

**Syracuse City Planning Commission Meeting**  
January 4, 2011  
Minutes

1. Meeting called to Order and Adoption of Agenda

Planning Commission Chair Robert Whiteley called the meeting to order at 6:13 p.m., indicating that City staff posted the agenda 24 hours prior to the meeting and delivered copies to all Commission members. Michael Eggett offered the prayer, and Robert Whiteley led the pledge of allegiance.

Members Present: Chair Robert Whiteley, Vice Chair Kenneth Hellewell, Braxton Schenk, Tyler Bodrero, T.J. Jensen, and Gary Pratt as well as Community Development Director Michael Eggett and Administrative Secretary Judy Merrill

Excused: Eric Hazen

Visitors: Corey Rowley                      Craig Johnson                      Brent Page

Commissioners reviewed the January 4, 2011, Planning Commission meeting agenda. Vice Chair Hellewell requested a correction of the date to reflect the new year of 2011.

T.J. JENSEN MOVED TO ADOPT THE JANUARY 4, 2011, AGENDA AS AMENDED, SECONDED BY KENNETH HELLEWELL; ALL VOTED IN FAVOR.

2. Approval of Minutes

Commissioners reviewed the minutes of the December 7, 2010, meeting.

GARY PRATT MADE A MOTION TO APPROVE THE MINUTES OF THE DECEMBER 7, 2010, PLANNING COMMISSION MEETING AS WRITTEN, SECONDED BY BRAXTON SCHENK. ALL VOTED IN FAVOR; HOWEVER, TYLER BODRERO ABSTAINED FROM THE VOTE, SINCE HE WAS NOT IN ATTENDANCE AT THE DECEMBER 7, 2010, MEETING.

3. Election of Vice Chair

Robert Whiteley expressed appreciation to commissioners and Syracuse City for the opportunity he enjoyed in serving as a commissioner and Planning Commission Chair over the last eight years. He announced his resignation from the Commission and his new role of working with the City in a different capacity as City Engineer. He recognized Kenneth Hellewell as the new Commission Chair and expressed confidence in this change due to Chairman Hellewell's dedication and attendance. He then asked Chairman Hellewell to nominate a Vice Chair.

KENNETH HELLEWELL MOVED TO NOMINATE TYLER BODRERO AS VICE CHAIR OF THE PLANNING COMMISSION, SECONDED BY T.J. JENSEN; ALL VOTED IN FAVOR.

Commissioner Jensen asked Robert Whiteley if he would still serve on the Transportation Committee, to which he answered yes.

4. Committee Reports

Commissioner Schenk reported on a successful first meeting where they discussed viable transportation options in the City and planned to continue discussing later that evening. There had been six committee members present, with Councilman Shingleton staying almost the entire meeting.

Commissioner Pratt stated that he did not hold any meetings during the holidays, so he had nothing to report. He did point out, however, that his committee needed a new councilmember assigned to them due to Doug Hammond's resignation. He also planned to discuss appointing a new co-chair for the committee, since his current co-chair would be unable to fulfill those responsibilities.

Chairman Hellewell stated that he was in the process of drafting an ordinance to present to his committee that included the creation of a new Business Park zone as well as varying overlay requirements for each specific area designated for this new potential zone within the City. The committee wanted it to be flexible, so they planned to keep the language generic and simply refer to each plan created for the different areas identified for this new zone in an amended General Plan. This would allow for taller hotels in Business Parks abutting the West Davis Corridor while restricting such heights along SR193. The overlaying requirements could control uses and tailor the aesthetics for each business park. He hoped to finish the draft and present it to his committee at their next meeting. Commissioner Bodrero added that they tried to develop

a good dialogue among all the committee members at the last meeting and capture all of their good ideas on paper for Chairman Hellewell to use for the Ordinance.

#### 5. Department Business

Robert Whiteley welcomed the newest Planning Commissioner, T.J. Jensen, stating that Commissioner Jensen had been attending almost every meeting for many years and was a great contributor to the issues they reviewed during that timeframe. He then mentioned news of the City offering the position of City Manager to a candidate who apparently accepted. His name was Robert Rice, from Hawaii, and his first day would be the first week in February. Mr. Whiteley referred next to training by the Utah Government Trust specific to the City's planning needs. The schedule for 2011 did not yet show anything of benefit for the Planning Commission, but he knew Director Eggett would be watching for opportunities. He then offered books and documents to City staff that he collected throughout the years for use in training, since he wanted to see as much information shared as possible to help them be as effective as possible.

Commissioner Jensen welcomed Matthew Ocana as the newest City Councilman.

Director Eggett reported that UDOT would contract the construction of SR193 as early as March or April, with an anticipated completion date of late fall 2012. As part of that effort, Syracuse staff had been working closely with West Point and Clearfield cities specific to the HUD planning grant and how to use those funds. GIS Specialist Troy Moyes was working on an RFP to hire a consultant to help plan the area, so that it would blend and complement each city, so he wanted Chairman Hellewell to provide him with his committee's plans as soon as possible. The consultant would probably want to talk with the transportation committee as well. When construction started on SR193, staff would develop another RFP for landscaping. UDOT agreed to bring in a landscape planner for that entire corridor in order to design a nicer look and feel and provide continuity from one city to the next. UDOT would reimburse Syracuse for related costs. Syracuse would then use the balance of the HUD grant funds to conduct an economic analysis of that part of the City in order to gain insight as to the most viable types of businesses to try and attract there. He and Specialist Moyes made significant strides and were ready to finalize a marketing plan to distribute to retailers and restaurants but needed to work with the Antelope Drive committee a little more. UDOT would be narrowing down the options for the West Davis corridor to the final six in February and were looking at three intersections in Syracuse for interchanges. Chairman Hellewell expressed the importance of having all three but suggested that City staff prioritize them and make Antelope Drive the highest on that list.

Director Eggett referred to the Planning Commission article as a crucial educational piece, prepared by the Center for Public Policy & Administration at University of Utah where they analyzed a lot of public issues. The article helped commissioners understand their roles and ethical responsibilities. Chairman Hellewell expressed appreciation in the fact that the article pointed out how commissioners did not need to be planning specialists or engineers or have backgrounds in construction. They simply needed a desire to serve and the ability to avoid politics and biases. He shared a comment someone made to him that claimed an opinionated planning commissioner was a dangerous person. Chairman Hellewell disagreed somewhat, because he felt commissioners needed some direction and opinions while keeping an open mind. Director Eggett believed commissioners needed an ability to clearly associate with all sides of an issue, sort out opinions, and vote in the best interests of the community. Commissioner Pratt expressed the importance of having bylaws to guide commissioners and city ordinances to help them understand and choose best how to pursue different goals. Commissioners needed to study and understand their responsibilities. Each one provided different backgrounds and experiences, likes and dislikes, and received important feedback from neighbors. Director Eggett agreed, stating that commissioners needed effective networks to help develop and direct the Commission. They also needed a strong Chair and work sessions for discussions. Bylaws contributed greatly to commissions, and he planned to propose some in the near future. There was some responsibility commissioners assumed by talking to not only local officials but citizens to gain crucial support networks so that the public understood current issues under review and could provide needed support or opposition to ideas brought before them if an agenda item became controversial. Commissioners needed to also share information through as many channels as possible and utilize all available avenues, even if they were religious in nature. The article included an interesting comparison of what commissioners should expect of staff and staff of commissioners. It talked about Commission ethics, noting four key elements that would

not have been in there if they had not already been a problem somewhere in the State or country. Commissioner Pratt mentioned that commissioners sometimes believed they could wave a magic wand and have perfect clarity with the community on how government worked. The community's expectations or vision of how government needed to execute their processes was often different than how it was actually done, and commissioners needed to communicate better to educate the public. Robert Whiteley referred to the appendix where it asked commissioners to consider what they did that had proven useful and what they could do to improve. One area this Commission could improve was the adoption of bylaws. A practice he believed had been useful was their rotation schedule for attending City Council meetings to represent the items the Commission forwarded on to Council. Director Eggett assured commissioners that he would be sharing more articles with them from APA, smart planning principles, and CCPA documents that talked about subdivision and design development that they could hopefully use as ready resource materials.

Chairman Hellewell expressed appreciation to Robert Whiteley for his service on the Commission for the last eight years. The vast majority of that time had been serving as chairman, and Robert gave a lot of time on his days off as well. Chairman Hellewell also expressed appreciation for being able to serve with Robert for most of that time.

6. Adjournment

KENNETH HELLEWELL MADE A MOTION TO ADJOURN AT 7:03 P.M.; ALL VOTED IN FAVOR.

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Robert Whiteley  
Planning Commission Chair