one-half scale) copy, plus one PDF copy of the preliminary plat, ~~plan and profile sheets to the Planning Commission~~ for review at least two weeks prior to the next regularly scheduled meeting of the Planning Commission, in accordance with the Community Development submittal policy. Once a complete application has been received, the Community Development Department shall schedule a public hearing within a reasonable time in light of the complexity of the application, the number of other applications received, available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050. ~~The Planning Commission~~Community Development Director may~~shall~~, if ~~said copies a complete application is are~~ not so submitted ~~beforehand in a timely manner~~, postpone ~~its scheduling a public hearing for~~ consideration thereof until complete its next regularly scheduled meeting.

(B) General Information Required.

- (1) The proposed name of the subdivision.
- (2) The location of the subdivision, including the address of the section, township and range.
- (3) Date of preparation.

- 1127  
1128 (4) The location of the nearest bench mark and monument.  
1129  
1130 (5) The boundary of the proposed subdivision.  
1131  
1132 (6) Legal description of the subdivision and acreage included.  
1133  
1134 (7) Location, width and name of existing streets within 200 feet of the subdivision and of all prior platted  
1135 streets and other public ways, railroad and utilities rights-of-way, parks and other public open spaces,  
1136 permanent buildings and structures, houses or permanent easements, and section and corporate lines  
1137 within and adjacent to the tract.  
1138  
1139 (8) Easements for water, sewer, drainage, utility lines, fencing, and other appropriate purposes.  
1140  
1141 (9) The layout, number, area, and typical dimensions of lots, streets, and utilities.  
1142  
1143 (10) Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of  
1144 property owners in a subdivision including, but not limited to, sites to be reserved or dedicated for parks,  
1145 playgrounds, schools or other public uses.  
1146  
1147 (11) Current inset City map showing location of subdivision.  
1148  
1149 (12) Boundary lines of adjacent tracts of undivided land showing ownership.  
1150  
1151 (13) Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a  
1152 distance of at least 100 feet beyond the tract boundaries.  
1153  
1154 (14) Existing sewers, field drains, water mains, culverts or other underground facilities within the tract and  
1155 to a distance of at least 100 feet beyond the tract boundaries, indicating pipe size, grades, manholes and  
1156 exact location.  
1157  
1158 (15) Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments  
1159 within the tract and to a distance of at least 100 feet beyond the tract boundaries.  
1160  
1161 (16) Contours at two-foot intervals for predominate ground slopes within the subdivision between level  
1162 and ten percent, and five-foot contours for predominate ground slopes within the subdivision greater than  
1163 10 percent.  
1164  
1165 (17) The plat shall be drawn to a scale of not less than one inch equals 100 feet and shall indicate the  
1166 base of bearing true north.  
1167  
1168 | (18) The subdivider/developer's detailed plan for protecting future residents of his development from such  
1169 hazards as open ditches, canals or waterways, nonaccess streets, open reservoirs or bodies of water,  
1170 railroad rights-of-way and other such features of a potentially hazardous nature located on, crossing,  
1171 | contiguous or near to the property being subdivided, with the exception that the subdivider/developer's  
1172 plan need not cover those features which the Planning Commission determines would not be a hazard to  
1173 life and/or where the conforming structure designed to protect the future residents would itself create a  
1174 | hazard to the safety of the public. The foregoing does not relieve the subdivider/developer of the duty to  
1175 investigate all possible means of protecting future residents from a potential hazard before a  
1176 determination is made that the only conceivable means of protection is potentially more hazardous than  
1177 the hazard itself.  
1178  
1179 (19) Location of existing and proposed land drains. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1180 1997; Code 1971 § 8-5-1.]

1181  
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**8.25.020 Approval of preliminary plat.**

~~The Planning Commission, City Engineer and representatives of other interested City departments, as deemed necessary by the Zoning Administrator, shall review the preliminary plat and visit the site of the proposed subdivision. Following this investigation, and after receipt of the City Engineer's written comments and recommendations, the Planning Commission shall either approve, reject, conditionally approve or table action for the next regular meeting.~~

Members of the Development Review Committee shall prepare reports of compliance with City ordinance for the Planning Commission. Following this investigation and after the holding a duly noticed public hearing, the Planning Commission shall recommend approval of the preliminary plat as submitted or modified, or recommend disapproval by indicating findings for the disapproval. The Planning Commission may also table recommendation of the Preliminary Plat for the purpose of obtaining additional information, or to allow the developer to modify the plat submittal.

~~If the preliminary plat is disapproved, the Planning Commission shall indicate its disapproval by written notice stating the reasons for disapproval.~~

Upon receipt of the Planning Commission recommendation on the Preliminary Plat, the City Council shall hold a public meeting to review the Preliminary Plat. The City Council shall approve the preliminary plat as submitted or modified, or deny the preliminary plat by indicating findings for disapproval. The City Council may also remand the preliminary plat to the Planning Commission for further review.

~~Planning Commission~~City Council approval of the preliminary plat shall authorize the ~~subdivider~~developer to proceed with preparation of the final plat. Approval of preliminary plats by the ~~Planning Commission~~City Council will extend for a period of one year. If work or subsequent action by the ~~subdivider~~developer to proceed to final plan review does not occur within the year following initial approval, the plan must be resubmitted and become subject to reapproval under the latest City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code 1971 § 8-5-2.]

**8.25.030 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

**Chapter 8.30  
FINAL SUBDIVISION REVIEW**

- Sections:
- 8.30.010 Final plat.
  - 8.30.020 Final plan and profile.
  - 8.30.030 Final approval.
  - 8.30.040 Severability.

**8.30.010 Final plat.**

1235 The final plat must be prepared by a licensed land surveyor on a sheet of approved tracing with  
1236 permanent black ink and shall be prepared in accordance with the requirements of this title. The plat shall  
1237 be 19-inch by 30-inch and shall have a one-and-one-half-inch border on the left and a one-half-inch  
1238 border on the three remaining sides. The top of the plat shall be either north or east, whichever  
1239 accommodates the drawing best.

1240  
1241 The plat shall show:

1242  
1243 (A) The name of the subdivision, which name must be approved by the Planning Commission and county  
1244 recorder.

1245  
1246 (B) Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries,  
1247 streets, alleys, easements, areas to be reserved for public use and other important features.

1248  
1249 (C) An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in  
1250 feet and hundredths.

1251  
1252 (D) The street address for each lot. Each street address shall be assigned by the City to be consistent  
1253 with the current numbering scheme.

1254  
1255 (E) True angles and distances to the nearest established street lines or official monuments which shall be  
1256 accurately described in the plat and shown by appropriate symbol.

1257  
1258 (F) Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.

1259  
1260 (G) The accurate location of all monuments to be installed shown by the appropriate symbol. All United  
1261 States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to  
1262 the property shall be preserved in precise position.

1263  
1264 (H) The dedication to the City of all streets, highways and other public uses and easements included in  
1265 the proposed subdivision.

1266  
1267 (I) Street monuments shall be shown on the final plat as are approved by the City Engineer. Standard  
1268 precast monuments will be furnished by the subdivider/developer and placed as approved.

1269  
1270 (J) Pipes or other such iron markers shall be shown on the plat.

1271  
1272 (K) Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the  
1273 purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all  
1274 property owners.

1275  
1276 (L) All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on final plat shall pose to  
1277 an accuracy of not less than one part in 5,000.

1278  
1279 (M) Location, function, ownership and manner of maintenance of common open space not otherwise  
1280 reserved or dedicated for public use.

1281  
1282 (N) Boundary descriptions of the subdivision.

1283  
1284 (O) Current inset City map showing location of subdivision.

1285  
1286 (P) Standard forms for the following:

1287  
1288 (1) A registered land surveyor's certificate of survey as applicable under state Law.

- 1289  
1290 (2) Owner's dedication which shall "warrant and defend and save the City harmless against any  
1291 easements or other encumbrances on the dedicated streets which will interfere with the City's use,  
1292 maintenance and operation of the streets."  
1293  
1294 (3) A notary public's acknowledgment.  
1295  
1296 (4) The City Land Use Authority (either the Planning Commission or City Council, as designated by the  
1297 City Municipal Code) certificate of approval.  
1298  
1299 (5) The City Engineer's certificate of approval.  
1300  
1301 (6) The county recorder's certificate of attest.  
1302  
1303 (7) The City Attorney's certificate of approval.  
1304  
1305 (8) Public Utilities approval and acceptance of public utility easements.  
1306  
1307 (9) A three-inch by three-inch space in the lower right-hand corner of the drawing for recording  
1308 information. [Ord. 13-02 § 1 (Exhibit); Code 1971 § 8-6-1.]  
1309
- 1310 **8.30.020 Final plan and profile.**  
1311  
1312 Plan and profile must be prepared by a licensed engineer in accordance with the requirements of this title.  
1313 Standard 22-inch by 34-inch and reduced to 11-inch by 17-inch (one-half scale) of the plan and profile will  
1314 be required for review by the City. General information required:  
1315
- 1316 (A) Plan for Culinary Water Improvements. Show proposed water main sizes, valves, fire hydrants, and  
1317 service connections to all lots within the proposed subdivision and connections to existing water mains.  
1318  
1319 (B) Plan for Secondary Water Improvements. Show proposed secondary water main sizes, valves, and  
1320 service connections to all lots within the proposed subdivision and connections to existing secondary  
1321 water lines.  
1322  
1323 (C) Plan for Sanitary Sewer. Show proposed sewer mains and manholes, together with proposed slopes  
1324 and depths within the proposed subdivision. Also show location of service laterals to each lot within the  
1325 subdivision.  
1326  
1327 (D) Land Drain. Show method of dealing with land drains and subsurface water drains within the  
1328 proposed development. If applicable, indicate location of any service connections and service manholes  
1329 within the subdivision.  
1330  
1331 (E) Storm Water. Show location and size of storm water drains, together with any manholes or drop boxes  
1332 within the subdivision. Show slope and grade of all storm drain lines. Storm water calculations need to  
1333 accompany drawings for engineer review.  
1334  
1335 (F) Streets. Typical cross section of road improvements, together with flow line of proposed curb and  
1336 gutter improvements as compared with existing ground slopes and center line offsets of all proposed  
1337 utilities.  
1338  
1339 (G) Stationing. Stationing callouts should conform with acceptable engineering practices.  
1340

1341 (H) Agreements. When necessary, copies of any agreements with adjacent property owners relevant to  
1342 the proposed subdivision shall be presented to the Planning Commission. [Ord. 13-02 § 1 (Exhibit);  
1343 amended 1997; Code 1971 § 8-6-2.]  
1344

1345 **8.30.030 Final approval.**  
1346

1347 (A) Submittal. Submit four standard 22-inch by 34-inch copies of plat and plan and profile sheets, one  
1348 copy of each reduced to 11-inch by 17-inch (one-half scale), plus one PDF copy to the City, together with  
1349 a cost estimate of off-site improvements and storm drain calculations.  
1350

1351 (B) Engineer Review. City Engineer will review submitted documents and transmit his conclusions and  
1352 recommendations to the Planning Commission, including cost estimate for off-site improvements required  
1353 by City ordinance.  
1354

1355 (C) Approval. Upon receipt of the approved plans from the City Engineer the Planning Commission shall  
1356 forward to the City Council their recommendation to either approve or reject the final plat or shall table  
1357 action for the next regular meeting or until the specified deficiency has been corrected.  
1358

1359 If the Planning Commission does not approve the final plat, disapproval shall be indicated by written  
1360 notice stating the reasons for disapproval, in which case the decision can be appealed to the City Council,  
1361 whose decision will be final.  
1362

1363 Approval of final plats by the City Council will extend for a period of 12 months. If work or subsequent  
1364 | action by the [subdivider/developer](#) to proceed with off-site construction does not occur within the 12-month  
1365 period following initial approval, the plat and construction drawings must be resubmitted and become  
1366 subject to reapproval under the latest City ordinances and specifications.  
1367

1368 (D) Construction of Off-Site Improvements. No construction of off-site improvements shall commence until  
1369 | the [subdivider/developer](#) has completed a preconstruction meeting with the City Planning, Engineering,  
1370 and Public Works Departments, at which time a review of construction project and expectations of the  
1371 City will be discussed. Such conference shall be scheduled with the City and all affected utility companies  
1372 will be invited to attend.  
1373

1374 | (E) Approval to Record Subdivision. Before any subdivision plat will be recorded, the [subdivider/developer](#)  
1375 shall furnish a corporate surety bond or cash escrow in amount as finally determined by the City Engineer  
1376 to secure the performance of the public improvements in a workmanlike manner and according to  
1377 specifications established by the Syracuse City subdivision standards (See SCC 8.10.020). Some of the  
1378 public improvements are as follows:  
1379

1380 (1) Paving of streets.  
1381

1382 (2) Curb, gutter and sidewalks.  
1383

1384 (3) Sewer and water lines, including irrigation lines.  
1385

1386 (4) Storm and subsurface drainage.  
1387

1388 (5) Street signs, monuments, lighting, fences and street trees.  
1389

1390 (6) Removal or relocation of any easements which may affect the use of the dedicated streets by the City.  
1391

1392 (7) Utility development connection fees.  
1393

1394 (F) Recording. Once final plat approval has been obtained the developer shall submit a 22-inch by 34-  
1395 inch Mylar of the final plat to the City Engineer. If all documents, submittals, and payment of fees are in  
1396 order, the City Engineer will sign the Mylar, indicating approval of the subdivision. Complete submittal  
1397 shall include the following:

- 1398
- 1399 (1) Development agreements.
- 1400
- 1401 (2) Escrow agreement.
- 1402
- 1403 (3) Title report.
- 1404
- 1405 (4) Street light agreement.
- 1406
- 1407 (5) Off-site improvement agreement.
- 1408
- 1409 (6) Water share certificate.
- 1410
- 1411 (7) Storm water activity permit.
- 1412
- 1413 (8) Storm water maintenance agreement.
- 1414
- 1415 (9) Payment of all required development and inspection fees.
- 1416
- 1417 (10) Approved construction drawings or as-built drawings.
- 1418
- 1419 (11) Surety and improvement guarantee.
- 1420
- 1421 (12) Easements and any other documents deemed necessary by the City Engineer or conditioned for  
1422 approval by the Planning Commission or City Council.
- 1423

1424 After approval and signature of the final plat, the City Engineer shall submit the plat to the Community  
1425 Development Director, or designee, who shall obtain the signatures of the City Attorney, Planning  
1426 Commission Chair, and Mayor. The final plat, bearing all official signatures as above required, shall be  
1427 deposited in the office of the City Recorder, who shall cause the plat to be recorded in the office of the  
1428 county recorder. Final plats not recorded within 12 months of final approval shall be deemed null and  
1429 void. No plat shall be recorded in the office of the county recorder until the plat is approved and signed.  
1430 Lots included in such plat shall not be sold or exchanged, and no offer shall be made to sell or exchange  
1431 any such lots unless and until the plat is recorded. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1432 1999, 1997; Code 1971 § 8-6-3.]

1433  
1434 **8.30.040 Severability.**

1435  
1436 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1437 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1438 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1439 [Ord. 13-02 § 1 (Exhibit).]

1440  
1441  
1442  
1443 8.45.080(A) Culinary Water

- 1444 (13) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1445 subdivider-developer at his own expense.

1446 (14) Responsibility for Safe Storage. The subdivider-developer shall be responsible for the safe storage  
1447 of material furnished by or to him, and accepted by him, and intended for the work, until it has been  
1448 incorporated in the completed project.

1449

1450 8.45.080(C)

1451 (10) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1452 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1453 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1454 Thrust block size shall be determined by the subdivider's-developer's engineer and shall be shown on  
1455 the plans.

1456

1457 8.45.120Secondary Water

1458 (A)(7) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1459 subdivider-developer at his own expense.

1460 (A)(8) Responsibility for Safe Storage. The subdivider-developer shall be responsible for the safe  
1461 storage of material furnished by or to him, and accepted by him, and intended for the work, until it has  
1462 been incorporated in the completed project.

1463 (C)(4) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1464 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1465 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1466 Thrust block size shall be determined by the subdivider's-developer's engineer and shall be shown on  
1467 the plans.

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**EXHIBIT A-Clean**

**Proposed Title VIII-Subdivision Amendments**

**Chapter 8.05**

**PURPOSE**

Sections:

- 8.05.010 General purpose.
- 8.05.020 Public interest.
- 8.05.030 Variations – Exception.
- 8.05.040 Building Official – Appointment.
- 8.05.050 Severability.

**8.05.010 General purpose.**

The purpose and intent of this title is to promote the public health, safety, convenience and general welfare of the inhabitants of the incorporated territory of Syracuse City in the matter of subdivision or matters affected by subdivisions through provisions designed to:

- (A) Provide for the harmonious and coordinated development of the City, and to assure sites suitable for subdivision development and human habitation.
- (B) Ensure adequate open space for traffic, recreation, light and air.
- (C) Facilitate the conservation or production of adequate transportation, water, sanitation, drainage and energy resources.
- (D) Avoid scattered and premature subdivision that would cause insufficient public services and facilities, or necessitate an excessive expenditure of public funds for the supply of such services and facilities.
- (E) Ensure utilization of the land in the best interest of the public welfare and the neighborhood deployment of the area concerned.
- (F) Preserve outstanding natural, cultural or historic features.

This chapter is designed to inform the developer and public of the requirements and conditions necessary to obtain approval of a subdivision. To this end, all requirements, where possible, are expressly delineated in this title or other applicable ordinances. However, since it is impossible to cover every possibility, and there are some aspects which do not lend themselves to being easily articulated, this title allows the Planning Commission and City Council to impose reasonable conditions upon a developer in addition to those expressly required, so long as such conditions do not conflict with any requirements set forth in this chapter or other applicable ordinances. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-1.]

**8.05.020 Public interest.**

Any proposed subdivision and its ultimate use shall be in the best interest of the public welfare and the neighborhood development of the area concerned. The developer shall present evidence to this effect when requested to do so by the Planning Commission. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-2.]

**8.05.030 Variations – Exception.**

55  
56 In cases where unusual topographical or other exceptional conditions exist, variation and exception from  
57 this title may be made by the City Council after recommendation by the Planning Commission. [Ord. 13-  
58 02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-3.]  
59

60 **8.05.040 Building Official – Appointment.**

61  
62 There is hereby created the position of Building Official who shall be appointed by the City Manager.  
63

64 (A) Duties. It shall be the duty of the Building Inspector to see to the enforcement of all ordinance  
65 provisions relating to buildings or zoning, and to inspect all buildings or structures being erected or  
66 altered, as frequently as may be necessary to ensure compliance with the City ordinances. The Building  
67 Inspector shall also act as plumbing inspector and electrical inspector and shall have all the powers and  
68 perform all the duties connected therewith.  
69

70 (B) Permits. The Building Inspector shall issue permits for the construction, alteration or repair of  
71 structures or parts thereof and for the repair or installation of plumbing and electrical facilities or fixtures  
72 within any structure; but no permit shall be issued unless the plans of and for the proposed construction,  
73 alteration, repair, installation or use fully conform to all City regulations then in effect.  
74

75 (C) Stop Order. The Building Inspector shall have the power to order all work stopped on construction or  
76 alteration or repair of building in the City when such work is being done in violation of any provision of any  
77 ordinance relating thereto. Work shall not be resumed after the issuance of such an order except on the  
78 written permission of the Inspector; provided, that if the stop order is an oral one, it shall be followed by a  
79 written stop order within an hour.  
80

81 (D) Entry Powers. The Building Inspector shall have the power to make or cause to be made an entry into  
82 any building or premises where the work of altering, repairing or constructing any building or structures is  
83 going on, for the purpose of making inspections, at any reasonable hour.  
84

85 (E) Additional Duties. The City Building Official shall perform such other and further duties as the City  
86 Council may provide by ordinance, resolution, or regulation. [Ord. 13-02 § 1 (Exhibit); Ord. 11-12 § 2;  
87 Ord. 09-11 § 2; Code 1971 § 8-1-4.]  
88

89 **8.05.050 Severability.**

90  
91 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
92 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
93 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
94 [Ord. 13-02 § 1 (Exhibit).]  
95

96 **Chapter 8.10**  
97 **GENERAL PROVISIONS**  
98

99 Sections:

- 100 8.10.010 Definitions.
- 101 8.10.020 General requirements.
- 102 8.10.030 Security of performance.
- 103 8.10.040 Fee payment.
- 104 8.10.050 Parks, open space, and other public spaces.
- 105 8.10.060 Adjacent streets.
- 106 8.10.070 Relation to adjoining street systems.
- 107 8.10.080 Street lights.
- 108 8.10.090 Irrigation water.

- 109 8.10.100 Extension of public work facilities.
- 110 8.10.110 Second access required.
- 111 8.10.120 Mandatory use of City water, secondary water and sewer systems.
- 112 8.10.130 Appeals.
- 113 8.10.140 Written agreements.
- 114 8.10.150 Guidelines and checklists.
- 115 8.10.160 Fees and recording.
- 116 8.10.170 Issuance of building permit.
- 117 8.10.180 Occupancy of a dwelling.
- 118 8.10.190 Subdivision phases.
- 119 8.10.200 Residential driveways.
- 120 8.10.210 Severability.

121  
122 **8.10.010 Definitions.**

123  
124 The following terms used in this title shall have the respective meanings hereinafter set forth:

125  
126 “Alley” means any public way or thoroughfare less than 16 feet but not less than 10 feet in width, which  
127 has been dedicated or deeded to the public for public use.

128  
129 “Bench mark” means a mark affixed to a permanent or semi-permanent object along a line of survey to  
130 furnish a datum level.

131  
132 “Block” means a piece of land bordered by streets or other rights-of-way, and/or which is designated as a  
133 block on any recorded subdivision plat.

134  
135 “Building Official” means the officer or other designated authority charged with the administration and  
136 enforcement of uniform codes, and the inspection of all subdivision improvements, or the Building  
137 Official’s duly appointed representative.

138  
139 “City” refers to Syracuse City.

140  
141 “City Council” means the City Council of Syracuse.

142  
143 “City Engineer” means any registered civil engineer hired by the City Council to accomplish the objectives  
144 of this title; provided, that no such person may serve the City and a developer simultaneously where he  
145 would have to check his own work or the work of a member of his firm in connection with any subdivision  
146 in the City.

147  
148 “Condominium” means the ownership of a single unit in a multi-unit project together with undivided  
149 interest in common in the common areas and facilities of a property as provided by state law.

150  
151 “Construction” means any work or product which will become the property of the City; i.e., roads, curb and  
152 gutter, sidewalks, water works, sewer works, culverts, bridges, fencing, etc.

153  
154 “Contractor” means the person in charge of construction. He could also be the developer.

155  
156 “Cul-de-sac” means a minor street having only one outlet being terminated at the other end by a vehicular  
157 turnaround.

158  
159 “Developer” means an individual, group, partnership, corporation, association or any other enterprise that  
160 subdivides a parcel(s) of land.

161

162 “Driveway” means a private roadway, the use of which is limited to persons residing, employed or  
163 otherwise using or visiting the lot on which the roadway is located.  
164  
165 “Easement” means the quantity of land set aside or over which a liberty, privilege or advantage in land  
166 without profit, existing distinct from the ownership of the land, is granted to the public or some particular  
167 person or part of the public.  
168  
169 “Final plat” means a subdivision map prepared in accordance with the provisions of this title that is  
170 accurately surveyed and such survey marked on the ground so that the streets, alleys, blocks, lots and  
171 other divisions thereof can be identified and which is designated to be placed on record in the office of the  
172 county recorder.  
173  
174 “Improvement district” is as defined by Utah State law.  
175  
176 “Improvements” means work objectives, devices, facilities, or utilities required to be constructed or  
177 installed in a subdivision. Such improvements may include but are not limited to water facilities, sewer  
178 facilities, sidewalks, curbs and gutters, drainage facilities, streets, trees, street signs, street lights, traffic  
179 control or safety devices, fire hydrants and such other facilities or construction required by the subdivision  
180 ordinance.  
181  
182 “Inspector” means the authorized inspector or representative of the City Council.  
183  
184 “Lot” means a portion of the subdivision or parcel of land intended for building development or transfer of  
185 ownership.  
186  
187 “Master plan” means a long-range general plan that identifies present and future needs of Syracuse City,  
188 which outlines growth and development of land within the City and provides for health, general welfare,  
189 and safety as outlined in Section 10-9-301 et seq., Utah Code Annotated 1953, as amended.  
190  
191 “May” is permissive.  
192  
193 “Open space” shall mean any area within the subdivision that has been designated as open to meet the  
194 requirements of development.  
195  
196 “Owner” shall mean and refer to the person, corporation, partnership or other entity in which is vested the  
197 fee simple title of the property to be subdivided, unless otherwise clearly indicated, or the owner’s  
198 designee.  
199  
200 “Person” means any individual, firm, partnership, associate, entity, institution, or corporation and their  
201 heirs, assigns, or agents.  
202  
203 “Planning Commission” shall mean the Syracuse City Planning Commission unless another planning  
204 commission is specifically named.  
205  
206 “Preliminary plat” means a map or plan of a proposed land division or subdivision prepared in accordance  
207 with the requirements of this title.  
208  
209 “Shall” is mandatory.  
210  
211 “Sketch plan” means a conceptual drawing of the proposed development prepared in accordance with the  
212 requirements of this title.  
213

214 “Small subdivision” means the division of a tract or lot or parcel of land into two, but not more than nine,  
215 lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or of  
216 building development, wherein all such divisions front on an existing street.

217  
218 “Specifications” is to be interpreted as rules and regulations.

219  
220 “Street, arterial” means a street existing or proposed, which serves or is intended to serve as a major  
221 traffic way, as a controlled access highway, major street parkway or other equivalent term to identify  
222 those streets comprising the basic structure of the street plan.

223  
224 “Street, local” means a street existing or proposed which is supplementary to a collector street and of  
225 limited continuity which serves or is intended to serve the local need of a neighborhood.

226  
227 “Street, major collector” shall mean a street with a right-of-way of 72 feet, designated in the general plan  
228 to carry larger volumes of traffic to arterial streets.

229  
230 “Street, minor collector” means a street existing or proposed with a 66-foot right-of-way, which carries  
231 traffic from local subdivision streets to the major collectors.

232  
233 “Street, private” means a street or an alley whose ownership has been retained privately.

234  
235 “Subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more  
236 lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for  
237 offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms,  
238 and conditions. “Subdivision” includes:

239  
240 (1) The division or development of land whether by deed, metes and bounds description, devices and  
241 testacy, lease, map, plat, or other recorded instrument; and

242  
243 (2) Divisions of land for all residential and nonresidential uses, including land used or to be used for  
244 commercial, agricultural, and industrial purposes.

245  
246 “Subdivision requirements” are those that are adopted by the various governing bodies in the City for the  
247 necessary, proper development of a proposed subdivision.

248  
249 “Subdivide” and any derivative thereof shall have reference to the term “subdivision” as herein defined.

250  
251  
252 “Walkway” means a right-of-way designed for use by pedestrians and not intended for use by motor  
253 vehicles of any kind.

254  
255 “Wetlands” means any area that has the potential to support wildlife and the capability of natural water  
256 filtration, whether natural or manmade.

257  
258 “Zoning” means the most recent zoning ordinances adopted by Syracuse City. [Ord. 13-02 § 1 (Exhibit);  
259 amended 1997; Code 1971 § 8-2-1.]

260  
261 **8.10.020 General requirements.**

262  
263 (A) Scope. This section defines the general requirements for improvements to be built by the developer.

264  
265 The improvements shall include all street improvements in front of all lots and along all dedicated streets  
266 to the connection with existing improvements of the same kind or to the boundary of the subdivision  
267 nearest existing improvements. Layout must provide for future extension to adjacent development and be

268 compatible with the contour of the ground for proper drainage. All water lines, sewer lines, and any other  
269 buried conduit shall be installed to the boundary lines of the subdivision.  
270  
271 (B) Standards for Construction Drawings. The following instructions are for the purpose of standardizing  
272 the preparation of drawings to obtain uniformity in appearance, clarity, size, and style. All drawings and/or  
273 prints shall be clear and legible and conform to good engineering and drafting room practice and shall be  
274 prepared by a civil engineer licensed to practice in the State of Utah. Size of drawings shall be 22 inches  
275 by 34 inches (trim line) with one-half inch border on top, bottom and right sides. Left side shall be one and  
276 one-half inches.  
277  
278 (1) In general the following shall be included on drawings:  
279  
280 (a) North arrow (plan).  
281  
282 (b) Scale and elevations referenced to City datum.  
283  
284 (c) Stationing and elevations for profiles.  
285  
286 (d) Title block, located in lower right corner of sheet, to include: name of City, project title (subdivision,  
287 etc.) and specific type and location of work.  
288  
289 (e) Space for approval signature of City Engineer and date.  
290  
291 (f) Name of engineer or firm preparing drawings with license number, stamp and signature.  
292  
293 (2) Curb and gutter, drains and drainage structures, signing, lighting sidewalks, and street surfacing shall  
294 show:  
295  
296 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
297  
298 (b) Both plan view and profile. Street centerline.  
299  
300 (c) Stationing and top of curb elevations with curve data must be shown for all curb returns. Show top of  
301 curb elevation on both sides on even stations (50 feet station maximum).  
302  
303 (d) Flow direction and type of cross drainage structures at intersections with adequate flow line  
304 elevations.  
305  
306 (e) Bench mark location and elevation (use City datum).  
307  
308 (f) Bedding details.  
309  
310 (3) Sewer drawings shall show:  
311  
312 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
313  
314 (b) Location, size, and grade of all lines except individual services.  
315  
316 (c) Manhole details, size, location, and flow line elevation.  
317  
318 (d) Type of pipe.  
319  
320 (e) Bench mark location and elevation (use City datum).  
321

322 (f) Bedding details.  
323  
324 (4) Culinary and secondary water drawings shall show:  
325  
326 (a) Size and location of water mains, valves, hydrants, tees, etc.  
327  
328 (b) Type of pipe.  
329  
330 (c) Minimum cover.  
331  
332 (d) Bedding details.  
333  
334 (5) Each set of plans shall be accompanied by a separate sheet of details for structures which are to be  
335 constructed. All structures shall be designed in accordance with minimum requirements established by  
336 the Syracuse City subdivision standards.  
337  
338 (a) Drawing size: 22 inches by 34 inches (trim line).  
339  
340 (b) Scale of each detail.  
341  
342 (c) Title block, lower right-hand corner (same format on all sheets), including the name of the subdivision.  
343  
344 (d) Completely dimensioned and described.  
345  
346 (C) Construction and Inspection. No construction of public improvements shall proceed until the final plat  
347 has been approved by the City Council and filed for record in the office of the county recorder, except that  
348 the City Engineer may conditionally approve the installation of off-site improvements as described in SCC  
349 8.30.030(D). All public improvements shall commence within six months and be completed within one  
350 year of the date the final plat was approved, and the City Engineer, or designee, shall inspect the  
351 construction as it proceeds. A construction punch list shall be made up by the City Engineer or designee  
352 indicating the items missed or needing correction prior to acceptance of the improvements by the City,  
353 and all required replacements or repairs shall be completed by the developer, at his expense, prior to  
354 acceptance by the City.  
355  
356 (D) As-Built Drawings. At the completion of construction, or at the end of one year, whichever comes first,  
357 the City Engineer, or designee, shall make an inspection of all improvements and inform the developer  
358 and City Administrator of the results of the inspection. At the completion of construction, the developer  
359 shall call for inspection by the City Engineer or designee and said inspection shall be made within 10  
360 days of the request thereof. The developer shall provide the City with record drawings accurately defining  
361 for permanent record the surface improvements and underground utilities as they were actually  
362 constructed and shall provide one paper copy and one CAD file, which indicates any changes from the  
363 original approved final drawings. All sewer and land drain manhole flow lines shall be verified.  
364  
365 (E) Inspection. All construction work involving the installation of improvements in subdivisions shall be  
366 subject to inspection by the City Engineer or designee. Certain types of construction shall have  
367 continuous inspection, while others shall have periodic inspections. The City may request the services of  
368 the Special Inspectors or testing firms to assist in inspection if it is deemed necessary.  
369  
370 (1) To cover the cost of inspection and management of off-site improvements, the developer shall pay a  
371 fee to the City based on the linear feet of improvements installed, the number of building lots in the  
372 subdivision, and the average number of hours spent inspecting off-site improvements. Said fee shall be  
373 established by resolution of the City Council. Said fee shall be paid prior to recordation of the subdivision  
374 plat.  
375

376 (2) The Community Development Director or his designee shall ensure that all off-site inspections are  
377 installed in accordance with approved subdivision standards prior to acceptance by the City.  
378

379 (3) On construction requiring continuous inspection, no work shall be done except in the presence of the  
380 City Inspector. Continuous inspection may occur on the following types of work:  
381

382 (a) Preparation of street subgrade and compacted fill.  
383

384 (b) Laying of street surfacing.  
385

386 (c) Pouring of concrete for curb and gutter, sidewalks, and other structures.  
387

388 (d) Laying of sewer pipe, drainage pipe, water pipe, valves, hydrants, and testing.  
389

390 (4) Periodic inspections shall be required on the following:  
391

392 (a) Street grading and gravel base.  
393

394 (b) Excavations for curb and gutter and sidewalks.  
395

396 (c) Excavations for structures.  
397

398 (d) Trenches for laying pipe.  
399

400 (e) Forms for curb and gutter, sidewalks, and structures.  
401

402 (F) Requests for Inspection. Requests for inspections shall be made to the City by the person responsible  
403 for construction. Requests for inspection on work requiring continuous inspection shall be made three  
404 days prior to the commencing of the work. Notice shall be given one day in advance of the starting of  
405 work requiring periodic inspection.  
406

407 (G) Construction Completion Inspection. An inspection shall be made by the City Inspector after receiving  
408 a written document from the developer that all work is completed. Attached to this document the  
409 developer's engineer shall prepare a statement that all sanitary sewers have been tested for  
410 exfiltration/infiltration and they have passed the requirements herein.  
411

412 (H) Guarantee of Work. The developer shall warrant and guarantee (and post bond or other security) that  
413 the improvements provided for hereunder, and every part thereof, will remain in good condition for a  
414 period of one year after the date of the construction completion inspection report by the City Inspector  
415 and shall agree to make all repairs to and maintain the improvements and every part thereof in good  
416 condition during that time with no cost to the City.  
417

418 It is further agreed and understood that the determination for necessity of repairs and maintenance of the  
419 work rests with the City Inspector. His decision upon the matter shall be final and binding upon the  
420 developer, and the guarantee hereby stipulated shall extend to and include, but shall not be limited to, the  
421 entire street base and all pipes, joints, valves, backfill and compaction, as well as the working surface,  
422 curbs, gutters, sidewalks, and other accessories that are or may be affected by the construction  
423 operations, and whenever, in the judgment of the City Inspector, said work shall be in need of repairs,  
424 maintenance, or rebuilding, he shall cause a written notice to be served to the developer, and thereupon  
425 the developer shall undertake and complete such repairs, maintenance, or rebuilding. If the developer  
426 fails to do so within 10 days from the date of service of such notice, the City Inspector shall have such  
427 repairs made, and the cost of such repairs shall be paid by the developer, together with 15 percent in  
428 addition thereto as and for stipulated damages for such failure on the part of the developer to make the  
429 repairs.

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(I) Acceptance of Materials. Material such as, but not limited to, bituminous products, Portland cement, steel, pipe gaskets, joints filler, fire hydrants and other similar commercially produced products will be accepted by the City upon submission by the developer of a supplier certification that the material meets specifications. These materials shall not be incorporated into the project until such certification has been received and approved in writing by the City Inspector.

(J) Samples and Tests. Materials, equipment, and workmanship shall be subject to sampling or testing by the City. At the option of the Inspector, materials shall be subject to tests and inspection before such materials are used in the work. Representative preliminary samples of the character and quality prescribed shall be submitted without charge by the contractor or producer of materials to be used in the work in sufficient quantities or amounts for testing.

All tests of materials furnished by the contractor shall be made in accordance with the commonly recognized standards of national technical organizations and such special methods and tests as are prescribed herein.

(K) General.

(1) Approval of plans and specifications by the City Engineer on a submitted project will extend for a period of six months. If no work has been performed on such project within a period of six months following initial approval, the plans must be resubmitted and become subject to reapproval under the latest City standards and specifications.

(2) Final acceptance of any or all work is contingent upon (a) an on-the-site inspection as the work progresses, (b) a reproducible "as-built" plan having been submitted, and (c) a final inspection of the site.

(3) All utilities, private or publicly owned, shall be placed underground unless otherwise approved or specified by the City. This will include, but not be limited to, telephone, gas, electric power, water, sewer, storm drains, etc. These underground utilities shall be installed before the surfacing of the streets and installation of road base, curb and gutter, sidewalks, etc.

(4) It is the sole responsibility of the contractor to:

(a) Secure any and all permits required for completion of the project.

(b) Provide for the safety and protection of all those engaged in the project, not allowing any unsafe conditions to exist.

(c) Acquire materials and produce workmanship which conforms to the City standards and specifications. Substandard installations and materials are subject to removal and replacement at the contractor's expense.

(d) Have all work performed in a manner acceptable by the City Inspector.

(5) No project can receive final approval until the workmanship and materials are in compliance with City standards and specifications. This includes accurate and proper placement of survey monuments and acceptable clean-up of area.

(6) All items not mentioned within these standards and specifications related to road work will be performed in accordance with the most recent edition of "State of Utah Standard Specifications for Road and Bridge Construction" by the State Road Commission.

483 (7) The burden of proof to justify any variance to the standards and specifications contained herein shall  
484 be at the expense of the petitioner. Final acceptance will be by the City Engineer.  
485

486 (8) Adoption of these standards and specifications in no way alleviates the responsibility of the developer  
487 to practice good sound engineering and construction practices in all phases of his work. It is the intent of  
488 these standards and specifications to provide uniformity, continuity and eventual lessening of  
489 unnecessary maintenance expenses to the City.  
490

491 (9) Where these standards and specifications are in conflict with adopted City ordinances, the most  
492 restrictive will apply.  
493

494 (10) These standards and specifications are subject to revision, modification, additions or changes  
495 without notice, by reference to the subdivision ordinance and approval by the majority of the City Council.  
496 [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Ord. 08-02 § 31; Ord. 05-12; amended 1997;  
497 Code 1971 § 8-2-2.]  
498

499 **8.10.030 Security of performance.**  
500

501 (A) A subdivision plat shall not be recorded until the developer shall have furnished to the City a security  
502 of performance, acceptable to the City and as set forth below, in an amount set by the City Engineer and  
503 equal to the reasonable value of unfinished improvements required herein. The security of performance  
504 required by this section, and at the City's discretion, may be furnished by any of the following methods:  
505

506 (1) By providing a surety or cash bond in the amount specified herein and conditioned upon payment by  
507 the developer of all expenses incurred for labor or material used in the construction of required  
508 improvements.  
509

510 (2) By depositing the specified amount of cash in a bank account to which the City alone has access, but  
511 only in the event it becomes necessary, in order to complete, repair or replace the improvements as set  
512 forth below.  
513

514 (3) By depositing the specified amount of cash in a supervised bank account to which the developer has  
515 access, with the approval and signature of the City, which funds shall be used to pay for the subdivision  
516 improvements as construction is completed and evidence that no liens have been placed on the  
517 construction project. In the event it becomes necessary for the City to foreclose on the security of  
518 performance and move to complete, repair or replace the improvements as set forth below, then the City  
519 shall have access to said supervised bank account for the purpose of completing, repairing, or replacing  
520 improvements without the necessity of obtaining the approval of the developer.  
521

522 (4) By any other method that is acceptable to the City, provided that the City's interests in assuring that  
523 the work required herein is paid for, inspected and completed in conformance with City standards are  
524 protected.  
525

526 (B) The security of performance required by this section is to assure the City that all improvements are  
527 constructed in conformance with all relevant City ordinances, regulations, and standards, and to assure  
528 the City that all expenses incurred for labor or material used in the construction of the same are paid for  
529 by the developer. Further, the City shall retain 10 percent of the security of performance guarantee  
530 provided by the developer until one year following the final inspection by the City Engineer.  
531

532 (C) In the event construction of the public improvements is not completed or is not completed in a  
533 satisfactory manner one year from the date the final plat was approved by the City Council, the City may  
534 proceed to install the improvements in a satisfactory manner at the developer's expense by foreclosing on  
535 the developer's security of performance held by the City.  
536

537 In the event the public improvements fail to meet the standards as set forth in the developer's written  
538 guarantee, the City shall so notify the developer who shall be given a reasonable time to repair or  
539 otherwise correct as requested. The City may proceed to repair or replace the unsatisfactory  
540 improvements at the developer's expense by foreclosing on any security of performance still held by the  
541 City; and, in addition, the City may avail itself of any other remedy provided to it under the laws of the  
542 state of Utah and of the City of Syracuse. In addition to any other remedies stated herein, the city shall  
543 not approve additional phases for development if the developer has not completed improvements in a  
544 satisfactory manner within one year from the date of final plat approval. [Ord. 13-02 § 1 (Exhibit); Ord. 05-  
545 12; Code 1971 § 8-2-3.]

546  
547 **8.10.040 Fee payment.**

548  
549 All fee schedules shall be established by the City Council by means of a resolution. Such fee schedules  
550 and the periodic adjustments thereof shall be a part of this title by reference (see Resolution R97-3). [Ord.  
551 13-02 § 1 (Exhibit); Ord. 08-02 § 32; amended 1997; Code 1971 § 8-2-4.]

552  
553 **8.10.050 Parks, open space, and other public spaces.**

554  
555 Location of Parks and Other Public Spaces. The City shall maintain a level of service for community parks  
556 of 4.95 acres for every 1,000 population throughout the city in accordance with the adopted Syracuse  
557 City, Parks, Trails & Recreation Impact Fee Analysis. The location of parks shall be determined by the  
558 City as identified in the Syracuse City General Plan and Park Improvement Plan, as adopted. Developers  
559 will be required to work with the City to obtain park property within the development where placement of  
560 parks have been identified within the subject development property or area.

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563  
564 **8.10.060 Adjacent streets.**

565  
566 It shall become the responsibility of the developer to complete all of the necessary public improvements  
567 on streets adjacent to his proposed development. This shall include reasonable landscaping of park  
568 strips, as approved by the city, when a new street placed is adjacent to an existing lot, which becomes a  
569 corner lot because of placement of the road. This shall be done at the developer's sole expense. [Ord.  
570 13-02 § 1 (Exhibit); Ord. 03-25; Code 1971 § 8-2-6.]

571  
572 **8.10.070 Relation to adjoining street systems.**

573  
574 The arrangement of streets in new subdivisions shall make provision for the continuation of the existing  
575 streets in adjoining areas (or their proper protection where adjoining land is not subdivided) at the same  
576 or greater width (but in no case less than the required minimum width) unless the variations are deemed  
577 necessary by the Planning Commission for public requirements. Stub streets shall be provided in  
578 accordance with the Master Street Plan. The developer shall provide stub streets at a minimum of one  
579 access every 1,320 feet, or as otherwise necessary for the alignment with existing streets in other  
580 developments.

581  
582 Street access for new subdivisions shall be established by using the AASHTO Traffic Design Manual  
583 calculation of 7.5 seconds of travel time between street accesses onto existing roadways (which  
584 calculated would be 385 feet at 35 mph) unless otherwise recommended by the Planning Commission.  
585 The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining  
586 property when they plat their land and seek to provide for convenient access to it. Where, in the opinion of  
587 the Planning Commission, it is desirable to provide for street access to adjoining property, proposed  
588 streets shall be extended by dedication to the boundary of such property. Half streets along the boundary  
589 of land proposed for subdivision will not be permitted. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code  
590 1971 § 8-2-7.]

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**8.10.080 Street lights.**

The placement of streetlights shall be included as part of the subdivision development. Developers shall be responsible to install, or have installed, streetlights in accordance with adopted construction specifications.

Placement of streetlights shall be at each intersection within the development and at the end of each cul-de-sac, providing that the end of the cul-de-sac is at least 400 feet from the entrance thereof. For cul-de-sac lengths in excess of 400 feet with a dogleg street bend of 45 degrees or greater, the developer shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition to the streetlight at the end of the cul-de-sac. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-8.]

**8.10.090 Irrigation water.**

In the City, each acre of irrigable property requires roughly four acre feet (four a.f.) of water annually during normal water years.

(A) Residential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide three a.f. for each acre or part thereof within a residential subdivision. In the event there are no owner water rights on property to be developed, the developer shall obtain and convey water rights acceptable and usable by the City.

(B) Nonresidential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide four a.f. for each irrigable acre or part thereof within a nonresidential subdivision. In the event there are no owner water rights on property to be developed, the developer shall obtain and convey water rights acceptable and usable by Syracuse City. The developer is not required to convey water rights for acreage of asphalt or other nonpermeable surfaces.

(C) Exceptions for Redevelopment of Property. Notwithstanding subsections (A) and (B) of this section, if the proposed subdivision is on one or more currently landscaped lots, the City Council will waive conveyance of water rights if the developer establishes by clear and convincing evidence that:

(1) Water rights acceptable and usable by the City were previously conveyed as a condition of a prior subdivision approval which included that property; or

(2) The City's secondary water system is already serving the currently landscaped lot(s), and the proposed subdivision will decrease the current burden on the City's secondary water system.

(D) Exceptions for Residential Subdivisions. The City Engineer may accept reduced water rights for residential subdivisions in consideration of manmade lakes and ponds to be constructed as part of the subdivision under the following conditions:

(1) Lake(s) or pond(s) must be one acre in size or greater measured at the design water surface elevation;

(2) Lake(s) or pond(s) shall be designated as open space and shall be preserved and maintained by a homeowners' association in compliance with City code;

(3) City culinary and secondary irrigation water systems shall not be used to fill or maintain water level of lake(s) or pond(s);

645 (4) Developer shall provide proof of construction approval from applicable agencies and water rights  
646 sufficient to maintain designed mean water elevation;  
647

648 (5) In the event that the homeowners' association seeks to convert the lake(s) or pond(s) to an alternate  
649 use, sufficient water shares shall be submitted to the City prior to any approval of conversion.  
650

651 (E) Conveyances to Cease Upon Excess Supply. Every five years the Public Works Director shall  
652 determine whether the City's existing available water interests exceed the water interests needed to meet  
653 the amount of water needed in the next 40 years by the persons within the City's projected service area  
654 based on projected population growth and other water use demand ("reasonable future water  
655 requirements"). Should the Director conclude that available water interests exceed the reasonable future  
656 water requirements of the public, the Public Works Director shall notify the City Council and the City  
657 Council shall act to cease conveyance of water shares according to this section until existing available  
658 water interests no longer exceed the reasonable future water requirements. [Ord. 13-07 § 1; Ord. 13-02 §  
659 1 (Exhibit); Ord. 12-25 § 1; Ord. 04-23; Code 1971 § 8-2-9.]  
660

#### 661 **8.10.100 Extension of public work facilities.** 662

663 The extensions of any City public works facilities, including but not limited to roads, bridges, storm drains,  
664 water mains, sewer lines, and secondary water systems, shall be installed by the developer of any  
665 subdivision. There shall be no consideration or return to the developer within this area. The City,  
666 however, will consider cost sharing on any water or sewer lines in excess of eight inches in diameter in  
667 the event the City desires to participate for future planning purposes. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
668 19; Code 1971 § 8-2-10.]  
669

#### 670 **8.10.110 Second access required.** 671

672 Providing for emergency response, all subdivisions having more than 35 homes shall have a minimum of  
673 two ingress/egress roads, except that other acceptable alternatives for emergency accesses can be  
674 made and approved by both the Planning Commission and City Council. [Ord. 13-02 § 1 (Exhibit); Ord.  
675 05-12; Code 1971 § 8-2-11.]  
676

#### 677 **8.10.120 Mandatory use of City water, secondary water and sewer systems.** 678

679 All subdivisions located within the corporate boundaries of the City of Syracuse shall be required to  
680 connect to the water and sewer systems of the City, any ordinance or resolution to the contrary  
681 notwithstanding. The City Council hereby expressly finds the requirements of this section and SCC  
682 8.10.090 to be in the best interests of the City and to promote the public health, safety, and general  
683 welfare of the residents thereof. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-12.]  
684

#### 685 **8.10.130 Appeals.** 686

687 Any applicant, member of the Planning Commission and/or property owner within 1,000 feet of proposed  
688 subdivision property shall have the right to appeal the action of the Planning Commission to the City  
689 within five days of the date of such action. Any action taken and not appealed within said five days shall  
690 be final. When a written appeal is received by the City within five days of the time the action was taken,  
691 the City will publish notice of an appeal hearing 15 days prior to the scheduled date by posting the notice  
692 thereof at three public places within the City. Action by the City Council will be final. [Ord. 13-02 § 1  
693 (Exhibit); Ord. 02-19; Code 1971 § 8-2-13.]  
694

#### 695 **8.10.140 Written agreements.** 696

697 When and as written agreements are deemed to be necessary for the protection and understanding of all  
698 parties concerned, then they shall be entered into by all parties concerned, i.e., to cover areas of concern

699 not specifically addressed by the subdivision ordinance or other requirements of the City, and shall be  
700 submitted with the final plats to the Planning Commission and the City Council.

701  
702 (A) Payback Agreement.

703  
704 (1) The City may enter into a payback agreement with a developer who installs improvements or facilities  
705 for water, secondary water, land drains, storm sewer, roads, or parks, where the improvements installed  
706 extend, expand, or improve the City's water, secondary water, land drains, sewer, storm sewer, roads, or  
707 parks, beyond the improvements required to service or benefit the subdivision or development proposed  
708 by the developer or where a developer installs improvements due to the layout or ownership of the land  
709 that benefit another landowner or developer who would or should in equity normally pay a portion of the  
710 improvements. The payback agreement is not mandatory, but may be used at the option of the City upon  
711 approval of the payback agreement by the City Council.

712  
713 (2) The dollar amount of the payback to the developer shall be solely determined by the City under the  
714 direction of the City Engineer after consideration of the portion of the improvements or facilities installed  
715 that benefit the developer's development, and the portion of the improvements or facilities that are  
716 specifically oversized or installed to provide for future development or benefit other landowners or future  
717 developers.

718  
719 (3) The City shall, in all cases, be immune and not liable for any payments to the developer if the payback  
720 agreement is determined to be unenforceable or if the City is not able to collect from future developers. At  
721 the time a payback agreement is entered into with a developer, the City shall record a notice against the  
722 benefited property with the county recorder's office, which notice shall inform the benefited landowners  
723 that at such time as they develop the benefited property they will be required to pay for a portion of the  
724 improvements previously installed.

725  
726 (4) The payback agreement shall not confer a benefit upon any third party and shall be in a form  
727 approved by the City Administrator or his designee. The responsibility for payment of the required  
728 improvements or facilities shall rest entirely with the developer.

729  
730 (5) The payback agreement shall expire 10 years from the date of the payback agreement or at such time  
731 as the developer has recovered the costs specified in the payback agreement, whichever comes first.

732  
733 (6) If any part of this title is found to be invalid by a court of competent jurisdiction, or if the Legislature of  
734 the state of Utah should pass a law which would invalidate any portion of this title, all parties to the  
735 payback agreement shall be released from further responsibility thereunder and shall be relieved from  
736 any and all responsibility thereunder. [Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Code 1971 § 8-2-14.]

737  
738 **8.10.150 Guidelines and checklists.**

739  
740 The City is hereby authorized and empowered to promulgate by way of resolution certain guidelines  
741 and/or checklists relative to this title. These materials shall be provided to any interested person upon  
742 request and upon payment of a fee specified by the City. These materials shall be for instructional  
743 purposes only and represent an attempt to aid those seeking to comply with this title. In the event any  
744 conflict arises between such guidelines and this title or other regulations, resolutions or policies of the  
745 City, then said ordinances, resolutions, regulations, or policies shall be deemed controlling and all  
746 questions shall be resolved in their favor. [Ord. 13-02 § 1 (Exhibit); Ord. 08-02 § 34; amended 1997;  
747 Code 1971 § 8-2-15.]

748  
749 **8.10.160 Fees and recording.**

750  
751 (A) Utility connection fees and service assessments will be the established rate at the time application is  
752 made.

753  
754 (B) Recording fees will be the established rate at the time recording is made. [Ord. 13-02 § 1 (Exhibit);  
755 Ord. 02-19; Code 1971 § 8-2-16.]  
756

757 **8.10.170 Issuance of building permit.**  
758

759 (A) The following requirements shall be met prior to issuance of any building permit within a subdivision:  
760

761 (1) All required fencing installed as a condition of subdivision approval in compliance with Syracuse City  
762 zoning ordinance;  
763

764 (2) All water and sewer and drainage systems installed, inspected and tested;  
765

766 (3) All curb and gutter installed;  
767

768 (4) A minimum of eight inches of road base in place and graded;  
769

770 (5) All lots within the subdivision rough graded so that weeds and other vegetation can be maintained by  
771 the contractor.  
772

773 (B) Contractors will be responsible to see that all construction materials and/or debris are continuously  
774 secured or removed from construction site in accordance with Chapter 6.10 SCC, Property Maintenance  
775 Regulations. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-17.]  
776

777 **8.10.180 Occupancy of a dwelling.**  
778

779 All structures used for the purpose of residential dwelling shall meet the following guidelines prior to  
780 occupancy:  
781

782 (A) All underground off-site improvements properly installed and operational as approved by Syracuse  
783 City.  
784

785 (B) All required asphalt or concrete hard surface roadway installed and completed throughout the entire  
786 phase in which the dwelling is located in accordance with Syracuse City design standards. In the event  
787 that hard surface paving cannot be properly installed due to weather related circumstances, the developer  
788 may petition the City Council for conditional occupancy providing the following guidelines are met:  
789

790 (1) Roadbase installed in accordance with Syracuse City design standards.  
791

792 (2) Developer must maintain all roadbase surfaces providing for adequate vehicular accessibility. The  
793 developer shall provide for services which will not be available due to the absence of paving.  
794

795 (3) Required asphalt or concrete hard surface roadway shall be installed and completed as soon as  
796 weather related circumstances change or as directed by Syracuse City. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
797 19; Code 1971 § 8-2-18.]  
798

799 **8.10.190 Subdivision phases.**  
800

801 A subdivision containing more than 36 lots shall be planned in subsequent phases and must follow the  
802 following requirements:  
803

804 (A) The preliminary plan must show the placement, numbering and boundaries of the phases within the  
805 subdivision.  
806

807 (B) Any future alteration or deviation from the original preliminary plan will require the submittal of an  
808 amended preliminary plan.

809  
810 (C) Design of each phase must be consistent with the Syracuse City's general plan and this title.  
811

812 (D) Phases must be completed in such a manner as to provide sufficient services to existing and future  
813 development.

814  
815 (E) Phase and lot numbering must be sequential and consistent to that approved in the preliminary plan.  
816 [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-19.]  
817

818 **8.10.200 Residential driveways.**  
819

820 The arrangement of residential driveways on proposed subdivision lots fronting a collector or arterial  
821 street will be directed by the City Planning Commission. Driveways fronting collector or arterial streets will  
822 be constructed to allow semi-circular, pull-through, or hammerhead pull-out residential driveways. [Ord.  
823 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-20.]  
824

825 **8.10.210 Severability.**  
826

827 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
828 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
829 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
830 [Ord. 13-02 § 1 (Exhibit).]  
831

832 **Chapter 8.15**  
833 **PUBLIC IMPROVEMENTS**  
834

835 Sections:  
836 8.15.010 Design standards.  
837 8.15.020 Local minimum standards and specifications.  
838 8.15.030 Other general standards.  
839 8.15.040 Severability.

840 8.15.010 Design standards.  
841 The design of the final subdivision plat in relation to streets, blocks, lots, open spaces and other design  
842 factors shall be in harmony with design standards recommended by the Planning Commission and by  
843 other departments and agencies of City government. Design standards shall be approved by the City  
844 Council and shall include provisions as follows which are hereby approved by the City Council:  
845

846 (A) Blocks shall not exceed 1,320 feet in length.  
847

848 (B) Dead-end streets, which exceed one hundred fifty (150) feet in length, shall have a 40-foot radius  
849 temporary turnaround area at the end. The turnaround shall have an all-weather surface acceptable to  
850 the City.  
851

852 (C) Blocks shall be wide enough to adequately accommodate a minimum of two lots.  
853

854 (D) Dedicated walkways through the block may be required where access is necessary to a point  
855 designated by the Planning Commission. Such walkways shall be a minimum of six feet in width, but may  
856 be required to be wider where determined necessary by the Planning Commission. The developer shall  
857 surface the full width of the walkway with a concrete surface, install a chain link fence or its equal at least  
858 four feet high on each side and the full length of each walkway and provide, in accordance with the  
859 standards, rules, and regulations, barriers at each walkway entrance to prevent the use of the walkway by  
860 any motor vehicle or by any nonmotorized vehicle wider than four feet.

- 861  
862 (E) Blocks intended for business or industrial use shall be designated specifically for such purposes with  
863 adequate space set aside for off-street parking and delivery facilities.  
864
- 865 (F) The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for  
866 buildings, and be properly related to topography, to the character of surrounding development and to  
867 existing requirements.  
868
- 869 (G) All lots shown on the preliminary and final plats must conform to the minimum requirements of the  
870 zoning ordinance for the zone or proposed zone in which the subdivision is located, and to the minimum  
871 requirements of the county board of health for water supply and sewage disposal.  
872
- 873 (H) Each lot shall abut on a street shown on the subdivision plat or on an existing publicly dedicated  
874 street. Double frontage lots shall be prohibited except where unusual conditions make other designs  
875 undesirable.  
876
- 877 (I) Side lines of lots shall be approximately at right angles, or radial to the street lines.  
878
- 879 (J) In general, all remnants of lots below minimum size must be added to adjacent lots, rather than  
880 allowed to remain as unusable parcels.  
881
- 882 (K) Subdivision boundaries shall include all property; no protection or holding strips will be allowed. All  
883 improvements shall be installed to the boundary of the subdivision.  
884
- 885 (L) Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround)  
886 shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround.  
887 Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter, measured to  
888 the property lines.  
889  
890
- 891 (M) When a dead-end street reaches its maximum block length of 1,320 feet, it shall not be extended  
892 except to connect to another street which provides a second point of independent access.  
893
- 894 (N) Private streets shall only be permitted in PRD and cluster subdivisions. Private streets shall meet the  
895 minimum construction standards established for publicly dedicated streets with the standard right-of-way  
896 requirement. Pavement widths less than 35 feet may be permitted, when the private street ties into a  
897 minor collector street or greater, and does not terminate in a cul-de-sac. Private streets shall be  
898 perpetually maintained by a professionally managed homeowners' association as established within an  
899 approved development agreement. The purpose of a private street is not to provide a street which is  
900 substandard in construction to public streets, but one that allows for private gated access and  
901 maintenance for the exclusive use and benefit of the residents residing on said private street. [Ord. 13-02  
902 § 1 (Exhibit); Ord. 12-10 § 1; Ord. 03-10; Code 1971 § 8-3-1.]  
903
- 904 8.15.020 Local minimum standards and specifications.  
905 Standards for design, construction specifications, and inspection of street improvements, curbs, gutters,  
906 sidewalks, storm drainage and flood control facilities shall be prepared by the City Engineer; standards for  
907 water distribution and sewage disposal facilities by the Board of Health; and similar standards for fire  
908 protection by Insurance Services Office. All developers shall comply with the standards established by  
909 such departments and agencies. These standards in addition to the general standards listed below shall  
910 be used by all developers. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-3-2.]  
911
- 912 8.15.030 Other general standards.

913 (A) Irrigation Ditches and Canals. Open ditches or canals shall not be allowed within a subdivision or  
914 within an existing street right-of-way adjacent to a subdivision. The developer shall work with the  
915 irrigation, drainage or ditch companies, or other private ditch owner to determine:

916  
917 (1) Methods of covering, realigning or eliminating ditches or canals.

918  
919 (2) The size of pipe and culverts required.

920  
921 (3) The responsibility for the periodic inspection, cleaning and maintenance of such ditches, pipes and  
922 culverts.

923  
924 In any case where canals or ditches are within public or proposed public rights-of-way, specifications and  
925 grades for pipe or culvert must be approved by the City Engineer.

926  
927 When an irrigation ditch or canal is adjacent to subdivision development the developer must construct a  
928 continuous chain link fence on the property line of at least five feet in height.

929  
930 (B) Buffering. In addition to fencing ditches and canals the developer shall be required to provide  
931 adequate buffering as outlined in the City's zoning ordinance. [Ord. 13-02 § 1 (Exhibit); amended 1997;  
932 Code 1971 § 8-3-3.]

933  
934 (C) Trees. Wherever feasible and practical and upon recommendation of the City Forester, the developer  
935 shall incorporate existing landscape features, especially established trees, into the design of the  
936 subdivision.

937  
938 8.15.040 Severability.

939 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
940 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
941 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
942 [Ord. 13-02 § 1 (Exhibit).]

943  
944 **Chapter 8.20**

945 **SUBDIVISION CONCEPTPLAN**

946  
947 Sections:

948 8.20.010 Procedures and requirements for submission.

949 8.20.020 Feasibility report.

950 8.20.030 Sketch plan approval.

951 8.20.040 Severability.

952  
953 **8.20.010 Procedures and requirements for submission.**

954  
955 Submit four standard 22-inch by 34-inch copies, one reduced to 11-inch by 17-inch (one-half scale) copy  
956 plus one PDF copy of a concept plan to the Development Review Committee for review and discussion of  
957 plan and general scope and conditions. The plan must be submitted at least two weeks prior to the next  
958 regularly scheduled meeting of the Development Review Committee and shall include the following items:

959  
960 (A) The proposed name of the subdivision.

961  
962 (B) The adjacent property boundaries under the control of the developer together with the boundaries of  
963 the proposed subdivision, showing all streets serving property proposed for subdividing.

964  
965 (C) Approximate number of lots proposed and street layout indicating general scale dimensions of lots.  
966 The scale shall not be less than one inch equals 100 feet.

- 967  
968 (D) Approximate total acreage of the development as well as size of the individual lots.  
969  
970 (E) Location of all irrigation, waste water drain channels, and all existing utilities within or adjoining the  
971 proposed subdivision.  
972  
973 (F) Location of all subsurface or land drains within the boundaries of the proposed subdivision.  
974  
975 (G) Location and approximate acres of open space or parks within the subdivision.  
976  
977 (H) Vicinity map.  
978  
979 (I) Current zoning. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-4-1.]  
980

981 **8.20.020 Feasibility report.**

982  
983 The developer shall prepare and submit a development feasibility report that addresses the following:  
984

- 985 (A) Proposed method of connecting to city utilities including, but not limited to, water, secondary water,  
986 storm drain, sanitary sewer land drains, etc.  
987  
988 (B) Irrigation water rights to be conveyed to the city to meet the irrigation water requirements.  
989  
990 (C) Method and calculations for meeting the density requirements outlined in the City's zoning ordinance  
991 for Cluster or PRD subdivisions.  
992  
993 (D) Method of meeting the open space requirements outlined in SCC 8.10.050.  
994  
995 (E) Identification of any potential wetland areas within the subdivision and proposed method of dealing  
996 with them.  
997  
998 (F) Estimated number of phases and the number of lots in each phase of the development.  
999  
1000 (G) Method of meeting requirements for secondary access required by SCC 8.10.110. [Ord. 13-02 § 1  
1001 (Exhibit); amended 1997; Code 1971 § 8-4-2.]  
1002

1003 **8.20.030 Concept Plan Review.**

1004  
1005 The developer and the Development Review Committee (DRC) shall review the Concept Plan of the  
1006 proposed subdivision. The DRC will consist of the Community & Economic Development Director, City  
1007 Planner, Public Works Director, City Engineer, Fire Marshal and may include representatives of other city  
1008 departments, special service districts, county agency and others as deemed necessary by the DRC. The  
1009 DRC shall provide notice to the Planning Commission and City Council of the Concept Review meeting in  
1010 order to provide an opportunity for input to be relayed to the developer via the DRC. The DRC may  
1011 schedule a site visit as part of their review.  
1012

1013 The purpose of this meeting is to inform the developer of various city ordinances, standards, special  
1014 requirements and any other matters of concern to be considered in the preparation for the preliminary  
1015 plat. No binding commitments shall be made and no formal action by the Planning Commission or City  
1016 Council is required at this time. The intent of this concept review meeting is to provide a mutual exchange  
1017 of information, in an effort to avoid future problems and misunderstandings  
1018

1019 Preliminary Plat must be submitted within six (6) months of Concept Review by the DRC.  
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**8.20.040 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

**Chapter 8.25  
PRELIMINARY SUBDIVISION REVIEW**

Sections:

- 8.25.010 Preliminary plat.
- 8.25.020 Approval of preliminary plat.
- 8.25.030 Severability.

**8.25.010 Preliminary plat.**

The preliminary plat shall comply with the following requirements:

- (A) Submission Requirement. Submit four standard 22-inch by 34-inch copies (see standard drawing No. 1), one reduced to 11-inch by 17-inch (one-half scale) copy, plus one PDF copy of the preliminary plat, for review at least two weeks prior to the next regularly scheduled meeting of the Planning Commission, in accordance with the Community Development submittal policy. Once a complete application has been received, the Community Development Department shall schedule a public hearing within a reasonable time in light of the complexity of the application, the number of other applications received, available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050.. The Community Development Director shall, if a complete application is not so submitted in a timely manner, postpone scheduling a public hearing for consideration thereof until complete..
- (B) General Information Required.
  - (1) The proposed name of the subdivision.
  - (2) The location of the subdivision, including the address of the section, township and range.
  - (3) Date of preparation.
  - (4) The location of the nearest bench mark and monument.
  - (5) The boundary of the proposed subdivision.
  - (6) Legal description of the subdivision and acreage included.
  - (7) Location, width and name of existing streets within 200 feet of the subdivision and of all prior platted streets and other public ways, railroad and utilities rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract.
  - (8) Easements for water, sewer, drainage, utility lines, fencing, and other appropriate purposes.
  - (9) The layout, number, area, and typical dimensions of lots, streets, and utilities.

- 1075 (10) Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of  
1076 property owners in a subdivision including, but not limited to, sites to be reserved or dedicated for parks,  
1077 playgrounds, schools or other public uses.  
1078  
1079 (11) Current inset City map showing location of subdivision.  
1080  
1081 (12) Boundary lines of adjacent tracts of undivided land showing ownership.  
1082  
1083 (13) Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a  
1084 distance of at least 100 feet beyond the tract boundaries.  
1085  
1086 (14) Existing sewers, field drains, water mains, culverts or other underground facilities within the tract and  
1087 to a distance of at least 100 feet beyond the tract boundaries, indicating pipe size, grades, manholes and  
1088 exact location.  
1089  
1090 (15) Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments  
1091 within the tract and to a distance of at least 100 feet beyond the tract boundaries.  
1092  
1093 (16) Contours at two-foot intervals for predominate ground slopes within the subdivision between level  
1094 and ten percent, and five-foot contours for predominate ground slopes within the subdivision greater than  
1095 10 percent.  
1096  
1097 (17) The plat shall be drawn to a scale of not less than one inch equals 100 feet and shall indicate the  
1098 base of bearing true north.  
1099  
1100 (18) The developer's detailed plan for protecting future residents of his development from such hazards  
1101 as open ditches, canals or waterways, nonaccess streets, open reservoirs or bodies of water, railroad  
1102 rights-of-way and other such features of a potentially hazardous nature located on, crossing, contiguous  
1103 or near to the property being subdivided, with the exception that the developer's plan need not cover  
1104 those features which the Planning Commission determines would not be a hazard to life and/or where the  
1105 conforming structure designed to protect the future residents would itself create a hazard to the safety of  
1106 the public. The foregoing does not relieve the developer of the duty to investigate all possible means of  
1107 protecting future residents from a potential hazard before a determination is made that the only  
1108 conceivable means of protection is potentially more hazardous than the hazard itself.  
1109  
1110 (19) Location of existing and proposed land drains. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1111 1997; Code 1971 § 8-5-1.]  
1112

1113 **8.25.020 Approval of preliminary plat.**  
1114  
1115

1116 Members of the Development Review Committee shall prepare reports of compliance with City ordinance  
1117 for the Planning Commission. Following this investigation and after the holding a duly noticed public  
1118 hearing, the Planning Commission shall recommend approval of the preliminary plat as submitted or  
1119 modified, or recommend disapproval by indicating findings for the disapproval. The Planning Commission  
1120 may also table recommendation of the Preliminary Plat for the purpose of obtaining additional information,  
1121 or to allow the developer to modify the plat submittal.  
1122

1123  
1124 Upon receipt of the Planning Commission recommendation on the Preliminary Plat, the City Council shall  
1125 hold a public meeting to review the Preliminary Plat. The City Council shall approve the preliminary plat  
1126 as submitted or modified, or deny the preliminary plat by indicating findings for disapproval. The City  
1127 Council may also remand the preliminary plat to the Planning Commission for further review.  
1128

1129 City Council approval of the preliminary plat shall authorize the developer to proceed with preparation of  
1130 the final plat. Approval of preliminary plats by the City Council will extend for a period of one year. If work  
1131 or subsequent action by the developer to proceed to final plan review does not occur within the year  
1132 following initial approval, the plan must be resubmitted and become subject to reapproval under the latest  
1133 City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code 1971 § 8-5-2.]  
1134

1135 **8.25.030 Severability.**  
1136

1137 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1138 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1139 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1140 [Ord. 13-02 § 1 (Exhibit).]  
1141

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1146  
1147 **Chapter 8.30**  
1148 **FINAL SUBDIVISION REVIEW**  
1149

1150 Sections:

- 1151 8.30.010 Final plat.
- 1152 8.30.020 Final plan and profile.
- 1153 8.30.030 Final approval.
- 1154 8.30.040 Severability.

1155  
1156 **8.30.010 Final plat.**  
1157

1158 The final plat must be prepared by a licensed land surveyor on a sheet of approved tracing with  
1159 permanent black ink and shall be prepared in accordance with the requirements of this title. The plat shall  
1160 be 19-inch by 30-inch and shall have a one-and-one-half-inch border on the left and a one-half-inch  
1161 border on the three remaining sides. The top of the plat shall be either north or east, whichever  
1162 accommodates the drawing best.  
1163

1164 The plat shall show:

- 1165 (A) The name of the subdivision, which name must be approved by the Planning Commission and county  
1166 recorder.  
1167
- 1168 (B) Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries,  
1169 streets, alleys, easements, areas to be reserved for public use and other important features.  
1170
- 1171 (C) An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in  
1172 feet and hundredths.  
1173
- 1174 (D) The street address for each lot. Each street address shall be assigned by the City to be consistent  
1175 with the current numbering scheme.  
1176
- 1177 (E) True angles and distances to the nearest established street lines or official monuments which shall be  
1178 accurately described in the plat and shown by appropriate symbol.  
1179
- 1180 (F) Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.  
1181  
1182

- 1183 (G) The accurate location of all monuments to be installed shown by the appropriate symbol. All United  
1184 States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to  
1185 the property shall be preserved in precise position.  
1186
- 1187 (H) The dedication to the City of all streets, highways and other public uses and easements included in  
1188 the proposed subdivision.  
1189
- 1190 (I) Street monuments shall be shown on the final plat as are approved by the City Engineer. Standard  
1191 precast monuments will be furnished by the developer and placed as approved.  
1192
- 1193 (J) Pipes or other such iron markers shall be shown on the plat.  
1194
- 1195 (K) Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the  
1196 purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all  
1197 property owners.  
1198
- 1199 (L) All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on final plat shall pose to  
1200 an accuracy of not less than one part in 5,000.  
1201
- 1202 (M) Location, function, ownership and manner of maintenance of common open space not otherwise  
1203 reserved or dedicated for public use.  
1204
- 1205 (N) Boundary descriptions of the subdivision.  
1206
- 1207 (O) Current inset City map showing location of subdivision.  
1208
- 1209 (P) Standard forms for the following:  
1210
- 1211 (1) A registered land surveyor's certificate of survey as applicable under state Law.  
1212
- 1213 (2) Owner's dedication which shall "warrant and defend and save the City harmless against any  
1214 easements or other encumbrances on the dedicated streets which will interfere with the City's use,  
1215 maintenance and operation of the streets."  
1216
- 1217 (3) A notary public's acknowledgment.  
1218
- 1219 (4) The City Land Use Authority (either the Planning Commission or City Council, as designated by the  
1220 City Municipal Code) certificate of approval.  
1221
- 1222 (5) The City Engineer's certificate of approval.  
1223
- 1224 (6) The county recorder's certificate of attest.  
1225
- 1226 (7) The City Attorney's certificate of approval.  
1227
- 1228 (8) Public Utilities approval and acceptance of public utility easements.  
1229
- 1230 (9) A three-inch by three-inch space in the lower right-hand corner of the drawing for recording  
1231 information. [Ord. 13-02 § 1 (Exhibit); Code 1971 § 8-6-1.]  
1232

1233 **8.30.020 Final plan and profile.**  
1234

1235 Plan and profile must be prepared by a licensed engineer in accordance with the requirements of this title.  
1236 Standard 22-inch by 34-inch and reduced to 11-inch by 17-inch (one-half scale) of the plan and profile will  
1237 be required for review by the City. General information required:

1238  
1239 (A) Plan for Culinary Water Improvements. Show proposed water main sizes, valves, fire hydrants, and  
1240 service connections to all lots within the proposed subdivision and connections to existing water mains.

1241  
1242 (B) Plan for Secondary Water Improvements. Show proposed secondary water main sizes, valves, and  
1243 service connections to all lots within the proposed subdivision and connections to existing secondary  
1244 water lines.

1245  
1246 (C) Plan for Sanitary Sewer. Show proposed sewer mains and manholes, together with proposed slopes  
1247 and depths within the proposed subdivision. Also show location of service laterals to each lot within the  
1248 subdivision.

1249  
1250 (D) Land Drain. Show method of dealing with land drains and subsurface water drains within the  
1251 proposed development. If applicable, indicate location of any service connections and service manholes  
1252 within the subdivision.

1253  
1254 (E) Storm Water. Show location and size of storm water drains, together with any manholes or drop boxes  
1255 within the subdivision. Show slope and grade of all storm drain lines. Storm water calculations need to  
1256 accompany drawings for engineer review.

1257  
1258 (F) Streets. Typical cross section of road improvements, together with flow line of proposed curb and  
1259 gutter improvements as compared with existing ground slopes and center line offsets of all proposed  
1260 utilities.

1261  
1262 (G) Stationing. Stationing callouts should conform with acceptable engineering practices.

1263  
1264 (H) Agreements. When necessary, copies of any agreements with adjacent property owners relevant to  
1265 the proposed subdivision shall be presented to the Planning Commission. [Ord. 13-02 § 1 (Exhibit);  
1266 amended 1997; Code 1971 § 8-6-2.]

1267  
1268 **8.30.030 Final approval.**

1269  
1270 (A) Submittal. Submit four standard 22-inch by 34-inch copies of plat and plan and profile sheets, one  
1271 copy of each reduced to 11-inch by 17-inch (one-half scale), plus one PDF copy to the City, together with  
1272 a cost estimate of off-site improvements and storm drain calculations.

1273  
1274 (B) Engineer Review. City Engineer will review submitted documents and transmit his conclusions and  
1275 recommendations to the Planning Commission, including cost estimate for off-site improvements required  
1276 by City ordinance.

1277  
1278 (C) Approval. Upon receipt of the approved plans from the City Engineer the Planning Commission shall  
1279 forward to the City Council their recommendation to either approve or reject the final plat or shall table  
1280 action for the next regular meeting or until the specified deficiency has been corrected.

1281  
1282 If the Planning Commission does not approve the final plat, disapproval shall be indicated by written  
1283 notice stating the reasons for disapproval, in which case the decision can be appealed to the City Council,  
1284 whose decision will be final.

1285  
1286 Approval of final plats by the City Council will extend for a period of 12 months. If work or subsequent  
1287 action by the developer to proceed with off-site construction does not occur within the 12-month period

1288 following initial approval, the plat and construction drawings must be resubmitted and become subject to  
1289 reapproval under the latest City ordinances and specifications.

1290  
1291 (D) Construction of Off-Site Improvements. No construction of off-site improvements shall commence until  
1292 the developer has completed a preconstruction meeting with the City Planning, Engineering, and Public  
1293 Works Departments, at which time a review of construction project and expectations of the City will be  
1294 discussed. Such conference shall be scheduled with the City and all affected utility companies will be  
1295 invited to attend.

1296  
1297 (E) Approval to Record Subdivision. Before any subdivision plat will be recorded, the developer shall  
1298 furnish a corporate surety bond or cash escrow in amount as finally determined by the City Engineer to  
1299 secure the performance of the public improvements in a workmanlike manner and according to  
1300 specifications established by the Syracuse City subdivision standards (See SCC 8.10.020). Some of the  
1301 public improvements are as follows:

- 1302  
1303 (1) Paving of streets.  
1304  
1305 (2) Curb, gutter and sidewalks.  
1306  
1307 (3) Sewer and water lines, including irrigation lines.  
1308  
1309 (4) Storm and subsurface drainage.  
1310  
1311 (5) Street signs, monuments, lighting, fences and street trees.  
1312  
1313 (6) Removal or relocation of any easements which may affect the use of the dedicated streets by the City.  
1314  
1315 (7) Utility development connection fees.

1316  
1317 (F) Recording. Once final plat approval has been obtained the developer shall submit a 22-inch by 34-  
1318 inch Mylar of the final plat to the City Engineer. If all documents, submittals, and payment of fees are in  
1319 order, the City Engineer will sign the Mylar, indicating approval of the subdivision. Complete submittal  
1320 shall include the following:

- 1321  
1322 (1) Development agreements.  
1323  
1324 (2) Escrow agreement.  
1325  
1326 (3) Title report.  
1327  
1328 (4) Street light agreement.  
1329  
1330 (5) Off-site improvement agreement.  
1331  
1332 (6) Water share certificate.  
1333  
1334 (7) Storm water activity permit.  
1335  
1336 (8) Storm water maintenance agreement.  
1337  
1338 (9) Payment of all required development and inspection fees.  
1339  
1340 (10) Approved construction drawings or as-built drawings.

1341

1342 (11) Surety and improvement guarantee.

1343

1344 (12) Easements and any other documents deemed necessary by the City Engineer or conditioned for  
1345 approval by the Planning Commission or City Council.

1346

1347 After approval and signature of the final plat, the City Engineer shall submit the plat to the Community  
1348 Development Director, or designee, who shall obtain the signatures of the City Attorney, Planning  
1349 Commission Chair, and Mayor. The final plat, bearing all official signatures as above required, shall be  
1350 deposited in the office of the City Recorder, who shall cause the plat to be recorded in the office of the  
1351 county recorder. Final plats not recorded within 12 months of final approval shall be deemed null and  
1352 void. No plat shall be recorded in the office of the county recorder until the plat is approved and signed.  
1353 Lots included in such plat shall not be sold or exchanged, and no offer shall be made to sell or exchange  
1354 any such lots unless and until the plat is recorded. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1355 1999, 1997; Code 1971 § 8-6-3.]

1356

1357 **8.30.040 Severability.**

1358

1359 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1360 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1361 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1362 [Ord. 13-02 § 1 (Exhibit).]

1363

1364

1365

1366 8.45.080(A) Culinary Water

1367 (13) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1368 developer at his own expense.

1369 (14) Responsibility for Safe Storage. The developer shall be responsible for the safe storage of material  
1370 furnished by or to him, and accepted by him, and intended for the work, until it has been incorporated in  
1371 the completed project.

1372

1373 8.45.080(C)

1374 (10) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1375 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1376 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1377 Thrust block size shall be determined by the developer's engineer and shall be shown on the plans.

1378

1379 8.45.120 Secondary Water

1380 (A)(7) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1381 developer at his own expense.

1382 (A)(8) Responsibility for Safe Storage. The developer shall be responsible for the safe storage of  
1383 material furnished by or to him, and accepted by him, and intended for the work, until it has been  
1384 incorporated in the completed project.

1385 (C)(4) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1386 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1387 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1388 Thrust block size shall be determined by the developer's engineer and shall be shown on the plans.  
1389



**SYRACUSE CITY**  
**Syracuse City Council Regular Meeting Agenda**  
**September 9, 2014 – 7:00 p.m.**  
City Council Chambers  
Municipal Building, 1979 W. 1900 S.

1. Meeting called to order  
Invocation or thought  
Pledge of Allegiance  
Adopt agenda
2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Whitnee Ritter and Alex Christensen.
3. Approval of Minutes:
  - a. Regular Meeting of August 12, 2014
  - b. Special Meeting of August 26, 2014
4. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.
5. Common Consent:
  - a. Proposed Resolution R14-32 appointing members to the Arts Council.
  - b. Authorize Administration to execute engineering services agreement for 3000 West Engineering Design project.
6. Proposed Resolution R14-34 adopting the Syracuse City Emergency Operations Plan.
7. Proposed Resolution R14-33, General Plan Amendment, Requested by City Council to amend following location: Portions of Properties owned by GOR & CWR, LLC and Mark S. Johnson-Trustee, at approximately 2000 W. 2700 S., from PRD(Planned Residential Development) & PO (Professional Office) to R-1 Residential.
8. Proposed Ordinance 14-21 Rezone from A-1 to R-1Residential, Cook Quarters, Sarah & Steven Cook, property located at approximately 2600 W. 700 S.
9. Proposed Ordinance 14-22 Rezone from A-1 to R-2 Residential, NS Group Holdings, LLC, property located at approximately 1525 W. 2700 S.
10. **Public Hearing – continued from August 12, 2014:**
  - a. Proposed Ordinance 14-18 amending an impact fee facilities plan and an impact fee analysis for Public Safety; providing for the calculation and collection of such fees; providing for appeal, accounting, and severability of the same; and other related matters.
  - b. Proposed Ordinance 14-19 amending various sections of Title Three of the Syracuse City Municipal Code pertaining to impact fees.
  - c. Proposed Resolution R14-27 updating and amending the Syracuse City Consolidated Fee Schedule by making adjustments to the Public Safety Impact Fees.
11. Proposed Ordinance 14-23 amending Title 8 of the Syracuse City Code pertaining to the subdivision process.
12. Councilmember Reports
13. Mayor Report
14. City Manager Report
15. 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 4<sup>th</sup> day of September, 2014 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on September 4, 2014.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #2

Presentation of the Syracuse City and Wendy's "Award for Excellence" to Whitnee Ritter and Alex Christensen.

### *Factual Summation*

- Any questions regarding this item can be directed at CED staff. Please see the attached memos regarding the Award recipients for August 2014.

### *Recommendation*

The Community & Economic Development Department hereby recommends that the Mayor and City Council present the "Syracuse City & Wendy's Award for Excellence to Whitnee Ritter and Alex Christiansen.

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**Mayor**  
Terry Palmer

**City Council**  
Brian Duncan  
Craig Johnson  
Karianne Lisonbee  
Douglas Peterson  
Larry D. Shingleton

**Interim City Manager**  
Steve Marshall

## MEMORANDUM

**To:** Mayor and City Council

**From:** Community & Economic Development Department

**Date:** September 9, 2014

**Subject:** Presentation of the Syracuse City & Wendy's Award for Excellence to Whitnee Ritter and Alex Christiansen

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### Background

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence."

### "Syracuse City & Wendy's Award for Excellence"

This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts and/or community service. The following are the individuals selected for the award and the reasoning for their selection:

#### Whitnee Ritter

Whitnee is a cheerleader at Syracuse High School. She is an outstanding student and individual. She was a big support for her fellow students during their loss of friend and fellow cheerleader, Marli Hamblin. She helped with the fundraiser "Miracle for Marli". They created wristbands and sold them to help raise money for her family. She was chosen for her actions and service.

#### Alex Christiansen

Alex is also a Syracuse High School student. He was also chosen for his support of friends and family during the loss of our students. He has been working on an Eagle Scout project to honor those who have been lost. He is an excellent student and friend. He is very helpful to

other fellow students. We are proud to have Alex as a Syracuse High School Titan and citizen of the community.

- Nominated by Syracuse High School Staff

Both students will:

- Receive a certificate and be recognized at a City Council meeting
- Have their picture put up in City Hall and the Community Center
- Have a write up in the City Newsletter, Facebook, Twitter, and website
- Be featured on the Wendy's product TV
- Receive \$10 gift certificate to Wendy's

### **Recommendation**

The Community & Economic Development Department hereby recommends that the Mayor and City Council present the "Syracuse City & Wendy's Award for Excellence" to Whitnee Ritter and Alex Christiansen.



# COUNCIL AGENDA

September 9, 2014

Agenda Item #3

Approval of Minutes.

***Factual Summation***

- Please see the draft minutes of the following meeting(s):
  - a. Regular Meeting of August 12, 2014.
  - b. Special Meeting of August 26, 2014.
  
- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

Minutes of the Syracuse City Council Regular Meeting, August 12, 2014.

Minutes of the Special meeting of the Syracuse City Council held on August 12, 2014, at 7:24 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan  
Mike Gailey  
Craig A. Johnson  
Karianne Lisonbee  
Douglas Peterson

Mayor Terry Palmer  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:  
Finance Director Steve Marshall  
Public Works Director Robert Whiteley  
City Attorney Clint Drake  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson  
Community Development Director Sherrie Christensen

[7:24:22 PM](#)

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:10 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Duncan provided an invocation. Councilmember Johnson then led all present in the Pledge of Allegiance.

[7:25:27 PM](#)

COUNCILMEMBER LISONBEE MOVED TO ADOPT THE AGENDA. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

[7:25:57 PM](#)

2. Presentation of the Syracuse City and Wendy's "Award for Excellence"

To Cameron Burt and Rozlyn Tracy.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for

1 Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics,  
2 academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at  
3 a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City  
4 Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and  
5 receive a \$10 gift certificate to Wendy's.

6 Mayor Palmer noted both teens receiving the award for August 2014 were nominated by Cook Elementary School  
7 teachers.

8 Cameron Burt

9 Cameron Burt: Cameron is one of those students that I will never forget. He always pushes himself to do his best.

10 He is gifted in many areas: academics, athletics, leadership, and social.

11 Cameron is a bright student. He was always eager to learn new and difficult concepts. Cameron has a positive  
12 attitude towards education. Cameron plays on a comp baseball team. He is dedicated to his team and improving his  
13 talent. Cameron was a member of our Student Council. He was usually the first to volunteer to help on a project.

14 Cameron goes out of his way to serve others. When he sees a need he jumps up and helps. Many times he has  
15 helped me carry items when my hands were full. He holds doors open for students. He tutors students who struggle  
16 with academics. He treats everyone with kindness; even those who can be difficult. Cameron is very mature for his  
17 age, and it shows in his daily interactions with others. He has a great sense of humor. I have already given his  
18 parent my permission for him to date my daughter when they are older. :)

19  
20 Rozlyn Tracy

21 Rozlyn Tracy: Rozlyn is a very hard working student. She excels in all academic areas. While others her age  
22 worked hard, and gave 100%; Rozlyn was giving 200%! Often Rozlyn helped struggling students learn challenging  
23 concepts. She enjoys helping others. She has been involved in our Student Council. She was usually one of the  
24 first to volunteer. She is kind to others and looks for ways to serve those around her. She has been involved in the  
25 Special-Needs Olympics, and often talked about what a wonderful experience it is to help those children. Rozlyn  
26 does not serve others to get praise or an award. Many times I would learn, from another student or adult, about  
27 some act of kindness that was performed by her.

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[7:33:01 PM](#)

3. Introduction of new Police Officers

A staff memo from Police Chief Atkin explained he recently hired Bryce Weir as a detective and Mike Osiek as a code enforcement officer.

Chief Atkin approached the City Council and introduced Mr. Weir and provided a brief synopsis of his background in the law enforcement field. He noted Mr. Osiek was not able to attend tonight’s meeting, but he also provided a brief synopsis of his background.

[7:35:44 PM](#)

4. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session of July 8, 2014, Regular Meeting of July 8, 2014, and Special Meeting of July 22, 2014.

[7:36:00 PM](#)

COUNCILMEMBER GAILEY MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA.  
COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR.

[7:36:34 PM](#)

5. Public Comments

Jimmie Chadbourne stated that since Jensen Park was built he has walked it regularly and recently his wife tripped and fell and hit her head. He informed the City of the problem with the bridge that caused the fall and they committed to look at it and take care of it. The next time he walked the trail he noticed that the City had erected a sign informing users of the problem and approximately one week later the bridge had been replaced. He stated that was a great response and he wanted to let the City Council know of the quick response. He also referenced development in the area that is causing a trail closure and he asked if there are accommodations that can be made to reopen the trail so that users are not forced to walk on the road.

1 [7:41:14 PM](#)

2 TJ Jensen stated he will be addressing the Council first as a Planning Commissioner relative to items 12 and 13 on  
3 the agenda; he stated that for item 12 he does not think the R-1 zoning change is sensible and that the property should remain  
4 zoned A-1, which would allow for half-acre parcels, 16 of which could be developed fronting 2700 South. He then  
5 referenced the requested zoning change for the Ninigret property and stated that State Road 193 has been operational for less  
6 than one year and that has not been adequate time to determine viable land uses in the area. He stated the MGB&A study  
7 indicated the area would be suitable for business park development and he feels Ninigret is looking for an easy route by  
8 requesting residential zoning and locating a charter school on their property. He suggested the Council wait on making a  
9 decision on this issue and determine what would be most suitable for the property. He concluded by expressing his  
10 condolences to the Hamblin family after the loss of their daughter, Marli.

11 [7:44:05 PM](#)

12 Tyler Bodrero referenced agenda item 13 and stated his company represents Syracuse Arts Academy in their design  
13 and development process and they are looking to create a satellite location due to the existing school being filled to capacity.  
14 He stated it is important to locate the satellite facility close enough to the main school to provide for interaction between the  
15 two. He stated that after meeting with the Davis School District to determine an appropriate location for the charter school, it  
16 was determined that somewhere on the north end of Syracuse would be best; the Arts Academy truly wants to stay in  
17 Syracuse and other developers have not been able to meet the needs of the school. He stated the current property owner of  
18 the subject property, Ninigret, has been gracious in meeting with the school management company to determine the facility  
19 needs and much of that informant has been presented to the City Council. He stated the Arts Academy administration is in  
20 favor of the proposal and they feel the property allows them the best opportunities for success relative to traffic management,  
21 use of open and transitional space, and buffering between residential properties and the Rocky Mountain Power corridor. He  
22 stated the MGB&A study was referenced during the work session and again during this business meeting, but it is important  
23 to note that the study clearly speaks to residential growth supporting future commercial and business development and  
24 roadways to improve traffic. He stated the residential component is key in order to support various commercial uses. He  
25 concluded the school is in support of the requested zoning change to allow the school to be constructed and function well  
26 with the nearby residential developments.

27 [7:48:22 PM](#)

1 Gary Pratt also referenced agenda item 13 and stated that over the past three years the property has been studied on  
2 three different occasions; one study was completed by the City at a cost of over \$40,000 and it did not call for housing on the  
3 subject property, but did call for business park development in the specific area. He stated the study also included property in  
4 the region, not just in Syracuse. He stated the highest and best use of the property was originally industrial, then it was  
5 changed to flex zoning, and other highest and best uses were proposed but were never accepted by the City Council. He  
6 noted that during the last meeting he referenced state, local, and citizen property rights and he feels one of the pinnacles of  
7 the City's rights is the General Plan and the City has the right to determine a vision for the City after considering input from  
8 residents and developers. He stated the property was originally zoned A-1 and C-2, which is a commercial zone with a small  
9 residential component; however, the C-2 zoning was later eliminated. He stated the business park designation was  
10 recommended by the Planning Commission and City Council after studying the study commissioned by the City. He stated a  
11 school can be constructed in any zone in the City and, therefore, the zoning change is not necessary. He added, however, that  
12 this recommendation is contradictory to the statement that Randy Abood made to the Planning Commission that there would  
13 never be a school on the property after a suggestion was made to include University satellite options on the property. He  
14 concluded that his recommendation would be to maintain the business park zoning and allow the school to be built in that  
15 zoning designation. He stated that there are many businesses that could be successful in a business park zoning designation  
16 and could benefit from the students attending satellite school facilities.

17 [7:53:07 PM](#)

18 Pat Zaugg offered kudos to the Police Department relative to their code enforcement and property maintenance of  
19 the properties along 700 South that have very tall weeds; the code enforcement officer responded quickly to her complaints  
20 and worked with the owner of the property to abate the nuisances. She then stated that Councilmember Gailey made a  
21 comment regarding the Ninigret proposal that residents in the area were excited about homes being built on the Ninigret  
22 property. She noted that none of the residents were excited about homes; instead they asked for parks and open space and  
23 homes were only preferred over an industrial park. She stated she served on a committee that planned for the area and there  
24 were never focused discussion about residential development. She agreed with Mr. Pratt and stated the property is valuable  
25 to the City and the City will be sold short if the property owner is given approval that will allow for quick development. She  
26 stated she knows Ninigret wants to be done with the project and get out of Syracuse because Syracuse has not been friendly  
27 to them, but she believes the Council needs to be prudent in determining the appropriate zoning for the property. She

1 indicated the area is over saturated with homes and she is concerned that school traffic would be difficult for the roads in the  
2 area to handle. She stated she has asked for satellite college units and they have been denied in the past. She concluded that  
3 if the Council decides to permit homes in the area it is necessary to enlarge the commercial properties. She thanked the  
4 Council for the work they do and for listening to the residents.

5 [7:56:44 PM](#)

6 Sheldon Kilpack stated he works closely with Syracuse Arts Academy and has been involved in selecting a site for  
7 their new satellite location. He stated the Arts Academy approached Ninigret after determining the property was suitable in  
8 terms of best resolving pressure on the education system. He stated the Arts Academy would like for the satellite location to  
9 open one year from today and it is necessary to determine the exact location and begin working on the project. He stated  
10 other developers in other cities have offered their land for sale to the Arts Academy, but the school would like to stay in  
11 Syracuse and there are opportunities to construct an amphitheater and other park facilities on the Ninigret property that are  
12 not present on other properties in other cities. He referenced roads in the area and stated that it may be necessary to provide  
13 additional road connections to accommodate the school traffic. He concluded that the Arts Academy has been the driving  
14 force in selecting the location and the school's administration does think the subject property is the best location. He added  
15 that as a resident of Syracuse he would prefer that the school be located on the subject property and he added that additional  
16 residential development may help to support some of the struggling commercial developments in the City.

17 [7:59:39 PM](#)

18 Ray Zaugg stated he supports the Arts Academy in the proposed location and he believes it is a great place for it and  
19 it is a foregone conclusion that there will be a road connecting Monterey Estates to State Road-193 and yet to be determined  
20 is the layout of the road; however, it will go right by the school regardless of the layout. He added he likes the idea of an  
21 amphitheater as well. He then reported that residents had requested recreation property or open space on the subject property  
22 with a business park on the northern area and commercial uses along State Road-193. He reiterated that a school is allowed  
23 in any zone in the City and he suggested the City Council approve the school without making any changes to the zoning  
24 designation of the property. He stated the Council put a lot of thought in master planning the area and he does not feel it is  
25 appropriate to change it at this time.

26 [8:01:40 PM](#)

1 Gary McEntee addressed statements made about the Ninigret project that he feels are incomplete or misleading. He  
2 stated Ninigret never asked for a General Plan change; they did ask for the Council to leave the General Plan and zoning  
3 unchanged in order to wait for an actual plan to be presented for the entire development. He stated that the change that was  
4 made last year was not desired by Ninigret. He referenced the MGB&A study that has been discussed tonight and he noted  
5 that option A in the study calls for business park east of the power line, but no business park west of the power line; option B  
6 calls for business park west of the power line as well as high density, multi-family residential development right next to it.  
7 He stated that his understanding is that is not something the City is willing to accept though it was part of the  
8 recommendation from the study. He stated he is having difficulty finding any consistency since people continue to reference  
9 the study, but are not willing to recognize all recommendations of the study; some that have spoken are only taking the bits  
10 and pieces from the study that they like, but they should stop stating their recommendations are based on the study because  
11 that is not correct or true. He stated that he has had several discussions with the Planning Commission about several different  
12 proposals for the property and in this case the Planning Commission has recommended, on a five to one vote, to approve the  
13 current proposal, yet the City Council is questioning it. He reiterated that also makes him question the consistency of the  
14 City Council. He added that he struggles with the fact that some residents have developed and subdivided their own property  
15 for residential development, which increased the number of homes in the City, but they now argue against more homes on the  
16 Ninigret property. He stated he is looking to develop the property as best he can in Syracuse and he has come to the Council  
17 numerous times with adjustments to the plan; the charter school would be an asset to the community and there is no market  
18 interest in a business park in the area. He left the MGB&A plan with the Council to review prior to making a decision  
19 tonight.

20

21 [8:05:01 PM](#)

22 6. Proposed Resolution R14-31 confirming the appointment of a  
23 part-time Justice Court Judge.

24 Mayor Palmer explained the process he followed to select a new Justice Court Judge for Syracuse City. He proposed  
25 the City Council confirm his selection of Catherine Hoskins as the Justice Court Judge.

26 [8:05:38 PM](#)

1 COUNCILMEMBER DUNCAN MADE A MOTION TO ADOPT RESOLUTION R14-31 CONFIRMING THE  
2 APPOINTMENT OF A PART-TIME JUSTICE COURT JUDGE. COUNCILMEMBER LISONBEE SECONDED THE  
3 MOTION; ALL VOTED IN FAVOR.

4 [8:05:48 PM](#)

5 Councilmember Duncan stated he knows Ms. Hoskins professionally and he has always been impressed with what  
6 she has had to offer. He supports the appointment of Ms. Hoskins as the Justice Court Judge.

7

8 [8:06:44 PM](#)

9 7a. Common Consent: Set public hearing for September 9, 2014 to  
10 consider an ordinance approving the annexation of 57 acres of property  
11 located at approximately 3807 W. 2700 S.

12 A staff memo from the City Recorder explained that pursuant to the provisions of Title 10-2-405 of the Utah Code  
13 Annotated, she has reviewed Annexation Petition 2014-01 to annex 57 acres of property located at approximately 3807 W.  
14 2700 S., which was accepted by the City Council on July 8, 2014, and has found the petition meets the requirements outlined  
15 in Title 10-2-403(2), (3) and (4). A notice of certification was published in the Standard Examiner beginning Wednesday,  
16 August 6, 2014, and will be published for three consecutive weeks. The notice outlines the protest process. The protest  
17 period will expire on September 5, 2014. Protests are to be filed with the Davis County Boundary Commission, with copies  
18 to be provided by the protestor to the City Recorder. If no protests are filed, the proposed annexation and zoning ordinance  
19 will be presented to the Council following the protest period to either deny or approve the ordinance. If protests are filed, the  
20 Council may deny the petition or decide to proceed; however, no further action can be taken by the Council until a decision  
21 has been made by the Davis County Commission. The next step in the process is to set a public hearing to consider the  
22 annexation and zoning ordinance. The soonest this public hearing can be held is September 9, 2014.

23 [8:07:33 PM](#)

24 Councilmember Duncan stated that he is willing to set the public hearing, though he has deep concerns about the  
25 annexation and the proposed development of the property. Councilmember Johnson agreed and noted only one-third of the  
26 property is actually developable.

1 [8:09:00 PM](#)

2 There was a brief discussion regarding the purpose of a common consent agenda.

3 [8:10:57 PM](#)

4 COUNCILMEMBER LISONBEE MOVED TO SEPARATE ITEMS 7A AND 7B LISTED FOR COMMON  
5 CONSENT IN ORDER TO GIVE THE COUNCIL THE OPPORTUNITY TO CONSIDER THE ITEMS INDEPENDENT  
6 OF ONE ANOTHER. COUNCILMEMBER JOHNSON SECONDED THE MOTION. ALL COUNCILMEMBERS  
7 VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER PETERSON WHO VOTED IN OPPOSITION.

8 [8:10:53 PM](#)

9 COUNCILMEMBER DUNCAN MADE A MOTION TO SET A PUBLIC HEARING FOR SEPTEMBER 9, 2014  
10 TO CONSIDER AN ORDINANCE APPROVING THE ANNEXATION OF 57 ACRES OF PROPERTY LOCATED AT  
11 APPROXIMATELY 3807 W. 2700 S. COUNCILMEMBER LISONBEE SECONDED THE MOTION.

12 [8:11:19 PM](#)

13 Councilmember Lisonbee expressed her concerns regarding the annexation proposal and she is not certain she will  
14 support an ordinance after the public hearing on September 9, but she is willing to allow the annexation process to move  
15 forward as defined by State Law. Councilmember Johnson stated that he will vote against scheduling the public hearing in  
16 order to stop the annexation process at this point in time. Mayor Palmer stated he is hopeful that the developer will meet with  
17 City staff to discuss the ability to develop the property if the annexation is approved.

18 [8:12:53 PM](#)

19 Mayor Palmer stated there has been a motion and a second to set the public hearing relative to the proposed  
20 annexation and he called for a vote. ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER  
21 JOHNSON WHO VOTED IN OPPOSITION.

22

23 [8:13:04 PM](#)

24 7b. Common Consent: Authorize Administration to write-off outstanding  
25 utility accounts due to bankruptcy, bad debt, or low income.

1 A memo from the Finance Director explained periodically it becomes necessary to write-off utility billings because  
2 amounts are no longer collectable due to bankruptcy. Three utility accounts are included in the suggested write-off, for a  
3 total of \$704.65.

4 [8:13:21 PM](#)

5 COUNCILMEMBER LISONBEE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO WRITE-OFF  
6 OUTSTANDING UTILITY ACCOUNTS DUE TO BANKRUPTCY, BAD DEBT, OR LOW INCOME. COUNCILMEMBER  
7 DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

8  
9 [8:13:41 PM](#)

10 8. Public Hearing: Authorize Administration to dispose of surplus property.

11 A staff memo from the City Recorder explained several Departments of the City have indicated they have surplus  
12 property to dispose of. The memo included the following surplus property lists provided by the Fire Department, Information  
13 Technology Department, Parks and Recreation Department, and Police Department.

14 ***Fire Department Surplus Equipment***

15 Scotsman Model CME256A Ice Maker. The Fire Department has replaced our failing 12 year old Ice Maker. We  
16 propose to surplus the Scotsman Ice Maker for sale or scrap. This Ice Maker is 12 years old, rated to make 250  
17 pounds of ice per day (was currently only making 90 pounds/day max) and has cost over \$900 in our last budget  
18 cycle for service/repair.

19 Matrix Model MX-T3x Commercial Treadmill. The Fire Department will be replacing our failing 11 year old  
20 Treadmill. We propose to surplus the Matrix Model MX-T3x for sale. This treadmill is 11 years old, has a non-  
21 functional control screen display that is cost prohibitive to repair. It will be replaced by a new commercial-grade  
22 treadmill in our FY2015 budget, for use in the fire department exercise room.

23  
24 ***Information Technology Department***

25 25 Laptops and 35 Desktop computers. These have been replaced and are no longer needed.

26 Rocks/Stone and Cinderblock - Leftover construction materials from fountain remodel.

1           ***Parks and Recreation Department***

2           Model - Bobcat 325 Excavator; S/N - 514016777; Year – 1999.

3

4           ***Police Department Surplus Equipment***

5           LifeSpan TR5000i treadmill. The motor is not working, so we will just need to dispose of it.

6           K-9 Officer Dutch Shepherd dog.

7

8           ***Public Works Surplus Equipment***

9           2006 Yamaha Motorcycle

10          2011 Ford Truck Bed

11          [8:14:25 PM](#)

12                 Councilmember Peterson asked why the Police dog is included on the surplus property list. Police Chief Atkin stated the  
13 current canine officer will be moving to a new police department and due to the difficult nature in training the dog to work with a  
14 new handler it has been determined that it is most appropriate to allow the dog to move to a new department with his handler.

15          [8:16:51 PM](#)

16                 Mayor Palmer convened the public hearing. There were no persons appearing to be heard and the public hearing was  
17 closed.

18          [8:17:16 PM](#)

19                 COUNCILMEMBER LISONBEE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO DISPOSE OF  
20 SURPLUS PROPERTY. COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

21

22          [8:17:41 PM](#)

23          9a. Public Hearing: Proposed Ordinance 14-18 amending an impact  
24 fee facilities plan and an impact fee analysis for Public Safety; providing  
25 for the calculation and collection of such fees; providing for appeal,  
26 accounting, and severability of the same; and other related matters.

1 A staff memo from Finance Director Marshall stated the City is currently in the process of evaluating and updating our  
2 impact fee plans for Syracuse City. This update is to our public safety impact fee plan. Historically the City has charged a public  
3 safety impact fee. This update is a requirement of the impact fee law. The current impact fee we charge is \$225 per residential  
4 home. The revised impact fee plan calculates a gross fee of \$563 per residential home. The revised fee is offset with credits in  
5 order to avoid double payments given the outstanding debt for the fire and police stations. The net fee charged to new homes  
6 would escalate each year as additional debt is paid off and excess capacity is reduced. The impact fees for FY2015 would be  
7 \$141.80, FY2016 would be \$166.47, FY2017 would be \$191.92, and FY2018 would be \$218.12 and would continue to escalate up  
8 to the maximum fee of \$563 in FY2029 when the debt for the public safety buildings is paid off. Impact fees can be charged to  
9 new development to help pay a proportionate share of the cost of planned facilities needed to serve the growth and development of  
10 the city. Impact fees are allowed per Utah Code 11-36A. Under that code, there are two separate plans required in order to charge  
11 a public safety impact fee. They are the Impact Fee Analysis and the Impact Fee Facilities Plan. An impact fee enactment  
12 ordinance is also required.

13 According to Utah Code 11-36a-301:

14 *(1) Before imposing an impact fee, each local political subdivision or private entity shall, except as*  
15 *provided in Subsection (3), prepare an **impact fee facilities plan** to determine the public facilities required to serve*  
16 *development resulting from new development activity.*

17 According to Utah Code 11-36a-303:

18 *(1) Subject to the notice requirements of Section 11-36a-504, each local political subdivision or private*  
19 *entity intending to impose an impact fee shall prepare a **written analysis** of each impact fee.*

20 11-36a-401. Impact fee enactment.

21 *(1) (a) A local political subdivision or private entity wishing to impose impact*  
22 *fees shall pass an **impact fee enactment** in accordance with Section 11-36a-402.*

23 *(b) An impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the*  
24 *impact fee analysis.*

25 *(2) An impact fee enactment may not take effect until **90 days** after the day on*  
26 *which the impact fee enactment is approved.*

1           The impact fee enactment is attached as Ordinance 14-18 and is accompanied by, Exhibit A – impact fee facilities  
2 plan, and Exhibit B – impact fee analysis. Staff has also included Ordinance 14-19 that amends sections of the Syracuse City  
3 municipal code; specifically Title III; the packet includes a redline document that shows the proposed changes. These  
4 ordinances can both be approved tonight along with the resolution for the consolidated fee schedule; however, there is a 90  
5 day protest period before the ordinances and fee schedule would take effect. This would mean an effective date of November  
6 10, 2014. Staff recommends that the City Council approve Ordinance 14-18 – impact fee enactment and approve Ordinance  
7 14-19 – updating Title III related to impact fees. I also recommend the City Council approve resolution R14-27 updating the  
8 consolidated fee with the revised public safety impact fee amount. I recommend that these ordinances and the consolidated  
9 fee schedule have an effective date of November 10, 2014.

10 [8:18:27 PM](#)

11           Mr. Marshall reviewed his staff memo.

12 [8:20:24 PM](#)

13           Councilmember Duncan inquired as to the impact the increased fee for commercial development will have on  
14 commercial activity in the City. Mr. Marshall stated the increase could have a negative impact on commercial development  
15 and the Council can choose to adopt a lower fee if deemed appropriate. Councilmember Duncan stated he would like to table  
16 adoption of the ordinances to increase the impact fee to give the Council sufficient time to conduct additional research and  
17 determine the fees charged in other cities. Other Councilmembers and the Mayor indicated they would support tabling the  
18 agenda items as well. Mr. Marshall stated it is his understanding that the proposed fees are not astronomically higher than  
19 fees charged in other cities, but he would be happy to gather information regarding the fees charged in other cities and  
20 provide that to the Council in order for them to make a better informed decision.

21 [8:25:15 PM](#)

22           COUNCILMEMBER DUNCAN MADE A MOTION TO CONTINUE THE PUBILC HEARING FOR ITEMS 9A,  
23 9B, AND 9C UNTIL SEPTEMBER 9, 2014. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL  
24 VOTED IN FAVOR.

25  
26 [8:25:15 PM](#)

1 9b. Public Hearing: Proposed Ordinance 14-19 amending various  
2 sections of Title Three of the Syracuse City Code pertaining to impact  
3 fees.

4 COUNCILMEMBER DUNCAN MADE A MOTION TO CONTINUE THE PUBLIC HEARING FOR ITEMS 9A,  
5 9B, AND 9C UNTIL SEPTEMBER 9, 2014. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL  
6 VOTED IN FAVOR.

7

8 [8:25:15 PM](#)

9 9c. Public Hearing: Proposed Resolution R14-27 updating and amending  
10 the Syracuse City Consolidated Fee Schedule by making adjustments to  
11 the Public Safety Impact Fees.

12 COUNCILMEMBER DUNCAN MADE A MOTION TO CONTINUE THE PUBLIC HEARING FOR ITEMS 9A,  
13 9B, AND 9C UNTIL SEPTEMBER 9, 2014. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL  
14 VOTED IN FAVOR.

15

16 [8:26:55 PM](#)

17 10. Public Hearing: Proposed Resolution R14-30 adjusting the  
18 Syracuse City Budget for the Fiscal Year ending June 30, 2015.

19 A staff memo from Finance Director Marshall explained Administration is requesting some adjustments to the  
20 FY2015 Budget. The bulk of the changes are for capital projects carried over from FY2014. These projects were in process  
21 at June 30, 2014 and need to be transferred to the FY2015 budget year in order to complete them. The total of all capital  
22 project adjustments is \$2,373,000 and they are highlighted in blue on the capital projects listing. If you take \$2,373,000 and  
23 add it to the budgeted projects for FY2015 of \$5,489,250 it equals the \$7,862,250 total cost as shown on the capital projects  
24 listing. I also have shown on the budget adjustment file the cash balances for each fund after all the projects are complete.  
25 Another major change to this budget opening is a proposal to increase the funding for new police cars from \$200,000 for 6  
26 vehicles to \$400,000 for 11 vehicles. In the original budget, we budgeted for the \$200,000 for 6 vehicles and a lease payment  
27 of \$52,000. With this new proposal, we would increase the budget from \$200,000 to \$400,000 and make the first lease

1 payment of \$105,000 due in the FY2016 budget year. This would eliminate \$52,000 in lease payments for FY2015 and also  
2 allow us to pay off our existing lease of \$105,000 on the 10 cars we purchased in FY2012. By doing this, we would not  
3 overlap lease payments and our outstanding lease payment would continue at a flat \$105,000 per year over the next four  
4 years. Any questions on the vehicles, equipment, age, mileage, etc. should be directed to Police Chief Garret Atkin. Also in  
5 this budget adjustment proposal are minor changes related to grants, office supplies, payroll & wages, and a contract for a  
6 special event coordinator. All of the costs in the general fund are proposed to be funded from existing budget and therefore,  
7 the net change to the general fund is zero. The memo concluded staff recommends adopting proposed resolution R14-30  
8 adjusting the Syracuse City budget for the fiscal year ending June 30, 2015.

9 [8:27:11 PM](#)

10 Mr. Marshall reviewed his staff memo.

11 [8:31:38 PM](#)

12 Mayor Palmer convened the public hearing.

13 [8:31:50 PM](#)

14 Gary Pratt stated that as a business owner running major corporations it would be his recommendation that  
15 whenever the City can lease a capital asset that is much better than buying and owning it outright because of liability  
16 associated with failure of the asset. He added lease rates are extremely low and leasing allows the City to keep more cash on  
17 hand

18 [8:32:56 PM](#)

19 There were no additional persons appearing to be heard and the public hearing was closed.

20 [8:33:01 PM](#)

21 COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT RESOLUTION R14-30 ADJUSTING THE  
22 SYRACUSE CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2015. COUNCILMEMBER GAILEY  
23 SECONDED THE MOTION; ALL VOTED IN FAVOR.

24  
25 [8:33:29 PM](#)

26 11. Final Plan, Tivoli Gardens, Wright Development Group, property

1 located at approximately 1950 S. 1000 W., R-3 Zone.

2 A staff memo from Community Development Director Christensen explained all requirements and standards of  
3 Subdivision have been met. The project outline is as follows:

4 General Plan Approval

5 Planning Commission March 4, 2014

6 City Council March 10, 2014

7 Rezone Approval

8 Planning Commission April 1, 2014

9 City Council April 8, 2014

10 Sketch Plan Approval

11 Planning Commission April 1, 2014

12 Preliminary Plan Approval

13 Planning Commission May 6, 2014

14 Final Plat

15 Planning Commission August 5, 2014

16 The development consists of 30 lots on 10.09 acres. Phase one will complete 1950 S from the Antelope Subdivision to  
17 1000 W. It includes a detention basin with landscaped improvements and small playground with public access. The Planning  
18 Commission recommends approval to the City Council for the Final Plat of Tivoli Gardens Subdivision, request from Wright  
19 Development Group, property located at approximately 1950 S 1000 W, subject to all applicable requirements of the City's  
20 municipal codes and city staff reviews.

21 [8:33:49 PM](#)

22 Ms. Christensen reviewed her staff memo.

23 [8:34:14 PM](#)

24 COUNCILMEMBER DUNCAN MADE A MOTION TO GRANT FINAL PLAN APPROVAL FOR TIVOLI  
25 GARDENS, WRIGHT DEVELOPMENT GROUP, PROPERTY LOCATED AT APPROXIMATELY 1950 S. 1000 W., R-3  
26 ZONE. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

27

1 [8:34:56 PM](#)

2 12. General Plan Amendment, David George, 3807 W. 2700 S.,  
3 Amendment from A-1/Open Space to R-1 or R-2 Residential for  
4 purpose of annexation and single family development.

5 A staff memo from Community Development Director Christensen explained the applicant has approached the City for a  
6 General Plan Amendment along with a request to annex approximately 57 acres on the South side of 2700 South at 3807 West. The  
7 property is currently designated as A-1 and Recreational Open Space on the General Plan. The developer is requesting a residential  
8 zoning in order to facilitate a single family development. He has indicating that if the school is interested in the site, he would like  
9 to set aside the land for the site in exchange for an increased zone density from R-1. In consideration of the General Plan  
10 amendment for this property, the Council should be aware that the property is adjacent to an Agriculture Protection Area. This  
11 does not preclude development of the property, it simply puts future land owners on notice that the adjacent property is used for  
12 farming and as such will have impacts ranging from early/late farm work hours, noise, dust and odors associated with farming  
13 activities. The property owners within the Ag Protection Area are protected from nuisance lawsuits by neighboring property  
14 owners. Also in consideration of the amendment, the Council should take into consideration the possible existence of wetlands (as  
15 surveyed by UDOT for WDC study). Those areas affected by wetlands would be subject to mitigation by the Army Corp of  
16 Engineers and/or may not be developable. Another item in consideration is the Great Salt Lake high water mark. As demonstrated  
17 by the attached map, a portion of the property was affected in 1985 by the high water. Care will need to be exercised to assure that  
18 any areas within the flood plain are developed appropriately to protect private property. Staff has received inquiries from the North  
19 Davis Sewer District and an abutting land owner. The NDS is concerned about fall to the sewer lines maintaining an 8% slope.  
20 Further only about the north 1/3 of the property is within the service district boundary. The boundary can be expanded but the  
21 modeling done on the system capacity was completed using the current general plan zoning designations. Staff would like  
22 resolution as to the feasibility of providing municipal services to the property relating to sewer, storm drain, water, and the  
23 provision of a secondary access to the property. Currently the County has been unwilling to provide access via County Roads to  
24 development within the City, and requires the City to annex roads that serve developments within the City. Please see the attached  
25 letter from the City Engineer. The Planning Commission recommended DENIAL of the proposed General Plan Amendment with  
26 the following motion:

1 MOVE TO DENY THE GENERAL PLAN AMENDMENT AND ANNEXATION TO THE CITY REQUEST,  
2 WITH FINDINGS:

- 3 • THAT INGRESS AND EGRESS INTO THE SUBDIVISION WOULD LIMIT ACCESSABILITY FOR  
4 RESIDENTS AND EMERGENCY SERVICES BECAUSE THERE WOULD ONLY BE ONE.
- 5 • THE GENERAL PLAN AMENDMENT AND THE ANNEXATION WOULD SERVE BY A SINGLE  
6 CULINARY WATER FEED WHICH POSES WATER QUALITY MAINTENANCE AND FIRE  
7 PROTECTION CONCERNS.
- 8 • THE PROPOSED CHANGE TO THE GENERAL PLAN AND THE ANNEXATION WOULD HAVE  
9 LIMITED SEWER SERVICE ABILITY TO THAT PARTICULAR AREA,  
10 BY COMMISSIONER VAUGHAN. SECONDED BY COMMISSIONER RACKHAM. COMMISSIONERS  
11 VAUGHAN, DAY, RACKHAM, HATCH, AND MCCUITION VOTED YAY. CHAIRMAN JENSEN VOTED  
12 NAY. Chairman Jensen voted Nay because he felt the items should be voted on separately. He stated he did not have  
13 an issue with the Annexation, but he did with the General Plan Amendment, so he felt forced to vote Nay on both  
14 items.

15 [8:35:18 PM](#)

16 Ms. Christensen reviewed her staff memo.

17 [8:38:16 PM](#)

18 Councilmember Duncan stated it may make sense to table this item to consider it at the same time as the annexation of the  
19 subject property. Councilmember Johnson stated that the two items are independent of one another. Councilmember Duncan  
20 agreed, but noted they are closely connected and if the general plan change is denied that action will have implications on the  
21 annexation. Councilmember Gailey stated he would support tabling the general plan.

22 [8:39:50 PM](#)

23 David George stated he has been surprised by the process of this annexation application; he received a letter from the  
24 Public Works Department dated July 30, but he did not receive it until the day of the Planning Commission meeting when they  
25 voted not to support the action; the vote was based on the content of that letter. He stated he cannot fully design and engineer the  
26 subdivision without knowing what the zoning and density will be and what parameters he has to work within. He then referenced

1 the issues that were raised by the Planning Commission relative to ingress and egress into the subdivision and noted he has the  
2 balance of the property to the west and it contains enough frontage to allow for an additional access road from 2700 South and  
3 after the first couple of phases of the project are complete it will be possible to work with other neighbors to provide alternative  
4 access points to the property. He then referenced the idea of looping the water system and stated there should be no problems with  
5 doing that; had the Public Works Department spoken to him before they wrote the letter to the Planning Commission he could have  
6 communicated that information to him. He concluded the additional concern expressed has been surprising to him and that is that  
7 up to one-third of the property is not developable. He stated that may or may not be true, but he has conducted a perimeter survey  
8 and it appears that the sewer line in the area will service the first 2,000 to 2,600 square feet back of 2700 South, which means most  
9 of the property will be serviced without needing pumps on individual h uses; it may be necessary to consider pumps on houses  
10 further back from 2700 South and in talking to the NDSB they are not opposed to pumps on individual houses, though they are  
11 opposed to a lift station or a reverse-gravity fed system. He concluded these issues are typically addressed during the site plan  
12 phase of a project, but he cannot develop a site plan until he understands the zoning of the property and whether the property will  
13 actually be located in Syracuse City. He stated that he initially requested R-1 or R-2 zoning because there was a possibility of  
14 locating a school on the property, but since that possibility has been eliminated he would prefer the R-1 zoning designation.

15 [8:44:23 PM](#)

16 Councilmember Duncan asked if there is any intent to develop a cluster subdivision on the property. Mr. George stated he  
17 may want to do some clustering under the R-1 zoning designation, but that will depend upon topography and wetlands in the area.  
18 He stated there may be some opportunities to include open space or parks in the area along with a detention basin, but the overall  
19 design of the project will depend upon the zoning designation and the direction of the City relative to the cluster ordinance.  
20 Councilmember Duncan stated he is opposed to cluster developments in the R-1 zoning designation. Mr. George stated he can  
21 develop the property with the R-1 zoning with no clustering; he simply wants an answer and clear direction from the City. There  
22 was a general discussion regarding the timeline for the development, with Mr. George indicating he would like to begin work as  
23 soon as possible by developing 10 or 12 lots in the first phase and building a model home in order to begin marketing the second  
24 phase in spring of 2015.

25 [8:48:08 PM](#)

26 Councilmember Lisonbee referenced the Council's responsibility to balance the cost associated with annexing and  
27 servicing the property. She added that staff has indicated that a portion of the property is undevelopable and she noted that she did

1 not believe the NDSO would be in favor of sewer pumps on individual homes. Public Works Director Whiteley stated he cannot  
2 speak for the NDSO, but it his position that the City will not allow lift stations in the subdivision for City utilities because they are  
3 much more labor intensive. He stated that he worries about individual residents being told that they are responsible for the sewer  
4 pump on their home with no assistance from the City in the event of a failure. Mr. George clarified that he is not asking the City  
5 for a pump station; he has indicated he can gravity feed the system per the NDSO's current standards for at least the first 2,000 to  
6 2,600 feet back of the road, which is the majority of the property. He stated the back portion of the property may require  
7 individual pumps on homes and the NDSO has not expressed problems with that proposal. Mr. Whiteley stated the City has  
8 concerns with that proposal. Mr. George asked if the City has issued permits in the past for pumps on individual homes. Mr.  
9 Whiteley stated no home in Syracuse has an individual sewer pump. Mr. George stated that differs from the NDSO policy and it  
10 may be necessary to determine how to develop the property in order to avoid constructing homes on the back portion; it may be  
11 possible to locate all common area or open space on the back portion of the property.

12 [8:52:42 PM](#)

13 Councilmember Duncan asked Mr. George if he is opposed to the Council tabling this item until September 9 to give him  
14 an opportunity to meet with Mr. Whiteley and other staff to work through the issues that have been discussed this evening. Mr.  
15 George stated he is comfortable with tabling the general plan amendment, but he would like to know what the zoning is so that he  
16 can determine the most appropriate development and design of the property. Councilmember Duncan stated he is concerned about  
17 this development being similar to other developments that have located a high density on one portion of a property in favor of  
18 locating open space on another portion. He reiterated he is opposed to a cluster subdivision on the property.

19 [8:56:07 PM](#)

20 There was a general discussion regarding development options that would assist in mitigating wetland issues on the back  
21 portion of the property. Mr. George stated he will continue to work with staff and other entities that may have jurisdiction over  
22 wetlands and other issues on the property.

23 [8:59:09 PM](#)

24 Councilmember Lisonbee indicated that if she were forced to make a vote this evening she would likely vote to deny the  
25 general plan amendment as well as the annexation due to the cost and burden the proposed development could have on the City.  
26 However, she is willing to allow the process to move forward and hold the annexation public hearing on September 9.  
27 Councilmember Johnson agreed, but noted he feels the A-1 zoning is most appropriate for the property as this time.

1 [9:00:53 PM](#)

2 Councilmember Peterson stated he would likely also vote to deny the general plan amendment an annexation this evening,  
3 but he is willing to allow the process to move forward and allow Mr. George to meet with the appropriate people to see if the  
4 concerns that have been raised can be adequately addressed. He concluded he would support the R-1 zone. Councilmember  
5 Gailey agreed and stated that it seems that there are differing opinions from the engineers that have reviewed the project and he  
6 would like for everyone involved in the project to try to get on the same page.

7 [9:02:27 PM](#)

8 COUNCILMEMBER DUNCAN MADE A MOTION TO TABLE THE REQUESTED GENERAL PLAN  
9 AMENDMENT FOR DAVID GEORGE FOR PROPERTY LOCATED AT 3807 W. 2700 S. UNTIL SEPTEMBER 9, 2014.  
10 COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR.

11

12 [9:03:58 PM](#)

13 13. General Plan Amendment and Rezone, Business Park to Commercial C-G  
14 & Residential R-3, Ninigret North LC, property located at approximately  
15 1550 W. 200 S.

16 A staff memo from Community Development Director Christensen explained the property is currently designated as BP  
17 Business Park on the General Plan. The developer is requesting a residential zoning in order to facilitate a single family  
18 development, a charter school and a small retail commercial area. The property is currently designated as A-1 Agriculture on the  
19 Zoning Map. The developer is requesting a residential zoning in order to facilitate a single family development, a charter school  
20 and a small retail commercial area. The Planning Commission held a public hearing on August 5, 2014 and made a favorable  
21 recommendation for the General Plan & Zoning Map Amendments. The memo offered the following summary of  
22 recommendations:

23 General Plan Amendment

24 The Planning Commission recommends approval to the City Council for the General Plan Amendment request from  
25 Ninigret North LC, located at approximately 1550 W 200 S, for the requested change from BP Business Park to C-G  
26 Commercial & R-3 Residential, subject to all applicable requirements of the City's municipal codes, with the

1 recommendation that the G-C Commercial Zone be extended to the East property line adjacent to the power corridor  
2 and along the frontage of SR193 at an equivalent depth as proposed by the property owner.

3 Zone Map Amendment

4 The Planning Commission recommends approval to the City Council for the Zoning Map Amendment request from  
5 Ninigret North LC, located at approximately 1550 W 200 S, for the requested change from A-1 Agriculture to C-G  
6 Commercial & R-3 Residential, subject to all applicable requirements of the City's municipal codes and in  
7 conformance to the recommended General Plan Map Amendment.

8 [9:04:16 PM](#)

9 Ms. Christensen reviewed her staff memo.

10 [9:05:24 PM](#)

11 Gary McEntee reviewed the overall plan that is subject to the general plan amendment and rezone request.

12 [9:10:40 PM](#)

13 Mayor Palmer asked if there are plans to extend 1550 West and locate the charter school directly west of that road. Mr.  
14 McEntee answered yes. Mayor Palmer asked if the amphitheater would be located closer to Syracuse High School, to which Mr.  
15 McEntee answered yes. He reviewed the overall design of the project and the connection of 1550 West. Sheldon Kilpack added  
16 that the school would like to be setback somewhat from State Road 193 and he reviewed the traffic cueing plan for the school. He  
17 noted the school must be completed and turned over to the State by August 1, 2015 and it is important to address the road layout  
18 and traffic needs as soon as possible; if it is not possible to accommodate the school on this property he needs to know soon in  
19 order to begin looking for an alternative property.

20 [9:14:33 PM](#)

21 Councilmember Peterson asked if the City could purchase property from Ninigret for a park. Mr. McEntee stated Ninigret  
22 would be a willing seller, but would only sell the property for market rate. Councilmember Peterson inquired as to the per acre  
23 cost. Mr. McEntee stated that it depends upon the exact location within the area. He stated he would not be opposed to selling the  
24 property, but he does not know if a park is appropriate for the area.

25 [9:15:50 PM](#)

26 Councilmember Lisonbee stated she is somewhat hesitant to approve residential development for the area and she

1 wondered if there are opportunities to offer economic incentives to facilitate the construction of the road instead. Mr. McEntee  
2 stated the Economic Development Area (EDA) was set up to reimburse for costs such as these, so Ninigret would be required to  
3 front the cost of the road in order to be reimbursed at a future date. Mayor Palmer noted a big box store was interested on the  
4 property at the corner of 2000 West and they decided to go to West Point instead for many reasons, including the high speed limit  
5 on State Road 193 and lack of access points. He stated he and Ms. Christensen met with Mr. McEntee and Mr. Abood and they  
6 were hesitant to come before the Council unless they were confident the Council would look favorably upon this proposal. Mr.  
7 McEntee stated that he wanted to make a recommendation that makes sense for the area and he feels the package with a charter  
8 school and an Ivory Homes residential development coupled with the amount of commercial space that will be left available is a  
9 good package. He stated he feels he charter school will benefit the entire community and additional rooftops are needed to feed the  
10 commercial businesses in the City.

11 [9:19:48 PM](#)

12 Councilmember Duncan stated he feels the sales pitch for the project has changed; initially Ninigret did not want  
13 residential development and said that it would cost the City more with less of a return in tax revenue. He noted Ninigret was  
14 pushing for industrial development at that time. He stated he would prefer to be patient relative to the development of the area and  
15 see if better uses are interested in the property in the future. Mr. McEntee disagreed with Councilmember Duncan's representation  
16 and stated that Ninigret was seeking light industrial east and west of the power corridor. He stated the current plan bundles  
17 business park with light industrial and the biggest amount of property that is available is designated for commercial use. He stated  
18 the way the business park zone was crafted is not marketable and will result in the land being vacant. He stated Ninigret has an  
19 opportunity to bring a charter school to the community and couple it with residential development while leaving over 60 acres of  
20 commercial property available for development. He stated the point he is trying to make is that the residential development will  
21 help the commercial development be successful. He concluded he still thinks the light industrial designation would have been the  
22 best choice for the property, but he has compromised and tried to create a plan that would be looked upon favorably by the  
23 Council. Councilmember Duncan stated that there has only been one light industrial tenant interested in the property and it seems  
24 to him that Ninigret will simply be looking for anything to come along that will help them sell their property, make money, and get  
25 out of Syracuse. He stated he will not fault Ninigret for that position, but as a Councilmember he must take a long term look at the  
26 property and understand that there is an opportunity to bring variety or a business park to the City. He stated the area is a perfect  
27 spot for a business park and it makes the most sense to stick to the studies that have been conducted. He stated he feels this

1 proposal would essentially be throwing away a perfect opportunity to construct a business park when there are so many other  
2 places in the City that could accommodate rooftops. Councilmember Johnson agreed and stated he would like to wait for better  
3 development to come along. He stated he feels Ninigret is holding the charter school hostage to get approval for the residential  
4 development. He stated he feels the best use of the property is as a business park. Mr. McEntee stated the study the Council  
5 continues to reference calls for a mix of uses on the property. Councilmember Johnson stated that it is a matter of preference and  
6 the Council's vision for the City. He stated he feels the business park vision should be allowed to move forward. Mr. McEntee  
7 disagreed and stated he does not feel the business park designation is viable. He stated there is an opportunity for a great project  
8 and he is not holding the charter school hostage in order to get approval of residential. Councilmember Duncan stated he likes the  
9 idea of the charter school, but is not willing to approve the residential component in order to get it. He stated the property is the  
10 best piece of real estate in the City with access to Interstate 15 and it is the only opportunity for a business park in the City. Mr.  
11 McEntee stated if there is a demand for business park there is an additional 60 acres of property available for it.

12 [9:28:06 PM](#)

13 Councilmember Lisonbee expressed her concerns regarding the project; the only road that provides access from State  
14 Road 193 would be sandwiched between a charter school, residential development, and commercial property. She is concerned  
15 about all the commercial traffic travelling past the school. She stated she would prefer for the charter school to be on the other side  
16 with homes surrounding it and everything west of 1550 West could be commercial or business park. Councilmember Duncan  
17 continued to reference studies that have been conducted regarding the development of the property and noted none of the studies  
18 called for residential development. He stated he will not vote in favor of the proposal because the property is far too important to  
19 the City and he wants to preserve it for future development in order to improve the community. Councilmember Lisonbee stated  
20 that she would also like to see a business park on the property, but she likes the idea of the charter school on the property and the  
21 other amenities that would accommodate the school. She stated the remaining property could be preserved for commercial or  
22 business park development and the City would be gaining the best of both worlds. Mayor Palmer agreed and stated  
23 Councilmember Lisonbee's recommendation to shift the orientation of the school and houses would increase the amount of  
24 commercial and business park space available. Mr. McEntee stated he would need to consider that recommendation further before  
25 offering his consent this evening.

26 [9:34:57 PM](#)

27 Councilmember Peterson stated he likes Councilmember Lisonbee's idea to shift the orientation of the school and homes.

1 He concluded he does not think this is the best use for the property, but it is a solution that he feels everyone can accept and live  
2 with; the property has been discussed for six years and those discussions have been contentious and he feels this solution is  
3 workable. He stated he is leaning towards approving the proposal. Councilmember Johnson stated he would prefer more  
4 discussion and he is not ready to approve the proposal at this time. Mr. McEntee reiterated he is not holding the school hostage  
5 and he would not do that to Mr. Kilpack or the school's administration. Councilmember Johnson reiterated he feels more  
6 discussion is needed.

7 [9:37:26 PM](#)

8 Councilmember Duncan stated if the school and residential development were all located on the east side of 1550 West he  
9 would not be in favor of expanding the commercial property because he feels it is possible to have too much commercial property.  
10 He wondered if additional business park property would be appropriate on the west side of 1550 West. Mr. McEntee stated he  
11 would also be willing to consider that idea along with Councilmember Lisonbee's idea. Mayor Palmer stated that the City is in  
12 discussions with a big-box retailer that would prefer to be located closer to 1550 West to provide more access to the property and  
13 their business would not work in the business park zone. Councilmember Duncan stated that he wants to preserve the value of the  
14 property and he is willing to have discussions about opportunities for shifting orientation in order to make the proposal work.

15 [9:41:53 PM](#)

16 Councilmember Lisonbee asked if tabling this item for a couple of weeks would derail the charter school component of  
17 the project. Mr. Kilpack stated he would wait two more weeks for an answer, but he would like to have an answer as soon as  
18 possible.

19 [9:44:01 PM](#)

20 COUNCILMEMBER LISONBEE MADE A MOTION TO TABLE THE GENERAL PLAN AMENDMENT AND  
21 REZONE FOR PROPERTY LOCATED AT APPROXIMATELY 1550 WEST 200 S. UNTIL AUGUST 26, 2014.  
22 COUNCILMEMBER PETERSON SECONDED THE MOTION.

23 [9:46:09 PM](#)

24 Councilmember Duncan stated he is hopeful Ninigret and Mr. Kilpack will meet with staff with the intent to compromise  
25 on their plan and take into consideration the comments and suggestions that have been made by the Council tonight.

26 [9:46:46 PM](#)

1 Councilmember Gailey apologized to Mr. McEntee for the use of the word hostage. Councilmember Johnson addressed  
2 Councilmember Gailey and indicated it is not necessary for him to apologize because he was expressing his feelings about the  
3 situation. Councilmember Gailey stated that he would hate to see the City lose the Syracuse Arts Academy to another City.

4 [9:47:59 PM](#)

5 Mayor Palmer stated there has been a motion and second to table the general plan amendment and rezone request and he  
6 called for a vote. ALL VOTED IN FAVOR

7

8 [9:48:30 PM](#)

9 14a. General Plan Amendment, Requested by City Council to amend  
10 following location: properties owned by Schneiters Riverside Golf Club  
11 & Rocky Mountain Power, at approximately 3400 W. 200 S. from PRD  
12 (Planned Residential Development) to Open Space/Residential;

13 A staff memo from Community Development Director Christensen explained the current General Plan designates several  
14 areas throughout the City with a PRD designation. The City Council has requested the Planning Commission review the  
15 appropriateness of the locations of these currently designated PRD zones and consider amendment to the General Plan if the areas  
16 are deemed inappropriate. The Planning Commission recommends approval to the City Council for the General Plan Amendments  
17 for the following:

- 18 a. Properties owned by Schneiters Riverside Golf Club & Rocky Mountain Power, at approximately 3400 W. 200  
19 S. from PRD(Planned Residential Development) to Open Space/Recreational
- 20 b. Portion of property owned by Nathan George Clark, Jr-Trustee, at approximately 3500 S Bluff Rd., from PRD  
21 (Planned Residential Development) to R-2 Residential.
- 22 c. subject to all applicable requirements of the City's municipal codes

23 [9:49:36 PM](#)

24 COUNCILMEMBER JOHNSON MADE A MOTION TO APPROVE THE GENERAL PLAN AMENDMENT  
25 FOR SCHNEITERS RIVERSIDE GOLF CLUB AND ROCKY MOUNTAIN POWER, PROPERTY LOCATED AT

1 APPROXIMATELY 3400 W. 200 S. COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN  
2 FAVOR.

3  
4 14b. General Plan Amendment, Requested by City Council to amend following  
5 locations: portion of property owned by Nathan George Clark, Jr. Trustee, at  
6 approximately 3500 S. Bluff Road from PRD (Planned Residential Development)  
7 to R-2 Residential.

8 A staff memo from Community Development Director Christensen explained the current General Plan designates several  
9 areas throughout the City with a PRD designation. The City Council has requested the Planning Commission review the  
10 appropriateness of the locations of these currently designated PRD zones and consider amendment to the General Plan if the areas  
11 are deemed inappropriate. The Planning Commission recommends approval to the City Council for the General Plan Amendments  
12 for the following:

- 13 a. Properties owned by Schneiters Riverside Golf Club & Rocky Mountain Power, at approximately 3400 W. 200  
14 S. from PRD(Planned Residential Development) to Open Space/Recreational.
- 15 b. Portion of property owned by Nathan George Clark, Jr-Trustee, at approximately 3500 S Bluff Rd., from PRD  
16 (Planned Residential Development) to R-2 Residential.
- 17 c. subject to all applicable requirements of the City’s municipal codes.

18 [9:49:36 PM](#)

19 COUNCILMEMBER JOHNSON MADE A MOTION TO APPROVE GENERAL PLAN AMENDMENT FOR  
20 NATHAN GEORGE CLARK, JR. TRUSTEE FOR PROPERTY LOCATED AT APPROXIMATELY 3500 S. BLUFF ROAD.  
21 COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

22

23 [9:50:31 PM](#)

24 15. Authorize Mayor Palmer to execute Interlocal Agreement with Davis County  
25 pertaining to the maintenance of Gentile Street and 2000 West.

26 A memo from City Attorney Drake explained for decades, Davis County has maintained roads located at  
27 approximately Bluff Road and Gentile Street to 2000 West as well as 2000 West from Gentile Street heading to the

1 roundabout at Bluff Road and 2700 South. In recent years some of the properties abutting these streets have been annexed  
2 and development has been approved by the City. The above noted streets were not part of the annexations. In order for  
3 development to proceed according to the City's guidelines as set forth by City Ordinances and Engineering Standards and  
4 Specifications, the City will need to take over maintenance of the above noted streets until such time that the City can annex  
5 these streets into the City boundaries. City staff has met with the County and the developers multiple times in an effort to  
6 efficiently and effectively transfer maintenance of the streets to the City. In order to accomplish this goal the County and the  
7 City have been working on an interlocal agreement regarding the maintenance and annexation of the streets. Utah law allows  
8 for interlocal agreements to be made in order for two or more State or local entities to accomplish a mutual goal. The  
9 proposed interlocal agreement allows for the City to essentially take control and maintenance of the road until such time that  
10 the streets are annexed. If the City is unsuccessful in annexing the properties after two years, the City may terminate the  
11 agreement and the control and maintenance of the streets will revert back to the County.

12 [9:50:51 PM](#)

13 COUNCILMEMBER DUNCAN MADE A MOTION TO AUTHORIZE MAYOR PALMER TO EXECUTE  
14 INTERLOCAL COOPERATIVE AGREEMENT WITH DAVIS COUNTY PERTAINING TO THE MAINTENANCE OF  
15 GENTILE STREET AND 2000 WEST. COUNCILMEMBER PETERSON SECONDED THE MOTION.

16 [9:51:02 PM](#)

17 Councilmember Duncan asked if the City will own the property on either side of the road. Mr. Drake said not at this  
18 time, but in the future. He stated the entire right of way will be annexed into the City, but the property on the other side of  
19 the road will not be part of the City. There was a general discussion regarding opportunities for annexing property in the  
20 future, with Mr. Drake indicating the intention of this agreement is for the City to assume maintenance of the road and begin  
21 working in good faith to begin annexing property when appropriate. He stated it could take anywhere from two years up to  
22 six years to annex all property into the City. Councilmember Duncan stated that he is concerned about the cost to maintain  
23 the road and adjacent property and he wondered how the City would be harmed by not agreeing to the terms of the  
24 agreement. Mr. Drake stated the City will benefit by assuming maintenance of the road because it will be possible to  
25 maintain it according to City standards and a developer can be required to do that; the County's standards are much more lax  
26 and do not require installation of curb, gutter, and sidewalk. He stated it will also be possible for the City to have a police  
27 presence on the road and enforce speed limits, etc. He stated much discussion has gone into the negotiation of the agreement

1 and he feels confident that the City benefits by entering into the agreement. There was a general discussion regarding the  
2 speed limit on the road, with a focus on opportunities for increasing the speed limit at some time in the future.

3 [9:58:27 PM](#)

4 Ms. Christensen added that one reason City Administration feels it appropriate for the street to be annexed into the  
5 City is that the City would prefer for the water line in the area to be located outside of the right of way rather than down the  
6 middle of the road; the County would locate the water line under the travel lanes, which would compromise the life of the  
7 pavement on the road. Mr. Drake agreed and stated the City will realize a significant savings by locating the water line in the  
8 shoulder of the road rather than under the travel lanes. He reviewed the section of the road that is subject to the agreement,  
9 noting the total length is 1.75 miles. Councilmember Duncan stated he always fears taking on more responsibility and that is  
10 where his concerns are rooted. Mr. Drake stated that the City, County, and developer of the adjacent property worked well  
11 together to ensure the agreement benefits all parties.

12 [10:03:58 PM](#)

13 Mayor Palmer stated there has been a motion and a second to permit execution of the agreement and he called for a  
14 vote. ALL VOTED IN FAVOR.

15

16 [10:04:29 PM](#)

17 16. Councilmember reports.

18 There were no Councilmember reports.

19

20 17. Mayor's Report.

21 There was no Mayor's report.

22

23 18. City Manager report

24 There was no City Manager's report.

25

26 [10:04:39 PM](#)

1 19. Consideration of adjourning into Closed Executive Session  
2 pursuant to the provisions of Section 52-4-205 of the Open and  
3 Public Meetings Law for the purpose of discussing the character,  
4 professional competence, or physical or mental health of an  
5 individual; pending or reasonably imminent litigation; or the purchase,  
6 exchange, or lease of real property (roll call vote).

7 [10:04:41 PM](#)

8 COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN INTO CLOSED EXECUTIVE SESSION  
9 PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS ACT FOR THE  
10 PURPOSE OF DISCUSSING PENDING OR REASONABLY IMMINENT LITIGATION. COUNCILMEMBER  
11 DUNCAN SECONDED THE MOTION. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: VOTING “AYE” –  
12 COUNCILMEMBERS DUNCAN, GAILEY, JOHNSON, LISONBEE, AND PETERSON. VOTING “NO” – NONE.

13 The meeting adjourned at 10:04 p.m.

14 The meeting reconvened at 10:49 p.m.

15

16

17 At 10:50 p.m. COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN. COUNCILMEMBER  
18 PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

19

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23 \_\_\_\_\_  
Terry Palmer  
24 Mayor

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

25

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

Minutes of the Special meeting of the Syracuse City Council held on August 26, 2014, at 8:15 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan  
Mike Gailey  
Craig A. Johnson  
Karianne Lisonbee  
Douglas Peterson

Mayor Terry Palmer  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:

Public Works Director Robert Whiteley  
City Attorney Clint Drake  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Community Development Director Sherrie Christensen  
Parks and Recreation Director Kresta Robinson

8:15:56 PM

1. Meeting Called to Order

Mayor Palmer called the meeting to order at 8:15 p.m.

8:16:03 PM

2. Approval of minutes

The minutes of the Work Session Meeting of August 12, 2014 were reviewed by the City Council.

8:16:08 PM

COUNCILMEMBER PETERSON MADE A MOTION TO APPROVE THE WORK SESSION MINUTES OF AUGUST 12, 2014. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

8:16:26 PM

3. Authorize Administration to execute City Property Lease

Agreement with John Diamond

1 A memo from City Attorney Clint Drake explained the City owns property in Clearfield City that abuts the Syracuse  
2 City Cemetery. The City owns the property for the purpose of expanding the Cemetery at a future date. For years the  
3 property has been leased and farmed by a local farmer. Recently the farmer decided he didn't want to farm the property  
4 anymore. In an effort to make the best use of the property until the City expands the Cemetery, the City sent out a Request  
5 for Proposals for agriculture on the property. John Diamond submitted the lowest responsible bid for the property. Staff has  
6 negotiated a lease agreement with Mr. Diamond for the property until such time that he decides to no longer farm the  
7 property or the City wishes to expand the Cemetery.

8 [8:16:39 PM](#)

9 COUNCILMEMBER LISONBEE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE  
10 CITY PROPERTY LEASE AGREEMENT WITH JOHN DIAMOND. COUNCILMEMBER JOHNSON SECONDED THE  
11 MOTION; ALL VOTED IN FAVOR.

12  
13 [8:17:04 PM](#)

14 4. General Plan Amendment and Rezone, Business Park to  
15 Commercial C-G & Residential R-3, Ninigret North LC, property  
16 located at approximately 1550 W. 200 S.

- 17 a. Property Ordinance 14-19 amending the existing zoning map  
18 of Title Ten by changing from Agriculture (A-1) Zone to  
19 Residential (R-3) & General Commercial (C-G) Zone the parcels  
20 of property described.
- 21 b. Proposed Resolution R14-28 amending the Syracuse City General  
22 Plan Land Use Map adopted in 1976, as amended.

23 A staff memo from Community and Economic Development (CED) Director Christensen provided a brief background on  
24 the item explaining the property is currently designated as BP Business Park on the General Plan. The developer is requesting a  
25 residential zoning in order to facilitate a single family development, a charter school and a small retail commercial area. The  
26 property is currently designated as A-1 Agriculture on the Zoning Map. The developer is requesting a residential zoning in order to  
27 facilitate a single family development, a charter school and a small retail commercial area. The Planning Commission held a public

1 hearing on August 5, 2014 and made a favorable recommendation for the General Plan & Zoning Map Amendments. This item  
2 was continued from the August 12, 2014 agenda. Staff has met with the applicant to address the alternative layout as discussed  
3 with the Council. Based upon that discussion alternate maps have been attached.

4 Relative to the General Plan Amendment, the Planning Commission recommends approval to the City Council for the  
5 General Plan Amendment request from Ninigret North LC, located at approximately 1550 W 200 S, for the requested change from  
6 BP Business Park to C-G Commercial & R-3 Residential, subject to all applicable requirements of the City’s municipal codes, with  
7 the recommendation that the G-C Commercial Zone be extended to the East property line adjacent to the power corridor and along  
8 the frontage of SR193 at an equivalent depth as proposed by the property owner.

9 Relative to the Zone Map Amendment, the Planning Commission recommends approval to the City Council for the  
10 Zoning Map Amendment request from Ninigret North LC, located at approximately 1550 W 200 S, for the requested change from  
11 A-1 Agriculture to C-G Commercial & R-3 Residential, subject to all applicable requirements of the City’s municipal codes and in  
12 conformance to the recommended General Plan Map Amendment.

13 [8:18:17 PM](#)

14 COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT PROPOSED RESOLUTION R14-28  
15 AMENDING THE SYRACUSE CITY GENERAL PLAN LAND USE MAP ADOPTED IN 1978, AS AMENDED.  
16 COUNCILMEMBER LISONBEE SECONDED THE MOTION.

17 [8:18:30 PM](#)

18 Councilmember Duncan voiced his concern that he feels this will eliminate a prime parcel of property in the City.  
19 Councilmember Johnson agreed.

20 [8:19:09 PM](#)

21 Mayor Palmer stated there has been a motion and a second and he called for a vote. VOTING “AYE”:  
22 COUNCILMEMBERS GAILEY, LISONBEE, AND PETERSON. VOTING “NO”: COUNCILMEMBERS DUNCAN  
23 AND JOHNSON.

24 [8:19:21 PM](#)

25 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT PROPOSED ORDINANCE 14-19  
26 AMENDING THE EXISTING ZONING MAP OF TITLE TEN BY CHANGING FROM AGRICULTURE (A-1) ZONE TO

1 RESIDENTIAL (R-3) AND GENERAL COMMERCIAL (C-G) ZONE THE PARCELS OF PROPERTY DESCRIBED.  
2 COUNCILMEMBER GAILEY SECONDED THE MOTION.

3 [8:19:57 PM](#)

4 Councilmember Lisonbee's referenced a the road on the far east in the Ivory Development that is currently planned  
5 recommend that Ninigret or City staff work to extend that road to improve access to any park development in the power  
6 corridor.

7 [8:21:41 PM](#)

8 Councilmember Duncan stated he will vote in favor of the motion because this item is now in accordance with the  
9 General Plan.

10 [8:22:02 PM](#)

11 Mayor Palmer stated there has been a motion and a second and he called for a vote. ALL VOTED IN FAVOR.

12

13

14 [8:22:05 PM](#)

15 At 8:22 P.M. COUNCILMEMBER DUNCAN MADE A MOTION TO ADJOURN. COUNCILMEMBER  
16 PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

17

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21 \_\_\_\_\_  
22 Terry Palmer  
23 Mayor

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

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



# COUNCIL AGENDA

## September 9, 2014

### Agenda Item #5a                      Arts Council Appointments

#### *Factual Summation*

Arts Council leadership has requested that Taleen Erickson and Trachelle Hilton-King be appointed to the board to replace Sam Porter and Becky Starr, respectively. Syracuse City Code Title Three provides a process for appointing members of the Arts Council as follows:

- 3.09.020(B)      Terms of Office. The terms of office for the five (5) Board members, who are not a member of the Recreation Department, shall be for five (5) years. These members' terms shall be staggered so that no more than one (1) member's term expires at the same time. The terms of office for at-large and ex-officio members shall be five (5) years from the date of appointment. The term of office for the Recreation Department staff designated as a member of the Board shall be as determined by the Department Director. Appointments to the Board shall be made no later than the first City Council meeting in July of each year. In circumstances where appointments are not made prior to the first City Council meeting in July of each year, said appointments shall be made as soon as reasonably possible thereafter.

#### *Proposal*

***Adopt Proposed Resolution R14-32 appointing Taleen Erickson and Trachelle Hilton-King to the Syracuse Arts Council.***

**RESOLUTION R14-32**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL  
APPOINTING TALEEN ERICKSON AND TRACHELLE HILTON-  
KING TO THE SYRACUSE CITY ARTS COUNCIL.**

**WHEREAS** Title III of the Syracuse City Code provides for the establishment of a Syracuse City Arts Council; and

**WHEREAS** Section 3.09.020 of the Syracuse City Code dictates that no less than six (6) members of the community shall be appointed and serve on the Syracuse City Arts Council; and

**WHEREAS** Arts Council leadership has requested that Teleen Erickson and Trachelle Hilton-King be appointed to serve as members of the Syracuse City Arts Council.

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

**Section 1. Appointment.**

- Taleen Erickson is hereby appointed to serve on the Syracuse City Arts Council with her term expiring July 1, 2016.
- Trachelle Hilton-King is hereby appointed to serve on the Syracuse City Arts Council with her term expiring July 1, 2016.

**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 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer, Mayor



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #5b                      **3000 West Engineering Design Award**

### *Factual Summation*

- Any questions about this agenda item may be directed to: Public Works Director, Robert Whiteley.
- Syracuse City has \$3,144,150 grant available in UDOT's Transportation Investment Fund for the design and construction of 3000 West Street Project (between 200 South and Bluff Road).
- A local match of 10% is required, which has already been programmed in the current budget.
- Due to the magnitude of design required for this project, the city sent out a request for proposals for engineering design. Three proposals were received and opened on August 25, 2014 for review and evaluation.
- Evaluation factors included: price, quality, experience, schedule, and references.
- Highest ranking for the total of all evaluation factors is JUB.

### *Recommendation*

- Staff recommends that JUB is awarded the contract for engineering design of 3000 West



SYRACUSE  
EST. CITY 1935

**REQUEST FOR PROPOSAL**  
**Engineering Design for 3000 West**

## **REQUEST FOR PROPOSALS**

Syracuse City is seeking the services of a qualified engineering consultant to design a single-lane round-about, full street infrastructure and overlay along approximately one mile of 3000 West. Anticipated full-street infrastructure matching the city standard for a 66-foot width includes: culinary water, secondary water, storm drain, irrigation ditch, sidewalk, curb and gutter, asphalt pavement, and land acquisition.

An environmental document is nearing completion and will be available during the design of this project. The design must consider any factors addressed in the environmental document. City design standards and processes will be followed.

Proposal packets may be obtained from Syracuse City Public Works at 3061 South 2400 West, Syracuse, Utah, or may be downloaded from our website and must be submitted no later than 4:00 P.M. on Monday August 25, 2014. Late proposals will not be accepted. Addendums, if any, will be posted to the city website. These must be acknowledged on the Request for Proposal Form (included herein). Syracuse City reserves the right to reject any or all proposals and to accept any proposal that best serves the interest of the city.

**Dated this 6<sup>th</sup> day of August 2014.**

## **Purpose**

The purpose of this proposal is to provide consulting services to design street and underground utility infrastructure improvements along 3000 West between 700 South and Bluff Road as well as surface improvements extending north of 700 South to the city border near 200 South. The design should anticipate a single-lane roundabout at 700 South that will minimize impact to existing properties as well as effectively accommodate current and future vehicular travel at that intersection.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be the one whose product is judged to best serve the interests of the City when price, quality, experience, schedule, and references are considered. The City reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the best responsible bid meeting the requirements of this specification

## **Task 1 – Preliminary Design**

This task includes all work necessary to create a preliminary design of the project. Anticipate a roundabout and design for approximately 300 feet extending from each leg of the intersection at 700 South 3000 West. It is anticipated that there will be a surface treatment such as a mill and overlay north of the 700 South intersection ending at the north city boundary approximately 200 South. It is anticipated that there be three new intersections designed. One at 1200 South on the east side of 3000 West, one at approximately 1000 South on the west side of 3000 West and one at approximately 900 South on the west side of 3000 West. Subdivision developments are currently being planned, approved, and installed in this area and exact locations of the intersections can be obtained from the developers. There are also potential intersections that may be anticipated in the future that should be considered in the design. It is expected that coordination occur with the city and the developers regarding the subdivision improvements. It is expected that property owners in the project area be contacted during preliminary design to ensure that they understand the impact and will accommodate the design with existing conditions. If additional rights-of-way are necessary, they must be identified and acquired with the assistance of a qualified property agent. The following list indicates items that must be included in this task.

- Review environmental document and city standards.
- Gather existing utility data and right-of-way.
- Provide the City with preliminary design maps to work on utility relocations. The City will work with utility companies to relocate their infrastructure (ie. Power poles and pedestals) and consulting engineer will be required to provide staking for the new locations.
- Site Survey for right-of-way and topography
- Coordinate with property owners in project area.
- Identify properties requiring purchase and/or easement and assist with property negotiations.
- Gravity irrigation relocation/design.
- Roadway and drainage design.
- Pavement Section Design.
- Culinary and Secondary Water Design.
- Landscape and grading.
- Roundabout design with landscape and sprinklers.
- Utility and irrigation modifications, as necessary.
- Street Lighting Design.

It is expected that meetings necessary to accomplish this task be considered and built into the cost for this task. This should include one city council meeting for the award of this design contract as well as one design kick-off meeting. Additional meetings are up to the discretion of the consultant engineer

and may include coordination with: city, residents, developers, utility companies, irrigation companies and the like, as necessary to complete the preliminary design.

Submittals: two sets of 11x17 plans for city review and comment

## **Task 2 – Final Design**

This task includes everything necessary to bring the preliminary design to a final design that is ready to bid. The city will administer the bid and produce copies of the bid sets. Questions that may arise on the bid will be directed to the engineer. This task should consider an estimated amount of time required for bidder questions. The engineer will also plan on attending a pre-bid meeting held at the city public works building. Bid tabulation and contractor notification will be handled by the city. The following list indicates items that must be included in this task.

- Final design of all items indicated in the preliminary design ensuring they meet or exceed city standards.
- Creation of project plans and specifications ready to bid.
- Establish a bid schedule and coordinate with the city. The city will submit the advertisement.

It is expected that meetings necessary to accomplish this task be considered and built into the cost for this task. It is the city's desire to bid the project the first week in January 2015 in order to begin construction with enough time for irrigation modifications to be complete prior to the beginning of irrigation season. The proposal must include the anticipated schedule. This should include one city council meeting for the award of this construction contract. Additional meetings are up to the discretion of the consultant engineer as necessary to complete the final design.

Submittals: Six sets of 11x17 plans and six sets of project specifications ready for bid. Electronic files of the plans and specifications in pdf format.

## **Task 3 – Public Involvement**

This task includes coordination as necessary for the project to proceed; beginning with preliminary design and continuing through construction. This task should include the following considerations:

- Coordination with property owners in project area.
- Coordination with developers adjacent to project area.
- Agency coordination, as necessary.
- Support through construction with notification and general concerns from public.

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: No formal submittals are anticipated. Informal reports or email of general coordination updates or specific project concerns are expected throughout the project.

#### **Task 4 – Construction Support**

This task includes services on an as needed basis throughout construction. This task should include the following items:

- Pre-construction meeting
- Survey Staking
- Coordination design and construction inquiries

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: No formal submittals are anticipated with this task.

#### **Task 5 – Land Acquisition**

This task includes all that is necessary to assist the city with identifying the properties that will require land acquisition as well as easements in order to complete this project. This task also includes assisting the city with negotiations to purchase or acquire easements on identified properties.

- Identify affected properties that require acquisitions or easements.
- Assist with negotiations to execute the required acquisitions or easements.
- Process contracts, easements, and purchase agreements as necessary.

This task can vary based upon the amount of time necessary to fulfill the necessary responsibilities. An assumption base of 80 hours can be used with an hourly rate indicated that the city would expect for anything that may extend beyond the assumed base.

Submittals: Easements and land purchase agreements signed from property owners, ready for the city to sign and submit to county recorder.

#### **Project Schedule/Cost**

The city is anticipating that this project will be ready to bid the first week in January 2015. A detailed project schedule and cost shall be submitted for completion of the design. Anticipate attending two council meetings: One for the award of the RFP and one for the award of the construction contract. The proposed fee will serve as a not-to-exceed fee amount and prior written authorization.

All tracings, plans, manuscripts, specifications, data, maps, electronic files etc. prepared or obtained by the consultant as a result of working on this contract shall be delivered to and become property of Syracuse City. Six bid sets of plans on 11x17 and project specifications and one full bid set of electronic files in pdf format shall be submitted to the city upon completion.

#### **Interpretations**

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City. Based upon such inquiry, the City may choose to issue an addendum to this proposal.

**Bid Submission**

Each bidder is required to submit the following:

1. Completed Request For Proposal Form
2. Project team and experience
3. Scope and cost of services
4. Proposed schedule
5. References

**Bid Review**

Bids submitted on time will be reviewed based upon the following:

- Price 20%
- Quality 20%
- Experience 20%
- Schedule 20%
- References 20%

It is anticipated that the bid will be awarded at the next regularly scheduled city council meeting.

## SYRACUSE CITY CORPORATION REQUEST FOR PROPOSAL

Please include this sheet as the cover for your proposal. Mark proposals as follows:

“Engineering Design for 3000 West”

Mail / Hand Deliver to:     Syracuse City Public Works  
  3061 South 2400 West  
  Syracuse, UT 84075

Proposals will be accepted until: Monday, August 25, 2014 at 4:00 P.M.

Description of services:

This proposal shall include all costs associated with completing the Engineering Design for 3000 West as described in this proposal.

\*\*\*\*\*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specify Services Provided: \_\_\_\_\_

Total Proposal Price: \_\_\_\_\_

Time Period of Services: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Proposal Honored Through: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Anticipated Project (Design) Completion \_\_\_\_\_

Addendums acknowledged (if applicable) \_\_\_\_\_

Additional Comments (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Proposal Evaluation for: Engineering Design for 3000 West

	PEC	JUB	Horrocks
<b>Price</b>	\$189,980.00	\$199,207.00	\$99,029.00
<b>Quality</b>	Task 1: Sufficient information in Description Task 2: Sufficient information in Description Task 3: Sufficient information in Description Task 4: Sufficient information in Description Task 5: Limited Description	Task 1: Sufficient information in Description Task 2: Sufficient information in Description Task 3: Sufficient Description. No Hourly Rate. Task 4: Sufficient Description. No Hourly Rate. Task 5: Sufficient Description. No Hourly Rate.	Task 1: Sufficient information in Description Task 2: Sufficient information in Description Task 3: Limited Description Task 4: Limited Description Task 5: No Description
<b>Experience</b>	Some limited related project experience: 2 EA's and 3 projects in Summit, Weber, and Salt Lake Counties.	Provided multiple examples of relevant experience including several roundabouts on local roads in neighboring cities. 4 roundabout projects on local roads.	Experience indicated is with 4 DOT projects having interchanges and roundabouts on state roads.
<b>Schedule</b>	Bid Jan 7. No construction timeframe indicated. No idea of time that may be necessary beyond 80 hours for Tasks 3-5.	Design Complete Dec 30. Limited, yet sufficient detail. Construction end Oct 2015.	Bid Jan 5. Short construction window. Construction end June 2015. Construction will likely extend beyond June.
<b>Reference</b>	One reference knows company and designer, but unfamiliar with project manager. One reference knows and speaks highly of project manager, but hasn't worked with PEC.	One reference knows team and has full confidence in expertise. Another reference boasts company quality and believes the rates reflect the quality.	One reference knows company, but unfamiliar with project manager. One reference knows project manager, but uncertain of quality.
<b>Total</b>	11		7



# COUNCIL AGENDA

September 9, 2014

Agenda Item #6

Proposed Resolution R14-34 adopting the Syracuse City Emergency Operations Plan.

***Factual Summation***

- Any question regarding this agenda item may be directed at Fire Chief Eric Froerer.
- Over the past several months the Department Heads, City Manager and Mayor have been reviewing and revising our Emergency Operations Plan. The full plan in draft is very comprehensive, and has been reviewed by the City Council over the course of two work session meetings. Staff is ready to recommend final approval of the plan via the adoption of Proposed Resolution R14-34.

***Proposal***

***Adopt proposed resolution R14-34 adopting the Syracuse City Emergency Operations Plan.***

**RESOLUTION NO. R14-34**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL ADOPTING  
THE EMERGENCY OPERATIONS PLAN.**

**WHEREAS**, Syracuse City staff has identified a pressing need to update and amend the City's Emergency Operations Plan; and

**WHEREAS**, City staff has drafted an Emergency Operations Plan that provides a framework for use in performing emergency functions prior to, during and after an event or incident in the City; and

**WHEREAS**, the Plan has been prepared in accordance with federal, state and local statutes and will be tested, revised and updated as required; and

**WHEREAS**, the City Council and Mayor have reviewed the draft Plan and feel it addresses the needs of the City relative to emergency mitigation, preparedness, response, and recover.

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

**Section 1. Adoption.** The Emergency Operations Plan 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 upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY,  
STATE OF UTAH, THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer, Mayor

**EXHIBIT A**

## Promulgation Statement

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for Syracuse City, Utah. It provides a framework for use in performing emergency functions prior to, during and after an event or incident in the City.

This Emergency Operations Plan includes four phases of emergency management. They are:

**Mitigation** – those activities, which eliminate or reduce long-term risk to life and property from a hazard event, also known as prevention;

**Preparedness** – those plans and activities developed ahead of time to save lives and minimize damage;

**Response** – immediate activities which prevent loss of lives and property and provide emergency assistance; and,

**Recovery** – short and long term activities, which return all systems to normal or improved standards.

This plan is prepared in accordance with federal, state and local statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Emergency Program Manager regarding recommendations for improvements.

Signed:

\_\_\_\_\_  
Brody Bovero, City Manager

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

Syracuse City Emergency Operations Plan

**Signatories**

\_\_\_\_\_  
Brody Bovero, City Manager

\_\_\_\_\_  
Cassie Brown, City Recorder

\_\_\_\_\_  
Garret Atkin, Police Chief

\_\_\_\_\_  
Eric Froerer, Fire Chief

\_\_\_\_\_  
Clint Drake, City Attorney

\_\_\_\_\_  
Sherrie Christensen, CED Director

\_\_\_\_\_  
Stephen Marshall, Finance Director

\_\_\_\_\_  
Robert Whiteley, PW Director

\_\_\_\_\_  
TJ Peace, IT Director

\_\_\_\_\_  
Kresta Robinson, P&R Director





## **Emergency Operations Plan Basic Plan**

### **Introduction**

Syracuse City, in accordance with the Emergency Management Act of 1981 (Utah Code 53-2, 63-5), desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and man-made hazards. The primary objectives are to save lives and protect public health and property.

Complex and emerging threats demand a unified and coordinated approach to incident management. The National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive-5 (HSPD-5) direct the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and state, local and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

Syracuse City recognizes these policies and utilizes NIMS as a basis for the Incident Command System (ICS) structure. NIMS created a standard incident management system that is scalable and modular, and can be used in incidents or events of any size or complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principle of Unified Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive (HSPD-8) is a companion policy to HSPD-5, and provides guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities. These include training, exercising, employee certification, credentialing and national resource typing protocols.

The Syracuse City Emergency Operations Plan, using NIMS concepts and principles, addresses the consequences of an incident. It is applicable to natural disasters, human-caused incidents and planned events.

### **Purpose**

The purpose of this plan is to develop organizational responsibilities within a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, respond to emergencies,

## Syracuse City Emergency Operations Plan

provide the necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

This plan serves as a guide for community leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency situation or contingency arise. It identifies legal and management responsibilities and describes actions and procedures for officials and citizens in responding to most emergency situations. Once in effect, the City Manager, or his/her designees, possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction. This plan promotes speed and efficiency through one channel of authority, so that individual citizens, neighborhoods, public employees and public officials can fully cooperate during emergency situations. This plan is a common sense approach to preparedness that encourages action, not reaction. This plan does not take the place of personal, family or neighborhood preparedness.

Each participating organization or department should depend upon its own expertise to develop functional annexes and emergency support function procedures describing how to carry out its assignments in support of this plan.

In accordance with the National Incident Management System (NIMS), the decision level authority rests at the lowest practical level for the event or incident. It is the intent of this plan to identify responsibilities and delegate them to the appropriate organization. The plan also includes specific assignments and responsibilities needing special attention during events that are outside normal City operations.

### Scope

- Applicable to all City departments;
- Establishes policies, strategies, and assumptions;
- Establishes a concept of operations;
- Defines coordination mechanisms to facilitate delivery of assistance;
- Assigns specific functional responsibilities to departments and organizations;
- Identifies actions to be taken to coordinate with the county, state, and federal counterparts as appropriate;
- Provides a source of planning information to local community organizations, businesses and residents within Syracuse City.

### Policies

It is the policy of Syracuse City to prepare for, respond to, and properly manage any unusual occurrence that brings to the community elements of an emergency. Syracuse City prioritizes the protection of life and property, and the continuation of essential services during such incidents or events.

## Syracuse City Emergency Operations Plan

The City Manager, in conjunction with the Department Directors, shall exercise initiative, sound judgment, and cooperation when responding and handling events or incidents that require extraordinary measures to resolve. The Syracuse City Administration will exercise their assigned responsibilities to support the efforts of the Incident/Unified Command.

A formal Declaration of Emergency, issued by the City Manager or his designee, provides the legal authority to take actions deemed reasonable and necessary to resolve an incident. The declaration of emergency gives orders, rules and regulates the full effect of the law. Under such conditions, a curfew or other necessary measures can be imposed. Standard procedures may be expedited, especially in the area of purchasing (See [Syracuse City Purchasing Policy 'Emergency Procurement'](#)). The declaration activates all provisions in the plan. The declaration is also a request for assistance. The request for assistance follows a pre-designated sequence: [Local Cities and Districts](#), Davis County, the State of Utah (including the National Guard), and then Federal (including the Military).

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During times of emergency, the City will strive to continue the regular delivery of services, as much as possible. During extraordinary incidents, some disruption of regular services can be expected. The City will continue regular operations as soon as possible, with prioritized response where critical needs arise. Employees and departments not directly engaged in the resolution of the emergency will extend every effort to restore and maintain City services and functions to pre-emergency levels.

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It may be necessary to combine resources where needed to work through incidents.

Each Department Director shall provide a chain of command that will allow the continuation of routine services at the highest level possible during emergency operations. This sequential command chain will be recorded in the Emergency Operations Center. It is anticipated that upper management levels of the departments may be largely engaged in the resolution of the emergency; hence the importance of prior designation of the responsibility for continued services and routine tasks within each department. The City expects individual employees to continue assigned functions and pick up additional duties likely to result from the reassignment of resources in order to maintain the pre-emergency level of services.

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All Syracuse City employees are expected to do whatever possible to contribute to the proper resolution of incidents. This may require efforts that go above and beyond the call of regular duties and responsibilities. Employees set an example of service, and building teamwork among residents to assist in the successful resolution of incidents.

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The State of Utah has adopted statutes requiring all persons exercising police authority to be "Certified" by the State of Utah. Only Certified Officers will be able to exercise police power, even in times of disaster or emergency.

## Syracuse City Emergency Operations Plan

City employees have a responsibility to be available to work following an incident to provide essential municipal services to the public. To this end, employees are expected to establish a family emergency plan, get an emergency supply kit, and be informed about local hazards.

Managers should be aware of family concerns and allow employees time to respond and take care of immediate family needs as soon as possible. Once off duty employees have secured their families, they are ~~encouraged~~ expected to fill-in for on-duty employees allowing them an opportunity to assist their own families.

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### Situation and Assumptions

#### Situation

##### Emergency Analysis Summary

Syracuse City ~~is may be~~ exposed to many ~~hazard~~ emergencies, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural and technological hazards include the following:

- **Climate-Hazards:** Syracuse City is prone to the effects of severe weather. These are usually thunderstorms and snowstorms. The City is also prone to severe windstorms referred to as “East Winds”. Historically, Davis County has experienced gusts of over 110 mph and sustained winds of 80+ mph. Severe storms result in secondary problems dealing with power, heating and travel.
- **Floods:** The potential for flooding due to spring runoff and especially from summer thunderstorms is high in Syracuse. Agriculture irrigation canals are prevalent throughout Davis County. As farmlands are developed, the infrastructure remains to supply water to farmers downstream. These canals can fail, inundating down slope property. Weber Basin Water District maintains a large irrigation pipeline running through Syracuse City. Any incident causing a break in the line would likely result in massive flooding.
- **Earthquake:** Davis County is located along the Wasatch Fault between the shores of the Great Salt Lake and the foothills of the Wasatch Mountain Range. The majority of the population lives within 5 miles of the fault. Syracuse City is located at the northern part of Davis County. A major earthquake in the area would result in loss of life and in millions of dollars in damage to residential structures, businesses, industries and critical infrastructure.
- **Soil Liquefaction:** Liquefaction occurs when there is a sudden large decrease in shear strength of sandy soils caused by the collapse of the soils structure, in which the soil loses its bearing capacity, and also by a temporary increase in pore-water pressure, or water saturation during earthquake ground shaking.

## Syracuse City Emergency Operations Plan

Liquefaction is common in areas of shallow ground water and sandy or silty sediments. The result is that soils will flow even on the gentlest of slopes. Lateral spreading is a type of failure that results in surficial soil layers breaking up and moving up to 3 feet or more, independently over the liquefied layer. On slopes more than 5 percent, flow failures can move miles of soil at up to tens of miles per hour. On slopes less than 0.5 percent the bearing capacity will lessen and can cause buildings to settle or tip. No matter the slope percent, ground cracking and differential settlement will occur. Liquefaction can also cause foundation materials to liquefy and fail and/or cause sand boils. Sand boils are deposits of sandy sediment ejected to the surface during an earthquake along fissures. Liquefaction can occur during earthquakes of magnitude 5.0 or greater. Most of Syracuse City lies within a liquefaction zone and may suffer the effects of liquefaction during an earthquake.

- **Shortages:** The shortage of energy, food and water supplies could threaten the welfare of the citizens of Syracuse. The dependency upon out-of-state resources can become a problem when normal deliveries are interrupted.
- **Hazardous Materials:** Syracuse City has several transportation routes passing through it. ~~These routes include one major highway, and several high pressure pipelines.~~ Many types of materials are transported by truck, rail, or pipeline daily. Some of this material is hazardous in nature and if released into the environment, could cause personal injury and/or property damage.
- **Fallen Aircraft:** Hill Air Force Base has a flight pattern for aircraft which is directly over the City. An aircraft crash in Syracuse City would result in possible loss of life and/or property damage.
- **Terrorism/Criminal Acts:** Terrorists use any and all forms of destructive activity to promote their cause. The use of a weapon of mass destruction in or near Syracuse City would have devastating consequences to our citizens and emergency responders. The probability of being able to warn citizens and responders of an impending terrorist attack is greatly dependent on investigation and surveillance of Federal, State and local law enforcement agencies and their intelligence capabilities. Protection of critical infrastructure within the City will lessen the probability of, and/or the effect of a terrorist attack.
- **Pandemic:** Influenza pandemic could substantially disrupt the community. Potential consequences include severe stress on the ability of hospitals and health care providers to care for the sick and disruption of essential community services. Slowing the spread of the pandemic virus could potentially reduce the number of people who become ill. Measures to slow the spread of the pandemic virus which themselves interrupt community

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## Syracuse City Emergency Operations Plan

activities (e.g., school closures, home isolation/quarantine, event cancellations, facility closures) can have adverse economic and social effects.

- **Power Outages**
- Civil Disturbance
- Utility Disruption/Infrastructure Failure
- Fire
- Water Contamination

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### Planning Assumptions

1. Syracuse City will continue to be exposed to the hazards noted above as well as to others that may develop in the future;
2. Syracuse City officials recognize their responsibilities with regard to public safety and well-being, and will assume their responsibilities in the implementation of this plan.
3. After a major disaster, people are going to be on their own for a period of time.
4. Once the City is able to respond, it will not be able to meet all needs.
5. The City will set priorities to determine which capabilities to focus on.
6. The City will meet the greatest number of needs with resources available.
7. If properly implemented, this plan will reduce or prevent disaster related losses;
8. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the City;
9. Syracuse City Manager or his designee, will coordinate the duties and responsibilities of the participating jurisdictions, agencies and organizations both during the planning, training and exercise process and in each phase of actual emergency or disaster;
10. The National Incident Management System (NIMS) will be used to allow proper coordination between local, state and federal organizations;
11. The Incident Command System (ICS) as a part of NIMS will enable the effective and efficient incident management by integrating a combination facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

### Concept of Operations

#### General

1. Syracuse City is responsible to undertake comprehensive emergency management to protect life and property from the effects of hazardous events. Local government has the primary responsibility of emergency management activities.
2. When the emergency exceeds the City's capability to respond, assistance should be requested from Davis County, then the State of Utah. The Federal government should be asked to provide assistance to the State when appropriate.

## Syracuse City Emergency Operations Plan

3. This plan is based on the concept that the emergency functions for various departments will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources should be employed in both cases.
4. Day-to-day functions not contributing directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions should be redirected to accomplish emergency tasks.
5. This plan applies to all types of hazards. It is more than an operations plan in that it accounts for activities before, during, and after emergency situations.
6. Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles and terminology covering the Incident Command System (ICS), Unified Command (UC), management of resources, and reporting. The full-scale implementation of the emergency management organization involves the activation of the Emergency Operations Center (EOC), which serves as an Incident Command post at the highest level within the City.
7. The Syracuse City Manager will be the coordinator for all activity in connection with Emergency Management.

### Direction and Control

1. Except when incidents are handled at the Incident Command Post (ICP), central control from the Emergency Operations Center (EOC) should provide the requisite direction and control.
2. Direction and control of the Emergency Operations Center (EOC), when activated, is vested in the City Manager, who should serve as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Manager.
3. The City Manager is responsible for the execution of the plan and for minimizing the effects of a disaster.
4. The Mayor maintains appointment authority of the Emergency Management Director, and may dismiss, re-appoint or re-direct management of the emergency at his discretion.
- 3.
- 4-5. The City Manager may designate others to assume temporary control of the EOC as required.
- 5-6. The EOC is designed to function as needed up to 24 hours a day until the emergency is resolved, or the City Manager decides it is no longer necessary.
- 6-7. The primary EOC is located in the Fire Department training room. The alternate EOC is located in the Police Department training room.

### Continuity of Government

If an officer of the city is unavailable once a natural phenomenon or disaster has occurred, the designated emergency interim successor should exercise the powers and

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## Syracuse City Emergency Operations Plan

duties of the office only until the vacancy is filled in accordance with the constitution or applicable statutes, or until the officer or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.

The City offices function as the seat of government in the event of a natural phenomenon or disaster. The City Manager, upon determination that the City offices are not capable of functioning as the seat of government for the City, may designate another location, outside the City if necessary, to serve as a seat of government during the emergency.

It is important to ensure the continuity of essential governmental functions to the greatest extent possible under circumstances that may disrupt normal operations. Readiness requires that the City be able to continue meeting the needs of its people despite the fear, chaos, and suffering that disasters breed. Discontinuity in the City's ability to conduct the public's business is reflected in lost information, revenue, programs, credibility, and confidence, with increased vulnerability, chaos, and human suffering. Continuity of Government is best ensured through effective Continuity of Operations Planning.

### **Continuity of Operations (COOP) Planning**

All City departments shall prepare and maintain department specific Continuity of Operations Plans to provide continued essential city services in addition to their assigned emergency/disaster response and recovery responsibilities in the event of a full or partial failure of mission critical systems. Key elements of a viable COOP capability include:

- Identification of essential functions;
- Delegation of authority;
- Orders of succession;
- Evacuation, accountability, notification;
- Alternate facilities;
- Interoperable communications; and
- Vital records and databases protection.

Support of the Continuity of Operations needs of all departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential City services can be performed.

The City Manager will discharge the duties of the Emergency Management Director. If unavailable, his designee will act in the City Manager's behalf. The chain of succession will then be as follows: City Attorney, Police Chief, Fire Chief, Public Works Director, Finance Director, Community and Economic Development Director, then Parks and Recreation Director. ~~Fire Chief, Police Chief, and Community and Economic Development Director.~~

### **Coordination with Cities, County and State**

1. Mutual Aid. Should Syracuse City resources prove inadequate during emergency operation, requests should be made for assistance from other local jurisdictions and

## Syracuse City Emergency Operations Plan

higher levels of government according to existing or emergency negotiated mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

2. Syracuse's Emergency Operations Plan is a part of an overall approach to emergency management in Davis County and the State of Utah and works in coordination with other agency's plans. The Syracuse Plan is specifically designed to handle emergency situations within its municipal boundaries. However, many emergencies reach far beyond the boundaries of the City. These emergencies will be managed either by the county, state or federal government with the City performing its part in conjunction with those governmental jurisdictions using the NIMS concept of unified command.
3. In an emergency, there is a multi-step process that must be followed to ensure the proper receipt and coordination of county, state and federal assistance. The process will be outlined here in brief:
  - Disaster occurs
  - City Manager activates the Emergency Operation Plan
  - City Manager issues a local declaration of emergency.

### **Local "State of Emergency" Defined**

A local "State of Emergency" exists whenever the City or an area therein is suffering, or in imminent danger of suffering, an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

### **Local Declaration of Emergency**

The City Manager may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the nature of the disaster, the area(s) threatened or affected and the conditions creating the disaster or emergency. This declaration must be issued before county, state or federal assistance can be requested.

Any order or proclamation declaring, continuing, or terminating a local emergency shall be filed promptly with the Syracuse City Recorder. (Utah Code 63K-4-301). The declaration should then be forwarded to the Davis County Emergency Management Director in an expedient manner, i.e., voice followed by hard copy

A local emergency shall not be continued or renewed for a period in excess of 30 days except by or with the consent of the governing body. (Utah Code 63K-4-301).

## Syracuse City Emergency Operations Plan

When Syracuse City has proclaimed an emergency, the City Manager will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the City, including but not limited to:

1. Imposing curfews in all or portions of the City;
2. Ordering the closure of any business;
3. Closing to public access any public building, street or other public area;
4. Calling upon regular and/or auxiliary law enforcement agencies and organizations;
5. Providing/requesting mutual aid to/from other political subdivisions; and
6. Obtaining commitments of local resources in accordance with emergency plans

In the City Manager's absence, the chain of succession will be the Fire Chief, Police Chief, and Community and Economic Development Director.

### **Rationale for Declaration of a Local "State of Emergency"**

The rationale for declaring an official local "State of Emergency" is threefold:

1. To acknowledge that the City has experienced a disaster and has responded to the best of its ability. The local declaration is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both the City and the public;
2. To alert the Davis County Emergency Services Director and State of Utah Division of Emergency Management that local resources are being fully utilized and that county and state assistance may be requested; and
3. To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

### **Response Procedures**

The police, fire, or public works departments generally initiate implementation of the Incident Command System. The affected department notifies the City Manager when:

- Needs exceed authority
- Actions required are contrary to instructions
- Incidents involving multiple deaths
- Incidents involving severe environmental damage
- Resource needs are greater than those available
- Actions have produced unanticipated results
- Whenever circumstances are such that the Incident Commander believes the City Manager should be notified.

Once notified, the City Manager and Incident Commander together should make an assessment to determine what resources the City Manager can provide to the Incident

## Syracuse City Emergency Operations Plan

Commander. These services may include information, procurement of resources, collection and provision of incident data, and interface with government authorities.

The City Manager should keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary.

The EOC may be activated by the City Manager, under the following conditions:

- If the incident is such that the Incident Command System needs to be expanded;
- If the City Manager deems it necessary;
- To support overall management of the incident; and
- To assist the Incident Commander in handling the response to the immediate incident scene.

The Incident Command System (ICS) functions of operations, planning, logistics and finance are supported at the EOC. At this time, the Command Post becomes an extension of the Operations Section within the EOC.

### **Activation of the Emergency Operations Center (EOC)**

See Appendix 1 to the Basic Plan

### **Public Information Procedures**

Public Information will be coordinated through the Public Information Officer (PIO) who coordinates with the media for the distribution of emergency public information, press releases, and interviews with City officials. The PIO in coordination with the City Manager may establish a Joint Information Center (JIC) to expand this function and monitor all forms of media. (See ESF – 14 for more detailed information.)

### **Voluntary/Private Organizations**

Within Utah, there are several faith-based and voluntary organizations that provide assistance in responding to emergencies, disasters or major catastrophes. Generally, the Church of Jesus Christ of Latter Day Saints and the American Red Cross take the lead in most voluntary efforts. A large number of voluntary organizations, including the American Red Cross, Southern Baptists, and Salvation Army have aligned themselves with the Utah Voluntary Organizations Active in Disaster (UVOAD). Although each voluntary organization is a stand-alone group, they readily communicate with each other, exchange ideas, supplies, equipment and volunteers. UVOAD is not a controlling group and membership is completely voluntary by the organizations. In addition to the voluntary/private individuals and organizations, there are numerous individuals throughout the City that actively participate on Community Emergency Response Teams (CERTs). As a local resource, these qualified and trained CERT members may be used in various support roles to augment required emergency support functions. Syracuse City maintains a listing of trained CERT members.

## **Organization and Assignment of Responsibilities**

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure prevention, preparedness, response and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans should achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City department.

The following is the assignment of emergency functions to positions and departments of Syracuse City, in addition to their normal duties. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own departmental emergency plan with its Standard Operating Guidelines (SOGs), which should address the following responsibilities. (This plan also includes Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-city agencies with a role in emergency response activities.)

### **City Government**

In general, Syracuse City should be prepared to:

1. Direct and control local response to a wide variety of disasters.
2. Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel, material and equipment in an emergency.
3. Establish and activate mutual aid agreements when specific aid is needed.
4. Request assistance from state and federal government when (1) local resources are fully committed and found to be inadequate and/or (2) a particular capability is required but is not available locally.
5. Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

### **City Manager (Emergency Management Director)**

The emergency powers of the City Manager as chief operating officer of the City include, but are not limited to:

1. The authority to issue a local declaration of emergency.
2. The authority to suspend the provision of any City Ordinance prescribing the procedures for conduct of City business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
3. The authority to issue orders for evacuation.

## Syracuse City Emergency Operations Plan

4. The authority to suspend or limit the sale of some items.
5. The authority to invoke the provisions of any mutual aid agreement entered into by the City.

The City Manager functions as the Emergency Management Director and is responsible for the overall administration of the City's emergency operations. The emergency duties of the City Manager include, but are not limited to:

1. Sets policy for emergency response organization.
2. Assumes responsibility for the overall response and recovery operations.
3. Activates the Syracuse Emergency Operations Plan when needed.
4. Coordinates with the Mayor and City Council.
5. Uses all available resources of the City as reasonably necessary to cope with the disaster.
6. Transfers the direction, personnel, or functions of the City Departments or Divisions for the purpose of performing or facilitating emergency operations.
7. Authorizes the strategy for recovery.

The City Manager is responsible for the planning, coordination and operation of emergency management activity in Syracuse City. Duties include but are not limited to:

1. Develop and update the City's EOP ~~on an annual basis as necessary~~ based on lessons learned during exercises and actual emergencies.
2. Develop, update and carry out an effective comprehensive exercise plan.
3. Arrange appropriate orientation, training and exercise opportunities to City employees involved in the EOP.
4. ~~Annually receive~~Receive, review and approve departmental emergency operations plans (SOGs) and updates.
5. Develop, coordinate and monitor mutual aid agreements and memoranda of understanding for emergency aid and assistance.
6. Oversee the EOC Facility Manager's efforts in preparing, establishing and coordinating the operation of the EOC.
7. Serve as the City's liaison with District Coordinators and CERT efforts within the City.
8. Oversee the recruitment of volunteer personnel and agencies to assist in the City's emergency response and recovery efforts.
9. Oversee the preparation of a process ahead of time to effectively utilize spontaneous volunteers.
10. Review and update City ordinances to facilitate effective emergency mitigation, preparedness, response, and recovery efforts.

### Mayor and City Council

During a disaster incident, the Mayor may work closely with, and under the direction of the City's Public Information Officer (PIO) to provide information and reassurance to the

## Syracuse City Emergency Operations Plan

public. Members of the City Council may be assigned to oversee efforts at local evacuation centers. The Mayor and City Council will receive regular situation updates from the Public Information Officer.

The Mayor and City Council's actions during and following an emergency influence community members as well as employees, and directly impact the City's ability to protect lives and property. The Mayor and City Council work closely with the City Manager in a similar capacity as they work with the City Manager during normal operations.

When a disaster strikes, the Mayor and City Council often will serve as a primary conduit between the government and the public both during and after the event. It may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Council may review potential or threatened litigation and provide general direction to the City Manager in such matters. Specific responsibilities of the City Council include:

1. Receive regular updates and briefings from the City Manager.
2. Review and approve the declaration of a local "State of Emergency" if it needs to be continued or renewed for a period in excess of 30 days.
3. Serve as a liaison with other City, County, State and/or Federal government representatives.
4. Serve as the liaison with public or community organizations.
5. Conduct public meetings to determine public needs and identify current or future City actions related to the disaster.
6. Review requirements for special legislation and development of policy.
7. Establish executive-level policies and pass important resolutions for the management of the emergency.
8. Consider and advise both short and long term recovery strategies.
9. Support a multi-agency disaster response.
10. Survey problem sites in Syracuse and assist residents and the City in finding solutions to problems resulting from the disaster.
11. Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.
12. Host and accompany VIPs and government officials on tours of the emergency/disaster.
13. Participate in training as required by State & Federal law.

### Public Information Officer (PIO)

1. Functions in accordance with ESF 14 – Public Information Systems.
2. Provides the public accurate, timely, and useful information and instructions throughout the emergency period.
3. Manages all information released both internally and externally.

**Comment [EF1]:** Question: What does the Open Public Meetings law require for emergency meetings (notices etc)

## Syracuse City Emergency Operations Plan

4. Advises the City Manager, Department Directors and Public Officials on matters of emergency public information.
5. Establishes and maintains a working relationship with local media.
6. Prepares a call-down list for disseminating emergency public information to groups that do not have access to normal media (e.g. employees)
7. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

### EOC Facility Manager

1. Maintains the EOC (and alternate EOC) facilities in a condition where they can be set up with needed supplies and equipment to function as exercised with minimal delay.
2. Ensures that a plan is in place to activate EOC communication systems (telephones, computers, radios) when the EOC is activated.
3. Sets up communication systems, tables, chairs, easels, signs, office supplies, and other items specified and provided by the Planning Section Chief, such as maps, charts, checklists and plans, when the EOC is activated.
4. Designates one or more facilities to serve as the alternate EOC.

### Department Directors

Directors of City departments are responsible for emergency operations within their departments as follows:

#### General

1. Continue to perform routine day-to-day department tasks as ~~needed~~ able.
2. Provide EOC representation as required in this plan or as requested by the City Manager.
3. Become familiar with departmental responsibilities outlined in this plan, including the appendixes and ESF annexes.
4. Develop, maintain, and exercise department plans, standard operating procedures and checklists necessary for accomplishing assigned tasks.
5. Maintain a current emergency resource database of ~~all~~-department equipment, personnel ~~and materials~~ available to perform assigned functions.
6. Primary agencies/departments that have a lead role in an ESF should develop and maintain an appropriate response capability and ensure that all personnel assigned specific functional responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities.
7. Supporting agencies/departments with a supporting role in an ESF should assist primary agencies/departments in preparing and maintaining SOPs and should provide support for ESF operations. Each supporting agency/department should participate in the process of exercising, reviewing and maintaining and implementing this plan.

## Syracuse City Emergency Operations Plan

8. Train department employees at least annually in their emergency roles and responsibilities.
9. Provide departmental technical/operational response to disasters or their effects.
10. Maintain administrative control of department employees when tasked to support other agencies or jurisdictions.
11. Coordinate plans, procedures and preparations with appropriate governmental, private and volunteer agencies. Consider entering into working agreements with these agencies to promote effective emergency response and relief efforts.
12. Assist in assessing and reporting damages to any City owned facility or property to the EOC.
13. Record and report all costs incurred in carrying out emergency operations. Best practices must be followed on all financial/logistical record keeping.

### Specific

#### Fire Department

1. The Fire Chief may function in the Policy Group or Operations Section of the EOC, when activated. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESFs 04 – Fire and Rescue Operations, 08 – Health and Medical, 09 – Urban Search and Rescue, 10 – Hazardous Materials Response, and Annex A - Evacuation. Provides support services for ESFs 06 – Mass Care.

#### Police Department

1. The Police Chief may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESFs 2 – Communications and Warning, 13 – Public Safety and Security and Annex A - Evacuation. Provides support services for ESFs 01 - Transportation, 06 – Mass Care, 08 – Health and Medical, 09- Search and Rescue Operations, 10 – Hazardous Materials

#### Public Works

1. The Public Works Director may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

#### Community and Economic Development

1. See detailed responsibilities for the Planning Section in Basic Plan Appendix 1.
2. Provides primary services for ESFs 05 – Information Analysis and Planning, 07 – Resource Management. Provides secondary services for Annex A – Evacuation.

## Syracuse City Emergency Operations Plan

### Parks and Recreation

1. See detailed responsibilities for Logistics Section in Basic Plan Appendix 1.
2. Provides primary services for ESFs 01 – Transportation (Tracking and Providing Vehicle Resources) 11 – Food and Water. Provides support services for ESFs 01 – Transportation (Open and Maintain Traffic Routes), 03 – Public Works, 05- Information Analysis and Planning, 06 – Mass Care, 07 – Resource Management, 08 – Health and Medical and Annex A – Evacuation.

### Legal

1. The City Attorney functions in the Policy Group of the EOC, when activated. (See Appendix 1).
2. The City Attorney functions as or provides guidance to the Public Information Officer (PIO) and provides primary services for ESF 14 – Public Information Systems.
3. Provides legal counsel.
4. Provides guidance for the development of ordinances and resolutions in support of emergency operations.
5. Reviews actions taken to ensure compliance with local, state and federal laws and regulations.
6. Provides secondary services for Annex A – Evacuation.

### Finance

1. See detailed responsibilities in Basic Plan Appendix 1, under Finance Section.
2. Provides support services through cost and procurement units for ESF 07 – Resource Management.
3. Provides accounting and financial services for receipt and disbursement of emergency funds.

### Management Services

1. The City Manager functions as the Emergency Management Director.
2. The City Manager functions in the Policy Group of the EOC, when activated (See Appendix 1).
3. The City Manager functions as a liaison with Volunteer District Coordinators, American Red Cross, Amateur Radio Emergency Services (ARES) and other liaison and VOAD contacts.
4. The Human Resources Division functions with the Logistics Section of the EOC to track employees and facilitate communications between the employees and their families.
5. The Facilities Maintenance division functions with the Logistics Section of the EOC to provide support services to make sure City facilities are operational.
6. The IT Manager functions as the EOC Facility Manager.
7. The Information Technology (IT) Division functions with the Logistics Section to provide technical support of computers, networks, communication equipment, data management, etc. (See ESF 02 – Communications).
8. The IT Division protects the City’s computer systems, networks and files in the event of a disaster.

## Syracuse City Emergency Operations Plan

### **After-Action Reports**

Following a City response to an emergency, disaster, or major catastrophe, the Emergency Program Manager will coordinate the preparation of an after-action report documenting the City's response efforts. Within 15 workdays following the termination of a disaster, each agency involved in the response effort will provide the Emergency Program Manager with an after-action report outlining that agency's involvement in the disaster.

The Emergency Program Manager or his designee will compile a summary After-Action Report and submit a copy of the completed report to each of the involved agencies, outlining best practices and lessons learned. The Emergency Program Manager will also send a copy to the Utah Department of Public Safety, Division of Emergency Management, and Office of Emergency Services.

### **Training and Exercises**

#### **Training**

Department Directors should provide employees at least annual training on the departmental and City Emergency Operations Plans. Requests for training courses or assistance in training personnel will be coordinated through the City Manager.

#### **Exercises**

Syracuse City will hold annual exercises, which may consist of seminars, workshops, tabletops, drills, functional and/or full scale. The greatest benefit can be achieved through a building-block approach that either exposes program participants to gradually increasing levels of complexity and/or builds upon lessons learned from previous exercises.

Annually, the Emergency Program Manager (City Manager) schedules a Training and Exercise Planning Workshop (TEPW) with the Department Directors, and other employees they may assign to participate. This is intended to be a meeting to review City capabilities and to update the City's Multiyear Training and Exercise Plan. The TEPW is an opportunity for the City, as a whole, to translate its emergency management goals and priorities into specific training and exercise events designed to establish or strengthen needed capabilities. Participants at the TEPW should plan exercises that drive real-world issues and that increase needed capabilities. They should also be prepared to assess capabilities and preparedness levels of participating agencies.

### **Plan Development and Maintenance**

The Emergency Program Manager proposes written updates to this plan annually from deficiencies discovered and recommendations made in the After Action Report/Improvement Plans (AAR/IP) from the preceding year and from lessons learned

Syracuse City Emergency Operations Plan

during actual emergencies. Contact information for personnel and resources is also updated.

|

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## Syracuse City Emergency Operations Plan

Then, Executive Staff reviews the proposed plan updates, makes needed changes, and directs the Emergency Program Manager to distribute the updated plan to employees and organizations having a copy of the plan. Changes should be noted on the Revision Log and a revision date (month/year) should be added to the footer of each page.

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## Appendix 1 to the Basic Plan

### Emergency Operations Center

**Primary Agency:** Syracuse City Emergency Management

#### **Purpose**

The purpose of this appendix is to establish a standardized process and to outline guidelines for activating, staffing, equipping and conducting emergency operations within the City Emergency Operations Center (EOC). This document also includes the requirements and processes for deactivation of the EOC following an incident or event.

#### **Situation and Assumptions:**

- The majority of incidents will be addressed via normal response protocols. However, if the incident requires a more extensive response the Emergency Operations Center (EOC) may be partially or fully activated. Regardless of the activation level, any EOC activation must be communicated to the EOC policy group.
- EOC activation may or may not be followed by a declaration of emergency.
- The Fire Department training room will function as the primary EOC. This facility will be utilized to coordinate emergency response and recovery.
- An alternate EOC is located in the Police Department training room.
- The EOC may be partially or fully activated during an incident by order of the City Manager or his designee.
- The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.
- Staffing for the EOC will depend on the scale of the emergency or disaster. The level of staffing will be determined by the City Manager, depending on the situation.
- Any time the EOC is activated, administrative support personnel are required.
- The EOC is organized into five (5) Sections: Policy Group, Operations Section, Planning Section, Logistics Section and Finance/Administration Section.

## Syracuse City Emergency Operations Plan

### Concept of Operations

**Pre-disaster:** The EOC facilities will be kept in a state of readiness by the EOC Facility Manager to be set up as described below when the EOC is activated.

**During a disaster:**

1. **Activation:** The EOC will be activated and made operational by order of the City Manager or his designee. The following events may cause the EOC to be activated:
  - a. Actual or forecasted weather conditions indicate potential flood, high windstorms or other severe weather related problems.
  - b. An act or suspected act of terrorism.
  - c. The incident extends beyond the capabilities of local control.
  - d. The incident extends into multiple operational periods.
  - e. Any special event requiring the potential response from multiple agencies.
2. **Alerting:** ~~Davis Dispatch~~ The Emergency Management Director is responsible to maintain an up-to-date EOC notification list and to alert City EOC staff and cooperating agencies when the ~~City Manager activates the EOC~~ Syracuse EOC is activated.
3. **Setup:** The EOC Facility Manager is responsible for maintaining the EOC facilities in a state of readiness and performs the following functions:
  - a. Sets up tables, chairs, signs, office supplies, communication systems (telephones and computer systems) when the EOC is activated.
  - b. As directed by the Planning Section Chief, ensures that EOC charts, maps, status boards, checklists, plans and other needed items are available in the EOC.

### Functional Responsibilities

Emergency operations will continue as the situation dictates and at the direction of the Emergency Management Director. The operation will be comprised ~~of the following elements~~ a Policy Group and Supporting Sections, including: Operations, Planning, Logistics, and Finance.

#### Policy Group

The EOC Policy Group is responsible for developing policy, prioritizing actions, and coordinating the overall emergency response. Members of this section include:

- City Manager (Emergency Management Director)
- City Attorney (Public Information Officer)
- Department Directors (as needed)

## Syracuse City Emergency Operations Plan

Elected officials, and/or other subject matter experts may be asked to participate with the Policy Group.

### Operations Section

Operations normally functions in coordination with operations in the field and will coordinate implementation of response actions among the participating organizations and ensure that the policies, activities and resources are implemented according to the decisions of the policy group. The Operations Section Chief may be the Police Chief, Fire Chief, Public Works Director, or their designee depending on the type of incident and which department is most qualified to handle the particular incident. The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan provides the necessary guidance for response operations. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by the span of control considerations.

Major responsibilities of the Operations Section Chief include:

- Assisting the Incident Commander in determining tactical strategies.
- Determining tactics to achieve command objectives.
- Determining work assignments and resource requirements.
- Identifying, assigning, and supervising resources.
- Managing tactical operations.
- Assisting in the development of the operations portion of the Incident Action Plan. This usually requires filling out the ICS 215 prior to the Planning Meeting.
- Supervising the execution of the operations portion of the Incident Action Plan.
- Maintaining close contact with subordinate positions.
- Ensuring safe tactical operations.
- Requesting additional resources to support tactical operations.
- Approving release of resources from active assignments (not release from the incident).
- Making or approving expedient changes to the operations portion of the Incident Action Plan.
- Maintaining close communication with the Incident Commander.

Members of the operations section may include the Police Department, Fire/EMS Department, Public Works Department, other departments and outside agencies as needed.

Operations positions include:

- Operations Section Chief
- Branch Manager(s)
- Division/Group Supervisor(s)
- Strike Force(s)
- Task Force(s)
- Single Resource(s)

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### Planning Section

Planning is responsible for the collection, dissemination and use of the information about the development and status of resources. This involves receiving status reports from all the ICs in the field, analyzing the data received, thinking ahead, developing the Incident Action Plan, formal briefings, making suggestions to the policy group, and tracking the status of resources. The Planning Section Chief is responsible for providing planning services for the incident. Prior to EOC activation, the Planning Section Chief specifies charts, maps, status boards, checklists, plans, and other items that should be kept available in the EOC, and provides this information to the EOC Facilities Manager.

Major responsibilities of the Planning Section Chief include:

- Identify and notify the EOC Facilities Manager of any charts, maps, status boards, checklists, plans, and other items that should be kept available in the EOC.
- Collecting and managing all incident-relevant operational data.
- Providing input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan.
- Coordinating the preparation and documentation of the Incident Action Plan.
- Conducting and facilitating planning meetings.
- Reassigning personnel already on-site to ICS organizational positions as needed and appropriate.
- Establishing information requirements and reporting schedules for Planning Section units.
- Determining the need for specialized resources to support the incident.
- Assembling and disassembling task forces and strike teams not assigned to Operations.
- Establishing specialized data collection systems as necessary (e.g. weather).
- Assembling information on alternative strategies and contingency plans.
- Providing periodic predictions on incident status.
- Reporting any significant changes in incident status.
- Compiling and displaying incident status information.
- Overseeing the preparation of the Demobilization Plan.
- Incorporating Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.

Members of the planning section may include Community and Economic Development Department employees, other City staff and outside agencies as needed.

Planning positions include:

- Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader

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### Logistics Section

Logistics is responsible for providing facilities, services and materials to responders for the incident. This includes health services, food and shelter, transportation, personnel, volunteers, communications, equipment maintenance, fuel, supplies and equipment. The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations.

Major responsibilities of the Logistics Section Chief include:

- Managing all incident logistics.
- Ensuring that resource ordering procedures are communicated to appropriate agency ordering points.
- Developing a transportation system to support operational needs.
- Ensuring that the Logistics Section can support the IAP.
- Completing assigned portions of the written IAP.
- Tracking and coordinating spontaneous volunteer services.
- Placing order(s) for resources.
- Providing logistical input to the Incident Commander for preparing the Incident Action Plan.
- Briefing Logistics Branch Directors and Unit Leaders as needed.
- Identifying anticipated and known incident service and support requirements.
- Requesting/ordering additional resources, as needed.
- Developing as required, the Communications, Medical, and Traffic Plans.
- Overseeing demobilization of the Logistics Section.

Members of the logistics section will be dependent on the type and magnitude of the event and include Parks and Recreation Department employees. Other members may include the Human Resources Officer, IT Manager, Facilities Maintenance Manager or their representatives, and other City staff and outside agencies as needed.

Logistics positions include:

- Logistics Section Chief
- Service/Support Branch Director(s)
- Communications Unit Leader
- Medical Unit Leader
- Food Unit Leader
- Supply Unit Leader
- Facilities Unit Leader
- Transportation Unit Leader

### Finance Section

Finance is responsible for tracking and implementing procurement paperwork, keeping records of all incident costs and evaluating the financial considerations of the incident. Finance applies for and manages FEMA Public Assistance that may be available to reimburse Syracuse City for costs associated with an incident. Not all incidents will require

## Syracuse City Emergency Operations Plan

a Finance/Administration Section, only when the involved agencies have a specific need for financial services.

Major responsibilities of the Finance Section Chief include:

- Managing all financial aspects of an incident.
- Understanding and following the process to apply for, receive and manage any FEMA Public Assistance funding for which the City may be eligible.
- Providing financial and cost analysis information as requested.
- Providing cost implications of incident objectives, as required.
- Ensuring that the IAP is within the financial limits established by the Incident Commander.
- Evaluating facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.
- Ensuring compensation and claims functions are being addressed relative to the incident.
- Gathering pertinent information from briefings with responsible agencies.
- Developing an operating plan for the Finance Section; fill Section supply and support needs.
- Meeting with assisting and cooperating agency representatives as needed.
- Maintaining daily contact with agency(s) representative's administrative headquarters on finance matters.
- Ensuring that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
- Providing financial input for demobilization planning.
- Ensuring that all obligation documents initiated at the incident are properly prepared and completed.
- Briefing agency administrative personnel on the incident-related financial issues needing attention or follow up.

Members of the finance section include Finance Department employees. Other members may include a representative from Management Services to assist with claims and compensation, and others from City staff or outside agencies as needed.

Finance positions include:

- Finance/Administration Section Chief
- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader
- Cost Unit Leader

## Incident Types

Incidents may be typed in order to make decisions about resources requirements.

Incident types are based on the following five levels of complexity, [with Type 5 being the least complex](#).

### Type 5

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions other than the Incident Commander, are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

### Type 4

- Command and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a Task Force or Strike Team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

### Type 3

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisors and/or the Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages:
  - Initial action incidents with a significant number of resources;
  - An extended attack incident until containment/control is achieved; or
  - An expanding incident until transition to a Type 1 or Type 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

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### **Type 2**

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command and general staffing.
- Most of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

### **Type 1**

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

## Authorities and References

### Federal

- Emergency Interim Succession Act, 63-5B Title 44, CFR Federal Emergency Management Agency Regulations, as amended.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- Title 44, CFR Federal Emergency Management Agency Regulations, as amended.
- The Superfund Amendment and Reauthorization Act, Title III (SARA), as amended.
- Homeland Security Presidential Directive 5 (HSPD-5): Management of Domestic Incidents; Disaster Response Recovery Act, 63-5A
- Homeland Security Presidential Directive 8 (HSPD-8): National Preparedness

### Utah Statutes

- Emergency Management Act of 1981, Utah Code 53-2, 63-5
- Disaster Response and Recovery Act, Utah Code 63-5A

### Federal Publications

- National Response Framework
- National Incident Management System
- Public Assistance Guide (FEMA 322)

## Glossary of Key Terms

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

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**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

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**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

## Syracuse City Emergency Operations Plan

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

## Syracuse City Emergency Operations Plan

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident. **Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

## Syracuse City Emergency Operations Plan

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional

**Native Corporation:** A rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.  
Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

## Syracuse City Emergency Operations Plan

**Multiagency Coordination Entity:** A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination Systems:** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOC's), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

## Syracuse City Emergency Operations Plan

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

## Syracuse City Emergency Operations Plan

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).  
**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

## Syracuse City Emergency Operations Plan

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

## Syracuse City Emergency Operations Plan

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native

## Syracuse City Emergency Operations Plan

Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

## ACRONYMS

<b>ALS</b>	Advanced Life Support
<b>DOC</b>	Department Operations Center
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FOG</b>	Field Operations Guide
<b>FUL</b>	Food Unit Leader
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive - 5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC/UC</b>	Incident Command or Unified Command
<b>IMT</b>	Incident Management Team
<b>JIS</b>	Joint Information System
<b>JIC</b>	Joint Information Center
<b>LNO</b>	Liaison Officer
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>POLREP</b>	Pollution Report
<b>PIO</b>	Public Information Officer
<b>PVO</b>	Private Voluntary Organizations
<b>R&amp;D</b>	Research & Development
<b>RESTAT</b>	Resources Status
<b>ROSS</b>	Resource Ordering and Status System
<b>SDO</b>	Standards Development Organizations
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SOP</b>	Standard Operating Procedure
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue

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## Emergency Support Function 1

### Transportation

**ICS Function 1:** Operations Section is to open and maintain traffic routes.

**Primary:** Public Works

**Support:** Syracuse Police                      Syracuse Parks  
Utah Highway Patrol                      Davis County Sheriff  
Utah Department of Transportation

**ICS Function 2:** Logistics Section is to track and provide vehicle resources

**Primary:** Logistics Section of the EOC – Transportation Unit

**Support:** Utah Transit Authority                      Davis School District

#### Purpose

To identify those actions that City departments and supporting agencies must undertake to provide transportation for people and equipment in response to a disaster emergency. This document supports the Syracuse Emergency Operations Plan and addresses streets maintenance and transportation resources for relief services and supplies in support of emergency operations.

#### Situation & Assumptions

A disaster may severely damage the City's transportation infrastructure. Disasters result in an influx of personnel and equipment responding to the site. They often also result in people either trying to get to the disaster site to see or volunteer, or people trying to leave the site. Fallen trees or other debris may block critical transportation routes.

It may be necessary to evacuate the population of a given area for their protection from a hazard (See Annex A). Generally this evacuation will be a small-scale movement of people living within a few blocks of the affected area. However, in the event of a major disaster, it may be necessary to evacuate thousands of people or the entire City.

The primary objective is to provide safe and adequate routes of transportation to effectively facilitate the safe movement of people from the disaster area prior to or immediately after the incident, and for personnel and equipment responding to the disaster. Full coordination of all departments and support agencies is essential to ensure success.

1. All public vehicles from City entities not otherwise engaged in the disaster response, will be available as resources for allocation by the Logistics Section of the EOC.

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- 2. Transportation infrastructure may sustain significant damage in a disaster. The damage will influence the means and accessibility to parts of the City for response and relief services and supplies.
- 3. Disaster response, which requires transportation capacity, may be difficult to effectively coordinate during the immediate post-disaster response period.
- 4. The requirement for immediate lifesaving transportation following a disaster may exceed the capability of readily obtainable assets in Syracuse City.
- 5. Gradual clearing of access routes will allow a sustained flow of emergency relief.

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**Concept of Operations**

It is important to establish transportation routes during a disaster to maximize response of personnel and equipment. It may also be necessary to open routes that may be closed or cluttered. A high emphasis must be maintained in this effort for a successful response. In order to assure that responders can reach disaster areas, law enforcement and public works officials shall:

- 1. Designate response routes as needed.
- 2. Clear roadways of debris.
- 3. Establish roadways around barriers.
- 4. Limit civilian traffic as needed.
- 5. Coordinate with UDOT as needed.
- 6. Coordinate with UTA for bus use and routing. (Consider assistance from Logistics Section of EOC)
- 7. Coordinate with Davis School District for use of busses and trucks. (Consider assistance from Logistics Section of EOC.)

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The IC will determine if on-hand transportation resources are adequate. Davis School District buses or UTA buses may be used to provide additional transportation for evacuation of the public, movement of emergency workers to and from staging areas, and movement of special populations. If more transportation resources are required, the incident command (IC) may request additional resources directly from the Davis School District and UTA, or request assistance through the Logistics Section of the EOC.

Bus communications systems may be used to gather damage assessment and situation information. Bus dispatchers or transit centers receiving this information should forward it to the communications unit of the EOC by an alternate means communication (telephone or other radio systems).

Emergency transportation provided during the evacuation and return period should include special provisions for handicapped and injured persons.

In accordance with City, County and State authorization, provisions may be made to use the full width of the roadway to travel in a single direction to double capacity.

## Syracuse City Emergency Operations Plan

### Functional Responsibilities

#### Public Works Department

1. The Public Works Director or designee will oversee the opening and maintenance of transportation routes during a disaster.
2. Determine the usable and unusable portions of the City streets, condition of bridges and overpasses.
3. Communicate with the EOC when activated.
4. Provide barricades to prevent public access to roads that have been determined to be unsafe.
5. Recommend possible evacuation routes and assist law enforcement in establishing and controlling evacuation routes.
6. Coordinate the emergency transport of material and equipment.
7. Provide for the removal of wreckage, debris, and the temporary repair of lightly damaged roadways and bridges.
8. Recommend priority for the repair or restoration of local highways, roads, and streets.
9. ~~Develop and maintain standard operating procedures (SOPs) to~~ Support the use of City vehicles and road maintenance equipment during an emergency or disaster.
10. ~~Ensure Utilize~~ City resources ~~are available~~ to open and maintain transportation routes.
11. Arrange for [Syracuse City](#) vehicle and equipment maintenance and support during disaster operations.
12. Collect and report “windshield” damage assessment and situation report to the EOC. (Public works field personnel will report to their supervisor the conditions of roadways, bridges, traffic controls, etc. they encounter in the City. This information will then be provided to the Planning Section of the EOC when activated.)
13. Record all costs for transportation related to emergency or disaster operations.

#### Logistics Section of EOC – Transportation Unit

1. Develop and maintain available transportation resource lists including vehicles, equipment, fuel and maintenance.
2. Locate and provide transportation resources as needed.
3. When the EOC is fully operational, track and coordinate transportation resources.

#### Syracuse Police, Davis County Sheriff, Utah Highway Patrol

1. Enforce emergency traffic regulations and closures.
2. Coordinate information regarding damaged or impassable roads with the EOC.
3. Assist with planning and controlling emergency evacuation routes.
4. Assign personnel to traffic control points to maintain a smooth flow of traffic.

#### Parks Department

1. Provide assistance to Public Works to open and maintain transportation routes.

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## Syracuse City Emergency Operations Plan

### Utah Department of Transportation

1. ~~Open~~ [Authorize access](#) and maintain State roads during an emergency.
2. Provide assistance to Public Works to open and maintain City roads.

### Utah Transit Authority

1. Provide emergency transportation services.
2. Support public safety and public works operations.
3. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
4. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
5. Record all costs for transportation related to the emergency or disaster.
6. Collect and report damage assessment and situation information. Report to the EOC.

### Davis County School District

1. First priority will be to provide safe transportation to students within their jurisdiction in response to an emergency or disaster.
2. Provide emergency transportation services.
3. Support public safety and public works operations.
4. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
5. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
6. Record all costs for transportation related to the emergency or disaster.
7. Collect and report damage assessment and situation information to the EOC.

### Life Flight, Air Med, UHP Helicopter and other Aerial Assets

1. Identify and fly routes to gather damage assessment, traffic and situational information.
2. Provide medical evacuation or individual evacuation within equipment capabilities.

## ESF 1 Appendix 1

### Traffic Control for Mass Evacuation

#### Traffic Operations

1. The Davis County EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county.
2. Traffic control stations will be established and manned by law enforcement personnel. County Public Works and the Department of Transportation District 1 and 2 will erect the appropriate directional signs, barricades and roadblocks to channel the evacuees to their destinations and to prevent unplanned vehicles from impeding evacuee traffic flow.
3. Assistance to stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.

Syracuse City Emergency Operations Plan

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## Emergency Support Function 2 Communications

<b>ICS Function:</b>	Operations
<b>Primary:</b>	Information Technology (IT)
<b>Support:</b>	Syracuse Police, Davis Dispatch, Amateur Radio Emergency Services (ARES).

### Purpose

To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operations requirements of the City in responding to, and recovering from, emergencies and disasters. The systems include wireless and non-wireless voice and data transport networks.

### Situations & Assumptions

1. Syracuse City is at all times subject to a variety of potential emergencies and/or disasters, requiring advanced warning, public safety and community response, and the ability to communicate and share information.
2. The sudden and unanticipated nature of an incident, such as an earthquake, or act of terrorism, will require an immediate response to save lives, protect property, and preserve the environment.
3. During a widespread emergency or disaster emergency, responders and City executives will require timely information on which to base their decisions and focus response and recovery activities. Concurrently, widespread damage to commercial telecommunications facilities is likely. At a time during which the ability to communicate becomes most critical, the capability may be significantly reduced or even nonexistent.
4. Initial reports of damage may be fragmented and provide an incomplete picture of damage to communications facilities.
5. Weather and/or other environmental factors may restrict mobile or transportable communications equipment into the affected area.
6. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, shelters, assistance centers, alternate operations centers and ad-hoc communications infrastructure.
7. The EOC will likely be activated.

## Syracuse City Emergency Operations Plan

### **Concept of Operations**

Existing City owned telecommunications, information systems, and networks are currently deployed and operational in support of emergency management citywide.

Assigned personnel within their departments perform everyday PIO assignments. In the event of a disaster or extraordinary event resulting in a need for coordinated information dissemination, the EOC should be activated to the level necessary. The PIO in the EOC Policy Group shall appoint a PIO as the lead person for coordinating all responsibilities in the JIC, including coordinating and assigning responsibilities to other PIO's and establishing a location for the JIC.

#### Telephone

1. Normal communications will be by telephone throughout the crisis period. All mass care facilities, feeding facilities and other disaster recovery offices will establish telephone answering and communication procedures.
2. The volume of telephone traffic will be heavy at certain local points, such as the EOC, and it may overload the normal system. Augmented manning additional lines and telephone equipment may be required.

#### Radio

1. Radio communication is the primary source of communication by emergency responders.
2. Radio augmentation will be required at all disaster relief centers and will be vital to coordinate all activities.

#### Operations

1. The Information Technology (IT) Department will coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. EOC phone numbers are found in Appendix 1 of this ESF and also within the Emergency Operations Plan.
3. Volunteer ARES radio personnel will be located in the Emergency Communications Center (ECC) located at the Fire Station.
4. Communications coordination with the Davis County EOC may be done by commercial telephone or radio.
5. Commercial telephone exists between the Syracuse EOC, the National Weather Service (NWS), the City Police, radio and TV stations serving the Syracuse City area.
6. In the event that telephone communications are lost with the Syracuse EOC or communications assistance is otherwise needed, Satellite Phone, 800 MHz radios and amateur radio may provide coverage as needed.

## Syracuse City Emergency Operations Plan

### Warnings

1. Warnings will be given to the public via appropriate means. This may include using an alert and notification system, social media, [Text Message \(SMS\)](#), AM/FM radio, television, public address systems, and mobile sirens via police or fire vehicles.
2. The Syracuse CERT may assist by coordinating with Block Captains at the neighborhood level for disseminating warnings.
3. At the present time, there are ~~three~~two (2) established systems to give broad scale warnings to the citizens. They are:
  - a. The EAS (Emergency Alert System)
  - b. Davis Dispatch Emergency Notification System (Reverse 911)
4. Fixed siren at the Fire Department.

### Distribution of Warnings

1. Public Information Officer (PIO) - Upon need to provide warnings or information to any part of the population, the PIO will be tasked with designing appropriate messages. In situations when time is of the essence and no PIO is immediately available, any law enforcement or fire official may present an appropriate message.
2. Emergency Alert System (EAS) - KSL is the Local Primary broadcast station for the Wasatch Front. Alerts and warnings can be made direct to them via telephone, Davis Sheriff's Dispatch, Davis County EOC or through the State EOC. The specific procedure for activating the EAS with a message is in Appendix 3.
3. Local Law Enforcement/Fire - Warnings may be appropriately channeled to the Syracuse Police Department, Davis County Sheriff's Office, and/or other law enforcement and fire agencies in surrounding communities. In these cases, notification would be made via telephone, 800 MHz radio or amateur radio.
4. Emergency Operations Center (EOC) - In the case of a mass disaster, radio and television systems may not be functional. Warnings from the county or the state would be sent to individual city EOC's via 800 MHz, amateur radio, or dissemination to the public.

### Emergency Public Information

1. The primary responsibility for the release of public information and for issuing instructions to the public rests with the Emergency Operations Director (City Manager). He may delegate to the Public Information Officers the tasks of coordinating releases of information, providing prepared news releases to the media and distributing instructions to the public relative to the crisis situation.
2. Any individual who desires to release any official public information will submit the release to the Emergency Operations Director or to the Public Information Officer for approval.
3. Any information released by other persons will not be considered official. The news media will be so informed.
4. Any person, department, or agency releasing information to the public without clearance must bear the responsibility for any legal repercussions resulting from the release.

## Syracuse City Emergency Operations Plan

### **Functional Responsibilities**

#### Emergency Services Director (City Manager)

1. Ensure that appropriate public information (prepared news releases to the media) and instructions to the public relative to the crisis situation are being issued. This may be delegated to the PIO.
2. Approve all official releases of public information. Inform the news media that any releases by other persons will not be considered official.

#### Information Technology (IT) Department

1. The Information Technology (IT) Department coordinates the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. The Information Technology Department will provide all telecommunications equipment necessary to operate the Emergency Operations Center (EOC).
3. The Information Technology Department will be onsite (LAN Administrator) to assist and answer all questions regarding Emergency Operations Center Telecommunications.

#### Amateur Radio Emergency Services

1. Amateur radio resources should be utilized as needed to augment communication at the EOC.
2. In the event the Federal Communication Commission (FCC) prohibits all amateur radio volunteers from using the radio, the Davis County Amateur Radio Emergency Services (DCARES) would be called to assist.
3. A current list of ARES members assigned to the Syracuse ECC is found in Appendix 2 of this ESF.

#### 211 – United Way

1. 211 operators may be able to assist in the event of an emergency by providing and collecting information.

Syracuse City Emergency Operations Plan

ESF 2 Appendix 1

EOC Phone Numbers (When Operating)

**Policy Group**

Emergency Operations Director (City Manager)	302-388-2873
Police Chief	801-940-7399
Fire Chief	801-791-2600
Public Works Director	801-390-2435
City Attorney	801-830-5600
Finance Director	801-808-0704
Information Technology Director	801-628-5265
Community Development Director	801-706-6095
Parks & Recreation Director	801-643-5781
Public Information Officer	801-781-0470

**EOC Manager**

City Manager	302-388-2873
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**Operations Group**

Fire	801-614-9614
Police	801-825-4400
Public Works	801-825-7235
Dispatch	801-451-4151

ESF 2 Appendix 2  
Dispatch Centers and Amateur Radio

**Dispatch Centers**

**Davis County Sheriff's Office**

801 451-4150

801 451-4151

801 451-4141

**Layton City Dispatch**

801-497-8300

**Clearfield City Dispatch**

801 525-2806

**Amateur Radio Emergency Services**

Tim Seeley – Emergency Coordinator for DC ARES

801-544-7928

ESF 2 Appendix 3  
Emergency Alert System (EAS) Activation Procedure

UTAH STATE EAS OPERATIONAL PLAN

**STATE EMERGENCY COMMUNICATIONS COMMITTEE (SECC):**

Consists of the following EAS SECC Members:

1. Chairman
2. Vice-Chairman
3. Broadcast Chairman
4. Cable Chairman
5. Executive Secretary

**Activation Request and Process:**

Upon receipt of a State level activation request, all broadcast stations and cable systems may, at the discretion of management, conduct operations in accordance with the provisions of the State level EAS Plan and by observing rules 1-3 listed below.

Day to day emergencies posing a threat to the safety of life and property which would cause activation of the State level EAS include, but are not limited to, **earthquakes, floods, heavy snow, high winds, icing conditions, widespread fires, discharge of toxic gases, hazardous materials, tornadoes, widespread power failures, industrial explosions, and civil disorders.** In some instances the State level EAS activation will be released from the State Emergency Command Center (ECC) to the State PRIMARY (SP) Station (KSL-AM/TV ). Common Carrier or Remote Pickup Units (RPU) can be used to provide communications from the ECC to the primary relay control point at KSL. As the State ECC is equipped with EAS equipment, the release could come via digital radio links. Until such time designated officials will use the following format when contacting the key State Primary station(s):

**"This is \_\_\_\_\_ of \_\_\_\_\_. I request that the Emergency Alert System be activated for the State of Utah because of (description of emergency situation)."**

When the above authorized persons request activation of the Utah State EAS System, they will provide the following information.

## Syracuse City Emergency Operations Plan

1. Who the requesting official is.
2. Requesting Official Authentication
  - a. Call back method, where previously provided call back phone numbers have been provided to the control points.
  - b. Authentication number method, where a previously provided authentication code or number (ie: Social Security No.) has been provided to the control points.
3. Broadcast details (i.e., live, recorded; immediate or delayed). Program material should be provided covering the following points:
  - a. What Operational Areas are involved, or the entire state.
  - b. Situation summary (describe the nature of the emergency).
  - c. Actions being taken by local governments.
  - d. Instructions or messages to the public.

Another source of statewide activation may come from the National Weather Service. A severe weather situation may be announced and EAS requested via NOAA Weather Radio or the NOAA weather wire or relayed by the AP news wire. EAS Alert codes will be sent over NOAA Weather Radio. If released by these sources, no verification is required.

## Syracuse City Emergency Operations Plan

### **Operational (Local) Area EAS:**

Activation of the Local EAS will be by local elected officials, their designees, or by the National Weather Service. Normally, the request would be made to the Local Primary (LP) source serving the affected area(s).

Upon receipt of an Operational (Local) Area EAS request for activation, all broadcast stations and cable systems which are voluntarily participating may, at the discretion of management, conduct operations in accordance with the provisions of the State EAS Plan (SEE ABOVE). EAS may be activated for day-to-day emergencies posing a threat to life or property. A common situation would be a localized area alert from the National Weather Service.

State Relay (SR) and Local Primary (LP) stations should provide a list of key personnel to be contacted in the event of an emergency to:

1. The Operational Area Chairman.
2. Local officials with authority to activate the Emergency Alert System.
3. State officials with authority to activate the Emergency Alert System.
4. The State EAS Chairman.

**LIST OF THOSE WITH THE AUTHORITY TO ACTIVATE  
THE UTAH STATE EAS SYSTEM**

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<u>MICHAEL O. LEAVITT</u> <b>GARY HERBERT, GOVERNOR</b> *Alan Workman – Protective Services Dignitary & Executive Protection - Captain Jess Anderson (801-580-5928)	OFFICE (801) 538-1000
	EMERGENCY (801) 560-6108-Cell
<u>OLENE S. WALKER</u> <b>SPENCER J. COX</b> LIEUTENANT GOVERNOR	OFFICE (801) 538-1520
	EMERGENCY (801) 560-1011-Cell
<b>ROBERT FLOWERS</b> <u>KEITH D. SQUIRES</u> , COMMISSIONER DEPARTMENT OF PUBLIC SAFETY	OFFICE (801) 965-4463
	EMERGENCY (801) 243-5163-Cell
<u>SCOTT A. BEHUN</u> <b>KRIS J. HAMLET</b> , DIRECTOR DIVISION OF EMERGENCY SERVICES AND HOMELAND SECURITY	OFFICE (801) 538-3400
	EMERGENCY (801) 209-4990-Cell
<b>STAFF RESPONSE OFFICER</b> DIVISION OF EMERGENCY SERVICES AND HOMELAND SECURITY	OFFICE (801) 538-3400
	EMERGENCY (801) 887-3800
<b>LAWRENCE B. DUNN</b> METEOROLOGIST IN CHARGE NATIONAL WEATHER SERVICE	OFFICE (801) 524-5154
	EMERGENCY (801) 524-51306
<b>JOHN DEHNEL</b> , CHAIRMAN STATE EMERGENCY COMMUNICATION COMMITTEE	OFFICE (801) 575-763000
	EMERGENCY (801) 558-8355-Cell
<b>DOUG BARTON</b> , VICE-CHAIRMAN EAS COMMITTEE	OFFICE (435) 835-73401
	EMERGENCY (435) 340-1075
(VACANT) STATE EAS EXECUTIVE SECRETARY	OFFICE
	EMERGENCY

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## ESF 2 Appendix 4

### Mass Evacuation Communications Procedures

#### Population Evacuation

1. When mass evacuation is contemplated, the Emergency Manager will:
  - a. Consult with Police Chief to coordinate logistics of evacuation.
  - b. Activate the Syracuse City EOC. Page all City Supervisory staff to respond to the EOC for a briefing.
  - c. Notify all dispatch centers listed in Appendix 2 of this ESF to alert their forces and be prepared for duty at traffic control locations as required.
  - d. Pre-assign radio channels for officers/dispatchers/fire fighters.
2. When Population Evacuation officially begins, the Police Chief will:
  - a. Notify all departments and radio units.
  - b. Support the Emergency Management Director (City Manager) and other agencies as required by providing radio communications between all traffic control points and the City EOC, as well as any other locations where radio communications are needed.
  - c. Provide the communications necessary to control the movement of the populace along the designated routes to their proper reception center locations. This would be coordinated with Police Department of affected cities and the Utah Highway Patrol.
3. As soon as possible, when it is determined that population evacuation is likely; the PIO should distribute appropriate instructions to the public as an Emergency Public Information Package (EPI). This may be done by:
  - a. Distributing camera-ready instructions signed by the appropriate authorities at all the appropriate media outlets.
  - b. Instructing the media when to publish them.
  - c. Television and radio broadcasts may continually present repeated portions of these instructions that may be helpful to the public as the crisis develops and the evacuation progresses.

## Emergency Support Function 3 Public Works

<b>ICS Function:</b>	Operations	
<b>Primary:</b>	Public Works Department	
<b>Support:</b>	Parks Division County Public Works <a href="#">CED (Building Inspector)</a>	PW from surrounding cities Utah Dept of Transportation

### Purpose

Public Works provides support for lifesaving and protecting actions following a disaster, which includes mechanical and technical assistance and evaluation, engineering services, construction management and inspection, some emergency contracting, debris clearance, emergency repairs to roads, bridges, water and sewer lines and other public facilities.

### Situation and Assumptions

A disaster may result in unprecedented personal injury and property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure public safety. Debris may make streets and highways impassable or severely limit access for emergency vehicles. Sufficient resources may not be available to meet emergency requirements. County, State and Federal assistance may be requested to identify and deploy resources from outside the City to ensure a timely, efficient, and effective response and recovery from the event.

### Planning Assumptions

1. Access to the disaster areas will be dependent upon the reestablishment of roads and bridges. Aerial surveillance if possible will provide initial general information.
2. In many locations debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.
3. Rapid assessment of the disaster area will be required to determine critical response time and potential workloads.
4. Emergency environmental waivers and legal authority will be granted to dispose of materials from debris clearance and demolition activities.
5. Engineering and construction personnel along with construction equipment and supplies will be required to protect public health and safety.
6. High demand will be placed upon fleet vehicles and equipment requiring parts, along with maintenance and repair personnel to keep this equipment operational.

## Syracuse City Emergency Operations Plan

7. Communications with field operations will be crucial to the effective utilization of those assets.
8. Expenditures for supplies, equipment and contract services must be processed quickly and efficiently. This will require staff to expedite and account for these expenditures according to Federal Emergency Management Agency guidelines.
9. Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

### Concept of Operations

The Public Works Department actively supports City response and recovery activities. Close coordination is maintained with county, state and federal officials to determine their potential tasks. Public Works provides overall damage assessment information to the City EOC. Public works will co-locate personnel at the EOC to coordinate support, as necessary.

The Engineering Division of Public Works is responsible to provide public works and engineering assistance, as resources permit, to meet City needs related to emergencies and disasters.

### Functional Responsibilities

#### Public Works Director

##### Prior to an Event

1. Ensure that Public Works staff receives preparedness training that helps them identify and mitigate the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
2. Ensure that field personnel have proper protection and equipment available in advance of an event.
3. Develop policies and procedures for emergency response and recovery personnel deployment and communications activities.
4. Maintain liaison with the County and State support agencies, the U.S. Army Corps of Engineers, and other federal representatives.
5. Train [engineering-public works](#) staff in emergency procedures.
6. Develop, maintain and distribute a database of architects, engineers, contractors, and equipment [supplies-suppliers](#) that can provide support during emergencies or disasters.
7. Develop, maintain and distribute a phone notification list and communications process for rapid contact of key division, department and support agency personnel.
8. Conduct periodic departmental training and exercises and participate in citywide exercises.

##### During an Event

1. The Public Works Director will ensure that activities meet the demands of saving lives, as well as protecting property and the environment.

## Syracuse City Emergency Operations Plan

2. The Public Works Director will establish procedures to record expenditures and will keep site-specific records of equipment and personnel hours.
3. Provide for emergency removal of debris from public streets and roads to allow for possible evacuations, reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
4. Provide temporary repair or replacement of emergency access routes, which includes streets, roads, bridges, and any other facilities necessary for passage of rescue personnel.
5. Provide emergency clearance of debris from the damaged areas.
6. Provide emergency restoration of critical public facilities including temporary restoration of water supplies and wastewater treatment systems.
7. Provide emergency demolition or stabilization of damaged structures and facilities designated ~~by structural engineers~~ as immediate hazards to the public health and safety.
8. Participate in needs and damage assessments including structural inspections. Provide trained ~~personnel~~ professionals to conduct post earthquake safety analysis of buildings.
9. Provide emergency technical and operational assistance to the Police Department for the control of traffic.
10. Provide and maintain an inventory of City public works equipment and its deployment status.
11. Coordinate with support agencies to supply requested services and resources.
12. Contract with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.

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## **Emergency Support Function 4 Fire and Rescue Operations**

<b>ICS Function:</b>	Operations
<b>Primary:</b>	Fire Department
<b>Support:</b>	Davis County Mutual Aid Fire Departments

### **Purpose**

To establish plans, procedures, policy and guidelines for fire protection and response. The fire protection and rescue functions in any disaster situation are generally the same as those performed by fire fighting and rescue personnel in normal operations. However, in a large-scale incident, their functions will be more complex, resources spread thin and all operations will require a high level of coordination with other agencies and disciplines.

This document supports the Syracuse Emergency Operations Plan, fire fighting and urban search and rescue operations in a disaster.

### **Situation & Assumptions**

Almost every disaster will greatly affect the fire department. This is due to the vast nature of response provided to the community by this discipline. The Syracuse Fire Department provides fire protection, emergency medical response, hazardous materials incident response and technical rescue, and urban search and rescue capabilities.

A large-scale disaster may:

1. Result in extra-ordinary demands on the fire department.
2. Overwhelm capabilities within Syracuse City.
3. Result in destruction to response equipment.
4. Require mutual aid from outside of the City.
5. Disrupt the continuity of daily operations.
6. Not change the priority of safe operations at all times.

### **Concept of Operations**

The Syracuse Fire Department shall execute direction and control of fires within Syracuse City. Direction and control of joint urban fire fighting operations will be in accordance with the provisions of existing mutual aid agreements using the National Incident Management System.

## Syracuse City Emergency Operations Plan

The Syracuse Fire Department will provide the initial fire protection, hazardous materials and emergency medical response within the City.

Support may be provided by other fire departments in accordance with existing mutual aid agreements.

### Functional Responsibilities

1. Assessment of damage to Syracuse City Fire Department apparatus and buildings.
2. Inform the City Manager if a level 2 or 3 emergency to determine activation of the EOC
3. In most cases, fire and rescue units are the first to be dispatched to an emergency fire, hazmat or emergency medical situation. The Deputy Chief will establish incident command and coordinate movement of resources until relieved of duty.
4. In the event of a major disaster, the fire department will drive major routes within the city to make a damage assessment.
5. Structures that pose the most threat to life will be checked as soon as possible, i.e. schools in session, theaters (if open), shopping centers, apartments, etc.
6. Check locations that pose a threat to public safety as soon as possible, i.e. North Davis Sewer District.
7. Response forces are properly trained to save lives. Life Safety shall be their first priority upon responding to the emergency.
8. Property Conservation will be the next highest priority of rescue forces.
9. Fire personnel will be assigned to visit, inspect, and periodically re-inspect each public shelter, congregate housing, mass feeding area, and evacuations center coordinated through the EOC to maintain fire safety standards and to provide fire protection. Special care will be necessary to see that fire exits and passageways remain as clear as possible.
10. Responsible parties in all facilities will help familiarize occupants with the fire escape pathways and exits.
11. Assist in the dissemination of warning to the public.
12. Assist in search and rescue operations.
13. Advise decision-makers of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
14. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.

## **Emergency Support Function 5 Information Analysis and Planning**

**ICS Function:** Coordination – Planning & Information Analysis  
**Primary:** Community & Economic Development – Planning Section  
**Support:** Operations Section

### **Purpose**

To collect, analyze, process, and disseminate information about a potential or actual emergency to support planning and enhance Syracuse City's overall ability to make decisions and provide needed assistance to the community.

### **Situation & Assumptions**

1. In an emergency or disaster, there is a need for a central collection point in the EOC where situation information can be compiled, analyzed, prioritized and prepared for use by decision makers.
2. The field units are the most immediate sources of vital information for the EOC staff regarding damage and initial response needs.
3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing emergency or disaster.
4. There may be a need to rapidly deploy field observers or assessment personnel to the emergency/disaster area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial response requirements.
5. Early in the course of the event little information will be available and the information received may be vague and inaccurate.
6. Reports from Incident Command (IC) will improve as the event progresses.

### **Concept of Operations**

City agencies and volunteer organizations located in the Emergency Operations Center (EOC) work to meet the information requirements of the EOC staff. The City, and possibly the county and state agencies represented in the EOC, will develop their own reporting procedures with their IC field representatives. Information will be shared by

## Syracuse City Emergency Operations Plan

updating information on status boards, making announcements, and routing messages to other member of the staff and/or preparing periodic situation reports.

The Planning Section Chief will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions. The EOC's Planning Section is responsible to manage information received in the EOC. This section is responsible to collect, analyze, report, and display the current information. The Planning Section assures that action plans are developed, as needed.

The Resource Unit Leader functions under the direction of the Planning Section Chief and maintains a system for keeping track of the current location and status of all resources committed to incident operations. An individual who changes the status of a resource, such as equipment location and status, is responsible for promptly informing the Resources Unit. Resources at an incident can have one of **three status conditions**:

1. **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, receipted for) and are supporting incident operations.
2. **Available** resources are those that have been assigned to an incident and are ready for a specific work detail or function.
3. **Out-of-Service** resources are those that have been assigned to an incident, but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

The Situation Unit gathers, processes and disseminates situation information and intelligence. This unit may require the expertise of technical specialists and operations and information security specialists.

The Documentation Unit maintains complete incident documentation and files, maintains an accurate record of steps taken to resolve the incident, provides copying services, and assists the Planning Section Chief in the preparation of the Incident Action Plans (IAP) for each operational period.

The Demobilization Unit develops and distributes an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization after the incident when this is necessary. State, federal and private resources may require specific instructions, unfamiliar to Syracuse City, for demobilization. Note that many city and county provided resources, because they are local, do not require specific demobilization instructions. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.

Technical specialists, such as meteorologists, environmental impact experts, flood control experts, etc. may be called in as needed and work anywhere within the organization, including the command staff.

## **Functional Responsibilities**

### Community & Economic Development Director - Planning Section Chief

1. Oversee all incident related data gathering and analysis regarding incident operations and assigned resources.
2. Develop alternatives for tactical operations.
3. Conduct planning meetings.
4. Prepares the Incident Action Plan (IAP) for each operational period.

### Resource Unit (Leader)

1. Maintain a master list of all resources (personnel, teams, facilities, supplies and major items of equipment) committed to incident operations.
2. Track the status and location of all resources available for use.
3. Make certain all assigned personnel and other resources have checked in at the incident.

### Situation Unit (Leader)

1. Collect, process, and organize ongoing situation information.
2. Prepare maps, gather and disseminate information and intelligence for use in the IAP.
3. Prepare situation summaries.
4. Develop projections and forecasts of future events related to the incident.

### Documentation Unit (Leader)

1. Maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident.
2. Provide duplication services to incident personnel.
3. Assists the Planning Section Chief in the preparation of the Incident Action Plan (IAP).
4. File, maintain, and store incident files for legal, primarily because this unit prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function.

### Demobilization Unit (Leader) (as needed)

When required, the demobilization unit's duties include:

1. Develop an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.
2. Once the Incident Demobilization Plan has been approved, ensure that it is distributed both at the incident and elsewhere as necessary.

## Syracuse City Emergency Operations Plan

### Technical Specialists (as needed)

1. These personnel have special skills and are activated only when needed. Specialists may serve anywhere within the organization, including the Command Staff. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically specially certified in their fields or profession.
2. Technical specialists assigned to the Planning Section may report directly to its chief, may report to any function in an existing unit, or may form a separate unit within the Planning Section, depending on the requirements of the incident and the needs of the Section Chief. Technical specialists may also be assigned to other parts of the organization (i.e., to the Operations Section to assist with tactical matters or to the Finance/Administration Section to assist with fiscal matters).
3. The incident will dictate the needs for technical specialists. Below are representative examples of the kinds of specialists that may be required:
  - a. Meteorologist
  - b. Environmental impact specialist
  - c. Flood control specialist
  - d. Explosives specialist
  - e. Structural engineering specialist
  - f. Pharmaceutical specialist
  - g. Veterinarian
  - h. Agricultural specialist
  - i. Infectious disease specialist
4. A specific example of the need to establish a distinct technical unit within the General Staff is the requirement to coordinate and manage large volumes of environmental sampling and/or analytical data from multiple sources in the context of certain complex incidents, particularly those involving biological, chemical and radiation hazards. To meet this requirement, an **Environmental Unit** could be established within the Planning Section to facilitate interagency environmental data management, monitoring, sampling, analysis, and assessment. The Environmental Unit would prepare environmental data for the Situation Unit and work in close coordination with other units and sections with the ICS structure to enable effective decision support to the IC or UC. Technical Specialists assigned to the Environmental Unit might include a Scientific Support Coordinator and Sampling, Response Technologies, Weather Forecast, Resources at Risk, Cleanup Assessment, and Disposal Technical Specialists. Example tasks accomplished by the Environmental Unit would include the following:

## Syracuse City Emergency Operations Plan

- a. Identifying sensitive areas and recommending response priorities;
- b. Developing a plan for collecting, transporting, and analyzing samples;
- c. Providing input on wildlife protection strategies;
- d. Determining the extent and effects of site contamination;
- e. Developing site cleanup and hazardous material disposal plans; and
- f. Identifying the need for and obtaining permits and other authorizations.

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## Emergency Support Function 6 Mass Care

**ICS Function:** Logistics

**Primary:** Logistics Mass Care Shelter Unit, American Red Cross (ARC)  
ESF Coordinator is Logistics Mass Care Shelter Unit Leader

**Support:**

Syracuse Police	Syracuse Fire
Syracuse PIO	Davis County Health Department
Transportation Unit	United Way of Salt Lake
LDS Church	Salvation Army

### Purpose

To establish plans, procedures, policy and guidelines for the provision of temporary lodging, emergency first-aid, emergency feeding, supplying bulk distribution of emergency relief supplies and clothing of persons forced to leave their homes due to an actual or threatened disaster. It will also be necessary to establish and maintain a welfare information system designed to report on victim status and assist in reuniting families.

### Situation and Assumptions

1. Emergency or disaster conditions and hazards.
2. Facilities may be needed in or near Syracuse City to provide mass care to citizens of Syracuse City and surrounding areas.
3. Syracuse City's emergency analysis identifies numerous emergencies that could cause an evacuation of some portion of the City. Syracuse City has a resident population of approximately 26,000. The most likely scenarios requiring shelter / mass care range from a few families to as many as 5,000 persons, however we should seriously consider the need to provide shelter and care for many more during a particularly destructive event.
4. While local government has the overall responsibility to protect the population, the American Red Cross will establish, manage, and coordinate shelter/mass care operations within their capability in close coordination with the Mass Care Group Supervisor from the Operations Section of the Syracuse EOC.
5. Upon determining that sheltering and/or mass care is needed, the American Red Cross Disaster Services will be notified via dispatch. The Mass Care Group Supervisor will oversee the management and coordination of all shelter / mass care activities until the Red Cross arrives and assumes that responsibility.
6. Other professional/volunteer organizations that normally respond to emergency/disaster situations will coordinate their services through the Operations Section.

## Syracuse City Emergency Operations Plan

7. Assistance may be available from outside Syracuse City through mutual aid agreements, and from County, State and Federal level emergency agencies, when appropriate.
8. Facilities and resources planned for shelter/mass care will be made available at the time of need.
9. Experience has shown that, under localized emergency conditions, a high percentage (75 percent or more) of evacuees will seek lodging with friends or relatives, if possible, rather than go to public shelter. But the percentage of people seeking public shelter can be nearly 100% for a Hazardous Materials incident.
10. Essential public and private services in reception areas will continue during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
11. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation may occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

### **Concept of Operations**

Overall responsibility for the care of evacuees and displaced disaster victims within Syracuse City rests with the Syracuse Emergency Services Director (City Manager). This responsibility has been delegated to the Incident Commander, who may appoint a Liaison Officer to assist with Mass care responsibilities in the field. The Liaison Officer in the field, or Mass Care Group Supervisor in the EOC (if established) is the primary point of contact for planning, coordinating, and implementing the shelter program. Services will be provided through the coordinated efforts of the Mass Care Group Supervisor, the Emergency Management Program Manager, the American Red Cross (ARC), Salvation Army, and other volunteer agencies and/ or mutual aid agreements with various support groups.

### **American Red Cross**

1. The ARC provides temporary shelter facilities and feeding stations during an emergency or disaster. If the ARC cannot provide all of the services needed, victims may be referred to community, church, or other social service shelters that may be opened.
2. All organizations, both public and private, who are responsible for institutionalized or special needs groups shall continue to be responsible to provide for specialized care needs during a disaster.
3. When Mass Care facilities are opened, it will be the responsibility of the ARC to maintain administrative control of all functions and staffing needs according to ARC policy.
4. While a coordinated City/ARC decision to activate the ARC is desirable, the ARC may independently activate their operations.

## Syracuse City Emergency Operations Plan

### **Public Information**

1. During an emergency, the Public Information Officer (PIO), in coordination with the ARC and Mass Care Group Supervisor will disseminate information concerning the Mass Care program, including shelter and feeding station locations.

### **Functional Responsibilities**

#### Logistics Section Chief

1. Appoint a Mass Care Shelter Unit Leader prior to a disaster.

#### Mass Care Shelter Unit Leader (Logistics Section of EOC)

1. Develop shelter/mass care program in coordination with the American Red Cross.
2. In coordination with the American Red Cross, identify volunteer agencies and develop emergency agreements (See Attachment 1).
3. Identify potential protective shelters and mass care facilities in coordination with the American Red Cross.
4. Ensure that Shelter Management staff are recruited and trained.
5. Assist the Red Cross with arrangement and coordination of mass feeding.
6. Coordinate the distribution of donated clothing.
7. Coordinate with area officials for supplementary food stocks.
8. Ensure facilities are activated and deactivated as required.
9. Coordinate with Public Information Officer to inform public of shelter and feeding station locations.

#### Law Enforcement

1. ~~Provide security and law enforcement at shelters/mass care facilities.~~ Law Enforcement may be dispatched to Mass Care Facilities as needed and if available.
2. Provide back-up communications using ARES personnel, if needed.

#### Fire Service

1. Inspect shelter/mass care sites for fire safety, as needed.
2. Provide shelter personnel in fire safety and fire suppression training, as needed.

#### Transportation Unit (Logistics – Support Branch)

1. Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, and other support functions as needed.

#### Health and Medical Group (Operations – Human Services Branch)

1. Coordinate with the American Red Cross Disaster Health Services to insure that all Mass Care Facilities meet all current health code standards.
2. In cooperation with the American Red Cross Disaster Health Services, coordinate medical coverage at Mass Care Facilities.
3. Coordinate Crisis Counseling.

## Syracuse City Emergency Operations Plan

### American Red Cross (See Federal Charter in appendix 3)

1. Provide victims with food, clothing, shelter and first aid. Assist with recovery needs not met by insurance or government benefits.
2. Staff and operate shelters and/or feeding station facilities.
3. Register evacuees.
4. Provide emergency food and other essential materials.
5. Establish Disaster Assistance Teams and Family Service Centers to provide emergency assistance, as well as the interviewing of families.
6. Process inquiries from concerned families outside the disaster area.
7. Coordinate care with other relief organizations and volunteer groups at mass care facilities.
8. Provide a liaison to the City EOC when requested.

### Salvation Army\Church Groups\Volunteer Organizations

1. Assist in mass care operations.
2. Collect and distribute food, clothing, and other supplies.
3. Repair homes.
4. Other volunteer agencies as appropriate

## ESF 6 Appendix 1

### Mass Care Providers

The following agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government.

#### **The American Red Cross of Northern Utah**

##### **Emergency Roles**

(1) Mass Care; (2) Emergency Assistance to Families; (3) Disaster Nursing Services; (4) Disaster Mental Health Services; and (5) Disaster Welfare Inquiry (to find out the status of family members). The American Red Cross can be self activated, or activated by the City, County or State. There are pre-agreements in place with the schools.

##### **Contacts:**

- Laura Lewis, Emergency Services Manager  
2955 Harrison Blvd., Ste. 204  
Ogden, UT 84403  
Office: (801) 627-0000, ext. 7104  
Fax: (801) 627-3549  
Cell: (801) 940-4537      Personal Cell: (385) 207-9762  
E-mail: [laura.lewis5@redcross.org](mailto:laura.lewis5@redcross.org)
- Logan Sisam, Emergency Services Director  
555 E. 300 S., Suite 200  
Salt Lake City, UT 84102  
Office: (801) 323-7000  
Fax: (801) 323-7018  
Cell: (801) 647-7441  
E-Mail: [logan.sisam@redcross.org](mailto:logan.sisam@redcross.org)
- Heidi Ruster, Chief Executive Officer  
Utah Region  
555 E. 300 S., Suite 200  
Salt Lake City, UT 84102  
Office: (801) 323-7000  
Direct: (801) 323-7007  
Fax: (801) 323-7018  
E-mail: [Heidi.ruster@redcross.org](mailto:Heidi.ruster@redcross.org)

## Syracuse City Emergency Operations Plan

### Temporary Sheltering

If sheltering is not required overnight, the first option is usually to set up a limited space Reception Center where people can meet and share information. If sheltering is needed overnight, then they will arrange for a shelter with adequate facilities. Facilities should provide 40-60 square feet per person; 1 shower per 40 people and 1 toilet per 20 people. Usually the preferences for overnight shelters are schools (preferably high schools and junior highs), then churches, then public buildings, in that order. UTA and school busses make good temporary shelters to keep people out of the weather. (See Davis County School District)

If calling the main number after hours, a recording should give a phone number of the Disaster Action Team (DAT).

### **Salvation Army**

#### **Emergency Roles**

Disaster relief in the form of food, shelter, showers and laundry.

#### **Contacts:**

- Ogden Area: 2615 Grant Ave., Ogden, Utah 84401 - 801-621-3580
- Salt Lake Area: 438 S. 900 W., SLC, Utah 84104 – 801-988-4204

**Emergency Roles:** Disaster relief in the form of food, shelter, showers and laundry.

**Contacts:** Southern Baptist Disaster Relief  
Mike Lovett – 801-572-5350, ext. 10

#### **Disaster Response Purpose:**

To meet and alleviate the physical and spiritual needs of people impacted in a disaster whether natural or manmade.

## ESF 6 Appendix 2

### Mass Care Facilities

The American Red Cross generally coordinates the use of mass care facilities. Facilities considered most suitable for mass care include:

1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
2. Governmental or non-profit facilities such as armories and community centers.
3. Church facilities with kitchens.
4. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.

Facilities that may function well as mass care include, but are not limited to:

Priority One –  
Syracuse High School  
Clearfield High School  
Syracuse Jr High School  
Legacy Jr High School

Priority Two  
LDS Meeting Houses and Stake Centers

Priority Three  
Syracuse Community Center

## ESF 6 Appendix 3

### Summary of Services Provided by the Northern Chapter of American Red Cross

#### **General**

The Northern Utah Chapter of the American Red Cross, hereafter referred to as the Red Cross, provides and requires identification for all personnel employed by this disaster relief agency, to include its volunteer force, and any other personnel assigned for special duties. Additional information can be found in the Red Cross Utah State Disaster Response Plan and the Northern Utah Chapter's Disaster Action Team.

#### **Mobilization**

The Red Cross Emergency Services Director, when notified of any impending or in progress disaster, will activate the Chapter Disaster Response Plan. The Red Cross Emergency Services Director, or his/her designate, in conjunction with the Chairman of Disaster Services shall coordinate all disaster relief activities as they apply to the Red Cross.

#### Services Provided:

1. Emergency Mass Care Assistance
2. Food for disaster victims and emergency workers
3. Temporary shelter
4. Medical and nursing aid (for shelters only)
5. Clothing

#### **Standard Operating Procedure**

The Red Cross Emergency Services Director or Disaster Chairperson will be notified of any impending or in-progress disaster. During this stage, designated committees within the chapter will activate in-house emergency plans that outline specific duties that must be accomplished before or as soon as possible after any disaster occurs. For the benefit of the citizens of Davis County, these plans should include, but are not limited to the following:

1. Notifying Red Cross's designated representatives to take up assigned duties in the EOC to serve as a liaison between the city/county and the Red Cross. The government liaison is to work with the Mass Care Coordinator, if present in the EOC.
2. Notifying the Chapter Communications Coordinator to take up assigned duties at chapter headquarters and establish radio contact with appropriate agencies.
3. Checking all emergency equipment, special clothing, supplies, and special vehicles required to carry out pre-disaster response and recovery duties.

## Syracuse City Emergency Operations Plan

4. Checking fuel to include type, amount needed, and procedure for refueling, location, and time needed.
5. Coordinating with the following agencies concerning sheltering:
  - a. Syracuse City Incident Commander's liaison or Mass Care Coordinator at the EOC - for evaluation and determination of which buildings will be opened as Red Cross shelters. (For Red Cross-designated shelters, administrative responsibility and financial control are inseparable. Red Cross makes no commitment for expenditures other than for designated shelters agreed on by the Red Cross and Syracuse City). Shelters/Reception Centers will be opened when evacuation begins;
  - b. Law Enforcement may be dispatched to Mass Care Facilities as needed and if available;
  - c. Davis County Aging Services for shelter and first aid kits in designated shelter for the aged and infirm.
  - d. Davis County Housing Authority for temporary shelter where needed in the recovery stage.
6. Take all precautions necessary to safeguard chapter records.

If disaster occurs, all personnel will report to designated places and proceed with assigned duties. The Red Cross Emergency Services Director/Mass Care Coordinator will be kept informed on a recurring basis of the status of all shelters used, to include the following:

1. Shelter location
2. Number of sheltered
3. Special requirements

### **Disaster Recovery**

The Red Cross, since its inception, has served as the community agent for disaster relief. Its ability to respond to the needs of the community is based on the organized efforts of many volunteers, on community groups, and on the recognized fields of responsibility of the individual, the family, the community, and the components of the community.

The ability of each of these groups to function in a disaster represents a vital community resource that must be considered when combating the effects of disaster and bringing about an orderly recovery.

It also is during this phase that the Red Cross has a vital role in providing assistance to help alleviate human suffering as follows.

1. Immediate assistance on individual family basis may provide for the following:
  - a. Social services inquiry and information services;
  - b. Emergency assistance for food, clothing, rent (1<sup>st</sup> month and deposit when needed), bedding, medical needs, temporary home repairs, and other essentials;
  - c. Referral to government disaster programs.

## Syracuse City Emergency Operations Plan

2. Additional aid for recovery to families may be provided after all other sources are used.

### **Authority**

Authority for the preceding is contained in Public Law 4, approved January 5, 1905 (33 Stat. 599), as amended.

DRAFT

## ESF 6 Appendix 4

### What does The Salvation Army do?

#### **Profile of Response and Recovery Programs**

For almost 100 years, The Salvation Army disaster response teams, comprised of commissioned officers, trained employees and volunteers have served at disasters which place a community at risk or which may disrupt or destroy family security and well being.

While each disaster is unique and devastating with its violent impact on the lives of the individuals and communities, there are certain basic needs to which The Salvation Army responds. Response and recovery services include, but are not limited to:

#### **Spiritual Ministry**

Counseling survivors, consoling the injured and distressed, comforting the bereaved, conducting funeral and memorial services, chaplaincy services to staff and volunteers.

#### **Counseling**

Critical incident stress management services to individuals, families, and response and relief workers.

#### **Identification/Registration**

Locating survivors and providing information and communication to inquiring family.

#### **Mobile Feeding**

Where needed, mobile feeding units serve hot meals to survivors and relief personnel.

#### **Congregate Feeding**

The Salvation Army facilities and other sites are used for preparation and service of meals to survivors and relief personnel.

#### **Financial Assistance**

Financial grants for immediate needs are made to survivors who demonstrate need. No repayment of grants is required or sought.

#### **Shelter**

Shelters may be established and maintained in Salvation Army facilities or other sites. Programs include child care, to allow adult family members to salvage personal effects, apply for long-term as focus on rebuilding efforts with the assurance that children are receiving quality care in a safe environment.

## Syracuse City Emergency Operations Plan

### **Donated Materials**

The generosity of Americans enables The Salvation Army to solicit and distribute water, non-perishable foods, furniture, house-keeping supplies, building materials, and other basic necessities.

### **Basic Commodities**

The Salvation Army may elect to purchase and distribute basic commodities not available at the time of need. These may include, but not limited to, food, water, health and sanitary needs, baby and child care products, medicines, bedding and other items which an immediate need exist.

### **Reconstruction**

In major disasters, The Salvation Army may assist with the rebuilding efforts or in coordination with HUD, provide transitional housing. The Salvation Army may establish depots for distribution of donated building supplies. Support programs allow adults to focus on rebuilding efforts with the assurance that children are receiving quality care in a safe environment.

### **Services to Volunteers**

The Salvation Army recruits, trains and utilizes volunteers. Registered volunteers will be provided with housing, meals, and transportation.

### **Advocacy**

Social workers, case managers, and Salvation Army officers are assigned to provide professional assistance including advocacy and referral to private and public assistance programs.

## **Emergency Support Function 7 Resource Management**

<b>ICS Function:</b>	Coordination (Planning Section)	
<b>Primary:</b>	Planning Finance	Logistics
<b>Support:</b>	Demobilization Unit Cost Unit	Supply Unit, Procurement Unit

### **Purpose**

ESF #7 involves the provision of logistical and resource support for emergency operations during the immediate response phase of an emergency or disaster. This support includes personnel, teams, facilities, supplies and major items of equipment available for assignment to or employment during incidents. This ESF also addresses the effort and activity necessary to evaluate, locate, obtain and provide essential material resources.

### **Situation & Assumptions**

1. An emergency or disaster will have immediate impact on City resources.
2. Shortages of vitally needed supplies must be procured and provided for an adequate response and recovery.
3. Significant emergencies or disasters may overwhelm the capabilities and exhaust City resources.
4. In responding to emergency incidents, Syracuse City will adhere to the National Incident Management System (NIMS), and National Integration Center (NIC) policies regarding the national typing protocol for personnel, teams, facilities, supplies, and major items of equipment available for assignment to or use during incidents.
5. Response activities will be mission driven and tracked via written/documented Incident Action Plans (IAP).
6. Response requirements will be met from resources outside the emergency/disaster area and resources will be available to the City in support of response operations.
7. Transport of resources will require a staging area. Appropriate location of sites and facilities may be selected prior to an emergency/disaster.

## Syracuse City Emergency Operations Plan

8. Logistical resource support will be required for the immediate relief response.
9. Some resources of the City and mutual aid may not be available to respond to the impacted area due to debris and destroyed buildings.
10. Logistical support necessary for life safety will receive a first priority.
11. Acquisition of large amounts of resources may be done in accordance with an executive order, which would exempt normal procedures for purchasing.
12. Requests for and utilization of additional resources will become necessary in a large-scale emergency or disaster.

### **Concept of Operations**

1. In the event of an emergency or disaster, the City will first make use of local resources.
2. In an emergency operation, each responding agency will be responsible for conserving and controlling its own resources.
3. Requests for additional outside equipment or other assistance will be a coordinated effort.
4. The Syracuse Emergency Management Director (City Manager) has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.
5. Resources will be acquired from public and private sources and mobilized in a manner that recognizes the criticality of missions. This strategy ensures resources are acquired in the most efficient manner possible and allocated in support of pre-established response and recovery priorities.
6. The EOC will prioritize resource mobilization based on the following response and recovery criteria:
  - a. Health and safety protection
  - b. Restoration of critical infrastructure
  - c. Protect public property & environment
  - d. Initiate long-term recovery

## Syracuse City Emergency Operations Plan

7. Requests for resources will be stated in terms of mission requirements and the particular resource specified.
8. In cases where there is a known or impending threat, resources may be pre-positioned in order to expedite response efforts.
9. Resources committed to an incident will remain available to that incident until the resource is released by Incident/Unified Command or recalled by their own organization.

### **Functional Responsibilities**

#### Resource Unit (Coordination – Planning)

1. Make certain all assigned personnel and other resources have checked in. Using ICS Form 211.
2. Maintain a master list of all resources committed to incident operations.
3. Develop a system to track the current location and status of all resources assigned or dispatched to the incident.
4. Collect, update and process data; track resources; and display their readiness status. This will enhance information flow and provide real-time data in a fast-paced environment.
5. Develop procedures to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status.
6. Develop pre-incident agreements among parties providing or requesting resources in order to enable effective and efficient resource management during incident operations.
7. Categorize resources by size, capacity, skill and other characteristics in accordance with NIMS and the NIMS Integration Center. This makes the resource ordering and dispatch process more efficient and ensures that incident command receive resources appropriate to their needs.
8. Utilize standardized processes and methodologies to order, identify, mobilize, dispatch and track resources required to support incident management activities.
9. Upon receiving and responding affirmatively to a resource request, it is incumbent on the lending organization to mobilize and transport the requested resource. The resource mobilization and transportation effort, whether with owned or rented vehicles or through third-party services, are services that can be invoiced.

## Syracuse City Emergency Operations Plan

10. Provide specific information to the lender organization where the incoming resources should be staged.
11. Provide a point of contact at the staging area(s) and a communication link. In cases where equipment or material resources are sent without accompanying personnel, the shipment paper should be signed by a staging area manager or equivalent to establish the chain of custody of transitory resources.

### Supply Unit (Coordination – Logistics – Support Branch)

1. Develops tools and related standardized processes and procedures to support acquisition activities for:
  - a. All tactical and support resources; and
  - b. All expendable and nonexpendable supplies required for incident support.
2. Orders, receives, stores and processes all incident-related resources, personnel and supplies
3. Provides support to receive, process, store, and distribute all supply orders.

### Demobilization Unit (Coordination – Planning)

1. Develop procedures to demobilize resources and return them to their original locations and status.
2. When resources are no longer needed, the Incident Commander will authorize their demobilization.

Note: Resources and personnel that are loaned under a mutual aid agreement can be recalled by their organization

### Cost Unit (Coordination – Finance/Administration)

Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. All organizations requesting Federal reimbursement for disaster related costs must carefully document personnel activities (names, work performed, location of work, date/time of work) and keep receipts for all expenses.

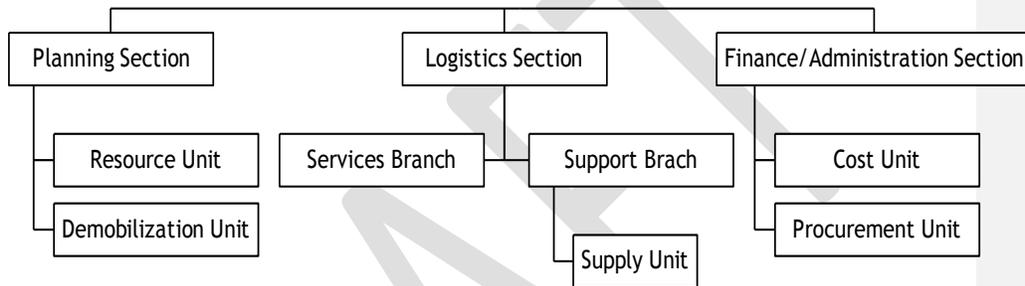
1. Develop processes and procedures to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for:
  - Collecting bills,
  - Validating costs against the scope of work, and
  - Accessing reimbursement programs such as the Public Assistance Program and the Emergency Relief Program.
2. Develop procedures to process invoices for resources provided by County, State, or Federal agencies.

## Syracuse City Emergency Operations Plan

3. Develop procedures to process reimbursement forms submitted by lending organizations.

### Procurement Unit (Coordination – Finance/Administration)

1. Administers all financial matters pertaining to vendor contracts.
2. Coordinates with neighboring jurisdictions to identify sources for equipment.
3. Prepares equipment rental agreements for signature.
4. Processes all administrative requirements associated with equipment rental and supply contracts.
5. Works closely with the Supply Unit to procure mission tasked required equipment.



## ESF 7 Appendix 1

### Syracuse Resource Request Form

During an emergency or disaster, local government agencies must understand how to request specific kinds of resources in order to receive proper assistance in a timely manner.

Frequently, requests made are too general, and as a result, victims do not receive the right kind of help or experience extreme delays in receiving it. Being specific in asking for help will ease suffering and directly help victims begin the recovery process.

This form will assist in deciding and requesting the **Size, Amount, Location, and Type** of a needed resource.

This resource request form has three major sections:

1. The identification section that identifies:
  - Who you are (jurisdiction name),
  - When (date and time of report),
  - Who prepared the report (name of preparer),
  - Contact information (call back phone number, fax number, email address) and,
  - Emergency type.
2. The request for resource section that uses the **SALT** technique for informing the Logistics Supply Unit Leader of the resource needed.
3. A free text comments section for adding additional important information.



## ESF 7 Appendix 2 Resource Organization

### Single Resource

Single Resources are those that may be employed on an individual basis, such as the use of a single helicopter, single vehicle, single piece of equipment, etc.

### Task Force

A task force is any combination of resources put together to accomplish a specific mission. A task force has a designated leader and operates with common communications. Combining resources into a task force allows several key resource elements to be managed under one individual's supervision, thus aiding in span of control.

### Strike Team

A strike team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them. Strike teams represent known capability and are highly effective management units.

### Resource Status Conditions

Tactical resources at an incident can have one of three status conditions:

- **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, receipted for) and are supporting incident operations.
- **Available** resources are personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific work detail or function.
- **Out-Of Service** resources are personnel, teams, equipment, or facilities that have been assigned to an incident but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

### Changes in Resource Status

Normally, the individual who changes the status of a resource, such as equipment location and status is responsible for promptly informing the Resource Unit.

## ESF 7 Appendix 3 NIMS Eight Processes for Managing Resources

### **Identifying and Typing Resources**

Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy and employ. Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.

### **Certifying and Credentialing Personnel**

Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions. Credentialing involves providing documentation that can authenticate and verify the certification and identity of designated incident manager and emergency responders.

### **Inventorying Resources**

A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Make this decision by considering the urgency of the need, whether there are sufficient quantities or required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Sufficient funding is needed for replenishments, preventive maintenance, and capital improvements.

### **Identifying Resources Requirements**

Identify, refine, and validate resource requirements throughout the incident life cycle. This involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams.

### **Ordering and Acquiring Resources**

Requests for items that the IC cannot obtain are submitted through the local EOC. If the EOC is unable to fill the order locally, the order is forwarded to the next level.

### **Mobilizing Resources**

The mobilization process may include equipping, training and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets.

## Syracuse City Emergency Operations Plan

Plan and prepare for the demobilization process well in advance, often at the same time resource mobilize. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low, and delivery as fast as possible.

### **Tracking and Reporting Resources**

Resource tracking in a standardized manner provided incident managers with a clear picture of where resources are located, helps staff prepare to receive resources, protects the safety of personnel and security of supplies and equipment, and enables the coordination of movement of personnel, equipment and supplies.

### **Recovering Resources**

Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:

#### **a. Nonexpendable Resources**

These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, in accordance with the Syracuse City Emergency Operations Plan or as defined in pre-incident agreements. In the case of human resources, adequate rest and recuperation time and facilities are provided. Occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.

#### **b. Expendable Resources**

These resources are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in pre-planned financial agreements or by the Finance Unit. Returned resources that are not in restorable condition, whether expendable or non-expendable must be declared as excess. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition are dealt with according to established regulations and policies.

## Emergency Support Function 8 Health and Medical

**ICS Function:** Operations – Human Services Branch

**Primary:** Syracuse Fire Department

**Support:** Davis County Health Department      Medical Treatment Facilities  
Local Hospitals                                      American Red Cross  
Syracuse Police Department                      Logistics  
Davis County ARES                                      PIO

### Purpose

The purpose of this ESF is to ensure that, in the event of any incident resulting in mass casualties, the medical resources, both governmental and non-governmental provide for the immediate health care of the citizens of Syracuse City. For the purpose of this ESF, health and medical services include: emergency medical services (EMS), hospitals, clinics, public health, environmental health, mental health and mortuary services. This ESF will establish:

- Procedures for command and control at the incident scene(s).
- Procedures for triage and treatment at the scene and the tagging of patients.
- Procedures for the orderly flow of patients from incident scene(s) to the appropriate treatment facility.
- Disposition of facilities associated with the incident.
- Disease control activities related to sanitation, preventing contamination of food and water supplies.
- Coordination of all medical services providers through the Health and Medical Coordinator in the EOC.

### Situation and Assumptions

- This primarily applies to a large-scale disaster that would cause sufficient casualties and/or fatalities to overwhelm local health, medical and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.
- The event would necessitate that the EOC be activated.
- In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand.
- The Joint Information Center (JIC) will be activated to coordinate messages released to the general public through the media.

## Syracuse City Emergency Operations Plan

- Public and private medical, health and mortuary services may themselves be impacted by the disaster.
- The incident may require use of existing mutual aid agreements.
- Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
- It may be necessary to open contingency field hospitals or to open buildings temporarily to house patients.
- Volunteers will be ~~available~~ utilized to assist in essential tasks.
- The disaster will disrupt the continuity of normal operations in Syracuse City. Safe operations will be a priority at all times.

### Concept of Operations

1. Emergency Medical Response - Control of medical operations begins at the Incident Command Post and is part of its command function. Requests for transfer of control to the Deputy Fire Chief in the operations section of the EOC will be determined by the extent of the emergency.
2. Health Department Assistance - A representative from the Davis County Health Department is invited and encouraged to participate in the Operations Section of the Syracuse EOC. The Davis County Health Department may provide medical support and sanitation services, immunizations, identification of health hazards, technical information for health related aspects of an emergency, and make recommendations to mass care facilities when activated.
3. Medical Unit - The Medical Unit in the Logistics Section of the EOC may be called upon by Operations to provide additional transportation services, medical facilities (i.e. tents for a field hospital), and medical supplies. According to NIMS, the Logistics Section may also establish a Medical Unit, which is responsible for:
  - Developing the Incident Medical Plan (for incident personnel), which will form part of the IAP;
  - Developing procedures for handling any major medical emergency involving incident personnel;
  - Providing continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel;
  - Providing transportation for injured incident personnel;
  - Ensuring that incident personnel patients are tracked as they move from origin, to care facility, to final disposition;
  - Assisting in processing all paperwork related to injuries or deaths of incident assigned personnel; and
  - Coordinating personnel and mortuary affairs for incident personnel fatalities.

## Syracuse City Emergency Operations Plan

The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the Finance/Administration Section with the administrative requirements related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

### Functional Responsibilities

#### Syracuse City Emergency Medical Services (EMS)

- Respond to disaster scene with appropriate personnel and equipment. All responding personnel will ensure safety to themselves and to the citizens. Ensure EMS responders don appropriate Personal Protective Equipment (PPE).
- Report to IC/UC upon arrival at the scene and assume appropriate role in ICS.
- Triage, stabilize, treat, and transport the injured. Incident Command will notify the EOC of status of casualties – number of injured, extent of injuries, treatment needed, etc.
- Coordinate transport of patients requiring medical treatment with the EOC.
- Direct activities of private, volunteer and other medical personnel as needed.
- Work with EOC for credentialing of volunteers.
- Assist in evacuation of patients from hospitals, nursing homes, and other medical facilities if necessary.
- Provide ambulance routing at the scene and from the scene to treatment facilities. The Health and Medical Coordinator will work in conjunction with ESF 3 Public Works and Engineering to ensure routes of transportation are clear.

#### On-Scene Procedures

To insure adequate control and command at the scene, the following procedures will be followed:

- The first responding EMS person to arrive at the scene will be responsible for establishing incident command and a medical triage area. Triage will be conducted following the START triage system. If rescued survivors cannot be brought to one location, additional triage areas will be set up as needed.
- ICP/UCP should be far enough away from triage areas so that vehicular traffic does not interfere with the care and transportation of victims. Triage, Treatment, and Transport should, if possible, allow for:
  - Sorting and treating the number of expected injured;
  - Ambulance parking for waiting and loading;
  - Easy entry and exit points for ambulances and
  - Control of unwanted vehicular and pedestrian traffic.
- The paramedic unit(s) and/or fire vehicle(s) should be positioned as close to the disaster as safety permits and the IC/UC directs. The treatment area will become the focal point for ambulance loading and transport.

## Syracuse City Emergency Operations Plan

- A staging manager will stage ambulances as necessary and appropriate. The staging manager will direct ambulances to the transport area for patient loading.
- To operate effectively, the triage area must have as a minimum:
  - A triage group leader; to determine patient priorities.
  - A transportation group leader; to make hospital assignments to departing ambulances and to maintain current status information on all ambulances.
  - Radio communication between dispatch, Incident Command, the Operations Section Chief, and/or Branch Director.

### Davis County Health Department Responsibilities

- Health Department Representative to the Syracuse EOC
- Report to the EOC upon activation and act as the Public Health representative within the Operations Section of the EOC.
- Provide personnel to assist in the protection of public health.
- Work with the JIC to release information to the news media on health and medical issues. Provide public health, disease, and injury prevention information to the general public who are located in or near areas affected.
- Coordinate with neighboring communities, county, state and federal agencies for assistance as needed.
- Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources required to support health and medical operations.
- In a major public health or medical emergency establish a registry of potentially exposed individuals, performing dose reconstruction, and conduct long-term monitoring of the population for potential long-term health effects.

### Division of Family and Community Health Services

- Maintain information on current status of medical facilities and resources within the county.
- Coordinate with outside agencies arriving to assist in the incident, as well as volunteers, to ensure proof of licensure is made on all volunteers rendering medical aid.
- Assist in tracking patients to include number of dead, ill, injured and missing.
- Assist in the coordination of transportation of patients to treatment facilities. Work with medical providers to identify capacity at each treatment facility and advise EMS accordingly. Distribute patients to hospitals inside and outside of the City based upon severity and types of injuries, time and mode of transportation, capacity to treat and bed capacity. Take into account specialist's available and special designations such as trauma center and burn centers.
- Coordinate with the American Red Cross to respond to inquiries from family members concerned about loved ones.
- Work with Syracuse City Police and State Medical Examiner's office to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting deceased's personal effects and locating and notifying the next of kin.

## Syracuse City Emergency Operations Plan

- Coordinate registration of vital statistics (births, deaths, fetal deaths) with Health Administration.
- Control spread of communicable disease through immunization, medications and public awareness/education efforts.
- Conduct epidemiological investigations when appropriate.
- Assist in identifying laboratory services available for identification and testing.

### Division of Environmental Health Services

- Institute vector control to prevent spread of disease.
- Inspect all foods, water, drugs and other consumables exposed to the hazard. Advise on actions to protect those resources.
- Manage solid, liquid and hazardous waste disposal.
- Monitor food handling and mass feeding operations.
- Inspect damaged building for health hazards.
- Coordinate with public works department to ensure availability of potable water, effective sewage system and sanitary garbage disposal.
- Coordinate with Davis County Animal Control for the disposal of dead animals.
- Ensure the proper disposal of contaminated products and the decontamination of affected food facilities in order to protect public health

### Medical Unit (Coordination – Logistics - Service Branch)

The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel. The Medical Unit Leader will develop a medical plan that will, in turn, form part of the IAP. The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

Note that patient care and medical services for those who are not incident personnel (victims of a bio-terror attack, hurricane victims, etc.) are critical operational activities associated with a host of potential incident scenarios. As such, these activities are incorporated into the IAP as key considerations of the Planning and Operations Sections. These sections should be staffed accordingly with appropriately qualified Emergency Medical Services public health, medical personnel, technical experts, and other professional personnel, as required.

Additional responsibilities include:

- In conjunction with Health & Medical Group develop the incident Medical Plan for incident personnel.
- In conjunction with the Health & Medical Group develop procedures for handling any major medical emergency involving incident personnel.

## Syracuse City Emergency Operations Plan

- Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel.
- Coordinate with EMS and ESF 1 Transportation, if necessary, to provide transportation for injured incident personnel.
- Ensure that incident personnel patients are tracked as they move from origin, to care facility, to final disposition.
- Assist in processing all paperwork related to injuries or deaths of incident assigned personnel.
- Coordinate personnel and mortuary affairs for incident personnel fatalities.

### Hospitals and Medical Treatment Facilities

- Activate disaster plan(s)
- Advise EOC of resources available (number/type of beds, equipment, staff available).
- Provide medical guidance to EMS and EOC, as needed.
- Coordinate with fire and health department on the need to isolate and decontaminate incoming patients.
- Coordinate with EMS on the evacuation of patients, if necessary.
- In coordination with IC, deploy medical personnel, supplies and equipment to disaster site(s), if needed and feasible.
- Establish and staff reception center for relatives of disaster victims being treated at facility.
- Coordinate with American Red Cross to respond to inquiries from family members concerned about loved ones.

### Davis Behavioral Health

- Activate disaster plan(s)
- Ensure availability of appropriate mental health services during response and recovery. This may include crisis counseling, critical incident stress debriefings, referrals and education.
- Coordinate with JIC to release mental health information to news media.
- Work with American Red Cross to ensure availability of mental health services in shelters.
- Coordinate with Davis County Health Department, Syracuse City Police and State Medical Examiner's Office to provide mental health services to next of kin.

### Syracuse Police Department

- Work with State Medical Examiner's Office, Davis County Health Department and the Federal DMORT team (if activated) to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting deceased's personal effects and locating and notifying the next of kin.

## Syracuse City Emergency Operations Plan

- Establish a temporary morgue in coordination with the State Medical Examiner’s Office and Davis County Health Department.
- Provide security to protect aid stations and temporary morgues as needed.

### American Red Cross (ARC)

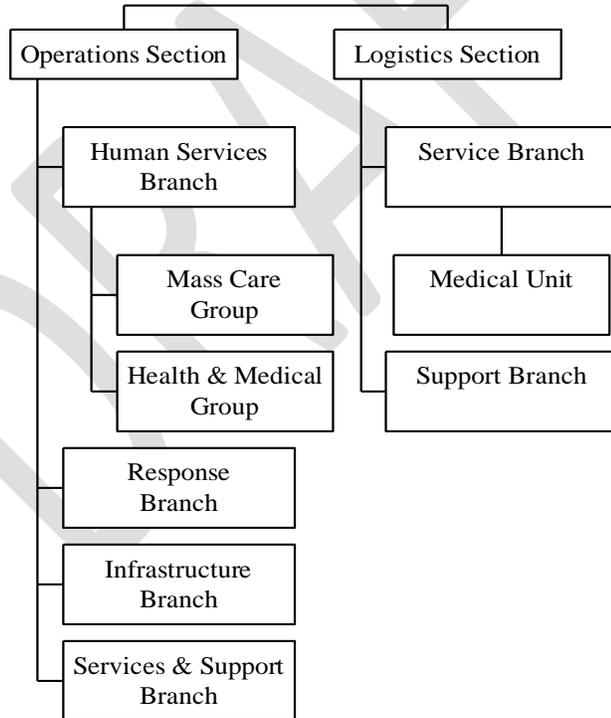
- See ESF 06 Mass Care

### United Way

- Assist in management of volunteers and donations through [ICS Form 211](#).
- Coordinate placement of volunteers with EOC.

### Davis County Animal Control

- Coordinate with veterinarians and animal hospitals to arrange services for animals as needed.
- Coordinate with Davis County Health Department for the collection and disposal of dead animals.
- Assist in the sheltering of companion animals.



## ESF 8 Appendix 1

### Organization and Assignment of Responsibilities for EMS Response

The medical resources of Syracuse City will be organized into three levels of response and control.

#### First Level

The first level of care is at the scene of the incident. The main objective is to stabilize the patient(s) and, if needed, prepare them for transportation to the proper treatment facility. At the scene of the emergency, the responsibility for patient care will progress in the following order:

- The first arriving EMT, who is superseded by
- The first arriving Paramedic, who is superseded by
- An assigned or authorized Physician

#### Second Level

The second level of medical response is the personnel on duty at the medical treatment facility. Each facility will operate in accordance with the facility's disaster plan. Transportation of victim(s) from the scene(s) will be coordinated between the IC/UC, the EOC and the treatment facility. If a facility is not functional, or becomes overwhelmed, the Health and Medical Coordinator (Fire Department Position) within the operations section of the EOC is responsible for identifying alternate treatment facilities.

The second level of medical response could also involve epidemiologic investigations conducted by the Davis County Health Department. These investigations would work to identify the cause of illness, the origin of an outbreak and any contact to the initial cases.

#### Third Level

During a third level of response the Health and Medical Coordinator (a Fire Department Position) would be located in the Operations Section of the EOC.

## Syracuse City Emergency Operations Plan

### Coordination

In order to achieve maximum utilization of all resources and so that one resource is not overtaxed while others are not utilized to their capacity, the Health and Medical Coordinator, located in the EOC will coordinate with all medical resources. This should be done through existing communications channels, if operational. Assistance may be required and requested from the Davis County Amateur Radio Emergency Services (ARES).

### Activation

Upon activation of this plan, Emergency Management Director will notify the Health and Medical Coordinator (a Fire Department Position) assigned to the Operations Section of the EOC to report to the EOC to take the following actions:

- Activate communications with each medical facility.
- Take roll call of all hospital emergency rooms.
- Take coordinating command of all medical resources.
- Notify neighboring areas as to possible needs.
- Periodically, request the following information from each hospital:
  - Number of casualties that can be handled in the categories of burns, fractures, severe head injury, severe back injury, lacerations, cardiac problems, psychiatric, and general.
  - Availability of excess health personnel or need for more.

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## **Emergency Support Function 9 Search and Rescue Operations**

**ICS Function:** Operations

**Primary:** Fire

**Support:** Police, Davis County Sheriff's Office, Public Works, Other Police and Fire Departments through mutual aid agreements

### **Purpose**

To provide for the effective coordination and utilization of search and rescue resources to assist persons in distress resulting from the effects of an emergency or disaster.

### **Situation and Assumptions**

1. Syracuse is vulnerable to the effects of extreme winds, storms, earthquakes, downed aircraft, hazardous materials, fires/explosions, and terrorism. These hazards could result in persons being trapped in structures or vehicles. While other hazards are possible they are not expected to produce search and rescue requirements beyond normal occurrences.
2. An emergency or disaster may cause structural collapse, or leave people trapped or stranded, threatening lives and requiring prompt, search, rescue, and medical care.
3. After a disaster or emergency, local residents and volunteers will require coordination and direction to safely assist in search and rescue operations.

### **Concept of Operations**

1. The Syracuse EOC may be activated to provide coordination and support to search and rescue operations. The Davis County and the State EOCs may also provide support for local search and rescue efforts.
2. The Incident Commander (IC) shall assure communications are available through normal radio and telephone capabilities. If normal communications are not working the IC can use a back-up system. At present the back-up for 800 MHz is Zone 6 Channel 1 (UCAN Lockdown Zone).
3. Additional Search and Rescue resources should be available upon request from adjoining political jurisdictions to include Davis County and the State. All requests for outside resources will be made through the Incident Commander, or through the EOC if activated.
4. Heavy rescue operations will consist of the combined efforts of fire, police, public works, and other agencies under the control of the incident commander (IC).
5. Search and rescue operations will continue until the subjects have been located and/or the IC terminates the search.

## **Functional Responsibilities**

### Fire

The fire agencies conduct rescue operations, commensurate with the ability of equipment and the degree of specialized training to include:

1. Extrication of trapped persons.
2. Rendering essential medical aid at time of release and/or prior to removal.
3. Accomplish other tasks commensurate with the situation and capabilities.
4. Determine location, number, and condition of victims. Determine location and number of buildings involved.
5. Determine building construction type and type of occupancies. Establish building triage team(s). Assess the need for additional personnel and additional equipment.
6. Restore equipment, vehicles, and forms to a state of operational readiness.

### Police

1. Provide for traffic and bystander control.

### County

1. Coordinate county and regional search and rescue resources.
2. Request Region 1 and State assistance.

### State

1. Coordinate county and regional search and rescue resources.
2. Request federal urban search and rescue assistance when requested by county.

### Federal

1. Task federal agencies to perform search and rescue activities under a Declaration of Emergency or Major Disaster Declaration by the President.
2. Coordinate federal resources providing search and rescue assistance to states during non-disaster times (reference National Search and Rescue Plan).

## **Emergency Support Function 10 Hazardous Materials Response**

**ICS Function:** Operations

**Primary:** Syracuse Fire

**Support:** Syracuse Police, Syracuse Public Works, Davis County Sheriff's Office (DCSO), Davis County Health Department, Utah Highway Patrol, Surrounding Fire, Law Enforcement and Public Works Agencies, Hospitals and Clinics

### **Purpose**

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for fire personnel responding to hazardous materials incidents during a disaster of any kind.

A hazardous material is generally defined as explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive material that, when involved in an accident and released in sufficient quantities, places the general public and or the environment in danger from exposure, contact, inhalation or ingestion.

*For more detailed guidance on responding to a hazardous materials incident, refer to the Davis County All Hazard Response Plan.*

### **Situation and Assumptions**

1. Chemicals and hazardous materials are widely used and transported in our environment.
2. Areas most at risk for a hazardous materials incident are facilities that utilize hazardous materials and areas that lie along highways, rail lines and pipelines that may be used in the transportation of these materials.
3. Hazardous materials can pose a serious threat to both responding personnel and the public. It is necessary to provide for the maximum protection of all individuals involved. Protective measures can include donning of protective clothing and equipment and evacuation and/or shelter in place until the hazard has subsided.
4. Additional factors that can influence a hazardous materials incident include weather, outside environment and reactions with other chemicals.
5. Many unknowns can be present during hazardous materials incidents.
6. Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
7. The disaster will disrupt the continuity of normal operations in areas surrounding the incident.

## Syracuse City Emergency Operations Plan

8. Safe operations will be a priority at all times. All responding personnel will ensure safety of themselves and that of the citizens.

### Concept of Operations

The incident commander will manage the incident using the National Incident Management System (NIMS), establishing a unified command with other local response agencies to control all phases and actions of operations. If an incident becomes a Level 2 (see Davis County All Hazards Response Plan, also in Appendix 1) emergency or higher, the Emergency Management Director (City Manager) should be notified to determine activation of the Emergency Operations Center (EOC) to assist in response.

Normal communication networks will be used by each agency to direct resources under their control. Formal requests should come through the Incident Command and will, if appropriate, be routed through the EOC for assistance.

This section defines the responsibilities of all organizations involved in effectively resolving a hazardous materials incident.

The following organizations will respond immediately:

1. Fire Department
2. Law Enforcement
3. [Public Works Environmental Division](#)

It is expected that the Fire Department and/or Law Enforcement [and/or Public Works](#) agencies will be the first to receive notification of a potential hazardous materials incident. The first agency to reach the scene will attempt to confirm, by all possible safe procedures, if the incident involves hazardous materials. The incident may be confirmed as a hazardous materials incident if the involved carrier is displaying DOT placards or the cargo is carrying DOT labels. Confirmation will also be accomplished through observation of information obtained from the bill of lading and operators at the scene.

After confirmation, the responding agent will immediately notify the appropriate dispatch center, which will in turn notify the agencies at the end of this appendix. Each agency will then initiate its response plan and/or standard operating procedures.

When a hazardous materials incident is confirmed, the main objectives of the response effort will be to:

1. Protect agency personnel;
2. Rescue injured persons;
3. Prevent the spread of contamination or damage to the area from BLEVEs, explosions, spilling of toxic agents, and;
4. Return the community to normal status.

The above objectives will be accomplished in three phases. These phases are:

1. Containment/Identification Phase

## Syracuse City Emergency Operations Plan

- a. Containment/Identification: Law enforcement agencies will be responsible for establishing a perimeter to control the entry of persons around to the incident scene in coordination with Incident Command. All traffic inside this area will be restricted, and the area will be prepared for evacuation or sheltering-in-place as warranted. An access-egress point will be established upwind from the point of incident. All personnel and equipment entering the control area will enter and exit through this point. All equipment and personnel who have entered the control area will be held at this point until it has been established that they have not been contaminated. All personnel responding to the incident will report to Incident Command or staging for assignments.
  - b. Sheltering-in- place: If the hazard is a threat to the community, sheltering-in-place may be one option to protect citizens. Consideration should be given to the ability to control/contain the hazard, dissipation time, time of hazard arrival to the public, probability of effective evacuation vs. sheltering-in-place, weather patterns and the expected duration of the hazard.
  - c. Evacuate Danger Area: If the situation should require complete evacuation of the control area, the incident commander or an emergency manager will establish an evacuation-receiving center. The nearest available school or church auditorium will be used for this purpose. All evacuees will be instructed to report to this center. The Red Cross will provide for evacuees who do not have alternate housing. Emergency Services will maintain a roster of the location of all evacuees. Law enforcement and fire agencies will be responsible for evacuation of and security for the evacuated area. (See Annex A – Evacuation).
  - d. Contain Hazard: During the hazardous materials incident, the most important action will be to contain the hazard and prevent the incident from escalating. This responsibility will rest with the Fire Department, under the direction of the Incident Command, and may be assisted by private hazardous materials contractors. The safety of public safety personnel will be paramount. If there is the threat of BLEVE or explosion, an appropriate distance will be maintained and an evacuation circle established inside the control area, depending on the seriousness of the incident. All personnel will be evacuated beyond this point. Public safety personnel will enter only to save life.
  - e. Identify Hazardous Materials: Response actions depend upon the correct and timely identification of the hazardous material(s) so that decontamination procedures can be formulated.
2. Stabilization Phase
- a. During this phase, the harmful effects of the hazardous materials may be mitigated by reasonable, controlled methods. This can be accomplished by chemical detoxification, letting the material burn out or other controllable means.

## Syracuse City Emergency Operations Plan

3. Decontamination Phase.
  - a. Removal of Hazardous Residue: The Davis County Health Department, Division of Environmental Health Services, will supervise any clean up actions.
  - b. Decontaminate Personnel and Equipment: The Davis County Health Department, Division of Environmental Health Services, will assist the incident commanders in determining that all personnel and equipment are free of any hazardous materials residue before being released back into service.
  - c. Return Evacuees to Area: Once the Davis County Health Department, Division of Environmental Health Services, has inspected the evacuated area and determined that it is safe, Law Enforcement agencies will coordinate the return of the evacuees.
  - d. Reports and Logs: Copies of all documentation should be submitted to the Syracuse Fire Department. In the event the Syracuse EOC is activated, documentation should also be submitted to the Documentation Unit within the Planning Section at the EOC.

### Functional Responsibilities

#### Fire Department

1. Ensure response personnel don appropriate personal protective equipment;
2. Establish a Unified Incident Command with local law enforcement upon arrival;
3. Coordinate with appropriate agencies (Davis County Health Department, EOC) and advise on measures (evacuation, shelter in place, etc.) to protect the general public;
4. Decontaminate victims exposed to hazardous materials, if needed;
5. Control and contain hazardous materials;
6. Identify hazardous materials;
7. Coordinate identification of unknowns with [Public Works Environmental Division](#) and Davis County Health Department, as needed;
8. Formulate and execute control and/or neutralization procedures;
9. ~~Coordinate with the Davis County Health Department, Division of Environmental Health Services, in overseeing the clean up of contaminated areas to ensure that clean up meets standards.~~

#### Law Enforcement

1. Ensure response personnel don appropriate personal protective equipment.
2. Establish a Unified Incident Command with the responding fire agency upon arrival.
3. Establish a safe perimeter around the incident
4. Assist with sheltering-in-place or evacuation procedure.
5. Provide security.
6. Collect evidence if the incident warrants.

Syracuse City Emergency Operations Plan

Public Works

1. Ensure response personnel don appropriate personal protective equipment
2. Follow Spill Response Plan
3. Identify the source of contamination and responsible party where possible.
4. Coordinate with the Davis County Health Department, Division of Environmental Health Services, in overseeing the clean-up of contaminated areas to ensure that clean-up meets standards.
5. Issue Syracuse Environmental Complaint Questionnaire to City Attorney for consideration of fines or court proceedings that may be pertinent.

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Davis County Health Department - Division of Environmental Health Services

1. Assist in identification of hazardous materials;
2. Provide assistance in determining appropriate response actions to protect public health;
3. Assist in the development of a control and containment plan, to include monitoring of water and air quality;
4. Approve and certify cleanup of contaminated area.

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## ESF 10 – Appendix 1

### Radiological Hazards

#### **Purpose**

The health consequences associated with exposure to radiation could be severe. Radiation sickness occurs within hours or days following exposure and may cause nausea, fatigue, vomiting, diarrhea, loss of hair, hemorrhages, infections or even death. Somatic effects occur months to years after exposure and may cause sterility, leukemia or other forms of cancer. Radioactive materials also have the potential to alter and contaminate the environment. An incident involving radiological hazards could also be the result of a terrorist attack.

An incident involving radiological materials could be the result of an accident:

1. At a medical treatment facility using radiation to detect and treat diseases;
2. At educational institutions and companies using radiation for research;
3. At companies which use radiation in the manufacturing process; or
4. During the transportation of nuclear materials.

#### **Situations and Assumptions**

1. Expertise in nuclear/radiological sciences will need to be brought in to provide guidance on response.
2. Local mutual aid agreements will need to be activated.
3. Emergency measures to protect life and health during the first 24 hours after the disaster will be dependent upon local resources.
4. A large-scale event or terrorist event using radioactive material would result in the EOC being activated.
5. The JIC will be activated to coordinate messages released to the general public through the media.
6. Evidence suggests that a radiological event is threatening to public health.
7. The disaster will disrupt the continuity of normal operations in Syracuse City.

## Syracuse City Emergency Operations Plan

8. Safe operations will be a priority at all times.

### **Concept of Operations**

During normal daily activities, the control of operations will be located in the Davis Sheriff's Dispatch Center. Upon full activation of the Health/Medical Annex and/or its appendices, the control of the Medical Command Post will transfer to the Incident Command Post and become part of its overall function. Transfer of control to the EOC will be determined by the extent of the emergency.

Emergency personnel responding to an incident will need the capabilities to detect the type, amount and location of radiological materials. Based upon this assessment, actions will need to be implemented to:

1. Protect human health and safety;
2. Evacuate exposed population and provide shelters;
3. Monitor exposure of response personnel;
4. Implement procedures to limit exposure;
5. Monitor occupied buildings; and
6. Identify facilities unsafe for occupation.

### **Functional Responsibilities**

#### Davis County Health Department

1. Assist in determining presence of radiological hazards.
2. Advise on evacuation and protective actions.
3. Provide information on measures to protect public health, to include administration of prophylaxis.
4. Monitor radiation at shelters or other occupied buildings.
5. Provide information regarding safe radiation limits, radiation sickness symptoms and instructions on how and where those suffering from fallout radiation overdoses may obtain medical care.
6. Provide public information regarding radiation decontamination and where uncontaminated food and water may be obtained.
7. Advise on disposal of contaminated items and procedures for cleanup.
8. Conduct surveillance of responders and exposed victims to monitor incidence of diseases due to exposure to radiation (i.e. cancer).

#### Emergency Medical Services

1. Treat individuals that have been exposed to radiation.
2. Provide ambulance service to individuals requiring medical care.

#### Syracuse Police

1. Assist in evacuation.

#### Hospitals/Medical Treatment Facilities

1. Provide treatment to individuals exposed to radiation.

Syracuse City Emergency Operations Plan

- 2. Ensure patients and hospital staff receive adequate shelter if facilities fall within the incident scene.

American Red Cross

- 1. Activate shelters.

## Emergency Support Function 11 Food and Water

- ICS Function:** Coordination – Logistics
- Primary:** Food/Water Unit (Logistics – Service Branch), American Red Cross (ARC)
- Support:**

United Way of Salt Lake	LDS Church
Salvation Army	Southern Baptist Church
Transportation Unit	National Guard

**Purpose**

To identify needs, secure, and arrange for food and water assistance to affected areas during and following a disaster.

**Situation & Assumptions**

- 1. A disaster may require response from large numbers of emergency services personnel.
- 2. A disaster may result in shortages of normal food supplies to grocery stores.
- 3. The ability to deliver goods may be diminished due to poor road conditions.
- 4. A loss in utilities may result in damage to and slow downs of food supplies.
- 5. A disaster may result in the loss of water supplies.

**Concept of Operations**

- 1. A Food Unit Leader (FUL) is appointed by the Logistics Section Chief to coordinate food and water supplies to designated disaster staging areas, service centers, shelter facilities, and coordinate such activities with the ARC or other facility managers in accordance with special nutritional requirements and the issuance of disaster food stamps.

## Syracuse City Emergency Operations Plan

2. All requests for food and water supplies, including types, amounts and destination locations, will be processed through the Syracuse City EOC.
3. After initial food requests are forwarded to the Davis County EOC, the FUL will coordinate efforts to obtain and transport foods and/or the distribution of disaster food stamps.
4. The FUL will be the sole contact for food and water, and will be responsible for establishing and maintaining a liaison with the County disaster liaison assigned to food and water.
5. The organization of this ESF will be composed of an FUL, an Assistant if needed, and the Davis County EOC food and water support staff as required.
6. The FUL will work closely with the American Red Cross (ARC) to assess and meet the food and water needs of first responders, EOC personnel, service centers and shelter facilities.
7. The FUL will work with the Transportation Group Supervisor to transport food and water to affected areas as needed.
8. The FUL will coordinate with the Finance Section of the EOC to purchase emergency food supplies.

### **Functional Responsibilities**

#### Logistics Section Chief

- Appoint a Food Unit Leader (FUL).
- Develop a course of action that will ensure timely distribution of food, water and ice to feeding stations and other locations where needed.
- Ensure that adequate records of City expenses are maintained.
- Maintain records of all personnel functioning under ESF 11, the type of work each performs, the hours each works and at what location the work is performed.

#### Food Unit Leader

- Coordinate food, water and ice distribution with volunteer organizations.
- Provide information to the Logistics Chief on a regular basis.
- Acquire and maintain an inventory of food and water supplies at City facilities.
- Establish pre-plans to the extent possible to acquire food and water from local businesses such as Smith's Wal-Mart, etc. during an emergency. Maintain a current inventory of available resources.
- Work with ESF 06 (Mass Care) to identify the number of people in shelters and others in need of food and water.
- Work with ESF 06 (Mass Care) to identify the locations of all mass feeding and food distribution sites.
- Monitor and coordinate the flow of food, water and ice supplies into the impacted area.
- Coordinate with ESF 07 (Resource Management) to obtain additional refrigerated trailers, if needed.
- Work with ESF 03 (Public Works) and ESF 08 (Health and Medical) to monitor water contamination in the disaster area and estimate water needs and quantities.

## Syracuse City Emergency Operations Plan

- Work with ESF 12 (Energy) to monitor power outages for estimated ice needs and quantities.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Document all emergency related response activities and their costs.

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## Syracuse City Emergency Operations Plan

### American Red Cross, Salvation Army and Other Human Services Organizations

- Assist in identifying and assessing the requirements for food and water during the disaster, immediately after the disaster, and during the long-term recovery.
- Assist with the distribution of coordinated disaster relief supplies.
- Provide meal counts on a daily basis.
- Maintain records of all expenses incurred as a result of providing food and water.
- Maintain records of all volunteers, the type of work each volunteer performs, the hours each volunteers worked and at what location.

### Transportation Unit (Coordination – Logistics – Support Branch)

- Work with the FUL and ARC to provide and coordinate transportation of food and water as needed.

### Davis County Health Department

- Provide information for the public regarding safe drinking water and food supplies. Address food and water handling, contamination and conservation.
- Monitor food preparation at the point of consumption and emergency water supplies for compliance with applicable standards.

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## Emergency Support Function 12 Energy

**ICS Function:** Operations- Infrastructure Branch

**Primary:** Energy Group Supervisor

**Support:** Rocky Mountain Power  
Questar Gas  
Gasoline/Diesel Fuel Suppliers

### Purpose

The purpose of this ESF is to provide a coordinated response in the restoration of energy services (electric power, natural gas, gasoline/diesel fuel) in a disaster area to save lives and protect health, safety and property, and to carry out other emergency response functions.

### Situation & Assumptions

1. A disaster may result in a loss of electrical power and/or natural gas to a portion of or all of Syracuse City for an extended period of time.
  - a. Utility companies will respond with additional personnel to restore electricity and/or gas.
  - b. If electricity or gas is lost during the cold winter months, numerous persons may be subject to extremely cold temperatures.
  - c. Most citizens are not prepared to go more than a few days without electricity and/or gas.
2. A disaster may result in a shortage of gasoline and/or diesel fuel needed for essential City vehicles, equipment, and power generators for an extended period of time.
  - a. A shortage or loss of fuel would significantly hamper the City's ability to respond during a disaster.

### Concept of Operations

The Operations Section Chief or the Infrastructure Branch Director (if activated) should appoint an Energy Group Supervisor to work closely with local, state, federal and private utility companies to assess natural gas and electric power status, supply and demand, establish priorities to repair damaged facilities, coordinate providing temporary/interim sources of natural gas and electricity, and assist in identifying requirements for restoration.

## Syracuse City Emergency Operations Plan

To the extent possible during a disaster, electricity, natural gas and gasoline/diesel fuel distribution systems should continue to provide services through their normal means, and will compile damage assessment reports and share this with the Energy Group Supervisor.

Utility companies may send a representative to the City EOC to facilitate coordination and communications between the EOC and field crews repairing damaged utilities. Utility companies are requested to provide their own communications equipment.

The Energy Group Supervisor should also work closely with gasoline/diesel fuel providers to maintain adequate fuel supplies, and if necessary, coordinate providing temporary, alternate, or interim sources of gasoline/diesel fuel when needed.

### **Functional Responsibilities**

#### Emergency Management Director (City Manager)

1. Appoint an Energy Group Supervisor prior to a disaster.

#### Operations Section Chief/Infrastructure Branch Director

1. Ensure that personnel are assigned to carry out the tasks of Energy Coordination.
2. Ensure that the Energy Group Supervisor keeps proper records.

#### Energy Group Supervisor

1. Prior to an emergency, establish contacts and pre-plans with gas and electric utility companies, and with gasoline/diesel fuel providers.
2. Determine the electric and natural gas status of the affected areas.
3. Using the information available, determine the possible energy needs for response.
4. Receive and assess requests for energy assistance from affected areas of City.
5. Provide accurate assessments of energy supplies, demands, and requirements for repair and restorations of energy systems to the Syracuse EOC.
6. As appropriate, assist in assessing priorities for energy restoration.
7. Coordinate restoration work with energy providers.
8. Assist with development, coordination and support of energy and utility conservation policies and programs; especially with regard to those establishing priority systems for curtailment of services, restoration of services, or provision of emergency services.
9. Keep accurate records of all activities and expenses relating to this ESF.
10. Develop inventory lists of private organizations that have power generating ability.
11. Develop inventory lists of private organizations that have fuel storage areas.

## **Emergency Support Function 13**

### **Law Enforcement**

- ICS Function:** Operations
- Primary:** Syracuse Police
- Support:** Department of Emergency Services (DES)  
Davis County Sheriff's Office (DCSO)  
Utah Highway Patrol (UHP)

#### **Purpose**

1. To provide guidelines for maintaining civil order and security under emergency or disaster conditions.
2. To provide for the effective coordination of law enforcement operations within Syracuse City in the event of an emergency or disaster.
3. To utilize local law enforcement communication resources to support emergency operations.
4. To conduct a needs/damage assessment of the disaster or emergency area(s).

#### **Situation and Assumptions**

1. Emergencies or disasters may result in widespread damage to or total loss of existing civil infrastructure capabilities. Along with a significant loss of dwellings, other structures, widespread displacement of people, and other possible hazards will require law enforcement to provide traffic control, access control, and security, especially at mass care facilities. In order to fully determine the impact of a disaster on the population and provide an immediate and effective response, an impact or needs assessment will be conducted at the earliest possible time following an emergency or disaster. Law enforcement personnel will be a part of the needs assessment process. The needs assessment should consider the following:
  - a. Evacuations will involve large numbers of people, some of whom will travel in private vehicles to reception centers while others will travel in public vehicles. Additional traffic control will be necessary to ensure orderly flow of traffic, coordination of parking at reception and registration centers, and direction to shelter facilities.
  - b. The concentration of large numbers of people in shelter facilities will necessitate additional police patrols to preserve law and order.
  - c. Additional law enforcement surveillance may be needed in the evacuated area(s) to prevent looting.
  - d. Law enforcement may be needed for access control of large areas that have been evacuated and still pose a threat to the public.

## Syracuse City Emergency Operations Plan

- e. Bombings, bomb threats, arson, terrorist activities, and civil disturbance incidents may require State and Federal law enforcement resources to counter these activities and to help restore normal activities within the City. This will require coordination at the City level and a determination of needed law enforcement resources by type, quantity, location and availability.
  - f. A need exists to maintain readiness or respond to and manage any crisis or incident that causes or could cause injury or harm to people, damage to or loss of property, or degrades or threatens the National Security Emergency Preparedness posture of the United States.
2. An emergency or disaster will require an immediate and continuous demand for law enforcement and security.
  3. Loss of electricity will compound traffic control problems.
  4. General law enforcement problems are compounded by disaster related community disruption, restriction of movement, and impacted communications and facilities.
  5. The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements (MAAs).

### Concept of Operations

#### Policies

1. The Police will function as the law enforcement coordinator for emergencies, disasters, and catastrophic events.
2. Municipal police departments/~~constables~~ will retain all authority for activities within their jurisdictions in accordance with municipal emergency operations plans.
3. A law enforcement-oriented emergency, disaster, or catastrophic event is any large-scale emergency situation where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot and civil disturbance as declared by the chief officer of the responsible law enforcement agency/department.
4. The fundamentals of the incident command system (ICS) will guide law enforcement roles at an incident scene that is not primarily law enforcement-oriented.

#### General Operations

1. In time of an emergency or disaster, law enforcement shall be called upon to perform a wide range of functions, including, but not limited to: warning and evacuation; search and rescue; emergency transportation; emergency communications; control of disaster site access; looting control; crowd control; emergency traffic control; provide security and preserve law at local shelter facilities and damage assessment.
2. The Syracuse Police Department, in addition to having 24-hour operational capability, has two-way radio communication links between its respective mobile units and the City EOC. This becomes a valuable resource during a disaster situation. (See ESF 2 Communications and Warning for communication frequencies available.)
3. If an emergency occurs within Syracuse, the Chief of Police will exercise overall authority for law enforcement activities and responsibilities. Law enforcement units, with the use of sirens, public address systems, and/or Davis County's "Reverse 911" systems, may be used to disseminate warning and emergency information.

## Syracuse City Emergency Operations Plan

4. The Chief of Police may provide a representative to the Davis County Emergency Operations Center (EOC) to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies, if available.
5. Organization: Law Enforcement agencies presently available for emergency operations in Syracuse consist of:
  - a. Syracuse Police Department
  - b. Davis County Sheriff and Reserves
  - c. Utah Highway Patrol
6. The primary and support agencies will provide their own internal support, i.e. vehicles, tactical equipment, and funding.
7. Off-duty personnel will be recalled as needed.
8. Work schedules will be modified to meet staffing requirements.

### **Functional Responsibilities**

#### Chief of Police

1. Functions as a permanent member of the EOC Policy Section and is responsible for the following:
  - a. Control traffic during and after emergencies and disaster.
  - b. Maintain order in and around emergency or disaster scene(s); safeguard property in and around scene(s). Investigate all crimes committed.
  - c. Provide a representative to the County EOC as requested. Provide security for the EOC if necessary.
  - d. Recommend the evacuation of endangered population.
  - e. Work in coordination with ESF 14 Public Information to inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, warning the public through the use of mobile public address systems, and activating the Emergency Alert System (EAS). Provide security to evacuated property, if resources are available.
  - f. Work with the office of the medical examiner to conduct investigations, identification, recovery and management of all deceased persons.
  - g. Maintain necessary mutual aid agreements with other jurisdictions for law enforcement services.
  - h. Provide incident documentation, reports, and financial information.

#### State of Utah

1. The Division of Emergency Management Department of Public Safety Division of Emergency Services (DEMDES) serves as the focal point for all state level emergency support. Operates the State EOC.
2. Utah Highway Patrol (UHP) assists the Syracuse Chief of Police in law enforcement operations by coordinating and maintaining liaison with the appropriate state departments and providing warning and communications support.

## Syracuse City Emergency Operations Plan

### Surrounding Law Enforcement Agencies

1. Support recovery operations as defined in agency Emergency Operation Procedures (EOPs) and Standard Operating Procedures (SOPs) or as requested by the Syracuse City EOC, to include:
  - a. Maintain post emergency or disaster security patrols.
  - b. Control re-entry.
  - c. Assist in damage assessment activities.

DRAFT

## Emergency Support Function 14 Public Information

- ICS Function:** Key Staff Member Supporting the ICS Structure
- Primary:** Public Information Officer (PIO)
- Support:** PIO's from other Federal  
State and local jurisdictions agencies  
The private sector and non-governmental organizations

### Purpose

To ensure that Emergency Public Information is effectively collected, monitored, managed and disseminated in a useful, timely and accurate manner to support the City's response and recovery to an emergency or disaster.

### Situation & Assumptions

1. A disaster or emergency may be of such magnitude that the means of dispersing public information within the disaster area could be severely hindered or cease to function. Outside the disaster area, the demand for information concerning the emergency or disaster will be overwhelming.
2. Effective measures can be taken to enhance survival and minimize hardship during an emergency or disaster by providing emergency public information to the public.
3. When an emergency or disaster strikes, the Joint Information System (JIS) cannot always react in time to inform the public about the hazard and appropriate safety precautions. Therefore, it is important to inform the public before an emergency or disaster of hazards, protective actions and preparedness measures they can employ to reduce the impact of the emergency on themselves and their community.
4. The principal means by which emergency public information will be disseminated will include Emergency Alert System (EAS), television, radio, cable outlets, Facebook, Twitter, and the City web page ([www.syracuseut.com](http://www.syracuseut.com)). A back up means for public information may include vehicle public address systems and door-to-door contact during critical periods and in locations with life-safety incidents.
5. Special needs groups will be considered based on the ability of people to receive, act on, or understand emergency public information messages. These might include sight or hearing impairments, or custodial institutions such as schools.
6. Major emergencies or disasters create significant media interest that will bring out-of-state reporters, photographers and camera crews to an incident. This will create a heavy demand on the City, County and State structure requiring augmentation. External sources will be interested in major operations, devastation, high impact and human interest incidents.

## Syracuse City Emergency Operations Plan

7. The State of Utah Public Safety Public Information Officer Association can provide supplemental support staff for public affairs activities.
8. In the aftermath of a disaster, information is often erroneous, vague, difficult to confirm and contradictory.
9. In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

### **Concept of Operations**

1. The Syracuse City Public Information Officer coordinates the provision of appropriate emergency public information to ensure public safety and protection, and to provide useful and accurate information concerning the emergency to the public, including the media.
2. Efforts will be made to report positive and accurate information regarding emergency response to reassure the public that the situation is being dealt with, utilizing appropriate resources.
  - a. Education efforts will be directed toward increasing public awareness about hazards and how people can successfully deal with them.
  - b. Information and education efforts will rely on the cooperation of commercial media organizations, including both electronic newsgathering and print sources.
3. A Joint Information Center (JIC) may be established upon the recommendation of the Emergency Services Director or the Incident Commander, to coordinate multi-agency new releases and dissemination of public information. In some instances, it may become necessary for the Mayor or other designated public official to request activation of the Emergency Alert System (EAS) to provide information directly to the public.

### **Functional Responsibilities**

#### Emergency Management Director (City Manager)

- Provide authority for the release of local level information to the public.
- Appoint a Public Information Officer to coordinate the release of emergency public information and serve as a member of the policy section.

#### Public Information Officer

- Acts as a spokesperson for Syracuse City.
- Pre-establish a JIS to the extent possible to provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate and consistent information to the public in a crisis. Include plans, protocols, and structures used to provide information to the public during an incident as described in the concept of operations above.
- Maintain an effective JIS during and following a crisis.
- Pre-plan and pre-coordinate with the local news media to establish a relationship and ensure assistance in disseminating emergency information. Maintain current and accurate media distribution lists.

## Syracuse City Emergency Operations Plan

- Pre-identify and train additional staff to support the emergency Public Information function.
- Represent and advise Incident Command of all public information matters relating to the management of the incident.
- Provide facilities where media representatives can be briefed. Whenever possible, facilities may provide telecommunications capabilities for media use. Ensure that no media information is released prior to appropriate coordination.
- Conduct news briefings on a regular basis or as events dictate. Handle media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring and other functions required to coordinate with appropriate authorities. Disseminate accurate and timely information related to the incident, particularly regarding information on public health, safety and protection.
- Ensure media (both print and electronic) are monitored for correct and consistent informational releases.
- Correct misinformation being disseminated by the media.
- Coordinate public information at or near the incident site and provide an on-scene link to the JIS. In a large-scale operation, coordinate with the on-scene or field PIO to function as a link to the JIC.
- Establish or assist in the establishment of a Joint Information Center (JIC) to coordinate emergency public information where multiple jurisdictions and/or agencies are involved in the emergency response and advise all involved of the Joint Information System (JIS). This facility would be in direct contact with the EOC, and may include information officers from other jurisdictions/agencies, and may be in conjunction with County, State and Federal information efforts.
- If multiple JICs are established, ensure communication with all of them on an ongoing basis.
- Develop accurate and complete information on the incident's cause, size and current situation, resources committed, needed volunteers and donations, evacuations, reentry, and other matters of general interest for release.
- Public awareness functions must be coordinated with the information and operational security matters that are the responsibility of the information and intelligence function within the ICS/EOC. This is particularly important when public awareness activities may affect information or operational security.
- Responsible for press releases on Syracuse City's website and social media.

## ESF 14 Appendix 01

### Public Information

#### Public Information Principles

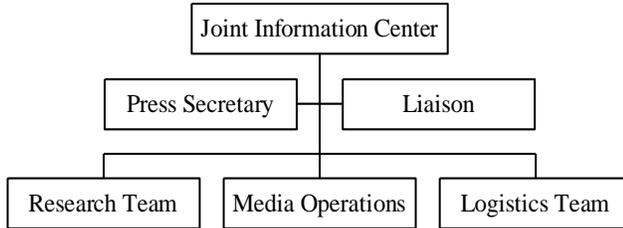
- 1. The PIO Supports the Incident Command.** Under the Incident Command System (ICS), the PIO is a key staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command (IC) on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate with appropriate authorities. [He/She/he](#) disseminates accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically co-located with the Federal, regional, State, local or tribal EOC tasked with the primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private sector and non-governmental organizations.
- 2. Public Information Functions must be Coordinated and Integrated Across Jurisdictions and Across Functional Agencies; Among Federal, State, Local and Tribal Partners; and with Private Sector and Non-governmental Organizations.** During emergencies, the public may receive information from a variety of sources. The JIC provides a location for organizations participating in the management of an incident to work together to ensure timely, accurate, easy-to-understand, and consistent information to the public. The JIC comprises representatives from each organization involved in the management of an incident. In large or complex incidents, particularly those involving complex medical and public health information requirements, JICs may be established at various levels of government.
- 3. Organizations Participating in Incident Management Retain Their Independence.** Incident Commanders (ICs) and multiagency coordination entities are responsible for establishing and overseeing JICs including processes for coordinating and clearing public communications. In the case of Unified Command (UC), the departments, agencies, organizations or jurisdictions that contribute to the joint public information management do not lose their individual identities or responsibility for their own programs or policies. Rather, each entity contributes to the overall unified message.

## System Description and Components

1. **Joint Information System.** The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes plans, protocols, and structures used to provide information to the public during incident operations. The JIS also encompasses all public information operations related to an incident, including Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following:
  - Interagency coordination and integration;
  - Developing and delivering coordinated messages;
  - Support for decision-makers; and
  - Flexibility, modularity, and adaptability.
  
2. **Joint Information Center.** A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can co-locate to perform critical emergency information, crisis communications, and public-affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management as required. Note the following:
  - The JIC must include representatives of each jurisdiction, agency, private sector, and non-governmental organization involved in incident management activities.
  - A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when needed. Multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions.
  - Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

## Syracuse City Emergency Operations Plan

An example of a typical JIC organization is shown below:



The need for rapid dissemination of essential information during an emergency necessitates the effective functioning of the PIO. The PIO should use whatever means are available including, but not limited to radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contacts to disseminate emergency information.

Public information will also be disseminated to elected officials, emergency personnel in the field, and other City employees so they know what information and guidance is being released to the public.

### Special Groups

- In the event that public information needs to be translated, interpreters may be pre-identified by the PIO and coordinated through the EOC.
- Special instructions and provisions may be needed for schools, or other groups.

## Annex A Evacuation

<b>ICS Function:</b>	Operations	
<b>Primary:</b>	Syracuse Police Syracuse Fire	
<b>Support:</b>	Syracuse Public Works Davis County Health Dept American Red Cross Davis School District Davis County Aging Services Charitable Organizations Utah Transit Authority Finance	Davis County Sheriff UDOT Public Information Officer District Coordinators Logistics Section of EOC Planning Section of EOC City Attorney's Office

### Purpose

To provide guidance for the relocation of citizens from life or health threatening hazards and to return them when the situation is again safe or normal. Planning for every situation needing evacuation and movement of people in Syracuse City is beyond the scope of this Annex. This annex will address broad objectives that will provide the greatest protection of life during emergencies or disasters in which evacuations are recommended. Planning for the transportation of emergency supplies, workers and equipment is addressed in ESF 1, Transportation.

### Situation and Assumptions

1. Emergency/Disaster conditions and hazards
2. An emergency or disaster is imminent or has occurred, and is of such magnitude that people must be evacuated to avoid the loss of life.
3. The opening of shelters and evacuation may be ordered at the same time.
4. During evacuations, the American Red Cross or other local social agencies may handle the housing of displaced persons.
5. Disaster response measures will compete for scarce personnel and equipment resources impacting the ability to implement evacuation operations.
6. Possible damage to roads, bridges and other transportation infrastructure will adversely impact the ability to evacuate people from incident areas.
7. Evacuation is a very labor intensive, time consuming process.
8. During an evacuation, citizens may be exposed to hazardous materials and situations.

## Syracuse City Emergency Operations Plan

9. Evacuation will include special populations (disabled individuals, schools, etc.)
10. Persons evacuated will not want to leave pets or livestock.

### Concept of Operations

#### General

1. The responsibility for evacuations rests only with the [chief executive officer \(Mayor\) or the police chief, and fire departments](#). Any time the need arises to evacuate people, whether voluntarily or involuntarily, [the police department and fire](#) should be notified so that proper measures can be taken to provide security at the evacuated sites.
2. Evacuation of people from incident areas to prevent injury/death is sometimes an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by moving the people as opposed to the risk posed by the hazard, the warning time available and the time and resources available to evacuate.
3. Involuntary Evacuations - Evacuations are the subject of special concern in circumstances where the process may not be completely voluntary. Many types of disasters can create the need for evacuation. In some cases, life is threatened so imminently that evacuations must be ordered and enforced. [Involuntary evacuations require an unusual exercise of police power, and restraint should be exercised in non life-threatening situations. In the event Involuntary Evacuations are necessary, they will be conducted in compliance with Utah Code 53-2a-205 \(see Annex A Appendix 3\). Individuals who refuse to comply with an order to evacuate may be subject to the provisions in Utah Code 76-8-317 \(see Annex A Appendix 3\).](#)
4. Voluntary Evacuations - In most cases, such as bomb threats, where there is only a threat of danger, the decision to evacuate is usually left up to the property owner or manager.
5. Situations will occur in which sheltering in place will be the safest option.
6. Evacuation is to be considered a round-trip process. Immediate planning should include keeping people informed as they are being evacuated, and a plan in place to support their return.

#### Primary Resources

1. The Utah Transit Authority and Davis County School District are the primary resources for transportation to assist with the movement of evacuees.
2. The American Red Cross (ARC) is the primary resource for establishing shelters. The ARC has made pre-plans with the Davis County School District and others to provide sheltering locations. High Schools and Junior High Schools usually make good shelters because they have fully operating kitchens and shower facilities.

## Syracuse City Emergency Operations Plan

### Procedures

1. Direction and control of evacuation is exercised primarily on-scene. Incident commanders (ICs) are usually the first to determine that an evacuation is necessary.
2. If the evacuation is small in nature, the IC may order the evacuation by any means necessary, using local law enforcement officers to affect the order. In these situations, it is the responsibility of the IC to notify the American Red Cross (ARC) for possible sheltering and food needs and to take care of other concerns relating to the evacuation within their command structure.
3. A decision for mass evacuation due to a local disaster or emergency should be made by the ~~City Manager~~ Mayor, with power vested by resolution from local elected officials. In order to assure the orderly and safe movement of evacuees, Syracuse City should provide:
  - a. Evacuation routes with emergency signs, traffic control devices, and barricades around the unsafe areas.
  - b. Emergency transportation as needed during the evacuation and return period with special provisions for disabled and injured persons. In addition, in accordance with City, County and State authorization, provisions should be considered for wrong-side roadway travel to double capacity.
  - c. Coordination with the ARC for facilities that may serve as temporary shelters, and for food provisions that will sustain evacuees during the crisis period (refer to ESF 6).
  - d. Emergency medical services to all injured evacuees in the disaster area as well as along evacuation routes and within shelters.
  - e. Coordination with other volunteer organizations such as churches and other public service organizations. Physical considerations of evacuation are outlined in this and other ESFs (i.e. mass care, transportation, etc.)
4. Social processes and economic consequences should also be considered. A local state of emergency declaration may be necessary to facilitate implementation, acquire resources and enforce the evacuation process.
5. The actual message to citizens requesting that they evacuate should be clear, concise and contain specific information as to the hazard and the specific risk, where citizens are supposed to go, what routes they should take and what provisions have been made for shelter. Experience suggests that people react better to messages from a recognized authority such as the police chief, ~~fire chief~~ and city executives, and if they are told what to do, not what not to do.

## Syracuse City Emergency Operations Plan

6. It should be anticipated that people hesitate to evacuate and will seek confirmation of the evacuation request from neighbors, friends and relatives. Research has shown that when there are incentives provided to people to encourage them to leave, evacuation orders are more effective. These incentives include:
  - a. A recognized authority should make the evacuation request.
  - b. Uniformed personnel should make individual or group contact.
  - c. Information should be provided as to the exact nature of the threat.
  - d. The evacuation request should be disseminated from multiple sources (media) and using multiple means if possible.
  - e. Assurances should be provided, if possible, for security of personal property.
  - f. Provisions for alternative emergency transportation means and routes should be provided, if needed.
  - g. Provisions for reducing family separation anxiety, such as information about schools (if involved) should be considered.
  - h. Instructions for the evacuation or disposition of pets and livestock must be provided.
  - i. Provide information as to what exactly is expected of the citizens in the threatened area.
  - j. Ensure that all public information releases (PIO) are accurate and consistent.
7. If evacuation is necessary across multiple city or county jurisdictions, the request should be coordinated with the Davis County EOC and the State Division of Emergency Services. The incident commander (IC) will need to provide DCEOC/DES with the nature of the threat, size of the area needing evacuation, jurisdictions involved, and the expected duration.
8. Limited evacuations directed by the City at the request of an IC should be coordinated with the Davis County EOC. The IC and local official ordering a limited evacuation may also suspend or end the evacuation.
9. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referral for relatives, or re-entry into evacuated area will be coordinated by the IC staff or appropriate section of the City EOC (if activated).
10. It is ARC policy that pets (other than assistance animals such as seeing-eye dogs) will not be allowed in shelters. However, people will want to bring their pets with them if they are asked or ordered to evacuate. People [evacuating with pets](#) should be encouraged to bring their own method of confinement and control for pets (such as a travel container for small animals and leashes for dogs). Additionally, supplies of food, water and medicines for pets should also be packed so that pets may be kept in automobiles or in designated areas outside of the shelter. Syracuse City will endeavor to work with the humane society of Utah (801-261-2919) to deal with pet concerns.

## Syracuse City Emergency Operations Plan

11. Communicate evacuation information to District Coordinators, so they can in turn coordinate with citizens in their corresponding areas and neighborhoods. The Syracuse CERT Responders have divided the City into geographic districts, areas and neighborhoods. Districts and areas use the same geographic boundaries as LDS stakes and wards within the City. District coordinators and the Syracuse EOC will maintain contact to determine needs and resources of citizens during an emergency.
12. In certain circumstances, attempting to evacuate people may expose them to more risk than if they stay where they are. In circumstances involving hazardous materials, residents may, if equipped, take measures to seal up their residences or business office. This strategy is called “shelter-in-place” and involves closing and sealing windows and doors, shutting off any external ventilation intakes, moving to an interior room and waiting the situation out. The decision to recommend evacuation or shelter in place must be a coordinated decision and recommendation by all appropriate agencies.
13. Continuing official information concerning the threat and the likely duration of the evacuation, and security measures for personal property must be provided to evacuated citizens. Accurate lists of evacuated persons and their location is a high priority for family members outside the evacuation area.

### Functional Responsibilities

#### Syracuse Police Department

1. Determine the need for evacuation and movement of citizens (work with FD).
2. Establish necessary limited traffic flow routes for evacuations.
3. Determine location of evacuation shelters.
4. Manage the evacuation warning and notification.
5. Provide traffic and crowd control.
6. Coordinate the removal of stalled vehicles and equipment from evacuation routes.
7. Coordinate the identification and marking of evacuation routes.
8. Provide for security in evacuation areas as needed.
9. Establish relief and shift schedules for law enforcement personnel and mobilize auxiliary forces and make assignments if necessary.

#### Syracuse Fire Department

1. ~~Determine the need for~~ Assist Police Department with evacuation and movement of citizens. ~~(work with PD).~~
2. Assist with evacuation warning and notification.
3. Provide technical information relative to the decision to evacuate or shelter in place.
4. Ensure that personnel are aware of established limited evacuation routes.
5. Designate fire personnel and equipment, as available, at each evacuation center, feeding facility and the EOC.

## Syracuse City Emergency Operations Plan

6. Assist with coordination of crowd and traffic control.
7. Transport patients as needed during evacuation proceedings.
8. Organize health, medical, and first aid teams to handle injured evacuees.

### Syracuse Public Works

1. Prepare procedures and resources for supporting traffic control during the evacuation. Assist with marking evacuation routes with traffic direction signs. Deploy traffic control signs and barricades, and provide operational control of traffic signals.
2. Support the law enforcement effort by keeping roads, bridges, etc., open and free of obstruction.
3. Provide information to operations and the PIO about road conditions.
4. ~~Help to provide emergency water supplies if requested.~~

### Mass Care Group Supervisor – Operations Section of EOC

1. Develops the shelter/mass care program in coordination with the American Red Cross.

### American Red Cross of Northern Utah

1. Open and staff reception centers and shelters. Will provide shelter information to and coordinate with the Logistics Shelter Officer in the EOC.
  - a. Coordinate and support evacuation of special populations.
  - b. Provide for the sanitation requirements at shelters.

### City Attorney

1. Provide legal support for the Emergency Operations Director and EOC staff for decisions regarding evacuation.

### Public Information Officer

1. Prepare information referencing sheltering-in-place and evacuation as needed for print and release to all media.
  - a. Prepare and disseminate appropriate information to inform all residents of the City.
  - b. Notify special populations through special efforts such as call down lists or other predetermined warning methods.

### Planning Section of EOC – Resources Unit

1. Arrange for communications equipment and personnel for each evacuation, feeding and emergency medical center. The Police and Fire Departments will provide communications initially, but need to be relieved of this responsibility as soon as possible.

### Utah Transit Authority

1. Provide emergency transportation services.
  - a. Support public safety operations/responders.

## Syracuse City Emergency Operations Plan

- b. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
- c. Provide a “mobile shelter” at emergency scene for victims and responders.

### Davis County School District

1. Provide sheltering (in coordination with the ARC) and transportation during an emergency.
  - a. Provide school busses as temporary shelters during an emergency.

### Davis County Health Department

1. Manage all health and medical resources during their evacuation.
2. Organize health, medical, and first aid teams to handle injured evacuees.
3. Provide for the sanitation requirements at shelters.

### Finance

1. Serve as Chief Advisor to the Emergency Operations Director on purchase agreements and procurement during an evacuation period.

### Aging Services

1. Provide information to EOC concerning those needing assistance with evacuation or other needs.
2. Prioritize the above-mentioned needs.
3. Coordinate the evacuation with the EOC.
4. Maintain an accountability list of those assisted.
5. Provide vans – if available.

### Transportation Officer – Logistics Section of the EOC

1. Maintain an inventory and call list of mass transit resources, such as school buses, to provide a source for those not having transportation.
2. Coordinate with UTA in designating open traffic routes.
3. Alert and mobilize mass transportation resources to assist in evacuation of disaster area if required.
4. Provide appropriate transportation for the return of evacuees to their residence.
5. Arrange for trucking assistance for equipment response as needed.
6. Assist with the transportation of food and life-support supplies to disaster sites and shelters.

### District Coordinators

1. Provide status concerning status of citizens within their district.
2. Provide a means of communication to citizen’s residing within their district.

### Charitable and Volunteer Organizations

1. With prior coordination with ARC, staff or assist with shelters.
2. After coordination with the EOC and ARC, assist with evacuations of special populations or other needs.

Syracuse City Emergency Operations Plan

3. After prior coordination with Davis County Animal Control, establish and operate pet or other animal shelters.

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## Annex A Appendix 1

### Traffic Control for Mass Evacuation

#### Traffic Flow During Mass Population Evacuation

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##### General Traffic Flow

1. All ~~of the~~ evacuees ~~assigned to northern evacuation areas will travel north on I-15~~ will travel on 1000 West and 2000 West streets to State Road 193, then North using surface streets. They will receive specific directions based on the location of receiving areas.
2. Traffic control stations, ~~rest areas~~ and roadblocks will be established to control traffic flow and handle emergencies.
3. Unplanned northbound and other intra-county traffic should be kept off the routes described above and diverted to other routes until the evacuees have reached their host destinations.

##### Traffic Operations

1. The Davis County EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county.
2. Traffic control stations will be established and manned by law enforcement personnel. County Public Works and the Department of Transportation District 1 and 2 will erect the appropriate directional signs, barricades and roadblocks to channel the evacuees to their destinations and to prevent unplanned vehicles from impeding evacuee traffic flow.
3. Assistance to stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.

Syracuse City Emergency Operations Plan

Annex A Appendix 2

Evacuation Resources

Davis School District Buses

# Available: \_\_\_\_\_

Average Capacity: \_\_\_\_\_

Utah Transit Authority

# Available: \_\_\_\_\_

Average Capacity: \_\_\_\_\_

Aging Services

# Vans: \_\_\_\_\_

Average Capacity: \_\_\_\_\_

## Annex A Appendix 3

### Evacuation Orders

**53-2a-205. Authority of chief executive officers of political subdivisions -- Ordering of evacuations.**

(1) (a) In order to protect life and property when a state of emergency or local emergency has been declared, the chief executive officer of each political subdivision of the state is authorized to:

(i) carry out, in the chief executive officer's jurisdiction, the measures as may be ordered by the governor under this part; and

(ii) take any additional measures the chief executive officer may consider necessary, subject to the limitations and provisions of this part.

(b) The chief executive officer may not take an action that is inconsistent with any order, rule, regulation, or action of the governor.

(2) When a state of emergency or local emergency is declared, the authority of the chief executive officer includes:

(a) utilizing all available resources of the political subdivision as reasonably necessary to manage a state of emergency or local emergency;

(b) employing measures and giving direction to local officers and agencies which are reasonable and necessary for the purpose of securing compliance with the provisions of this part and with orders, rules, and regulations made under this part;

(c) if necessary for the preservation of life, issuing an order for the evacuation of all or part of the population from any stricken or threatened area within the political subdivision;

(d) recommending routes, modes of transportation, and destinations in relation to an evacuation;

(e) suspending or limiting the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles in relation to an evacuation, except that

the chief executive officer may not restrict the lawful bearing of arms;

(f) controlling ingress and egress to and from a disaster area, controlling the movement of persons within a disaster area, and ordering the occupancy or evacuation

of premises in a disaster area;

(g) clearing or removing debris or wreckage that may threaten public health, public safety, or private property from publicly or privately owned land or waters, except

that where there is no immediate threat to public health or safety, the chief executive

officer shall not exercise this authority in relation to privately owned land or waters

unless:

Syracuse City Emergency Operations Plan

- (i) the owner authorizes the employees of designated local agencies to enter upon the private land or waters to perform any tasks necessary for the removal or clearance; and
  - (ii) the owner provides an unconditional authorization for removal of the debris or wreckage and agrees to indemnify the local and state government against any claim arising from the removal; and
  - (h) invoking the provisions of any mutual aid agreement entered into by the political subdivision.
- (3) (a) If the chief executive is unavailable to issue an order for evacuation under Subsection (2)(c), the chief law enforcement officer having jurisdiction for the area may issue an urgent order for evacuation, for a period not to exceed 36 hours, if the order is necessary for the preservation of life.

**76-8-317. Refusal to comply with order to evacuate or other orders issued in a local or state emergency -- Penalties.**

- (1) A person may not refuse to comply with an order to evacuate issued under this chapter or refuse to comply with any other order issued by the governor in a state of an emergency under Section 53-2a-204 or by a chief executive officer in a local emergency under Section 53-2a-205, if notice of the order has been given to that person.
  - (2) A person who violates this section is guilty of a class B misdemeanor.
- Amended by Chapter 295, 2013 General Session



This guide is designed to provide the Syracuse City Council with information relating to their roles during disasters and to assist them in the decision-making process.

As an elected official, you have a significant role in the Syracuse City emergency response organization and your response to disasters is an important part of the continuity of government. Your actions influence community members as well as employees and directly impact the City's ability to protect lives, property, and the environment.

Your primary role during a disaster is one of policymaker, communicator, liaison, and oversight. You know the needs of the community and you have already established effective channels of communication with your constituents.

The City's Emergency Operations Plan (EOP) clearly spells out how the City and various other agencies, individually and collectively, prepare for, respond to, and recover from disasters. This integrated emergency management system is based on an "all-hazards approach" to dealing with incidents which allow the City to manage disasters no matter the size or complexity.

As with all disaster service workers, your ability to support emergency response efforts will depend directly upon your preparedness at home and at work.

Please take the time to familiarize yourself with this guide.



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## PHASES OF EMERGENCY MANAGEMENT

The phases of emergency management (mitigation & prevention, preparedness, response, and recovery) represent the various elements of a disaster. The phases are dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness, and response to future occurrences and recovery efforts will begin almost immediately while the initial response efforts are still underway.



### MITIGATION & PREVENTION

Mitigation refers to any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention (when done before a disaster), encourages long-term reduction of hazard vulnerability. The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability. Mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption.

### PREPAREDNESS

Preparedness involves activities that are done before a disaster; such as training, planning, community education and exercises. As a civic leader you should encourage others to have plans and emergency supplies for both their home and workplace. Additionally, you should be encouraging them to get involved in their community and promote a neighborhood approach to emergency preparedness. Additionally, you have the opportunity to be a good example by developing a family disaster plan and creating an emergency supplies kit for both your home and your workplace.



### Syracuse Community Preparedness Programs

- *Syracuse CERT* - The Community Emergency Response Team (CERT) Program is a twenty-one hour course that educates citizens about disaster preparedness for hazards that may impact their neighborhood. This course trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned



in the classroom and during exercises, CERT members can assist others in their home, neighborhood, or workplace following an event when professional responders are not immediately available to help. Contact the Fire Department to find out about classes.

- *Fire and Life Safety Presentations* – The Syracuse Fire Department makes presentations upon request to citizen groups. Call (801)614-9614 for more information.
- *CPR and First-Aid Training* – Syracuse Fire Department has certified CPR/AED/First Aid Instructors. Classes are offered monthly for a small fee.
- *Certified Child Safety Seat Program* - Contact the Syracuse Fire Department for an appointment to check your child safety seats.

## RESPONSE

Disasters and emergencies involve significant risks to life safety and welfare. Natural disasters, such as floods, involve contaminated flood water and debris that can produce a myriad of hazards. Major fires produce smoke, toxic gases, and the possibility of structural collapse. Hazardous materials events usually involve toxic materials that can cause numerous types of health hazards. Terrorism threats can involve chemical, biological, radiological, nuclear, or explosive devices. Major earthquakes can impact virtually every aspect of our society.

Syracuse City's priorities for response:

1. Saving lives
2. Stabilizing the incident
3. Protecting & restoring critical facilities (systems)
4. Reducing property damage
5. Protecting the environment

*Response Time* - Residents may think that government is slow to respond. It typically takes the federal government at least 72 hours to respond to a local emergency. Hurricane Katrina has demonstrated that local, state, and federal governments can be overwhelmed and the community's expectations will not match the government's capabilities.

*Public Information* - Residents may report difficulty getting critical information about the disaster from the news media. Despite our efforts to communicate through the media by issuing regular news releases, local media often choose to edit the information significantly, which can make it inaccurate, or not use it at all in their reports. The virtually instantaneous spike in social media use in response to disasters is reported in a variety of industry and academic research. Social media use rises during disasters as people seek immediate and in-depth information. Research points to the fruitfulness of monitoring social media in general and during disasters in particular, which can help determine the public's real-time sentiments and reactions to organizations' disaster responses.



## RECOVERY

Recovery involves all of the cleanup and restoration activities that are necessary to be able to return the area to normal. This involves getting all of the damage repaired, utilities restored, and the debris cleaned up. Recovery is often the hardest phase of the disaster and may continue for an extended time. As soon as it is safe to do so, Syracuse City will conduct preliminary damage assessments to determine the level of property damage and the parts of the critical infrastructure that may be damaged.

Syracuse City has the primary responsibility for protecting its residents from disasters, and for helping them to recover when disaster strikes. Government agencies at all levels are key partners in this process, offering resources and programs that will help Syracuse City, its residents, and business owners pick up the pieces and return the community back to normal as quickly as possible.

Disaster recovery is rarely an easy process. It is financially, physically, and emotionally exhausting for everyone involved. Confusion and misinformation about relief programs often becomes an enormous source of frustration for the community members who are impacted, and for the local officials who are involved in the response. The constant delivery of information to the public regarding recovery efforts will be necessary.

Residents have their own priorities which may be different than those of the City's. Residents are often unaware of the scope of a disaster and may have unrealistic expectations about what Syracuse City can do for them as everyone works to recover.

### Disaster Recovery Considerations

- *Debris Removal* - Debris removal on private property is typically not covered by FEMA or Syracuse and is the property owner's responsibility. If you have a constituent who has a significant problem with debris removal, you may contact the City Manager. Ways may be found to assist them.
- *Rebuilding* - Residents may want to rebuild their house or business in the flood plain or hazard area. This brings up zoning and local ordinance issues that may need to be addressed by the City Council.
- *Generators and Sandbags* – May be available from hardware stores, equipment supply companies, and equipment rental businesses but may run out during disasters. It is best for residents to have enough basic supplies on hand so that they can be on their own for at least 72 hours.

#### During the recovery phase, Syracuse may be able to provide:

- Drinking water
- Emergency shelter
- Emergency medical transport/treatment
- Assistance in seeking disaster assistance

But we normally do not provide:

- Batteries
- Flashlights
- Ice
- Generators
- Food (except in shelters and mass feeding sites)
- Transportation

These items can typically be purchased or arranged through retail establishments. If you receive questions from your constituents about these issues, you may want to refer them to local retail suppliers.

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One of the most important contributions that City Council members can make is to point constituents in the right direction for the information they need. That might be to a FEMA Tele-registration number, the FEMA assistance website (<http://www.fema.gov/assistance/index.shtm>), a local FEMA disaster recovery center, or there may be a need for volunteers to help with debris removal or other cleanup activities. If you have a constituent who has a special need for items or services, contact the EOC or the City Manager.

### **Types of Federal Disaster Assistance**

None of FEMA's programs are designed to replace individual losses 100% -- only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete stacks of paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives. This is particularly true for those homeowners without flood insurance – and 30% of disaster related claims occur outside federally designated floodplain areas. Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations.

Federal disaster assistance available under a major disaster declaration falls into three general categories:

- *Individual Assistance* - aid to individuals, families and business owners.
- *Public Assistance* - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities.
- *Hazard Mitigation Assistance* - funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

A brief overview of each of these programs follows.

### **Individual Assistance**

This assistance is directed towards residents, business owners, individuals, and families - In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will verify eligibility and determine a need before assistance is offered. Individual Assistance includes the following programs.

- *Temporary Housing Assistance* - assures that people whose homes are damaged by disaster have a safe place to live until repairs can be completed. These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are legal residents of the United States and who were displaced by the disaster. Non-



legal residents may be eligible for similar types of assistance through the American Red Cross or other non-governmental agencies.

- *Home Repair Assistance* - helps repair a home to a "habitable" condition. The amount of the check is based on structural damage, as determined by a FEMA inspection.
- *Rental Assistance* - provides for rent until affected structure becomes habitable.
- *Mortgage and Rental Assistance (MRA)* - provides a check to pay the rent or mortgage to prevent eviction or foreclosure.
- *Small Business Administration Disaster Loans* - The SBA can provide three types of disaster loans to qualified homeowners and businesses: Home Disaster Loans to homeowners and renters, Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, and Economic Injury Disaster Loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period. For many individuals the SBA disaster loan program is the primary form of disaster assistance.
- *Individual and Family Grants (IFG)* - The IFG provides funds for the necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster assistance (including low interest loans from the Small Business Administration). Among the needs that can be met through the IFG Program are housing, personal property, medical, dental, funeral, transportation and required flood insurance premiums.

Other FEMA programs for individuals include Disaster Unemployment Assistance, Legal Services, Tax Relief Considerations and Crisis Counseling.

### **Public Assistance**

FEMA Public Assistance funds the repair, restoration, reconstruction, or replacement of a public facility or portion of the infrastructure that is damaged or destroyed by a disaster. Certain private nonprofit (PNP) organizations may also receive public assistance. Eligible PNP's include educational, utility, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public.

As soon as practicable after the declaration, the State, assisted by FEMA, conducts briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. Intent to apply for assistance must be filed with the State within 30 days after the area is designated eligible for assistance.

Projects fall into the following categories: Debris removal, Emergency protective measures, Road systems and bridges, Water control facilities, Public buildings and contents, Public utilities, and Parks and Recreation. FEMA reviews and approves the project applications and obligates the Federal share of the costs (75 percent) to the State. The State then disburses funds to local applicants. The State will cover 75% of the project costs that FEMA does not cover and may elect to cover the full share not covered by FEMA.



## City Council Guide to Disaster Operations

For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA is required. For large projects, payment is made on the basis of actual costs determined after the project is completed; although interim payments may be made as necessary. Once FEMA obligates funds to the State, further management of the assistance, including disbursement to sub-grantees, is the responsibility of the Utah Department of Public Safety, Division of Homeland Security.

**Hazard Mitigation Assistance** - Hazard mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire.



## EMERGENCY MANAGEMENT SYSTEMS

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)



The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security (DHS) and released March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

#### Command and Management

The NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command System (ICS)
- Multi-Agency Coordination Systems (MACS)
- Public Information Systems

Other key NIMS components are:

- *Preparedness* - Effective incident management begins with prevention and preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification & certification standards; and equipment acquisition/certification.
- *Resource Management* - NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.
- *Communications and Information Management* - NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination) and information-sharing at all levels of incident management.
- *Supporting Technologies* - Technology systems provide supporting capabilities essential to implementing and refining NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking) and data display.



## Syracuse Neighborhood Preparedness

### Overview & Vision

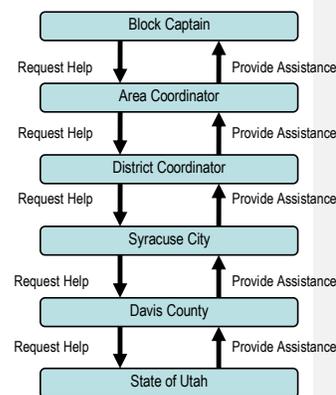
Syracuse City is committed to provide quality emergency response services to its citizens. However, despite the City's efforts, there is still the likelihood that a major disaster would overwhelm the City's and the neighboring community's professional emergency responders for up to several days. Therefore, as part of the emergency planning process, Syracuse City recognizes the need for citizens to be prepared, organized, and trained to effectively respond to their own emergency needs, triage and treat life-threatening injuries, and quickly assess and report property damages when professional emergency services are unavailable.

### Neighborhood Network Organization

The City is divided into five geographical districts that correspond with LDS Church Stake boundaries. These boundaries are used because they are commonly understood. Each district has a designated District Coordinator who should serve as the official point of contact between the City and the residents in that portion of the City. Each district is subdivided into areas and each area has an Area Coordinator that works with the District Coordinator. Areas are further subdivided into neighborhoods or blocks with a Block Captain that works with the Area Coordinator.

### Requesting Help and Providing Assistance

The flow chart at the right shows the lines of communication to request help and provide assistance. In the event of a declared local emergency, Syracuse City will implement its Emergency Operations Plan and will activate the City's Emergency Operations Center to coordinate emergency operations for response and recovery efforts during and after the disaster event. The City will designate a single point of contact within the Emergency Operations Center for direct communications with all of the District Coordinators.





## **EMERGENCY PROCLAMATIONS**

### **LOCAL DECLARATION OF EMERGENCY**

Emergency declarations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. The City Manager may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the nature of the disaster, the area threatened or affected and the conditions creating the disaster or emergency. This declaration must be issued before county, state or federal assistance can be requested.

#### **Local “State of Emergency” Defined**

A local “State of Emergency” exists whenever the City or an area therein is suffering, or in imminent danger of suffering, an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

#### **Why declare a local “State of Emergency”?**

The rationale for declaring an official local “State of Emergency” is threefold:

- To acknowledge that the local jurisdiction has experienced a disaster and has responded to the best of its ability. The local declaration is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public. A local, state and/or federal declaration is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims.
- To alert the Davis County Emergency Services Director and State of Utah Division of Homeland Security that local resources are being fully utilized and that County and State assistance may be requested; and
- To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

#### **Who issues the emergency declaration?**

The City Manager, as the chief operations officer of the City, may issue an official local “State of Emergency” declaration. In the City Manager’s absence, the chain of succession will be the City Attorney, Police Chief, Fire Chief, Public Works Director, Finance Director, Community and Economic Development



Director, then Parks and Recreation Director. The declaration of a “State of Emergency” by the City Manager, or successor, shall be valid for a period not to exceed 30 days. If the emergency exceeds thirty days, it must be declared by the City Council. (Utah Code 63K-4-301)

### **Purpose of Emergency Proclamation**

- Authorize the undertaking of extraordinary police powers.
- Provide limited immunity for emergency actions of public employees and governing bodies.
- Authorize the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activate pre-established local emergency provisions such as special purchasing and contracting.
- Require the emergency services of a local official or employee.
- Requisition necessary personnel and materials from any local agency or department.
- VERY IMPORTANT...it is the prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster.

### **STATE DECLARATION OF EMERGENCY**

A “State of Emergency” may be proclaimed by the Governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the state. The Governor may also proclaim a “State of Emergency” when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency.

When the Governor proclaims a “State of Emergency”:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of Utah within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.



A State Declaration is needed to request a Presidential Declaration and access to federal disaster relief programs.

## **PRESIDENTIAL DECLARATIONS**

The Governor of an impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

### **Federal Declaration of Emergency**

In some cases the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration unleashes the support of any or all of the 27 federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing certain types of recovery assistance.

### **Federal Declaration of Major Disaster**

A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration may make a broad range of assistance available to individual victims, including:

- Temporary housing;
- Disaster unemployment and job placement assistance;
- Individual and family grants;
- Legal services to low-income victims; and,
- Crisis counseling and referrals.

## **DECLARATION OF HEALTH EMERGENCY**

Local health departments have the authority, subject to Utah State Code 26A-1-108 to enforce state laws, local ordinances, department rules, and local health department standards and regulations relating to public health and sanitation in all incorporated and unincorporated areas served by the local health department. As such they may at times establish, maintain, and enforce isolation and quarantine (with assistance from law enforcement officials), and exercise physical control over property and over individuals as the local health department finds necessary for the protection of the public health and establish and operate reasonable health programs or measures not in conflict with state law which are necessary or desirable for the promotion or protection of the public health and the control of disease or may be necessary to ameliorate the major risk factors associated with the major causes of injury, sickness, death, and disability in the state. They may also close theaters, schools, and other public places and prohibit gatherings of people when necessary to protect the public health. (See Utah Code 26A-1-114.)



## EMERGENCY MANAGEMENT ORGANIZATION

It is the responsibility of the City to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the City's capability to respond, assistance will be requested from Davis County, then the State of Utah. The Federal government will be asked to provide assistance to the State when appropriate.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. If needed, the efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the department concerned.

Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, and management of resources and reporting.

The full-scale implementation of the City's emergency management organization involves the activation of the Emergency Operations Center, which serves as an Incident Command post at the highest level within the City. For the purposes of this document, activation of the emergency management organization of the City refers to the activation of the Emergency Operations Center.

### Direction and Control

Direction and control of the emergency management organization, when activated, will be vested in the City Manager, who serves as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Manager. The City Manager is responsible for the execution of the plan and for minimizing the effects of a disaster. The Mayor maintains appointment authority of the Emergency Management Director, and may dismiss, re-appoint or re-direct management of the emergency at his discretion. The City Manager may designate others to assume temporary control as required. The emergency management organization is designed to function 24 hours a day until the emergency is resolved or the City Manager decides such extensive coverage is no longer necessary.

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### Continuity of Government

A clear line of authority and succession is needed to ensure a lawful continuity of government and a prompt response to an emergency situation assuming the unavailability, temporarily or permanently, of elected and appointed officials.

If the Mayor is absent or unavailable to preside at City Council meetings during the course of any major natural disaster or occurrence, the Mayor pro tem shall preside. In the absence of the Mayor and Mayor pro tem, the remaining City Council members preside as a group. If, due to a major disaster or emergency,



there are insufficient members of the City Council to form a quorum, those remaining will be empowered to act as a quorum to promptly respond to the emergency situation.

If an officer of the City is unavailable once a natural phenomenon or disaster has occurred, the designated interim successor shall exercise the powers and duties of the office according to the order of succession. The emergency interim successor shall exercise the powers and duties of the office only until the officer or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office. The City Manager will discharge the duties of the Emergency Management Director. [If unavailable, his designee will act in the City Manager's behalf.](#) The chain of succession will then be as follows: City Attorney, Police Chief, Fire Chief, Public Works Director, Finance Director, Community and Economic Development Director, and Parks and Recreation Director.

The City offices will function as the seat of government in the event of a natural phenomenon or disaster. The City Manager, upon a determination that the City offices are not capable of functioning as the seat of government for the city, may designate another location, outside of the City if necessary, to serve as a seat of government during the emergency.

## EMERGENCY OPERATIONS PLAN

The Syracuse City Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting Syracuse City.

The EOP:

- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City.
- Identifies the policies, responsibilities, and procedures required to protect:
  - The health and safety of the community.
  - Public & private property.
  - The environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's Emergency Operations Center (EOC) activities, and the recovery process.

The EOP establishes the framework for implementation of the National Incident Management System (NIMS) in Syracuse City. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between City and other local governments, including special districts, Davis County, and State agencies.

The EOP is a concept of operations guide and planning reference. City departments and local agencies that have roles and responsibilities identified in the EOP are encouraged to develop emergency operations



plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of the EOP.

## **EMERGENCY OPERATIONS CENTER**

An Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the City Manager, City Staff, and representatives from organizations that are assigned emergency management responsibilities. The level of EOC staffing will vary depending upon the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies, procedures, and action plans.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and the City Council, and, as appropriate, to county, city, special district, non-profit and community based organizations, state agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support department operations centers (DOC), other non-governmental agencies and the County/Operational Area EOC.
- Providing emergency warnings, alerts, information, and instructions to the public, making official releases to the news media and scheduling press conferences as necessary.

Management of the EOC and alternate EOC facilities is the responsibility of the City Manager. This responsibility includes all facility functions, support systems, and operational readiness issues. The City Manager has the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the City Council for review and decision.



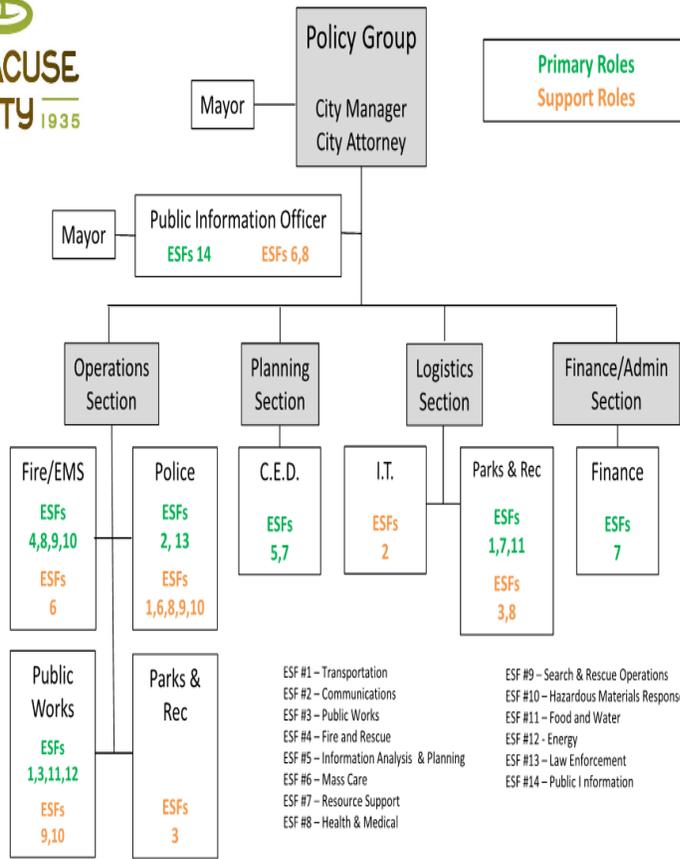
### **Activation of the Emergency Operations Center (EOC)**

The nature and scope of the incident determine the type of coordination facility to be established or activated in cases where the emergency is citywide or extremely severe. This will be in addition to Incident Command Post(s) established to coordinate site response. The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

The primary Syracuse EOC is located at the Fire Department at 1869 S 3000 W, Syracuse, Utah and serves as a protected site from which local government officials coordinate, monitor and direct emergency response activities during an emergency. In the event that it becomes impractical to use the primary location, the EOC will be moved to the alternate location at the Police Department at 1751 S 2000 W, Syracuse, Utah. The EOC is activated by the request of the City Manager.



### Emergency Operations Center (EOC) Organizational Chart





## Levels of Activation and Staffing

Staffing for the EOC will depend upon the scale of the emergency or disaster. Any time the EOC is activated, administrative support personnel are required. The level of staffing will be determined by the City Manager depending upon the situation. There are four classifications which assist in determining the level of staffing:

1. Minor Emergency - These are emergencies which are handled on a regular day-to-day basis by police, fire, EMS, public works, and other departments. These situations generally do not require additional resources or coordination and the EOC will not normally be activated.
2. Limited Emergency - These emergencies require a limited staff to direct EOC operations. Only those functions which are necessary to cope with the emergency are required.
3. Potential Disaster - A preparatory step when we receive warning of a potential disaster. The EOC could be activated with only administrative and communications staff. The EOC would be set up, prepared for operations, and communications equipment tested and made operational.
4. Full Disaster - Complete mobilization and operation of the EOC with full staffing.

## Staff at the EOC

The staff at the EOC involves five groups:

1. Policy Group. The policy group is responsible for developing policy, prioritizing actions, and coordinating the overall emergency response. Members of the policy group include: City Manager (Emergency Program Manager), City Attorney, Public Information Officer, and other department directors, as needed or required by the type and magnitude of the incident. Elected Officials, and/or other subject matter experts may be asked to participate with the Policy Group.
2. Operations Group. The operations group normally functions in coordination with operations in the field and will coordinate implementation of response actions among the participating organizations and ensure that the policies, activities and resources are implemented according to the decisions of the policy group. The Operations Section Chief may be the Police Chief, Fire Chief, Public Works Director, or their designee depending on the type of incident, and which department is most qualified to handle the particular incident. Members of the operations group may include: the Police Department, Fire/EMS Department, Public Works Department, other departments and outside agencies (as needed or required by the incident).
3. Planning Group. The planning group is responsible for the collection, dissemination and use of the information about the development and status of resources. This will involve receiving status reports from all ICs in the field, analyzing the data received, thinking ahead, briefing and making suggestions to the policy group, and tracking the status of resources. The Planning Section Chief is the Community and Economic Development Director or designee. Members of this group



include employees from the Community and Economic Development Department. Other Syracuse City staff and outside agencies may be included dependant on the type and magnitude of the incident.

4. Logistics Group. The logistics group is responsible for providing facilities, services and materials for the incident. This includes health services, food and shelter, transportation, communications, personnel, volunteers, supplies and equipment for responders. The Logistics Section Chief is the Parks and Recreation Department Director or designee. Members of this group consist of employees from the Syracuse Parks and Recreation and Management Services Departments. Others may be needed dependant on the type and magnitude of the incident.
5. Finance Group. The finance group is responsible for tracking and implementing procurement paperwork, keeping records of all incident costs, and evaluating the financial considerations of the incident. The Finance Section Chief is the Finance Director or designee. Members of this group include employees from the Administrative Department, including the City Recorder and other City Staff as needed.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans will achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City department.

The following is the assignment of emergency functions to positions and departments of Syracuse City in addition to their normal duties. The function applies to all parts of the Emergency Operations Plan (EOP) when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOGs), which must address the following responsibilities. The EOP contains Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-City agencies with a role in emergency response activities.

### **City Government**

In general, Syracuse City should be prepared to:

- Direct and control local response to a wide variety of disasters.
- Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel material and equipment in an emergency.
- Establish and activate mutual aid agreements when specific aid is needed.



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- Request assistance from state and federal government when 1) local resources are fully committed and found to be inadequate and/or 2) a particular capability is required but is not available locally.
- Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

### **City Manager (Emergency Management Director)**

The emergency powers of the City Manager as chief operating officer of the City include, but are not limited to:

- The authority to issue a declaration of a local emergency.
- The authority to suspend the provision of any City Ordinance prescribing the procedures for conduct of City business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
- The authority to issue orders for evacuation.
- The authority to suspend or limit the sale of some items.
- The authority to invoke the provisions of any mutual aid agreement entered into by the City.

The City Manager functions as the Emergency Management Director and is responsible for the overall administration of the City's emergency operations. The emergency duties of the City Manager include, but are not limited to:

- Sets policy for emergency response organization.
- Assumes responsibility for the overall response and recovery operations.
- Activates the Syracuse Emergency Operations Plan when needed.
- Coordinates with the Mayor and City Council.
- Uses all the available resources of the City as reasonably necessary to cope with the disaster.
- Transfers the direction, personnel, or functions of City Departments or Divisions for the purpose of performing or facilitating emergency operations.
- Authorizes the strategy for recovery.
- Develop and update the City's EOP as needed based on lessons learned during exercises and actual emergencies.
- Arrange appropriate orientation, training and exercise opportunities to City employees involved in the EOP.
- Monitor mutual aid agreements and memoranda of understanding for emergency aid and assistance.



- Oversee the EOC Facility Manager's efforts in preparing, establishing and coordinating the operation of the EOC.
- Oversee the preparation of a process ahead of time to effectively utilize spontaneous volunteers.
- Review and update City ordinances to facilitate effective emergency mitigation, preparedness, response and recovery efforts.

## **ROLE OF THE MAYOR AND CITY COUNCIL**

During a disaster incident, the Mayor may work closely with, and under the direction of the City's Public Information Officer (PIO) to provide information and reassurance to the public. Members of the City Council may be assigned to oversee efforts at local evacuation centers. The Mayor and City Council will receive regular situation updates from the Public Information Officer.

The Mayor and City Council's actions during and following an emergency influence community members as well as employees, and directly impact the City's ability to protect lives and property. The Mayor and City Council work closely with the City Manager in a similar capacity as they work with the City Manager during normal operations.

When a disaster strikes, the Mayor and City Council often will serve as a primary conduit between the government and the public both during and after the event. It may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Council may review potential or threatened litigation and provide general direction to the City Manager in such matters. Specific responsibilities of the City Council include:

- Receive regular updates and briefings from the City Manager to assist with public information outreach..
- Review and approve the declaration of a local "State of Emergency" if it needs to be continued or renewed for a period in excess of 30 days.
- Serve as a liaison with other City, County, State and/or Federal government representatives.
- Serve as the liaison with public or community organizations.
- Conduct public meetings to determine public needs and identify current or future city actions related to the disaster.
- Review requirements for special legislation and development of policy.
- Establish executive-level policies and pass important resolutions for the management of the emergency.
- Consider and advise both short and long term recovery strategies.



- Support a multi agency disaster response.
- Survey problem sites in Syracuse and assist residents and the City in finding solutions to problems resulting from the disaster.
- Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.
- Participate in required training as required by State & Federal law.

### **Notification**

In the event of a disaster, the Mayor and City Council will be notified by the City Manager or designee.

### **Responding To a Disaster Area**

Depending on the size and scope of the disaster, it is recommended that you do not respond to the immediate disaster area because of safety concerns for you as well as emergency responders working at the scene. However, if you do choose to respond to the scene, you are encouraged to respond to the Incident Command Post and to follow these guidelines:

- The fire, law enforcement, or other emergency response agency may establish a "Hot Zone" into which only persons with the proper identification, protective clothing and training are allowed to enter due to hazards to health and safety. Be prepared to follow their guidance and understand if you are denied access, it is for your safety.
- Park your car in a safe place away from the incident and in an area where your vehicle does not obstruct the road. Blocked roads may slow emergency vehicles from reaching their destination.
- Communicate with the City Manager to advise him you are going to the scene.
- Check in with the Incident Commander as soon as you arrive at the scene. This person is responsible for directing all activities at the incident scene. The Incident Commander should be located at the Command Post.
- Watch for hazards and pay attention to your surroundings. Many responders are struck by cars every year because they are operating in the roadways where drivers are easily distracted by the disaster or incident.
- Watch where you step. The scene may contain hazardous materials that can wind up on your shoes, which in turn can contaminate your car, home or business. Do not walk into or touch spilled material. Avoid inhaling fumes, smoke, and vapors. Avoid flood water; it may be contaminated.



### **Training & Exercise**

Mayor and City Council Members are required to complete basic training regarding the NIMS. This training includes the following FEMA courses: "IS-700 - NIMS an Introduction" and "IS-100 an Introduction to ICS", and "IS-704-NIMS Communication and Information Management". Additionally Council Members are encouraged to complete the following FEMA courses: "IS-200 Basic ICS for Single Resources and Initial Action Incident" and "IS-800.b National Response Framework, An Introduction".

The Mayor and City Council Members are also invited to participate in any of the exercises conducted by the Emergency Program Manager. These exercises may include orientation, tabletop, functional, or full scale exercises and/or drills to test all or part of the City's Emergency Operations Plan.



## WORKING WITH THE MEDIA

In the event of a significant incident, the Mayor and City Council members will be contacted and briefed by the City Manager. In addition:

- Media briefings may be scheduled for the Mayor and/or Council members to attend.
- A Public Information Officer (PIO) will confer with Council members to brief them on the situation and what response and recovery actions are underway.
- The Mayor and Council members will be provided copies of all news releases and information.

The City Manager will designate who serves as the Public Information Officer (PIO) for the City and is supported by EOC staff during an event. The PIO is trained, skilled and experienced in dealing with the media, and has established working relationships with all media.

Cultivating a good relationship with the media prior to a disaster may provide better support from the media during the hectic hours of responding to an emergency. It is important to create a situation where the media feels it has a vital role during the response efforts. The media, when supportive, can convey important information to the public about issues such as evacuations and disaster assistance information.

While the PIO will work closely with the media, Council members will often be sought out by the news media for comments or information specific to the disaster. You serve an important role in helping to instill confidence in the City's ability to respond and recover from disaster situations.

### Tips for responding to questions from the Media in a Disaster

- Answer all questions directly and to the point.
- If you don't know the answer to a question, say so. Don't risk a guess. Erroneous information can cause the public to take incorrect actions and can damage your credibility. Ask the reporter to leave his or her name and telephone number so that you can provide an answer.
- Do not exaggerate the facts. Give facts as you know them and cite your own sources. In an emergency or disaster, the information you reveal could threaten lives if it is incorrect.
- Tell the truth and avoid using "no comment". No comment gives the impression that you have something to hide.
- Never give "off the record" information. It could come back to haunt you.
- Never argue with reporters or lose your cool. Don't be rude even if the interviewer or reporter appears to doubt your credibility.
- If you are interrupted, wait for the interrupter to finish and then proceed with your answer. You may wish to repeat the original question to bring the reporter back on track.
- Challenge any efforts to put words in your mouth. If you don't you may end up appearing to agree with something you actually disagree with.



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- Don't act evasive. Your evasiveness may be interpreted as an attempt to hide something.
- Be alert. Avoid answering speculative "what if" questions. Be prepared to lead the interview from problems and negatives to positive points you want to make.
- If you know you are going to be interviewed please contact the PIO for information to work with.

### **Delivering your message:**

- Speak naturally and avoid using "jargon" or terminology that isn't familiar to those working outside of emergency management.
- Say the most important thing first and then elaborate if necessary. Avoid long, rambling responses. Be succinct and clear in your responses.
- Make one point at a time. Speak in simple sentences rather than compound sentences. During times of high stress people are generally only able to remember short concise bits of information.
- If you must read a prepared statement, review the information before going "live". Read in a relaxed manner. Avoid stilted, halting speeches.
- Be believable, personable and conversational. Credibility is vital to getting your message across.

### **Coordinating at a scene with the Incident Commander:**

- Coordinate any requests to tour the scene with the Incident Commander before making any promises to the media.
- Let the PIO know if you talk to the media.



## ACRONYMS & GLOSSARY

### List of Frequently Used Acronyms & Abbreviations

<b>AAR</b>	After Action Report
<b>CDC</b>	Centers for Disease Control
<b>CERT</b>	Community Emergency Response Team
<b>DHS</b>	Department of Homeland Security
<b>EAS</b>	Emergency Alert System
<b>EMAC</b>	Emergency Mutual Aide Compact (State)
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>HAZMAT</b>	Hazardous Materials
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>LAC</b>	Local Assistance Center
<b>MACS</b>	Multi-Agency Coordination System
<b>MRC</b>	Medical Reserve Corps
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>NWS</b>	National Weather Service
<b>PDA</b>	Preliminary Damage Assessment
<b>PHO</b>	Public Health Officer
<b>PIO</b>	Public Information Officer
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RIMS</b>	Resource Information Management System
<b>SAR</b>	Search and Rescue
<b>USAR</b>	Urban Search and Rescue
<b>VCC</b>	Volunteer Coordination Center
<b>VOAD</b>	Voluntary Organizations Active in Disaster



## Glossary of Terms

This glossary contains definitions of terms commonly used by agencies and organizations in the emergency management field.

### A

**Action Plan:** "Action Plan" means the plan prepared in the EOC containing the emergency response objectives, overall priorities, and supporting activities for a designated period. (See EOC Action Plan)

**After Action Report:** A report covering response actions, application of NIMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required after any emergency which requires a declaration of an emergency.

**American Red Cross:** A nationwide volunteer agency providing disaster relief to individuals and families.

**Auxiliary Communications Service (ACS):** A communications reserve that provides tactical, logistical and administrative support and communications for all government communications systems.

### B

**Base Flood:** A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood.

**Base Flood Elevation (BFE):** The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. It is also known as the 100-year flood.

### C

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Casualty Collection Points (CCP):** See Field Treatment Sites

**Catastrophic Disaster:** An event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Civil Air Patrol:** A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.



**Command Post:** (See Incident Command Post)

**Comprehensive Emergency Management (CEM):** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster and for all levels of government and the private sector.

**Continuity of Government:** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

## D

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Department Operations Center (DOC):** An EOC used by a distinct discipline, such as fire, law, or public works. Department operations centers may be used at levels above the field response level, depending upon the impact of the emergency.

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties.



## E

**Emergency Alert System (EAS):** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management Director:** The individual within the political subdivision that has overall responsibility for the jurisdiction's emergency management efforts. For the City of Syracuse, this is the City Manager position.

**Emergency Operations:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. In Syracuse City, the primary EOC is located at the Fire Station.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to relevant hazards.

**Emergency Period:** A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Public Information (EPI):** Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

**EOC Action Plan:** The plan developed at EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period. (See Action Plan)



**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., EOCs, hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

**Expedient Shelter:** Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

## F

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

**Federal Emergency Management Agency (FEMA):** This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Field Treatment Site (FTS):** A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program (NFIP).

**Flood Insurance Rate Map (FIRM):** The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

## H



**Hazard:** Any source of danger or element of risk to people or property.

**Hazard Area:** A geographically defined area in which a specific hazard presents a potential threat to life and property.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident:** Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

**Hazard Mitigation:** A measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Grant Program (HMGP):** Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

**Homeland Security Advisory System:** National system used to communicate the nature and the degree of terrorist threats. Based on five possible threat levels, governments and other organizations will implement protective measures.

I

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan (IAP):** The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander (IC):** The individual responsible for the command of all functions at the field response level.



**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments or disaster relief organizations.

**Information Officer:** Responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. This position is also referred to as Public Affairs or Public Information Officer (PIO) in some disciplines.

## L

**Liaison Officer:** Responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Assistance Center (LAC):** A facility established by local government within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.



## M

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objectives:** This is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**Mitigation:** Pre-event planning and actions that aim to lessen the effects of potential disaster.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the allocation of critical resources.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

**Multi-Jurisdiction Incident:** An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.



## N

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968, that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

**National Incident Management System (NIMS):** The federal standard for incident management. Based in ICS, provides core set of concepts, principles, and terminology.

**National Response Plan (NRP):** Supersedes Federal Response Plan. Provides framework for federal agencies involved with domestic incident management. DHS manages response for "Incidents of National Significance."

**National Warning System (NWS):** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

## O

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county's geographic borders.

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

## P

**Public Assistance (PA):** Federal assistance provided under the Stafford Act to State and local government agencies or certain private, nonprofit organizations.

**Public Information Officer (PIO):** The individual delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and scope of the incident.



## R

**Radio Amateur Civil Emergency Services (RACES):** An emergency services program designed to make efficient use of skilled radio amateur in accordance with approved emergency communications plans.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

**Recovery Operations Center (ROC):** A facility established by the local government within or adjacent to an disaster impacted area to provide disaster relief agencies and organizations "one-stop" shop for the coordination of their efforts. Representatives from local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector may be present.

## S

**Shelter Manager:** An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Span of Control:** The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

**Stafford Act:** Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Locations at an incident where resources can be placed while awaiting a tactical assignment.

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property that are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.



## T

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS or EOC organization.

**Technological Hazard:** Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; and oil spills on land, coastal waters or inland water systems.

**Triage:** A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs and a brief physical assessment.

## U

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Urban Rescue:** The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

## W

**Weapon of Mass Destruction:** Device using chemical, biological, radiological, or nuclear materials.



# COUNCIL AGENDA

September 9, 2014

Agenda Item #7

## **General Plan Amendment-PRD 2000 W 2700 S-GOR & CWR LLC and Mark S. Johnson-Trustee**

### ***Factual Summation***

Please see the attached:

- a. General Plan Maps & Resolution 14-33

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

### **Background**

The current General Plan designates several areas throughout the City with a PRD designation. The City Council has requested the Planning Commission review the appropriateness of the locations of these currently designated PRD zones and consider amendment to the General Plan if the areas are deemed inappropriate.

### **Recommendation**

The Planning Commission recommends approval to the City Council for the General Plan Amendments for the following:

Portions of Properties owned by GOR & CWR, LLC and Mark S. Johnson-Trustee, at approximately 2000 W 2700 S, from PRD (Planned Residential Development) & PO (Professional Office) to R-1 Residential, subject to all applicable requirements of the City's municipal codes

## **RESOLUTION R14-33**

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL AMENDING THE SYRACUSE CITY GENERAL PLAN LAND USE MAP ADOPTED IN 1976, AS AMENDED.**

**WHEREAS**, in 1967 a Syracuse Preliminary Master Plan was prepared for the Syracuse Planning Commission as a part of the Davis County Master Plan Program, said preliminary plan being prepared by R. Clay Allred and Associates, Planning Consultants; and

**WHEREAS**, in 1976 a Comprehensive Plan for Syracuse was prepared by the Davis County Planning Commission with assistance of Architects/Planners Alliance Planning Consultants and Wayne T. Van Wagoner and Associates, Traffic and Transportation Consultants which plan was financially aided by a grant from the Department of Housing and Urban Development through the Utah State Department of Community Affairs; and

**WHEREAS**, the 1976 Comprehensive Plan was amended in 1988 and the title changed to the Syracuse City Master Plan; and

**WHEREAS**, The Syracuse City General Plan was again amended in 1996, 1999, 2003, 2006, 2009, 2011, 2012, 2013, and 2014 to incorporate appropriate and necessary changes to the General Plan as approved at that time; and

**WHEREAS**, the Syracuse City Planning Commission adopted a process in 2012, where an applicant may apply for a Syracuse City General Plan update outside of the traditional district review; and

**WHEREAS**, public hearings have been held by the Planning Commission to receive public input regarding proposed changes; and

**WHEREAS**, the Planning Commission has recommended approval of the proposed amendments to the General Plan concluding that the proposed amendments provide development objectives with respect to the most desirable use of land within the City for subject property which benefit the physical, social, economic, and governmental development of the City and to promote the general welfare and prosperity of its residents;

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

**Section 1. Adoption.** That the proposed amendments to the Syracuse City General Plan Land Use Map, attached hereto as Exhibit A, are hereby adopted and any ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**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. No Repeal.** This Resolution is not intended and shall not be construed as a repealer of any previously adopted ordinance or resolution and is specifically intended to clarify and supplement existing City ordinances, rules and regulations.

**Section 4. 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 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

**EXHIBIT “A”**



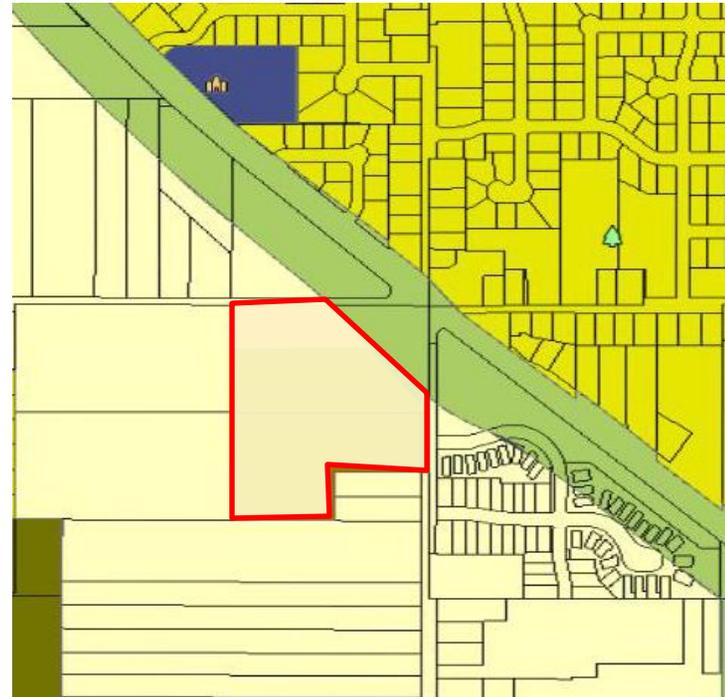
# General Plan Amendment 2000 W 2700 S City Council Request



Current General Plan



Proposed General Plan



-  Agriculture A-1
-  R-1 (2.90 dwellings per net acre)
-  R-2 (3.79 dwellings per net acre)
-  R-3 (5.44 dwellings per net acre)
-  PRD (8.0 dwellings per net acre)
-  R-4 (14.52 dwellings per net acre)
-  Professional Office

-  Commercial II
-  General Commercial Zone
-  Industrial Zone
-  Town Center Overlay Zone
-  Sensitive Overlay Zone
-  RDA & EDA Boundary



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #8

## Rezone Request-Sarah & Steven Cook

### *Factual Summation*

Please see the following attachments:

- Current/Proposed Zoning Map
- Proposed Ordinance 14-21

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

**Item:** Proposed Ordinance No. 14-21, amending the existing zoning map of Title Ten, "Syracuse City Zoning Ordinance", by changing from A-1 Agriculture to R-1 Residential on the parcel located at approximately 2600 W 700 S

### **Background**

This property is a one acre vacant lot on 700 S. Mr. & Mrs. Cook wish to rezone the property to conform with the General Plan and then subdivide the property into two residential lots.

City staff has reviewed the application and finds that it is consistent with the City's General plan and that it is harmonious with the overall character of the surrounding development with no adverse effects, and it has adequate facilities to serve the property.

The Planning Commission held a public hearing on August 16, 2014 for rezone request on the above noted property. The property is 0.96 acres in size and is currently zoned A-1 Agriculture with a General Plan designation of R-1 Residential. The proposed zone change is in accord with the General Plan as amended.

### **Recommendation for City Council Approval of the Cook Rezone Request**

The Syracuse City Planning Commission hereby recommends that the City Council approve the rezone request; located at approx. 2600 W 700 S, change from A-1 Agriculture to R-1 Residential.

**ORDINANCE NO. 14-21**

**AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM AGRICUTURE (A-1) TO RESIDENTIAL (R-1) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.**

**WHEREAS**, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

**WHEREAS**, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

**WHEREAS**, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

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

**SECTION 1:** That the following described real parcels of property in Agriculture (A-1) Zone as shown on a zoning map are hereby amended and to Residential (R-1) Zone accordingly:

**Deed Description**

**BOUNDARY DESCRIPTION**

PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER O F SECTION 4, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON SECTION LINE SAID POINT BEING LOCATED NORTH 89°47'21" WEST ALONG SECTION LINE 430.00 FEET (RECORD BEARING FOR SECTION LINE IS N 89°47'25" W - BASIS OF BEARING IS SOUTH 00°03'50" WEST BETWEEN THE WEST QUARTER CORNER AND SOUTH WEST CORNER OF SAID SECTION) FROM THE SOUTH QUARTER CORNER OF SAID SECTION AND RUNNING -  
THENCE NORTH 89°47'21" WEST ALONG SAID SECTION LINE 200.00 FEET;  
THENCE NORTH 00°12'39" EAST 210.00 FEET;  
THENCE SOUTH 89°47'21" EAST 200.00 FEET;  
THENCE SOUTH 00°12'39" WEST 210.00 FEET TO SAID SECTION LINE AND THE POINT OF BEGINNING.

*Containing 0.96 Acres*

Said property is located at approximately 2600 W 700 S, Syracuse.  
Parcel #12-034-0068

**SECTION 2: Effective Date.** This Ordinance shall become effective immediately upon publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

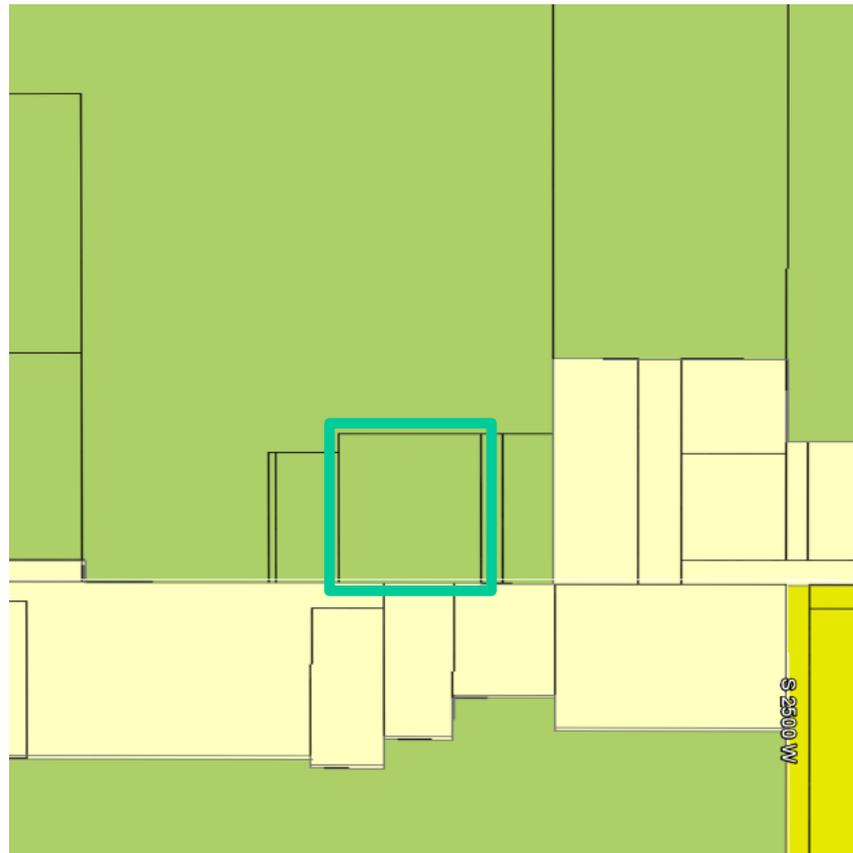
	“AYE”	“NAY”
Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____



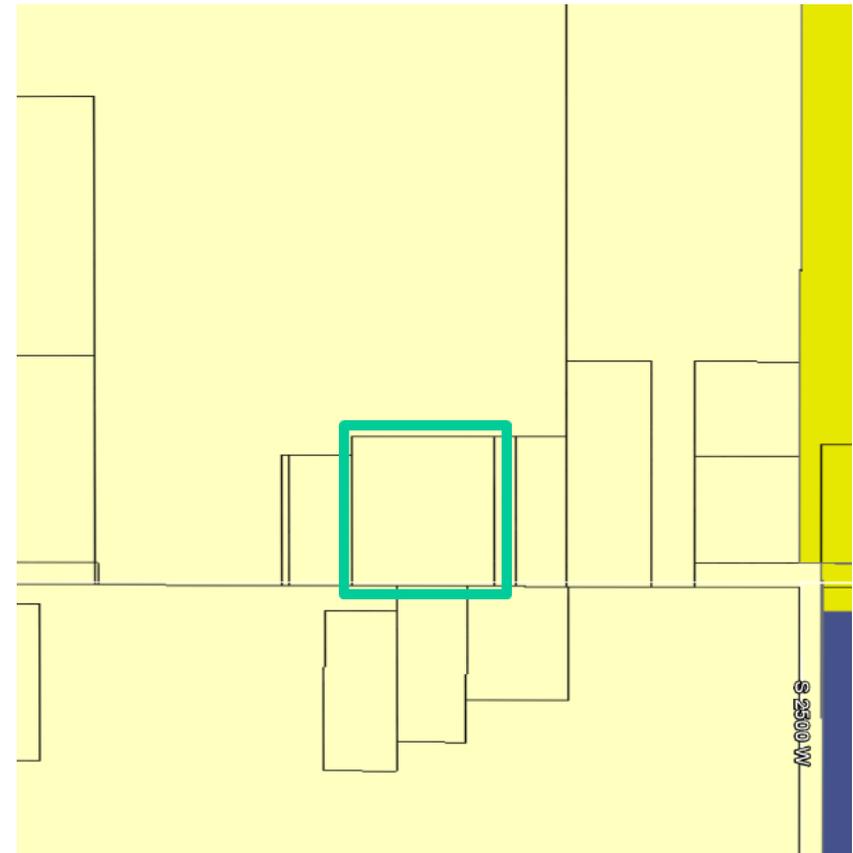
# Rezone Request A-1 Agriculture to R-1 Residential Cooks Quarters 2600 W 700 S



Existing Zoning



General Plan



- |   |                                    |   |                          |
|---|------------------------------------|---|--------------------------|
|  | Agriculture A-1                    |  | Commercial II            |
|  | R-1 (2.90 dwellings per net acre)  |  | General Commercial Zone  |
|  | R-2 (3.79 dwellings per net acre)  |  | Industrial Zone          |
|  | R-3 (5.44 dwellings per net acre)  |  | Town Center Overlay Zone |
|  | PRD (8.0 dwellings per net acre)   |  | Sensitive Overlay Zone   |
|  | R-4 (14.52 dwellings per net acre) |  | RDA & EDA Boundary       |
|  | Professional Office                |   |                          |



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #9 Rezone Request-NS Group Holdings (Avery Gardens)

### *Factual Summation*

Please see the following attachments:

- Current/Proposed Zoning Map
- Proposed Ordinance 14-22

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

**Item:** Proposed Ordinance No. 14-22, amending the existing zoning map of Title Ten, “Syracuse City Zoning Ordinance”, by changing from A-1 Agriculture to R-2 Residential on the parcel located at approximately 1525 W 2700 S

### **Background**

This property is a 2.92 acre lot with a single family home on 2700 S. The property owner wishes to rezone the property to conform with the General Plan and then subdivide the property into six residential lots, including the existing home.

City staff has reviewed the application and finds that it is consistent with the City’s General plan and that it is harmonious with the overall character of the surrounding development with no adverse effects, and it has adequate facilities to serve the property.

The Planning Commission held a public hearing on September 2, 2014 for rezone request on the above noted property. The property is 0.96 acres in size and is currently zoned A-1 Agriculture with a General Plan designation of R-2 Residential. The proposed zone change is in accord with the General Plan as amended.

### **Recommendation for City Council Approval of the Avery Gardens Rezone Request**

The Syracuse City Planning Commission hereby recommends that the City Council approve the rezone request; located at approx. 1525 W 2700 S, change from A-1 Agriculture to R-2 Residential.

**ORDINANCE NO. 14-21**

**AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM AGRICULTURE (A-1) TO RESIDENTIAL (R-2) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.**

**WHEREAS**, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

**WHEREAS**, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

**WHEREAS**, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

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

**SECTION 1:** That the following described real parcels of property in Agriculture (A-1) Zone as shown on a zoning map are hereby amended and to Residential (R-2) Zone accordingly:

**Deed Description**

BEGINNING AT A POINT IN 2700 SOUTH STREET, SAID POINT BEING 659.00 FEET S89°57'44"W ALONG THE SECTION LINE FROM THE SOUTH QUARTER CORNER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN (BASIS OF BEARING BEING S00°07'16W 2638.05 FEET MEASURED FROM THE CENTER QUARTER CORNER TO THE SOUTH QUARTER CORNER OF SAID SECTION 15); AND RUNNING THENCE S89°57'44"W 206.32 FEET; THENCE N00°06'43"E 33.00 FEET; THENCE N00°05'02"E 132.00; THENCE N00°11'07E 482.61 FEET TO AND ALONG THE EASTERLY BOUNDARY OF THE LINDA VISTA MEADOWS SUBDIVISION; THENCE EAST 203.07 FEET; THENCE N00°25'12E 11.15 FEET; THENCE EAST 2.70 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF 1525 WEST STREET; THENCE S00°07'04"W ALONG SAID WESTERLY RIGHT-OF-WAY LINE 658.62 FEET TO THE POINT OF BEGINNING.

CONTAINING 133,539 SQUARE FEET OR 3.07 ACRES

Said property is located at approximately 1525 W 2700 S, Syracuse.  
Parcel(s) #12-087-0163 & 12-087-0150

**SECTION 2: Effective Date.** This Ordinance shall become effective immediately upon publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

	“AYE”	“NAY”
Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____

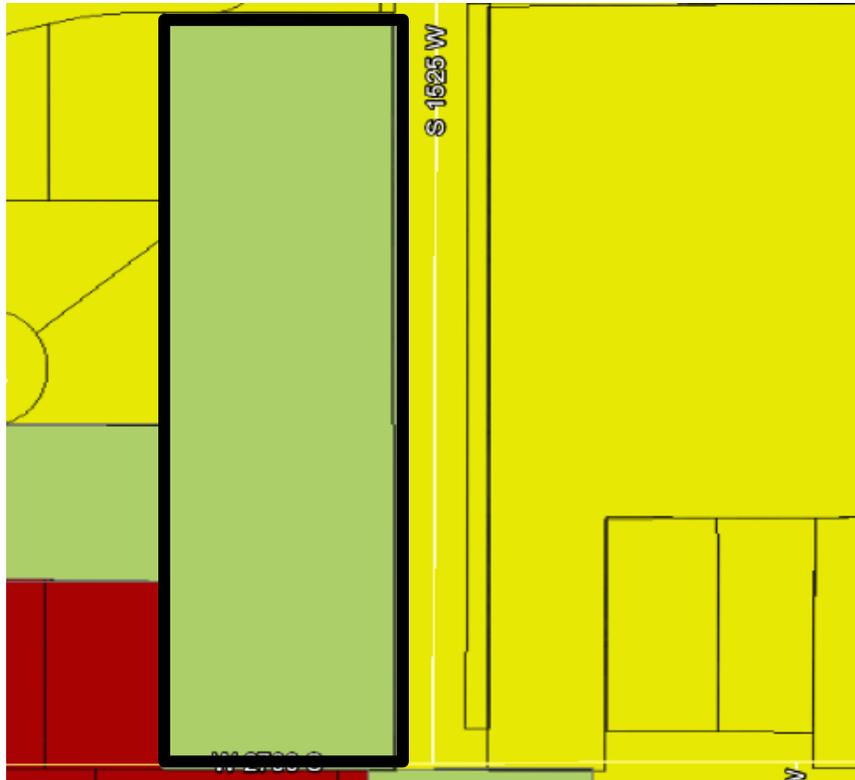


# A-1 to R-2 1525 W 2700 S NS Group Holdings LLC



Current Zone: A-1 Agriculture

Proposed Zoning & General Plan  
Designation: R-2 Residential



-  Agriculture A-1
-  R-1 (2.90 dwellings per net acre)
-  R-2 (3.79 dwellings per net acre)
-  R-3 (5.44 dwellings per net acre)
-  PRD (8.0 dwellings per net acre)
-  R-4 (14.52 dwellings per net acre)
-  Professional Office

-  Commercial II
-  General Commercial Zone
-  Industrial Zone
-  Town Center Overlay Zone
-  Sensitive Overlay Zone
-  RDA & EDA Boundary



# COUNCIL AGENDA

September 9, 2014

Agenda Item #10 Discussion regarding Public Safety Impact Fee Plan.

## *Factual Summation*

Any questions about this agenda item may be directed at Finance Director Stephen Marshall.

Please review the following attachments:

- a. PowerPoint summary.
- b. Ordinance 14-18 amending and enacting the public safety impact fee.
- c. Ordinance 14-19 amending Title III with regards to impact fees.
- d. Redline edits of Title III.
- e. Exhibit A – Public Safety impact fee facilities plan.
- f. Exhibit B – Public Safety impact fee analysis.
- g. Resolution R14-27 Amending the consolidated fee schedule
- h. **Comparisons of other city's public safety impact fees.**

## *Background*

We are currently in the process of evaluating and updating our impact fee plans for Syracuse City. This update is to our public safety impact fee plan.

Historically the City has charged a public safety impact fee. This update is a requirement of the impact fee law. The current impact fee we charge is \$225 per residential home. The revised impact fee plan calculates a gross fee of \$563 per residential home. The revised fee is offset with credits in order to avoid double payments given the outstanding debt for the fire and police stations. The net fee charged to new homes would escalate each year as additional debt is paid off and excess capacity is reduced. The impact fees for FY2015 would be \$141.80, FY2016 would be \$166.47, FY2017 would be \$191.92, and FY2018 would be \$218.12 and would continue to escalate up to the maximum fee of \$563 in FY2029 when the debt for the public safety buildings is paid off.

**I have provided an additional comparison of 17 other cities that charge a public safety impact fee. All of these cities charge different fees and some only charge a police fee or a fire impact fee. I have color coded and labeled those cities so you can make a fair comparison.**

Impact fees can be charged to new development to help pay a proportionate share of the cost of planned facilities needed to serve the growth and development of the city. Impact fees are

allowed per Utah Code 11-36A. Under that code, there are two separate plans required in order to charge a public safety impact fee. They are the Impact Fee Analysis and the Impact Fee Facilities Plan. An impact fee enactment ordinance is also required.

According to Utah Code 11-36a-301:

*(1) Before imposing an impact fee, each local political subdivision or private entity shall, except as provided in Subsection (3), prepare an **impact fee facilities plan** to determine the public facilities required to serve development resulting from new development activity.*

According to Utah Code 11-36a-303:

*(1) Subject to the notice requirements of Section 11-36a-504, each local political subdivision or private entity intending to impose an impact fee shall prepare a **written analysis** of each impact fee.*

11-36a-401. Impact fee enactment.

*(1) (a) A local political subdivision or private entity wishing to impose impact fees shall pass an **impact fee enactment** in accordance with Section 11-36a-402.*

*(b) An impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysis.*

*(2) An impact fee enactment may not take effect until **90 days** after the day on which the impact fee enactment is approved.*

The impact fee enactment is attached as Ordinance 14-18 and is accompanied by, Exhibit A – impact fee facilities plan, and Exhibit B – impact fee analysis.

I have also included Ordinance 14-19 that amends sections of the Syracuse City municipal code; specifically Title III. I have included a redline document that shows the proposed changes.

These ordinances can both be approved tonight along with the resolution for the consolidated fee schedule; however, there is a 90 day protest period before the ordinances and fee schedule would take effect. This would mean an effective date of **December 8, 2014**.

### **Recommendation**

I recommend that the City Council approve Ordinance 14-18 – impact fee enactment and approve Ordinance 14-19 – updating Title III related to impact fees. I also recommend the City Council approve resolution R14-27 updating the consolidated fee with the revised public safety impact fee amount. I recommend that these ordinances and the consolidated fee schedule have an effective date of **December 8, 2014**.



SYRACUSE  
EST. CITY 1935

# Public Safety Impact Fees Analysis

September 9, 2014

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SYRACUSE  
EST. CITY 1935

# Utah Code Requirements

- Impact Fees Act is found in Utah Code §11-36a
- Impact Fee Facilities Plan
  - Must identify existing and proposed service levels
  - Must identify any excess capacity in system (“system” improvements only)
  - Show demand created by new development and how demand will be met (i.e., consumption of excess capacity and facilities needed)
  - Identify facilities and cost for 6 to 10-year time period (funds must be spent within 6 years)
  - Discuss funding options
- Impact Fee Analysis
  - Proportionate share analysis
    - “Buy-In” excess capacity component
    - New facilities required
    - Other costs – engineering, financial, fund balances
    - Financing and credits



SYRACUSE  
EST. CITY 1935

# POPULATION GROWTH PROJECTIONS

Year	Building Permits Issued	Population	HH Projections	Non-Residential Building SF
2013	219	25,507	6,780	1,790,809
2014	163	26,112	6,941	1,833,334
2015	163	26,717	7,102	1,875,859
2016	163	27,322	7,262	1,918,120
2017	163	27,927	7,423	1,960,645
2018	163	28,532	7,584	2,003,170
2019	163	29,137	7,745	2,045,695
2020	163	29,742	7,906	2,088,220
2021	163	30,347	8,067	2,130,746
2022	163	30,952	8,227	2,173,007
2023	163	31,557	8,388	2,215,532



SYRACUSE  
EST. CITY 1935

# System Improvements

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## Public Safety - Fire

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Fire Station Cost (22,508 sf)	\$5,954,000
Qualified Fire Truck Costs	
Pierce Fire Truck VI (2008)	\$639,274
Pierce Ladder Truck (2002)	\$542,907
Total Fire Trucks	\$1,182,181
Total Costs	\$7,136,181

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## Public Safety - Police

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Police Building Cost (19,479 sf)	\$1,651,286
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# Proportionate Share – Call Allocation

<b>FIRE</b>	<b>Residential</b>	<b>Non-Residential</b>	<b>TOTAL Syracuse</b>	<b>Total Unincorporated County</b>
Projected Calls	1,071.2	106.6	1,177.8	223.6
Building Square Feet (SF)	17,205	1,712	18,917	3,591
Percent of Total Building	76.4%	7.6%	84.0%	16.0%

<b>POLICE</b>	<b>Residential</b>	<b>Nonresidential</b>	<b>TOTAL</b>
Projected Calls - Capacity	12,329	9,627	21,955
Percent of Total Calls by Type	56%	44%	100%



SYRACUSE  
EST. CITY 1935

# Proportionate Share

	Residential per DU	Nonresidential per SF
Fire Station	\$493.32	\$0.14
Fire Vehicles	NA	\$0.02
Fund Balance	(\$24.61)	(\$0.00)
Consulting	\$1.23	\$0.00
<b>Subtotal Fire Gross Fee</b>	<b>\$469.95</b>	<b>\$0.16</b>
Police Station + Interest	\$108.26	\$0.24
Fund Balance	(\$15.19)	(\$0.02)
Consulting	\$0.63	\$0.00
<b>Subtotal Police Gross Fee</b>	<b>\$93.70</b>	<b>\$0.22</b>
<b>TOTAL</b>	<b>\$563.64</b>	<b>\$0.38</b>



SYRACUSE  
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# Outstanding Bonds

## **Police**

MBA Lease Revenue Bond, 2006 (17.7% to police station)

## **Fire**

MBA Lease Revenue Bond, 2012 (refinance of 2008 bond)

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# Credit on Outstanding Bond & Impact Fee Calculation

With Credits	Fire - Residential	Fire - Nonresidential	Police - Residential	Police - Nonresidential	Residential Total	Nonresidential Total
2015	\$124.69	\$0.06	\$17.11	\$0.05	<b>\$141.80</b>	<b>\$0.11</b>
2016	\$144.89	\$0.07	\$21.59	\$0.06	<b>\$166.47</b>	<b>\$0.13</b>
2017	\$165.68	\$0.07	\$26.25	\$0.07	<b>\$191.92</b>	<b>\$0.14</b>
2018	\$187.07	\$0.08	\$31.04	\$0.08	<b>\$218.12</b>	<b>\$0.16</b>
2019	\$209.20	\$0.08	\$35.92	\$0.09	<b>\$245.12</b>	<b>\$0.18</b>
2020	\$231.94	\$0.09	\$40.97	\$0.10	<b>\$272.92</b>	<b>\$0.19</b>
2021	\$255.37	\$0.10	\$46.18	\$0.11	<b>\$301.55</b>	<b>\$0.21</b>
2022	\$279.51	\$0.10	\$51.54	\$0.12	<b>\$331.04</b>	<b>\$0.23</b>
2023	\$304.36	\$0.11	\$57.06	\$0.14	<b>\$361.42</b>	<b>\$0.25</b>
2024	\$329.97	\$0.12	\$62.74	\$0.15	<b>\$392.71</b>	<b>\$0.27</b>
2025	\$356.33	\$0.13	\$68.57	\$0.16	<b>\$424.91</b>	<b>\$0.29</b>
2026	\$383.49	\$0.13	\$74.58	\$0.18	<b>\$458.07</b>	<b>\$0.31</b>
2027	\$411.46	\$0.14	\$80.76	\$0.19	<b>\$492.22</b>	<b>\$0.33</b>
2028	\$440.27	\$0.15	\$87.13	\$0.20	<b>\$527.40</b>	<b>\$0.35</b>
2029+	\$469.95	\$0.16	\$93.70	\$0.22	<b>\$563.64</b>	<b>\$0.38</b>

## Ordinance No. 14-18

### ORDINANCE AMENDING AN IMPACT FEE FACILITIES PLAN AND AN IMPACT FEE ANALYSIS FOR PUBLIC SAFETY; PROVIDING FOR THE CALCULATION AND COLLECTION OF SUCH FEES; PROVIDING FOR APPEAL, ACCOUNTING AND SEVERABILITY OF THE SAME, AND OTHER RELATED MATTERS

**WHEREAS**, In February 2013, Syracuse City, Utah (the “City”) posted notice as to its intention to prepare impact fee facilities plans (“Impact Fee Facilities Plans”) and impact fee analysis (“Impact Fee Analysis”) for Public Safety and invited all interested parties to participate in the impact fee preparation process, consistent with UCA Section 11-36a-501;

**WHEREAS**, the City is a municipality in the State of Utah, authorized and organized under the provisions of Utah law and is authorized pursuant to the Impact Fees Act, Utah Code Ann. 11-36a-101 et seq. to adopt impact fees; and

**WHEREAS**, on July 28, 2014, the City posted notice of a public hearing in the local paper, the Standard Examiner, Utah’s Public Notice Website and at the City’s administrative building and library to consider the assumptions and conclusions of the Impact Fee Facilities Plans and the Impact Fee Analysis;

**WHEREAS**, the Syracuse City Council (the “Council”) met in regular session on September 9, 2014, to convene a public hearing and to consider adopting the Impact Fee Facilities Plans and Impact Fee Analysis, imposing updated Public Safety impact fees, providing for the calculation and collection of such fees, and providing for an appeal process, accounting and reporting method and other related matters; and

**WHEREAS**, on July 28, 2014 the Impact Fee Facilities Plan Consultant certified its work under UCA section 11-36a-306(1);

**WHEREAS**, on September 9, 2014 considering the input of the public and stakeholders and relying on the professional advice and certification of the Impact Fee Facilities Plan Consultants, the City adopted the findings, conclusions, and recommendations of the impact fee facilities plans prepared by Zion’s Bank Public Finance (“Consultant”), a copy of which is attached hereto as Exhibit A and incorporated by this reference; and

**WHEREAS**, on July 28, 2014, the Impact Fee Analysis Consultant certified its work under UCA Section 11-36a-306(2);

**WHEREAS**, based on the input of the public and stakeholders and relying on the professional advice and certification of Consultant, a copy of which is attached as Exhibit B and incorporated by this reference; and

**WHEREAS**, on August 1, 2014, a copy of the Impact Fee Analysis and Impact Fee Facilities Plans and the proposed Impact Fee Ordinance, along with a summary of the analysis that was designated to be understood by a lay person, were made available to the public and deposited at the Davis County public library, northwest branch (Syracuse), administrative office and on the public notice website; and

**WHEREAS**, on July 28, 2014, the Standard Examiner published notice on the date, time and place of the first public hearing to consider the Impact Fee Ordinance; and

**WHEREAS**, on July 28, 2014, the City posted notice of the date, time and place of the first public hearing to consider the Impact Fee Analysis in three public places and on the public notices website; and

**WHEREAS**, on September 9, 2014, the Council held a public hearing regarding the Impact Fee Analysis and the Impact Fee Ordinance; and

**WHEREAS**, after careful consideration and review of the comments at the public hearing, the Council has determined that it is in the best interest of the health, safety and welfare of the inhabitants of the City to adopt the findings and recommendations of the Impact Fee Facilities Plans and Impact Fee Analysis to address the impacts of development upon Public Safety, to adopt the Impact Fee Facilities Plans as proposed, to approve the Impact Fee Analysis as proposed, to adopt Public Safety impact fees, to provide for the calculation and collection of such fees, and to provide for an appeal process, and an accounting and reporting method of the same.

**NOW, THEREFORE, BE IT ORDAINED** by the Syracuse City Council as follows:

**Section 1. Findings.** The Council finds and determines as follows:

1.1. All required notices have been given and made and public hearings conducted as requested by the Impact Fees Act with respect to the Impact Fee Facilities Plans, the Impact Fee Analysis, and this Impact Fee Ordinance (this "Ordinance").

1.2. Growth and development activities in the City will create additional demands on its infrastructure. The facility improvement requirements which are analyzed in the Impact Fee Facilities Plans and the Impact Fee Analysis are the direct result of the additional facility needs caused by future development activities. The persons responsible for growth and development activities should pay a proportionate share of the costs of the facilities needed to serve the growth and development activity.

1.3. Impact fees are necessary to achieve an equitable allocation to the costs borne in the past and to be borne in the future, in comparison with the benefits already received and yet to be received.

1.4. In enacting and approving the Impact Fee Analysis and this Ordinance, the Council has taken into consideration, and in certain situations will consider on a case-by-case basis in the future, the future capital facilities and needs of the City, the capital financial needs of the City which are the result of the City's future facilities' needs, the financial contribution of those properties and other properties similarly situated in the City at the time of computation of the required fee and prior to the enactment of this Ordinance, all revenue sources available to the City, and the impact on future facilities that will be required by growth and new development activities in the City.

1.5. The provisions of this Ordinance shall be liberally construed in order to carry out the purpose and intent of the Council in establishing the impact fee program.

**Section 2. Definitions.**

2.1. Except as provided below, words and phrases that are defined in the Impact Fees Act shall have the same meaning in this Ordinance.

2.2. "Service Area" shall mean that geographic area designated within the entire incorporated area of the City's boundaries, including future planned annexed areas.

2.3. "Project Improvement" does not mean system improvement and includes, but is not limited to, those projects identified in the plans for the benefit of growth.

2.4. "Utah State Impact Fees Act" shall mean Title 11, Chapter 36a, Utah Code Annotated or its successor state statute if that title and chapter is renumbered, recodified, or amended.

**Section 3. Adoption.**

The Council hereby approves and adopts the Impact Fee Analysis attached as Exhibit B and the analysis reflected therein. The Impact Fee Facilities Plans (Exhibit A) and the Impact Fee Analysis (Exhibit B) are incorporated herein by reference and adopted as though fully set forth herein.

**Section 4. Impact Fee Calculations.**

4.1. Impact Fees. The impact fees imposed by this Ordinance shall have two components; a future facilities impact fee as well as a buy-in fee for excess capacity in existing facilities. The Impact Fees shall be calculated as set forth in Exhibit B.

4.2. Developer Credits/Developer Reimbursements. A developer, including a school district or charter school, may be allowed a credit against or proportionate reimbursement of impact fees if the developer dedicates land for a system improvement, builds and dedicates some or all of a system improvement, or dedicates a public facility that the City and the developer agree will reduce the need for a system improvement. A credit against impact fees shall be granted for any dedication of land for, improvement to, or new construction of, any system improvements provided by the developer if the facilities are system improvements to the respective utilities, or are dedicated to the public and offset the need for an identified future improvement.

4.3. Adjustment of Fees. The Council may adjust either up (but not above the maximum allowable fee) or down the standard impact fees at the time the fee is charged in order to respond to an unusual circumstance in specific cases and to ensure that the fees are imposed fairly. The Council may adjust the amount of the fees to be imposed if the fee payer submits studies and data clearly showing that the payment of an adjusted impact fee is more consistent with the true impact being placed on the system.

4.4. Impact Fee Accounting. The City shall establish a separate interest-bearing ledger account for the cash impact fees collected pursuant to this Ordinance. Interest earned on such account shall be allocated to that account.

(a) Reporting. At the end of each fiscal year, the City shall prepare a report generally showing the source and amount of all monies collected, earned and received by the fund or account and of each expenditure from the fund or account. The report shall also identify impact fee funds by the year in which they were received, the project from which the funds were collected, the capital projects from which the funds were budgeted, and the projected schedule for expenditure and be provided to the State Auditor on the appropriate form found on the State Auditor's Website.

(b) Impact Fee Expenditures. Funds collected pursuant to the impact fees shall be deposited in such account and only be used by the City to construct and upgrade the respective facilities to adequately service development activity or used as otherwise approved by law.

(c) Time of Expenditure. Cash impact fees collected pursuant to this Ordinance are to be expended, dedicated, or encumbered for a permissible use within six (6) years of receipt by the City, unless

the Council directs otherwise. For purposes of this calculation, the first funds received shall be deemed to be the first funds expended.

(d) Extension of Time. The City may hold previously dedicated or unencumbered fees for longer than six (6) years if it identifies in writing, before the expiration of the six year period, (i) an extraordinary and compelling reason why the fees should be held longer than six (6) years; and (ii) an absolute date by which the fees will be expended.

4.5. Refunds. The City shall refund any impact fee paid when:

(a) the fee payer has not proceeded with the development activity and has filed a written request with the Council for a refund within one year after the impact fee was paid;

(b) the fees have not been spent or encumbered within six years of the payment date; and

(c) no impact has resulted.

4.6. Additional Fees and Costs. The impact fees authorized hereby are separate from and in addition to developer fees and charges lawfully imposed by the City, such as engineering and inspection fees, building permit fees, review fees, and other fees and costs that may not be included as itemized component parts of the impact fee. However, developer fees and charges must be based on the actual cost of providing such service or regulation.

4.7. Fees Effective at Time of Payment. Unless the City is otherwise bound by the terms of a prior, separate, contractual requirement, the impact fee shall be determined from the impact fee schedule in effect at the time of payment in accordance with the provisions of Section 5 below.

#### **Section 5. Impact Fee Imposed.**

Impact fees are hereby imposed as a condition of the issuance of a building permit by the City for any development activity which creates additional demand and need for public facilities or makes demands on the Public Safety facilities in the City. The fees imposed are outlined and attached in Exhibit B.

#### **Section 6. Fee Exceptions and Adjustments.**

6.1. Waiver for "Public Purpose". The Council may, on a project by project basis, authorize exceptions or adjustments to the then impact fee rate structure for those projects the Council determines to be of such benefit to the community as a whole to justify the exception or the adjustment.

6.2. Adjustments. The Council may adjust impact fees imposed pursuant to this Ordinance as necessary in order to respond to unusual circumstances in specific areas, ensure that impact fees are imposed fairly, permit the adjustments of the amount of the impact fees based upon studies and data submitted by an applicant in order to ensure that the impact fee represents the proportionate share of the cost of providing such public facilities which are reasonably related to and necessary in order to provide the services in question to anticipate future growth and development activities. The Council may also adjust impact fees to respond to a request for a prompt and individualized impact fee review for the development activity of an agency of the State of Utah, a school district, or charter school.

**Section 7. Appeal.**

5.1. Any person required to pay an impact fee who believes the fee does not meet the requirements of the law may file a written request for information with the City Council.

5.2. Within two weeks of the receipt of the request for information the City shall provide the person or entity with a copy of the reports and with any other relevant information relating to the impact fee.

5.3. Any person or entity required to pay an impact fee imposed under this article, who believes the fee does not meet the requirements of law may request and be granted a full administrative appeal of that grievance. An appeal shall be made to the Council within thirty (30) calendar days of the date of the action complained of, or the date when the complaining person reasonably should have become aware of the action.

5.4. The notice of the administrative appeal to the Council shall be filed and shall contain the following information:

1. The person's name, mailing address, and daytime telephone number;
2. A copy of the written request for information and a brief summary of the grounds for appeal;
3. The relief sought.

5.5. The City shall schedule the appeal before the Council no sooner than five (5) days and no later than fifteen (15) days from the date of the filing of the appeal. The written decision of the Council shall be made no later than thirty (30) days after the date the challenge to the fee is filed with the City and shall, when necessary, be forwarded to the appropriate officials for action.

**Section 8. Severability.**

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

**Section 9. Effective Date.**

This Ordinance shall be effective on **December 8, 2014** or **90 days** after the adoption of the Ordinance as required by Utah Code Ann. 11-36a-401(2).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH,  
THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

SYRACUSE CITY

ATTEST:

\_\_\_\_\_

Cassie Z. Brown, City Recorder

By: \_\_\_\_\_

Terry Palmer, Mayor

Voting by the City Council:

Councilmember Peterson  
Councilmember Lisonbee  
Councilmember Duncan  
Councilmember Johnson  
Councilmember Gailey

“AYE”

“NAY”

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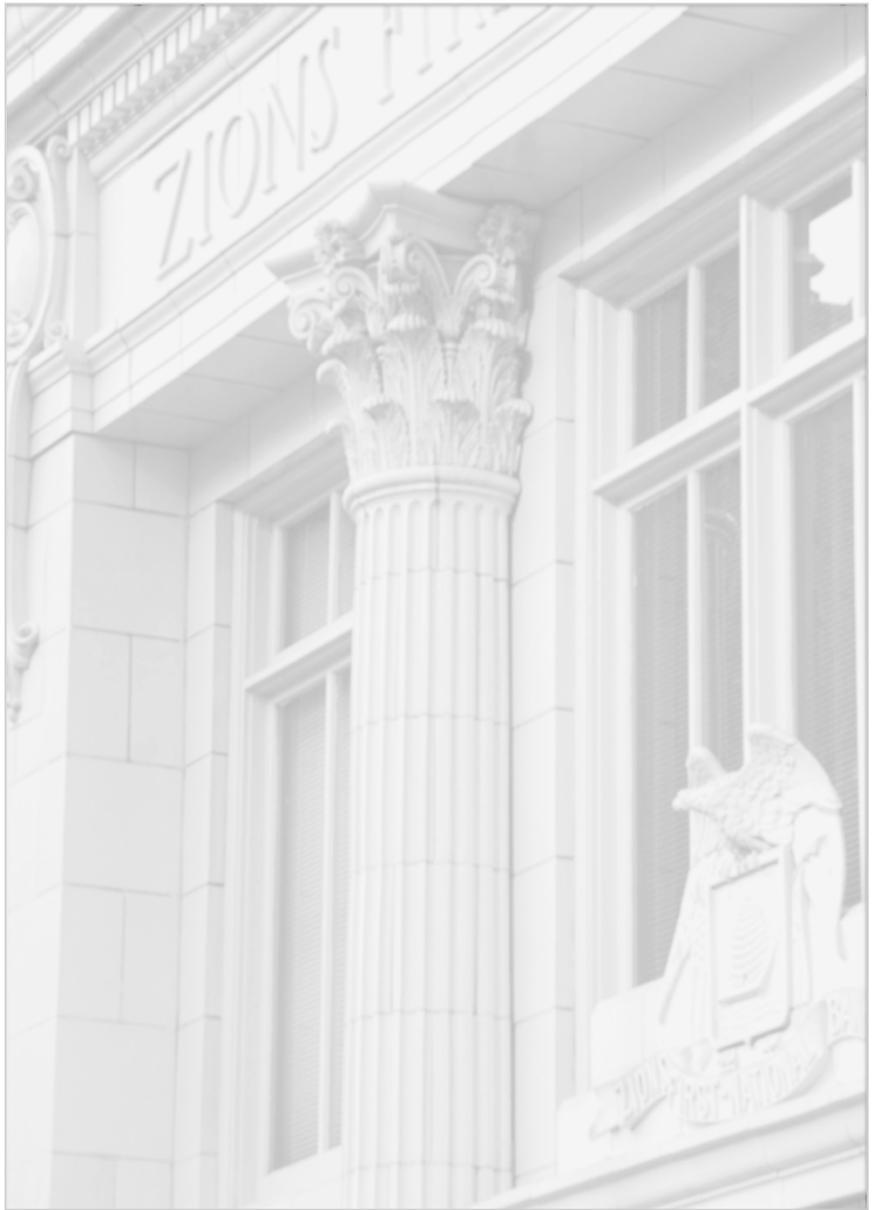
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Syracuse City

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# Public Safety Impact Fee Facilities Plan

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ZIONS BANK  PUBLIC FINANCE

July 2014

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## Summary of Impact Fee Facilities Plan (IFFP)

Section 11-36a-302 of the Utah Code outlines the requirements of an Impact Fee Facilities Plan which is required to identify the following:

- (i) Existing level of service;
- (ii) Proposed level of service;<sup>1</sup>
- (iii) Excess capacity to accommodate future growth at the proposed level of service;
- (iv) Demands placed upon existing public facilities by new development activity at the proposed level of service; and
- (v) Means by which the political subdivision or private entity will meet those growth demands.

The law also requires that each local political subdivision shall “generally consider all revenue sources to finance the impacts on system improvements including grants, bonds, inter-fund loans, impact fees and anticipated dedication of system improvements, to finance the impacts on system improvements.”<sup>2</sup> This analysis complies with all Utah Impact Fee Facility Plan requirements.

This IFFP considers both fire and police service levels and the corresponding capital facility requirements that are associated with new growth and development. For the purpose of the calculation of impact fees, one service area has been defined for fire and one service area for police.

For ease of presentation, numbers presented in the IFFP have been rounded from the spreadsheet calculations. Therefore, numbers shown herein may have small rounding differences.

**In this study, the term “units” means dwelling units when referring to residential development and building square footage when referring to nonresidential development.**

### Service Areas

The demand for police facilities comes only from Syracuse City itself. The fire facilities, however, are used to provide services outside of Syracuse City boundaries in the unincorporated county. While the unincorporated area served by the City’s Fire Department currently includes only 22 residential units, land use plans project future development of 2,176 residential units and 155,928 square feet of nonresidential space.

Table 1: Fire Service Area Demand Analysis

Development Type	Syracuse Developed	Unincorporated Area Developed Units	Syracuse City Total Capacity Units	Annex Area Total Capacity Units
Residential Units	6,780	22	10,637	2,176
Non-Residential SF	1,833,334	0	3,757,497	155,928

<sup>1</sup> The proposed level of service may exceed the existing level of service if, “independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service.” Utah Code 11-36a-3021(c)(i)

<sup>2</sup> Utah Code 11-36a-302(2)(a)(b)(c)(d)(e)

## Calls for Service

**Fire.** There were approximately 751 fire calls for service in Syracuse City over the most recent one-year period for which figures were available, resulting in a level of service (“LOS”) of 0.10070595 calls per residential unit annually and 0.000028 calls for service per nonresidential square foot (0.028 calls for service per 1,000 nonresidential square feet).

Table 2: Fire Service Area Calls for Service

Syracuse Only – Development Type	Calls	% of Total	Calls per Unit	Units
Residential	699	92.8%	0.10070595	6,941
Non-Residential	52	6.9%	0.000028	1,833,334
Subtotal	751	100%		
Outside Syracuse - Residential	2	0.294%		22
Outside Syracuse – Non-Residential	0	0.000%		
Total	753			

**Police.** Based on call data provided by Syracuse City, the Police Department receives 1.16 calls per residential unit per year, and the equivalent of 2.56 calls per 1,000 square feet of nonresidential space.

Table 3: Existing Police Calls for Service

Development Type	Calls	% of Total	Calls per Unit
Residential	8,045	63.1%	1.159054891
Non-Residential	4,697	36.9%	0.002561999
TOTAL	12,742	100%	

## Existing Level of Service, Proposed Level of Service and Excess Capacity to Accommodate Future Growth - Utah Code 11-36a-302(1)(a)(i)(ii)(iii)(iv)

### *Existing Level of Service*

**Fire.** Syracuse City currently has one fire station located at 1869 South 3000 West that includes 22,508 square feet. In order to assess the relative demand from residential and non-residential development, fire service calls were analyzed to determine total calls from residential and non-residential uses. Approximately 93 percent of fire service calls are to residential dwelling units and seven percent of calls are to non-residential buildings. Less than one percent of calls originate in the unincorporated county area serviced by Syracuse.

Syracuse provides fire services to a small area of unincorporated Davis County located adjacent to the City. The existing LOS must therefore be calculated on the percentage of the building and fire trucks used by Syracuse City for its own purposes. New development cannot be charged for the portion of the building and fire trucks attributable to contract services outside of the City limits.

The Fire Station has a total of 22,508 square feet, 20,888 of which serve *existing* residential demand in Syracuse City and 1,554 of which serve *existing* non-residential demand, for a total of 22,442 square feet (over 99 percent) used for Syracuse City. The remaining 66.21 square feet serve demand arising from the unincorporated county that is serviced by the City. The existing level of service is therefore 3.01 square feet per household and 0.85 square feet of fire station space for every 1,000 square feet of non-residential development.<sup>3</sup>

Table 4: Existing Fire Level of Service – Syracuse City

Development Type	Calls	% of Total	Calls per Unit	Units	Fire Station SF* Allocation	LOS*
Residential	699	92.8%	0.10070595	6,941	20,887.90	3.01
Non-Residential	52	6.9%	0.000028	1,833,334	1,553.89	0.00085
TOTAL	751	100%			22,441.79	

SF = square feet; LOS = level of service

In addition, the City has two fire vehicles that qualify for impact fees – a Pierce Fire Truck VI (acquired in 2008) and a Pierce Ladder Truck (acquired in 2012). Only nonresidential development can be assessed impact fees on these fire vehicles. Therefore, only \$81,615<sup>4</sup> of the total cost of \$1,182,181 for the two vehicles is *currently* attributable to non-residential development in Syracuse. The existing LOS for fire vehicles is therefore \$0.04 per non-residential square foot.

**Police.** The police building has 19,479 square feet. Residential calls for service account for 63 percent of demand, while nonresidential calls account for 37 percent of demand. Therefore, 12,299 square feet have been allocated to existing residential demand and 7,180 square feet to existing nonresidential demand. This results in a standard of 1.77 square feet per residential unit and 3.92 square feet per 1,000 square feet of nonresidential development.

Table 5: Existing Police Level of Service

Development Type	Calls	% of Total	Calls per Unit	Units	Police Station SF Allocation	LOS – SF per Unit
Residential	8,045	63.1%	1.159054891	6,941	12,298.58	1.77
Non-Residential	4,697	36.9%	0.002561999	1,833,334	7,180	0.00392
TOTAL	12,742	100%			19,479.00	

**Proposed Level of Service**

**Fire.** The Syracuse Fire Department currently meets the National Fire Protection Association Standards (NFPA) for response time and would like to use the NFPA response time guidelines as a benchmark for providing future fire/EMS services.<sup>5</sup> This standard can be maintained, given the current facilities, when the City reaches its capacity.

<sup>3</sup> As of 2014, there are 6,941 households in Syracuse and 1,833,334 nonresidential square feet.

<sup>4</sup> Calculated by multiplying the actual cost of the vehicles (\$1,182,181) by the current percentage use by Syracuse City (99.7%) and by the percentage use by nonresidential development (6.9%).

<sup>5</sup> NFPA 1710 – Fire: Response time of four minutes or less for the arrival of the first arriving engine company at a fire suppression incident and/or eight minutes or less for the deployment of the full first alarm assignment at a fire suppression incident to 90 percent of all fire incidents. EMS: AED and BLS – arrive within four minute response time to

Therefore, the proposed level of service is the level the City will reach when all projected development has taken place, estimated at 10,637 residential units and 3,757,497 square feet of nonresidential space. The proposed level of service is 1.62 square feet per residential unit (17,205 square feet of station space divided by 10,647 dwelling units) and 0.46 square feet of nonresidential space (1,712) square feet divided by 3,757,497 nonresidential square feet) per 1,000 square feet of nonresidential space.

Table 6: Proposed Level of Service - Fire

Development Type	Calls	% of Total	Units	Fire Station SF Allocation	SF per Unit/SF
Residential	1,071	76.44%	10,637	17,204.95	1.62
Non-Residential	107	7.61%	3,757,497	1,711.79	0.00046
Total	1,178	84.04%		18,916.73	

For the fire vehicles, the proposed level of service is the allocable cost of \$89,908<sup>6</sup> (based on the proposed usage of the vehicles at capacity) divided by the 3,757,497 nonresidential square feet to arrive at an investment of \$0.02 per nonresidential square foot.

**Police.** The proposed level of service is the level the City will reach when all projected development has taken place, estimated at 10,637 residential units and 3,757,497 square feet of nonresidential space. The level of service is 1.03 square feet of station space per residential unit (10,938 square feet of station space divided by 10,637 dwelling units) and 2.27 square feet of station space per 1,000 square feet of nonresidential development (8,541 square feet divided by 3,757,497 nonresidential square feet divided by 1,000).

Table 7: Proposed Police Level of Service

Development Type	Calls	% of Total	Units	Police Station SF Allocation	SF per Unit/SF
Residential	12,329	0.561531237	10,637	10,938	1.03
Non-Residential	9,627	0.438468763	3,757,497	8,541	0.00227
Total	21,955			19,479	

**Excess Capacity**

**Fire.** With a proposed LOS of 1.62 square feet of station space per dwelling unit, the 6,941 existing households account for 11,227 square feet of the total station space.<sup>7</sup> The existing nonresidential development accounts for 835 square feet.<sup>8</sup> Therefore, total usage is 12,062 square feet; there is excess capacity of 6,854 square feet, calculated by subtracting the total usage of 12,062 square feet from 18,917 – the total number of square feet that will be used to serve Syracuse City at buildout. While the building has a total of 22,508 square feet, 3,591 square

90 percent of all emergency medical incidents; ALS – arrive within eight minutes to 90 percent of all emergency medical incidents.

<sup>6</sup> Calculated by multiplying the total vehicle cost of \$1,182,181 by the percent usage (84.0%) by Syracuse City at capacity and then by the percent non-residential use of the truck (9.0%).

<sup>7</sup> Calculated by multiplying 1.62 square feet by the 6,941 dwelling units.

<sup>8</sup> Calculated by multiplying the 1,833,334 square feet of nonresidential space by the amount of station space (.00046) per nonresidential square foot.

feet will be used to serve the anticipated demand from the surrounding unincorporated area now serviced by Syracuse.

Table 8: Fire Station Excess Capacity

Development Type	Existing Units	Proposed LOS – Fire Station SF per Unit	Existing Demand at Proposed LOS – Fire Station SF	Allocated Space - Fire Station SF	Excess Capacity - Fire Station SF
Residential	6,941	1.62	11,227	17,205	5,978
Non-Residential	1,833,334	0.00046	835	1,712	877
TOTAL			12,062	18,917	6,854

There is excess capacity in the existing fire vehicles of approximately \$0.02 per square foot of nonresidential development. This is based on the existing standard of \$0.04 and the proposed standard of \$0.02.

The existing Fire Station and fire vehicles are considered sufficient to serve development for at least the next ten years. Therefore, new development will simply use up excess capacity in the existing facilities and no new facilities are needed to serve the demands of new growth during this timeframe. No specific plans for new vehicles in the future have been set forth by the City at this time.

**Police.** Excess capacity is based on the amount of square footage needed by existing demand at the proposed LOS (rather than the existing LOS) and subtracting the current usage from the capacity of the building. The analysis indicates that there are 8,174 excess square feet in the police facility.

Table 9: Police Excess Capacity

Development Type	Existing Units	Proposed LOS – Police Station SF per Unit	Existing Demand at Proposed LOS – Police Station SF	Allocated Space – Police Station SF	Excess Capacity – Police Station SF
Residential	6,941	1.03	7,138	10,938.07	3,800
Non-Residential	1,833,334	.002227	4,167	8,540.93	4,374
TOTAL			11,305	19,479	8,174

#### Demands Placed Upon Existing Public Facilities by New Development Activity at the Proposed Level of Service and Proposed Means by which the Political Subdivision will Meet the Growth in Demand - Utah Code 11-36a-302(1)(a)(v)

Public safety facilities located in Syracuse City have excess capacity to meet the projected demands of residential and non-residential growth. Therefore, no additional facilities will be required to meet the growth in demand for public safety services. New development will be required to buy into its fair share of the cost of existing public safety public facilities for both fire and police facilities.

## Consideration of Revenue Sources

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Syracuse has issued a lease revenue bond to pay for the outstanding Fire Station. Therefore, the City will need to make credits against any impact fees charged in order to reflect the fact that the General Fund will be making the lease revenue payments.

The City issued a Municipal Building Authority Lease Revenue Bond in 2006 in the amount of \$9,350,000 for the purpose of building a city hall, a public works addition and remodeling the police station.

## Utah Code

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Utah law requires that communities<sup>9</sup> prepare an Impact Fee Facilities Plan (IFFP) before preparing an impact fee analysis and enacting an impact fee. Utah law also requires that communities give notice of their intent to prepare an IFFP. This IFFP follows all legal requirements as outlined below. The City of Syracuse has retained Zions Bank Public Finance to prepare this Impact Fee Facilities Plan in accordance with legal requirements.

### Notice of Intent to Prepare Impact Fee Facilities Plan

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A local political subdivision must provide written notice of its intent to prepare or amend an IFFP before preparing the IFFP (Utah Code 11-36a-501(1)). The required notice must:

- (a) Indicate that the local political subdivision intends to prepare an impact fee facilities plan; and
- (b) Describe or provide a map of the geographic area where the proposed impact fee facilities will be located.

This notice must be posted on the Utah Public Notice website. Syracuse has complied with this noticing requirement for the IFFP by posting notice on February 1, 2013. A copy of the notice is included in Appendix A.

### Preparation of Impact Fee Facilities Plan

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Utah Code requires that “before imposing an impact fee, each local political subdivision or private entity shall . . . prepare an impact fee facilities plan to determine the public facilities required to serve development resulting from new development activity” (Utah Code 11-36a-301(1)).

Section 11-36a-302 of the Utah Code outlines the requirements of an impact fee facilities plan which is required to identify the following:

- (i) The existing level of service
- (ii) A proposed level of service<sup>10</sup>
- (iii) Excess capacity to accommodate future growth at the proposed level of service
- (iv) Identify demands placed upon existing public facilities by new development activity at the proposed level of service; and
- (v) Identify the means by which the political subdivision or private entity will meet those growth demands.

The law also requires that each local political subdivision shall “generally consider all revenue sources, to finance the impacts on system improvements including grants, bonds, inter-fund loans, impact fees and anticipated dedication of system improvements, to finance the impacts on system improvements.”<sup>11</sup>

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<sup>9</sup> Local political subdivisions with populations of less than 5,000 as of the last federal census that collect annual impact fees of less than \$250,000 need not prepare an impact fee facilities plan, but their impact fees must be based on a reasonable plan. This provision does not apply to Syracuse City with a population of 24,331 as of the last federal census (2010) and which must prepare an impact fee facilities plan [Utah Code 11-36a-301(3)(a)].

<sup>10</sup> The proposed level of service may exceed the existing level of service if, “independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service.” Utah Code 11-36a-302(c)(i)

<sup>11</sup> Utah Code 11-36a-302(2)(a)(b)(c)(d)(e)

## Growth Projections

Syracuse City's population is projected to grow at an average annual rate of 2.1 percent per year from 2014 through 2023 based on an average of 163 building permits issued per year. In 2012, 163 building permits were issued and this number is assumed to be typical of future growth. Building permits were higher in 2013, with 219 residential units added. However, in planning for a ten-year horizon, the 2012 building permits are felt to be a more conservative estimate of the *average* growth that will occur during the ten-year time period, recognizing that growth will be more rapid in some years than in others.

Table 10: Growth Projections

Year	Building Permits Issued	Population	HH Projections	Non-Residential Building SF
2013	219	25,507	6,780	1,790,809
2014	163	26,112	6,941	1,833,334
2015	163	26,717	7,102	1,875,859
2016	163	27,322	7,262	1,918,120
2017	163	27,927	7,423	1,960,645
2018	163	28,532	7,584	2,003,170
2019	163	29,137	7,745	2,045,695
2020	163	29,742	7,906	2,088,220
2021	163	30,347	8,067	2,130,746
2022	163	30,952	8,227	2,173,007
2023	163	31,557	8,388	2,215,532

Non-residential growth is projected at the same average annual rate of 2.1 percent per year over the same time period. Growth projections are based on a GIS land analysis that shows that, as of 2014, the City had 6,941 residential units and 1,833,334 square feet of non-residential space.

Table 11: Land Analysis – Syracuse City

ACRES	Developed	Undeveloped	Total
Residential	2,910	1,612	4,522
Commercial	276	575	851
Industrial	70	39	109
Institutional	255	17	272
Total Non-Residential Acres	601	631	1,232
UNITS/SQUARE FEET			
Residential	6,780	3,857	10,637
Commercial	842,506	1,752,650	2,595,156
Industrial	214,053	119,800	333,854
Institutional	776,775	51,714	828,488
Total Non-Residential Square Feet	1,833,334	1,924,164	3,757,497

In addition, the City provides fire service to surrounding, unincorporated areas. Most of the unincorporated area is currently undeveloped, but there is the potential for over 2,000 residential units and over 150,000 square feet of nonresidential building space to be developed in this area.

Table 12: Land Analysis – Potential Annexation Area

<b>UNANNEXED AREA</b>			
	<b>Developed</b>	<b>Undeveloped</b>	<b>Total</b>
<b>ACRES</b>			
Residential	43	967	1,010
Commercial	0	51	51
<b>UNITS/SQUARE FEET</b>			
Residential	22	2,154	2,176
Commercial	0	155,928	155,928

The demand on the existing fire facilities has been allocated between residential and nonresidential development based on calls for service.

At capacity, Syracuse City represents 83 percent of the residential demand on the fire station and 96 percent of the nonresidential demand. Impact fees can only be charged for these proportions of the building and cannot include the costs associated with providing services outside of Syracuse City.

Table 13: Land Analysis – Syracuse City and Potential Annexation Area (Entire Fire Service Area)

	<b>Residential Units</b>	<b>Nonresidential SF</b>
Syracuse City	10,637	3,757,497
Annexation Area	2,176	155,928
<b>TOTAL</b>	<b>12,813</b>	<b>3,913,425</b>
Syracuse % of Total	83%	96%
Annex Area % of Total	17%	4%

## Existing Level of Service (“LOS”), Proposed Level of Service and Excess Capacity to Accommodate Future Growth - Utah Code 11-36a-302(1)(a)(ii)(iii)

### Existing Level of Service (“LOS”)

**Fire.** The Syracuse Fire Department provides fire and ambulance service to the residents of Syracuse and to select areas of unincorporated Davis County. The Fire Department is currently housed in a new fire station (built in 2008) located at 1869 South 3000 West. This new building includes 22,508 square feet, with integrated training space, a large training room, as well as offices and living quarters for the firefighters.

Demand for fire services is generally proportional to the number of buildings in the fire service area. Therefore, the existing level of fire/EMS service provided to residential and non-residential buildings was calculated taking into account the square feet of the fire station, the number of fire<sup>12</sup> calls from residential dwelling units and non-residential buildings, the number of dwelling units and the square feet of non-residential development.

Based on the City’s fire call data, there were 751 fire and EMS calls for service within City boundaries. Approximately 93 percent of the calls were to residential dwelling units and seven percent of the calls were to non-residential buildings.

Table 14: Allocation of Fire Calls for Service

	Calls	% of Total	Calls per Unit	Existing Units	Fire Station SF Allocation	LOS – SF per Unit
Residential	699	93%	0.10070595	6,941	20,887.90	3.01
Non-Residential	52	7%	0.000028	1,833,334	1,553.89	0.00085
Subtotal	751	100%			22,441.79	
Outside Syracuse - Residential	2	0.294%		22	66.21	3.01
Outside Syracuse - Nonresidential	0	0.000%		NA	NA	NA
Total	753				22,508.00	

In 2014, the City has approximately 6,941 residential dwelling units and 1,833,334 square feet of non-residential space. The existing LOS for residential dwelling units is calculated by dividing the total fire station square feet allocated to residential fire service by the number of residential units. Therefore, the existing fire LOS for residential dwelling units is 3.01 fire station square feet per residential dwelling unit.

The existing level of fire service for non-residential buildings is calculated by dividing the total fire station square feet allocated to non-residential fire service by the total square feet for non-residential buildings. Therefore, the existing LOS for non-residential units is 0.85 fire station square feet per 1,000 square feet of non-residential space.

<sup>12</sup> Includes EMS calls

The Syracuse City Fire Department also owns a Pierce Fire Truck VI and a Pierce Ladder Truck that qualify as public safety facilities.<sup>13</sup> The City anticipates that both trucks currently have sufficient excess capacity to accommodate future growth and meet the NFPA response time guidelines. New nonresidential development will be required to buy into its fair share of existing fire service public facilities.

Table 15: Existing Fire Vehicles

Equipment	Actual Cost
Pierce Fire Truck VI (2008)	\$639,274
Pierce Ladder Truck (2002)	\$542,907
Total Fire Trucks	\$1,182,181

Usage of the fire equipment is divided between residential and nonresidential development in the same ratio as for the fire station.

Table 16: Existing Level of Fire Vehicle Service

Category	Amount
Fire Equipment Actual Cost	\$1,182,181
Percent Usage by Syracuse City - Existing	99.7%
Cost Attributable to Syracuse City	\$1,178,704
Percent Residential Usage in Syracuse	93.1%
Residential Actual Cost of Truck	\$1,097,089
Non-Residential Actual Cost of Truck - Syracuse City	\$81,615
Existing Square Feet for Non-Residential Buildings	1,833,334
Existing Level of Service per Non-Residential SF	\$0.04

A level of service has only been calculated for the non-residential use of the fire vehicles because impact fees can only be charged to nonresidential development.

**Police.** The police building has 19,479 square feet. Residential calls for service account for 63 percent of demand, while nonresidential calls account for 37 percent of demand. Therefore, 12,299 square feet have been allocated to existing residential demand and 7,180 square feet to existing nonresidential demand. This results in a standard of 1.77 square feet per residential unit and 3.92 square feet per 1,000 square feet of nonresidential development.

Table 17: Existing Police Level of Service

Development Type	Calls	% of Total	Calls per Unit	Units	Police Station SF Allocation	LOS – SF per Unit
Residential	8,045	63%	1.159054891	6,941	12,299	1.77
Non-Residential	4,697	37%	0.002561999	1,833,334	7,180	0.00392
TOTAL	12,742	100%			19,479	

<sup>13</sup> Utah Code 11-36a-102

## Proposed Level of Service

**Fire.** The Syracuse Fire Department currently meets the National Fire Protection Association Standards (NFPA) for response time and would like to use the NFPA response time guidelines as a benchmark for providing future fire/EMS services. NFPA 1710 standards for fire is a response time of four minutes or less for the arrival of the first arriving engine company at a fire suppression incident and/or eight minutes or less for the deployment of the full first alarm assignment at a fire suppression incident to 90 percent of all fire incidents. The standards for EMS is an arrival time within four minutes for 90 percent of all emergency medical incidents for AED (automated external defibrillator) and BLS (basic life support) calls and an arrival time within eight minutes to 90 percent of all emergency medical incidents for ALS (advanced life support) calls.

The existing building is sufficient for maintain these response time standards when the City has reached an anticipated population of 40,016 persons (10,637 households) and 3,757,497 square feet of non-residential space, plus the anticipated development of 2,176 residential units and 155,928 non-residential square feet of development in the surrounding unincorporated area (all part of the “fire service area”).

The proposed level of service for Syracuse City and the remaining unincorporated area is the same. In both Syracuse City (where impact fees can be charged), as well as in the surrounding unincorporated area that receives fire services from Syracuse City, the proposed level of service is 1.62 square feet of fire station space per residential unit and 0.00046 square feet of fire station space per square foot of nonresidential development.

Table 18: Proposed Level of Fire Service – Fire Station

	Calls	% of Total	Units	Fire Station SF Allocation	Fire Station SF per Unit
Residential – Syracuse	1,071	76.44%	10,637	17,204.95	1.62
Non-Residential - Syracuse	107	7.61%	3,757,497	1,711.79	0.00046
Subtotal	1,178	84.04%		18,916.73	
Outside Syracuse - Residential	219	15.64%	2,176	3,520.23	
Outside Syracuse - Nonresidential	4.42	0.32%	155,928	71.04	
Total	1,401.35	100.00%		22,508.00	

The proposed level of service for fire vehicles is \$0.02 per non-residential square foot of development.

Table 19: Proposed Level of Fire Service – Fire Vehicles

Category	Amount
Actual Cost for Nonresidential Use in Syracuse City	\$89,908 <sup>14</sup>
Capacity Number of Non-Residential Square Feet	3,757,497.45
LOS - Allocated Fire Vehicle Costs per Non-Residential SF	\$0.02

<sup>14</sup>This cost is calculated by taking the \$1,182,181 of total fire vehicle costs and multiplying by the 84.04 percent usage that will be attributable to Syracuse City at capacity. The resulting \$993,558 is then multiplied by the percentage of use that is anticipated to come from nonresidential development (9%). The percentage use from nonresidential development is calculated based on the percentage of calls (and therefore building square feet) at capacity.

**Police.** The proposed level of service is the level the City will reach when all projected development has taken place, estimated at 10,637 residential units and 3,757,497 square feet of nonresidential space. The level of service is 1.03 square feet of station space per residential unit (10,938 square feet of station space divided by 10,637 dwelling units) and 2.27 square feet of station space per 1,000 square feet of nonresidential development (8,541 square feet divided by 3,757,497 nonresidential square feet divided by 1,000).

Table 20: Proposed Police Level of Service

Development Type	Calls	% of Total	Units	Police Station SF Allocation	Police Station SF per Unit/SF
Residential	12,329	0.561531237	10,637	10,938.07	1.03
Non-Residential	9,627	0.438468763	3,757,497	8,540.93	0.00227
Total	21,955			19,479.00	

## Excess Capacity

**Fire.** The City's Fire Station, located at 1869 South 3000 West, was designed to accommodate current fire service needs as well as to meet the known future fire service needs of the City. As the City reaches capacity for residential and non-residential development, the City anticipates the current facility is sufficient to house the necessary staff and equipment to continue to meet the NFPA standards for response times. Additionally, the fire service area for the City will not change at capacity and traffic conditions at capacity are not expected to slow down response times below the desired level of service. Therefore, the City anticipates that the current fire station has excess capacity to accommodate its projected future growth. The fire vehicles also have excess capacity to serve projected growth in the City for the foreseeable future.

The excess capacity of the fire station is calculated based on the proposed level of service multiplied by the existing units. This number is then subtracted from the total capacity of the building.

Table 21: Excess Capacity of Fire Station

Development Type	Existing Units	Existing Demand at Proposed LOS – Fire Station SF	Allocated Space – Fire Station SF	Excess Capacity – Fire Station SF
Residential	6,941	11,227	17,204	5,978
Non-Residential	1,833,334	835	1,712	877
TOTAL		12,062	18,917	6,854

Table 22: Excess Capacity Fire Station, 2013 - 2023

Year	Household Projections	Non-Residential Units	Residential Fire Station SF Used	Residential Excess Capacity	Non-Residential Fire Station SF Used	Non-Residential Excess Capacity	Total Excess Capacity – Fire Station SF
2013	6,780	1,790,809	10,967	6,238	816	896	7,134
2014	6,941	1,833,334	11,227	5,978	835	877	6,854

Year	Household Projections	Non-Residential Units	Residential Fire Station SF Used	Residential Excess Capacity	Non-Residential Fires Station SF Used	Non-Residential Excess Capacity	Total Excess Capacity – Fire Station SF
2015	7,102	1,875,859	11,487	5,717	855	857	6,575
2016	7,262	1,918,120	11,746	5,459	874	838	6,297
2017	7,423	1,960,645	12,007	5,198	893	819	6,017
2018	7,584	2,003,170	12,267	4,938	913	799	5,737
2019	7,745	2,045,695	12,528	4,677	932	780	5,457
2020	7,906	2,088,220	12,788	4,417	951	760	5,177
2021	8,067	2,130,746	13,048	4,157	971	741	4,898
2022	8,227	2,173,007	13,307	3,898	990	722	4,620
2023	8,388	2,215,532	13,568	3,637	1,009	702	4,340

The excess capacity in the fire vehicles is calculated by subtracting the proposed LOS from the existing LOS to arrive at the excess capacity.

Table 23: Excess Capacity of Fire Vehicles

Fire Vehicles	Amount per SF of Nonresidential Development
Existing LOS	\$0.04
Proposed LOS	\$0.02
Excess Capacity - Non-Residential per SF	\$0.02

**Police.** Excess capacity is based on the amount of square footage needed by existing development at the proposed LOS (rather than the existing LOS) and subtracting the current usage from the capacity of the building. The analysis indicates that there are 10,090 excess square feet in the police facility.

Table 24: Police Excess Capacity

Development Type	Existing Units	Existing Demand for Police Station SF at Proposed LOS	Allocated Police Station SF Based on Proposed LOS	Excess Capacity – Police Station SF
Residential	6,941	7,138	10,938	3,800
Non-Residential	1,833,334	4,167	8,541	4,374
TOTAL		11,305	19,479	8,174

## Demands Placed Upon Existing Public Facilities by New Development Activity at the Proposed Level of Service - Utah Code 11-36a-302(1) (a)(iv)

**Fire.** The demand placed on existing fire facilities by new development activity is attributable to both residential and nonresidential growth. Based on the most recent Census, Syracuse City had a 2010 population of approximately 24,331, with the population reaching 26,112 in 2014 (6,941 households). At capacity, the City is projected to have a population of approximately 40,016 residents, assuming current City boundaries. Non-residential growth is expected to increase from 1,833,334 square feet to 3,757,497 square feet. The following table shows how new development will use existing, excess capacity over the next ten years. By the year 2023 there is still excess capacity in both the fire station and fire vehicles. Therefore, no new facilities are planned.

Table 25: Demand Placed on Existing Fire Station

Year	Household Projections	Non-Residential Units	Residential Allocated SF – Fire Station	Non-Residential Allocated SF – Fire Station	Residential Excess Capacity SF – Fire Station	Nonresidential Excess Capacity SF – Fire Station
2013	6,780	1,790,809	17,205	1,712	6,238	896
2014	6,941	1,833,334	17,205	1,712	5,978	877
2015	7,102	1,875,859	17,205	1,712	5,717	857
2016	7,262	1,918,120	17,205	1,712	5,459	838
2017	7,423	1,960,645	17,205	1,712	5,198	819
2018	7,584	2,003,170	17,205	1,712	4,938	799
2019	7,745	2,045,695	17,205	1,712	4,677	780
2020	7,906	2,088,220	17,205	1,712	4,417	760
2021	8,067	2,130,746	17,205	1,712	4,157	741
2022	8,227	2,173,007	17,205	1,712	3,898	722
2023	8,388	2,215,532	17,205	1,712	3,637	702

The proposed LOS for fire vehicles is an investment of \$0.02 per nonresidential square foot of development. Excess capacity in the fire vehicles remains after 2023.

**Police.** The following table shows how new development will use existing, excess police station capacity over the next ten years. By the year 2023 there is still excess capacity; therefore, no new facilities are planned.

Table 26: Demand Placed on Existing Police Station

Year	Household Projections	Non-Residential Units	Residential Allocated SF – Police Station	Non-Residential Allocated SF – Police Station	Residential Excess Capacity SF – Police Station	Nonresidential Excess Capacity SF – Police Station
2013	6,780	1,790,809	10,938	8,541	3,966	4,470
2014	6,941	1,833,334	10,938	8,541	3,800	4,374
2015	7,102	1,875,859	10,938	8,541	3,635	4,277

Year	Household Projections	Non-Residential Units	Residential Allocated SF – Police Station	Non-Residential Allocated SF – Police Station	Residential Excess Capacity SF – Police Station	Nonresidential Excess Capacity SF – Police Station
2016	7,262	1,918,120	10,938	8,541	3,470	4,181
2017	7,423	1,960,645	10,938	8,541	3,305	4,084
2018	7,584	2,003,170	10,938	8,541	3,139	3,988
2019	7,745	2,045,695	10,938	8,541	2,974	3,891
2020	7,906	2,088,220	10,938	8,541	2,808	3,794
2021	8,067	2,130,746	10,938	8,541	2,643	3,698
2022	8,227	2,173,007	10,938	8,541	2,478	3,602
2023	8,388	2,215,532	10,938	8,541	2,312	3,505

## Proposed Means by which the Political Subdivision will Meet the Growth in Demand - Utah Code 11-36a-302(1)(a)(v)

The public safety facilities located in Syracuse City have excess capacity to meet the projected demands of new development. Therefore, no additional facilities will be required to meet the growth in demand for public safety services. New development will be required to buy into its fair share of the excess capacity of public safety facilities. The actual cost of the existing public facilities is shown in the table below.

Table 27: Actual Cost of Fire Station and Fire Vehicles

Capital Facility	Cost
Fire Station Cost	\$5,954,000
Qualified Fire Truck Costs	
Pierce Fire Truck VI (2008)	\$639,274
Pierce Ladder Truck (2002)	\$542,907
Total Fire Trucks	\$1,182,181
Total Costs	\$7,136,181

However, only a percentage of these facilities can be allocated to Syracuse as a portion of the facilities is used to service part of unincorporated Davis County. The facility costs that qualify for consideration for impact fees are as follows:

Table 28: Impact-Fee Eligible Costs - Fire

	Residential	Non-Residential	ELIGIBLE
Number of Square Feet	17,205	1,712	18,917
Percent of Cost - Station	\$4,551,192.79	\$452,815.86	\$5,004,008.65
Percent of Cost - Fire Trucks	\$903,650.44	\$89,907.69	\$89,907.69
TOTAL			\$5,093,916.35

**Police.** The actual cost of the police station renovations which converted the former City Hall into a police station was \$1,651,286.

## Consideration of All Revenue Sources - Utah Code 11-36a-302(2)

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As required by Utah law, the Impact Fee Facilities Plan “shall generally consider all revenue sources to finance the impacts on system improvements.” This section discusses the variety of revenue sources that may be used to finance public safety facilities.

### General Fund Revenues

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The City issued a Lease Revenue Bond, Series 2008, for \$5,954,000 that was used to fund the Fire Station. This bond was refunded in 2012 for \$5,572,000. If impact fees are enacted, appropriate credits will need to be made against the bond payments.

The City issued a Municipal Building Authority Lease Revenue Bond in 2006 in the amount of \$9,350,000 for the purpose of building a city hall, a public works addition and remodeling the police station. If impact fees are enacted, appropriate credits will need to be made against the bond payments.

### General Obligation (“GO”) Bonds

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General Obligation (GO) Bonds are generally used to purchase facilities that are widely desired across the community and that benefit all property owners. However, because the Fire Station has already been funded from Lease Revenue bonds, GO bonds are not a likely future source of payment.

### Special Assessment Areas (“SAA”) Bonds

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SAA bonds are used to finance new facilities and place an assessment on real property. Generally these assessments are levied for specific infrastructure improvements in specific geographic areas and are tied to demand – i.e., lot size, frontage, etc. No *new* public safety facilities are required to meet the increased demand for public safety services resulting from population and commercial growth and therefore, SAA bonds are not a viable revenue option.

### Grants

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As the fire station is already in place, it would not be possible to obtain grant monies.

### Impact Fees

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Impact fees are a reasonable means of funding growth-related infrastructure which has been built with a capacity designed to serve future development. An Impact Fee Analysis is required to accurately assess the true impact of a particular user upon the City’s infrastructure and to preclude existing users from subsidizing new growth.

Impact fees are calculated based upon the portion of the cost of capital infrastructure that relates to growth. This method also takes into account current deficiencies and does not place a burden on future development to solve those deficiencies.

## IFFP Certification

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Zions Bank Public Finance certifies that the attached impact fee facilities plan:

1. Includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
  
2. Does not include:
  - a. costs of operation and maintenance of public facilities;
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
  - c. an expense for overhead, unless the expense is calculated pursuant to a methodology that is consistent with generally accepted cost accounting practices and the methodological standards set forth by the federal Office of Management and Budget for federal grant reimbursement;
  
3. Complies in each and every relevant respect with the Impact Fees Act.

## Appendix A

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**Entity:** Syracuse City

**Public Body:** City Council

**Subject:** Fees

**Notice Title:** Public Notice of Intent

**Notice Type:** Notice

**Notice Date & Time:** Feb 1, 2013  
5:00 PM

**Description/Agenda:**

NOTICE OF INTENT TO PREPARE OR AMEND AN IMPACT FEE FACILITIES PLAN AND AN IMPACT FEE WRITTEN ANALYSIS

Syracuse City, a municipality of the State of Utah, located in Davis County, Utah intends to commence the preparation of an independent and comprehensive Impact Fee Facilities Plan and Written Impact Fee Analysis for culinary water, secondary water, storm drains, public safety, transportation and parks. This notice is pursuant to the provisions of 11-36a-501. Pursuant to the requirements of Utah Code Ann 11-36a-501 and 11-36a-50, notice is hereby provided of the intent of Syracuse City to create or amend an Impact Fee Facilities Plan and Impact Fee Written Analysis. The service area for the prepared IFFP and IFA includes the entire city limits of Syracuse City.

**Notice of Special Accommodations:** call Steve Marshall at 801-614-9621 for questions.



Syracuse City

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# Public Safety Impact Fee Analysis

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ZIONS BANK  PUBLIC FINANCE

July 2014

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## Introduction to Impact Fee Analysis

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Impact fees are one-time charges to new development designed to offset the proportional impact of new development on capital costs incurred by municipalities, counties and local districts to provide necessary public services. Impact fees must be accounted for in separate capital facility accounts and expenditures are limited to the specific public service for which they were assessed. The Utah Impact Fee Act allows impact fees for public safety facilities to be collected for buildings constructed or leased to house police, fire, or other public safety entities or a fire suppression vehicle costing in excess of \$500,000.

Demand for public safety (fire and police) services and facilities are attributable to residential and non-residential development. Impact fees have therefore been calculated based on both residential and non-residential growth.

For the purpose of the calculation of impact fees, one service area has been defined for fire and one service area for police.

For ease of presentation, numbers presented in the IFFP have been rounded from the spreadsheet calculations. Therefore, numbers shown herein may have small rounding differences.

This analysis is compliant with all requirements of the Utah Code Impact Fee Analysis requirements.

## Summary of Impact Fee Analysis

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### Fire

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Syracuse City provides fire protection services to a small portion of the unincorporated County, as well as to Syracuse City itself. Impact fees can only be charged for the demand placed on capital facilities from new development occurring within Syracuse City. Impact fees can be charged to residential and nonresidential development for the fire station building, but can only be charged to nonresidential development for the two fire vehicles that have a cost exceeding \$500,000 each. The analysis shows that there is sufficient excess capacity in the existing building to serve the needs of new development and therefore no new capital facilities have been planned.

The gross fee for fire services has been allocated between residential and commercial development based on calls for service. **Throughout the report, the term “units” means residential dwelling units when referring to residential development, and building square feet when referring to nonresidential development.**

The calculation of the impact fee includes a buy-in to excess capacity of the existing building and fire vehicles only. No new fire buildings or qualifying fire vehicles are planned within the next ten years.

Table 1: Fire Proportionate Share Analysis

	Residential	Non-Residential	TOTAL Syracuse	Total Unincorporated County
<b>Call Allocation</b>				
Projected Calls	1,071.2	106.6	1,177.8	223.6
Building Square Feet (SF)	17,205	1,712	18,917	3,591
Percent of Total Building	76.4%	7.6%	84.0%	16.0%
<b>Building Cost Allocation</b>				
Cost Allocation - Building	\$4,551,193	\$452,816	\$5,004,009	\$949,991
Capacity Units	10,637	3,757,497	NA	NA
Gross Fee for Building	\$427.87	\$0.12		
<b>Fire Truck Cost Allocation</b>				
Cost Allocation Fire Trucks	\$0	\$89,908		
Capacity Units	NA	3,757,497		
Gross Fee for Fire Trucks	\$0	\$0.02		
<b>Interest Cost Allocation</b>				
Cost Allocation for Interest	\$696,175	\$69,265		
Capacity Units	10,637	3,757,497		
Gross Fee for Interest	\$65.45	\$0.02		
<b>Consultant Costs</b>				
Cost Allocation for Consultants	\$4,548	\$452		
Capacity Units	3,696	1,924,164		
Gross Fee for Consultant Costs	\$1.23	\$0.00		
<b>Fund Balance Allocation</b>				
Cost Allocation for Fund Balance	\$90,950.94	\$9,049.06		
Capacity Units	3,696	1,924,164		
Gross Credit for Fund Balance	(\$24.61)	(\$0.00)		
<b>GROSS FEE PER UNIT</b>	<b>\$469.95</b>	<b>\$0.16</b>	<b>NA</b>	<b>NA</b>

The fees for the fire vehicles were allocated based on the percentage of calls generated by commercial development only. Residential development accounts for 91 percent of the total capacity calls projected in Syracuse (1,071 of the 1,178 total calls), while nonresidential development accounts for nine percent (107 of the 1,178 total calls). Therefore, only nine percent of the \$993,558 fire vehicle cost (amount attributable to Syracuse City) is eligible for reimbursement through impact fees - \$89,908. This amount is divided by the total capacity of 3,757,497 nonresidential building square feet to arrive at a cost of \$0.02 per building square foot for fire vehicles.

Table 2: Fire Vehicle Proportionate Share Analysis

<b>Fire Vehicles</b>	<b>Amount</b>
Fire Equipment Actual Cost	\$1,182,181
Percent Usage by Syracuse City	84.0%
Cost Attributable to Syracuse City	\$993,558
Percent Residential Usage in Syracuse	91.0%
Residential Cost of Truck	\$903,650
Non-Residential Cost of Truck - Syracuse City - Proposed Service Level	\$89,908
Capacity Non-Residential Development	3,757,497.45
Proposed Level of Service per Non-Residential SF	\$0.02

## Police

The police building serves Syracuse City only. Police costs are calculated based on a buy-in to excess capacity in the existing police building. The total cost of the building was \$1,651,286. There are currently 8,174 square feet of excess capacity. Based on a fair share allocation between residential and commercial, we have calculated a fee of \$93.70 for residential and \$0.22 for nonresidential development.

Table 3: Police Proportionate Share Analysis

	<b>Residential</b>	<b>Non-Residential</b>	<b>TOTAL</b>
<b><i>Demand Analysis - Calls</i></b>			
Projected Calls - Capacity	12,329	9,627	21,955
Percent of Total Calls by Type	56%	44%	100%
Existing Calls	8,045	4,697	12,742
Existing Calls as % of Total Capacity	65%	49%	58%
Building SF Allocation	10,938.07	8,540.93	19,479.00
Building Cost Allocation	\$927,249	\$724,037	\$1,651,286
Interest Cost Allocation	\$224,294	\$175,139	\$399,433.49
Total Building Cost Allocation	\$1,151,543	\$899,176	\$2,050,720
<b><i>Excess Capacity Analysis</i></b>			
Capacity Units	10,637	3,757,497	
Existing Units	6,941	1,833,334	
Growth in Units	3,696	1,924,164	
Excess Capacity - Building SF	3,800.44	4,374	8,174
Excess Capacity Building Cost Allocation	\$400,104.83	\$460,456.08	\$860,560.92
<b><i>Fee Calculation</i></b>			
Gross Fee - Building	\$108.26	\$0.24	
Fund Balance Allocation	\$56,153.12	\$43,846.88	
Capacity Units - Fund Balance	3,696	1,924,164	
Fund Balance Credit per Unit	(\$15.19)	(\$0.02)	
Consulting Cost	\$2,325	\$2,675	
Consulting Fee per Unit	\$0.63	\$0.00	
<b>GROSS FEE</b>	<b>\$93.70</b>	<b>\$0.22</b>	

## Summary of Gross Fee

Table 4: Summary of Gross Public Safety Fee (Before Credits)

	Residential per Dwelling Unit	Non-Residential per Building SF
Fire Station	\$493.32	\$0.14
Fire Vehicles	NA	\$0.02
Fund Balance	(\$24.61)	(\$0.00)
Consulting	\$1.23	\$0.00
<b>Subtotal Fire Gross Fee</b>	<b>\$469.95</b>	<b>\$0.16</b>
Police Station	\$108.26	\$0.24
Fund Balance	(\$15.19)	(\$0.02)
Consulting	\$0.63	\$0.00
<b>Subtotal Police Gross Fee</b>	<b>\$93.70</b>	<b>\$0.22</b>
<b>TOTAL</b>	<b>\$563.64</b>	<b>\$0.38</b>

Credits against the gross fee must be calculated in order to avoid double payments given the outstanding debt for the fire and police stations. The City issued a Lease Revenue Bond, Series 2008, for \$5,954,000 that was used to fund the Fire Station. This bond was refunded in 2012 for \$5,572,000. When appropriate credits are calculated, the fees to be paid are shown in the two right hand columns in Table 5, shaded in gray. While the gross fee of \$563.64 remains constant each year, the yearly credits decline as the outstanding bond is paid off and fewer bond years remain. The amount to be paid each year reflects the gross fee less the credits. The residential fire fees due are shown in column B and increase each year as the credits decline; the residential police fee is shown in column D and the total residential impact fee for public safety is shown in column F. Nonresidential fees to be paid are shown in columns C, E and G.

Table 5: Summary of Gross Public Safety Fee (With Credits)

A	B	C	D	E	F	G
Year	Fire - Residential	Fire - Nonresidential	Police - Residential	Police - Nonresidential	Residential Total	Nonresidential Total
2015	\$124.69	\$0.06	\$17.11	\$0.05	\$141.80	\$0.11
2016	\$144.89	\$0.07	\$21.59	\$0.06	\$166.47	\$0.12
2017	\$165.68	\$0.07	\$26.25	\$0.07	\$191.92	\$0.14
2018	\$187.07	\$0.08	\$31.04	\$0.08	\$218.12	\$0.16
2019	\$209.20	\$0.08	\$35.92	\$0.09	\$245.12	\$0.17
2020	\$231.94	\$0.09	\$40.97	\$0.10	\$272.92	\$0.19
2021	\$255.37	\$0.10	\$46.18	\$0.11	\$301.55	\$0.21
2022	\$279.51	\$0.10	\$51.54	\$0.12	\$331.04	\$0.23
2023	\$304.36	\$0.11	\$57.06	\$0.14	\$361.42	\$0.25
2024	\$329.97	\$0.12	\$62.74	\$0.15	\$392.71	\$0.27
2025	\$356.33	\$0.13	\$68.57	\$0.16	\$424.91	\$0.29
2026	\$383.49	\$0.13	\$74.58	\$0.17	\$458.07	\$0.31
2027	\$411.46	\$0.14	\$80.76	\$0.19	\$492.22	\$0.33
2028	\$440.27	\$0.15	\$87.13	\$0.20	\$527.40	\$0.35
2029+	\$469.95	\$0.16	\$93.70	\$0.22	\$563.64	\$0.38

## Utah Code Legal Requirements

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Utah law requires that communities<sup>1</sup> prepare an Impact Fee Analysis (IFA) based on the information presented in the Impact Fee Facilities Plan (IFFP) before enacting an impact fee. Utah law also requires that communities give notice of their intent to prepare and adopt an IFA. This IFA follows all legal requirements as outlined below. The City of Syracuse has retained Zions Bank Public Finance (ZBPF) to prepare this Impact Fee Analysis in accordance with legal requirements.

### Notice of Intent to Prepare Impact Fee Analysis

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A local political subdivision must provide written notice of its intent to prepare an IFA before preparing the Analysis (Utah Code 11-36a-503(1)). This notice must be posted on the Utah Public Notice website. Syracuse City has complied with this noticing requirement for the IFA by posting notice on February 1, 2013. A copy of the notice is included in Appendix A.

### Preparation of Impact Fee Analysis

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Utah Code requires that “each local political subdivision... intending to impose an impact fee shall prepare a written analysis of each impact fee” (Utah Code 11-36a-303).

Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis which is required to identify the following:

- (a) Anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;
- (b) Anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;
- (c) How anticipated impacts are reasonably related to the anticipated development activity;
- (d) Estimate the proportionate share of:
  - (i) Costs for existing capacity that will be recouped; and
  - (ii) Costs of impacts on system improvement that are reasonably related to the new development activity; and
- (e) How the impact fee was calculated.

Further, in analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:

- (a) The cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;
- (b) The cost of system improvements for each public facility;
- (c) Other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;

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<sup>1</sup> Local political subdivisions with populations of less than 5,000 as of the last federal census need not prepare an impact fee facilities plan, but their impact fees must be based on a reasonable plan. This provision does not apply to the City of Syracuse with a population of approximately 25,507 as of 2012 and which must prepare an impact fee facilities plan [Utah Code 11-36a-301(3)(a)].

- (d) The relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by means such as user charges, special assessments, or payment from the proceeds of general taxes;
- (e) The relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;
- (f) The extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;
- (g) Extraordinary costs, if any in servicing the newly developed properties; and
- (h) The time-price differential inherent in fair comparisons of amounts paid at different times.

### Calculating Impact Fees

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Utah Code states that for purposes of calculating an impact fee, a local political subdivision or private entity may include the following:

- (a) Construction contract price;
- (b) Cost of acquiring land, improvements, materials, and fixtures;
- (c) Cost for planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and
- (d) Debt service charges for a political subdivision, if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the costs of the system improvements.

Additionally, the Code states that each political subdivision or private entity shall base impact fee amounts on realistic estimates and the assumptions underlying those estimates shall be disclosed in the impact fee analysis.

### Certification of Impact Fee Analysis

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Utah Code states that an impact analysis shall include a written certification from the person or entity that prepares the impact fee analysis. This certification is included at the conclusion of this analysis.

### Impact Fee Enactment

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Utah Code states that a local political subdivision or private entity wishing to impose impact fees shall pass an impact fee enactment in accordance with Section 11-36a-402. Additionally, an impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysts. An impact fee enactment may not take effect until 90 days after the day on which the impact fee enactment is approved.

## Impact Fee Analysis

### Impact on Consumption of Existing Capacity – Utah Code 11-36a-304(1)(a)

**Fire.** Projected growth in Syracuse will have an impact on existing capacity in the fire station building, as well as on the two fire vehicles purchased by the City. The fire facilities are used to provide services outside of Syracuse City boundaries in the unincorporated county. While the unincorporated area currently includes only 22 residential units, land use plans project future development of 2,176 residential units and 155,928 square feet of commercial space. Impact fees cannot be charged to development that takes place outside of City boundaries.

Table 6: Fire Service Area Demand Analysis

Combined	Existing Developed		Future Development	
	Syracuse Developed	Unincorporated Area	Syracuse City Total Capacity Units	Annex Area Total Capacity Units
Residential Units	6,780	22	10,637	2,176
Commercial SF	1,833,334	0	3,757,497	155,928

The Fire Station has a total of 22,508 square feet, 20,888 of which serve *existing residential* demand in Syracuse City and 1,554 of which serve *existing non-residential* demand in the City, for a total of 22,442 square feet (over 99 percent) used for Syracuse City. The existing level of service is therefore 3.01 square feet per household and 0.85 square feet of fire station space for every 1,000 square feet of non-residential development (or 0.00085 per square foot).<sup>2</sup>

Table 7: Existing Fire Level of Service

Development Type	Calls	% of Total	Calls per Unit	Units	Fire Station SF* Allocation	LOS* - Fire Station SF per Unit
Residential	699	92.8%	0.10070595	6,941	20,887.90	3.01
Non-Residential	52	6.9%	0.000028	1,833,334	1,553.89	0.00085
TOTAL	751	100%			22,441.79	

SF = square feet; LOS = level of service

However, at capacity, a larger percentage of the Fire Station will be needed to serve the needs of the unincorporated County, given the growth projections for the unincorporated County. Based on the same ratio of calls per residential and nonresidential unit as occurs at the present time, future demand will be as shown in the table below. At capacity, 18,917 square feet of the building will be used for Syracuse City; 17,205 square feet will be required from residential development and 1,712 square feet will be required by nonresidential development. The remaining 3,591 square feet of fire station space will be used to provide services to the unincorporated county.

<sup>2</sup> As of 2014, there are 6,941 households in Syracuse and 1,833,334 nonresidential square feet.

Table 8: Proposed Fire Level of Service

	Calls	% of Total	Units	Fire Station SF Allocation	LOS – Fire Station SF per Unit
Residential	1,071	76.44%	10,637	17,204.95	1.62
Non-Residential	107	7.61%	3,757,497	1,711.79	0.00046
TOTAL	1,178	84.04%		18,916.73	

The demand placed on existing fire facilities by new development activity is attributable to both residential and nonresidential growth. Based on the most recent Census, Syracuse City had a 2010 population of approximately 24,331, with the population reaching 26,112 in 2014 (6,941 households). At capacity, the City is projected to have a population of approximately 40,016 residents (10,637 households), assuming current City boundaries. Non-residential growth is expected to increase from 1,833,334 square feet to 3,757,497 square feet. The following table shows how new development will use existing, excess capacity over the next ten years. By the year 2023 there is still excess capacity in both the fire station and fire vehicles. Therefore, no new facilities are planned.

Table 9: Demand Placed on Existing Fire Station

Year	Household Projections	Non-Residential Units	Residential Allocated SF of Fire Station Space	Non-Residential Allocated SF of Fire Station Space	Residential Excess Capacity – Fire Station SF	Nonresidential Excess Capacity – Fire Station SF
2013	6,780	1,790,809	17,205	1,712	6,238	896
2014	6,941	1,833,334	17,205	1,712	5,978	877
2015	7,102	1,875,859	17,205	1,712	5,717	857
2016	7,262	1,918,120	17,205	1,712	5,459	838
2017	7,423	1,960,645	17,205	1,712	5,198	819
2018	7,584	2,003,170	17,205	1,712	4,938	799
2019	7,745	2,045,695	17,205	1,712	4,677	780
2020	7,906	2,088,220	17,205	1,712	4,417	760
2021	8,067	2,130,746	17,205	1,712	4,157	741
2022	8,227	2,173,007	17,205	1,712	3,898	722
2023	8,388	2,215,532	17,205	1,712	3,637	702

For the fire vehicles, the proposed level of service is the allocable cost of \$89,908<sup>3</sup> (based on the proposed usage of the vehicles at capacity) divided by the 3,757,497 nonresidential square feet to arrive at an investment of \$0.02 per commercial square foot. Only nonresidential development can be charged impact fees for fire vehicles. No new fire vehicles are planned during the next ten years; therefore, new development will buy into the excess capacity of the existing fire vehicles.

**Police.** The Police Station has a total of 19,479 square feet. Using current call ratios, the City has 1.15905 calls per residential unit and 0.028 calls per 1,000 square feet of nonresidential space.

<sup>3</sup> Calculated by multiplying the total vehicle cost of \$1,182,181 by the percent usage (84.0%) by Syracuse City at capacity and then by the percent non-residential use of the truck (9.0%).

Table 10: Existing Police Level of Service

Development Type	Calls	% of Total	Calls per Unit	Units	Police Station SF Allocation	LOS – Police Station SF per Unit
Residential	8,045	63%	1.159054891	6,941	12,298.58	1.77
Non-Residential	4,697	37%	0.002561999	1,833,334	7,180	0.00392
TOTAL	12,742	100%			19,479.00	

Projecting these same call ratios in the future results in 10,938 square feet of the building space attributable to residential demand and 8,541 square feet attributable to nonresidential demand.

Table 11: Proposed Police Level of Service

Development Type	Calls	% of Total	Capacity Units	Police Station SF Allocation	Police Station SF per Unit - LOS
Residential	12,329	0.561	10,637	10,938.07	1.03
Non-Residential	9,627	0.438	3,757,497	8,540.93	0.00227
TOTAL	21,955			19,479.00	

The following table shows how new development will use existing, excess police station capacity over the next ten years. By the year 2023 there is still excess capacity; therefore, no new facilities are planned. The excess capacity is calculated by multiplying the number of residential units or nonresidential square feet by their respective proposed service levels and then subtracting from the existing space. Total excess capacity in the current police facility is 8,174 square feet as of 2014.

Table 12: Demand Placed on Existing Police Station

Year	Households	Non-Residential Units	Residential Allocated SF – Police Station	Non-Residential Allocated SF – Police Station	Residential Excess Capacity SF – Police Station	Nonresidential Excess Capacity SF – Police Station	Total Excess Capacity SF – Police Station
2013	6,780	1,790,809	10,938	8,541	3,966	4,470	8,436
2014	6,941	1,833,334	10,938	8,541	3,800	4,374	8,174
2015	7,102	1,875,859	10,938	8,541	3,635	4,277	7,912
2016	7,262	1,918,120	10,938	8,541	3,470	4,181	7,651
2017	7,423	1,960,645	10,938	8,541	3,305	4,084	7,389
2018	7,584	2,003,170	10,938	8,541	3,139	3,988	7,127
2019	7,745	2,045,695	10,938	8,541	2,974	3,891	6,865
2020	7,906	2,088,220	10,938	8,541	2,808	3,794	6,602
2021	8,067	2,130,746	10,938	8,541	2,643	3,698	6,340
2022	8,227	2,173,007	10,938	8,541	2,478	3,602	6,080
2023	8,388	2,215,532	10,938	8,541	2,312	3,505	5,817

## Impact on System Improvements – Utah Code 11-36a-304(1)(b)

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**Fire.** Development activity will use some of the existing, excess capacity in the fire station and fire vehicles, as shown in the previous section. No new facilities will need to be constructed or purchased before 2023. Therefore, new development will only be required to buy into the excess capacity of existing improvements.

**Police.** The existing police station is also projected to serve the capacity needs of Syracuse City. However, changes in security procedures, level of calls, etc., in the future could change anticipated capital facility needs. Therefore, for the present time, the police station is viewed as having excess capacity to serve the needs of the community at capacity and certainly through 2023, the timeframe of this impact fee analysis. Therefore, new development will only be required to buy into the excess capacity of the existing police station.

## Relation of Anticipated Development Activity to Impacts on Existing Capacity and System Improvements - Utah Code 11-36a-304(1)(c)

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### *Cost of Existing Public Facilities*

**Fire.** The current Syracuse Fire Station was built in 2008/2009 for a total cost of \$5,954,000. Additionally, the Syracuse Fire Department currently has two fire trucks that are impact fee eligible – a Pierce Fire Truck VI and a Pierce Ladder Truck.<sup>4</sup> The total cost of these two fire suppression vehicles is \$1,182,181. No new fire capital facilities are anticipated to be needed before 2023. Therefore, new development will only be required to buy into the excess capacity of existing improvements.

**Police.** The current Syracuse Police Station was built in 2006/2007 for a total cost of \$1,651,286. No new police station capital facilities are anticipated to be needed before 2023. Therefore, new development will only be required to buy into the excess capacity of existing police improvements.

### *Manner of Financing*

**Fire.** The City issued a Lease Revenue Bond, Series 2008, for \$5,954,000 that was used to fund the Fire Station.

**Police.** The City issued a Municipal Building Authority Lease Revenue Bond in 2006 in the amount of \$9,350,000 for the purpose of building a city hall, a public works addition and remodeling the police station. Outstanding costs for the remodeling of the police portion of this bond must be credited against the gross impact fee.

## Proportionate Share Analysis - Utah Code 11-36a-304(1)(d)

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**Fire.** Fire station costs are based on new development buying in to the excess capacity of the existing fire station. Costs have been allocated using a three-step procedure. First, square footage was allocated between Syracuse and the surrounding unincorporated area based on the ratio of projected call volumes. Second, the actual cost of \$5,954,000 was apportioned among the City (residential and non-residential) and unincorporated County based on the same ratios. This results

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<sup>4</sup> Utah Code 11-36a-102

in an allocation of \$4,551,193 to residential development in Syracuse and \$452,816 for nonresidential development in the City. Finally, the residential cost was divided by the 10,637 capacity units to arrive at a gross fee of \$427.87 per residential unit and the nonresidential cost of \$452,816 was divided by the 3,757,497 nonresidential capacity units to arrive at a cost of \$0.12 per square foot.

Table 13: Fire Station Proportionate Share Analysis

	Residential	Non-Residential	TOTAL Syracuse	Total Unincorporated County	TOTAL
Call Volume – Capacity	1,071.2	106.6	1,177.8	223.6	1,401.4
Building Square Feet	17,205	1,712	18,917	3,591	22,508
Percent of Total Building	76.4%	7.6%	84.0%	16.0%	100.0%
Cost Allocation – Building	\$4,551,193	\$452,816	\$5,004,009	\$949,991	\$5,954,000
Capacity Units	10,637	3,757,497	NA	NA	NA
Gross Fee per Unit	\$427.87	\$0.12	NA	NA	NA

The total cost of the two public safety facility fire suppression vehicles is \$1,182,181. Based on the call volumes discussed above, Syracuse City will account for 84.0 percent of the total use of the fire trucks, or \$993,558.

Utah Code states that "...a political subdivision or private entity may not impose an impact fee on residential components of development to pay for a public safety facility that is a fire suppression vehicle."<sup>5</sup> Therefore, this analysis includes only the portion of existing capacity for the fire suppression vehicles that can be recouped by non-residential development.

Residential development accounts for 91 percent of the total calls projected in Syracuse (1,071 of the 1,178 total calls), while nonresidential development accounts for nine percent (107 of the 1,178 total calls). Therefore, only nine percent of the \$993,558 cost is eligible for reimbursement through impact fees - \$89,908. This amount is divided by the total capacity of 3,757,497.45 nonresidential building square feet to arrive at a cost of \$0.02 per building square foot for fire vehicles.

Table 14: Fire Vehicle Proportionate Share Analysis

Fire Vehicles	Amount
Fire Equipment Actual Cost	\$1,182,181
Percent Usage by Syracuse City	84.0%
Cost Attributable to Syracuse City	\$993,558
Percent Residential Usage in Syracuse City	91.0%
Residential Portion Cost of Truck	\$903,650
Non-Residential Cost of Truck - Syracuse City - Proposed Service Level	\$89,908
Capacity Non-Residential Development in Syracuse City	3,757,497.45
Proposed Level of Service Cost per Non-Residential SF	\$0.02

<sup>5</sup> Utah Code 11-36a-202(2)(i)(ii)

The building and fire vehicle costs are then combined with small charges for interest to be paid on the bond (later credited for outstanding debt), consulting fees and the impact fee fund balance.

Table 15: Fire Proportionate Share Analysis

	Residential	Non-Residential	TOTAL Syracuse	Total Unincorporated County
<b>Call Allocation</b>				
Projected Calls	1,071.2	106.6	1,177.8	223.6
Building Square Feet	17,205	1,712	18,917	3,591
Percent of Total Building	76.4%	7.6%	84.0%	16.0%
<b>Building Cost Allocation</b>				
Cost Allocation - Building	\$4,551,193	\$452,816	\$5,004,009	\$949,991
Capacity Units	10,637	3,757,497	NA	NA
Gross Fee for Building	\$427.87	\$0.12		
<b>Fire Truck Cost Allocation</b>				
Cost Allocation Fire Trucks	\$0	\$89,908		
Capacity Units	NA	3,757,497		
Gross Fee for Fire Trucks	\$0	\$0.02		
<b>Interest Cost Allocation</b>				
Cost Allocation for Interest	\$696,175	\$69,265		
Capacity Units	10,637	3,757,497		
Gross Fee for Interest	\$65.45	\$0.02		
<b>Consultant Costs</b>				
Cost Allocation for Consultants	\$4,548	\$452		
Capacity Units	3,696	1,924,164		
Gross Fee for Consultant Costs	\$1.23	\$0.00		
<b>Fund Balance Allocation</b>				
Cost Allocation for Fund Balance	\$90,950.94	\$9,049.06		
Capacity Units	3,696	1,924,164		
Gross Credit for Fund Balance	(\$24.61)	(\$0.00)		
<b>GROSS FEE PER UNIT</b>	<b>\$469.95</b>	<b>\$0.16</b>	<b>NA</b>	<b>NA</b>

**Police.** Police costs are calculated based on a buy-in to excess capacity in the existing police building. The total cost of the building was \$1,651,286. There are currently 8,174 square feet of excess capacity. Based on a fair share allocation between residential and commercial, based on calls for service, residential development will account for \$400,104.83 of the buy-in costs; nonresidential development will account for \$460,456.08 of the buy-in costs. This results in a fee of \$93.70 for residential development and \$0.22 for nonresidential development.

Table 16: Police Proportionate Share Analysis

	Residential	Nonresidential	TOTAL
<b><i>Demand Analysis - Calls</i></b>			
Projected Calls - Capacity	12,329	9,627	21,955
Percent of Total Calls by Type	56%	44%	100%
Existing Calls	8,045	4,697	12,742
Existing Calls as % of Total Capacity	65%	49%	58%
Building SF Allocation	10,938.07	8,540.93	19,479.00
Building Cost Allocation	\$927,249	\$724,037	\$1,651,286
Interest Cost Allocation	\$224,294	\$175,139	\$399,433.49
Total Building Cost Allocation	\$1,151,543	\$899,176	\$2,050,720
<b><i>Excess Capacity Analysis</i></b>			
Capacity Units	10,637	3,757,497	
Existing Units	6,941	1,833,334	
Growth in Units	3,696	1,924,164	
Excess Capacity - Building SF	3,800.44	4,374	8,174
Excess Capacity Building Cost Allocation	\$400,104.83	\$460,456.08	\$860,560.92
<b><i>Fee Calculation</i></b>			
Gross Fee - Building	\$108.26	\$0.24	
Fund Balance Allocation	\$56,153.12	\$43,846.88	
Capacity Units - Fund Balance	3,696	1,924,164	
Fund Balance Credit per Unit	(\$15.19)	(\$0.02)	
Consulting Cost	\$2,325	\$2,675	
Consulting Fee per Unit	\$0.63	\$0.00	
<b>GROSS FEE</b>	<b>\$93.70</b>	<b>\$0.22</b>	

### Fee Adjustment for Financing Structures - Utah Code 11-36a-304(2)(d)(e)(f)

The Impact Fees Act requires credits to be given to development for future fees that may be paid to fund system improvements found in the IFFP so that new development is not charged twice.

Credits against the gross fee must be calculated in order to incorporate the outstanding debt for the fire and police stations. The City issued a Lease Revenue Bond, Series 2008, for \$5,954,000 that was used to fund the Fire Station. This bond was refunded in 2012 for \$5,572,000. Credits against the bond have been calculated using several steps of calculations. The first step, shown in Table 17 below, takes the annual bond payments and figures an average bond payment cost per call.

Table 17: Fire - Average Bond Payment Cost per Call

Year	Households	Nonresi- dential Units	Residential Calls	Nonresi- dential Calls	Bond Payments	Payment Cost Allocated per Call
2015	7,102	1,875,859	715.21	53	\$443,495	\$577
2016	7,262	1,918,120	731.33	54	\$443,302	\$564
2017	7,423	1,960,645	747.54	56	\$443,076	\$552
2018	7,584	2,003,170	763.75	57	\$444,289	\$541
2019	7,745	2,045,695	779.97	58	\$443,729	\$530
2020	7,906	2,088,220	796.18	59	\$443,729	\$519
2021	8,067	2,130,746	812.39	60	\$443,729	\$508
2022	8,227	2,173,007	828.51	62	\$443,729	\$498
2023	8,388	2,215,532	844.72	63	\$443,729	\$489
2024	8,549	2,258,057	860.94	64	\$443,650	\$480
2025	8,710	2,300,582	877.15	65	\$443,650	\$471
2026	8,871	2,343,107	893.36	66	\$443,650	\$462
2027	9,031	2,385,368	909.48	68	\$443,650	\$454
2028	9,192	2,427,893	925.69	69	\$443,650	\$446

The second step then takes the average cost per call and calculates the average residential and nonresidential payment (based on the average calls per residential unit and nonresidential square foot). Then, this number is adjusted to reflect only the Syracuse portion of the payment.

Table 18: Fire - Average Bond Payment Cost per Call – Syracuse Portion of Payment Only

Year	Payment Cost per Call	Average Residential Payment	Average Nonresidential Payment	Average Residential Payment - Syracuse Portion of Fire Station Only	Average Non- Residential Payment - Syracuse Portion of Fire Station Only
2015	\$577	\$58.12	\$0.02	\$48.85	\$0.01
2016	\$564	\$56.82	\$0.02	\$47.75	\$0.01
2017	\$552	\$55.56	\$0.02	\$46.69	\$0.01
2018	\$541	\$54.53	\$0.02	\$45.83	\$0.01
2019	\$530	\$53.33	\$0.02	\$44.82	\$0.01
2020	\$519	\$52.24	\$0.01	\$43.90	\$0.01
2021	\$508	\$51.20	\$0.01	\$43.03	\$0.01
2022	\$498	\$50.20	\$0.01	\$42.19	\$0.01
2023	\$489	\$49.24	\$0.01	\$41.38	\$0.01
2024	\$480	\$48.30	\$0.01	\$40.59	\$0.01
2025	\$471	\$47.41	\$0.01	\$39.84	\$0.01
2026	\$462	\$46.55	\$0.01	\$39.12	\$0.01
2027	\$454	\$45.72	\$0.01	\$38.43	\$0.01
2028	\$446	\$44.92	\$0.01	\$37.76	\$0.01

The next step calculates the percentage of the bond payment attributable to the portion of the fire station that is currently required for the proposed level of service (and not the portion of the bond payment applied to the excess capacity part of the station). This step is necessary because future development will pay impact fees to cover the excess capacity portion of the fire station. When the bond is retired, new development will still be buying in to the excess capacity of the existing building and impact fees, at that time, will be used to repay the General Fund for the purchase of the Fire Station Building. That is why credits are necessary for a portion of the bond payments only.

Table 19: Fire - Average Bond Payment Cost per Call – Syracuse Portion of Payment Only

Year	SF Used in Fire Station - Syracuse Portion Only	% of Total Used - Existing	% of Total Capacity - Future	Amount of Credit - Residential - Annual	NPV* Amount of Credit by Year - Residential	Residential Impact Fee to be Paid
2015	11,487	61%	39%	\$29.66	\$345.25	\$124.69
2016	11,746	62%	38%	\$29.65	\$325.06	\$144.89
2017	12,007	63%	37%	\$29.64	\$304.27	\$165.68
2018	12,267	65%	35%	\$29.72	\$282.87	\$187.07
2019	12,528	66%	34%	\$29.68	\$260.75	\$209.20
2020	12,788	68%	32%	\$29.68	\$238.00	\$231.94
2021	13,048	69%	31%	\$29.68	\$214.57	\$255.37
2022	13,307	70%	30%	\$29.68	\$190.44	\$279.51
2023	13,568	72%	28%	\$29.68	\$165.58	\$304.36
2024	13,828	73%	27%	\$29.67	\$139.98	\$329.97
2025	14,088	74%	26%	\$29.67	\$113.61	\$356.33
2026	14,349	76%	24%	\$29.67	\$86.46	\$383.49
2027	14,608	77%	23%	\$29.67	\$58.48	\$411.46
2028	14,868	79%	21%	\$29.67	\$29.67	\$440.27
2029+						<b>\$469.95</b>

\*NPV = net present value

Police credits are calculated in a similar manner; first, the bond payment is allocated as an average bond payment cost per call.

Table 20: Police - Average Bond Payment Cost per Call

Police Credits	Total Bond Payments	Amount for Police Station	Households	Non-Residential Units	Residential Calls	Non Residential Calls	Payment Cost Allocated per Call
2015	\$705,266	\$124,556	7,102	1,875,859	8,232	4,806	\$9.55
2016	\$710,766	\$125,527	7,262	1,918,120	8,417	4,914	\$9.42
2017	\$710,016	\$125,395	7,423	1,960,645	8,604	5,023	\$9.20
2018	\$703,704	\$124,280	7,584	2,003,170	8,790	5,132	\$8.93
2019	\$706,579	\$124,788	7,745	2,045,695	8,977	5,241	\$8.78
2020	\$706,579	\$124,788	7,906	2,088,220	9,163	5,350	\$8.60

Police Credits	Total Bond Payments	Amount for Police Station	Households	Non-Residential Units	Residential Calls	Non Residential Calls	Payment Cost Allocated per Call
2021	\$706,579	\$124,788	8,067	2,130,746	9,350	5,459	\$8.43
2022	\$706,579	\$124,788	8,227	2,173,007	9,536	5,567	\$8.26
2023	\$706,579	\$124,788	8,388	2,215,532	9,722	5,676	\$8.10
2024	\$703,770	\$124,292	8,549	2,258,057	9,909	5,785	\$7.92
2025	\$703,770	\$124,292	8,710	2,300,582	10,095	5,894	\$7.77
2026	\$703,770	\$124,292	8,871	2,343,107	10,282	6,003	\$7.63
2027	\$703,770	\$124,292	9,031	2,385,368	10,467	6,111	\$7.50
2028	\$703,770	\$124,292	9,192	2,427,893	10,654	6,220	\$7.37

The residential impact fee for police is then calculated based off of the average cost per call.

Table 21: Police – Residential Credits and Impact Fee by Year

Year	Payment Cost Allocated per Call	Average Residential Payment	SF Required in Police Station for Proposed Standard	% of Total Capacity Used	Amount of Credit	NPV Amount of Credit by Year	Residential Impact Fee
2015	\$9.55	\$11.07	11,567	59%	\$6.58	\$76.58	\$17.11
2016	\$9.42	\$10.91	11,828	61%	\$6.63	\$72.11	\$21.59
2017	\$9.20	\$10.67	12,090	62%	\$6.62	\$67.45	\$26.25
2018	\$8.93	\$10.35	12,352	63%	\$6.56	\$62.65	\$31.04
2019	\$8.78	\$10.17	12,614	65%	\$6.59	\$57.77	\$35.92
2020	\$8.60	\$9.97	12,877	66%	\$6.59	\$52.72	\$40.97
2021	\$8.43	\$9.77	13,139	67%	\$6.59	\$47.52	\$46.18
2022	\$8.26	\$9.58	13,399	69%	\$6.59	\$42.16	\$51.54
2023	\$8.10	\$9.39	13,662	70%	\$6.59	\$36.64	\$57.06
2024	\$7.92	\$9.18	13,924	71%	\$6.56	\$30.95	\$62.74
2025	\$7.77	\$9.01	14,186	73%	\$6.56	\$25.12	\$68.57
2026	\$7.63	\$8.85	14,448	74%	\$6.56	\$19.12	\$74.58
2027	\$7.50	\$8.69	14,709	76%	\$6.56	\$12.93	\$80.76
2028	\$7.37	\$8.54	14,971	77%	\$6.56	\$6.56	\$87.13
2029+							<b>\$93.70</b>

The nonresidential impact fee is also based off of the average cost per call.

Table 22: Police – Nonresidential Credits and Impact Fees by Year

Year	Payment Cost Allocated per Call	Average Non-Residential Payment	SF Required in Police Station for Proposed Standard	% of Total Capacity Used	Amount of Credit	NPV Amount of Credit by Year	Non-Residential Impact Fee
2015	\$9.55	\$0.02	11,567	59%	\$0.01	\$0.17	\$0.05
2016	\$9.42	\$0.02	11,828	61%	\$0.01	\$0.16	\$0.06
2017	\$9.20	\$0.02	12,090	62%	\$0.01	\$0.15	\$0.07
2018	\$8.93	\$0.02	12,352	63%	\$0.01	\$0.14	\$0.08
2019	\$8.78	\$0.02	12,614	65%	\$0.01	\$0.13	\$0.09
2020	\$8.60	\$0.02	12,877	66%	\$0.01	\$0.12	\$0.10
2021	\$8.43	\$0.02	13,139	67%	\$0.01	\$0.11	\$0.11
2022	\$8.26	\$0.02	13,399	69%	\$0.01	\$0.09	\$0.12
2023	\$8.10	\$0.02	13,662	70%	\$0.01	\$0.08	\$0.14
2024	\$7.92	\$0.02	13,924	71%	\$0.01	\$0.07	\$0.15
2025	\$7.77	\$0.02	14,186	73%	\$0.01	\$0.06	\$0.16
2026	\$7.63	\$0.02	14,448	74%	\$0.01	\$0.04	\$0.18
2027	\$7.50	\$0.02	14,709	76%	\$0.01	\$0.03	\$0.19
2028	\$7.37	\$0.02	14,971	77%	\$0.01	\$0.01	\$0.20
2029+							<b>\$0.22</b>

Total public safety impact fees, along with the appropriate credits, are summarized below.

Table 23: Summary of Gross Public Safety Fee (With Credits)

Year	Fire - Residential	Fire - Nonresidential	Police - Residential	Police - Nonresidential	Residential Total	Nonresidential Total
2015	\$124.69	\$0.06	\$17.11	\$0.05	\$141.80	\$0.11
2016	\$144.89	\$0.07	\$21.59	\$0.06	\$166.47	\$0.12
2017	\$165.68	\$0.07	\$26.25	\$0.07	\$191.92	\$0.14
2018	\$187.07	\$0.08	\$31.04	\$0.08	\$218.12	\$0.16
2019	\$209.20	\$0.08	\$35.92	\$0.09	\$245.12	\$0.17
2020	\$231.94	\$0.09	\$40.97	\$0.10	\$272.92	\$0.19
2021	\$255.37	\$0.10	\$46.18	\$0.11	\$301.55	\$0.21
2022	\$279.51	\$0.10	\$51.54	\$0.12	\$331.04	\$0.23
2023	\$304.36	\$0.11	\$57.06	\$0.14	\$361.42	\$0.25
2024	\$329.97	\$0.12	\$62.74	\$0.15	\$392.71	\$0.27
2025	\$356.33	\$0.13	\$68.57	\$0.16	\$424.91	\$0.29
2026	\$383.49	\$0.13	\$74.58	\$0.17	\$458.07	\$0.31
2027	\$411.46	\$0.14	\$80.76	\$0.19	\$492.22	\$0.33
2028	\$440.27	\$0.15	\$87.13	\$0.20	\$527.40	\$0.35
2029+	\$469.95	\$0.16	\$93.70	\$0.22	\$563.64	\$0.38

Credits may also be given to developers who have constructed or directly funded items that are included in the IFFP or donated to the City in lieu of impact fees, including the dedication of land for system improvements. This situation does not apply to developer exactions or improvements required to offset density or as a condition for development. Any item for which a developer receives credit must be included in the IFFP and must be agreed upon with the City before construction begins. There are currently no new public safety facilities included in the Syracuse City Public Safety IFFP.

The standard impact fee can also be decreased to respond to unusual circumstances in specific cases in order to ensure that impact fees are imposed fairly. In certain cases, a developer may submit studies and data that clearly show a need for adjustment.

At the discretion of the City, impact fees may be modified for low-income housing, although alternate sources of funding fire service excess capacity must be identified.

## Certification

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Zions Bank Public Finance certifies that the attached impact fee analysis:

1. Includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
  
2. Does not include:
  - a. costs of operation and maintenance of public facilities;
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
  - c. an expense for overhead, unless the expense is calculated pursuant to a methodology that is consistent with generally accepted cost accounting practices and the methodological standards set forth by the federal Office of Management and Budget for federal grant reimbursement;
  
3. Offsets costs with grants or other alternate sources of payment; and
  
4. Complies in each and every relevant respect with the Impact Fees Act.

## Notice of Intent

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**Entity:** Syracuse City

**Public Body:** City Council

**Subject:** Fees

**Notice Title:** Public Notice of Intent

**Notice Type:** Notice

**Notice Date & Time:** Feb 1, 2013  
5:00 PM

**Description/Agenda:**

NOTICE OF INTENT TO PREPARE OR AMEND AN IMPACT FEE FACILITIES PLAN AND AN IMPACT FEE WRITTEN ANALYSIS

Syracuse City, a municipality of the State of Utah, located in Davis County, Utah intends to commence the preparation of an independent and comprehensive Impact Fee Facilities Plan and Written Impact Fee Analysis for culinary water, secondary water, storm drains, public safety, transportation and parks. This notice is pursuant to the provisions of 11-36a-501. Pursuant to the requirements of Utah Code Ann 11-36a-501 and 11-36a-50, notice is hereby provided of the intent of Syracuse City to create or amend an Impact Fee Facilities Plan and Impact Fee Written Analysis. The service area for the prepared IFFP and IFA includes the entire city limits of Syracuse City.

**Notice of Special Accommodations:** call Steve Marshall at 801-614-9621 for questions.

## **Ordinance No. 14-19**

### **AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE III OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO IMPACT FEES.**

**WHEREAS**, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

**WHEREAS**, these various proposed changes are needed with the approval of Ordinance 14-18, impact fee enactment,

**WHEREAS**, on September 9, 2014, the City Council held a public hearing to allow interested persons in attendance an opportunity to be heard for or against the proposed ordinance changes;

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

Proposed Title III Amendments:

- 3-11-1: Purpose. Growth and development activity in Syracuse City has created an additional demand and need for roadway facilities, water facilities, publicly owned parks, open space and recreational facilities, and police and fire facilities. Persons responsible for growth and development activity should pay a proportionate share of the cost of such planned facilities needed to serve the growth and development activity. Impact fees are necessary to achieve an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received. Pursuant to Utah Code, Title 11, Chapter 36A, this Chapter regulates impact fees for planned facilities. The provisions of this Chapter shall be liberally construed in order to carry out the purposes of the impact fee program. (Ord. 02-01) (Ord. 07-03)
- 3-11-2 Applicability. The collection of impact fees shall apply to all new development activity in the City unless waived by the City Council, or otherwise exempted herein. No building permit for any development activity shall be issued until all impact fees required by this ordinance have been paid in full. A stop work order shall be issued on any development activity for which the applicable impact fee has not been paid in full.
- A. All new secondary water connections shall be considered new development.
  - B. Park Property Acquisition Impact Fees shall apply only to new residential subdivision development.

C. Park Construction Impact Fees shall apply only to new residential dwelling unit construction activity.

D. The movement of a structure onto a lot shall be considered development activity and shall be subject to the impact fee provisions. (Ord. 03-04)

3-11-4 Calculation of Impact Fees. Calculation of Impact fees shall be established by each individual impact fee enactment included herein as an appendix to this chapter as follows:

Appendix A: Secondary Water Impact Fee

Appendix B: Storm Water Impact Fee

Appendix C: Transportation Impact Fee

Appendix D: Parks, Trails, and Recreation Impact Fee (Ord. 13-17)

Appendix E: Public Safety Impact Fee (Ord. 14-18)

Appendix F: Culinary Water Impact Fee (Ord. 07-03)

3-11-9: COLLECTION of Impact Fees. Impact fees for all new development activity shall be collected in conjunction with the application for a building permit.

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

**Section 3. Effective Date.** This Ordinance shall be effective on December 8, 2014 or 90 days after the adoption of Ordinance 14-18, Impact fee enactment, as required by Utah Code Ann. 11-36a-401(2).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY,  
STATE OF UTAH, THIS 9TH DAY OF SEPTEMBER 2014.**

SYRACUSE CITY

ATTEST:

\_\_\_\_\_

Cassie Z. Brown, City Recorder

By: \_\_\_\_\_

Terry Palmer, Mayor

Voting by the City Council:

Councilmember Peterson  
Councilmember Lisonbee  
Councilmember Duncan  
Councilmember Johnson  
Councilmember Gailey

“AYE”

“NAY”

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**Proposed Title III Amendments:**

**3-11-1:**       **PURPOSE.** Growth and development activity in Syracuse City has created an additional demand and need for roadway facilities, water facilities, publicly owned parks, open space and recreational facilities, and police and fire facilities. Persons responsible for growth and development activity should pay a proportionate share of the cost of such planned facilities needed to serve the growth and development activity. Impact fees are necessary to achieve an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received. Pursuant to Utah Code, Title 11, Chapter 36A, this Chapter regulates impact fees for planned facilities. The provisions of this Chapter shall be liberally construed in order to carry out the purposes of the impact fee program. (Ord. 02-01) (Ord. 07-03)

**3-11-2**       **APPLICABILITY.** The collection of impact fees shall apply to all new development activity in the City unless waived by the City Council, or otherwise exempted herein. No building permit for any development activity shall be issued until all impact fees required by this ordinance have been paid in full. A stop work order shall be issued on any development activity for which the applicable impact fee has not been paid in full.

- A. All new secondary water connections shall be considered new development.
- B. Park Property Acquisition Impact Fees shall apply only to new residential subdivision development.
- C. Park Construction Impact Fees shall apply only to new residential dwelling unit construction activity.
- D. The movement of a structure onto a lot shall be considered development activity and shall be subject to the impact fee provisions. (Ord. 03-04)

**3-11-4**       **CALCULATION OF IMPACT FEES.** Calculation of Impact fees shall be established by each individual impact fee enactment included herein as an appendix to this chapter as follows:

Appendix A: Secondary Water Impact Fee

Appendix B: Storm Water Impact Fee

Appendix C: Transportation Impact Fee

Appendix D: Parks, Trails, and Recreation Impact Fee (Ord. 13-17)

Appendix E: Public Safety Impact Fee (Ord. ~~14-1805-03~~)

Appendix F: Culinary Water Impact Fee (Ord. 07-03)

**3-11-9:**       **COLLECTION OF IMPACT FEES.** Impact fees for all new development activity shall be collected in conjunction with the application for a building permit.

**RESOLUTION NO. R-14-27**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL UPDATING AND AMENDING THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE BY MAKING ADJUSTMENTS TO THE PUBLIC SAFETY IMPACT FEES.**

**WHEREAS**, Syracuse City Staff has reviewed and analyzed the fees charged by the City for various services, permits and procedures and has recommended various changes to such fees as more particularly provided in the attached consolidated Syracuse City Fee Schedule; and

**WHEREAS**, the City Council desires to adopt the revised Syracuse City Fee Schedule as recommended by Staff and as more particularly provided herein; and

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

**Section 1. Amendment.** The Syracuse City Fee Schedule is hereby updated and amended to read in its entirety as set forth in **Exhibit "A,"** attached hereto and incorporated herein by this reference.

**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 90 days from passage or December 8, 2014.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer, Mayor

**Building**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Bond Fees</b>						
Landscaping Bond	\$55.00 per Permit	NA NA				
Performance & Guaranty for Temporary Occupancy	100% of value	10% Administration Fee				
<b>Plan Check Fees</b>						
Residential	All Permitted Structures	40% Permit Fee	NA NA			
Residential - Duplicate multi-family structure		50% of original plan check fee				
NOTE: Applicable within 1 year of first permit issuance and within the same ICC code period						
Commercial	All Permitted Structures	65% Permit Fee	NA NA			
Building Investigation Fee	All Permitted Structures	100% % Permit Fee	NA NA			
Fire Sprinkler/Safety Plans	All Permitted Structures	\$75.00 Per Hour	NA NA			
Additional Plan Review Due to Revisions		\$56.40 Per Hour (1/2 hr min.)	NA NA			
<b>General Building Valuation</b>						
Building Value from \$1-1,000.00		\$56.40 ea. Unit	NA NA			
Building Value from \$1,001-2,000		\$56.40 ea. Unit	\$2.70 ea. addl. \$100 or fraction thereof			
Building Value from \$2,001-25,000		\$83.40 ea. Unit	\$16.80 ea. addl. \$1000 or fraction thereof			
Building Value from \$25,001-50,000		\$469.80 ea. Unit	\$12.11 ea. addl. \$1000 or fraction thereof			
Building Value from \$50,001-100,000		\$772.55 ea. Unit	\$8.40 ea. addl. \$1000 or fraction thereof			
Building Value from \$100,001-500,000		\$1,192.55 ea. Unit	\$6.72 ea. addl. \$1000 or fraction thereof			
Building Value from \$501,000-1,000,000		\$3,880.55 ea. Unit	\$5.70 ea. addl. \$1000 or fraction thereof			
Building Value from \$1,000,000.00+		\$6,730.55 ea. Unit	\$4.65 ea. addl. \$1000 or fraction thereof			
<b>Pools, Tubs &amp; Spas</b>						
Public Pool		Bid Price ea. Unit	NA NA			
Private Pool - In Ground		Bid Price ea. Unit	NA NA			
Private Pool - Above Ground Temporary		\$56.40 ea. Unit				
Private Pool - Above Ground Permanent		Bid Price ea. Unit	NA NA			
<b>Storage Sheds</b>						
Storage Sheds		Construction Value ea. Unit	NA NA			
Storage Sheds - Re-siding only		\$47.00 ea. Unit	NA NA			
State Fee (Surcharge)		1% of Permit Fee	NA NA			
<b>Expired Permit</b>						
Less Than to 180 days		65% Building Value	NA NA			
Greater than 180 Days but Less Than 1 Year		65% of Original Permit Cost	NA NA			
Greater Than 1 Year		100% of Original Permit Cost	NA NA			
<b>Impact Fees</b>						
Parks, Trails, and Recreation		\$2,393.56 Per Household				
Residential Transportation	Single Family Residence	\$1,131.00 Per Unit	NA NA			
Residential Transportation	All other types/units	\$705.00 Per Unit	NA NA			
<b>Commercial Transportation</b>						
General Commercial		\$2,328.00 Per 1,000 sf of GFA	NA NA			
Office/Institutional		\$2,428.00 Per 1,000 sf of GFA	NA NA			
Industrial		\$668.00 Per 1,000 sf of GFA	NA NA			
<b>Culinary Water</b>						
¾" Line		\$966.00 ea. Unit	NA NA			
1" Line		\$1,610.00 ea. Unit	NA NA			
1½" Line		\$4,999.00 ea. Unit	NA NA			
2" Line		\$7,997.00 ea. Unit	NA NA			
3" Line		\$15,994.00 ea. Unit	NA NA			
4" Line		\$24,991.00 ea. Unit	NA NA			
6" Line		\$49,981.00 ea. Unit	NA NA			
8" Line		\$79,970.00 ea. Unit	NA NA			
<b>Secondary Water - Residential</b>						
4,000-7,000sf lot		\$523.03 ea. Unit	NA NA			
7,001-8,000sf lot		\$760.31 ea. Unit	NA NA			
8,001-9,000sf lot		\$883.18 ea. Unit	NA NA			
9,001-10,000sf lot		\$1,008.44 ea. Unit	NA NA			
10,001-11,000sf lot		\$1,135.85 ea. Unit	NA NA			
11,001-13,000sf lot		\$1,330.48 ea. Unit	NA NA			
13,001-15,000sf lot		\$1,595.85 ea. Unit	NA NA			

**Building**

*All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)*

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
15,001-17,000sf lot	\$1,867.01 ea. Unit	NA NA				
17,001-19,000sf lot	\$2,143.25 ea. Unit	NA NA				
19,001-21,000sf lot	\$2,423.98 ea. Unit	NA NA				
21,001-23,000sf lot	\$2,708.76 ea. Unit	NA NA				
23,001-25,000sf lot	\$2,997.23 ea. Unit	NA NA				
25,001-27,000sf lot	\$3,289.06 ea. Unit	NA NA				
27,001-30,000sf lot	\$3,658.21 ea. Unit	NA NA				
30,001-33,000sf lot	\$4,107.02 ea. Unit	NA NA				
33,001-36,000sf lot	\$4,561.61 ea. Unit	NA NA				
36,001-39,000sf lot	\$5,021.48 ea. Unit	NA NA				
39,001-42,000sf lot	\$5,486.20 ea. Unit	NA NA				
42,001-45,000sf lot	\$5,955.43 ea. Unit	NA NA				
45,001-48,000sf lot	\$6,428.84 ea. Unit	NA NA				
48,001-51,000sf lot	\$6,906.17 ea. Unit	NA NA				
51,001-54,000sf lot	\$7,387.17 ea. Unit	NA NA				
54,001-57,000sf lot	\$7,871.64 ea. Unit	NA NA				
57,001-60,000sf lot	\$8,359.39 ea. Unit	NA NA				
Secondary Water - Open Land in a Commercial Subdivision	\$0.17 sf of pervious area	NA NA				
Sewer - North Davis Sewer District (Fee)	\$3,000.00 per Connection	NA NA				
Sewer - Storm (ENR Construction Index)						
R1	\$4,748.00 per acre or 0.109 sf	NA NA				
R2	\$5,053.00 per acre or 0.116 sf	NA NA				
R3	\$5,532.00 per acre or 0.127 sf	NA NA				
R4	\$6,316.00 per acre or 0.145 sf	NA NA				
PRD	\$6,011.00 per acre or 0.138 sf	NA NA				
GC	\$11,369.00 per acre or 0.261 sf	NA NA				
C2	\$10,716.00 per acre or 0.246 sf	NA NA				
I1	\$11,369.00 per acre or 0.261 sf	NA NA				
A1	\$3,006.00 per acre or 0.069 sf	NA NA				
PO	\$11,369.00 per acre or 0.261 sf	NA NA				
Public Safety						
Residential	\$225.16 per application	NA NA	\$141.80	per application		
Commercial	\$0.0440 Per sf of building	NA NA	\$0.11	Per sf of building		
<b>Connection Fees</b>						
Culinary Water						
3/4" Meter	\$325.00 ea. Unit	NA NA				
1" Meter	\$485.00 ea. Unit	NA NA				
1 1/2" Meter	\$680.00 ea. Unit	NA NA				
2" Meter	\$983.00 ea. Unit	NA NA				
3" Meter	\$1,699.50 ea. Unit	NA NA				
4" Meter	\$3,005.00 ea. Unit	NA NA				
6" Meter	\$4,782.00 ea. Unit	NA NA				
8" Meter	\$7,143.00 ea. Unit	NA NA				
Secondary Water						
3/4" Line	\$300.00 ea. Unit	NA NA				
1" Line	\$400.00 ea. Unit	NA NA				
1 1/2" Line	\$600.00 ea. Unit	NA NA				
2" Line	\$800.00 ea. Unit	NA NA				
3" Line	\$1,200.00 ea. Unit	NA NA				
4" Line	\$1,600.00 ea. Unit	NA NA				
6" Line	\$2,000.00 ea. Unit	NA NA				
8" Line	\$2,400.00 ea. Unit	NA NA				
Sewer - North Davis Sewer District (Connection)	\$240.00 per Connection	NA NA				
Sewer - City Connection	\$300.00 ea. Unit	NA NA				
Review for 8" Main Line	\$250.00					
<b>Inspection Fees</b>						
Outside of normal business hours	\$56.40 per incident (2 hr min.)	NA NA				

**Building**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
Re-Inspections	\$56.40 per Hour	NA NA				
Plan Changes	2 x Plan Fee	NA NA				
Inspection with no fee indicated	\$56.40 per Hour (1/2 hour min.)	NA NA				
Additional Plan Reviews Due to Revisions	\$56.40 per Hour (1/2 hour min.)					
Miscellaneous/Requested Inspections	\$56.40 per Hour (1/2 hour min.)	NA NA				
Final Off-Site Inspection	\$15.00 per Lot	NA NA				
Final Off-Site Inspection Items						
Culinary Water	\$0.183 per lf	NA NA				
Secondary Water	\$0.124 per lf	NA NA				
Sanitary Sewer	\$0.183 per lf	NA NA				
Storm Drain	\$0.143 per lf	NA NA				
Land Drain	\$0.178 per lf	NA NA				
Curb and Gutter	\$0.038 per lf	NA NA				
Sidewalk	\$0.019 per lf	NA NA				
Road	\$0.111 per lf	NA NA				
Hydrant Test	\$10.00 per Hydrant	NA NA				
Smoke Test	\$6.00 per Lot	NA NA				
Streetlight	\$6.00 per Streetlight	NA NA				
Warranty Inspections						
First Final Warranty	\$0.00 per Project	NA NA				
Final Warranty Re-inspection (if punch list is complete)	\$0.00 per Project	NA NA				
Third Final Warranty	\$75.00 per Project	NA NA				
Fourth Final Warranty	\$100.00 per Project	NA NA				
3rd Party Project or Plan Review Fee	Variable Fee assessed to the project applicant					
<b>Sign Permit Fees</b>						
Permanent Attached	Sign Valuation per Sign	NA NA				
Temporary Attached	5 days max. \$35.00 per Sign	NA NA				
Permanent Detached	Sign Valuation Per Sign	State Fee per Sign				
Temporary Detached	5 days max. \$35.00 per Sign	NA NA				
Sign Reclamation fee (Illegal sign)	\$10.00 per Sign	NA NA				
Sign Reclamation fee (Repeat offenses)	\$40.00 per Sign	NA NA				

\*All permits and reviews are subject to a 1% surcharge imposed by the State of Utah Division of Professional Licensure

\*\*Not every situation is foreseen; fees may be based on bid amounts or the total number of inspections to complete a project

\*\*\*A per inspection fee is calculated at \$56.40/inspection to offset the cost of additional inspections

**Community Development All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Development Application Fees</b>						
Commercial Site Plan*						
0-5 Acres	\$575.00 per Plan set	\$55.00 per Acre				
5.01-10 acres	\$1,585.00 per Plan set	\$173.00 per Acre				
10.01-15 acres	\$2,450.00 per Plan set	\$144.00 per Acre				
15.1-20 acres	\$3,170.00 per Plan set	\$115.00 per Acre				
> 20.1 acres	\$3,745.00 per Plan set	\$100.00 per Acre				
Each Revised Plan*	\$250.00 per Plan set	\$50.00 per Lot				
Site Plan Amendment (minor)	\$100.00 per Plan set	NA NA				
Site Plan Including Conditional use	\$650.00 per Plan set	\$55.00 per acre				
Site Plan Nonconforming Use/Lot Review Fee	\$35.00 per Plan set	NA NA				
<b>Residential Development Plat*</b>						
Sketch Plan	\$225.00 per Plan set	\$25.00 per Lot				
Each Revised Sketch Plan	\$50.00 per Plan set	\$15.00 per Lot				
Preliminary Plan	\$575.00 per Plan set	\$50.00 per Lot				
Each Revised Preliminary Plan	\$150.00 per Plan set	\$15.00 per Lot				
Final Plan	\$575.00 per Plan set	\$75.00 per Lot				
Each Revised Final Plan	\$250.00 per Plan set	\$50.00 per Lot				
<b>Staff Review Fees</b>						
Amended Subdivision	\$550.00 per Plan set	\$50.00 per Lot				
Residential Multi-Family	\$750.00 per Plan set	1.00% Bond Amount				
All Additional Reviews Required by Plan Changes	\$56.40 per Hour (1/2 hour min.)	\$0.00 NA				
Ge Private Pool - Above Ground Permanent	Bid Price Per Hour					
<b>Administrative Fees</b>						
Appeal to Board of Adjustments	\$200.00 per appeal	NA NA				
Plat Recording Fee (Per County Recorders Fee Schedule)	\$37.00 per Plat	\$1/lot + \$1/signature over 2 + \$1/each common space				
Payback or Reimbursement Agreement	\$500.00 per agreement	NA NA				
<b>Application Fees</b>						
	\$0.65					
General Plan Amendment	\$450.00 per Application	NA NA				
Re-Zone	\$425.00 per Application	\$0.00 NA				
Conditional Use (Major)	\$100.00 per Application	Public Noticing Fees				
Conditional Use (Minor)						
Conditional Use Extension or Modification (Major)	\$50.00 per Application	NA NA				
Conditional Use Extension or Modification (Minor)						
Agricultural Protection Area Designation	\$250.00 per Application	\$25.00 NA				
<b>Annexation Petition and Review</b>						
0-2 acres	\$230.00 per Application	\$173.00 per Acre				
2.1-5 acres	\$575.00 per Application	\$144.00 per Acre				
5.1-10 acres	\$1,007.00 per Application	\$115.00 per Acre				
> 10 acres	\$1,582.00 per Application	\$87.00 per Acre				
Home Occupation	\$45.00 per Application	NA NA				
Commercial Business	\$25.00 per Application	NA NA				
<b>Public Noticing Fees</b>						
Public Notice Signs	\$6.00 Per Sign					
Mailing List Generation	\$25.00 per Application					
Noticing Fee for impacted residents	\$1.00 Per Address					
<b>Business License Fees</b>						
Business License Amendment	\$5.00 per Application	NA NA				
Business License Listing	\$5.00 per copy	NA NA				
Home Occupation	\$75.00 per Application	NA NA				
Commercial Business (Temporary - 6 months Max.)	\$25.00 per Application	NA NA				
<b>License Fee - Commercial Retail Business</b>						
< 5,000 sf	\$75.00 per Application	NA NA				
5,001-10,000 sf	\$125.00 per Application	NA NA				
> 10,001 sf	\$350.00 per Application	NA NA				
<b>License Fee - Commercial Business</b>						
Professional Services	\$75.00 per Application	NA NA				
General Services	\$75.00 per Application	NA NA				
Food Establishment	\$75.00 per Application	NA NA				
<b>Sexually Oriented Business (SOB)</b>						
Sexually Oriented Business (SOB)	\$950.00 per Application	NA NA				
Escort Services	\$950.00 per Application	NA NA				
Nude Entertainment Business	\$950.00 per Application	NA NA				

**Community Development All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
Nude Entertainment Employee	\$250.00 per Application	NA NA				
Semi-Nude Entertainment Business	\$950.00 per Application	NA NA				
Semi-nude Entertainment Employee	\$250.00 per Application	NA NA				
Nude Entertainment Employee (Outcall, on-site and non-performing nude entertainment/dancing agency employees)	\$250.00 per Application	NA NA				
Nude Dancing Agency	\$950.00 per Application	NA NA				
Semi-Nude Dancing Agency	\$950.00 per Application	NA NA				
Outcall Agency	\$950.00 per Application	NA NA				
Outcall Agency Employee (Off-site services)	\$250.00 per Application	NA NA				
Disclosure Application investigation	\$50.00 per Application	NA NA				
Outcall Agency Employee (Off-site services)	\$252.00 per Application	NA NA				
Application for 2+ Licenses at one time	\$20.00 per Application	Higher of applicable fees				
Outcall Agency Employee (Off-site services)	\$254.00 per Application	NA NA				
Solicitors/Mobile Sales/Vendors (annual fee)	\$25.00 per Application	NA NA				
License per solicitor	\$25.00 per Month	NA NA				
Alcoholic Beverages						
Class "A"	\$200.00 per Application	NA NA				
Class "B"	\$300.00 per Application	NA NA				
Pawn Shops	\$450.00 per Application	NA NA				
Duplicate Business License	\$5.00 per Application	NA NA				
Late Payment Fees						
Paid after Jan 31	50.00% of renewal fee					
Paid after Feb. 28	75.00% of renewal fee					
Paid after Mar 31	100.00% of renewal fee					
<b>Fines</b>						
Utility Excavation without a Permit	\$250.00 per Incident	NA NA				
Storm Water Pollution - Illicit Discharge	\$200.00 Per Incident					
Storm Water - Post construction BMP removal	\$100.00 Per BMP					
Construction Activity Without a Permit when required	\$100.00 per Incident	NA NA				
Operating without a business license	\$15.00 per Incident	Certified mailing costs				
Late Payment Fees	\$10.00 per month					
Weed Mowing (Code Enforcement)						
Class B - A parcel of 1/4 acre or less with weeds and/or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$170.00			
Class C - A parcel greater than 1/4 acre, but less than 1/2 acre with weeds and/or a small amount of trash			\$180.00			
Class D - A parcel greater than 1/4 acre, but less than 1/2 acre with weeds and/or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$205.00			
Class E - A parcel greater than 1/2 acre, but less than 3/4 acre with weeds and/or a small amount of trash			\$225.00			
Class F - A parcel greater than 1/2 acre, but less than 3/4 acre with weeds and/or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$255.00			
Class G - A parcel greater than 3/4 acre, but less than 1 acre with weeds and/or a small amount of trash			\$262.50			
Class H - A parcel greater than 3/4 acre, but less than 1 acre with weeds and or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$352.50			
Class I - A parcel greater than 1 acre, but less than 2 acres with weeds and/or a small amount of trash			\$375.00			
Class J - A parcel greater than 1 acre, but less than 2 acres with weeds and/or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$412.50			
Class K - A parcel greater than 2 acres, but less than 3 acres with weeds and/or a small amount of trash			\$457.50			
Class L - A parcel greater than 2 acres, but less than 3 acres with weeds and/or a heavy amount of trash (i.e. tires, building materials, stumps, etc.)			\$615.00			
Special Class - Special nuisances not easily classified requiring hourly fees for drivers, trucks, tractors, and hand work.						bids will be obtained from contractors.
1/4 acre = 10,890 square feet						
1/2 acre = 21,780 square feet						
3/4 acre = 32,674 square feet						
1 acre = 43,560 square feet						
**All rates include dump fees						
Administration Fee for each subsequent weed mowing incident	\$50.00 per incident	NA NA				
Hourly Rates						
Weedeater	\$33.00					
Edger	\$33.00					
Leaf Blower	\$33.00					
Push Mower	\$36.00					
Small Riding Mower	\$43.50					
Large Riding Mower	\$52.50					
Tractor	\$75.00					
Truck/Trailer	\$82.50					
Tractor/Mower	\$78.00					
**Hourly rates include operator, equipment, and all incidentals required to complete the work.						

**Excavation Permit Fees**

NOTE: Trench Repair Fees for Excavations between October 15th and May 15th are double fee shown

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Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
Administrative Fee	\$47.00 per application					
Curb & Gutter Repair	\$20.00 per lf	NA NA				
Sidewalk Repair	\$10.00 per lf	NA NA				
Phone/Power/Cable Trench Repair Fee for Perpendicular Cuts						
26'-0" Wide Road (50' ROW)						
1'-0" to 13'-0" Cut	\$46.14 per Application	NA NA				
14'-0" to 26'-0" Cut	\$92.40 per Application	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$56.88 per Application	NA NA				
Cut 17'-0" to 32'-0" Cut	\$132.64 per Application	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$63.96 per Application	NA NA				
19'-0" to 36'-0" Cut	\$127.92 per Application	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$78.12 per Application	NA NA				
22'-0" to 42'-0" Cut	\$156.42 per Application	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$78.12 per Application	NA NA				
22'-0" to 35'-0" Cut	\$127.92 per Application	NA NA				
36'-0" to 56'-0" Cut	\$198.80 per Application	NA NA				
Water Line Trench Repair Fee for Perpendicular Cuts						
26'-0" Wide Road (50' ROW)						
1'-0" to 13'-0" Cut	\$53.83 per Application	NA NA				
14'-0" to 26'-0" Cut	\$107.66 per Application	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$66.36 per Application	NA NA				
Cut 17'-0" to 32'-0" Cut	\$132.72 per Application	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$74.62 per Application	NA NA				
19'-0" to 36'-0" Cut	\$149.24 per Application	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$87.08 per Application	NA NA				
22'-0" to 42'-0" Cut	\$174.16 per Application	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$87.08 per Application	NA NA				
22'-0" to 35'-0" Cut	\$145.46 per Application	NA NA				
36'-0" to 56'-0" Cut	\$232.12 per Application	NA NA				
Storm Drain Lines Trench Repair Fee for Perpendicular Cuts						
26'-0" Wide Road (50' ROW)						
1'-0" to 13'-0" Cut	\$61.52 per Application	NA NA				
14'-0" to 26'-0" Cut	\$123.04 per Application	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$75.84 per Application	NA NA				
Cut 17'-0" to 32'-0" Cut	\$151.68 per Application	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$85.25 per Application	NA NA				
19'-0" to 36'-0" Cut	\$170.56 per Application	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$99.52 per Application	NA NA				
22'-0" to 42'-0" Cut	\$199.04 per Application	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$99.52 per Application	NA NA				
22'-0" to 35'-0" Cut	\$166.24 per Application	NA NA				
36'-0" to 56'-0" Cut	\$265.28 per Application	NA NA				
Sanitary Sewer Lines Trench Repair Fee for Perpendicular Cuts						
26'-0" Wide Road (50' ROW)						
1'-0" to 13'-0" Cut	\$69.21 per Application	NA NA				
14'-0" to 26'-0" Cut	\$138.24 per Application	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$85.32 per Application	NA NA				
Cut 17'-0" to 32'-0" Cut	\$170.64 per Application	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$99.40 per Application	NA NA				

**Community Development**    *All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)*

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
19'-0" to 36'-0" Cut	\$191.88 per Application	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$111.96 per Application	NA NA				
22'-0" to 42'-0" Cut	\$223.92 per Application	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$111.96 per Application	NA NA				
22'-0" to 35'-0" Cut	\$187.02 per Application	NA NA				
36'-0" to 56'-0" Cut	\$298.44 per Application	NA NA				
Combined Trench Repair Fee for Perpendicular Cuts	\$35.00					
26'-0" Wide Road (50' ROW)	Sign Valuation Per Sign					
1'-0" to 13'-0" Cut	\$35.00 per Application	NA NA				
14'-0" to 26'-0" Cut	\$153.60 per Application	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$94.80 per Application	NA NA				
Cut 17'-0" to 32'-0" Cut	\$189.60 per Application	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$106.60 per Application	NA NA				
19'-0" to 36'-0" Cut	\$213.20 per Application	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$124.40 per Application	NA NA				
22'-0" to 42'-0" Cut	\$248.80 per Application	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$124.40 per Application	NA NA				
22'-0" to 35'-0" Cut	\$207.80 per Application	NA NA				
36'-0" to 56'-0" Cut	\$331.60 per Application	NA NA				
Trench Repair Fee for Parallel Cuts						
26'-0" Wide Road (50' ROW)						
1'-0" to 13'-0" Cut	\$3.85 per foot of resurface	NA NA				
14'-0" to 26'-0" Cut	\$7.70 per foot of resurface	NA NA				
32'-0" Wide Road (50'-60' ROW)						
1'-0" to 16'-0" Cut	\$4.74 per foot of resurface	NA NA				
Cut 17'-0" to 32'-0" Cut	\$9.47 per foot of resurface	NA NA				
36'-0" Wide Road (60' ROW)						
1'-0" to 18'-0" Cut	\$5.33 per foot of resurface	NA NA				
19'-0" to 36'-0" Cut	\$10.66 per foot of resurface	NA NA				
42'-0" Wide Road (66' ROW)						
1'-0" to 21'-0" Cut	\$6.22 per foot of resurface	NA NA				
22'-0" to 42'-0" Cut	\$12.44 per foot of resurface	NA NA				
56'-0" Wide Road (80' ROW)						
1'-0" to 21'-0" Cut	\$6.22 per foot of resurface	NA NA				
22'-0" to 35'-0" Cut	\$10.36 per foot of resurface	NA NA				
36'-0" to 56'-0" Cut	\$16.58 per foot of resurface	NA NA				

\* Site Plan Review includes one (1) additional corrections review after first submittal

**Storm Water Activity Permit Fees**

Storm Water Permit Fees	\$50.00	Per application
Deposit - Storm Water Activity Permit	\$1,000.00	Per application

**Newsletter Advertising Fees**

NOTE: See Resolution R10-13 for policies governing advertising in City Newsletter

	Per Issue Rate
Full page ad (8.5" x 11")	\$400.00
Half page ad	\$225.00
Quarter page ad	\$125.00
Eight page ad	\$60.00

**Utility Bill Advertising Fees**

NOTE: See Resolution R11- for policies governing advertising on the Utility Bill

	Per Issue Rate
Full page color ad (8.5" x 11")	\$600.00
Full page black and white ad (8.5" x 11")	\$400.00

**Utilities**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Utility Rates</b>						
Garbage Service						
Service	\$9.95 per month	N/A NA				
New Garbage Can Set-up	\$100.00 ea. Unit	NA NA				
Extra Garbage Can (Limit 3)	\$7.20 ea. Unit	NA NA				
Green Waste Can	\$6.50 ea. Unit	N/A N/A				
Replacement Cost	\$90.00 per can	NA NA				
Early Return of Extra Can(s) - less than six (6) months	\$35.00 per can	NA NA				
Street Lighting (Effective May 1st, 2009)						
Street Lighting Power Fee	\$1.00 per month	NA NA				
Purchase of New Street Lights	\$0.32 per month	NA NA				
Parks Maintenance Fee	\$2.93 per month	NA NA				
Temporary Meter (New Construction)	\$30.00 per application	NA NA				
New Service (Does not include impact fee)	\$25.00 per application	NA NA				
Utility Account Transfer (within City limits)	\$15.00 per request	NA NA				
Late Fee on Delinquent Accounts	\$10.00 per incident	NA NA				
Request for Re-establishment of Service after Delinquency						
First Occurrence	\$35.00 per request	NA NA				
Subsequent Occurrences (Same Year)	\$50.00 per request	NA NA				
After Hours Re-connection of Service	\$35.00 per request	NA NA				
Deposit for Water Service						
Residential	\$75.00 per application	NA NA				
Commercial/Industrial/Multi-Family	\$100.00 per application	NA NA				
Culinary Water Service						
Private Pool - Above Ground Permanent	\$2.20 per 1,000 gallons					
Commercial Construction (not to be pro-rated)	\$2.20 per 1,000 gallons					
Commercial Service						
< 10,000 Gallons	\$16.50 per month	NA NA				
10,001-30,000 gallons	\$1.65 per 1,000 gallons	NA NA				
30,001-40,000 gallons	\$2.05 per 1,000 gallons	NA NA				
> 40,000 gallons	\$2.65 per 1,000 gallons	NA NA				
Residential Service (with secondary water)						
< 8,000 Gallons	\$16.50 per month	NA NA				
8,001 -15,000 gallons	\$2.05 per 1,000 gallons	NA NA				
> 15,000 gallons	\$2.45 per 1,000 gallons	NA NA				
Residential Service (without secondary water)						
< 8,000 Gallons	\$16.50 per month	NA NA				
8,001 -15,000 gallons	\$2.20 per 1,000 gallons	NA NA				
15,001-20,000 gallons	\$2.75 per 1,000 gallons	NA NA				
> 20,000 gallons	\$4.10 per 1,000 gallons	NA NA				
All Non-Residential Service						
< 8,000 Gallons	\$22.50 per month	NA NA				
8,001 -15,000 gallons	\$2.20 per 1,000 gallons	NA NA				
15,001-20,000 gallons	\$2.75 per 1,000 gallons	NA NA				
> 20,000 gallons	\$4.10 per 1,000 gallons	NA NA				
Secondary Water Service (rate based on 3/4" line size flow for any service larger than 1")						
3/4" line	\$15.50 per month	NA NA				
1" line	\$21.50 per month	NA NA				
1 1/2" line	\$58.00 per month	NA NA				
2" line	\$103.11 per month	NA NA				
3" line	\$184.50 per month	NA NA				
4" line	\$412.44 per month	NA NA				

**Utilities**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
6" line	\$928.00 per month	NA NA				
8" line	\$1,649.78 per month	NA NA				
Hydrant Meter						
Meter Deposit	\$1,200.00 per application	NA NA				
Administrative Fee	\$30.00 per application	NA NA				
Hydrant Rental						
Short Term (up to 3 days)	\$8.00 per application	\$2.00 per 1,000 gallons				
Long Term (Monthly)	\$30.00 per month	\$2.00 per 1,000 gallons				
General Use Fee	\$2.20 per 1,000 gallons	NA NA				
Hydrant Flushing	\$250.00 per Flushing	\$2.18 per 1,000 gallons				
Sewer Service (Waste)						
Residential & Commercial	\$17.80 per month	NA NA				
Sewer Service (Storm)						
Residential	\$4.55 per month	NA NA				
Commercial						
0 - 1 acre	\$6.35 per month	NA NA				
1.1 - 2 acres	\$12.75 per month	NA NA				
2.1 - 2 acres	\$19.10 per month	NA NA				
3.1 - 4 acres	\$25.45 per month	NA NA				
4.1 - 5 acres	\$31.80 per month	NA NA				
5.1 - 6 acres	\$38.20 per month	NA NA				
6.1 - 7 acres	\$44.55 per month	NA NA				
7.1 - 8 acres	\$50.90 per month	NA NA				
8.1 - 9 acres	\$57.25 per month	NA NA				
Each additional acre	\$6.35 per month	NA NA				
Secondary Water - Open Land in a Residential Subdivision	\$0.19 sf of pervious area	NA NA				
Public Works						
Sidewalk & Driveway Approach Replacement	\$45.00 per inspection	NA NA				
Street Sweeping (Contractor failure to clean)	\$515.00 per incident	Time & Material for City Personnel				
<b>Fines</b>						
Fines - Water Meter Tampering	\$35.00 per Incident	NA NA				

**Parks & Recreation**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Community Center Fees</b>						
Rental - after hours fee for all activities	\$10.00 per hour per staff member					
Rental - Gymnasium						
Resident	\$100.00 per hour per gym	\$500.00 per 8 hours per gym				
Non-resident	\$150.00 per hour per gym	\$800.00 per 8 hours per gym				
Rental - Classroom/Craft Room						
Resident	\$25.00 per hour per room	\$160.00 per 8 hours per room				
Non-resident	\$45.00 per hour per room	\$280.00 per 8 hours per room				
<b>Memberships</b>						
Children (Ages 5-13)						
Resident	\$0.50 per day	\$5.00 per month or \$36 per year				
Non-Resident	\$0.50 per day	\$8.00 per month or \$61 per year				
Youth (Ages 14-17)						
Resident	\$1.00 per day	\$11.00 per month or \$76 per year				
Non-Resident	\$1.00 per day	\$16.00 per month or \$101 per year				
Adults (Ages 18-59)						
Resident	\$2.00 per day	\$16.00 per month or \$101 per year				
Non-Resident	\$2.00 per day	\$26.00 per month or \$181 per year				
Seniors (Ages 60+)						
Resident	\$0.50 per day	\$5.00 per month or \$36 per year				
Non-Resident	\$0.50 per day	\$8.00 per month or \$61 per year				
Seniors Couples						
Resident	n/a per day	\$7.00 per month or \$56 per year				
Non-Resident	n/a per day	\$11.00 per month or \$101 per year				
Adult Couples						
Resident	n/a per day	\$26.00 per month or \$176 per year				
Non-Resident	n/a per day	\$46.00 per month or \$301 per year				
Families						
Resident	n/a per day	\$51.00 per month or \$251 per year				
Non-Resident	n/a per day	\$76.00 per month or \$401 per year				
<b>Park Rental Fees</b>						
Park Land Rental (Concessionaire)	\$250.00 per month	NA NA				
Athletic Fields						
Non-Recreational Play	\$25.00 per (4) hour period	\$5.00 per hour for 5+ hours				
Resident	\$50.00 per field per day	NA NA				
Non-Resident	\$75.00 per field per day	NA NA				
Recreational Play	Fee negotiated per Contract	NA NA				
Field Lighting	\$30.00 per hour per field	NA NA				
Boweries (except for Jensen and Legacy Parks)						
Bowery Rental Deposit	\$50.00 per application	NA NA				
Parties of 150 or Less						
Resident	\$25.00 per (4) hour period	\$5.00 per hour for 5+ hours				
Non-Resident	\$50.00 per (4) hour period	\$10.00 per hour for 5+ hours				
Parties of 150 or More						
Resident	\$75.00 per (4) hour period	\$10.00 per hour for 5+ hours				
Non-Resident	\$125.00 per (4) hour period	\$20.00 per hour for 5+ hours				
Jensen Nature Park						
Resident	\$50.00 per (4) hour period	NA NA				
Non-Resident	\$75.00 per (4) hour period	NA NA				
Jensen Park Nature Center						
Resident - 1/2 Day	\$125.00 per rental	NA NA				
Resident - Whole Day	\$250.00 per rental	NA NA				
Non-resident - 1/2 Day	\$175.00 per rental	NA NA				
Non-resident - Whole Day	\$350.00 per rental	NA NA				
Legacy Park						
Resident	\$50.00 per (4) hour period	NA NA				
Non-Resident	\$75.00 per (4) hour period	NA NA				
Cancellation Fee	\$5.00 per cancellation	50% within 7 days, no refund under 3 days				

**Parks & Recreation**

*All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)*

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Heritage Days</b>						
10 x 10 Booth	\$75.00 per booth	NA NA				
10 x 20 Booth	\$120.00 per booth	NA NA				
Power for Booth	\$10.00 per booth	NA NA				
Roving Vendor Permit						
Without a booth rental	\$50.00 per permit	NA NA				
With a booth rental	\$25.00 per permit	NA NA				
Parade Entry	\$10.00 per vehicle					
Late Fee	\$15.00 per application	NA NA				
<b>Farmers Market Fees</b>						
Booth Rental - Produce	\$10 Per Week or \$130 per year					
Booth Rental - Merchandise, Retail	\$15 Per Week or \$195 per year					
Power Rental for booth	\$5 Per Week or \$65 per year					
Basket Rental	\$5 Per Basket					
<b>Sports Programs</b>						
Late Sign-up Fee	\$5.00 per person	NA NA				
Golf	\$56.00 per person	NA NA				
Tennis	\$31.00 per person	NA NA				
Football (Tackle)	\$116.00 per person	NA NA				
Adult Basketball	\$351.00 per team	NA NA				
Soccer (Fall/Spring)						
Resident	\$46.00 per person	NA NA				
Non-Resident	\$61.00 per person	NA NA				
Baseball/Softball						
T-ball						
Resident	\$36.00 per person	NA NA				
Non-Resident	\$51.00 per person	NA NA				
Machine Pitch						
Resident	\$41.00 per person	NA NA				
Non-Resident	\$41.00 per person	NA NA				
Minor League/Major League						
Resident	\$46.00 per person	NA NA				
Non-Resident	\$61.00 per person	NA NA				
Pony/Ponytail/High School						
Resident	\$51.00 per person	NA NA				
Non-Resident	\$66.00 per person	NA NA				
Jr High/5th - 6th Girls						
Resident	\$51.00 per person	NA NA				
Non-Resident	\$66.00 per person	NA NA				
Basketball						
1st-6th grades (Jr Jazz)						
Resident	\$51.00 per person	NA NA				
Non-Resident	\$66.00 per person	NA NA				
7th-12th grades (Jr Jazz)						
Resident	\$56.00 per person	NA NA				
Non-Resident	\$71.00 per person	NA NA				
Itty Bitty						
Resident	\$36.00 per person	NA NA				
Non-Resident	\$51.00 per person	NA NA				
<b>Equipment Rental</b>						
Performance Stage	\$900.00 per day					

**Cemetery**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Basic Fees</b>						
Plot Purchase						
Resident	\$500.00					
Non-Resident	\$1,000.00					
Plot Purchase - half/infant/urn						
Resident	\$250.00					
Non-Resident	\$500.00					
Interment - Adult						
Resident	\$300.00					
Non-Resident	\$700.00					
Interment - Child						
Resident	\$175.00					
Non-Resident	\$400.00					
Interment - Urn or Infant						
Resident	\$100.00					
Non-Resident	\$200.00					
Interment - Weekend or Holiday						
Resident	\$200.00					
Non-Resident	\$200.00					
Disinterment						
Resident	\$400.00					
Non-Resident	\$400.00					
Monument Move (Flat Monument)						
Resident	\$50.00					
Non-Resident	\$50.00					
Monument Move (Upright Monument)						
Resident	\$250.00					
Non-Resident	\$250.00					
Position Transfer Fee						
Resident	\$35.00					
Non-Resident	\$35.00					
After Hours fee (3:00 p.m.)						
Resident	\$100.00					
Non-Resident	\$100.00					

**Public Safety & Public Works**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Fire Department</b>						
Ambulance Stand-By Fee (for-profit special events)	\$36.00 per hour					
CERT Special Class fee for additional classes requested by organizations outside of regular scheduled classes	\$200.00 per class					
Equipment issued during CERT Class	\$25.00					
Fire Report	\$10.00					
Fire Report with pictures	\$50.00					
CPR/ First Aid Course						
Resident	\$10.00					
Non-Resident	\$20.00					
Off-site CPR, First Aid, or AED Training course	\$200.00 per class					
Children's Bike Helmets	\$10.00					
<b>Police Department</b>						
Fingerprinting						
Resident	\$10.00 per card					
Non-Resident	\$15.00 per card					
Police contract services (i.e. special events, interagency, etc)						
Admin Fee - staffing costs	\$20.00 per event					
Each officer	\$55.00 per hour					
Police Report	\$10.00					
Police Report with any pictures/CD/DVD	\$50.00					
Good Conduct Letter Request	\$5.00 per letter					
Defensive Driving Course ordered by Justice Court	\$30.00					
Annual sex offender registration fee	\$25.00	Per Registration				
<b>Emergency Services</b>						
Base Fee and Mileage Rate	As per State approved Utah Health Department Rates					
Surcharges (Emergency, night service, off-road)						
Special Provisions (wait time, non-transport)						
Medical Supplies						
<b>Public Works Department</b>						
Public Works contract services (i.e. staffing, capital projects, interagency, etc)						
Staffing costs	\$75.00 per hour					
Heavy equipment costs	\$100.00 per hour					

**Miscellaneous**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Faxes</b>						
Local	\$2.00 per call	NA NA				
Long Distance	\$1.00 per page	\$0.10 NA				
<b>Copies</b>						
8 1/2 " x 11" - single sheet B&W	\$0.25 per sheet	NA NA				
8 1/2 " x 11" - single sheet Color	\$0.50 per sheet	NA NA				
11 " x 17" - single sheet B&W	\$0.50					
11 " x 17" - single sheet Color	\$1.00					
24" x 36"	\$2.00 per sheet	NA NA				
Off-site Printing	Actual Cost	NA NA				
<b>Post Office Supplies</b>						
Stamps, Packages, Boxes, etc.	As per approved USPS prices					
Bubble Wrap	\$3.30					
Packing Tape Dispensers	\$3.50					
Mailing Carton 12" x 10" x 8"	\$2.19					
Mailing Carton 15"x12"x10"	\$3.49					
Mlg Ctn 9.0625" x 5.625" x 1.25" (DVD/Video)	\$2.59					
Mailing Carton 8" x 8" x 8"	\$1.99					
Mailing Carton 5.75" x 5.25" x 1" (CD Mailer)	\$2.19					
Photo/Doc Mlr 9.75" x 12.25" (Chipboard)	\$1.59					
Cushion Mailer 6" x 10"	\$1.19					
Cushion Mailer 8.5" x 12"	\$1.59					
Cushion Mailer 10.5" x 16"	\$1.89					
Photo/Doc Mailer 6" x 10" (Chipboard)	\$1.49					
Photo/Doc Mlr 6.5" x 9.5" Corr-Ins peel adh	\$1.69					
Photo/Doc Mlr 9.5" x 12.5" Corr-Ins peel adh	\$2.19					
Bubble Mailer 6" x 10"	\$1.49					
Bubble Mailer 10.5" x 16"	\$2.19					
Bubble Mailer 8.5" x 12"	\$1.79					
Bubble Mailer 12.5" x 19"	\$2.59					
Envelope 6" x 9"	\$0.49					
Utility Mailer 10.5" x 16"	\$1.19					
<b>Administrative Reports &amp; Documents</b>						
Financial Report						
First Copy	No Charge per report	NA NA				
Additional	\$5.00 per report	NA NA				
Budget Document						
First Copy	No Charge per report	NA NA				
Additional	\$5.00 per report	NA NA				
Audio Recordings on CD	\$10.00 per CD	NA NA				
Certification of Copies	\$2.00 per copy	NA NA				
GRAMA Records Request						
Research, compilation, editing etc.	\$0.00 per minute (first 30 min)	\$15.00 per hour (31+ minutes)				
Notarization	\$5.00 per stamp	NA NA				
Subdivision Ordinance Book						
Entire Book	\$15.00 per book	NA NA				
Per Chapter	\$1.50 per chapter	NA NA				
General Plan Book	\$15.00 per book	NA NA				
<b>Maps (includes Zoning, General Plan, Garbage Pick-up, Master Transportation etc.)</b>						
8 1/2 " x 11"	Size A	\$3.00 per map	NA NA			
11" x 17"	Size B	\$5.00 per map	NA NA			
17" x 22"	Size C	\$8.00 per map	NA NA			
22" x 34"	Size D	\$15.00 per map	NA NA			
34" x 44"	Size E	\$17.00 per map	NA NA			
Custom		\$3.00 per sf	\$10.00 Minimum			
Map Research & Compilation		\$50.00 per hour				
Maps on disk		\$10.00 per disk	NA NA			

**Miscellaneous**

**All Fees Are Effective July 1, 2014 Except As Noted (All fees paid with credit card are subject to 1% fee)**

Fee Description	Current Base Fee	Additional Fee	Proposed Base Fee	Proposed Additional Fee	Base Fee Increase	Additional Fee Increase
<b>Collections</b>						
Returned Check Fee	\$20.00 per check	NA NA				
Warrant Collection Fee	2.75% of outstanding warrant balance					
Outside Collection Agency Fee	25.00% of balance owed to City					
<b>Candidate Filing Fee for Public Office</b>						
	\$25.00 per application	NA NA				
<b>City Hall Lobby Rental</b>						
Small Events (< 25 persons - no food present)						
Resident	\$50.00 per rental	\$0.00 per hour				
Non-resident	\$75.00 per rental	\$0.00 per hour				
Small Events (< 25 persons - with food present)						
Resident	\$100.00 per rental	\$35.00 per hour				
Non-resident	\$150.00 per rental	\$35.00 per hour				
Large Events (> 25 persons - no food present)						
Resident	\$300.00 per rental	\$35.00 per hour				
Non-resident	\$450.00 per rental	\$35.00 per hour				
Large Events (> 25 persons - with food present)						
Resident	\$300.00 per rental	\$35.00 per hour				
Non-resident	\$450.00 per rental	\$35.00 per hour				
<b>City Hall Chambers Rental</b>						
Small Events (< 25 persons - no food present)						
Resident	\$100.00 per rental	\$35.00 per hour for staffing				
Non-resident	\$150.00 per rental	\$40.00 per hour for staffing				
Large Events (< 25 persons - no food present)						
Resident	\$300.00 per rental	\$40.00 per hour				
Non-resident	\$450.00 per rental	\$45.00 per hour				
<b>City Hall Lobby and Chambers Rental</b>						
Small Events (< 25 persons - no food present)						
Resident	\$150.00 per rental	\$35.00 per hour				
Non-resident	\$200.00 per rental	\$40.00 per hour				
Small Events (< 25 persons - with food present)						
Resident	\$200.00 per rental	\$40.00 per hour				
Non-resident	\$250.00 per rental	\$45.00 per hour				
Large Events (> 25 persons - no food present)						
Resident	\$350.00 per rental	\$50.00 per hour				
Non-resident	\$400.00 per rental	\$55.00 per hour				
Large Events (> 25 persons - with food present)						
Resident	\$450.00 per rental	\$55.00 per hour				
Non-resident	\$500.00 per rental	\$60.00 per hour				

**Comparative Impact Fees Charged by other Cities**

<b>City</b>	<b>Residential Impact</b>	<b>Commercial Impact</b>	<b>Office Space</b>
Highland	\$ 997.00	\$ -	
Pleasant Grove	\$ 159.61	\$ 1.56	\$ 0.67
Eagle Mountain	\$ 45.00	\$ -	\$ -
Saratog Springs	\$ 327.00	Based on ERU's	\$ -
Riverton	\$ 109.00	\$ 0.32	\$ 0.32
West Jordan	\$ 413.00	\$.20 - \$.29	\$.07 - \$.36
South Jordan	\$ 226.00	\$ 0.60	\$ 0.04
Draper	\$ 150.00	\$ 0.08	\$ 0.08
Bluffdale	\$ 238.00	\$ 1.05	\$ -
Farr West	\$ 150.00	\$ -	\$ -
North Ogden	\$ 150.00	\$ -	\$ -
West Haven	\$ 216.00	\$ -	\$ -
South Weber	\$ 116.00	\$ -	\$ -
Washington Terrace	\$ 409.00	\$ 0.06	\$ 0.06
Clinton	\$ 82.00	\$0.36 - \$0.48	\$0.19 - \$0.46
Farmington	\$ 300.00	\$0.09 - \$0.14	\$0.05 - \$0.14
Layton	\$ 501.00	\$ 0.65	\$ 0.47
<b>Average Price</b>	<b>\$ 269.92</b>	<b>\$ 0.52</b>	<b>\$ 0.29</b>
<b>Syracuse City</b>	<b>\$ 141.60</b>	<b>\$ 0.11</b>	<b>\$ 0.11</b>

Blue = Fire Department Only  
 Green = Police Department Only  
 Black = Both Police & Fire

**COMPARATIVE IMPACT FEES FOR UTAH, SALT LAKE, DAVIS, & WEBER COUNTIES**

	Culinary Water	Secondary Water	Storm Drainage	Special Service District (Sewer)	Sewer	Parks/Open Space	Law Enforcement	Fire/Em. Serv.	Roadway	Flood Control Basin Fee	Power	Garbage	Totals
<b>Utah County</b>													
<b>American Fork</b>													
<b>Residential</b>													
Single Family Detached	\$1,630.00			\$2,480.00	\$1,368.00	\$2,600.00							\$8,078
All Other Housing Types Per Unit	\$1,220.00			\$2,480.00	\$1,023.00	\$2,200.00							\$6,923
<b>Nonresidential</b>													
.625 Inch	\$1,630.00			\$2,480.00	\$1,368.00								\$5,478
.75 Inch	\$1,780.00			\$2,480.00	\$1,494.00								\$5,754
1 Inch	\$2,229.00			\$2,480.00	\$1,874.00								\$6,583
1.5 Inch	\$2,829.00			\$2,480.00	\$2,380.00								\$7,689
2 Inch	\$4,478.00			\$2,480.00	\$3,771.00								\$10,729
3 Inch	\$16,621.00			\$2,480.00	\$14,013.00								\$33,114
4 Inch	\$21,118.00			\$2,480.00	\$17,807.00								\$41,405
*All Nonresidential Timp Special Service District fees are based on ERU's (= 350 Gallons per day)													
<b>Lindon</b>													
<b>Residential</b>													
1 Inch	\$1,279.00		Per ERU	\$799.00	\$2,561.00	\$1,129.22							\$5,768
1.5 Inch	\$1,644.00		Per ERU	\$799.00	\$2,561.00	\$1,129.22							\$6,133
2 Inch	\$2,649.00		Per ERU	\$799.00	\$2,561.00	\$1,129.22							\$7,138
3 Inch	\$10,049.00		Per ERU	\$799.00	\$2,561.00	\$1,129.22							\$14,538
4 Inch	\$12,790.00		Per ERU	\$799.00	\$2,561.00	\$1,129.22							\$17,279
Single Family			Per ERU	\$799.00	\$2,561.00	\$1,498.85							\$4,859
<b>Non Residential</b>													
			Per ERU	\$799.00	\$2,561.00								\$3,360
Road impact fees are assessed in some small areas of Lindon. No residential areas have had fees assessed yet, and the amount is determined by the inspector.													
<b>Highland</b>													
<b>Residential</b>													
Single Family		\$1,350.00		\$2,480.00	\$460.00	\$1,276.00	\$997.00		\$1,210.00				\$7,313
Highland Heights (Northwest Annexation)	\$1,208.00	\$2,095.00		\$2,480.00	\$554.00	\$1,276.00	\$997.00	\$3,005.00					\$11,615
<b>Lehi</b>													
<b>Residential</b>													
Single Family	Per ERU	Per ERU	Per ERU	Per ERU		Per ERU				Per ERU			
Single Family	\$940.00	\$960.00		\$2,480.00	\$460.00	\$1,330.00			\$1,020.00	\$233.00			\$7,423
Multi Family	\$940.00	\$960.00		\$2,480.00	\$460.00	\$1,220.00			\$1,020.00	\$233.00			\$7,313
Mobile Home and Trailer				\$2,480.00	\$460.00	\$1,430.00			\$1,020.00	\$233.00			\$5,623
Other Residential Units				\$2,480.00	\$460.00	\$1,225.00			\$1,020.00	\$233.00			\$5,418
<b>Non Residential</b>													
					\$460.00				\$1,020.00				\$1,480
.75 Inch	\$1,200.00				\$460.00				\$1,020.00				\$2,680
1 Inch	\$2,500.00				\$460.00				\$1,020.00				\$3,980

1.5 Inch	\$7,300.00				\$460.00				\$1,020.00			\$8,780
2 Inch	\$16,000.00				\$460.00				\$1,020.00			\$17,480
3 Inch	\$45,000.00				\$460.00				\$1,020.00			\$46,480
4 Inch	\$96,000.00				\$460.00				\$1,020.00			\$97,480
1 Inch Lateral		\$960.00										\$960
1.25 Inch Lateral		\$4,000.00										\$4,000
1.5 Inch Lateral		\$6,500.00										\$6,500
2 Inch Lateral		\$14,000.00										\$14,000
3 Inch Lateral		\$40,000.00										\$40,000
4 Inch Lateral		\$86,000.00										\$86,000
100 Amp										\$233.00		\$233
200 Amp										\$378.00		\$378
400 Amp										\$582.00		\$582
Commercial (per KVA)										\$99.00		\$99
<b>Alpine</b>												
<b>Residential</b>		Per sq foot										
Single Family	\$225.00	\$0.0728	\$800.00	\$2,480.00	\$760.00	\$2,600.00			\$845.00			\$7,710
<b>Pleasant Grove</b>												
<b>Residential</b>	Per unit			Per unit	Per unit	Per unit	Per unit	Per unit	Per 1000 sq ft			
Low Density Residential	\$1,024.00			\$2,480.00	\$1,034.00	\$890.00	\$80.21	\$79.40	\$616.96			\$6,205
Medium Density Residential	\$1,024.00			\$2,480.00	\$1,034.00	\$890.00	\$80.21	\$79.40	\$616.96			\$6,205
High Density Residential	\$1,024.00			\$2,480.00	\$1,034.00	\$890.00	\$80.21	\$79.40	\$616.96			\$6,205
<b>Non Residential (per 1,000 sf)</b>					Per 1000 sq ft		Per 1000 sq ft	Per 1000 sq ft				
Office 17,500-37,500				\$2,480.00	\$600.00		\$41.00	\$26.00				\$3,147
Commercial 75,000-150,000				\$2,480.00	\$600.00		\$86.00	\$70.00				\$3,236
.75 Inch	\$1,024.00	\$1,034.00										\$2,058
1 Inch	\$2,353.00	\$1,137.00										\$3,490
1.5 Inch	\$4,853.00	\$1,443.00										\$6,296
2 Inch	\$6,618.00	\$1,864.00										\$8,482
3 Inch	\$12,353.00	\$3,000.00										\$15,353
4 Inch	\$18,529.00	\$11,365.00										\$29,894
<b>Eagle Mountain</b>												
<b>Residential</b>												
General South Service Area	\$2,615.00		\$259.00		\$934.00	\$1,025.00	\$45.00		\$2,428.00	\$575.00		\$7,881
General North Service Area	\$2,855.00		\$82.00	\$2,480.00	\$434.00	\$610.00	\$45.00		\$1,988.00	\$619.00		\$9,113
<b>Saratoga Springs</b>												
Single Family Residential			\$559.00	\$2,480.00	\$1,200.00	\$833.00	\$327.00		\$921.00			\$6,320
*Commercial fees calculated individually using ERU's as a base unit.												
<b>Salt Lake County</b>												
<b>Riverton</b>												



<b>Non Residential</b>											
Hotel/ Motel (Per # of rooms)	\$669.00				\$920.00						\$1,589
Rest Homes/ Hospitals (Per # of rooms)	\$937.00				\$920.00						\$1,857
1 Inch	\$2,677.00				\$1,840.00						\$4,517
1.5 Inch	\$5,355.00				\$3,680.00						\$9,035
2 Inch	\$8,568.00				\$5,828.00						\$14,396
3 Inch	\$16,064.00				\$11,040.00						\$27,104
4 Inch	\$26,744.00				\$18,400.00						\$45,144
6 Inch	\$53,548.00				\$36,800.00						\$90,348
8 Inch	\$85,676.00				\$58,280.00						\$143,956
10 Inch	\$133,869.00				\$92,000.00						\$225,869
<b>South Jordan</b>											
<b>Residential</b>											
Residential A-1			\$1,524.00		\$4,346.00	\$80.00	\$146.00	\$1,389.00			\$7,485
Residential A-5			\$1,524.00		\$4,346.00	\$80.00	\$146.00	\$1,389.00			\$7,485
Residential R-1.8			\$1,431.00		\$4,346.00	\$80.00	\$146.00	\$1,389.00			\$7,392
Residential R-2.5			\$1,443.00		\$4,346.00	\$80.00	\$146.00	\$1,389.00			\$7,404
Residential R-3			\$1,158.00		\$4,346.00	\$80.00	\$146.00	\$1,389.00			\$7,119
Residential RM (1)			\$772.00		\$2,850.00	\$80.00	\$146.00	\$1,389.00			\$5,237
Residential RM (2)			\$450.00		\$2,596.00	\$80.00	\$389.00	\$882.00			\$4,397
<b>Non Residential</b>											
Hotel/Motel			\$118.00		\$87.00	\$107.00	\$106.00	\$1,243.00			\$1,661
Office Uses (per sq ft)			\$0.297		\$0.095	\$0.021	\$0.023	\$1.015			\$1.45
Commercial Uses (per sq ft)			\$0.551		\$0.176	\$0.287	\$0.313	\$5.523			\$6.85
Industrial Uses(per sq ft)			\$0.335		\$0.101	\$0.016	\$0.136	\$0.547			\$1.14
<b>Water Connection</b>											
.75 Inch	\$2,651.00										\$2,651
1 Inch	\$5,646.00										\$5,646
1.25 Inch	\$10,153.00										\$10,153
1.5 Inch	\$16,409.00										\$16,409
1.75 Inch	\$24,600.00										\$24,600
2 Inch	\$34,965.00										\$34,965
2.5 Inch	\$62,878.00										\$62,878
3 Inch	\$101,580.00										\$101,580
4 Inch	\$216,468.00										\$216,468
6 Inch	\$628,807.00										\$628,807
<b>Bluffdale</b>											
<b>Residential</b>											
>1 Acre	Per Dwelling	\$2,200.00	\$526.00	\$3,079.00	\$2,355.00		\$238.00	\$1,026.00			\$9,424
< 1 Acre	Per Dwelling	\$2,200.00	\$421.00	\$1,936.00	\$2,355.00		\$238.00	\$1,026.00			\$8,176





100 Amp												\$90.00	\$90
125 Amp												\$115.00	\$115
150 Amp												\$135.00	\$135
200 Amp												\$185.00	\$185
225 Amp												\$205.00	\$205
400 Amp												\$365.00	\$365
<b>Non Residential</b>													
Commercial Single Phase													
100 Amp												\$400.00	\$400
125 Amp												\$500.00	\$500
150 Amp												\$600.00	\$600
200 Amp												\$800.00	\$800
400 Amp												\$1,605.00	\$1,605
Commercial 3 Phase													
125 amp												\$870.00	\$870
150 Amp												\$1,040.00	\$1,040
200 Amp												\$1,390.00	\$1,390
400 Amp												\$2,780.00	\$2,780
600 Amp												\$4,170.00	\$4,170
800 Amp												\$5,560.00	\$5,560
1000 Amp												\$6,950.00	\$6,950
1200 Amp												\$8,335.00	\$8,335
1600 Amp												\$11,115.00	\$11,115
2000 Amp												\$13,895.00	\$13,895
1500 Amp (1038 KVA)												\$17,375.00	\$17,375
Commercial 3 Phase (208 Volt)													
125 Amp												\$755.00	\$755
150 Amp												\$905.00	\$905
200 Amp												\$1,205.00	\$1,205
400 Amp												\$2,410.00	\$2,410
600 Amp												\$3,615.00	\$3,615
800 Amp												\$4,820.00	\$4,820
1000 Amp												\$6,025.00	\$6,025
1200 Amp												\$1,230.00	\$1,230
1600 Amp												\$9,640.00	\$9,640
2000 Amp												\$12,050.00	\$12,050
2500 Amp												\$15,065.00	\$15,065
Commercial 3 Phase (480 Volt)													
125 Amp												\$1,740.00	\$1,740
150 Amp												\$2,090.00	\$2,090

200 Amp											\$2,780.00	\$2,780
400 Amp											\$5,555.00	\$5,555
600 Amp											\$8,335.00	\$8,335
800 Amp											\$11,115.00	\$11,115
1000 Amp											\$13,895.00	\$13,895
1200 Amp											\$16,675.00	\$16,675
1600 Amp											\$22,245.00	\$22,245
2000 Amp											\$27,805.00	\$27,805
2500 Amp											\$34,750.00	\$34,750
<b>Clinton</b>												
<b>Residential</b>												
Single Family	\$423.00		\$1,320.00	\$1,500.00		\$1,396.00	\$50.00	\$32.00	\$466.00			\$5,187
Multi-Family	\$321.00		\$303.00	\$1,500.00		\$834.00	\$30.00	\$19.00	\$283.00			\$3,290
<b>Non Residential</b>												
							Per 1000 sf	Per 1000 sf	Per 1000 sf			
Commercial < 50,000							\$483.00	\$163.00	\$1,890.00			\$2,536
Commercial 50,001 - 100,000							\$420.00	\$142.00	\$1,665.00			\$2,227
Commercial > 100,000							\$362.00	\$126.00	\$1,451.00			\$1,939
Office < 25,000							\$194.00	\$230.00	\$1,961.00			\$2,385
Office >25,000							\$465.00	\$216.00	\$1,239.00			\$1,920
Business Park							\$135.00	\$180.00	\$589.00			\$904
Light Industrial							\$74.00	\$131.00	\$493.00			\$698
Warehousing							\$52.00	\$72.00	\$278.00			\$402
<b>Woods Cross</b>												
<b>Residential</b>												
Single Family	\$1,794.00		\$884.00	\$1,486.00		\$1,357.00						\$5,521
Multi-Family	\$1,794.00		\$401.00	\$1,486.00		\$933.00						\$4,614
<b>Nonresidential</b>												
			Per Acre									\$0
.75 Inch	\$1,794.00		\$6,285.00									\$8,079
1 Inch	\$4,485.00		\$6,285.00									\$10,770
1.5 Inch	\$8,970.00		\$6,285.00									\$15,255
2 Inch	\$14,352.00		\$6,285.00									\$20,637
3 Inch	\$26,910.00		\$6,285.00									\$33,195
4 Inch	\$44,850.00		\$6,285.00									\$51,135
<b>Farmington (East Area)</b>												
<b>Residential</b>												
			\$563.00	\$1,700.00		\$2,097.00	\$167.00	\$133.00	\$516.00			\$5,176
Single Family			\$306.00	\$1,700.00		\$1,371.00	\$109.00	\$87.00	\$314.00			\$3,887
Multi Family												
<b>Non Residential</b>												
Commercial < 50,000			\$355.00	\$1,700.00			\$140.00	\$184.00	\$1,662.00			\$4,041
Commercial 50,001 - 100,000			\$355.00	\$1,700.00			\$123.00	\$161.00	\$1,465.00			\$3,804



.75 Inch	\$1,493.00			\$1,500.00	\$473.00							\$3,466
1 Inch	\$3,732.00			\$1,500.00	\$1,183.00							\$6,415
1.5 Inch	\$7,465.00			\$1,500.00	\$2,367.00							\$11,332
2 Inch	\$11,944.00			\$1,500.00	\$3,787.00							\$17,231
3 Inch	\$22,395.00			\$1,500.00	\$7,101.00							\$30,996
4 Inch	\$37,326.00			\$1,500.00	\$11,835.00							\$50,661
<b>Cache County</b>												
<b>Millville City</b>												
Single Family	\$3,000.00					\$2,000.00			\$500.00			\$5,500
<b>Hyde Park City</b>												
Single Family	\$1,875.00			\$1,711.00	\$1,098.00			\$1,154.00				\$5,838
<b>North Logan City</b>												
<b>Residential</b>												
Single Family Detached						\$833.00			\$446.00			\$1,279
All Other Housing Types						\$644.00			\$334.00			\$978
Up to 1"	\$2,784.00			\$737.00								\$3,521
1.5"	\$5,568.00			\$1,474.00								\$7,042
2"	\$8,909.00			\$2,358.00								\$11,267
<b>Non Residential</b>												
Commercial < 75,000								\$444.00				\$444
Commercial 75,000 -150,000								\$390.00				\$390
Commercial > 150,000								\$210.00				\$210
Office < 17,500								\$1,130.00				\$1,130
Office 17,500 - 37,500								\$905.00				\$905
Office > 37,500								\$761.00				\$761
Business Park								\$660.00				\$660
Light Industrial								\$320.00				\$320
Warehousing								\$224.00				\$224
Manufacturing								\$176.00				\$176
<b>River Heights City</b>												
Area Within City	\$1,400.00			\$1,056.00	\$790.00			\$350.00				\$3,596
Area Within City (1 Inch Connection)	\$5,470.00			\$1,056.00	\$790.00			\$350.00				\$7,666
600 South Area	\$2,685.00			\$2,339.00	\$790.00			\$350.00				\$6,164
600 South Area (1 Inch Connection)	\$10,490.00			\$2,339.00	\$790.00			\$350.00				\$13,969
Riverdale Area	\$1,400.00			\$0.00	\$790.00			\$350.00				\$2,540
Riverdale Area (1 Inch Connection)	\$5,470.00			\$0.00	\$790.00			\$350.00				\$6,610
800 South Area	\$2,532.00			\$1,447.00	\$790.00			\$350.00				\$5,119
800 South Area (1 Inch Connection)	\$9,890.00			\$1,447.00	\$790.00			\$350.00				\$12,477



# COUNCIL AGENDA

September 9, 2014

## Agenda Item #11 Title VIII Amendments-Subdivision Ordinances

### *Factual Summation*

Please see the attached:

- a. Proposed Ordinance 14-23, amendment to Title VIII
- b. Redline Title VIII

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

### **Background**

The Planning Commission has been reviewing Title VII for the past few months regarding subdivision processes. The proposed amendments ensure that subdivision applications are not vested until they are seen by the Council at Preliminary Plat Approval. The process is also designed to be more efficient in the use of staff and Planning Commission time. The following reviews will take place:

Concept (sketch)	Development Review Committee
Preliminary	Planning Commission Recommendation (Public Hearing)
Preliminary	City Council Approval
Final	Planning Commission
Final	City Council

The proposed ordinance reflects the recommended changes from the Planning Commission with regard the process and other minor amendments for clarity.

The Planning Commission held public hearings on the proposed amendments on June 17, 2014 and again on August 5, 2014. At a public meeting on August 19, 2014 the Planning Commission recommended to the City Council the adoption of the proposed amendments.

### **Summary of Amendments**

Various Sections Change the term Subdivider to Developer

Section 8.10.020	Clarify that the plats should be prepared by a civil engineer and not a surveyor.										
Section 8.10.030	Bring the code into compliance with the State statute that does not allow bonding to 110%, only that a city may retain the last 10% of the bond for warranty.										
Section 8.10.50	Amends the section on park impacts to be in conformance with the new single park impact fee.										
Section 8.10.070	Provides a requirement for the number and spacing of stub roads required to adjacent undeveloped property										
Section 8.10.190	Amends the process for subdivision approval as follows: <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Concept (sketch)</td> <td>Development Review Committee</td> </tr> <tr> <td>Preliminary</td> <td>PC Recommendation (Public Hearing)</td> </tr> <tr> <td>Preliminary</td> <td>City Council Approval</td> </tr> <tr> <td>Final</td> <td>Planning Commission</td> </tr> <tr> <td>Final</td> <td>City Council</td> </tr> </table>	Concept (sketch)	Development Review Committee	Preliminary	PC Recommendation (Public Hearing)	Preliminary	City Council Approval	Final	Planning Commission	Final	City Council
Concept (sketch)	Development Review Committee										
Preliminary	PC Recommendation (Public Hearing)										
Preliminary	City Council Approval										
Final	Planning Commission										
Final	City Council										
Section 8.15.010	Clarifies when a temporary turn-around is required on a stub street, length greater than 150 feet.  Removes exceptions for dead-end street length over 500 feet										
Section 8.15.030	Requires developer to work with not only ditch companies but individuals who have private service connection ditches										
Section 8.20	Outlines procedures for Concept (sketch) review by the Development Review Committee (DRC)										
Section 8.25	Outlines procedures for Preliminary Plat Review & recommendation to Council										

**Recommendation for City Council Approval of Ordinance 14-23, Various Sections, Title VIII**

The Syracuse City Planning Commission hereby recommends that the City Council approve the adoption of Ordinance 14-23, Amending Title X.

**ORDINANCE NO. 14-23**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.**

**WHEREAS**, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

**WHEREAS**, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

**WHEREAS**, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

**WHEREAS**, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

**WHEREAS**, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

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

**Section 1. Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

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

**Section 3. Effective Date.** This Ordinance shall become effective immediately after publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2014.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____

EXHIBIT A-Redline

**Proposed Title VIII-Subdivision Amendments**

**Chapter 8.05**

**PURPOSE**

Sections:

- 8.05.010 General purpose.
- 8.05.020 Public interest.
- 8.05.030 Variations – Exception.
- 8.05.040 Building Official – Appointment.
- 8.05.050 Severability.

**8.05.010 General purpose.**

The purpose and intent of this title is to promote the public health, safety, convenience and general welfare of the inhabitants of the incorporated territory of Syracuse City in the matter of subdivision or matters affected by subdivisions through provisions designed to:

- (A) Provide for the harmonious and coordinated development of the City, and to assure sites suitable for subdivision development and human habitation.
- (B) Ensure adequate open space for traffic, recreation, light and air.
- (C) Facilitate the conservation or production of adequate transportation, water, sanitation, drainage and energy resources.
- (D) Avoid scattered and premature subdivision that would cause insufficient public services and facilities, or necessitate an excessive expenditure of public funds for the supply of such services and facilities.
- (E) Ensure utilization of the land in the best interest of the public welfare and the neighborhood deployment of the area concerned.
- (F) Preserve outstanding natural, cultural or historic features.

This chapter is designed to inform the ~~subdivider~~developer and public of the requirements and conditions necessary to obtain approval of a subdivision. To this end, all requirements, where possible, are expressly delineated in this title or other applicable ordinances. However, since it is impossible to cover every possibility, and there are some aspects which do not lend themselves to being easily articulated, this title allows the Planning Commission and City Council to impose reasonable conditions upon a ~~subdivider~~developer in addition to those expressly required, so long as such conditions do not conflict with any requirements set forth in this chapter or other applicable ordinances. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-1.]

**8.05.020 Public interest.**

Any proposed subdivision and its ultimate use shall be in the best interest of the public welfare and the neighborhood development of the area concerned. The ~~subdivider~~developer shall present evidence to this effect when requested to do so by the Planning Commission. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-2.]

**8.05.030 Variations – Exception.**

55  
56 In cases where unusual topographical or other exceptional conditions exist, variation and exception from  
57 this title may be made by the City Council after recommendation by the Planning Commission. [Ord. 13-  
58 02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-3.]  
59

60 **8.05.040 Building Official – Appointment.**

61  
62 There is hereby created the position of Building Official who shall be appointed by the City Manager.  
63

64 (A) Duties. It shall be the duty of the Building Inspector to see to the enforcement of all ordinance  
65 provisions relating to buildings or zoning, and to inspect all buildings or structures being erected or  
66 altered, as frequently as may be necessary to ensure compliance with the City ordinances. The Building  
67 Inspector shall also act as plumbing inspector and electrical inspector and shall have all the powers and  
68 perform all the duties connected therewith.  
69

70 (B) Permits. The Building Inspector shall issue permits for the construction, alteration or repair of  
71 structures or parts thereof and for the repair or installation of plumbing and electrical facilities or fixtures  
72 within any structure; but no permit shall be issued unless the plans of and for the proposed construction,  
73 alteration, repair, installation or use fully conform to all City regulations then in effect.  
74

75 (C) Stop Order. The Building Inspector shall have the power to order all work stopped on construction or  
76 alteration or repair of building in the City when such work is being done in violation of any provision of any  
77 ordinance relating thereto. Work shall not be resumed after the issuance of such an order except on the  
78 written permission of the Inspector; provided, that if the stop order is an oral one, it shall be followed by a  
79 written stop order within an hour.  
80

81 (D) Entry Powers. The Building Inspector shall have the power to make or cause to be made an entry into  
82 any building or premises where the work of altering, repairing or constructing any building or structures is  
83 going on, for the purpose of making inspections, at any reasonable hour.  
84

85 (E) Additional Duties. The City Building Official shall perform such other and further duties as the City  
86 Council may provide by ordinance, resolution, or regulation. [Ord. 13-02 § 1 (Exhibit); Ord. 11-12 § 2;  
87 Ord. 09-11 § 2; Code 1971 § 8-1-4.]  
88

89 **8.05.050 Severability.**

90  
91 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
92 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
93 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
94 [Ord. 13-02 § 1 (Exhibit).]  
95

96 **Chapter 8.10**  
97 **GENERAL PROVISIONS**  
98

99 Sections:

- 100 8.10.010 Definitions.
- 101 8.10.020 General requirements.
- 102 8.10.030 Security of performance.
- 103 8.10.040 Fee payment.
- 104 8.10.050 Parks, open space, and other public spaces.
- 105 8.10.060 Adjacent streets.
- 106 8.10.070 Relation to adjoining street systems.
- 107 8.10.080 Street lights.
- 108 8.10.090 Irrigation water.

- 109 8.10.100 Extension of public work facilities.
- 110 8.10.110 Second access required.
- 111 8.10.120 Mandatory use of City water, secondary water and sewer systems.
- 112 8.10.130 Appeals.
- 113 8.10.140 Written agreements.
- 114 8.10.150 Guidelines and checklists.
- 115 8.10.160 Fees and recording.
- 116 8.10.170 Issuance of building permit.
- 117 8.10.180 Occupancy of a dwelling.
- 118 8.10.190 Subdivision phases.
- 119 8.10.200 Residential driveways.
- 120 8.10.210 Severability.

121  
122 **8.10.010 Definitions.**

123  
124 The following terms used in this title shall have the respective meanings hereinafter set forth:

125  
126 “Alley” means any public way or thoroughfare less than 16 feet but not less than 10 feet in width, which  
127 has been dedicated or deeded to the public for public use.

128  
129 “Bench mark” means a mark affixed to a permanent or semi-permanent object along a line of survey to  
130 furnish a datum level.

131  
132 “Block” means a piece of land bordered by streets or other rights-of-way, and/or which is designated as a  
133 block on any recorded subdivision plat.

134  
135 “Building Official” means the officer or other designated authority charged with the administration and  
136 enforcement of uniform codes, and the inspection of all subdivision improvements, or the Building  
137 Official’s duly appointed representative.

138  
139 “City” refers to Syracuse City.

140  
141 “City Council” means the City Council of Syracuse.

142  
143 “City Engineer” means any registered civil engineer hired by the City Council to accomplish the objectives  
144 of this title; provided, that no such person may serve the City and a subdivider/developer simultaneously  
145 where he would have to check his own work or the work of a member of his firm in connection with any  
146 subdivision in the City.

147  
148 “Condominium” means the ownership of a single unit in a multi-unit project together with undivided  
149 interest in common in the common areas and facilities of a property as provided by state law.

150  
151 “Construction” means any work or product which will become the property of the City; i.e., roads, curb and  
152 gutter, sidewalks, water works, sewer works, culverts, bridges, fencing, etc.

153  
154 “Contractor” means the person in charge of construction. He could also be the subdivider/developer.

155  
156 “Cul-de-sac” means a minor street having only one outlet being terminated at the other end by a vehicular  
157 turnaround.

158  
159 “Developer” means an individual, group, partnership, corporation, association or any other enterprise that  
160 subdivides a parcel(s) of land.

162 “Driveway” means a private roadway, the use of which is limited to persons residing, employed or  
163 otherwise using or visiting the lot on which the roadway is located.  
164  
165 “Easement” means the quantity of land set aside or over which a liberty, privilege or advantage in land  
166 without profit, existing distinct from the ownership of the land, is granted to the public or some particular  
167 person or part of the public.  
168  
169 “Final plat” means a subdivision map prepared in accordance with the provisions of this title that is  
170 accurately surveyed and such survey marked on the ground so that the streets, alleys, blocks, lots and  
171 other divisions thereof can be identified and which is designated to be placed on record in the office of the  
172 county recorder.  
173  
174 “Improvement district” is as defined by Utah State law.  
175  
176 “Improvements” means work objectives, devices, facilities, or utilities required to be constructed or  
177 installed in a subdivision. Such improvements may include but are not limited to water facilities, sewer  
178 facilities, sidewalks, curbs and gutters, drainage facilities, streets, trees, street signs, street lights, traffic  
179 control or safety devices, fire hydrants and such other facilities or construction required by the subdivision  
180 ordinance.  
181  
182 “Inspector” means the authorized inspector or representative of the City Council.  
183  
184 “Lot” means a portion of the subdivision or parcel of land intended for building development or transfer of  
185 ownership.  
186  
187 “Master plan” means a long-range general plan that identifies present and future needs of Syracuse City,  
188 which outlines growth and development of land within the City and provides for health, general welfare,  
189 and safety as outlined in Section 10-9-301 et seq., Utah Code Annotated 1953, as amended.  
190  
191 “May” is permissive.  
192  
193 “Open space” shall mean any area within the subdivision that has been designated as open to meet the  
194 requirements of development.  
195  
196 “Owner” shall mean and refer to the person, corporation, partnership or other entity in which is vested the  
197 fee simple title of the property to be subdivided, unless otherwise clearly indicated, or the owner’s  
198 designee.  
199  
200 “Person” means any individual, firm, partnership, associate, entity, institution, or corporation and their  
201 heirs, assigns, or agents.  
202  
203 “Planning Commission” shall mean the Syracuse City Planning Commission unless another planning  
204 commission is specifically named.  
205  
206 “Preliminary plat” means a map or plan of a proposed land division or subdivision prepared in accordance  
207 with the requirements of this title.  
208  
209 “Shall” is mandatory.  
210  
211 “Sketch plan” means a conceptual drawing of the proposed development prepared in accordance with the  
212 requirements of this title.  
213

214 “Small subdivision” means the division of a tract or lot or parcel of land into two, but not more than nine,  
215 lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or of  
216 building development, wherein all such divisions front on an existing street.

217  
218 “Specifications” is to be interpreted as rules and regulations.

219  
220 “Street, arterial” means a street existing or proposed, which serves or is intended to serve as a major  
221 traffic way, as a controlled access highway, major street parkway or other equivalent term to identify  
222 those streets comprising the basic structure of the street plan.

223  
224 “Street, local” means a street existing or proposed which is supplementary to a collector street and of  
225 limited continuity which serves or is intended to serve the local need of a neighborhood.

226  
227 “Street, major collector” shall mean a street with a right-of-way of 72 feet, designated in the general plan  
228 to carry larger volumes of traffic to arterial streets.

229  
230 “Street, minor collector” means a street existing or proposed with a 66-foot right-of-way, which carries  
231 traffic from local subdivision streets to the major collectors.

232  
233 “Street, private” means a street or an alley whose ownership has been retained privately.

234  
235 “Subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more  
236 lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for  
237 offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms,  
238 and conditions. “Subdivision” includes:

239  
240 (1) The division or development of land whether by deed, metes and bounds description, devices and  
241 testacy, lease, map, plat, or other recorded instrument; and

242  
243 (2) Divisions of land for all residential and nonresidential uses, including land used or to be used for  
244 commercial, agricultural, and industrial purposes.

245  
246 “Subdivision requirements” are those that are adopted by the various governing bodies in the City for the  
247 necessary, proper development of a proposed subdivision.

248  
249 “Subdivide” and any derivative thereof shall have reference to the term “subdivision” as herein defined.

250  
251 | ~~“Subdivider” means one who subdivides a parcel of land and may also be referred to as a “developer.”~~

252  
253 “Walkway” means a right-of-way designed for use by pedestrians and not intended for use by motor  
254 vehicles of any kind.

255  
256 “Wetlands” means any area that has the potential to support wildlife and the capability of natural water  
257 filtration, whether natural or manmade.

258  
259 “Zoning” means the most recent zoning ordinances adopted by Syracuse City. [Ord. 13-02 § 1 (Exhibit);  
260 amended 1997; Code 1971 § 8-2-1.]

261  
262 **8.10.020 General requirements.**

263  
264 (A) Scope. This section defines the general requirements for improvements to be built by the  
265 | ~~subdivider~~developer.

266

267 The improvements shall include all street improvements in front of all lots and along all dedicated streets  
268 to the connection with existing improvements of the same kind or to the boundary of the subdivision  
269 nearest existing improvements. Layout must provide for future extension to adjacent development and be  
270 compatible with the contour of the ground for proper drainage. All water lines, sewer lines, and any other  
271 buried conduit shall be installed to the boundary lines of the subdivision.  
272

273 (B) Standards for Construction Drawings. The following instructions are for the purpose of standardizing  
274 the preparation of drawings to obtain uniformity in appearance, clarity, size, and style. All drawings and/or  
275 prints shall be clear and legible and conform to good engineering and drafting room practice and shall be  
276 prepared by a civil engineer licensed to practice in the State of Utah. Size of drawings shall be 22 inches  
277 by 34 inches (trim line) with one-half inch border on top, bottom and right sides. Left side shall be one and  
278 one-half inches.  
279

280 (1) In general the following shall be included on drawings:

281 (a) North arrow (plan).  
282

283 (b) Scale and elevations referenced to City datum.  
284

285 (c) Stationing and elevations for profiles.  
286

287 (d) Title block, located in lower right corner of sheet, to include: name of City, project title (subdivision,  
288 etc.) and specific type and location of work.  
289

290 (e) Space for approval signature of City Engineer and date.  
291

292 (f) Name of engineer or firm preparing drawings with license number, stamp and signature.  
293

294 (2) Curb and gutter, drains and drainage structures, signing, lighting sidewalks, and street surfacing shall  
295 show:  
296

297 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
298

299 (b) Both plan view and profile. Street centerline.  
300

301 (c) Stationing and top of curb elevations with curve data must be shown for all curb returns. Show top of  
302 curb elevation on both sides on even stations (50 feet station maximum).  
303

304 (d) Flow direction and type of cross drainage structures at intersections with adequate flow line  
305 elevations.  
306

307 (e) Bench mark location and elevation (use City datum).  
308

309 (f) Bedding details.  
310

311 (3) Sewer drawings shall show:  
312

313 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
314

315 (b) Location, size, and grade of all lines except individual services.  
316

317 (c) Manhole details, size, location, and flow line elevation.  
318

319 (d) Type of pipe.  
320

321  
322 (e) Bench mark location and elevation (use City datum).  
323  
324 (f) Bedding details.  
325  
326 (4) Culinary and secondary water drawings shall show:  
327  
328 (a) Size and location of water mains, valves, hydrants, tees, etc.  
329  
330 (b) Type of pipe.  
331  
332 (c) Minimum cover.  
333  
334 (d) Bedding details.  
335  
336 (5) Each set of plans shall be accompanied by a separate sheet of details for structures which are to be  
337 constructed. All structures shall be designed in accordance with minimum requirements established by  
338 the Syracuse City subdivision standards.  
339  
340 (a) Drawing size: 22 inches by 34 inches (trim line).  
341  
342 (b) Scale of each detail.  
343  
344 (c) Title block, lower right-hand corner (same format on all sheets), including the name of the subdivision.  
345  
346 (d) Completely dimensioned and described.  
347  
348 (C) Construction and Inspection. No construction of public improvements shall proceed until the final plat  
349 has been approved by the City Council and filed for record in the office of the county recorder, except that  
350 the City Engineer may conditionally approve the installation of off-site improvements as described in SCC  
351 8.30.030(D). All public improvements shall commence within six months and be completed within one  
352 year of the date the final plat was approved, and the City Engineer, or designee, shall inspect the  
353 construction as it proceeds. A construction punch list shall be made up by the City Engineer or designee  
354 indicating the items missed or needing correction prior to acceptance of the improvements by the City,  
355 and all required replacements or repairs shall be completed by the subdivider/developer, at his expense,  
356 prior to acceptance by the City.  
357  
358 (D) As-Built Drawings. At the completion of construction, or at the end of one year, whichever comes first,  
359 the City Engineer, or designee, shall make an inspection of all improvements and inform the  
360 subdivider/developer and City Administrator of the results of the inspection. At the completion of  
361 construction, the subdivider/developer shall call for inspection by the City Engineer or designee and said  
362 inspection shall be made within 10 days of the request thereof. The subdivider/developer shall provide the  
363 City with record drawings accurately defining for permanent record the surface improvements and  
364 underground utilities as they were actually constructed and shall provide one Mylar-paper copy and one  
365 CAD file, which indicates any changes from the original approved final drawings. All sewer and land drain  
366 manhole flow lines shall be verified.  
367  
368 (E) Inspection. All construction work involving the installation of improvements in subdivisions shall be  
369 subject to inspection by the City Engineer or designee. Certain types of construction shall have  
370 continuous inspection, while others shall have periodic inspections. The City may request the services of  
371 the Special Inspectors or testing firms to assist in inspection if it is deemed necessary.  
372  
373 (1) To cover the cost of inspection and management of off-site improvements, the subdivider/developer  
374 shall pay a fee to the City based on the linear feet of improvements installed, the number of building lots

375 in the subdivision, and the average number of hours spent inspecting off-site improvements. Said fee  
376 shall be established by resolution of the City Council. Said fee shall be paid prior to recordation of the  
377 subdivision plat.

378  
379 (2) The Community Development Director or his designee shall ensure that all off-site inspections are  
380 installed in accordance with approved subdivision standards prior to acceptance by the City.

381  
382 (3) On construction requiring continuous inspection, no work shall be done except in the presence of the  
383 City Inspector. Continuous inspection may occur on the following types of work:

384  
385 (a) Preparation of street subgrade and compacted fill.

386  
387 (b) Laying of street surfacing.

388  
389 (c) Pouring of concrete for curb and gutter, sidewalks, and other structures.

390  
391 (d) Laying of sewer pipe, drainage pipe, water pipe, valves, hydrants, and testing.

392  
393 (4) Periodic inspections shall be required on the following:

394  
395 (a) Street grading and gravel base.

396  
397 (b) Excavations for curb and gutter and sidewalks.

398  
399 (c) Excavations for structures.

400  
401 (d) Trenches for laying pipe.

402  
403 (e) Forms for curb and gutter, sidewalks, and structures.

404  
405 (F) Requests for Inspection. Requests for inspections shall be made to the City by the person responsible  
406 for construction. Requests for inspection on work requiring continuous inspection shall be made three  
407 days prior to the commencing of the work. Notice shall be given one day in advance of the starting of  
408 work requiring periodic inspection.

409  
410 (G) Construction Completion Inspection. An inspection shall be made by the City Inspector after receiving  
411 a written document from the subdivider/developer that all work is completed. Attached to this document  
412 the subdivider/developer's engineer shall prepare a statement that all sanitary sewers have been tested  
413 for exfiltration/infiltration and they have passed the requirements herein.

414  
415 (H) Guarantee of Work. The subdivider/developer shall warrant and guarantee (and post bond or other  
416 security) that the improvements provided for hereunder, and every part thereof, will remain in good  
417 condition for a period of one year after the date of the construction completion inspection report by the  
418 City Inspector and shall agree to make all repairs to and maintain the improvements and every part  
419 thereof in good condition during that time with no cost to the City.

420  
421 It is further agreed and understood that the determination for necessity of repairs and maintenance of the  
422 work rests with the City Inspector. His decision upon the matter shall be final and binding upon the  
423 subdivider/developer, and the guarantee hereby stipulated shall extend to and include, but shall not be  
424 limited to, the entire street base and all pipes, joints, valves, backfill and compaction, as well as the  
425 working surface, curbs, gutters, sidewalks, and other accessories that are or may be affected by the  
426 construction operations, and whenever, in the judgment of the City Inspector, said work shall be in need  
427 of repairs, maintenance, or rebuilding, he shall cause a written notice to be served to the  
428 subdivider/developer, and thereupon the subdivider/developer shall undertake and complete such repairs,

429 | maintenance, or rebuilding. If the subdividerdeveloper fails to do so within 10 days from the date of  
430 | service of such notice, the City Inspector shall have such repairs made, and the cost of such repairs shall  
431 | be paid by the subdividerdeveloper, together with 15 percent in addition thereto as and for stipulated  
432 | damages for such failure on the part of the subdividerdeveloper to make the repairs.  
433

434 (I) Acceptance of Materials. Material such as, but not limited to, bituminous products, Portland cement,  
435 | steel, pipe gaskets, joints filler, fire hydrants and other similar commercially produced products will be  
436 | accepted by the City upon submission by the subdividerdeveloper of a supplier certification that the  
437 | material meets specifications. These materials shall not be incorporated into the project until such  
438 | certification has been received and approved in writing by the City Inspector.  
439

440 (J) Samples and Tests. Materials, equipment, and workmanship shall be subject to sampling or testing by  
441 | the City. At the option of the Inspector, materials shall be subject to tests and inspection before such  
442 | materials are used in the work. Representative preliminary samples of the character and quality  
443 | prescribed shall be submitted without charge by the contractor or producer of materials to be used in the  
444 | work in sufficient quantities or amounts for testing.  
445

446 All tests of materials furnished by the contractor shall be made in accordance with the commonly  
447 | recognized standards of national technical organizations and such special methods and tests as are  
448 | prescribed herein.  
449

450 (K) General.

451  
452 (1) Approval of plans and specifications by the City Engineer on a submitted project will extend for a  
453 | period of six months. If no work has been performed on such project within a period of six months  
454 | following initial approval, the plans must be resubmitted and become subject to reapproval under the  
455 | latest City standards and specifications.  
456

457 (2) Final acceptance of any or all work is contingent upon (a) an on-the-site inspection as the work  
458 | progresses, (b) a reproducible "as-built" plan having been submitted, and (c) a final inspection of the site.  
459

460 (3) All utilities, private or publicly owned, shall be placed underground unless otherwise approved or  
461 | specified by the City. This will include, but not be limited to, telephone, gas, electric power, water, sewer,  
462 | storm drains, etc. These underground utilities shall be installed before the surfacing of the streets and  
463 | installation of road base, curb and gutter, sidewalks, etc.  
464

465 (4) It is the sole responsibility of the contractor to:

466 (a) Secure any and all permits required for completion of the project.

467 (b) Provide for the safety and protection of all those engaged in the project, not allowing any unsafe  
468 | conditions to exist.  
469

470 (c) Acquire materials and produce workmanship which conforms to the City standards and specifications.  
471 | Substandard installations and materials are subject to removal and replacement at the contractor's  
472 | expense.  
473

474 (d) Have all work performed in a manner acceptable by the City Inspector.  
475

476 (5) No project can receive final approval until the workmanship and materials are in compliance with City  
477 | standards and specifications. This includes accurate and proper placement of survey monuments and  
478 | acceptable clean-up of area.  
479  
480  
481

482 (6) All items not mentioned within these standards and specifications related to road work will be  
483 performed in accordance with the most recent edition of "State of Utah Standard Specifications for Road  
484 and Bridge Construction" by the State Road Commission.  
485

486 (7) The burden of proof to justify any variance to the standards and specifications contained herein shall  
487 be at the expense of the petitioner. Final acceptance will be by the City Engineer.  
488

489 (8) Adoption of these standards and specifications in no way alleviates the responsibility of the  
490 subdivider/developer to practice good sound engineering and construction practices in all phases of his  
491 work. It is the intent of these standards and specifications to provide uniformity, continuity and eventual  
492 lessening of unnecessary maintenance expenses to the City.  
493

494 (9) Where these standards and specifications are in conflict with adopted City ordinances, the most  
495 restrictive will apply.  
496

497 (10) These standards and specifications are subject to revision, modification, additions or changes  
498 without notice, by reference to the subdivision ordinance and approval by the majority of the City Council.  
499 [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Ord. 08-02 § 31; Ord. 05-12; amended 1997;  
500 Code 1971 § 8-2-2.]  
501

#### 502 **8.10.030 Security of performance.** 503

504 (A) A subdivision plat shall not be recorded until the subdivider/developer shall have furnished to the City  
505 a security of performance, acceptable to the City and as set forth below, in an amount set by the City  
506 Engineer and equal to ~~at least 1.1 times~~ the reasonable value of unfinished improvements required  
507 herein. The security of performance required by this section, and at the City's discretion, may be  
508 furnished by any of the following methods:  
509

510 (1) By providing a surety or cash bond in the amount specified herein and conditioned upon payment by  
511 the subdivider/developer of all expenses incurred for labor or material used in the construction of required  
512 improvements.  
513

514 (2) By depositing the specified amount of cash in a bank account to which the City alone has access, but  
515 only in the event it becomes necessary, in order to complete, repair or replace the improvements as set  
516 forth below.  
517

518 (3) By depositing the specified amount of cash in a supervised bank account to which the  
519 subdivider/developer has access, with the approval and signature of the City, which funds shall be used to  
520 pay for the subdivision improvements as construction is completed and evidence that no liens have been  
521 placed on the construction project. In the event it becomes necessary for the City to foreclose on the  
522 security of performance and move to complete, repair or replace the improvements as set forth below,  
523 then the City shall have access to said supervised bank account for the purpose of completing, repairing,  
524 or replacing improvements without the necessity of obtaining the approval of the subdivider/developer.  
525

526 (4) By any other method that is acceptable to the City, provided that the City's interests in assuring that  
527 the work required herein is paid for, inspected and completed in conformance with City standards are  
528 protected.  
529

530 (B) The security of performance required by this section is to assure the City that all improvements are  
531 constructed in conformance with all relevant City ordinances, regulations, and standards, and to assure  
532 the City that all expenses incurred for labor or material used in the construction of the same are paid for  
533 by the subdivider/developer. Further, the City ~~may shall~~ retain 10 percent of the security of performance  
534 guarantee provided by the subdivider/developer until one year following the final inspection by the Building  
535 Official/City Engineer.

536  
537 (C) In the event construction of the public improvements is not completed or is not completed in a  
538 satisfactory manner one year from the date the final plat was approved by the City Council, the City may  
539 proceed to install the improvements in a satisfactory manner at the subdivider/developer's expense by  
540 foreclosing on the subdivider/developer's security of performance held by the City.

541  
542 In the event the public improvements fail to meet the standards as set forth in the subdivider/developer's  
543 written guarantee, the City shall so notify the subdivider/developer who shall be given a reasonable time to  
544 repair or otherwise correct as requested. The City may proceed to repair or replace the unsatisfactory  
545 improvements at the subdivider/developer's expense by foreclosing on any security of performance still  
546 held by the City; and, in addition, the City may avail itself of any other remedy provided to it under the  
547 laws of the state of Utah and of the City of Syracuse. In addition to any other remedies stated herein, the  
548 city shall not approve additional phases for development if the subdivider/developer has not completed  
549 improvements in a satisfactory manner within one year from the date of final plat approval. [Ord. 13-02 §  
550 1 (Exhibit); Ord. 05-12; Code 1971 § 8-2-3.]

551  
552 **8.10.040 Fee payment.**

553  
554 All fee schedules shall be established by the City Council by means of a resolution. Such fee schedules  
555 and the periodic adjustments thereof shall be a part of this title by reference (see Resolution R97-3). [Ord.  
556 13-02 § 1 (Exhibit); Ord. 08-02 § 32; amended 1997; Code 1971 § 8-2-4.]

557  
558 **8.10.050 Parks, open space, and other public spaces.**

559  
560 ~~(A) Location of Parks and Other Public Spaces. The City shall require-maintain a level of service for~~  
561 ~~community parks a minimum of 4.95 acres of property for parks or other public spaces for every 1,000~~  
562 ~~population throughout the city in accordance with the adopted Syracuse City, Parks, Trails & Recreation~~  
563 ~~Impact Fee Analysis. The location of parks shall be determined by the City as identified in the Syracuse~~  
564 ~~City gGeneral pPlan and Park Improvement Plan, as adopted. Subdivider/Developers will be required to~~  
565 ~~work with the City to obtain park property within the development where placement of parks have been~~  
566 ~~identified within the subject development property or area.~~

567  
568 ~~(B) Park Purchase Fee. In order for the City to obtain property for parks and other public spaces, the~~  
569 ~~subdivider shall contribute to the City 6.6 percent of the appraised value of land being developed, which~~  
570 ~~shall be used to purchase property for parks and other public spaces in the City. This assessment shall~~  
571 ~~be made on each phase of development. The City may require the subdivider to donate 6.6 percent of the~~  
572 ~~property being developed should the City desire a park or other public space in that location. The amount~~  
573 ~~of the park purchase fee shall be determined from a third party MAI (Member of the Appraisal Institute)~~  
574 ~~designated appraisal requisitioned yearly by the City. The subdivider shall pay a nominal fee as~~  
575 ~~determined by the City Council to defray the cost of the appraisal. The subdivider may accept the City's~~  
576 ~~MAI appraisal or may procure and submit to the City an MAI appraisal of the subdivision property. [Ord.~~  
577 ~~13-18 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 11-10 § 1; Ord. 08-02 § 33; Ord. 02-19; Code 1971 § 8-2-5.]~~

578  
579 **8.10.060 Adjacent streets.**

580  
581 It shall become the responsibility of the subdivider/developer to complete all of the necessary public  
582 improvements on streets adjacent to his proposed development. This shall include reasonable  
583 landscaping of park strips, as approved by the city, when a new street placed is adjacent to an existing  
584 lot, which becomes a corner lot because of placement of the road. This shall be done at the  
585 subdivider/developer's sole expense. [Ord. 13-02 § 1 (Exhibit); Ord. 03-25; Code 1971 § 8-2-6.]

586  
587 **8.10.070 Relation to adjoining street systems.**

589 The arrangement of streets in new subdivisions shall make provision for the continuation of the existing  
590 streets in adjoining areas (or their proper protection where adjoining land is not subdivided) at the same  
591 or greater width (but in no case less than the required minimum width) unless the variations are deemed  
592 necessary by the Planning Commission for public requirements. Stub streets shall be provided in  
593 accordance with the Master Street Plan. The developer shall provide stub streets at a minimum of one  
594 access every 1,320 feet, or as otherwise necessary for the alignment with existing streets in other  
595 developments.

596  
597 Street access for new subdivisions shall be established by using the AASHTO Traffic Design Manual  
598 calculation of 7.5 seconds of travel time between street accesses onto existing roadways (which  
599 calculated would be 385 feet at 35 mph) unless otherwise recommended by the Planning Commission.  
600 The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining  
601 property when they plat their land and seek to provide for convenient access to it. Where, in the opinion of  
602 the Planning Commission, it is desirable to provide for street access to adjoining property, proposed  
603 streets shall be extended by dedication to the boundary of such property. Half streets along the boundary  
604 of land proposed for subdivision will not be permitted. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code  
605 1971 § 8-2-7.]

#### 606 607 **8.10.080 Street lights.**

608  
609 The placement of streetlights shall be included as part of the subdivision development.  
610 SubdividerDevelopers shall be responsible to install, or have installed, streetlights in accordance with  
611 adopted construction specifications.

612  
613 Placement of streetlights shall be at each intersection within the development and at the end of each cul-  
614 de-sac, providing that the end of the cul-de-sac is at least 400 feet from the entrance thereof. For cul-de-  
615 sac lengths in excess of 400 feet with a dogleg street bend of 45 degrees or greater, the  
616 subdividerdeveloper shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition  
617 to the streetlight at the end of the cul-de-sac. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-8.]

#### 618 619 **8.10.090 Irrigation water.**

620  
621 In the City, each acre of irrigable property requires roughly four acre feet (four a.f.) of water annually  
622 during normal water years.

623  
624 (A) Residential Subdivisions. A subdividerdeveloper shall convey to the City water rights that have been  
625 customarily used on the property to be developed that are usable by and acceptable to the City to provide  
626 three a.f. for each acre or part thereof within a residential subdivision. In the event there are no owner  
627 water rights on property to be developed, the subdividerdeveloper shall obtain and convey water rights  
628 acceptable and usable by the City.

629  
630 (B) Nonresidential Subdivisions. A subdividerdeveloper shall convey to the City water rights that have  
631 been customarily used on the property to be developed that are usable by and acceptable to the City to  
632 provide four a.f. for each irrigable acre or part thereof within a nonresidential subdivision. In the event  
633 there are no owner water rights on property to be developed, the subdividerdeveloper shall obtain and  
634 convey water rights acceptable and usable by Syracuse City. The developer is not required to convey  
635 water rights for acreage of asphalt or other nonpermeable surfaces.

636  
637 (C) Exceptions for Redevelopment of Property. Notwithstanding subsections (A) and (B) of this section, if  
638 the proposed subdivision is on one or more currently landscaped lots, the City Council will waive  
639 conveyance of water rights if the subdividerdeveloper establishes by clear and convincing evidence that:

640  
641 (1) Water rights acceptable and usable by the City were previously conveyed as a condition of a prior  
642 subdivision approval which included that property; or

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(2) The City's secondary water system is already serving the currently landscaped lot(s), and the proposed subdivision will decrease the current burden on the City's secondary water system.

(D) Exceptions for Residential Subdivisions. The City Engineer may accept reduced water rights for residential subdivisions in consideration of manmade lakes and ponds to be constructed as part of the subdivision under the following conditions:

(1) Lake(s) or pond(s) must be one acre in size or greater measured at the design water surface elevation;

(2) Lake(s) or pond(s) shall be designated as open space and shall be preserved and maintained by a homeowners' association in compliance with City code;

(3) City culinary and secondary irrigation water systems shall not be used to fill or maintain water level of lake(s) or pond(s);

(4) Developer shall provide proof of construction approval from applicable agencies and water rights sufficient to maintain designed mean water elevation;

(5) In the event that the homeowners' association seeks to convert the lake(s) or pond(s) to an alternate use, sufficient water shares shall be submitted to the City prior to any approval of conversion.

(E) Conveyances to Cease Upon Excess Supply. Every five years the Public Works Director shall determine whether the City's existing available water interests exceed the water interests needed to meet the amount of water needed in the next 40 years by the persons within the City's projected service area based on projected population growth and other water use demand ("reasonable future water requirements"). Should the Director conclude that available water interests exceed the reasonable future water requirements of the public, the Public Works Director shall notify the City Council and the City Council shall act to cease conveyance of water shares according to this section until existing available water interests no longer exceed the reasonable future water requirements. [Ord. 13-07 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 12-25 § 1; Ord. 04-23; Code 1971 § 8-2-9.]

**8.10.100 Extension of public work facilities.**

The extensions of any City public works facilities, including but not limited to roads, bridges, storm drains, water mains, sewer lines, and secondary water systems, shall be installed by the subdivider/developer of any subdivision. There shall be no consideration or return to the subdivider/developer within this area. The City, however, will consider cost sharing on any water or sewer lines in excess of eight inches in diameter in the event the City desires to participate for future planning purposes. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-10.]

**8.10.110 Second access required.**

Providing for emergency response, all subdivisions having more than 35 homes shall have a minimum of two ingress/egress roads, except that other acceptable alternatives for emergency accesses can be made and approved by both the Planning Commission and City Council. [Ord. 13-02 § 1 (Exhibit); Ord. 05-12; Code 1971 § 8-2-11.]

**8.10.120 Mandatory use of City water, secondary water and sewer systems.**

All subdivisions located within the corporate boundaries of the City of Syracuse shall be required to connect to the water and sewer systems of the City, any ordinance or resolution to the contrary notwithstanding. The City Council hereby expressly finds the requirements of this section and SCC

697 8.10.090 to be in the best interests of the City and to promote the public health, safety, and general  
698 welfare of the residents thereof. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-12.]  
699

700 **8.10.130 Appeals.**

701  
702 Any applicant, member of the Planning Commission and/or property owner within 1,000 feet of proposed  
703 subdivision property shall have the right to appeal the action of the Planning Commission to the City  
704 within five days of the date of such action. Any action taken and not appealed within said five days shall  
705 be final. When a written appeal is received by the City within five days of the time the action was taken,  
706 the City will publish notice of an appeal hearing 15 days prior to the scheduled date by posting the notice  
707 thereof at three public places within the City. Action by the City Council will be final. [Ord. 13-02 § 1  
708 (Exhibit); Ord. 02-19; Code 1971 § 8-2-13.]  
709

710 **8.10.140 Written agreements.**

711  
712 When and as written agreements are deemed to be necessary for the protection and understanding of all  
713 parties concerned, then they shall be entered into by all parties concerned, i.e., to cover areas of concern  
714 not specifically addressed by the subdivision ordinance or other requirements of the City, and shall be  
715 submitted with the final plats to the Planning Commission and the City Council.  
716

717 (A) Payback Agreement.

718  
719 | (1) The City may enter into a payback agreement with a subdividerdeveloper who installs improvements  
720 or facilities for water, secondary water, land drains, storm sewer, roads, or parks, where the  
721 improvements installed extend, expand, or improve the City's water, secondary water, land drains, sewer,  
722 storm sewer, roads, or parks, beyond the improvements required to service or benefit the subdivision or  
723 development proposed by the subdividerdeveloper or where a subdividerdeveloper installs improvements  
724 due to the layout or ownership of the land that benefit another landowner or subdividerdeveloper who  
725 would or should in equity normally pay a portion of the improvements. The payback agreement is not  
726 mandatory, but may be used at the option of the City upon approval of the payback agreement by the City  
727 Council.  
728

729 | (2) The dollar amount of the payback to the subdividerdeveloper shall be solely determined by the City  
730 under the direction of the City Engineer after consideration of the portion of the improvements or facilities  
731 installed that benefit the subdividerdeveloper's development, and the portion of the improvements or  
732 facilities that are specifically oversized or installed to provide for future development or benefit other  
733 landowners or future subdividerdevelopers.  
734

735 | (3) The City shall, in all cases, be immune and not liable for any payments to the subdividerdeveloper if  
736 the payback agreement is determined to be unenforceable or if the City is not able to collect from future  
737 subdividerdevelopers. At the time a payback agreement is entered into with a subdividerdeveloper, the  
738 City shall record a notice against the benefited property with the county recorder's office, which notice  
739 shall inform the benefited landowners that at such time as they develop the benefited property they will be  
740 required to pay for a portion of the improvements previously installed.  
741

742 (4) The payback agreement shall not confer a benefit upon any third party and shall be in a form  
743 approved by the City Administrator or his designee. The responsibility for payment of the required  
744 improvements or facilities shall rest entirely with the subdividerdeveloper.  
745

746 (5) The payback agreement shall expire 10 years from the date of the payback agreement or at such time  
747 as the subdividerdeveloper has recovered the costs specified in the payback agreement, whichever  
748 comes first.  
749

750 (6) If any part of this title is found to be invalid by a court of competent jurisdiction, or if the Legislature of  
751 the state of Utah should pass a law which would invalidate any portion of this title, all parties to the  
752 payback agreement shall be released from further responsibility thereunder and shall be relieved from  
753 any and all responsibility thereunder. [Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Code 1971 § 8-2-14.]  
754

755 **8.10.150 Guidelines and checklists.**  
756

757 The City is hereby authorized and empowered to promulgate by way of resolution certain guidelines  
758 and/or checklists relative to this title. These materials shall be provided to any interested person upon  
759 request and upon payment of a fee specified by the City. These materials shall be for instructional  
760 purposes only and represent an attempt to aid those seeking to comply with this title. In the event any  
761 conflict arises between such guidelines and this title or other regulations, resolutions or policies of the  
762 City, then said ordinances, resolutions, regulations, or policies shall be deemed controlling and all  
763 questions shall be resolved in their favor. [Ord. 13-02 § 1 (Exhibit); Ord. 08-02 § 34; amended 1997;  
764 Code 1971 § 8-2-15.]  
765

766 **8.10.160 Fees and recording.**  
767

768 (A) Utility connection fees and service assessments will be the established rate at the time application is  
769 made.  
770

771 (B) Recording fees will be the established rate at the time recording is made. [Ord. 13-02 § 1 (Exhibit);  
772 Ord. 02-19; Code 1971 § 8-2-16.]  
773

774 **8.10.170 Issuance of building permit.**  
775

776 (A) The following requirements shall be met prior to issuance of any building permit within a subdivision:  
777

778 (1) All required fencing installed as a condition of subdivision approval in compliance with Syracuse City  
779 zoning ordinance;  
780

781 (2) All water and sewer and drainage systems installed, inspected and tested;  
782

783 (3) All curb and gutter installed;  
784

785 (4) A minimum of eight inches of road base in place and graded;  
786

787 (5) All lots within the subdivision rough graded so that weeds and other vegetation can be maintained by  
788 the contractor.  
789

790 (B) Contractors will be responsible to see that all construction materials and/or debris are continuously  
791 secured or removed from construction site in accordance with Chapter 6.10 SCC, Property Maintenance  
792 Regulations. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-17.]  
793

794 **8.10.180 Occupancy of a dwelling.**  
795

796 All structures used for the purpose of residential dwelling shall meet the following guidelines prior to  
797 occupancy:  
798

799 (A) All underground off-site improvements properly installed and operational as approved by Syracuse  
800 City.  
801

802 (B) All required asphalt or concrete hard surface roadway installed and completed throughout the entire  
803 phase in which the dwelling is located in accordance with Syracuse City design standards. In the event

804 that hard surface paving cannot be properly installed due to weather related circumstances, the  
805 subdivider/developer may petition the City Council for conditional occupancy providing the following  
806 guidelines are met:

- 807
- 808 (1) Roadbase installed in accordance with Syracuse City design standards.
- 809
- 810 (2) Subdivider/Developer must maintain all roadbase surfaces providing for adequate vehicular  
811 accessibility. The subdivider/developer shall provide for services which will not be available due to the  
812 absence of paving.
- 813
- 814 (3) Required asphalt or concrete hard surface roadway shall be installed and completed as soon as  
815 weather related circumstances change or as directed by Syracuse City. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
816 19; Code 1971 § 8-2-18.]

817  
818 **8.10.190 Subdivision phases.**

819 A subdivision containing more than 36 lots shall be planned in subsequent phases and must follow the  
820 following requirements:

- 821
- 822
- 823 (A) The sketch-preliminary plan must show the placement, numbering and boundaries of the phases  
824 within the subdivision.
- 825
- 826 (B) Any future alteration or deviation from the original sketch-preliminary plan will require the submittal of  
827 an amended sketch-preliminary plan.
- 828
- 829 (C) Design of each phase must be consistent with the Syracuse City's general plan and this title.
- 830
- 831 (D) Phases must be completed in such a manner as to provide sufficient services to existing and future  
832 development.
- 833
- 834 (E) Phase and lot numbering must be sequential and consistent to that approved in the sketch-preliminary  
835 plan. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-19.]

836  
837 **8.10.200 Residential driveways.**

838

839 The arrangement of residential driveways on proposed subdivision lots fronting a collector or arterial  
840 street will be directed by the City Planning Commission. Driveways fronting collector or arterial streets will  
841 be constructed to allow semi-circular, pull-through, or hammerhead pull-out residential driveways. [Ord.  
842 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-20.]

843  
844 **8.10.210 Severability.**

845

846 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
847 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
848 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
849 [Ord. 13-02 § 1 (Exhibit).]

850  
851 **Chapter 8.15**  
852 **PUBLIC IMPROVEMENTS**

- 853
- 854 Sections:
- 855 8.15.010 Design standards.
- 856 8.15.020 Local minimum standards and specifications.
- 857 8.15.030 Other general standards.

858 8.15.040 Severability.  
859 8.15.010 Design standards.  
860 The design of the final subdivision plat in relation to streets, blocks, lots, open spaces and other design  
861 factors shall be in harmony with design standards recommended by the Planning Commission and by  
862 other departments and agencies of City government. Design standards shall be approved by the City  
863 Council and shall include provisions as follows which are hereby approved by the City Council:  
864  
865 (A) Blocks shall not exceed 1,320 feet in length.  
866  
867 (B) Dead-end streets, which exceed one ~~hundred fifty (150) feet lot depth~~ in length, shall have a 40-foot  
868 radius temporary turnaround area at the end. The turnaround shall have an all-weather surface  
869 acceptable to the City.  
870  
871 (C) Blocks shall be wide enough to adequately accommodate a minimum of two lots.  
872  
873 (D) Dedicated walkways through the block may be required where access is necessary to a point  
874 designated by the Planning Commission. Such walkways shall be a minimum of six feet in width, but may  
875 be required to be wider where determined necessary by the Planning Commission. The  
876 ~~subdivider/developer~~ shall surface the full width of the walkway with a concrete surface, install a chain link  
877 fence or its equal at least four feet high on each side and the full length of each walkway and provide, in  
878 accordance with the standards, rules, and regulations, barriers at each walkway entrance to prevent the  
879 use of the walkway by any motor vehicle or by any nonmotorized vehicle wider than four feet.  
880  
881 (E) Blocks intended for business or industrial use shall be designated specifically for such purposes with  
882 adequate space set aside for off-street parking and delivery facilities.  
883  
884 (F) The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for  
885 buildings, and be properly related to topography, to the character of surrounding development and to  
886 existing requirements.  
887  
888 (G) All lots shown on the preliminary and final plats must conform to the minimum requirements of the  
889 zoning ordinance for the zone or proposed zone in which the subdivision is located, and to the minimum  
890 requirements of the county board of health for water supply and sewage disposal.  
891  
892 (H) Each lot shall abut on a street shown on the subdivision plat or on an existing publicly dedicated  
893 street. Double frontage lots shall be prohibited except where unusual conditions make other designs  
894 undesirable.  
895  
896 (I) Side lines of lots shall be approximately at right angles, or radial to the street lines.  
897  
898 (J) In general, all remnants of lots below minimum size must be added to adjacent lots, rather than  
899 allowed to remain as unusable parcels.  
900  
901 (K) Subdivision boundaries shall include all property; no protection or holding strips will be allowed. All  
902 improvements shall be installed to the boundary of the subdivision.  
903  
904 (L) Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround)  
905 shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround.  
906 Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter, measured to  
907 the property lines.  
908  
909 ~~Exceptions to the maximum length of a cul-de-sac may only be granted by the City Council, after~~  
910 ~~receiving a positive or negative recommendation from the Planning Commission for an exception. In order~~  
911 ~~to recommend an exception, the Planning Commission must conclude that:~~

912  
913 ~~(1) An exception is necessary to maximize the approved uses for the property allowed by zoning and the~~  
914 ~~general plan; and~~  
915  
916 ~~(2) Existing geographic barriers or existing developments prevent a subdivider from creating a street with~~  
917 ~~more than one outlet; and~~  
918  
919 ~~(3) Failure to create a cul-de-sac longer than 500 feet will result in islands of undevelopable property~~  
920 ~~surrounded by developed property.~~  
921  
922 ~~In cases where an exception to the 500-foot maximum cul-de-sac length is warranted, the subdivider shall~~  
923 ~~provide the following prior to approval:~~  
924  
925 ~~(1) Written approval from Syracuse Police, Fire, and Public Works Departments.~~  
926  
927 ~~(2) Looped water main providing a two-way feed.~~  
928  
929 ~~(3) "Dead End" signage.~~  
930  
931 ~~(4) Street light at the end of the cul-de-sac.~~  
932  
933 ~~(5) Secondary emergency access and/or road width as required by the Fire Department.~~  
934  
935 ~~(6) Snow storage location at the end of cul-de-sac, unobstructed by hydrants, streetlights, utilities,~~  
936 ~~mailboxes, trees, structures, parking lots, etc.~~  
937  
938 (M) When a dead-end street reaches its maximum block length of 1,320 feet, it shall not be extended  
939 except to connect to another street which provides a second point of independent access.  
940  
941 (N) Private streets shall only be permitted in PRD and cluster subdivisions. Private streets shall meet the  
942 minimum construction standards established for publicly dedicated streets with the standard right-of-way  
943 requirement. Pavement widths less than 35 feet may be permitted, when the private street ties into a  
944 minor collector street or greater, and does not terminate in a cul-de-sac. Private streets shall be  
945 perpetually maintained by a professionally managed homeowners' association as established within an  
946 approved development agreement. The purpose of a private street is not to provide a street which is  
947 substandard in construction to public streets, but one that allows for private gated access and  
948 maintenance for the exclusive use and benefit of the residents residing on said private street. [Ord. 13-02  
949 § 1 (Exhibit); Ord. 12-10 § 1; Ord. 03-10; Code 1971 § 8-3-1.]  
950  
951 8.15.020 Local minimum standards and specifications.  
952 Standards for design, construction specifications, and inspection of street improvements, curbs, gutters,  
953 sidewalks, storm drainage and flood control facilities shall be prepared by the City Engineer; standards for  
954 water distribution and sewage disposal facilities by the Board of Health; and similar standards for fire  
955 protection by Insurance Services Office. All ~~subdividers-developers~~ shall comply with the standards  
956 established by such departments and agencies. These standards in addition to the general standards  
957 listed below shall be used by all ~~subdivider-developers~~. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code  
958 1971 § 8-3-2.]  
959  
960 8.15.030 Other general standards.  
961 (A) Irrigation Ditches and Canals. Open ditches or canals shall not be allowed within a subdivision or  
962 within an existing street right-of-way adjacent to a subdivision. The ~~subdivider-developer~~ shall work with  
963 the irrigation, drainage or ditch companies, or other private ditch owner to determine:  
964  
965 (1) Methods of covering, realigning or eliminating ditches or canals.

966  
967 (2) The size of pipe and culverts required.  
968  
969 (3) The responsibility for the periodic inspection, cleaning and maintenance of such ditches, pipes and  
970 culverts.  
971  
972 In any case where canals or ditches are within public or proposed public rights-of-way, specifications and  
973 grades for pipe or culvert must be approved by the City Engineer.  
974

975 | When an irrigation ditch or canal is adjacent to subdivision development the subdivider/developer must  
976 construct a continuous chain link fence on the property line of at least five feet in height.  
977

978 | (B) Buffering. In addition to fencing ditches and canals the subdivider/developer shall be required to  
979 provide adequate buffering as outlined in the City's zoning ordinance. [Ord. 13-02 § 1 (Exhibit); amended  
980 1997; Code 1971 § 8-3-3.]  
981

982 | (C) Trees. Wherever feasible and practical and upon recommendation of the City Forester, the developer  
983 shall incorporate existing landscape features, especially established trees, into the design of the  
984 subdivision.  
985

986 8.15.040 Severability.

987 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
988 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
989 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
990 [Ord. 13-02 § 1 (Exhibit).]  
991

## 992 **Chapter 8.20**

### 993 | **SUBDIVISION ~~SKETCH (CONCEPT)~~ PLAN**

994  
995 Sections:

996 8.20.010 Procedures and requirements for submission.

997 8.20.020 Feasibility report.

998 8.20.030 Sketch plan approval.

999 8.20.040 Severability.

1000

#### 1001 **8.20.010 Procedures and requirements for submission.**

1002

1003 Submit four standard 22-inch by 34-inch copies, one reduced to 11-inch by 17-inch (one-half scale) copy  
1004 plus one PDF copy of a sketch-concept plan to the Planning Commission/Development Review  
1005 Committee for review and discussion of plan and general scope and conditions. The plan must be  
1006 submitted at least two weeks prior to the next regularly scheduled meeting of the Planning  
1007 Commission/Development Review Committee and shall include the following items:  
1008

1009

(A) The proposed name of the subdivision.

1010

1011 | (B) The adjacent property boundaries under the control of the subdivider/developer together with the  
1012 boundaries of the proposed subdivision, showing all streets serving property proposed for subdividing.  
1013

1014

(C) Approximate number of lots proposed and street layout indicating general scale dimensions of lots.  
1015 The scale shall not be less than one inch equals 100 feet.

1016

(D) Approximate total acreage of the development as well as size of the individual lots.

1017

1018

- 1019 (E) Location of all irrigation, waste water drain channels, and all existing utilities within or adjoining the  
1020 proposed subdivision.  
1021  
1022 (F) Location of all subsurface or land drains within the boundaries of the proposed subdivision.  
1023  
1024 (G) Location and approximate acres of open space or parks within the subdivision.  
1025  
1026 (H) Vicinity map.  
1027  
1028 (I) Current zoning. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-4-1.]  
1029

1030 **8.20.020 Feasibility report.**  
1031

1032 | The subdivider/developer shall prepare and submit a development feasibility report that addresses the  
1033 following:  
1034

- 1035 (A) Proposed method of connecting to city utilities including, but not limited to, water, secondary water,  
1036 storm drain, sanitary sewer land drains, etc.  
1037  
1038 (B) Irrigation water rights to be conveyed to the city to meet the irrigation water requirements.  
1039  
1040 (C) Method and calculations for meeting the density requirements outlined in the City's zoning ordinance  
1041 | for ~~the zone where subdivision is located~~ Cluster or PRD subdivisions.  
1042  
1043 (D) Method of meeting the open space requirements outlined in SCC 8.10.050.  
1044  
1045 (E) Identification of any potential wetland areas within the subdivision and proposed method of dealing  
1046 with them.  
1047  
1048 (F) Estimated number of phases and the number of lots in each phase of the development.  
1049  
1050 (G) Method of meeting requirements for secondary access required by SCC 8.10.110. [Ord. 13-02 § 1  
1051 (Exhibit); amended 1997; Code 1971 § 8-4-2.]  
1052

1053 | **~~8.20.030 Sketch plan approval~~ Concept Plan Review.**  
1054

1055 | ~~The Planning Commission, City Engineer and representatives of other City departments, as deemed~~  
1056 ~~necessary by the Zoning Administrator, shall review the sketch plan of the proposed subdivision. The~~  
1057 ~~developer and the Development Review Committee (DRC) shall review the Concept Plan of the proposed~~  
1058 ~~subdivision. The DRC will consist of the Community & Economic Development Director, City Planner,~~  
1059 ~~Public Works Director, City Engineer, Fire Marshal and may include representatives of other city~~  
1060 ~~departments, special service districts, county agency and others as deemed necessary by the DRC. The~~  
1061 ~~DRC shall provide notice to the Planning Commission and City Council of the Concept Review meeting in~~  
1062 ~~order to provide an opportunity for input to be relayed to the developer via the DRC. The DRC may~~  
1063 ~~schedule a site visit as part of their review.~~  
1064

1065 | The purpose of this meeting is to inform the developer of various city ordinances, standards, special  
1066 requirements and any other matters of concern to be considered in the preparation for the preliminary  
1067 plat. No binding commitments shall be made and no formal action by the Planning Commission or City  
1068 Council is required at this time. The intent of this concept review meeting is to provide a mutual exchange  
1069 of information, in an effort to avoid future problems and misunderstandings  
1070

1071 | Preliminary Plat must be submitted within six (6) months of Concept Review by the DRC.  
1072

~~The Planning Commission shall either approve, deny, or conditionally approve the plans or take action for the next regular meeting; provided, however, that the Planning Commission will serve notice of and hold a public hearing concerning the proposed subdivision before taking any action with respect thereto upon a determination that it is reasonably necessary and would be conducive to a correct and proper decision in the best interests of the City. Such notice shall be given at least 10 days before the proposed public hearing and shall be given by publishing it at least once in a newspaper having a general circulation within the City and by posting notice thereof in at least three public places within the City.~~

~~If the Planning Commission denies a sketch plan, the Planning Commission shall indicate its disapproval by written notice stating the reasons, in which case the applicant may appeal the decision to the City Council. Approval of sketch plans by the Planning Commission will extend for a period of one year. If work or subsequent action by the subdivider to proceed to preliminary plan review does not occur within the year following initial approval, the subdivider must resubmit the plans for reapproval under the latest City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); Ord. 11-02 § 1 (Exh. A); amended 1999; Code 1971 § 8-4-3.]~~

#### **8.20.040 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

### **Chapter 8.25**

#### **PRELIMINARY SUBDIVISION REVIEW**

Sections:

- 8.25.010 Preliminary plat.
- 8.25.020 Approval of preliminary plat.
- 8.25.030 Severability.

#### **8.25.010 Preliminary plat.**

The preliminary plat shall comply with the following requirements:

(A) Submission Requirement. Submit four standard 22-inch by 34-inch copies (see standard drawing No. 1), one reduced to 11-inch by 17-inch (one-half scale) copy, plus one PDF copy of the preliminary plat, ~~plan and profile sheets to the Planning Commission~~ for review at least two weeks prior to the next regularly scheduled meeting of the Planning Commission, in accordance with the Community Development submittal policy. Once a complete application has been received, the Community Development Department shall schedule a public hearing within a reasonable time in light of the complexity of the application, the number of other applications received, available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050. ~~The Planning Commission~~Community Development Director may~~shall~~, if ~~said copies a complete application is are~~ not so submitted ~~beforehand in a timely manner~~, postpone ~~its scheduling a public hearing for~~ consideration thereof until complete its next regularly scheduled meeting.

(B) General Information Required.

- (1) The proposed name of the subdivision.
- (2) The location of the subdivision, including the address of the section, township and range.
- (3) Date of preparation.

- 1127  
1128 (4) The location of the nearest bench mark and monument.  
1129  
1130 (5) The boundary of the proposed subdivision.  
1131  
1132 (6) Legal description of the subdivision and acreage included.  
1133  
1134 (7) Location, width and name of existing streets within 200 feet of the subdivision and of all prior platted  
1135 streets and other public ways, railroad and utilities rights-of-way, parks and other public open spaces,  
1136 permanent buildings and structures, houses or permanent easements, and section and corporate lines  
1137 within and adjacent to the tract.  
1138  
1139 (8) Easements for water, sewer, drainage, utility lines, fencing, and other appropriate purposes.  
1140  
1141 (9) The layout, number, area, and typical dimensions of lots, streets, and utilities.  
1142  
1143 (10) Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of  
1144 property owners in a subdivision including, but not limited to, sites to be reserved or dedicated for parks,  
1145 playgrounds, schools or other public uses.  
1146  
1147 (11) Current inset City map showing location of subdivision.  
1148  
1149 (12) Boundary lines of adjacent tracts of undivided land showing ownership.  
1150  
1151 (13) Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a  
1152 distance of at least 100 feet beyond the tract boundaries.  
1153  
1154 (14) Existing sewers, field drains, water mains, culverts or other underground facilities within the tract and  
1155 to a distance of at least 100 feet beyond the tract boundaries, indicating pipe size, grades, manholes and  
1156 exact location.  
1157  
1158 (15) Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments  
1159 within the tract and to a distance of at least 100 feet beyond the tract boundaries.  
1160  
1161 (16) Contours at two-foot intervals for predominate ground slopes within the subdivision between level  
1162 and ten percent, and five-foot contours for predominate ground slopes within the subdivision greater than  
1163 10 percent.  
1164  
1165 (17) The plat shall be drawn to a scale of not less than one inch equals 100 feet and shall indicate the  
1166 base of bearing true north.  
1167  
1168 | (18) The subdivider/developer's detailed plan for protecting future residents of his development from such  
1169 hazards as open ditches, canals or waterways, nonaccess streets, open reservoirs or bodies of water,  
1170 railroad rights-of-way and other such features of a potentially hazardous nature located on, crossing,  
1171 | contiguous or near to the property being subdivided, with the exception that the subdivider/developer's  
1172 plan need not cover those features which the Planning Commission determines would not be a hazard to  
1173 life and/or where the conforming structure designed to protect the future residents would itself create a  
1174 | hazard to the safety of the public. The foregoing does not relieve the subdivider/developer of the duty to  
1175 investigate all possible means of protecting future residents from a potential hazard before a  
1176 determination is made that the only conceivable means of protection is potentially more hazardous than  
1177 the hazard itself.  
1178  
1179 (19) Location of existing and proposed land drains. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1180 1997; Code 1971 § 8-5-1.]

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**8.25.020 Approval of preliminary plat.**

~~The Planning Commission, City Engineer and representatives of other interested City departments, as deemed necessary by the Zoning Administrator, shall review the preliminary plat and visit the site of the proposed subdivision. Following this investigation, and after receipt of the City Engineer's written comments and recommendations, the Planning Commission shall either approve, reject, conditionally approve or table action for the next regular meeting.~~

Members of the Development Review Committee shall prepare reports of compliance with City ordinance for the Planning Commission. Following this investigation and after the holding a duly noticed public hearing, the Planning Commission shall recommend approval of the preliminary plat as submitted or modified, or recommend disapproval by indicating findings for the disapproval. The Planning Commission may also table recommendation of the Preliminary Plat for the purpose of obtaining additional information, or to allow the developer to modify the plat submittal.

~~If the preliminary plat is disapproved, the Planning Commission shall indicate its disapproval by written notice stating the reasons for disapproval.~~

Upon receipt of the Planning Commission recommendation on the Preliminary Plat, the City Council shall hold a public meeting to review the Preliminary Plat. The City Council shall approve the preliminary plat as submitted or modified, or deny the preliminary plat by indicating findings for disapproval. The City Council may also remand the preliminary plat to the Planning Commission for further review.

~~Planning Commission~~City Council approval of the preliminary plat shall authorize the ~~subdivider~~developer to proceed with preparation of the final plat. Approval of preliminary plats by the ~~Planning Commission~~City Council will extend for a period of one year. If work or subsequent action by the ~~subdivider~~developer to proceed to final plan review does not occur within the year following initial approval, the plan must be resubmitted and become subject to reapproval under the latest City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code 1971 § 8-5-2.]

**8.25.030 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

**Chapter 8.30  
FINAL SUBDIVISION REVIEW**

- Sections:
- 8.30.010 Final plat.
  - 8.30.020 Final plan and profile.
  - 8.30.030 Final approval.
  - 8.30.040 Severability.

**8.30.010 Final plat.**

1235 The final plat must be prepared by a licensed land surveyor on a sheet of approved tracing with  
1236 permanent black ink and shall be prepared in accordance with the requirements of this title. The plat shall  
1237 be 19-inch by 30-inch and shall have a one-and-one-half-inch border on the left and a one-half-inch  
1238 border on the three remaining sides. The top of the plat shall be either north or east, whichever  
1239 accommodates the drawing best.

1240  
1241 The plat shall show:

1242  
1243 (A) The name of the subdivision, which name must be approved by the Planning Commission and county  
1244 recorder.

1245  
1246 (B) Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries,  
1247 streets, alleys, easements, areas to be reserved for public use and other important features.

1248  
1249 (C) An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in  
1250 feet and hundredths.

1251  
1252 (D) The street address for each lot. Each street address shall be assigned by the City to be consistent  
1253 with the current numbering scheme.

1254  
1255 (E) True angles and distances to the nearest established street lines or official monuments which shall be  
1256 accurately described in the plat and shown by appropriate symbol.

1257  
1258 (F) Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.

1259  
1260 (G) The accurate location of all monuments to be installed shown by the appropriate symbol. All United  
1261 States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to  
1262 the property shall be preserved in precise position.

1263  
1264 (H) The dedication to the City of all streets, highways and other public uses and easements included in  
1265 the proposed subdivision.

1266  
1267 (I) Street monuments shall be shown on the final plat as are approved by the City Engineer. Standard  
1268 precast monuments will be furnished by the subdivider/developer and placed as approved.

1269  
1270 (J) Pipes or other such iron markers shall be shown on the plat.

1271  
1272 (K) Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the  
1273 purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all  
1274 property owners.

1275  
1276 (L) All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on final plat shall pose to  
1277 an accuracy of not less than one part in 5,000.

1278  
1279 (M) Location, function, ownership and manner of maintenance of common open space not otherwise  
1280 reserved or dedicated for public use.

1281  
1282 (N) Boundary descriptions of the subdivision.

1283  
1284 (O) Current inset City map showing location of subdivision.

1285  
1286 (P) Standard forms for the following:

1287  
1288 (1) A registered land surveyor's certificate of survey as applicable under state Law.

- 1289  
1290 (2) Owner's dedication which shall "warrant and defend and save the City harmless against any  
1291 easements or other encumbrances on the dedicated streets which will interfere with the City's use,  
1292 maintenance and operation of the streets."  
1293  
1294 (3) A notary public's acknowledgment.  
1295  
1296 (4) The City Land Use Authority (either the Planning Commission or City Council, as designated by the  
1297 City Municipal Code) certificate of approval.  
1298  
1299 (5) The City Engineer's certificate of approval.  
1300  
1301 (6) The county recorder's certificate of attest.  
1302  
1303 (7) The City Attorney's certificate of approval.  
1304  
1305 (8) Public Utilities approval and acceptance of public utility easements.  
1306  
1307 (9) A three-inch by three-inch space in the lower right-hand corner of the drawing for recording  
1308 information. [Ord. 13-02 § 1 (Exhibit); Code 1971 § 8-6-1.]  
1309
- 1310 **8.30.020 Final plan and profile.**  
1311  
1312 Plan and profile must be prepared by a licensed engineer in accordance with the requirements of this title.  
1313 Standard 22-inch by 34-inch and reduced to 11-inch by 17-inch (one-half scale) of the plan and profile will  
1314 be required for review by the City. General information required:  
1315
- 1316 (A) Plan for Culinary Water Improvements. Show proposed water main sizes, valves, fire hydrants, and  
1317 service connections to all lots within the proposed subdivision and connections to existing water mains.  
1318  
1319 (B) Plan for Secondary Water Improvements. Show proposed secondary water main sizes, valves, and  
1320 service connections to all lots within the proposed subdivision and connections to existing secondary  
1321 water lines.  
1322  
1323 (C) Plan for Sanitary Sewer. Show proposed sewer mains and manholes, together with proposed slopes  
1324 and depths within the proposed subdivision. Also show location of service laterals to each lot within the  
1325 subdivision.  
1326  
1327 (D) Land Drain. Show method of dealing with land drains and subsurface water drains within the  
1328 proposed development. If applicable, indicate location of any service connections and service manholes  
1329 within the subdivision.  
1330  
1331 (E) Storm Water. Show location and size of storm water drains, together with any manholes or drop boxes  
1332 within the subdivision. Show slope and grade of all storm drain lines. Storm water calculations need to  
1333 accompany drawings for engineer review.  
1334  
1335 (F) Streets. Typical cross section of road improvements, together with flow line of proposed curb and  
1336 gutter improvements as compared with existing ground slopes and center line offsets of all proposed  
1337 utilities.  
1338  
1339 (G) Stationing. Stationing callouts should conform with acceptable engineering practices.  
1340

1341 (H) Agreements. When necessary, copies of any agreements with adjacent property owners relevant to  
1342 the proposed subdivision shall be presented to the Planning Commission. [Ord. 13-02 § 1 (Exhibit);  
1343 amended 1997; Code 1971 § 8-6-2.]  
1344

1345 **8.30.030 Final approval.**  
1346

1347 (A) Submittal. Submit four standard 22-inch by 34-inch copies of plat and plan and profile sheets, one  
1348 copy of each reduced to 11-inch by 17-inch (one-half scale), plus one PDF copy to the City, together with  
1349 a cost estimate of off-site improvements and storm drain calculations.  
1350

1351 (B) Engineer Review. City Engineer will review submitted documents and transmit his conclusions and  
1352 recommendations to the Planning Commission, including cost estimate for off-site improvements required  
1353 by City ordinance.  
1354

1355 (C) Approval. Upon receipt of the approved plans from the City Engineer the Planning Commission shall  
1356 forward to the City Council their recommendation to either approve or reject the final plat or shall table  
1357 action for the next regular meeting or until the specified deficiency has been corrected.  
1358

1359 If the Planning Commission does not approve the final plat, disapproval shall be indicated by written  
1360 notice stating the reasons for disapproval, in which case the decision can be appealed to the City Council,  
1361 whose decision will be final.  
1362

1363 Approval of final plats by the City Council will extend for a period of 12 months. If work or subsequent  
1364 | action by the [subdivider/developer](#) to proceed with off-site construction does not occur within the 12-month  
1365 period following initial approval, the plat and construction drawings must be resubmitted and become  
1366 subject to reapproval under the latest City ordinances and specifications.  
1367

1368 (D) Construction of Off-Site Improvements. No construction of off-site improvements shall commence until  
1369 | the [subdivider/developer](#) has completed a preconstruction meeting with the City Planning, Engineering,  
1370 and Public Works Departments, at which time a review of construction project and expectations of the  
1371 City will be discussed. Such conference shall be scheduled with the City and all affected utility companies  
1372 will be invited to attend.  
1373

1374 | (E) Approval to Record Subdivision. Before any subdivision plat will be recorded, the [subdivider/developer](#)  
1375 shall furnish a corporate surety bond or cash escrow in amount as finally determined by the City Engineer  
1376 to secure the performance of the public improvements in a workmanlike manner and according to  
1377 specifications established by the Syracuse City subdivision standards (See SCC 8.10.020). Some of the  
1378 public improvements are as follows:  
1379

1380 (1) Paving of streets.  
1381

1382 (2) Curb, gutter and sidewalks.  
1383

1384 (3) Sewer and water lines, including irrigation lines.  
1385

1386 (4) Storm and subsurface drainage.  
1387

1388 (5) Street signs, monuments, lighting, fences and street trees.  
1389

1390 (6) Removal or relocation of any easements which may affect the use of the dedicated streets by the City.  
1391

1392 (7) Utility development connection fees.  
1393

1394 (F) Recording. Once final plat approval has been obtained the developer shall submit a 22-inch by 34-  
1395 inch Mylar of the final plat to the City Engineer. If all documents, submittals, and payment of fees are in  
1396 order, the City Engineer will sign the Mylar, indicating approval of the subdivision. Complete submittal  
1397 shall include the following:

- 1398
- 1399 (1) Development agreements.
- 1400
- 1401 (2) Escrow agreement.
- 1402
- 1403 (3) Title report.
- 1404
- 1405 (4) Street light agreement.
- 1406
- 1407 (5) Off-site improvement agreement.
- 1408
- 1409 (6) Water share certificate.
- 1410
- 1411 (7) Storm water activity permit.
- 1412
- 1413 (8) Storm water maintenance agreement.
- 1414
- 1415 (9) Payment of all required development and inspection fees.
- 1416
- 1417 (10) Approved construction drawings or as-built drawings.
- 1418
- 1419 (11) Surety and improvement guarantee.
- 1420
- 1421 (12) Easements and any other documents deemed necessary by the City Engineer or conditioned for  
1422 approval by the Planning Commission or City Council.
- 1423

1424 After approval and signature of the final plat, the City Engineer shall submit the plat to the Community  
1425 Development Director, or designee, who shall obtain the signatures of the City Attorney, Planning  
1426 Commission Chair, and Mayor. The final plat, bearing all official signatures as above required, shall be  
1427 deposited in the office of the City Recorder, who shall cause the plat to be recorded in the office of the  
1428 county recorder. Final plats not recorded within 12 months of final approval shall be deemed null and  
1429 void. No plat shall be recorded in the office of the county recorder until the plat is approved and signed.  
1430 Lots included in such plat shall not be sold or exchanged, and no offer shall be made to sell or exchange  
1431 any such lots unless and until the plat is recorded. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1432 1999, 1997; Code 1971 § 8-6-3.]

1433  
1434 **8.30.040 Severability.**

1435  
1436 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1437 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1438 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1439 [Ord. 13-02 § 1 (Exhibit).]

1440  
1441  
1442  
1443 8.45.080(A) Culinary Water

- 1444 (13) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1445 subdivider-developer at his own expense.

1446 (14) Responsibility for Safe Storage. The subdivider-developer shall be responsible for the safe storage  
1447 of material furnished by or to him, and accepted by him, and intended for the work, until it has been  
1448 incorporated in the completed project.

1449

1450 8.45.080(C)

1451 (10) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1452 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1453 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1454 Thrust block size shall be determined by the subdivider's-developer's engineer and shall be shown on  
1455 the plans.

1456

1457 8.45.120Secondary Water

1458 (A)(7) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1459 subdivider-developer at his own expense.

1460 (A)(8) Responsibility for Safe Storage. The subdivider-developer shall be responsible for the safe  
1461 storage of material furnished by or to him, and accepted by him, and intended for the work, until it has  
1462 been incorporated in the completed project.

1463 (C)(4) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1464 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1465 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1466 Thrust block size shall be determined by the subdivider's-developer's engineer and shall be shown on  
1467 the plans.

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**EXHIBIT A-Clean**

**Proposed Title VIII-Subdivision Amendments**

**Chapter 8.05**

**PURPOSE**

Sections:

- 8.05.010 General purpose.
- 8.05.020 Public interest.
- 8.05.030 Variations – Exception.
- 8.05.040 Building Official – Appointment.
- 8.05.050 Severability.

**8.05.010 General purpose.**

The purpose and intent of this title is to promote the public health, safety, convenience and general welfare of the inhabitants of the incorporated territory of Syracuse City in the matter of subdivision or matters affected by subdivisions through provisions designed to:

- (A) Provide for the harmonious and coordinated development of the City, and to assure sites suitable for subdivision development and human habitation.
- (B) Ensure adequate open space for traffic, recreation, light and air.
- (C) Facilitate the conservation or production of adequate transportation, water, sanitation, drainage and energy resources.
- (D) Avoid scattered and premature subdivision that would cause insufficient public services and facilities, or necessitate an excessive expenditure of public funds for the supply of such services and facilities.
- (E) Ensure utilization of the land in the best interest of the public welfare and the neighborhood deployment of the area concerned.
- (F) Preserve outstanding natural, cultural or historic features.

This chapter is designed to inform the developer and public of the requirements and conditions necessary to obtain approval of a subdivision. To this end, all requirements, where possible, are expressly delineated in this title or other applicable ordinances. However, since it is impossible to cover every possibility, and there are some aspects which do not lend themselves to being easily articulated, this title allows the Planning Commission and City Council to impose reasonable conditions upon a developer in addition to those expressly required, so long as such conditions do not conflict with any requirements set forth in this chapter or other applicable ordinances. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-1.]

**8.05.020 Public interest.**

Any proposed subdivision and its ultimate use shall be in the best interest of the public welfare and the neighborhood development of the area concerned. The developer shall present evidence to this effect when requested to do so by the Planning Commission. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-2.]

**8.05.030 Variations – Exception.**

55  
56 In cases where unusual topographical or other exceptional conditions exist, variation and exception from  
57 this title may be made by the City Council after recommendation by the Planning Commission. [Ord. 13-  
58 02 § 1 (Exhibit); amended 1997; Code 1971 § 8-1-3.]  
59

60 **8.05.040 Building Official – Appointment.**

61  
62 There is hereby created the position of Building Official who shall be appointed by the City Manager.  
63

64 (A) Duties. It shall be the duty of the Building Inspector to see to the enforcement of all ordinance  
65 provisions relating to buildings or zoning, and to inspect all buildings or structures being erected or  
66 altered, as frequently as may be necessary to ensure compliance with the City ordinances. The Building  
67 Inspector shall also act as plumbing inspector and electrical inspector and shall have all the powers and  
68 perform all the duties connected therewith.  
69

70 (B) Permits. The Building Inspector shall issue permits for the construction, alteration or repair of  
71 structures or parts thereof and for the repair or installation of plumbing and electrical facilities or fixtures  
72 within any structure; but no permit shall be issued unless the plans of and for the proposed construction,  
73 alteration, repair, installation or use fully conform to all City regulations then in effect.  
74

75 (C) Stop Order. The Building Inspector shall have the power to order all work stopped on construction or  
76 alteration or repair of building in the City when such work is being done in violation of any provision of any  
77 ordinance relating thereto. Work shall not be resumed after the issuance of such an order except on the  
78 written permission of the Inspector; provided, that if the stop order is an oral one, it shall be followed by a  
79 written stop order within an hour.  
80

81 (D) Entry Powers. The Building Inspector shall have the power to make or cause to be made an entry into  
82 any building or premises where the work of altering, repairing or constructing any building or structures is  
83 going on, for the purpose of making inspections, at any reasonable hour.  
84

85 (E) Additional Duties. The City Building Official shall perform such other and further duties as the City  
86 Council may provide by ordinance, resolution, or regulation. [Ord. 13-02 § 1 (Exhibit); Ord. 11-12 § 2;  
87 Ord. 09-11 § 2; Code 1971 § 8-1-4.]  
88

89 **8.05.050 Severability.**

90  
91 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
92 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
93 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
94 [Ord. 13-02 § 1 (Exhibit).]  
95

96 **Chapter 8.10**  
97 **GENERAL PROVISIONS**  
98

99 Sections:

- 100 8.10.010 Definitions.
- 101 8.10.020 General requirements.
- 102 8.10.030 Security of performance.
- 103 8.10.040 Fee payment.
- 104 8.10.050 Parks, open space, and other public spaces.
- 105 8.10.060 Adjacent streets.
- 106 8.10.070 Relation to adjoining street systems.
- 107 8.10.080 Street lights.
- 108 8.10.090 Irrigation water.

- 109 8.10.100 Extension of public work facilities.
- 110 8.10.110 Second access required.
- 111 8.10.120 Mandatory use of City water, secondary water and sewer systems.
- 112 8.10.130 Appeals.
- 113 8.10.140 Written agreements.
- 114 8.10.150 Guidelines and checklists.
- 115 8.10.160 Fees and recording.
- 116 8.10.170 Issuance of building permit.
- 117 8.10.180 Occupancy of a dwelling.
- 118 8.10.190 Subdivision phases.
- 119 8.10.200 Residential driveways.
- 120 8.10.210 Severability.

121  
122 **8.10.010 Definitions.**

123  
124 The following terms used in this title shall have the respective meanings hereinafter set forth:

125  
126 “Alley” means any public way or thoroughfare less than 16 feet but not less than 10 feet in width, which  
127 has been dedicated or deeded to the public for public use.

128  
129 “Bench mark” means a mark affixed to a permanent or semi-permanent object along a line of survey to  
130 furnish a datum level.

131  
132 “Block” means a piece of land bordered by streets or other rights-of-way, and/or which is designated as a  
133 block on any recorded subdivision plat.

134  
135 “Building Official” means the officer or other designated authority charged with the administration and  
136 enforcement of uniform codes, and the inspection of all subdivision improvements, or the Building  
137 Official’s duly appointed representative.

138  
139 “City” refers to Syracuse City.

140  
141 “City Council” means the City Council of Syracuse.

142  
143 “City Engineer” means any registered civil engineer hired by the City Council to accomplish the objectives  
144 of this title; provided, that no such person may serve the City and a developer simultaneously where he  
145 would have to check his own work or the work of a member of his firm in connection with any subdivision  
146 in the City.

147  
148 “Condominium” means the ownership of a single unit in a multi-unit project together with undivided  
149 interest in common in the common areas and facilities of a property as provided by state law.

150  
151 “Construction” means any work or product which will become the property of the City; i.e., roads, curb and  
152 gutter, sidewalks, water works, sewer works, culverts, bridges, fencing, etc.

153  
154 “Contractor” means the person in charge of construction. He could also be the developer.

155  
156 “Cul-de-sac” means a minor street having only one outlet being terminated at the other end by a vehicular  
157 turnaround.

158  
159 “Developer” means an individual, group, partnership, corporation, association or any other enterprise that  
160 subdivides a parcel(s) of land.

161

162 “Driveway” means a private roadway, the use of which is limited to persons residing, employed or  
163 otherwise using or visiting the lot on which the roadway is located.  
164  
165 “Easement” means the quantity of land set aside or over which a liberty, privilege or advantage in land  
166 without profit, existing distinct from the ownership of the land, is granted to the public or some particular  
167 person or part of the public.  
168  
169 “Final plat” means a subdivision map prepared in accordance with the provisions of this title that is  
170 accurately surveyed and such survey marked on the ground so that the streets, alleys, blocks, lots and  
171 other divisions thereof can be identified and which is designated to be placed on record in the office of the  
172 county recorder.  
173  
174 “Improvement district” is as defined by Utah State law.  
175  
176 “Improvements” means work objectives, devices, facilities, or utilities required to be constructed or  
177 installed in a subdivision. Such improvements may include but are not limited to water facilities, sewer  
178 facilities, sidewalks, curbs and gutters, drainage facilities, streets, trees, street signs, street lights, traffic  
179 control or safety devices, fire hydrants and such other facilities or construction required by the subdivision  
180 ordinance.  
181  
182 “Inspector” means the authorized inspector or representative of the City Council.  
183  
184 “Lot” means a portion of the subdivision or parcel of land intended for building development or transfer of  
185 ownership.  
186  
187 “Master plan” means a long-range general plan that identifies present and future needs of Syracuse City,  
188 which outlines growth and development of land within the City and provides for health, general welfare,  
189 and safety as outlined in Section 10-9-301 et seq., Utah Code Annotated 1953, as amended.  
190  
191 “May” is permissive.  
192  
193 “Open space” shall mean any area within the subdivision that has been designated as open to meet the  
194 requirements of development.  
195  
196 “Owner” shall mean and refer to the person, corporation, partnership or other entity in which is vested the  
197 fee simple title of the property to be subdivided, unless otherwise clearly indicated, or the owner’s  
198 designee.  
199  
200 “Person” means any individual, firm, partnership, associate, entity, institution, or corporation and their  
201 heirs, assigns, or agents.  
202  
203 “Planning Commission” shall mean the Syracuse City Planning Commission unless another planning  
204 commission is specifically named.  
205  
206 “Preliminary plat” means a map or plan of a proposed land division or subdivision prepared in accordance  
207 with the requirements of this title.  
208  
209 “Shall” is mandatory.  
210  
211 “Sketch plan” means a conceptual drawing of the proposed development prepared in accordance with the  
212 requirements of this title.  
213

214 “Small subdivision” means the division of a tract or lot or parcel of land into two, but not more than nine,  
215 lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of sale or of  
216 building development, wherein all such divisions front on an existing street.

217  
218 “Specifications” is to be interpreted as rules and regulations.

219  
220 “Street, arterial” means a street existing or proposed, which serves or is intended to serve as a major  
221 traffic way, as a controlled access highway, major street parkway or other equivalent term to identify  
222 those streets comprising the basic structure of the street plan.

223  
224 “Street, local” means a street existing or proposed which is supplementary to a collector street and of  
225 limited continuity which serves or is intended to serve the local need of a neighborhood.

226  
227 “Street, major collector” shall mean a street with a right-of-way of 72 feet, designated in the general plan  
228 to carry larger volumes of traffic to arterial streets.

229  
230 “Street, minor collector” means a street existing or proposed with a 66-foot right-of-way, which carries  
231 traffic from local subdivision streets to the major collectors.

232  
233 “Street, private” means a street or an alley whose ownership has been retained privately.

234  
235 “Subdivision” means any land that is divided, resubdivided or proposed to be divided into two or more  
236 lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for  
237 offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms,  
238 and conditions. “Subdivision” includes:

239  
240 (1) The division or development of land whether by deed, metes and bounds description, devices and  
241 testacy, lease, map, plat, or other recorded instrument; and

242  
243 (2) Divisions of land for all residential and nonresidential uses, including land used or to be used for  
244 commercial, agricultural, and industrial purposes.

245  
246 “Subdivision requirements” are those that are adopted by the various governing bodies in the City for the  
247 necessary, proper development of a proposed subdivision.

248  
249 “Subdivide” and any derivative thereof shall have reference to the term “subdivision” as herein defined.

250  
251  
252 “Walkway” means a right-of-way designed for use by pedestrians and not intended for use by motor  
253 vehicles of any kind.

254  
255 “Wetlands” means any area that has the potential to support wildlife and the capability of natural water  
256 filtration, whether natural or manmade.

257  
258 “Zoning” means the most recent zoning ordinances adopted by Syracuse City. [Ord. 13-02 § 1 (Exhibit);  
259 amended 1997; Code 1971 § 8-2-1.]

260  
261 **8.10.020 General requirements.**

262  
263 (A) Scope. This section defines the general requirements for improvements to be built by the developer.

264  
265 The improvements shall include all street improvements in front of all lots and along all dedicated streets  
266 to the connection with existing improvements of the same kind or to the boundary of the subdivision  
267 nearest existing improvements. Layout must provide for future extension to adjacent development and be

268 compatible with the contour of the ground for proper drainage. All water lines, sewer lines, and any other  
269 buried conduit shall be installed to the boundary lines of the subdivision.  
270  
271 (B) Standards for Construction Drawings. The following instructions are for the purpose of standardizing  
272 the preparation of drawings to obtain uniformity in appearance, clarity, size, and style. All drawings and/or  
273 prints shall be clear and legible and conform to good engineering and drafting room practice and shall be  
274 prepared by a civil engineer licensed to practice in the State of Utah. Size of drawings shall be 22 inches  
275 by 34 inches (trim line) with one-half inch border on top, bottom and right sides. Left side shall be one and  
276 one-half inches.  
277  
278 (1) In general the following shall be included on drawings:  
279  
280 (a) North arrow (plan).  
281  
282 (b) Scale and elevations referenced to City datum.  
283  
284 (c) Stationing and elevations for profiles.  
285  
286 (d) Title block, located in lower right corner of sheet, to include: name of City, project title (subdivision,  
287 etc.) and specific type and location of work.  
288  
289 (e) Space for approval signature of City Engineer and date.  
290  
291 (f) Name of engineer or firm preparing drawings with license number, stamp and signature.  
292  
293 (2) Curb and gutter, drains and drainage structures, signing, lighting sidewalks, and street surfacing shall  
294 show:  
295  
296 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
297  
298 (b) Both plan view and profile. Street centerline.  
299  
300 (c) Stationing and top of curb elevations with curve data must be shown for all curb returns. Show top of  
301 curb elevation on both sides on even stations (50 feet station maximum).  
302  
303 (d) Flow direction and type of cross drainage structures at intersections with adequate flow line  
304 elevations.  
305  
306 (e) Bench mark location and elevation (use City datum).  
307  
308 (f) Bedding details.  
309  
310 (3) Sewer drawings shall show:  
311  
312 (a) Scale: one inch equals 20 feet or 50 feet horizontal; one inch equals two feet or five feet vertical.  
313  
314 (b) Location, size, and grade of all lines except individual services.  
315  
316 (c) Manhole details, size, location, and flow line elevation.  
317  
318 (d) Type of pipe.  
319  
320 (e) Bench mark location and elevation (use City datum).  
321

322 (f) Bedding details.  
323  
324 (4) Culinary and secondary water drawings shall show:  
325  
326 (a) Size and location of water mains, valves, hydrants, tees, etc.  
327  
328 (b) Type of pipe.  
329  
330 (c) Minimum cover.  
331  
332 (d) Bedding details.  
333  
334 (5) Each set of plans shall be accompanied by a separate sheet of details for structures which are to be  
335 constructed. All structures shall be designed in accordance with minimum requirements established by  
336 the Syracuse City subdivision standards.  
337  
338 (a) Drawing size: 22 inches by 34 inches (trim line).  
339  
340 (b) Scale of each detail.  
341  
342 (c) Title block, lower right-hand corner (same format on all sheets), including the name of the subdivision.  
343  
344 (d) Completely dimensioned and described.  
345  
346 (C) Construction and Inspection. No construction of public improvements shall proceed until the final plat  
347 has been approved by the City Council and filed for record in the office of the county recorder, except that  
348 the City Engineer may conditionally approve the installation of off-site improvements as described in SCC  
349 8.30.030(D). All public improvements shall commence within six months and be completed within one  
350 year of the date the final plat was approved, and the City Engineer, or designee, shall inspect the  
351 construction as it proceeds. A construction punch list shall be made up by the City Engineer or designee  
352 indicating the items missed or needing correction prior to acceptance of the improvements by the City,  
353 and all required replacements or repairs shall be completed by the developer, at his expense, prior to  
354 acceptance by the City.  
355  
356 (D) As-Built Drawings. At the completion of construction, or at the end of one year, whichever comes first,  
357 the City Engineer, or designee, shall make an inspection of all improvements and inform the developer  
358 and City Administrator of the results of the inspection. At the completion of construction, the developer  
359 shall call for inspection by the City Engineer or designee and said inspection shall be made within 10  
360 days of the request thereof. The developer shall provide the City with record drawings accurately defining  
361 for permanent record the surface improvements and underground utilities as they were actually  
362 constructed and shall provide one paper copy and one CAD file, which indicates any changes from the  
363 original approved final drawings. All sewer and land drain manhole flow lines shall be verified.  
364  
365 (E) Inspection. All construction work involving the installation of improvements in subdivisions shall be  
366 subject to inspection by the City Engineer or designee. Certain types of construction shall have  
367 continuous inspection, while others shall have periodic inspections. The City may request the services of  
368 the Special Inspectors or testing firms to assist in inspection if it is deemed necessary.  
369  
370 (1) To cover the cost of inspection and management of off-site improvements, the developer shall pay a  
371 fee to the City based on the linear feet of improvements installed, the number of building lots in the  
372 subdivision, and the average number of hours spent inspecting off-site improvements. Said fee shall be  
373 established by resolution of the City Council. Said fee shall be paid prior to recordation of the subdivision  
374 plat.  
375

376 (2) The Community Development Director or his designee shall ensure that all off-site inspections are  
377 installed in accordance with approved subdivision standards prior to acceptance by the City.  
378

379 (3) On construction requiring continuous inspection, no work shall be done except in the presence of the  
380 City Inspector. Continuous inspection may occur on the following types of work:  
381

382 (a) Preparation of street subgrade and compacted fill.  
383

384 (b) Laying of street surfacing.  
385

386 (c) Pouring of concrete for curb and gutter, sidewalks, and other structures.  
387

388 (d) Laying of sewer pipe, drainage pipe, water pipe, valves, hydrants, and testing.  
389

390 (4) Periodic inspections shall be required on the following:  
391

392 (a) Street grading and gravel base.  
393

394 (b) Excavations for curb and gutter and sidewalks.  
395

396 (c) Excavations for structures.  
397

398 (d) Trenches for laying pipe.  
399

400 (e) Forms for curb and gutter, sidewalks, and structures.  
401

402 (F) Requests for Inspection. Requests for inspections shall be made to the City by the person responsible  
403 for construction. Requests for inspection on work requiring continuous inspection shall be made three  
404 days prior to the commencing of the work. Notice shall be given one day in advance of the starting of  
405 work requiring periodic inspection.  
406

407 (G) Construction Completion Inspection. An inspection shall be made by the City Inspector after receiving  
408 a written document from the developer that all work is completed. Attached to this document the  
409 developer's engineer shall prepare a statement that all sanitary sewers have been tested for  
410 exfiltration/infiltration and they have passed the requirements herein.  
411

412 (H) Guarantee of Work. The developer shall warrant and guarantee (and post bond or other security) that  
413 the improvements provided for hereunder, and every part thereof, will remain in good condition for a  
414 period of one year after the date of the construction completion inspection report by the City Inspector  
415 and shall agree to make all repairs to and maintain the improvements and every part thereof in good  
416 condition during that time with no cost to the City.  
417

418 It is further agreed and understood that the determination for necessity of repairs and maintenance of the  
419 work rests with the City Inspector. His decision upon the matter shall be final and binding upon the  
420 developer, and the guarantee hereby stipulated shall extend to and include, but shall not be limited to, the  
421 entire street base and all pipes, joints, valves, backfill and compaction, as well as the working surface,  
422 curbs, gutters, sidewalks, and other accessories that are or may be affected by the construction  
423 operations, and whenever, in the judgment of the City Inspector, said work shall be in need of repairs,  
424 maintenance, or rebuilding, he shall cause a written notice to be served to the developer, and thereupon  
425 the developer shall undertake and complete such repairs, maintenance, or rebuilding. If the developer  
426 fails to do so within 10 days from the date of service of such notice, the City Inspector shall have such  
427 repairs made, and the cost of such repairs shall be paid by the developer, together with 15 percent in  
428 addition thereto as and for stipulated damages for such failure on the part of the developer to make the  
429 repairs.

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(I) Acceptance of Materials. Material such as, but not limited to, bituminous products, Portland cement, steel, pipe gaskets, joints filler, fire hydrants and other similar commercially produced products will be accepted by the City upon submission by the developer of a supplier certification that the material meets specifications. These materials shall not be incorporated into the project until such certification has been received and approved in writing by the City Inspector.

(J) Samples and Tests. Materials, equipment, and workmanship shall be subject to sampling or testing by the City. At the option of the Inspector, materials shall be subject to tests and inspection before such materials are used in the work. Representative preliminary samples of the character and quality prescribed shall be submitted without charge by the contractor or producer of materials to be used in the work in sufficient quantities or amounts for testing.

All tests of materials furnished by the contractor shall be made in accordance with the commonly recognized standards of national technical organizations and such special methods and tests as are prescribed herein.

(K) General.

(1) Approval of plans and specifications by the City Engineer on a submitted project will extend for a period of six months. If no work has been performed on such project within a period of six months following initial approval, the plans must be resubmitted and become subject to reapproval under the latest City standards and specifications.

(2) Final acceptance of any or all work is contingent upon (a) an on-the-site inspection as the work progresses, (b) a reproducible “as-built” plan having been submitted, and (c) a final inspection of the site.

(3) All utilities, private or publicly owned, shall be placed underground unless otherwise approved or specified by the City. This will include, but not be limited to, telephone, gas, electric power, water, sewer, storm drains, etc. These underground utilities shall be installed before the surfacing of the streets and installation of road base, curb and gutter, sidewalks, etc.

(4) It is the sole responsibility of the contractor to:

(a) Secure any and all permits required for completion of the project.

(b) Provide for the safety and protection of all those engaged in the project, not allowing any unsafe conditions to exist.

(c) Acquire materials and produce workmanship which conforms to the City standards and specifications. Substandard installations and materials are subject to removal and replacement at the contractor’s expense.

(d) Have all work performed in a manner acceptable by the City Inspector.

(5) No project can receive final approval until the workmanship and materials are in compliance with City standards and specifications. This includes accurate and proper placement of survey monuments and acceptable clean-up of area.

(6) All items not mentioned within these standards and specifications related to road work will be performed in accordance with the most recent edition of “State of Utah Standard Specifications for Road and Bridge Construction” by the State Road Commission.

483 (7) The burden of proof to justify any variance to the standards and specifications contained herein shall  
484 be at the expense of the petitioner. Final acceptance will be by the City Engineer.  
485

486 (8) Adoption of these standards and specifications in no way alleviates the responsibility of the developer  
487 to practice good sound engineering and construction practices in all phases of his work. It is the intent of  
488 these standards and specifications to provide uniformity, continuity and eventual lessening of  
489 unnecessary maintenance expenses to the City.  
490

491 (9) Where these standards and specifications are in conflict with adopted City ordinances, the most  
492 restrictive will apply.  
493

494 (10) These standards and specifications are subject to revision, modification, additions or changes  
495 without notice, by reference to the subdivision ordinance and approval by the majority of the City Council.  
496 [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Ord. 08-02 § 31; Ord. 05-12; amended 1997;  
497 Code 1971 § 8-2-2.]  
498

499 **8.10.030 Security of performance.**  
500

501 (A) A subdivision plat shall not be recorded until the developer shall have furnished to the City a security  
502 of performance, acceptable to the City and as set forth below, in an amount set by the City Engineer and  
503 equal to the reasonable value of unfinished improvements required herein. The security of performance  
504 required by this section, and at the City's discretion, may be furnished by any of the following methods:  
505

506 (1) By providing a surety or cash bond in the amount specified herein and conditioned upon payment by  
507 the developer of all expenses incurred for labor or material used in the construction of required  
508 improvements.  
509

510 (2) By depositing the specified amount of cash in a bank account to which the City alone has access, but  
511 only in the event it becomes necessary, in order to complete, repair or replace the improvements as set  
512 forth below.  
513

514 (3) By depositing the specified amount of cash in a supervised bank account to which the developer has  
515 access, with the approval and signature of the City, which funds shall be used to pay for the subdivision  
516 improvements as construction is completed and evidence that no liens have been placed on the  
517 construction project. In the event it becomes necessary for the City to foreclose on the security of  
518 performance and move to complete, repair or replace the improvements as set forth below, then the City  
519 shall have access to said supervised bank account for the purpose of completing, repairing, or replacing  
520 improvements without the necessity of obtaining the approval of the developer.  
521

522 (4) By any other method that is acceptable to the City, provided that the City's interests in assuring that  
523 the work required herein is paid for, inspected and completed in conformance with City standards are  
524 protected.  
525

526 (B) The security of performance required by this section is to assure the City that all improvements are  
527 constructed in conformance with all relevant City ordinances, regulations, and standards, and to assure  
528 the City that all expenses incurred for labor or material used in the construction of the same are paid for  
529 by the developer. Further, the City shall retain 10 percent of the security of performance guarantee  
530 provided by the developer until one year following the final inspection by the City Engineer.  
531

532 (C) In the event construction of the public improvements is not completed or is not completed in a  
533 satisfactory manner one year from the date the final plat was approved by the City Council, the City may  
534 proceed to install the improvements in a satisfactory manner at the developer's expense by foreclosing on  
535 the developer's security of performance held by the City.  
536

537 In the event the public improvements fail to meet the standards as set forth in the developer's written  
538 guarantee, the City shall so notify the developer who shall be given a reasonable time to repair or  
539 otherwise correct as requested. The City may proceed to repair or replace the unsatisfactory  
540 improvements at the developer's expense by foreclosing on any security of performance still held by the  
541 City; and, in addition, the City may avail itself of any other remedy provided to it under the laws of the  
542 state of Utah and of the City of Syracuse. In addition to any other remedies stated herein, the city shall  
543 not approve additional phases for development if the developer has not completed improvements in a  
544 satisfactory manner within one year from the date of final plat approval. [Ord. 13-02 § 1 (Exhibit); Ord. 05-  
545 12; Code 1971 § 8-2-3.]

546  
547 **8.10.040 Fee payment.**

548  
549 All fee schedules shall be established by the City Council by means of a resolution. Such fee schedules  
550 and the periodic adjustments thereof shall be a part of this title by reference (see Resolution R97-3). [Ord.  
551 13-02 § 1 (Exhibit); Ord. 08-02 § 32; amended 1997; Code 1971 § 8-2-4.]

552  
553 **8.10.050 Parks, open space, and other public spaces.**

554  
555 Location of Parks and Other Public Spaces. The City shall maintain a level of service for community parks  
556 of 4.95 acres for every 1,000 population throughout the city in accordance with the adopted Syracuse  
557 City, Parks, Trails & Recreation Impact Fee Analysis. The location of parks shall be determined by the  
558 City as identified in the Syracuse City General Plan and Park Improvement Plan, as adopted. Developers  
559 will be required to work with the City to obtain park property within the development where placement of  
560 parks have been identified within the subject development property or area.

561  
562  
563  
564 **8.10.060 Adjacent streets.**

565  
566 It shall become the responsibility of the developer to complete all of the necessary public improvements  
567 on streets adjacent to his proposed development. This shall include reasonable landscaping of park  
568 strips, as approved by the city, when a new street placed is adjacent to an existing lot, which becomes a  
569 corner lot because of placement of the road. This shall be done at the developer's sole expense. [Ord.  
570 13-02 § 1 (Exhibit); Ord. 03-25; Code 1971 § 8-2-6.]

571  
572 **8.10.070 Relation to adjoining street systems.**

573  
574 The arrangement of streets in new subdivisions shall make provision for the continuation of the existing  
575 streets in adjoining areas (or their proper protection where adjoining land is not subdivided) at the same  
576 or greater width (but in no case less than the required minimum width) unless the variations are deemed  
577 necessary by the Planning Commission for public requirements. Stub streets shall be provided in  
578 accordance with the Master Street Plan. The developer shall provide stub streets at a minimum of one  
579 access every 1,320 feet, or as otherwise necessary for the alignment with existing streets in other  
580 developments.

581  
582 Street access for new subdivisions shall be established by using the AASHTO Traffic Design Manual  
583 calculation of 7.5 seconds of travel time between street accesses onto existing roadways (which  
584 calculated would be 385 feet at 35 mph) unless otherwise recommended by the Planning Commission.  
585 The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining  
586 property when they plat their land and seek to provide for convenient access to it. Where, in the opinion of  
587 the Planning Commission, it is desirable to provide for street access to adjoining property, proposed  
588 streets shall be extended by dedication to the boundary of such property. Half streets along the boundary  
589 of land proposed for subdivision will not be permitted. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code  
590 1971 § 8-2-7.]

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**8.10.080 Street lights.**

The placement of streetlights shall be included as part of the subdivision development. Developers shall be responsible to install, or have installed, streetlights in accordance with adopted construction specifications.

Placement of streetlights shall be at each intersection within the development and at the end of each cul-de-sac, providing that the end of the cul-de-sac is at least 400 feet from the entrance thereof. For cul-de-sac lengths in excess of 400 feet with a dogleg street bend of 45 degrees or greater, the developer shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition to the streetlight at the end of the cul-de-sac. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-8.]

**8.10.090 Irrigation water.**

In the City, each acre of irrigable property requires roughly four acre feet (four a.f.) of water annually during normal water years.

(A) Residential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide three a.f. for each acre or part thereof within a residential subdivision. In the event there are no owner water rights on property to be developed, the developer shall obtain and convey water rights acceptable and usable by the City.

(B) Nonresidential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide four a.f. for each irrigable acre or part thereof within a nonresidential subdivision. In the event there are no owner water rights on property to be developed, the developer shall obtain and convey water rights acceptable and usable by Syracuse City. The developer is not required to convey water rights for acreage of asphalt or other nonpermeable surfaces.

(C) Exceptions for Redevelopment of Property. Notwithstanding subsections (A) and (B) of this section, if the proposed subdivision is on one or more currently landscaped lots, the City Council will waive conveyance of water rights if the developer establishes by clear and convincing evidence that:

(1) Water rights acceptable and usable by the City were previously conveyed as a condition of a prior subdivision approval which included that property; or

(2) The City's secondary water system is already serving the currently landscaped lot(s), and the proposed subdivision will decrease the current burden on the City's secondary water system.

(D) Exceptions for Residential Subdivisions. The City Engineer may accept reduced water rights for residential subdivisions in consideration of manmade lakes and ponds to be constructed as part of the subdivision under the following conditions:

(1) Lake(s) or pond(s) must be one acre in size or greater measured at the design water surface elevation;

(2) Lake(s) or pond(s) shall be designated as open space and shall be preserved and maintained by a homeowners' association in compliance with City code;

(3) City culinary and secondary irrigation water systems shall not be used to fill or maintain water level of lake(s) or pond(s);

645 (4) Developer shall provide proof of construction approval from applicable agencies and water rights  
646 sufficient to maintain designed mean water elevation;  
647

648 (5) In the event that the homeowners' association seeks to convert the lake(s) or pond(s) to an alternate  
649 use, sufficient water shares shall be submitted to the City prior to any approval of conversion.  
650

651 (E) Conveyances to Cease Upon Excess Supply. Every five years the Public Works Director shall  
652 determine whether the City's existing available water interests exceed the water interests needed to meet  
653 the amount of water needed in the next 40 years by the persons within the City's projected service area  
654 based on projected population growth and other water use demand ("reasonable future water  
655 requirements"). Should the Director conclude that available water interests exceed the reasonable future  
656 water requirements of the public, the Public Works Director shall notify the City Council and the City  
657 Council shall act to cease conveyance of water shares according to this section until existing available  
658 water interests no longer exceed the reasonable future water requirements. [Ord. 13-07 § 1; Ord. 13-02 §  
659 1 (Exhibit); Ord. 12-25 § 1; Ord. 04-23; Code 1971 § 8-2-9.]  
660

#### 661 **8.10.100 Extension of public work facilities.** 662

663 The extensions of any City public works facilities, including but not limited to roads, bridges, storm drains,  
664 water mains, sewer lines, and secondary water systems, shall be installed by the developer of any  
665 subdivision. There shall be no consideration or return to the developer within this area. The City,  
666 however, will consider cost sharing on any water or sewer lines in excess of eight inches in diameter in  
667 the event the City desires to participate for future planning purposes. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
668 19; Code 1971 § 8-2-10.]  
669

#### 670 **8.10.110 Second access required.** 671

672 Providing for emergency response, all subdivisions having more than 35 homes shall have a minimum of  
673 two ingress/egress roads, except that other acceptable alternatives for emergency accesses can be  
674 made and approved by both the Planning Commission and City Council. [Ord. 13-02 § 1 (Exhibit); Ord.  
675 05-12; Code 1971 § 8-2-11.]  
676

#### 677 **8.10.120 Mandatory use of City water, secondary water and sewer systems.** 678

679 All subdivisions located within the corporate boundaries of the City of Syracuse shall be required to  
680 connect to the water and sewer systems of the City, any ordinance or resolution to the contrary  
681 notwithstanding. The City Council hereby expressly finds the requirements of this section and SCC  
682 8.10.090 to be in the best interests of the City and to promote the public health, safety, and general  
683 welfare of the residents thereof. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-12.]  
684

#### 685 **8.10.130 Appeals.** 686

687 Any applicant, member of the Planning Commission and/or property owner within 1,000 feet of proposed  
688 subdivision property shall have the right to appeal the action of the Planning Commission to the City  
689 within five days of the date of such action. Any action taken and not appealed within said five days shall  
690 be final. When a written appeal is received by the City within five days of the time the action was taken,  
691 the City will publish notice of an appeal hearing 15 days prior to the scheduled date by posting the notice  
692 thereof at three public places within the City. Action by the City Council will be final. [Ord. 13-02 § 1  
693 (Exhibit); Ord. 02-19; Code 1971 § 8-2-13.]  
694

#### 695 **8.10.140 Written agreements.** 696

697 When and as written agreements are deemed to be necessary for the protection and understanding of all  
698 parties concerned, then they shall be entered into by all parties concerned, i.e., to cover areas of concern

699 not specifically addressed by the subdivision ordinance or other requirements of the City, and shall be  
700 submitted with the final plats to the Planning Commission and the City Council.

701  
702 (A) Payback Agreement.

703  
704 (1) The City may enter into a payback agreement with a developer who installs improvements or facilities  
705 for water, secondary water, land drains, storm sewer, roads, or parks, where the improvements installed  
706 extend, expand, or improve the City's water, secondary water, land drains, sewer, storm sewer, roads, or  
707 parks, beyond the improvements required to service or benefit the subdivision or development proposed  
708 by the developer or where a developer installs improvements due to the layout or ownership of the land  
709 that benefit another landowner or developer who would or should in equity normally pay a portion of the  
710 improvements. The payback agreement is not mandatory, but may be used at the option of the City upon  
711 approval of the payback agreement by the City Council.

712  
713 (2) The dollar amount of the payback to the developer shall be solely determined by the City under the  
714 direction of the City Engineer after consideration of the portion of the improvements or facilities installed  
715 that benefit the developer's development, and the portion of the improvements or facilities that are  
716 specifically oversized or installed to provide for future development or benefit other landowners or future  
717 developers.

718  
719 (3) The City shall, in all cases, be immune and not liable for any payments to the developer if the payback  
720 agreement is determined to be unenforceable or if the City is not able to collect from future developers. At  
721 the time a payback agreement is entered into with a developer, the City shall record a notice against the  
722 benefited property with the county recorder's office, which notice shall inform the benefited landowners  
723 that at such time as they develop the benefited property they will be required to pay for a portion of the  
724 improvements previously installed.

725  
726 (4) The payback agreement shall not confer a benefit upon any third party and shall be in a form  
727 approved by the City Administrator or his designee. The responsibility for payment of the required  
728 improvements or facilities shall rest entirely with the developer.

729  
730 (5) The payback agreement shall expire 10 years from the date of the payback agreement or at such time  
731 as the developer has recovered the costs specified in the payback agreement, whichever comes first.

732  
733 (6) If any part of this title is found to be invalid by a court of competent jurisdiction, or if the Legislature of  
734 the state of Utah should pass a law which would invalidate any portion of this title, all parties to the  
735 payback agreement shall be released from further responsibility thereunder and shall be relieved from  
736 any and all responsibility thereunder. [Ord. 13-02 § 1 (Exhibit); Ord. 09-11 § 2; Code 1971 § 8-2-14.]

737  
738 **8.10.150 Guidelines and checklists.**

739  
740 The City is hereby authorized and empowered to promulgate by way of resolution certain guidelines  
741 and/or checklists relative to this title. These materials shall be provided to any interested person upon  
742 request and upon payment of a fee specified by the City. These materials shall be for instructional  
743 purposes only and represent an attempt to aid those seeking to comply with this title. In the event any  
744 conflict arises between such guidelines and this title or other regulations, resolutions or policies of the  
745 City, then said ordinances, resolutions, regulations, or policies shall be deemed controlling and all  
746 questions shall be resolved in their favor. [Ord. 13-02 § 1 (Exhibit); Ord. 08-02 § 34; amended 1997;  
747 Code 1971 § 8-2-15.]

748  
749 **8.10.160 Fees and recording.**

750  
751 (A) Utility connection fees and service assessments will be the established rate at the time application is  
752 made.

753  
754 (B) Recording fees will be the established rate at the time recording is made. [Ord. 13-02 § 1 (Exhibit);  
755 Ord. 02-19; Code 1971 § 8-2-16.]  
756

757 **8.10.170 Issuance of building permit.**  
758

759 (A) The following requirements shall be met prior to issuance of any building permit within a subdivision:  
760

761 (1) All required fencing installed as a condition of subdivision approval in compliance with Syracuse City  
762 zoning ordinance;  
763

764 (2) All water and sewer and drainage systems installed, inspected and tested;  
765

766 (3) All curb and gutter installed;  
767

768 (4) A minimum of eight inches of road base in place and graded;  
769

770 (5) All lots within the subdivision rough graded so that weeds and other vegetation can be maintained by  
771 the contractor.  
772

773 (B) Contractors will be responsible to see that all construction materials and/or debris are continuously  
774 secured or removed from construction site in accordance with Chapter 6.10 SCC, Property Maintenance  
775 Regulations. [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-17.]  
776

777 **8.10.180 Occupancy of a dwelling.**  
778

779 All structures used for the purpose of residential dwelling shall meet the following guidelines prior to  
780 occupancy:  
781

782 (A) All underground off-site improvements properly installed and operational as approved by Syracuse  
783 City.  
784

785 (B) All required asphalt or concrete hard surface roadway installed and completed throughout the entire  
786 phase in which the dwelling is located in accordance with Syracuse City design standards. In the event  
787 that hard surface paving cannot be properly installed due to weather related circumstances, the developer  
788 may petition the City Council for conditional occupancy providing the following guidelines are met:  
789

790 (1) Roadbase installed in accordance with Syracuse City design standards.  
791

792 (2) Developer must maintain all roadbase surfaces providing for adequate vehicular accessibility. The  
793 developer shall provide for services which will not be available due to the absence of paving.  
794

795 (3) Required asphalt or concrete hard surface roadway shall be installed and completed as soon as  
796 weather related circumstances change or as directed by Syracuse City. [Ord. 13-02 § 1 (Exhibit); Ord. 02-  
797 19; Code 1971 § 8-2-18.]  
798

799 **8.10.190 Subdivision phases.**  
800

801 A subdivision containing more than 36 lots shall be planned in subsequent phases and must follow the  
802 following requirements:  
803

804 (A) The preliminary plan must show the placement, numbering and boundaries of the phases within the  
805 subdivision.  
806

807 (B) Any future alteration or deviation from the original preliminary plan will require the submittal of an  
808 amended preliminary plan.

809  
810 (C) Design of each phase must be consistent with the Syracuse City's general plan and this title.  
811

812 (D) Phases must be completed in such a manner as to provide sufficient services to existing and future  
813 development.  
814

815 (E) Phase and lot numbering must be sequential and consistent to that approved in the preliminary plan.  
816 [Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-19.]  
817

818 **8.10.200 Residential driveways.**  
819

820 The arrangement of residential driveways on proposed subdivision lots fronting a collector or arterial  
821 street will be directed by the City Planning Commission. Driveways fronting collector or arterial streets will  
822 be constructed to allow semi-circular, pull-through, or hammerhead pull-out residential driveways. [Ord.  
823 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-20.]  
824

825 **8.10.210 Severability.**  
826

827 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
828 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
829 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
830 [Ord. 13-02 § 1 (Exhibit).]  
831

832 **Chapter 8.15**  
833 **PUBLIC IMPROVEMENTS**  
834

- 835 Sections:  
836 8.15.010 Design standards.  
837 8.15.020 Local minimum standards and specifications.  
838 8.15.030 Other general standards.  
839 8.15.040 Severability.

840 8.15.010 Design standards.  
841 The design of the final subdivision plat in relation to streets, blocks, lots, open spaces and other design  
842 factors shall be in harmony with design standards recommended by the Planning Commission and by  
843 other departments and agencies of City government. Design standards shall be approved by the City  
844 Council and shall include provisions as follows which are hereby approved by the City Council:  
845

846 (A) Blocks shall not exceed 1,320 feet in length.  
847

848 (B) Dead-end streets, which exceed one hundred fifty (150) feet in length, shall have a 40-foot radius  
849 temporary turnaround area at the end. The turnaround shall have an all-weather surface acceptable to  
850 the City.  
851

852 (C) Blocks shall be wide enough to adequately accommodate a minimum of two lots.  
853

854 (D) Dedicated walkways through the block may be required where access is necessary to a point  
855 designated by the Planning Commission. Such walkways shall be a minimum of six feet in width, but may  
856 be required to be wider where determined necessary by the Planning Commission. The developer shall  
857 surface the full width of the walkway with a concrete surface, install a chain link fence or its equal at least  
858 four feet high on each side and the full length of each walkway and provide, in accordance with the  
859 standards, rules, and regulations, barriers at each walkway entrance to prevent the use of the walkway by  
860 any motor vehicle or by any nonmotorized vehicle wider than four feet.

- 861  
862 (E) Blocks intended for business or industrial use shall be designated specifically for such purposes with  
863 adequate space set aside for off-street parking and delivery facilities.  
864
- 865 (F) The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for  
866 buildings, and be properly related to topography, to the character of surrounding development and to  
867 existing requirements.  
868
- 869 (G) All lots shown on the preliminary and final plats must conform to the minimum requirements of the  
870 zoning ordinance for the zone or proposed zone in which the subdivision is located, and to the minimum  
871 requirements of the county board of health for water supply and sewage disposal.  
872
- 873 (H) Each lot shall abut on a street shown on the subdivision plat or on an existing publicly dedicated  
874 street. Double frontage lots shall be prohibited except where unusual conditions make other designs  
875 undesirable.  
876
- 877 (I) Side lines of lots shall be approximately at right angles, or radial to the street lines.  
878
- 879 (J) In general, all remnants of lots below minimum size must be added to adjacent lots, rather than  
880 allowed to remain as unusable parcels.  
881
- 882 (K) Subdivision boundaries shall include all property; no protection or holding strips will be allowed. All  
883 improvements shall be installed to the boundary of the subdivision.  
884
- 885 (L) Cul-de-sacs (a street having only one outlet that terminates at the other end by a vehicle turnaround)  
886 shall be no longer than 500 feet from the centerline of the adjoining street to the center of the turnaround.  
887 Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter, measured to  
888 the property lines.  
889  
890
- 891 (M) When a dead-end street reaches its maximum block length of 1,320 feet, it shall not be extended  
892 except to connect to another street which provides a second point of independent access.  
893
- 894 (N) Private streets shall only be permitted in PRD and cluster subdivisions. Private streets shall meet the  
895 minimum construction standards established for publicly dedicated streets with the standard right-of-way  
896 requirement. Pavement widths less than 35 feet may be permitted, when the private street ties into a  
897 minor collector street or greater, and does not terminate in a cul-de-sac. Private streets shall be  
898 perpetually maintained by a professionally managed homeowners' association as established within an  
899 approved development agreement. The purpose of a private street is not to provide a street which is  
900 substandard in construction to public streets, but one that allows for private gated access and  
901 maintenance for the exclusive use and benefit of the residents residing on said private street. [Ord. 13-02  
902 § 1 (Exhibit); Ord. 12-10 § 1; Ord. 03-10; Code 1971 § 8-3-1.]  
903
- 904 8.15.020 Local minimum standards and specifications.  
905 Standards for design, construction specifications, and inspection of street improvements, curbs, gutters,  
906 sidewalks, storm drainage and flood control facilities shall be prepared by the City Engineer; standards for  
907 water distribution and sewage disposal facilities by the Board of Health; and similar standards for fire  
908 protection by Insurance Services Office. All developers shall comply with the standards established by  
909 such departments and agencies. These standards in addition to the general standards listed below shall  
910 be used by all developers. [Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-3-2.]  
911
- 912 8.15.030 Other general standards.

913 (A) Irrigation Ditches and Canals. Open ditches or canals shall not be allowed within a subdivision or  
914 within an existing street right-of-way adjacent to a subdivision. The developer shall work with the  
915 irrigation, drainage or ditch companies, or other private ditch owner to determine:

916  
917 (1) Methods of covering, realigning or eliminating ditches or canals.

918  
919 (2) The size of pipe and culverts required.

920  
921 (3) The responsibility for the periodic inspection, cleaning and maintenance of such ditches, pipes and  
922 culverts.

923  
924 In any case where canals or ditches are within public or proposed public rights-of-way, specifications and  
925 grades for pipe or culvert must be approved by the City Engineer.

926  
927 When an irrigation ditch or canal is adjacent to subdivision development the developer must construct a  
928 continuous chain link fence on the property line of at least five feet in height.

929  
930 (B) Buffering. In addition to fencing ditches and canals the developer shall be required to provide  
931 adequate buffering as outlined in the City's zoning ordinance. [Ord. 13-02 § 1 (Exhibit); amended 1997;  
932 Code 1971 § 8-3-3.]

933  
934 (C) Trees. Wherever feasible and practical and upon recommendation of the City Forester, the developer  
935 shall incorporate existing landscape features, especially established trees, into the design of the  
936 subdivision.

937  
938 8.15.040 Severability.

939 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
940 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
941 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
942 [Ord. 13-02 § 1 (Exhibit).]

943

## 944 **Chapter 8.20**

### 945 **SUBDIVISION CONCEPTPLAN**

946

947 Sections:

948 8.20.010 Procedures and requirements for submission.

949 8.20.020 Feasibility report.

950 8.20.030 Sketch plan approval.

951 8.20.040 Severability.

952

#### 953 **8.20.010 Procedures and requirements for submission.**

954

955 Submit four standard 22-inch by 34-inch copies, one reduced to 11-inch by 17-inch (one-half scale) copy  
956 plus one PDF copy of a concept plan to the Development Review Committee for review and discussion of  
957 plan and general scope and conditions. The plan must be submitted at least two weeks prior to the next  
958 regularly scheduled meeting of the Development Review Committee and shall include the following items:

959

960 (A) The proposed name of the subdivision.

961

962 (B) The adjacent property boundaries under the control of the developer together with the boundaries of  
963 the proposed subdivision, showing all streets serving property proposed for subdividing.

964

965 (C) Approximate number of lots proposed and street layout indicating general scale dimensions of lots.  
966 The scale shall not be less than one inch equals 100 feet.

- 967  
968 (D) Approximate total acreage of the development as well as size of the individual lots.  
969  
970 (E) Location of all irrigation, waste water drain channels, and all existing utilities within or adjoining the  
971 proposed subdivision.  
972  
973 (F) Location of all subsurface or land drains within the boundaries of the proposed subdivision.  
974  
975 (G) Location and approximate acres of open space or parks within the subdivision.  
976  
977 (H) Vicinity map.  
978  
979 (I) Current zoning. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended 1997; Code 1971 § 8-4-1.]  
980

981 **8.20.020 Feasibility report.**

982  
983 The developer shall prepare and submit a development feasibility report that addresses the following:  
984

- 985 (A) Proposed method of connecting to city utilities including, but not limited to, water, secondary water,  
986 storm drain, sanitary sewer land drains, etc.  
987  
988 (B) Irrigation water rights to be conveyed to the city to meet the irrigation water requirements.  
989  
990 (C) Method and calculations for meeting the density requirements outlined in the City's zoning ordinance  
991 for Cluster or PRD subdivisions.  
992  
993 (D) Method of meeting the open space requirements outlined in SCC 8.10.050.  
994  
995 (E) Identification of any potential wetland areas within the subdivision and proposed method of dealing  
996 with them.  
997  
998 (F) Estimated number of phases and the number of lots in each phase of the development.  
999  
1000 (G) Method of meeting requirements for secondary access required by SCC 8.10.110. [Ord. 13-02 § 1  
1001 (Exhibit); amended 1997; Code 1971 § 8-4-2.]  
1002

1003 **8.20.030 Concept Plan Review.**

1004  
1005 The developer and the Development Review Committee (DRC) shall review the Concept Plan of the  
1006 proposed subdivision. The DRC will consist of the Community & Economic Development Director, City  
1007 Planner, Public Works Director, City Engineer, Fire Marshal and may include representatives of other city  
1008 departments, special service districts, county agency and others as deemed necessary by the DRC. The  
1009 DRC shall provide notice to the Planning Commission and City Council of the Concept Review meeting in  
1010 order to provide an opportunity for input to be relayed to the developer via the DRC. The DRC may  
1011 schedule a site visit as part of their review.  
1012

1013 The purpose of this meeting is to inform the developer of various city ordinances, standards, special  
1014 requirements and any other matters of concern to be considered in the preparation for the preliminary  
1015 plat. No binding commitments shall be made and no formal action by the Planning Commission or City  
1016 Council is required at this time. The intent of this concept review meeting is to provide a mutual exchange  
1017 of information, in an effort to avoid future problems and misunderstandings  
1018

1019 Preliminary Plat must be submitted within six (6) months of Concept Review by the DRC.  
1020

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**8.20.040 Severability.**

If any provision of this chapter or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this chapter which can be given independent effect. To this end, the provisions of this chapter are severable. [Ord. 13-02 § 1 (Exhibit).]

**Chapter 8.25  
PRELIMINARY SUBDIVISION REVIEW**

Sections:

- 8.25.010 Preliminary plat.
- 8.25.020 Approval of preliminary plat.
- 8.25.030 Severability.

**8.25.010 Preliminary plat.**

The preliminary plat shall comply with the following requirements:

- (A) Submission Requirement. Submit four standard 22-inch by 34-inch copies (see standard drawing No. 1), one reduced to 11-inch by 17-inch (one-half scale) copy, plus one PDF copy of the preliminary plat, for review at least two weeks prior to the next regularly scheduled meeting of the Planning Commission, in accordance with the Community Development submittal policy. Once a complete application has been received, the Community Development Department shall schedule a public hearing within a reasonable time in light of the complexity of the application, the number of other applications received, available staff resources, and applicable public notice requirements. Such notice shall be given in accordance with SCC 10.20.050.. The Community Development Director shall, if a complete application is not so submitted in a timely manner, postpone scheduling a public hearing for consideration thereof until complete..
- (B) General Information Required.
  - (1) The proposed name of the subdivision.
  - (2) The location of the subdivision, including the address of the section, township and range.
  - (3) Date of preparation.
  - (4) The location of the nearest bench mark and monument.
  - (5) The boundary of the proposed subdivision.
  - (6) Legal description of the subdivision and acreage included.
  - (7) Location, width and name of existing streets within 200 feet of the subdivision and of all prior platted streets and other public ways, railroad and utilities rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract.
  - (8) Easements for water, sewer, drainage, utility lines, fencing, and other appropriate purposes.
  - (9) The layout, number, area, and typical dimensions of lots, streets, and utilities.

- 1075 (10) Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of  
1076 property owners in a subdivision including, but not limited to, sites to be reserved or dedicated for parks,  
1077 playgrounds, schools or other public uses.  
1078  
1079 (11) Current inset City map showing location of subdivision.  
1080  
1081 (12) Boundary lines of adjacent tracts of undivided land showing ownership.  
1082  
1083 (13) Location of all wells, proposed, active and abandoned, and of all reservoirs within the tract and to a  
1084 distance of at least 100 feet beyond the tract boundaries.  
1085  
1086 (14) Existing sewers, field drains, water mains, culverts or other underground facilities within the tract and  
1087 to a distance of at least 100 feet beyond the tract boundaries, indicating pipe size, grades, manholes and  
1088 exact location.  
1089  
1090 (15) Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments  
1091 within the tract and to a distance of at least 100 feet beyond the tract boundaries.  
1092  
1093 (16) Contours at two-foot intervals for predominate ground slopes within the subdivision between level  
1094 and ten percent, and five-foot contours for predominate ground slopes within the subdivision greater than  
1095 10 percent.  
1096  
1097 (17) The plat shall be drawn to a scale of not less than one inch equals 100 feet and shall indicate the  
1098 base of bearing true north.  
1099  
1100 (18) The developer's detailed plan for protecting future residents of his development from such hazards  
1101 as open ditches, canals or waterways, nonaccess streets, open reservoirs or bodies of water, railroad  
1102 rights-of-way and other such features of a potentially hazardous nature located on, crossing, contiguous  
1103 or near to the property being subdivided, with the exception that the developer's plan need not cover  
1104 those features which the Planning Commission determines would not be a hazard to life and/or where the  
1105 conforming structure designed to protect the future residents would itself create a hazard to the safety of  
1106 the public. The foregoing does not relieve the developer of the duty to investigate all possible means of  
1107 protecting future residents from a potential hazard before a determination is made that the only  
1108 conceivable means of protection is potentially more hazardous than the hazard itself.  
1109  
1110 (19) Location of existing and proposed land drains. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1111 1997; Code 1971 § 8-5-1.]  
1112

1113 **8.25.020 Approval of preliminary plat.**  
1114  
1115

1116 Members of the Development Review Committee shall prepare reports of compliance with City ordinance  
1117 for the Planning Commission. Following this investigation and after the holding a duly noticed public  
1118 hearing, the Planning Commission shall recommend approval of the preliminary plat as submitted or  
1119 modified, or recommend disapproval by indicating findings for the disapproval. The Planning Commission  
1120 may also table recommendation of the Preliminary Plat for the purpose of obtaining additional information,  
1121 or to allow the developer to modify the plat submittal.  
1122

1123  
1124 Upon receipt of the Planning Commission recommendation on the Preliminary Plat, the City Council shall  
1125 hold a public meeting to review the Preliminary Plat. The City Council shall approve the preliminary plat  
1126 as submitted or modified, or deny the preliminary plat by indicating findings for disapproval. The City  
1127 Council may also remand the preliminary plat to the Planning Commission for further review.  
1128

1129 City Council approval of the preliminary plat shall authorize the developer to proceed with preparation of  
1130 the final plat. Approval of preliminary plats by the City Council will extend for a period of one year. If work  
1131 or subsequent action by the developer to proceed to final plan review does not occur within the year  
1132 following initial approval, the plan must be resubmitted and become subject to reapproval under the latest  
1133 City ordinances and specifications. [Ord. 13-02 § 1 (Exhibit); amended 1999; Code 1971 § 8-5-2.]  
1134

1135 **8.25.030 Severability.**  
1136

1137 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1138 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1139 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1140 [Ord. 13-02 § 1 (Exhibit).]  
1141

1142  
1143  
1144  
1145  
1146  
1147 **Chapter 8.30**  
1148 **FINAL SUBDIVISION REVIEW**  
1149

1150 Sections:

- 1151 8.30.010 Final plat.
- 1152 8.30.020 Final plan and profile.
- 1153 8.30.030 Final approval.
- 1154 8.30.040 Severability.

1155  
1156 **8.30.010 Final plat.**  
1157

1158 The final plat must be prepared by a licensed land surveyor on a sheet of approved tracing with  
1159 permanent black ink and shall be prepared in accordance with the requirements of this title. The plat shall  
1160 be 19-inch by 30-inch and shall have a one-and-one-half-inch border on the left and a one-half-inch  
1161 border on the three remaining sides. The top of the plat shall be either north or east, whichever  
1162 accommodates the drawing best.  
1163

1164 The plat shall show:

- 1165 (A) The name of the subdivision, which name must be approved by the Planning Commission and county  
1166 recorder.  
1167
- 1168 (B) Accurate angular and linear dimensions for all lines, angles and curves used to describe boundaries,  
1169 streets, alleys, easements, areas to be reserved for public use and other important features.  
1170
- 1171 (C) An identification system for all lots, blocks and names of streets. Lot lines shall show dimensions in  
1172 feet and hundredths.  
1173
- 1174 (D) The street address for each lot. Each street address shall be assigned by the City to be consistent  
1175 with the current numbering scheme.  
1176
- 1177 (E) True angles and distances to the nearest established street lines or official monuments which shall be  
1178 accurately described in the plat and shown by appropriate symbol.  
1179
- 1180 (F) Radii, internal angles, points and curvatures, tangent bearings and the length of all arcs.  
1181  
1182

- 1183 (G) The accurate location of all monuments to be installed shown by the appropriate symbol. All United  
 1184 States, state, county or other official bench marks, monuments or triangulation stations in or adjacent to  
 1185 the property shall be preserved in precise position.  
 1186
- 1187 (H) The dedication to the City of all streets, highways and other public uses and easements included in  
 1188 the proposed subdivision.  
 1189
- 1190 (I) Street monuments shall be shown on the final plat as are approved by the City Engineer. Standard  
 1191 precast monuments will be furnished by the developer and placed as approved.  
 1192
- 1193 (J) Pipes or other such iron markers shall be shown on the plat.  
 1194
- 1195 (K) Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with the  
 1196 purposes indicated thereon, and of any area to be reserved by deed or covenant for common use of all  
 1197 property owners.  
 1198
- 1199 (L) All boundary, lot and other geometrics (bearings, distances, curve data, etc.) on final plat shall pose to  
 1200 an accuracy of not less than one part in 5,000.  
 1201
- 1202 (M) Location, function, ownership and manner of maintenance of common open space not otherwise  
 1203 reserved or dedicated for public use.  
 1204
- 1205 (N) Boundary descriptions of the subdivision.  
 1206
- 1207 (O) Current inset City map showing location of subdivision.  
 1208
- 1209 (P) Standard forms for the following:  
 1210
- 1211 (1) A registered land surveyor's certificate of survey as applicable under state Law.  
 1212
- 1213 (2) Owner's dedication which shall "warrant and defend and save the City harmless against any  
 1214 easements or other encumbrances on the dedicated streets which will interfere with the City's use,  
 1215 maintenance and operation of the streets."  
 1216
- 1217 (3) A notary public's acknowledgment.  
 1218
- 1219 (4) The City Land Use Authority (either the Planning Commission or City Council, as designated by the  
 1220 City Municipal Code) certificate of approval.  
 1221
- 1222 (5) The City Engineer's certificate of approval.  
 1223
- 1224 (6) The county recorder's certificate of attest.  
 1225
- 1226 (7) The City Attorney's certificate of approval.  
 1227
- 1228 (8) Public Utilities approval and acceptance of public utility easements.  
 1229
- 1230 (9) A three-inch by three-inch space in the lower right-hand corner of the drawing for recording  
 1231 information. [Ord. 13-02 § 1 (Exhibit); Code 1971 § 8-6-1.]  
 1232

1233 **8.30.020 Final plan and profile.**  
 1234

1235 Plan and profile must be prepared by a licensed engineer in accordance with the requirements of this title.  
1236 Standard 22-inch by 34-inch and reduced to 11-inch by 17-inch (one-half scale) of the plan and profile will  
1237 be required for review by the City. General information required:

1238  
1239 (A) Plan for Culinary Water Improvements. Show proposed water main sizes, valves, fire hydrants, and  
1240 service connections to all lots within the proposed subdivision and connections to existing water mains.

1241  
1242 (B) Plan for Secondary Water Improvements. Show proposed secondary water main sizes, valves, and  
1243 service connections to all lots within the proposed subdivision and connections to existing secondary  
1244 water lines.

1245  
1246 (C) Plan for Sanitary Sewer. Show proposed sewer mains and manholes, together with proposed slopes  
1247 and depths within the proposed subdivision. Also show location of service laterals to each lot within the  
1248 subdivision.

1249  
1250 (D) Land Drain. Show method of dealing with land drains and subsurface water drains within the  
1251 proposed development. If applicable, indicate location of any service connections and service manholes  
1252 within the subdivision.

1253  
1254 (E) Storm Water. Show location and size of storm water drains, together with any manholes or drop boxes  
1255 within the subdivision. Show slope and grade of all storm drain lines. Storm water calculations need to  
1256 accompany drawings for engineer review.

1257  
1258 (F) Streets. Typical cross section of road improvements, together with flow line of proposed curb and  
1259 gutter improvements as compared with existing ground slopes and center line offsets of all proposed  
1260 utilities.

1261  
1262 (G) Stationing. Stationing callouts should conform with acceptable engineering practices.

1263  
1264 (H) Agreements. When necessary, copies of any agreements with adjacent property owners relevant to  
1265 the proposed subdivision shall be presented to the Planning Commission. [Ord. 13-02 § 1 (Exhibit);  
1266 amended 1997; Code 1971 § 8-6-2.]

1267  
1268 **8.30.030 Final approval.**

1269  
1270 (A) Submittal. Submit four standard 22-inch by 34-inch copies of plat and plan and profile sheets, one  
1271 copy of each reduced to 11-inch by 17-inch (one-half scale), plus one PDF copy to the City, together with  
1272 a cost estimate of off-site improvements and storm drain calculations.

1273  
1274 (B) Engineer Review. City Engineer will review submitted documents and transmit his conclusions and  
1275 recommendations to the Planning Commission, including cost estimate for off-site improvements required  
1276 by City ordinance.

1277  
1278 (C) Approval. Upon receipt of the approved plans from the City Engineer the Planning Commission shall  
1279 forward to the City Council their recommendation to either approve or reject the final plat or shall table  
1280 action for the next regular meeting or until the specified deficiency has been corrected.

1281  
1282 If the Planning Commission does not approve the final plat, disapproval shall be indicated by written  
1283 notice stating the reasons for disapproval, in which case the decision can be appealed to the City Council,  
1284 whose decision will be final.

1285  
1286 Approval of final plats by the City Council will extend for a period of 12 months. If work or subsequent  
1287 action by the developer to proceed with off-site construction does not occur within the 12-month period

1288 following initial approval, the plat and construction drawings must be resubmitted and become subject to  
1289 reapproval under the latest City ordinances and specifications.

1290  
1291 (D) Construction of Off-Site Improvements. No construction of off-site improvements shall commence until  
1292 the developer has completed a preconstruction meeting with the City Planning, Engineering, and Public  
1293 Works Departments, at which time a review of construction project and expectations of the City will be  
1294 discussed. Such conference shall be scheduled with the City and all affected utility companies will be  
1295 invited to attend.

1296  
1297 (E) Approval to Record Subdivision. Before any subdivision plat will be recorded, the developer shall  
1298 furnish a corporate surety bond or cash escrow in amount as finally determined by the City Engineer to  
1299 secure the performance of the public improvements in a workmanlike manner and according to  
1300 specifications established by the Syracuse City subdivision standards (See SCC 8.10.020). Some of the  
1301 public improvements are as follows:

- 1302  
1303 (1) Paving of streets.  
1304  
1305 (2) Curb, gutter and sidewalks.  
1306  
1307 (3) Sewer and water lines, including irrigation lines.  
1308  
1309 (4) Storm and subsurface drainage.  
1310  
1311 (5) Street signs, monuments, lighting, fences and street trees.  
1312  
1313 (6) Removal or relocation of any easements which may affect the use of the dedicated streets by the City.  
1314  
1315 (7) Utility development connection fees.

1316  
1317 (F) Recording. Once final plat approval has been obtained the developer shall submit a 22-inch by 34-  
1318 inch Mylar of the final plat to the City Engineer. If all documents, submittals, and payment of fees are in  
1319 order, the City Engineer will sign the Mylar, indicating approval of the subdivision. Complete submittal  
1320 shall include the following:

- 1321  
1322 (1) Development agreements.  
1323  
1324 (2) Escrow agreement.  
1325  
1326 (3) Title report.  
1327  
1328 (4) Street light agreement.  
1329  
1330 (5) Off-site improvement agreement.  
1331  
1332 (6) Water share certificate.  
1333  
1334 (7) Storm water activity permit.  
1335  
1336 (8) Storm water maintenance agreement.  
1337  
1338 (9) Payment of all required development and inspection fees.  
1339  
1340 (10) Approved construction drawings or as-built drawings.

1341

1342 (11) Surety and improvement guarantee.  
1343

1344 (12) Easements and any other documents deemed necessary by the City Engineer or conditioned for  
1345 approval by the Planning Commission or City Council.  
1346

1347 After approval and signature of the final plat, the City Engineer shall submit the plat to the Community  
1348 Development Director, or designee, who shall obtain the signatures of the City Attorney, Planning  
1349 Commission Chair, and Mayor. The final plat, bearing all official signatures as above required, shall be  
1350 deposited in the office of the City Recorder, who shall cause the plat to be recorded in the office of the  
1351 county recorder. Final plats not recorded within 12 months of final approval shall be deemed null and  
1352 void. No plat shall be recorded in the office of the county recorder until the plat is approved and signed.  
1353 Lots included in such plat shall not be sold or exchanged, and no offer shall be made to sell or exchange  
1354 any such lots unless and until the plat is recorded. [Ord. 13-15 § 1; Ord. 13-02 § 1 (Exhibit); amended  
1355 1999, 1997; Code 1971 § 8-6-3.]  
1356

1357 **8.30.040 Severability.**  
1358

1359 If any provision of this chapter or its application to any person or circumstance is held to be invalid by a  
1360 court of competent jurisdiction, the invalidity does not affect other provisions or applications of this  
1361 chapter which can be given independent effect. To this end, the provisions of this chapter are severable.  
1362 [Ord. 13-02 § 1 (Exhibit).]  
1363

1364  
1365  
1366 8.45.080(A) Culinary Water

1367 (13) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1368 developer at his own expense.

1369 (14) Responsibility for Safe Storage. The developer shall be responsible for the safe storage of material  
1370 furnished by or to him, and accepted by him, and intended for the work, until it has been incorporated in  
1371 the completed project.

1372

1373 8.45.080(C)

1374 (10) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1375 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1376 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1377 Thrust block size shall be determined by the developer's engineer and shall be shown on the plans.

1378

1379 8.45.120 Secondary Water

1380 (A)(7) Replacement of Damaged Material. Any material that becomes damaged shall be replaced by the  
1381 developer at his own expense.

1382 (A)(8) Responsibility for Safe Storage. The developer shall be responsible for the safe storage of  
1383 material furnished by or to him, and accepted by him, and intended for the work, until it has been  
1384 incorporated in the completed project.

1385 (C)(4) Anchorage of Toes, Tees, and Plugs. Reaction or thrust blocking shall be applied on all pipelines  
1386 four inches in diameter or larger at all tees, plugs, caps and at bends deflecting 22.5 degrees or more, or  
1387 movement shall be prevented by attaching suitable metal rods or straps as directed by the Engineer.  
1388 Thrust block size shall be determined by the developer's engineer and shall be shown on the plans.  
1389