

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
October 25, 2016 – POLICY SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:30 P.M. WORK SESSION

Discussion on Participation in a Sidewalk Grant for 1000 East
Discussion on the Acquisition of Remnant Parcels of Property Adjacent to Island View Park
Discussion on Community Arts Programs and Service Level

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Phipps

APPROVAL OF MINUTES:

September 13, 2016 – Work Session

September 13, 2016 – Policy Session

September 27, 2016 – Policy Session

October 4, 2016 – Work Session

PRESENTATION:

1. **PRESENTATION OF THE YARD OF THE YEAR AWARDS**

BACKGROUND: Each year, Clearfield City sponsors a Yard of the Week contest throughout the City. The Parks and Recreation Commission members visit eleven different zones in the City during the summer and submit a weekly winner. At the end of the summer, the Commission members judge the weekly winners and select a winner or winners for Yard of the Year. This year's Yards of the Year winners are William Park, Robert and LaRue Hawthorn and Richard Nielson.

PUBLIC HEARINGS:

2. **PUBLIC HEARING FOR ZONING TEXT AMENDMENTS TO TITLE 11, CHAPTER 9 – ACCESSORY BUILDING REGULATIONS**

BACKGROUND: The City is considering changes to the R-1 (Residential) zones specific to setbacks for accessory buildings as a result of a public request and comments made during citizen comments at a City Council meeting held earlier in the year. Staff was directed by the Council to investigate the current regulations for accessory buildings within the City and compare them to surrounding municipalities and propose amendments. The City's current ordinance regulates the height, distance from each property line, as well as coverage and maximum size. There are regulations related to the look of the building and additional criteria for detached garages and carports. Staff has provided the Council with the current regulations in addition to information gathered from Syracuse, Roy and West Point cities as a comparison.

RECOMMENDATION: Receive public comment.

3. **PUBLIC HEARING FOR THE FINAL SUBDIVISION PLAT APPROVAL TO AMEND THE UNIVERSITY RIDGE SUBDIVISION PLAT TO CREATE A MEDICAL OFFICE CONDOMINIUM BUILDING LOCATED AT 920 SOUTH 2000 EAST (TIN: 09-409-0033)**

BACKGROUND: This is a request by John Hansen to amend the subdivision plat to accommodate a proposed medical office building located on Lot A of the University Ridge Subdivision. The proposal would provide the ability for two tenants to locate within the proposed building and own each space individually. The parcels are designated as commercial in the General Plan as well as zoned commercial and the uses and buildings surrounding this site are consistent with the C-2 commercial zoning. The Planning Commission discussed the item and recommended approval during its meeting on Wednesday, October 5, 2016.

RECOMMENDATION: Receive public comment.

4. **PUBLIC HEARING FOR THE FINAL SUBDIVISION PLAT APPROVAL TO AMEND THE UNIVERSITY RIDGE SUBDIVISION PLAT FOR A CHANGE TO THE STREET ALIGNMENT AND REMOVAL OF THE CUL-DE-SAC LOCATED AT 938 SOUTH 2000 EAST (TIN: 09-409-0001)**

BACKGROUND: This request by John Hansen is for final subdivision plat approval to amend the University Ridge Subdivision plat for a change to the street alignment and removal of the cul-de-sac located at approximately 938 South 2000 East. The developer expressed a need to remove the cul-de-sac at the end of the subdivision and have the road continue through the property, providing additional access on the west side. Previous agreements preserved the potential connection of that area with the parking lot and street to the west. The right-of-way would connect to a parking lot to the west, making possible a future connection to 900 South, which is currently a private road. The plat amendment and road connection are consistent with the General Plan by allowing for the east/west connection. The Planning Commission discussed and recommended approval to the Council during its meeting on Wednesday, October 5, 2016.

RECOMMENDATION: Receive public comment.

5. PUBLIC HEARING ON THE DOWNTOWN CLEARFIELD SMALL AREA PLAN

BACKGROUND: The creation of the Downtown Clearfield Small Area Plan began last winter following a thorough market study. Public open house meetings took place in March, April and May. A draft plan was created and presented in early summer and the Planning Commission and City Council met to refine the vision and prepare the plan for final review. The Planning Commission participated with staff in work sessions about the plan in August and September. A public hearing took place with the Planning Commission during its meeting on Wednesday, October 5, 2016 and subsequently the Commission recommended approval of the plan to the City Council.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

6. CITIZEN COMMENTS

7. CONSIDER APPROVAL OF ORDINANCE 2016-07 APPROVING ZONING TEXT AMENDMENTS TO TITLE 11, CHAPTER 9 – ACCESSORY BUILDING REGULATIONS

RECOMMENDATION: Approve Ordinance 2016-07 approving Zoning Text Amendments to Title 11, Chapter 9 – Accessory Building Regulations and authorize the Mayor’s signature to any necessary documents.

8. CONSIDER APPROVAL OF THE FINAL SUBDIVISION PLAT TO AMEND THE UNIVERSITY RIDGE SUBDIVISION PLAT TO CREATE A MEDICAL OFFICE CONDOMINIUM BUILDING LOCATED AT 920 SOUTH 2000 EAST (TIN: 09-409-0033)

RECOMMENDATION: Approve the Final Subdivision Plat to amend the University Ridge Subdivision Plat to create a medical office condominium building located at 920 South 2000 East (TIN: 09-409-0033) and authorize the Mayor’s signature to any necessary documents.

9. CONSIDER APPROVAL OF THE FINAL SUBDIVISION PLAT TO AMEND THE UNIVERSITY RIDGE SUBDIVISION PLAT FOR A CHANGE TO THE STREET ALIGNMENT AND REMOVAL OF THE CUL-DE-SAC LOCATED AT 938 SOUTH 2000 EAST (TIN: 09-409-0001)

RECOMMENDATION: Approve the Final Subdivision Plat to amend the University Ridge Subdivision Plat for change to the street alignment and removal of the cul-de-sac located at 938 South 2000 East (TIN: 09-409-0001) and authorize the Mayor’s signature to any necessary documents.

10. CONSIDER APPROVAL OF RESOLUTION 2016R-21 ADOPTING THE DOWNTOWN CLEARFIELD SMALL AREA PLAN

RECOMMENDATION: Approve Resolution 2016R-21 adopting the Downtown Clearfield Small Area Plan and authorize the Mayor’s signature to any necessary documents.

11. CONSIDER APPROVAL OF RESOLUTION 2016R-22 AUTHORIZING THE CITY'S PARTICIPATION IN FUNDING FOR THE 5310 GRANT FOR ENHANCED MOBILITY OF SENIORS AND PERSONS WITH DISABILITIES TO CONSTRUCT A SIDEWALK ON 1000 EAST FROM 1600 SOUTH TO 1700 SOUTH

BACKGROUND: Currently no sidewalk exists on either side of the 1000 East from 1600 South to 1700 South causing a safety hazard for people with disabilities and students and also hampering access to bus stops and the Frontrunner station. Staff applied for a 5310 Grant for Enhanced Mobility for Seniors and Persons with Disabilities through the Utah Transit Authority to construct a sidewalk improving access to the area in February and was awarded funding in August. The project costs are estimated to be \$24,500 and the grant will provide \$19,600 toward the project costs.

RECOMMENDATION: Approve Resolution 2016R-22 authorizing the City's participation in funding for the 5310 Grant for Enhanced Mobility of Seniors and Persons with Disabilities to construct a sidewalk on 1000 East from 1600 South to 1700 South and authorize the Mayor's signature to any necessary documents.

12. CONSIDER APPROVAL OF THE AWARD OF BID FOR INDIGENT DEFENSE SERVICES TO SKEEN & ROBINSON, LLC

BACKGROUND: The Sixth Amendment Center recently issued a report which indicated attorneys providing indigent defense services compensated at a flat monthly fee might not be able to adequately provide legal counsel to defendants. The City's public defender contract with Michael Bouwhuis will be expiring soon, so the City completed the Request For Proposals (RFP) process consistent with the findings of the Sixth Amendment Report. Based on the criteria stated in the RFP, staff recommends awarding the bid to Skeen & Robinson, LLC.

RECOMMENDATION: Approve the Award of Bid to Skeen & Robinson, LLC, and authorize the Mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Council Reports
City Manager's Report
Staff Reports

****ADJOURN AS THE CITY COUNCIL****

Dated this 21st day of October, 2016.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
September 13, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Kim Read	Deputy City Recorder
	Annie Bradshaw	Administrative Assistant
EXCUSED:	Nancy Dean	City Recorder

VISITORS: Warren Sellers, Pioneer Adult Rehabilitation Center (PARC), Kathryn Murray, Tim Roper – Planning Commission

Mayor Shepherd called the meeting to order at 6:06 p.m.

DISCUSSION ON AMENDMENTS TO THE CONSOLIDATED FEE SCHEDULE

Rich Knapp, shared a presentation identifying a summary of changes:

Utility Rates

Zions Bank recently completed a Utility Rate Study which considered revenues, expenses and capital projects for the water, storm water and sewer funds. He reported the Study suggested utility rates needed to increase each year to prepare for future capital projects, as well as, the City should anticipate bonding in fiscal year 2021 for approximately \$5.5 million for water utility projects and approximately \$3.9 million or \$2.8 million, depending on the rate increase approved, for storm water utility projects. He explained the proposed rate increases would become effective January 2017 across all utilities would be \$0.74 per month, or \$8.84 per year for residents.

Councilmember Peterson requested clarification regarding the proposed bonding options suggested in the study. Mr. Knapp responded staff suggested the City proceed with a three percent rate increase in both the water and storm water utility funds. He pointed out the Council's approval of the new rate structure would include increases each year from 2017 to 2019 and emphasized there were no "usage" increases. Councilmember Bush asked what the increase would need to be if the City chose not to bond in 2021. Adam Lenhard, City Manager, believed the rate increase would need to be 19 percent. He asked if there was consensus with the Council to not bond in 2021 but rather implement higher rate increases and a discussion followed.

Councilmember Peterson stated she was in favor of implementing a five percent increase in the storm water utility fund which would reduce the amount the City would need to bond for in 2021. She suggested the difference in the rate increase was pennies. Councilmember Phipps expressed his opinion the City shouldn't be collecting funds for the purpose of saving to complete future infrastructure projects because a number of residents wouldn't witness those improvements. He stated for that reason he was in favor of the smaller rate increases. Mr. Lenhard pointed out the ordinance had been prepared with a three percent rate increase for the storm water utility fund and the motion made in the policy session would need to reflect anything different. The discussion continued regarding what increase should be implemented.

Mr. Lenhard pointed out staff had implemented the three-year projects plans identifying future infrastructure needs and suggested the tool would ensure completion of necessary projects in a more timely fashion.

Water Shut-off Second Delinquent Notice

Mr. Knapp reported the \$35 shut off fee was about \$2 short of recovering costs based on the average and suggested the \$10 second notice fee would help cover that costs of providing delinquent accounts with a second notice prior to water being shut off.

Impact Fees

Scott Hodge, Public Works Director, reviewed the proposed impact fees based on the Impact Fee Facilities Plan completed by Zions Bank and Horrocks Engineers with the Council. He pointed out the proposed decrease in fees and emphasized those fees were what the City could justify.

Fire Hydrant Meters

Mr. Hodge explained fire hydrant meters were available for construction companies to rent from the City for the purpose of metering water to be used in the completion of infrastructure projects within the City. He stated the new meters purchased by the City had a backflow device and cost approximately \$3,400 each. He reported the proposed increase was for a \$2,500 replacement fee should the meter be damaged or not returned. The Council expressed a desire for the language to reflect "total replacement cost" if the meter was never returned by the renter. Mr. Lenhard stated

that would also need to be called out within a motion during policy session. He emphasized the new meters would also prevent cross contamination

Fireworks Stands Certificates of Insurance

Spencer Brimley, Development Services Manager, explained the City was proposing language to identify the City as a “certificate holder” instead of “additional insured” on the insurance documentation specific to fireworks stands. He stated the City would then be notified if there was a change to the insurance for the fireworks stand and ensured coverage for the City.

Administrative Site Plan Review

Mr. Brimley reviewed the current fee specific to Administrative Site Plan Review and explained staff was proposing an outright fee of \$200, plus any additional engineering fees. He shared a comparison of what other municipalities charged for the service and expressed his opinion the proposed fee was appropriate for staffs’ time to review the plan. Councilmember Bush inquired if the proposed fee would cover costs associated with the new staff engineer to review the site plan. Mr. Brimley expressed his opinion the fee would cover that cost.

DISCUSSION ON THE AWARD OF BID FOR STEED PARK ELECTRICAL UPGRADE

Eric Howes, Community Services Director, explained the electrical upgrade project was tied to the Steed Park Irrigation Project. He explained the irrigation project was completed within budget parameters which allowed the electrical upgrade project to also be completed. He explained how the bids for the project had been set up allowing for alternate bids so staff could determine how much of the project could be completed. He reported the lowest responsible bid allowed for all alternatives to be completed under the estimated costs. He stated staff was proposing the bid be awarded to Hidden Peak Electrical Company for completion of all three alternatives of the bid with a bid amount of \$76,300. Councilmember Phipps asked if Mr. Howes had confidence in the vendor. Mr. Howes stated he was comfortable with the vendor.

DISCUSSION ON AN IN-KIND DONATION TO THE PIONEER ADULT REHABILITATION CENTER (PARC)

Mayor Shepherd explained Warren Sellers from PARC (Pioneer Adult Rehabilitation Center) requested the use of a room at the Aquatic Center twice a month for yoga classes for students/clients. Adam Lenhard, City Manager, explained staff believed the request could be accommodated during times in which the rooms were generally vacant which wouldn’t negatively impact the budget. Stuart Williams, City Attorney, expressed his opinion the City might want to specify a reason for granting the request for use and a discussion took place. Mr. Lenhard expressed his opinion the language in the Resolution provided that justification. Mayor Shepherd pointed out PARC was affiliated with Davis School District and Councilmember Phipps emphasized they had a significant presence within the City.

DISCUSSION ON TITLE 11, CHAPTER 13 – SUPPLEMENTAL REGULATIONS, BEEKEEPING IN THE R-1, A-1 AND A-2 RESIDENTIAL ZONES

Spencer Brimley, Development Services Manager, reminded the Council a resident had expressed concern during council meeting in June about the City's current beekeeping ordinance and staff was directed to draft a proposed ordinance allowing beekeeping. He reported an ordinance had been drafted and presented to the Planning Commission during its meeting on Wednesday, September 7, 2016. He added the Davis County Beekeeper's Association had been consulted in drafting the ordinance.

Mr. Brimley reported the discussion that took place during the Planning Commission's meeting regarded the following two issues:

- Where the hive could be located on the property.
- Why the City was requiring so much information to register as a beekeeper.

He explained because of the size and configuration of some residential lots within the City, staff had originally proposed the hives be kept in the rear yard and reported the Beekeeper's Association suggested the hives be permitted in the rear or side yards. Councilmember Benson added the side yard proposal by the Association also included a fencing requirement. Mr. Brimley stated staff had referred to Salt Lake City's ordinance in drafting an ordinance which would be appropriate for Clearfield City, with additional input from the Association. He continued the ordinance was then forwarded to the Commission in August, and a subsequent public hearing took place in September.

Mr. Brimley stated the ordinance required specific information (owner's name, address, telephone number and state registration number) be placed on the hive itself, which had been suggested by the Utah Department of Agriculture. He provided a copy of an email supporting that request and explained having hive owner information on the hive made it readily available should there be an issue/concern with the hive. He mentioned the Utah Department of Agriculture was supportive of the requirement but the Beekeeper's Association believed the only information required to be placed on the hive should be the registration number issued by the State.

Mr. Brimley informed the Council of the Planning Commission's discussion and conclusions. He stated the Planning Commission was fine with hives being kept in the rear and side yards as long as the yard was fenced. The Planning Commission also believed more information on the hive was better than less. Councilmember Young suggested requiring the address be displayed on the hive was not pertinent since the hive would be located at the same address as the where the property owner lived. Mr. Brimley responded the ordinance allowed for the keeping of bees on someone else's property and compared the proposed ordinance to Salt Lake, Layton, Syracuse and West Point cities' ordinances. He also shared registration information of the same cities for comparisons.

He shared the Planning Commission's recommendation with the Council:

- Hive may be maintained in any fenced yard, but not in a front yard.
- All information be listed on the hive: name, address, phone number and state registration number.

He announced approval of the ordinance would come before the Council during its meeting on Tuesday, September 27, 2016 and asked if there were other questions or concerns which needed to be addressed.

Councilmember Peterson requested clarification regarding the Association's concern about the yard fencing requirement. Tim Roper, Planning Commission Chair, responded that wasn't addressed during the public hearing and he didn't believe it was necessary to invite a representative back to the podium for further discussion. He added a height requirement also hadn't been discussed during the meeting. Councilmember Benson added it had been emphasized during the meeting that an opportunity would be available to address further concerns with the ordinance during the City Council public hearing.

Eric Howes, Community Services Director, commented the information required to be located on the hive was pertinent specific to mosquito abatement and a discussion took place regarding the contact information. Councilmember Young expressed his opinion a phone number and registration number would be sufficient information to be placed on the hive. Councilmember Benson stated the question asked during the Planning Commission meeting was whether the information could be gained from just the registration number. Mr. Brimley responded he accessed the website earlier and reported the information located was varied.

Councilmember Young moved to adjourn the work session and reconvene in a City Council policy session at 6:57 p.m., seconded by Councilmember Bush. All voting AYE.

The work session reconvened at 8:31 p.m.

DISCUSSION ON IMPROVEMENTS AT SPRINGFIELD ESTATES

Adam Lenhard, City Manager, briefly reviewed the history regarding Springfield Estates and its open spaces/common areas which were originally intended to be maintained by the HOA (Homeowners Association). He mentioned further review of the City's subdivision approval process at the time determined the City did not make sure the HOA was properly established by recording documents specific to that requirement so there could be some obligation for the City to address. He indicated the City had attempted to work with the developer over several years regarding maintenance of the open spaces.

He reported the City had approached the developer requesting he complete the required maintenance and bring the areas into code compliance after which time the City would take over responsibility for areas' maintenance. He informed the Council that the developer had not brought the areas into compliance and there was no leverage to make it happen. He suggested it would be in the best interest of the City to take over the maintenance of the areas. He reported the water was back on and staff had made some determinations regarding the maintenance of the parcels. He expressed his opinion the developer would never make the needed improvements. He asked if there was any opposition from the Council with the City proceeding to obtain title to the properties, minus the one parcel which an adjacent resident was interested in owning.

JJ Allen, Assistant City Manager, shared some visual illustrations of the parcels with the Council and a discussion took place. Mr. Lenhard concluded since there were no other concerns the City would move forward in obtaining title to the property.

DISCUSSION ON THE PARAT TAX PROJECT PHASING PLAN

Eric Howes, Community Services Director, reviewed the proposed implementation schedule for PARAT Tax projects with the Council. He reported the playground replacement equipment could be completed together and announced playgrounds would be constructed at the following parks:

- North Steed
- Fisher and Barlow
- 200 South Park
- Central park
- Cornerstone Park
- Island View Park

He stated those parks would be completed in addition to completing Train Watch Park, which had already been appropriated for during the budget process.

Councilmember Bush inquired if the airplane themed park was still included in the project plan. Mr. Howes reported it had been eliminated during the last round of voting by the Council. He reviewed the following projects which could also be completed:

- Park signage replacement at 16 park locations.
- CAFC (Clearfield Aquatics and Fitness Center) play area.
- BMX/Pump Track at Barlow Park (north end)/H Street and SR 193.
- Challenge/Ropes Course at Steed Park North.
- Develop dog park at Barlow Park.
- Renovate existing restroom facilities at Kiwanis, Island View, North Steed and South Steed Parks.
- Build disc golf course around trail and park at Island View Park.

Mr. Howes shared a visual presentation specific to the tables/benches options identifying pros and cons associated with each option for the Council's consideration and direction. A discussion took place regarding the Parks & Recreation Commission's involvement in selecting playground amenities for the identified playgrounds.

The Council expressed no objections with staff proceeding with implementing the plan for the PARAT tax projects.

DISCUSSION ON AMENDMENTS TO THE WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT USER FEES

Councilmember Phipps informed the Council that the time was fast approaching for the Wasatch Integrated Waste Management Board of Directors to vote on modifications for the facility which would result in an increase to user fees of approximately two dollars per can. He requested direction from the Council on whether it supported the modifications and subsequent increase to residents. He shared a visual illustration identifying areas/processes currently at the facility.

He announced the intent was for complete engineering of the burn plant/recovery center and shared an illustration explaining the proposed new facility for the location. He explained the improvements would result in automated processing which would remove metals, cardboard and plastics and the remainder would be funneled to the burn plant. He pointed out the proposed increase of two dollars per can would offset the costs associated with construction and implementation of the new facility.

Councilmember Phipps indicated there was approximately 26 to 27 years of life remaining for the landfill and the proposed extension would add years to that estimate. He continued the participation with the Bay View Area landfill would also add to the extension to the life of the landfill. A discussion took place regarding the need for the City's recycling cans. Mayor Shepherd believed there would be no need for a recycling program with the implementation of the proposed improvements. Adam Lenhard, City Manager, asked if the District was requesting the City adopt an increase or would the user fee be merely a pass through fee. Mayor Shepherd responded it would simply be a pass through fee. Mr. Lenhard inquired if there was consensus among the Council to direct Councilmember Phipps to express the City's support of the proposal and its subsequent costs.

Summer Palmer, Administrative Services Director, stated the City had a year of data regarding the City's recycling program with Waste Management which was scheduled to be presented to the Council during an upcoming meeting. A discussion followed regarding recycling and current costs.

Councilmember Phipps requested direction from the Council and Mayor Shepherd suggested councilmembers forward feedback to Councilmember Phipps prior to his meeting on Tuesday, September 27, 2016. Councilmember Young asked if the District had completed its due diligence to determine the effectiveness of the proposed improvements and Councilmember Phipps responded representatives had recently attended a conference where that was discussed, additionally engineers had been hired. He stated he could forward a detailed presentation completed by Nathan Rich, Wasatch Integrated Waste Management District, which might help the Council better understand the proposal.

The meeting adjourned at 9:22 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
September 13, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Kim Read	Deputy City Recorder
	Annie Bradshaw	Administrative Assistant
EXCUSED:	Nancy Dean	City Recorder
VISITORS:	Warren Sellers – Pioneer Adult Rehabilitation Center (PARC), Colton Desmond, Bob Bercher, Kathryn Murray	

Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during the Public Hearing or Citizen Comments there were forms to fill out by the door.

Councilmember Bush conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE AUGUST 9, 2016 WORK AND POLICY SESSIONS AND THE AUGUST 16, 2016 WORK SESSION

Councilmember Peterson moved to approve the minutes from the August 9, 2016 work and policy sessions and the August 16, 2016 work session as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING TO CONSIDER ADOPTION OF A PROPOSED IMPACT FEE FACILITIES PLAN AND THE IMPACT FEE ANALYSIS FOR THE CULINARY WATER, SANITARY SEWER AND STORM WATER SYSTEMS WITHIN CLEARFIELD CITY

Scott Hodge, Public Works Director, explained Clearfield City contracted with Horrocks Engineering to perform an Impact Fee Study for the culinary water, sanitary sewer and storm water utilities. The State of Utah Impact Fees Act required that impact fees be established in accordance with the conditions outlined in the Act. Horrocks Engineering had conducted the required evaluations and reviews concerning future growth within the City for the next six years and the improvements which would be necessary to the culinary water, sewer and storm water systems to support that growth. It had also prepared an Impact Fee Facilities Plan (IFFP) for Clearfield City reflecting the future development areas within the City and the capital improvement projects to support that growth. An Impact Fee Analysis (IFA) identifying the maximum impact fee allowable for each of the utilities (culinary water, sewer, storm water), based on the criteria in the State Impact Fees Act, was prepared by Zions Bank Public Finance.

Mayor Shepherd opened the public hearing at 7:07 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:08 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF ORDINANCE 2016-05 ADOPTING THE PROPOSED IMPACT FEE FACILITIES PLAN AND THE IMPACT FEE ANALYSIS FOR THE CULINARY WATER, SANITARY SEWER, AND STORM WATER SYSTEMS WITHIN CLEARFIELD CITY AND APPROVAL OF THE IMPACT FEES AS OUTLINED IN THE IMPACT FEES ANALYSIS FOR EACH OF THE UTILITIES

Mayor Shepherd pointed out the proposed ordinance reflected a decrease in Impact Fees.

Councilmember Peterson moved to approve Ordinance 2016-05 adopting the Impact Fee Facilities Plan and Impact Fee Analysis for the culinary water, sanitary sewer, and storm water systems within Clearfield City with the following proposed changes:

- **The fee increase for the storm water utility rate be established at five percent annually to lower the bond principal amount expected in fiscal year 2021;**
- **The call out for the replacement of fire hydrant meters be identified as the actual costs;**

and, approve the Impact Fees as outlined in the Impact Fee Analysis for each of the utilities and authorize the Mayor's signature to any necessary documents, seconded by

Councilmember Benson. Councilmember Young stated the cost for the fire hydrant meters was included in Ordinance 2016-04, amending the Consolidated Fee Schedule.

Councilmember Peterson amended the previous motion by moving to approve Ordinance 2016-05 adopting the Impact Fee Facilities Plan and Impact Fee Analysis for the culinary water, sanitary sewer, and storm water systems within Clearfield City with the following proposed changes:

- **The fee increase for the storm water utility rate be established at five percent annually to lower the bond principal amount expected in fiscal year 2021;**

and, approve the Impact Fees as outlined in the Impact Fee Analysis for each of the utilities and authorize the Mayor's signature to any necessary documents, seconded by

Councilmember Benson. Councilmember Young stated the utility rates were also included in Ordinance 2016-04 as well. Adam Lenhard, City Manager, clarified the reference to utility rates and the bonding were included in Ordinance 2016-04.

Councilmember Young made an alternate motion to approve Ordinance 2016-05 adopting the Impact Fee Facilities Plan and the Impact Fee Analysis for the culinary water, sanitary sewer, and storm water systems within Clearfield City and approve the Impact Fees as outlined in the Impact Fees Analysis for each of the utilities and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF ORDINANCE 2016-04 AMENDING THE CONSOLIDATED FEE SCHEDULE

Staff was recommending certain amendments to the City's Consolidated Fee Schedule as it related to Impact Fees, Utility Rates, Business Licenses for Fireworks Stands, Utility Shut Off Notices, Administrative Site Plan Reviews and Fire Hydrant Meters.

Rich Knapp, Finance Manager, shared a visual presentation identifying the following proposed changes to the Consolidated Fee Schedule:

- Utility rates for the next three years
- Fee for a Second Delinquent Notice for late utility payments
- Impact Fees based on the previously adopted Impact Fee Facilities Plan and Impact Fee Analysis
- Fire Hydrant Meter
- Fireworks Stands
- Administrative Site Plan Review

He explained the Utility Rate Study, completed by Zions Bank, was to determine what the rates needed to be for the City to meet operational expenses and to project capital projects for the next nine years. He stated the study recommended the City bond in fiscal year 2021 for water and storm water capital projects. He continued \$2.8 million would be needed for capital projects in the storm water utility if a five percent increase annually were approved. He also explained \$5.5 million would be needed for water capital projects if a three percent increase annual for single

family were approved. He stated the proposed increase for the storm water utility was \$0.83 per month based on a five percent increase. He pointed out the increase was not based on consumption.

Mr. Knapp explained how the \$10 second delinquent notice fee had been implemented on a “trial basis” and reported it had decreased the number of accounts shut off for non-payment. He emphasized the fee was to offset the cost for employees personally delivering a notice to the residents’ doors. He explained the late fee of \$10 and shut off fee of \$35 would remain intact.

Mr. Knapp reminded the Council the Impact Fees Facilities Plan and Impact Fee Analysis Plan completed by Zions Bank had been used to calculate the proposed decrease to the City’s impact fees.

Mr. Knapp explained the proposed fee increase specific to fire hydrant meters used by construction companies in completing construction projects within the City. He pointed out the new hydrants were more expensive because they contained backflow preventers. He explained the proposed increase would be to cover the actual cost of the meter in case it became damaged or was not returned.

Mr. Knapp clarified the change specific to fireworks stands was to have the City added as a certificate holder rather than an additional insured on the business insurance plans as well as clarify the liability insurance dollar amounts.

Mr. Knapp reported the change specific to Administrative Site Plan was to reduce the cost from \$400 to \$200.

There were no questions or further discussion on the proposed fee changes/increases.

Councilmember Peterson moved to approve Ordinance 2016-04 amending the Consolidated Fee Schedule with the following changes:

- **The fee increase for the storm water utility rate be established at five percent annually to lower the bond principal amount expected in fiscal year 2021;**
- **Fire hydrant meters fees reflect “actual costs” for replacement;**

and, authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Benson.

Councilmember Phipps expressed his opinion the Council should be sensitive in how increases, regardless of how small, impacted the taxpaying resident; however, he understood the need for the increases. Councilmember Young stated although he agreed with Councilmember Phipps’ remarks, the City’s aging infrastructure necessitated the increases for future projects. He believed the fifteen percent identified in the Utility Rate Study to eliminate the need for bonding was unattainable. He stated he was not in favor of an increase of five percent because it was higher than the current rate of inflation; however, he believed the increase was the most conservative and prudent thing to do. Councilmember Benson stated establishing the annual fee increase to the storm water utility rate at five percent would save nearly one million dollars of tax payer dollars. Councilmember Bush expressed his opinion the rate change from the three percent to five percent annually would not be a significant impact to residents. He also believed it would have a more significant impact overall to the bonding. Councilmember Peterson pointed out the slight change would save the City approximately one

million dollars. Councilmember Phipps suggested the predicted outcome would be significantly different than what was anticipated. **The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

APPROVAL OF THE AWARD OF BID FOR THE STEED PARK BALL FIELD ELECTRICAL UPGRADE PROJECT TO HIDDEN PEAK ELECTRIC

Eric Howes, Community Services Director, stated bids were received from two contractors for the Steed Park Ball Field Electrical Upgrade Project. The scope of work for the project included replacing the existing wiring from the score tower to the ball field lights, the wiring from the bottom to the top of the poles, and the electrical panel that controlled the ball field lights. He explained there were three parts to the bid and reviewed those with the Council:

- Base Bid.
- Alternate 1 – included new wiring from the ground to the top of the poles where the fixtures were located.
- Alternate 2 - upgrading the existing electrical panel.

He reported the budget for the project was \$125,000 and the lowest responsible bid was received from Hidden Peak Electric with a bid amount of \$76,300, for all three portions of the bid.

Councilmember Phipps moved to approve the award of bid for the Steed Park Ball Field Electrical Upgrade Project to Hidden Peak Electric for the bid amount of \$76,300, with contingency of \$10,000 for a total project cost of \$86,300 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-20 AUTHORIZING AN IN-KIND DONATION TO THE PIONEER ADULT REHABILITATION CENTER (PARC)

Mayor Shepherd explained Pioneer Adult Rehabilitation Center (PARC) was a non-profit organization in Clearfield City with the unique mission of advancing employment opportunities for individuals with disabilities and helping them achieve a high level of independence. The organization had asked for a waiver of deposit and room rental fees at the Clearfield Aquatic Center to hold a class for its students/clients.

Warren Sellers, PARC, explained the facility had been recognized nationally and received numerous grants for programs offered at the facility and explained some of the services provided. He reported one of the grants was provided by Lululemon providing meditation and yoga classes which benefitted students/clients. He indicated the program was so popular it had outgrown the current space at PARC so the City was approached for use of space at the Aquatic Center.

Mayor Shepherd clarified the request was for use of the facility twice a month and expressed his opinion it was an opportunity for the City to give back to a community partner and the School District.

Councilmember Phipps inquired how many students/clients participated in the yoga classes. Mr. Sellers reported there were currently 16 participants but believed by opening the facility to different hours, more students would have the opportunity to participate, as well as possibly become certified yoga instructors. He clarified the duration of the donation would be for one calendar year.

Councilmember Benson moved to approve Resolution 2016R-20 authorizing an in-kind donation to Pioneer Adult Rehabilitation Center (PARC) and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Shared two videos highlighting the City's Fourth of July celebration. Adam Lenhard, City Manager, explained the videos would be used as a tool to solicit sponsorships for future celebrations. He expressed appreciation to the Council for its support of the videos.
2. Announced representatives from the Utah Defense Alliance, which included representatives from every Air Force Base across the Country, came to Hill Air Force Base (HAFB) on two separate occasions within the last month. He mentioned the Defense Alliance had partnered with the Roosevelt Group, a DC lobbyist firm, who had met with representatives from the Base, city officials and community officials, regarding possible future base realignment and what could be done to get the west gate designated as a 24-hour operation. He reported MIDA was struggling to develop near the west gate because of the hours of operation.
3. Informed the Council that Culture Crash would again be having its event on Saturday, October 8, 2016 at Fisher Park. He stated he had been working with Eric Howes, Community Services Director, and the event was anticipated to highlight over 700 cars that would participate in a car show. He also announced a swap meet would be part of the event.
4. Informed the Council he would be out of town beginning tomorrow until Saturday, September 17, 2016.

Councilmember Benson – nothing to report.

Councilmember Bush

1. Welcomed the scouts in attendance to the meeting.
2. Informed the Council that the Chancellor Gardens and Rocky Mountain Care car show and Carnival was scheduled for Friday, September 23, 2016 from 4 p.m. to 7 p.m. at Rocky Mountain Care Center. He stated it was free to the public and proceeds from raffle tickets would benefit Special Olympics.
3. Announced he would be attending the Water Conference in New Orleans on Tuesday, September 27, 2016.

Councilmember Peterson

1. Expressed appreciation to Laura Lewis, Emergency Preparedness Coordinator, for her efforts in coordinating the emergency preparedness fair which took place on Saturday, September 10, 2016.
2. She complimented the Parks/Recreation staff on the condition of the athletic fields used for soccer and football.

Councilmember Phipps

1. Announced the Wasatch Integrated Board was recently authorized to participate with the Bay View Landfill as part of its 20 to 200 year plan for disposal of trash.
2. Informed the Council that Layton City would begin to strictly enforce uncovered debris/trash on the road to the landfill and at the gate itself. He mentioned the fee for violation was \$200. He emphasized all loads must be covered.
3. Explained a bill had passed the House and the Senate on a National level which strictly limited how entities could define themselves as “recycling friendly.” He reported it would impact Wasatch Integrated because it sold steam to HAFB and had advertised the fact it received the steam as “renewable energy.” He clarified the bill would remove that language and District members had been encouraged to contact Congressman Bishop, he sits on that committee, requesting he eliminate that provision from the bill. He continued the revenue the District received from HAFB was substantial and if the Base no longer desired to purchase the steam it would have a negative impact on the District.
4. Stated he also attended the Emergency Preparedness Fair and mentioned it was a great event.

Councilmember Young

1. Informed the Council that mosquito abatement was coming to an end for the season.
2. Announced he had been attending functions associated with the Davis Chamber of Commerce. He mentioned the Chamber had expressed concern the City wasn't in favor of the transportation circulator and he had explained the City's position on that matter.
3. Announced a Meet the Candidates event was scheduled for Thursday, September 29, 2016, beginning at 6:30 p.m. at Clearfield City Hall.

STAFF REPORTS

Adam Lenhard, City Manager

1. Stated his formal report would be emailed later.
2. Announced UDOT had informed the City that the design process for improvements at 650 North were complete. He mentioned staff would be participating in a meeting soon after which the project was anticipated to go out for bid in the spring.
3. Mentioned the City had received requests for “Stop” signs to be placed at 2300 South Main. He reported Chief Krusi had completed a study on the matter which would also be emailed to the Council.

Kim Read, Deputy City Recorder

1. Informed the Council of the following meeting schedule:
 - No meeting was scheduled for Tuesday, September 20, 2016
 - Tuesday, September 27, 2016 – Policy Session

There being no further business to come before the Council, **Councilmember Bush moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:53 p.m., seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

The minutes for the CDRA are in a separate location

The City Council reconvened at 8:00 p.m.

Mayor Shepherd announced the need for the Council to adjourn to a Closed Session for the purpose of a strategy session to discuss pending or reasonably imminent litigation and called for a motion.

Councilmember Young moved to adjourn to a Closed Session for the purpose of a strategy session to discuss pending or reasonably imminent litigation at 8:01 p.m. Utah Code Ann. §52-4-205, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

The minutes for the Closed Session are kept in a separate location.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
September 27, 2016

PRESIDING:	Bruce Young	Councilmember
PRESENT:	Keri Benson	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
EXCUSED:	Mark Shepherd	Mayor
	Kent Bush	Councilmember
STAFF PRESENT:	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Annie Bradshaw	Administrative Assistant
EXCUSED:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Kim Read	Deputy City Recorder

VISITORS: Rodney Marchant, Kirk Middaugh – Davis County Beekeepers Association, Anna Wissel, Derrin Wissel, Jamie Lloyd – Weber State University student, Amanda Jack – Weber State University student, Mike Ford – Clearfield Business Park, Kathryn Murray – Planning Commission, Brady Jugler – Planning Commission, Tim Roper – Planning Commission, Kersten Felt – Davis County Beekeepers Association.

Nancy Dean called the meeting to order at 7:00 p.m.

NOMINATION AND APPOINTMENT OF AN ACTING MAYOR PRO TEMPORE

In accordance with City Code § 1-6-2E, "...in the absence of both the mayor and mayor pro tempore...the city council may elect one of its members to serve as the mayor pro tempore until either the mayor or the appointed mayor pro tempore returns."

Councilmember Peterson moved to nominate Councilmember Young as the Mayor Pro Tempore seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

Councilmember Benson moved to appoint Councilmember Young as the Mayor Pro Tempore for the meeting taking place on Tuesday, September 27, 2016, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

Councilmember Peterson conducted the Opening Ceremony.

PUBLIC HEARING TO CONSIDER ZTA 1607-0003 AMENDING TITLE 11 LAND USE, TO CONSIDER SUPPLEMENTAL REGULATIONS FOR BEEKEEPING IN THE R-1, A-1 AND A-2 RESIDENTIAL ZONING DISTRICTS AND OTHER AMENDMENTS CORRECTING REFERENCES TO THE COMMUNITY DEVELOPMENT DIRECTOR AND COMMUNITY DEVELOPMENT DEPARTMENT

Staff prepared amendments to City Code Title 11, Land Use regarding beekeeping in residential zones. Other municipal ordinances were reviewed as part of drafting the amendments as well as consultation with the Davis County Beekeepers Association. Also included in the amendments are some minor housekeeping items referencing the community development director and community development department.

Spencer Brimley, Development Services Manager, informed the Council beekeeping was currently only allowed in the Agriculture Zone and there was currently no language relative to the keeping of bees. He reminded the Council it had directed staff to draft an ordinance and subsequent language specific to the keeping of bees as a permitted use in Residential Zones. He stated the Planning Commission heard the item on September 7, 2016 and recommended its approval with additional changes to the ordinance which had subsequently been included. He mentioned the Planning Commission Chair was in attendance to respond to questions or comments.

Councilmember Benson inquired what would happen during severe storms if the hives were damaged and what protocol would be followed.

Mayor Pro Tem Young opened the public hearing at 7:08 p.m.

Mayor Pro Tem Young asked for public comments.

IN FAVOR

Rod Marchant, Davis County Swarm Coordinator, responded to Councilmember Benson's question about hive damage by explaining most beekeepers kept spare broods or hives. He continued for those we didn't there were numerous other beekeepers that had hives that that would be available to collect the bees in the case of damage. He stated bees stayed fairly close to the hive. He added if the beekeeper was there to address problems with the hive the bees wouldn't leave the hive area. He added the pheromone of the queen bee would stay in the hive for 24 hours before the bees would begin to disperse. He emphasized the bees generally care for themselves and within two weeks a new emerging queen would be identified.

Mr. Marchant believed beekeepers were very conscientious and protective of their respective hives. He explained he had been keeping some hives in Clearfield and commented those were his best hives and had been doing very well. He emphasized there was a ten foot radius from where the bees exit the hive and forage on flowers or trees that are close by.

He reported beekeepers generally keep their hives secured in protected areas so they don't often get blown over in wind storms. Mr. Martin stated he had only been stung when helping to relocate a hive and emphasized most honey bees were very calm only getting "hot" when disturbed.

Mr. Martin expressed his opinion beekeepers were in favor of an ordinance allowing bees and announced the only objectionable requirement was that of placing the hive in a fenced yard and suggested a side yard on some properties might be a better location for some hives. Mr. Martin reported he had addressed 19 swarm calls in Clearfield.

Kirk Middaugh, Davis County Beekeepers Association, expressed appreciation to staff and members of the Planning Commission for their efforts and consideration in establishing beekeeping guidelines. He mentioned the City had followed what other municipalities had done and suggested the process was responsible and reasonable to the zoning ordinances.

Mr. Middaugh expressed concern specific to the fencing requirement for residential lots smaller than one-quarter of an acre. He continued there was a variety of ways in which beekeepers could situate or position a beehive and shared a personal example specific to bees and fencing. He pointed out the investment cost for beekeeping and suggested requiring fencing on smaller residential lots was excessive and requested the Council reconsider that requirement.

Anna Wissel, resident, expressed appreciation to the City for implementing a beekeeping ordinance; however, she expressed concern regarding the fencing requirement included in the proposed ordinance. She stated her property was 0.2 acres in size. She continued she lived on a corner lot with very little backyard. She reported her hive was currently located on the side yard, thirty five feet west of the sidewalk and fifteen feet south from the property line and twenty five feet east from the property line. She stated her hives met the spacing requirements but didn't comply with the enclosed fencing requirement. She explained it would be awkward to fence that portion of her yard and further explained specifics of her property. She also requested the Council reconsider the fencing requirement.

There being no further comments, **Councilmember Peterson moved to close the public hearing at 7:21 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None.** Councilmember Bush was not present for the vote.

PUBLIC HEARING TO CONSIDER FSP 1608-0001 AMENDING THE WILCOX FARMS AMENDED FINAL SUBDIVISION PLAT FOR LOTS 8 AND 9 (THE AMENDMENTS WILL BE KNOWN AS THE CLEARFIELD BUSINESS PARK FINAL SUBIDIVISON PLAT) LOCATED AT APPROXIMATELY 939 AND 919 WEST 1600 SOUTH

The request to amend the subdivision plat would accommodate a proposed multi-tenant commercial building complete with site improvements located at 939 and 919 West 1600 South. The building was currently single story with approximately 21,900 square feet. The amendment would be known as the Clearfield Business Park Final Subdivision Plat.

Mayor Pro Tem Young opened the public hearing at 7:25 p.m.

Spencer Brimley, Development Services Manager, explained the amendment would create 12 units for a business condominium development. He stated since the request was amending an existing subdivision it required Council approval. He indicated the Planning Commission heard the item during its meeting on Wednesday, September 7, 2016 and recommended approval. He also noted the Planning Commission had considered and approved the site plan for the development contingent upon the subdivision being completed. He stated the site plan was consistent with Clearfield City codes and regulations.

Councilmember Peterson asked what year the General Plan had been changed to reflect residential use on the parcels being addressed. Mr. Brimley didn't know when that took place. He explained the property was zoned commercial and there was no residential component in the proposed development. He explained that the condominium would allow for individual ownership by multiple businesses. Councilmember Peterson asked if the development would then be retaining the same zoning as the property east of it. Mr. Brimley stated the property would retain its commercial zoning.

Mayor Pro Tem Young asked for public comments.

There were no public comments.

Councilmember Benson moved to close the public hearing at 7:26 p.m. seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF CLEARFIELD CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR PROGRAM YEAR JULY 1, 2015 TO JUNE 30, 2016

The City Council received a copy of the 2015/2016 Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report (CAPER). The public was given

the opportunity to review the plan in the Community Development Department from August 24, 2016 to September 9, 2016. No public comments were received.

Spencer Brimley, Development Services Manager, explained the report explained what had been accomplished during the year with CDBG funding. He reminded the Council the City was an entitlement City and highlighted the following projects/services which benefitted Clearfield residents:

- 300 West street improvement project
- Family Connection Center
- Davis Community Learning Center
- Safe Harbor

Councilmember Benson asked how residents were made aware of the Down Payment Assistance Program. Mr. Brimley responded the Down Payment Assistance Program was administered through Davis County Housing Authority. Councilmember Benson asked if the recipients were requesting assistance in the amount of \$3000. Mr. Brimley responded the \$3000 was the typical request.

Councilmember Benson moved to approve Clearfield City’s Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report for program year July 1, 2015 to June 30, 2016 and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

APPROVAL OF ORDINANCE 2016-06 AMENDING TITLE 11 LAND USE PROVIDING REGULATIONS FOR BEEKEEPING IN THE R-1, A-1 AND A-2 RESIDENTIAL ZONING DISTRICTS AND OTHER AMENDMENTS CORRECTING REFERENCES TO THE COMMUNITY DEVELOPMENT DIRECTOR AND COMMUNITY DEVELOPMENT DEPARTMENT

Councilmember Young asked how the City determined the number of hives allowed on lots. Spencer Brimley, Development Services Manager, responded staff researched the ordinances of other municipalities and determined that Clearfield had a number of smaller lots so it was decided to limit the number of hives based on acreage while still trying to allow residents the opportunity for beekeeping.

Councilmember Peterson pointed out Section B titled Hives on Lots stated, “No hives *should* be located in a front yard.” She stated the term “should” was arbitrary and suggested the word needed to be changed to “shall.” She expressed the desire to ensure the ordinance was fair for all parties. She also noted that same section required fencing and indicated a request had been made from the public to consider other options such as screening the hives in lieu of fencing. She asked how the Planning Commission made the determination to include a fencing requirement in the ordinance. Tim Roper, Planning Commission Chair, responded the Commission included the fencing requirement as a way to generally protect the hives and public and not have the hives placed in open spaces. He also noted the discussion among the Commission members about

fencing occurred after the public hearing had been closed so the public was not able to ask the Commission to consider alternatives to the requirement.

Councilmember Phipps asked if other municipalities required fences around hives. Mr. Brimley explained each city handled beekeeping regulations a little differently. He continued other cities didn't have the same concerns as Clearfield about the existence of smaller lots which made an argument for creating some separation between hives and property lines. He stated flyway areas would also help to create separation as well as minimize people coming in contact with hives. He indicated the intent was to mitigate any possible mishaps between people and bees.

Councilmember Phipps expressed concern for the perception of harm individuals might feel when they see beehives in yards. Mr. Brimley stated an educational component for residents about beekeeping was essential as a way to mitigate any misconceptions. He mentioned the Davis County Beekeeping Association provided a great program educating people and getting them involved in beekeeping. He acknowledged some of the regulations might appear to be too strict to some but the City's responsibility was to address the concerns for the City as whole.

Councilmember Peterson expressed concern that the provision allowing adjustment of hives to a property line with a written waiver from an adjoining property owner could become problematic if the property owners began to have any type of dispute and the waiver was withdrawn. She suggested striking that particular language in the ordinance. She added she would be more comfortable if the language left the discretion up to the zoning administrator but cautioned that still appeared to be arbitrary. She preferred stating the specific regulation and not allowing it to be subject to interpretation.

Councilmember Young indicated he felt some sort of screening of the hives was warranted to protect the hives from being disturbed and causing harm. He questioned whether that screening needed to be a fenced yard. Mr. Brimley explained the ordinance included a regulation for a "flyway area." He continued the flyway area was an area surrounding the hive that consisted of a solid wall, fence dense foliage or combination of any one of those items that ensured the bees flew up and out instead of at someone or something. He stated the flyway area was meant to keep bees leaving the hive above six feet.

Councilmember Young asked if the flyway area was defined in such a way that the area would be enclosed. Mr. Brimley stated the definition was consistent with State Statute and what other municipalities were using. Councilmember Phipps clarified that a flyway area established a screened area at least ten feet in each direction. Mr. Brimley responded that was an accurate understanding of the flyway area. Councilmember Phipps commented requiring a fenced yard and a screened flyway area seemed redundant. Councilmember Benson suggested striking the fenced yard requirement and leaving the flyway area as a way to provide a protective barrier between the hive and any unintended mishap. Mr. Brimley reminded the Council there currently was an educational gap in Clearfield about bees that might create additional concerns from some residents. Councilmember Phipps noted that a resident might feel less anxiety about a hive as long as there was some sort of barrier around it.

Mr. Brimley stated the first draft of the ordinance allowed beekeeping in the rear yard but the Planning Commission was asked to consider allowing hives in the side yard to address the issue of different lot configurations. He continued the Planning Commission determined that additional enclosure would be necessary if beekeeping was also allowed in side yards which prompted the fencing requirement.

Councilmember Phipps referred to the flyway area of the ordinance and mentioned that the current language only required the flyway area if the hive was located along a property line or within five feet of a property line. Councilmember Young asked if the ordinance could be changed to require either a fenced yard or a flyway area. Mr. Brimley explained the language could be modified in the ordinance to require either a fenced yard or a flyway area. Councilmember Phipps mentioned he would be comfortable with that change.

Councilmember Benson asked if the City had received any complaints regarding hives in yards. Mr. Brimley explained code enforcement had been called and asked if there were regulations regarding residents keeping hives in yards but there had been no complaints. Councilmember Benson commented it appeared the need for a fence was redundant. She stated she was comfortable with striking the need for a fence.

Councilmember Peterson stated she was in favor of requiring a fence or a flyway area. She continued she wanted the flyway area to have distinct screening. Councilmember Benson supported that position. Councilmember Peterson asked if staff was comfortable with changing the requirement to either a fence or a flyway area. Mr. Brimley stated staff was comfortable with that change. Tim Roper, Planning Commission Chair, mentioned that the Planning Commission's discussion was not specific to securing the entire yard just securing the hives in some way. Councilmember Peterson asked if the language change would meet the intent of the Planning Commission. Mr. Roper stated he believed the change would fully meet the intent of the Commission.

Councilmember Peterson addressed changes being made to other areas of the code. She asked if those changes were substantive. Mr. Brimley explained those changes were not substantive. He stated position titles had changed and the code needed to reflect those changes. Councilmember Young stated some of those proposed amendments referred to the discretion of the city as opposed to the discretion of a position. He asked if that had any legal implications the Council should be concerned about. Mr. Brimley explained the organization of the City determined how discretion would be applied to specific parts of the code so there was no concern about the legal implication of using a broader term.

Councilmember Phipps commented the intent of the ordinance was to make it clear that a particular position in the City had been appointed to use discretion in particular parts of the City Code. He suggested making that point clear as part of the vote.

Nancy Dean, City Recorder, provided amended language to the beekeeping portion of the ordinance based on the Council's discussion and direction.

- A sentence is proposed to be added to the ordinance that states, “Hives shall be maintained either in a fenced yard or in accordance with the requirements set forth in 11-13-36(E) of this chapter; and,
- City Code § 11-13-36(E) is proposed to state, “Flyways: A hive shall be placed on property so the general flight pattern of bees is in a direction that will deter bee contact with humans and domesticated animals. If any portion of a hive is located within fifteen (15) feet from an area which provides public access or five (5) from a property line on the lot where an apiary is located, as measured from the nearest point on the hive to the property line, a flyway barrier at least six (6) feet in height shall be established and maintained around the hive except as needed to allow access. Such flyway shall consist of a solid wall, fence, dense foliage or a combination thereof, which extends at least ten (10) feet beyond the hive in each direction so that bees are forced to fly to an elevation of at least six (6) feet above ground level over property lines in the vicinity of the apiary.

Councilmember Phipps moved to approve Ordinance 2016-06 amending Title 11, Land Use providing regulations for beekeeping in the R-1, A-1 and A-2 residential zoning districts and other amendments correcting references to the community development director and community development department with the following amendments,

- 1. A sentence is proposed to be added to the ordinance that states, “Hives shall be maintained either in a fenced yard or in accordance with the requirements set forth in 11-13-36(E) of this chapter; and,**
- 2. City Code § 11-13-36(E) is proposed to state, “Flyways: A hive shall be placed on property so the general flight pattern of bees is in a direction that will deter bee contact with humans and domesticated animals. If any portion of a hive is located within fifteen (15) feet from an area which provides public access or five (5) from a property line on the lot where an apiary is located, as measured from the nearest point on the hive to the property line, a flyway barrier at least six (6) feet in height shall be established and maintained around the hive except as needed to allow access. Such flyway shall consist of a solid wall, fence, dense foliage or a combination thereof, which extends at least ten (10) feet beyond the hive in each direction so that bees are forced to fly to an elevation of at least six (6) feet above ground level over property lines in the vicinity of the apiary;**

and, authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

APPROVAL OF AMENDMENTS TO THE WILCOX FARMS AMENDED FINAL SUBDIVISION PLAT FOR LOTS 8 AND 9 (THE AMENDMENTS WILL BE KNOWN AS THE CLEARFIELD BUSINESS PARK FINAL SUBDIVISION PLAT) LOCATED AT APPROXIMATELY 939 AND 919 WEST 1600 SOUTH

Councilmember Peterson moved to approve the amendments to the Wilcox Farms Amended Final Subdivision Plat for Lots 8 and 9 (the amendments will be known as the

Clearfield Business Park Final Subdivision Plat) located at approximately 939 and 919 West 1600 South and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None.
Councilmember Bush was not present for the vote.

COMMUNICATION ITEMS

Mayor Pro Tem Young – Expressed appreciation to City staff for its efforts associated with the recent wind storm. He mentioned he noticed staff working late into the night.

Councilmember Benson

1. Informed the Council that she had witnessed earlier in the evening a cub scout troop thanking the City's police officers for everything they do in conjunction with their jobs. She stated they had brought treats to the department and it touched her heart.
2. Announced she had attended a transportation meeting held in West Point and had expressed concern about State Street near North Davis Junior High. She also reported following the meeting, meters had been set up to count cars to assist in determining needs for the area.

Councilmember Peterson

1. Informed the Council that the North Davis Fire District (NDFD) had purchased a new ladder truck that was expected to be received sometime in November.
2. Recognized Spencer Brimley, Development Services Manager, JJ Allen, Assistant City Manager, and Stacy Millgate, Business License Official, for being recognized by the State of Utah for implemented changes which resulted in the City being recognized as a "Business Friendly City."
3. Expressed appreciation to everyone involved with the Emergency Preparedness Fair.
4. Thanked the Police Department, Fire Department, Public Works, and other staff for their help during the recent wind storm. She stated she happened to be driving in the middle of the storm and mentioned how prudent it was that the City's stop lights were powered by emergency generators. She stated Clearfield was the easiest part of her commute because of that decision given the significance of the power outages.

Councilmember Phipps

1. Reminded the Council of previous discussions regarding the expansion of Wasatch Integrated and announced another presentation had been shared during the committee meeting in the evening. He stated more detailed information had been shared and suggested having an in depth discussion regarding the issue during a future work session. He clarified committee meetings took place at 4:30 on the fourth Tuesday of every month and the first Wednesday of every quarter a formal Commission meeting was held at which time voting on issues took place. He announced the Commission would be voting on whether to issue a Request for Proposal (RFP) for development at its meeting scheduled for November 2, 2016. He requested direction from the Council on how the City wanted to approach the issue.
2. Announced an open house was scheduled at the Energy Recovery Facility on Tuesday, October 18, 2016, beginning at 5:00 p.m. to witness the current processes. He suggested the Council plan to attend that event.
3. Also expressed appreciation to City staff regarding their professionalism during the recent wind storm. He mentioned he was proud to see the City come together during a crisis situation and suggested it was a manifestation of the effectiveness of a well-oiled machine and mentioned the sacrifice of staff that worked long hours during the crisis.

STAFF REPORTS

Nancy Dean, City Recorder

1. Informed the Council of the following meeting schedule:
 - Work Session scheduled for Tuesday, October 4, 2016
 - Policy Sessions scheduled for Tuesday, October 11, 2016 and Tuesday, October 25, 2016

Stuart Williams, City Attorney – acknowledged Annie Bradshaw, Administrative Assistant, for her assistance during the meeting.

There being no further business to come before the Council, **Councilmember Benson moved to adjourn at 8:28 p.m., seconded by Councilmember Peterson. Voting AYE - Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None.** Councilmember Bush was not present for the vote.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
October 4, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Laura Lewis	Emergency Services Coordinator
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: There were no visitors.

Mayor Shepherd called the meeting to order at 6:00 p.m.

UPDATE ON CLEARFIELD CITY'S EMERGENCY MANAGEMENT READINESS

Laura Lewis, Emergency Services Coordinator, shared a presentation on the strengths and weaknesses of the City's emergency preparedness readiness. She also reviewed opportunities the organization could take advantage of to be better prepared. She spoke to potential threats highlighting different scenarios which would require "shelter in place" and suggested that would require additional preparations.

Councilmember Peterson arrived at 6:10 p.m.

Ms. Lewis emphasized the need for more staff members to participate in and receive emergency training.

Councilmember Peterson inquired if the City's CERT volunteers had been activated during the most recent wind storm. Ms. Lewis responded the City didn't experience a significant amount of damage to justify that need.

Councilmember Phipps expressed concern regarding the railroad corridor and its potential threat regarding hazardous cargo. Ms. Lewis responded the City's top two concerns were a high wind

incident and a hazmat incident. Councilmember Phipps also mentioned concern regarding potential disasters and the number of schools located within the City. Ms. Lewis mentioned she had reached out to the principal of North Davis Junior High and had not yet heard back because she was also interested in coordinating some sort of an emergency drill.

Ms. Lewis reported two of the sirens came down during the last windstorm and since they're interconnected the remaining one wasn't working. She expressed her opinion the sirens were antiquated and expensive and suggested implementing the free app "Code Red" as an alternative. She stated most of the public regularly used cell phones and the app would not only identify the emergency but would provide instructions and directions for the residents. She suggested implementation of the app would require an education campaign for residents.

Councilmember Benson suggested the need to provide a larger budget for emergency services within the City. Adam Lenhard, City Manager, agreed emergency management should be addressed during the budget process. He explained the City was currently assessing emergency services to determine an action plan for future appropriations.

Ms. Lewis left the meeting at 6:30 p.m.

INTERVIEWS FOR THE COMMUNICATION COORDINATOR

The Council interviewed Jenette Sturges, Kyle Cottam and Dan Metcalf for consideration of the Communications Coordinator position.

REPORT ON THE 2016 FOURTH OF JULY CELEBRATION

JJ Allen, Assistant City Manager, reviewed the Fourth of July activities with the Council and highlighted the following:

- Patriotic Concert – the Council liked the idea of having that event on Sunday evening and it was well-attended. A discussion took place about what evening would be best for the event if it was continued in future years.
- Movie Night - attendance was down from previous years; however, it was held on a Saturday night. Curtis Dickson, Community Services Deputy Director, mentioned attendance at the movie night could fluctuate depending on the movie being shown. He suggested the lower attendance could be related to the holiday falling on a Monday, and the movie was shown on the previous Saturday. Councilmember Benson mentioned she had heard negative comments about the movie selection for that night and Mayor Shepherd agreed. A discussion took place regarding whether the movie should be geared more toward younger children or teenagers.
- Talent Show – Councilmember Benson suggested one audition would be sufficient and a discussion followed regarding whether video auditions should be allowed.
- "Free" Freedom Run – participation was up and the competitiveness had been eliminated since it was a "free" event. The Community Services Department received positive feedback from participants. Mr. Allen reported approximately \$800 had been raised by those willing to pay the optional registration fee, and receive a free t-shirt, for the Air Force's Association's Wounded Airmen Program.

- Entertainment - Alex Boye as the headliner entertainment had brought in a large crowd. Mr. Allen mentioned the VIP seating and roped off area for “standing only” was successful and the LED screen was a great improvement.
- Fireworks – met the standards of the City’s reputation but there was significant fallout due to the wind. A discussion took place regarding the quality and placement of the shells used by the vendor which might have contributed to the fallout issues.

Mr. Allen reviewed the financial summary and emphasized costs specific to staff was consistent from year to year:

• Entertainment	\$36,025
• Fireworks	\$30,000
• Marketing (videography)	\$10,667
• Parade	\$ 6,622
• Festival Equipment	\$ 5,276
• Outdoor movie	\$ 2,426
• Insurance	\$ 1,320
• Talent Show	<u>\$ 968</u>
	\$93,305

Mr. Allen reviewed revenues:

• Sponsorships	\$12,500
• Vendor Booths	\$ 1,850
• Freedom Run	\$ 819
• Talent Show	<u>\$ 300</u>
	\$15,469
• In-kind donations	\$ 1,795
• 15% cut for inflatables	\$ (less than \$1,000)

DISCUSSION ON THE 2017 FOURTH OF JULY CELEBRATION

Mr. Allen emphasized decisions for the upcoming (2017) Fourth of July celebration would soon begin; however, the majority of those expenses would be in the fiscal year 2018 budget. He requested feedback and direction from the Council regarding how it wanted to see the 2017 celebration carried out since decisions and commitments would soon need to be made.

Mayor Shepherd expressed his opinion the City should keep providing the same level of celebration as provided in 2016 but no bigger. He commented the City spent a lot of money for the entertainer but the increased attendance for the concert and feedback from sponsors was very positive. He acknowledged there was a lack of sponsorships for the event and there needed to be some improvement in securing additional sponsorships for future celebrations. He stated the celebration had been difficult to sell to sponsors in the past but the services provided by the videography during the 2016 celebration should help improve those efforts.

Mayor Shepherd also expressed his opinion the fireworks should not be cut back in any way because of the City’s reputation for a great fireworks show. Councilmember Peterson expressed

a desire to figure out how to translate the scope of the celebration into a “tangible” that was more than a community sense of pride because of the capital outlay required for the celebration. Councilmember Benson asked where the people coming to the celebration lived. Councilmember Peterson commented the City was sponsoring a regional event and how did that translate into helping Clearfield’s business community. Mayor Shepherd expressed his support for a regional event and believed one of the benefits of the celebration was a sense of community.

Councilmember Phipps expressed his opinion that the money spent bringing the entertainer to the event in 2016 was the maximum limit. He continued the same objective could be achieved without spending that much money in the future. Mayor Shepherd commented it would be difficult to bring in an entertainer that would draw the same crowd if the City spent less money.

Councilmember Young acknowledged a regional event was nice if it supported the community. He added it wasn’t Clearfield’s job to build community in other cities. Mayor Shepherd suggested other cities had moved their celebrations to different dates to avoid competing with Clearfield on the Fourth of July. Adam Lenhard, City Manager expressed his opinion the event enhanced the City’s image and profile.

Councilmember Peterson asked how the success could be pumped back into the business base. Mayor Shepherd expressed concern it would be difficult to entice business sponsorships for the celebration without the greater expense. He also believed the video captured from 2016 would help attract sponsorships. Councilmember Peterson agreed a big name helped offset some of the risk.

Councilmember Phipps stated there was a fundamental principle at play and that was whether the celebration was to draw additional people to improve the stature of the community or was it to entertain the people that would come there anyway.

Adam Lenhard, City Manager, suggested the City had created an event geared toward creating experiences and memories for people. He expressed his opinion the celebration was not set up to generate a large economic impact. He suggested if that was the Council’s goal then the event planning needed to be revisited. He indicated there was a lot a value to creating positive image. He also indicated the City had experienced a lot of positive chatter following the event but the Council would need to evaluate the value gained. Councilmember Bush added that other cities’ community celebrations probably didn’t bring in a lot of revenue either. Councilmember Young agreed there were intangibles to those types of celebrations and they did build community pride to sponsor those types of events. Councilmember Phipps suggested the Council needed to consider how much money should be spent to create that outcome.

Councilmember Young commented the Council had previously discussed reducing the fireworks show. Councilmember Phipps stated Clearfield was known for its fireworks display and it shouldn’t risk its reputation with that event. Mayor Shepherd agreed. Mayor Shepherd suggested it was difficult to put a price on image and how others viewed Clearfield. Councilmember Benson stated she had proposed cutting back on the fireworks expense because at the time the City was trying to address the difficulty in staffing the police department. She explained she looked at all the needs the City had when she tried to evaluate how much should be spent for the

Fourth of July celebration. She expressed her priority for wanting to provide for other needs for residents. She suggested some activities could be eliminated within the larger scope of the Fourth of July celebration allowing for funds to be prioritized and re-appropriated to other areas.

Mayor Shepherd expressed his opinion the City would be able to solicit greater sponsorship for the upcoming celebration which would reduce the cost to the City overall. He suggested the City had invested funds in marketing and videography last year for the purpose of promoting future Fourth of July celebrations. He expressed his belief it wasn't time to scale back the events. Councilmember Phipps agreed the videography was a good way to show people what was done last year with the goal of enticing them to attend again. Councilmember Young stated he liked how the event was family oriented. Councilmembers Benson and Peterson agreed. Mayor Shepherd suggested the focus should be about fundraising to offset the costs. Councilmember Young expressed his opinion there was a limit that should be spent on creating image.

Councilmember Young suggested the City hold steady on its spending for the Fourth of July celebration but continue to work at reducing the expenses whether that be through more sponsorships or better negotiating on prices. He continued that once an event was established long term it was easier to vary the financial commitment from year to year. Mayor Shepherd agreed but cautioned the City had not hit the established mark yet. He believed that would take a solid second and third year to establish. Councilmember Peterson stated if the celebration were kept at the same level it was a necessary component to figure out how to help it pay for more of the costs through sponsorships and other efforts. Mr. Allen believed the success in obtaining sponsorships for future celebrations relied heavily on relationship building by him and Mr. Lenhard in conjunction with Mayor Shepherd. He acknowledged those relationships would take time to develop.

He clarified the Council desired an entertainer with name recognition as the headliner. Mayor Shepherd suggested not spending any more than the \$25,000 but to try to negotiate pricing lower. He emphasized much of the event planning for the 2017 Fourth of July celebration would move to the Community Services Department due to the reorganization of community relations/special events coordinator position and creation of the communication coordinator position.

Councilmember Bush moved to adjourn to a Closed Session for the purpose of discussing the character, professional competence, or physical or mental health of an individual at 9:40 p.m. Utah Code Ann. § 52-4-204 and § 52-4-205(1)(a), seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

The minutes for the Closed Session are kept in a separate location.

The meeting adjourned at 10:03 p.m.



City Council

STAFF REPORT

TO: Mayor Shepherd, City Council, and Executive Staff

FROM: Spencer W. Brimley
Development Services Manager
Spencer.Brimley@clearfieldcity.org (801) 525-2785

MEETING DATE: October 25, 2015

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 1609-0004**: a request by Clearfield City Staff for Zoning Text Amendments and corrections specific to the proposed changes of the title for accessory building regulations in all R-1 zoning districts.

RECOMMENDATION

Move to **approve ZTA 1609-0004**, Zoning Text Amendments and corrections specific to the proposed changes of the title for accessory building regulations in all R-1 zoning districts, based on the findings and discussion in the Staff Report.

At their meeting on, Wednesday, October 5, 2016 the Planning Commission discussed this item and recommended approval of the zoning text amendment to the Council.

BACKGROUND

Clearfield City is considering changes to the R-1 (residential) zoning districts as it relates to setbacks for accessory buildings within said zones. Staff was the recipient of a public request to evaluate setbacks for accessory buildings within R-1 (residential) zoning districts. After corresponding with the citizen and speaking with the Council, staff was directed to investigate the current regulations for accessory buildings within the city, as compared to surrounding jurisdictions and propose amendments for said regulations. Staff has taken the time to speak with numerous City Planners to evaluate setback requirements for accessory buildings within a residential zone and to attempt to address the concern that was presented at a previous public comment portion of the Council Public meeting.

ANALYSIS

The proposed amendments to 11-9, accessory buildings in the R-1 (residential) zoning district, are meant to allow residents to make better use of their property related to the erection and use of accessory buildings with the R-1 (residential) zoning district. Our current ordinance regulates the height, distance from each property line, as well as coverage and maximum size for an accessory building with the R-1 (residential) zoning districts. In addition, there are regulations related to the look of the building and additional criteria for detached garages and carports. Staff is providing the current regulations for accessory buildings in the R-1-9, R-1-8 and R-1-6 zoning districts. Additionally staff has provided information from Syracuse, Roy and West Point as a comparison.

Staff has reviewed ordinances from several surrounding cities to create the framework for the proposed recommendation. There is no industry planning standard or one size fits all regulations for setbacks. In

herent in this proposal is the need for property owners to exercise good judgement on behalf of their neighbor. Staff has provided recommendations that seek to allow clarity in the regulation, as well as protect home owners right to quiet enjoyment of their property. Staff has proposed the included recommendation to allow for greater heights in accessory buildings, as well as protecting neighbors from potential impacts to their property.

11- Land Use

Chapter 9 – RESIDENTIAL ZONES

Current Language:

Clearfield City Code 11-9(A, B, C) -5:

Accessory Buildings: No accessory building shall be located in the required front yard area. The minimum distance between accessory buildings and main building, or other accessory buildings, shall be six feet (6') at the closest points.

1. *Accessory buildings up to ten feet (10') in height shall be located at least two feet (2') away from any side or rear property line.*
2. *Accessory buildings between ten feet (10') and twenty feet (20') in height shall be located at least eight feet (8') from any side or rear property line. (Ord. 2009-26, 11-24-2009)*

Clearfield City Code 11-9(A,B,C)-8

Lot coverage by all buildings, including main and accessory buildings, shall not be more than forty percent (40%) of the lot or parcel area.

The combined footprint of all accessory buildings shall not exceed fifty percent (50%) of the footprint of the main building. (Ord. 2009-26, 11-24-2009)

Clearfield City Code 11-9(A,B,C)-11

Accessory buildings shall be built with a finished, all weather exterior material. Detached garages and carports shall be finished to match the exterior of the main building.

Proposed language for accessory bldg. regulations

Clearfield City Code 11-9(A, B, C) -5:

1. Accessory Buildings: No accessory building shall be located in the required front yard area. The minimum distance between accessory buildings or structures and main building, or other accessory buildings, shall be six feet (6') at the closest points. Accessory buildings or structures 200 square feet or less shall comply with the following requirements:
 - a. Not larger than 200 square feet.
 - b. Not taller than 15 feet to the midpoint of the roof structure.
 - c. Located at least six feet (6') feet from the primary structure and located at least two feet (2') feet from any property lines.
 - d. No portion of the accessory building extends over any property line, and no storm water runoff from the accessory building allowed to run onto adjacent property.
2. Accessory buildings or structures greater than 200 square feet shall comply with the following requirements:
 - a. Shall be allowed up to fifteen feet (15') in height, as measured from the midpoint of the structure, and shall be located no less than two feet (2') away from any side or rear property line.

- b. No building which is accessory to a single-family dwelling shall exceed twenty (20') feet in height. For each foot of height over fifteen (15') feet, accessory buildings shall be set back from property lines an additional foot to allow a maximum height of twenty (20') feet.
- 3. "Height of an accessory building" shall mean the vertical distance above the lowest original ground surface at any point on the perimeter of the building to the highest point of the:
 - a. coping of a flat roof, or
 - b. to the deck line of a mansard roof, or
 - c. to a level midway between the level of the eaves and the highest point of pitched or hipped roofs, or
 - d. to a level two-thirds of the distance from the level of the eaves to the highest point of gambrel roofs.
- 4. For purposes of measuring height, the "level of the eaves" means the highest level where the plane of the roof intersects the plane of the outside wall on any side containing an eave.

Clearfield City Code 11-9(A,B,C)-8

Lot coverage by all buildings, including main and accessory buildings, shall not be more than ~~forty-three-~~five percent (~~40~~ 35%) of the lot or parcel area.

The combined footprint of all accessory buildings shall not exceed ~~fifty forty~~ percent (~~50~~ 40%) of the footprint of the main building. (Ord. 2009-26, 11-24-2009)

Clearfield City Code 11-9(A,B,C)-11

Accessory buildings shall be built with a finished, all weather exterior material. Detached garages and carports shall be finished to match the exterior of the main building.

Public Comment

Comment was received in person by Brett Wiggill and via email by Jerome Curran. Cocners from both individuals centered on the 15 foot limitation in the height measurement. Mr. Wiggil has additional concerns about the reduce lot coverage allowance.

FINDINGS

Zoning Ordinance Text Amendment

Clearfield Land Use Ordinance Section §11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff's evaluation are outlined below:

Review Consideration		Staff Analysis
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed text amendments are consistent with the goals and policies of the Land Use Element of the City's General Plan. These references correct small issues and better define potential uses in Clearfield City.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	A review of current City Codes shows demonstrates that there are a number of minor small corrections that needed to be made to ensure accuracy and conformity within the City Code. In addition to the minor language corrections within

		title 11, Clearfield City Staff determined that the creation of a more clearly defined regulation for accessory buildings or structures is the responsibility of the City.
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ATTACHMENTS

CLEARFIELD CITY ORDINANCE 2016-07

AN ORDINANCE AMENDING TITLE 11 OF THE CLEARFIELD CITY CODE PERTAINING TO ACCESSORY BUILDINGS IN RESIDENTIAL ZONES

PREAMBLE: This Ordinance amends Title 11 of the Clearfield City Code pertaining to accessory buildings in residential zones.

BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:

Section 1. Enactment:

Title 11, Chapter 9, Article A, Section 5, Paragraph E – Accessory Buildings of the Clearfield City Code is hereby amended to read as follows:

ACCESSORY BUILDINGS:

1. Accessory Buildings: No accessory building or structure shall be located in the required front yard area. The minimum distance between accessory buildings or structures and main building, or other accessory buildings or structures shall be six feet (6') at the closest points. Accessory buildings or structures 200 square feet or less shall comply with the following regulations:
 - a. Not larger than 200 square feet.
 - b. Not taller than fifteen feet (15') at the midpoint of the roof structure.
 - c. Located at least six feet (6') from the primary structure and located at least two feet (2') from any property line.
 - d. No portion of the accessory building is allowed to run onto adjacent property.
2. Accessory buildings or structures greater than 200 square feet shall comply with the following regulations:
 - a. Allowed up to fifteen feet (15') in height, as measured at the midpoint of the roofstructure, and shall be located no less than two feet (2') away from any side or rear property line.
 - b. No building which is accessory to a single-family dwelling shall exceed twenty feet (20') in height, as measured at the midpoint of the roof structure. For each foot of height over fifteen feet (15'), accessory buildings shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20').
3. "Height of an accessory building or structure" shall mean the vertical distance above the lowest original ground surface at any point on the perimeter of the building to the highest point of the following:
 - a. coping of a flat roof, or,
 - b. to the deck line of a mansard roof, or,
 - c. to a level midway between the level of the eaves and the highest point of pitched or hipped roofs, or,
 - d. to a level two-thirds (2/3) of the distance from the level of the eaves to the highest point of gambrel roofs.

4. For purposes of measuring height, the “level of the eaves” means the highest level where the plane of the roof intersects the plane of the outside wall on any side containing an eave.

Title 11, Chapter 9, Article A, Section 8 – Lot Coverage of the Clearfield City Code is hereby amended to read as follows:

LOT COVERAGE:

- A. Lot coverage by all buildings, including main and accessory buildings, shall not be more than thirty-five percent (35%) of the lot or parcel area.
- B. The combined footprint of all accessory buildings shall not exceed forty percent (40%) of the footprint of the main building.

Title 11, Chapter 9, Article B, Section 5, Paragraph E – Accessory Buildings of the Clearfield City Code is hereby amended to read as follows:

ACCESSORY BUILDINGS:

1. Accessory Buildings: No accessory building or structure shall be located in the required front yard area. The minimum distance between accessory buildings or structures and main building, or other accessory buildings or structures shall be six feet (6’) at the closest points. Accessory buildings or structures 200 square feet or less shall comply with the following regulations:
 - a. Not larger than 200 square feet.
 - b. Not taller than fifteen feet (15’) at the midpoint of the roof structure.
 - c. Located at least six feet (6’) from the primary structure and located at least two feet (2’) from any property line.
 - d. No portion of the accessory building is allowed to run onto adjacent property.
2. Accessory buildings or structures greater than 200 square feet shall comply with the following regulations:
 - a. Allowed up to fifteen feet (15’) in height, as measured at the midpoint of the roof structure, and shall be located no less than two feet (2’) away from any side or rear property line.
 - b. No building which is accessory to a single-family dwelling shall exceed twenty feet (20’) in height, as measured at the midpoint of the roof structure. For each foot of height over fifteen feet (15’), accessory buildings shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20’).
3. “Height of an accessory building or structure” shall mean the vertical distance above the lowest original ground surface at any point on the perimeter of the building to the highest point of the following:
 - a. coping of a flat roof, or,
 - b. to the deck line of a mansard roof, or,

- c. to a level midway between the level of the eaves and the highest point of pitched or hipped roofs, or,
 - d. to a level two-thirds (2/3) of the distance from the level of the eaves to the highest point of gambrel roofs.
4. For purposes of measuring height, the “level of the eaves” means the highest level where the plane of the roof intersects the plane of the outside wall on any side containing an eave.

Title 11, Chapter 9, Article B, Section 8 – Lot Coverage of the Clearfield City Code is hereby amended to read as follows:

LOT COVERAGE:

- A. Lot coverage by all buildings, including main and accessory buildings, shall not be more than thirty-five percent (35%) of the lot or parcel area.
- B. The combined footprint of all accessory buildings shall not exceed forty percent (40%) of the footprint of the main building.

Title 11, Chapter 9, Article C, Section 5, Paragraph E – Accessory Buildings of the Clearfield City Code is hereby amended to read as follows:

ACCESSORY BUILDINGS:

- 1. Accessory Buildings: No accessory building or structure shall be located in the required front yard area. The minimum distance between accessory buildings or structures and main building, or other accessory buildings or structures shall be six feet (6’) at the closest points. Accessory buildings or structures 200 square feet or less shall comply with the following regulations:
 - a. Not larger than 200 square feet.
 - b. Not taller than fifteen feet (15’) at the midpoint of the roof structure.
 - c. Located at least six feet (6’) from the primary structure and located at least two feet (2’) from any property line.
 - d. No portion of the accessory building is allowed to run onto adjacent property.
- 2. Accessory buildings or structures greater than 200 square feet shall comply with the following regulations:
 - a. Allowed up to fifteen feet (15’) in height, as measured at the midpoint of the roof structure, and shall be located no less than two feet (2’) away from any side or rear property line.
 - b. No building which is accessory to a single-family dwelling shall exceed twenty feet (20’) in height, as measured at the midpoint of the roof structure. For each foot of height over fifteen feet (15’), accessory buildings shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20’).

3. “Height of an accessory building or structure” shall mean the vertical distance above the lowest original ground surface at any point on the perimeter of the bulding to the highest point of the following:
 - a. coping of a flat roof, or,
 - b. to the deck line of a mansard roof, or,
 - c. to a level midway between the level of the eaves and the highest point of pitched or hipped roofs, or,
 - d. to a level two-thirds (2/3) of the distance from the level of the eaves to the highest point of gambrel roofs.
4. For purposes of measuring height, the “level of the eaves” means the highest level where the plane of the roof intersects the plane of the outside wall on any side containing an eave.

Title 11, Chapter 9, Article C, Section 8 – Lot Coverage of the Clearfield City Code is hereby amended to read as follows:

LOT COVERAGE:

- A. Lot coverage by all buildings, including main and accessory buildings or structures, shall not be more than thirty-five percent (35%) of the lot or parcel area.
- B. The combined footprint of all accessory buildings shall not exceed forty percent (40%) of the footprint of the main building.

Section 2. Repealer: Any provision or ordinances that are in conflict with this ordinance are hereby repealed.

Section 3. Effective Date: These amendments shall become effective immediately upon passage and posted as prescribed by law.

Passed and adopted by the Clearfield City Council this 27th day of September, 2016.

ATTEST:

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

Clearfield City Code 11-9(A, B, C) -5:

1. Accessory Buildings: No accessory building or structure shall be located in the required front yard area. Accessory buildings or structures 200 square feet or less shall comply with the following regulations:
 - a. Not larger than 200 square feet.
 - b. Shall be allowed up to ten feet (10') in height, as measured to the peak of the structure, and shall be located no less than two feet (2') away from any side or rear property line at least six feet (6') from the primary structure.
 - c. For each 2 foot increase over ten feet (10'), accessory buildings or structures shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20') or the height of the primary structure, whichever is less.
 - d. No portion of the accessory building extends over any property line, and no storm water runoff from the accessory building shall be allowed to run onto an adjacent property.
2. Accessory buildings or structures greater than 200 square feet shall comply with the following regulations:
 - a. Shall be allowed up to ten feet (10') in height, as measured to the peak of the structure, and shall be located no less than two feet (2') away from any side or rear property line at least six feet (6') from the primary structure.
 - b. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed twenty feet (20').
 - c. For each two foot (2') increase over ten feet (10'), accessory buildings or structures shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20') or the height of the primary structure, whichever is less.
 - d. Located at least six feet (6') from the primary structure and located at least two feet (2') from any property line.
 - e. No portion of the accessory building extends over any property line, and no storm water runoff from the accessory building or structure shall be allowed to run onto an adjacent property.

Clearfield City Code 11-9(A,B,C)-8 (remains the same)

Lot coverage by all buildings, including main and accessory buildings, shall not be more than forty percent (40%) of the lot or parcel area.

The combined footprint of all accessory buildings shall not exceed fifty percent (50%) of the footprint of the main building.

Clearfield City Code 11-9(ABC)-11, Paragraph E, Subparagraph 3

3. Accessory Buildings or Structures
 - a. Accessory buildings or structures under 200 square feet shall be built with a finished, all weather exterior material.
 - b. Accessory buildings or structures over 200 square feet shall be built with a finished, all weather exterior material. All accessory buildings or structures greater than 200 square feet shall blend aesthetically with the primary structure's architecture and design materials.



City Council

STAFF REPORT

TO: Mayor Shepherd, City Council, and Executive Staff

FROM: Spencer W. Brimley, MRED
Development Services Manager
Spencer.Brimley@clearfieldcity.org (801) 525-2785

MEETING DATE: October 25, 2016

SUBJECT: Public Hearing, Discussion and Possible Action on **FSP 1609-0001** a request by John Hansen, for a Final Subdivision Plat approval to amend the University Ridge Subdivision plat to create a Medical Office Condominium building located at 920 S. 2000 E. (TIN: 09-409-0033). The property is located in the C-2 zoning district and is approximately 0.483 acres in size.

RECOMMENDATIONS

Move to approve, **as conditioned, FSP 1609-0001** a request by John Hansen, for a Final Subdivision Plat approval to amend the University Ridge Subdivision plat to create a Medical Office Condominium building located at 920 S. 2000 E. (TIN: 09-409-0033), based on the discussion and findings in the Staff Report.

At their meeting on, Wednesday, October 5, 2016 the Planning Commission discussed this item and recommended approval of the amendment to the Council.

PROJECT SUMMARY

Project Information	
Project Name	University Ridge Plat Amendment – Lot A
Site Location	920 S. 2000 E
Tax ID Number	09-409-0033
Applicant	John Hansen
Owner	John Hansen
Proposed Actions	Amended Subdivision Plat Approval
Current Zoning	C-2 (Commercial)
Current Master Plan	Mixed Use
Gross Site Area	0.483 Acres

Vicinity Map



ANALYSIS

Background

The request is for an amended subdivision plat to accommodate a proposed medical office building located at on Lot A of the University Ridge Subdivision. The proposal will provide the ability for two tenants to locate with in the proposed building and to own the space for their office. The building is a single story building with approximately 4,000 square feet. The proposal will amend the subdivision plat and create a condominium, office building for at least two tenants complete with site improvements (including sidewalks, infrastructure, etc.)

General Plan and Zoning

The parcels are General Planned and zoned Commercial. The uses and buildings surrounding this site are consistent with the C-2 commercial zoning. The development of a building with individually owned units is consistent with the General Plan and the zoning.

Subdivision Plat Approval

Since this property has been previously subdivided and exists in an approved subdivision, it will require an amendment to the subdivision to accomplish the proposal. The condominium plat proposes two (2) separate units or lots, and the delineation of shared common area for the parking lot and landscaping, and portions around the building. The proposal meets engineering standards, with a few minor items to be addressed. Condominium plats also require the review and approval of the building official as the creation of condominiums must meet specific building code standards. The building official has reviewed the site plan, and will require additional documents to insure buildings are constructed in accordance with current building codes for this type of building.

PRIVATE COVENANTS AND RESTRICTIONS

The request is also subject to Title 11, Chapter 13, and Section 24, review of the condominium codes, covenants and restrictions (CC&R's). The CC&R's are private contracts between the property owners' association and the individual condominium owners; the City is not a party to this document, but will review it in terms of compliance with State and City code related to the interests of the City only. The review of the proposed CC&Rs by the City Attorney, Planning Commission and the City Council, will insure the required elements and items are included in the documents necessary to the City that will be recorded with the County at the same time as the plat. These CC&Rs will run with the land. Final review is subject to the City Attorney's comments prior to plat recordation.

A cursory review of the submitted CC&R's from a similar project by the applicant indicates that the required provisions have been included and are outlined below:

Specific Provision		Inclusion in CC&R's
<p><i>All covenants, conditions and restrictions shall include management policies which shall set forth the quality of maintenance that will be performed and who is to be responsible for said maintenance within said condominium development. Said document shall, at a minimum, contain the following:</i></p>		
1)	<p>The establishment of a private association or corporation responsible for all maintenance, which shall levy the cost thereof as an assessment to each unit owner within the condominium development.</p>	<p>Included. Condominium to be identified as "University Ridge Subdivision No. 2, A Condominium Project".</p>
2)	<p>The establishment of a management committee, with provisions setting forth the number of persons constituting the committee, the method of selection and the powers and duties of said committee and including the person, partnership or corporation with property management expertise and experience who shall be designated to manage the maintenance of</p>	<p>Included. Management Committee established. Further provisions included in the By-Laws, adopted by exhibit to the Declaration.</p>

	the common areas and facilities in an efficient and quality manner.	
3)	The method of calling a meeting of the members of the corporation or association, with the members thereof that will constitute a quorum authorized to transact business.	Included. Meetings of the Association established in the By-Laws, adopted by exhibit to the Declaration.
4)	The manner of collection from unit owners for their share of common expenses and the method of assessment.	Included. "Assessments" section includes the provisions for the collection from unit owners.
5)	Provisions as to percentage of votes by unit owners which shall be necessary to determine whether to rebuild, repair and restore or sell property in the event of damage or destruction of all or part of the project.	Included. Several paragraphs under "Damage to Property" include percentage of votes to make determinations.
6)	The method and procedure by which the declaration may be amended.	Included. The vote of at least 75% of the undivided ownership interest. Recordation of instrument executed by the Management Committee of amendment.

Public Comment

No public comment has been received to date.

CONDITIONS OF APPROVAL

- 1) The final condominium plat shall meet City standards and be to the satisfaction of the City Engineer, by meeting the requirements set forth in the letter dated August 5, 2016, prior to recordation.
- 2) Final review of the private covenants and restriction documents shall be completed by the City Attorney and any comments generated be appropriately addressed, prior to recordation of the associated documents and of the plat.
- 3) The private covenants and restrictions required (pursuant to 11-13-24 of the City Land Use Ordinance), any amendment, and any instrument affecting the property or any unit therein, shall be approved by the city attorney, planning commission, and city council, and shall be recorded with the county recorder.

ATTACHMENTS

1. University Ridge Subdivision No. 2 Condominium Plat

University Ridge Subdivision - No. 2

A Planned Unit Development
All of Pad A, University Ridge Subdivision
a part of Section 7, T4N, R1W, SLB&M, U.S. Survey
Clearfield City, Davis County, Utah
September 2016

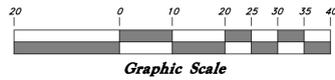
SURVEYOR'S CERTIFICATE

I, Andy Hubbard, do hereby certify that I am a Professional Land Surveyor in the State of Utah, and that I hold Certificate No. 6242920 in accordance with Title 58 Chapter 22, Professional Engineers and Land Surveyors Licensing Act. I also do hereby certify that University Ridge Subdivision - No. 2 in Clearfield City, Davis County, Utah has been correctly drawn to the designated scale and is a true and correct representation of the following description of lands included in said subdivision, based on data compiled from records in the Davis County Recorder's Office, and of a survey made on the ground in accordance with Section 17-23-17. Monumented Lot corners have been set as shown on this drawing.
 Signed this _____ day of _____, 20____.

Andy Hubbard



Scale: 1" = 20'



VICINITY MAP
(Not to Scale)

Northeast Corner of Section 7,
 T4N, R1W, SLB&M, U.S. Survey
 (Found Brass Cap Monument)

LEGEND

- ▲ Set Nail in Curb
- Set 5/8" Rebar (24" long) & cap w/ Fencepost
- Found 5/8" Rebar (24" long) & "GBE" cap w/ Fencepost
- Set Hub & Tack
- ⊕ Monument to be set
- (Rad.) Radial line
- (N/R) Non-Radial line
- (D.C.S.) Davis County Surveyor
- P.U.E. Public Utility Easement

CLEARFIELD CITY ENGINEER

I hereby certify that this office has examined this plat and it is correct in accordance with the information on file in this office this _____ day of _____, 20____.

City Engineer

CLEARFIELD CITY ATTORNEY

Approved as to form signed this _____ day of _____, 20____.

City Attorney

NOTES:

1. All Common Areas (CA) are to be privately owned and maintained by the Home Owner's Association.
2. The Common Areas "CA" are dedicated as Public Utility Easements
3. The storm water system will be considered "Private" until connection discharge into the City detention basin located to the southwest of this subdivision.

CLEARFIELD CITY PLANNING COMMISSION

Approved this _____ day of _____, 20____ by the Clearfield City Planning Commission.

Chair

East Quarter Corner of Section 7,
 T4N, R1W, SLB&M, U.S. Survey
 (Found Brass Cap Monument)

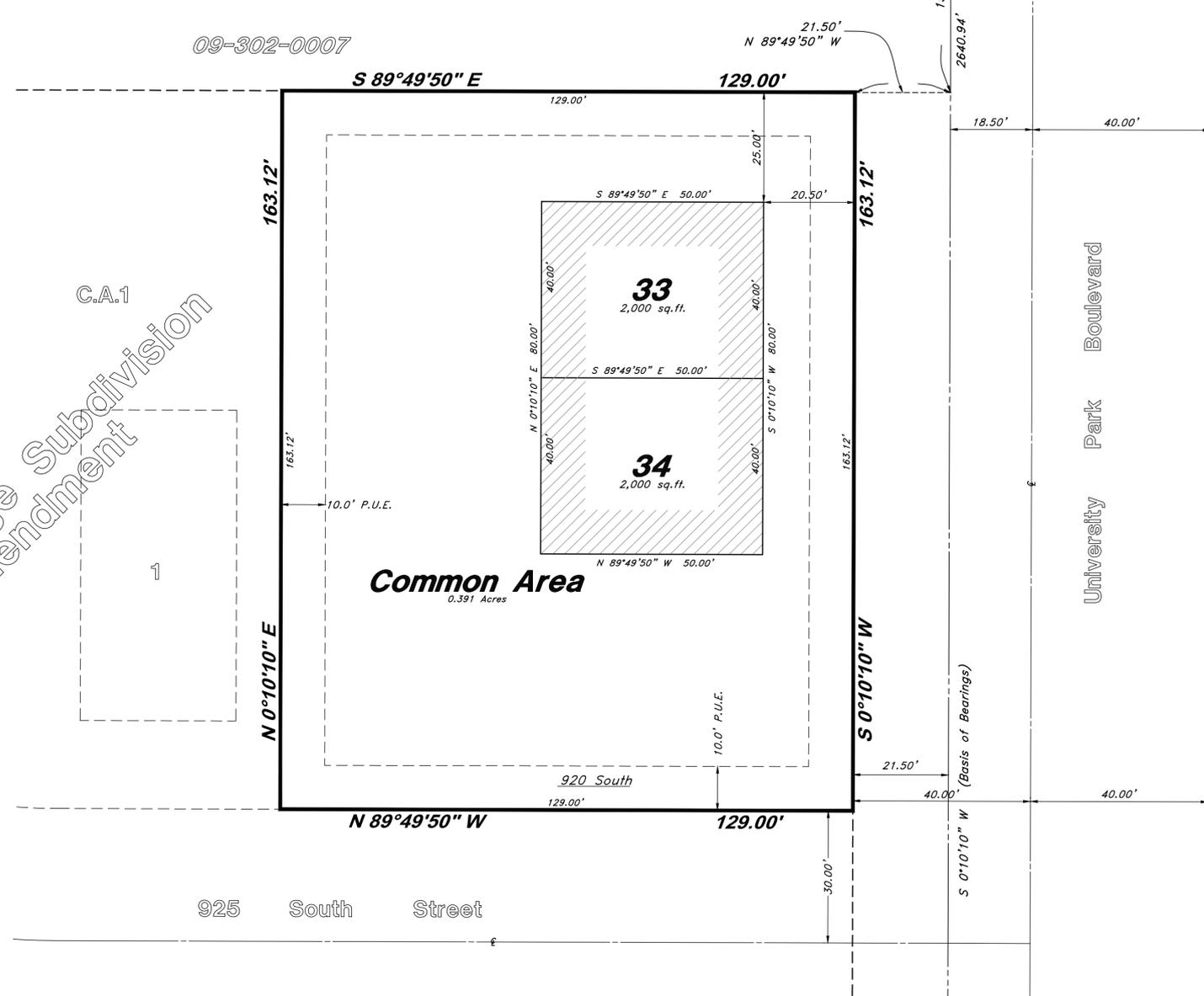
CLEARFIELD CITY COUNCIL APPROVAL

Approved this _____ day of _____, 20____ by the Clearfield City Council.

City Recorder

Mayor

TENTATIVE FINAL



OWNER'S DEDICATION

I, the undersigned owner of the hereon described tract of land, hereby set apart and subdivide the same into lots, streets and Common Areas (CA) as shown on this plat, and name said tract University Ridge Subdivision - No. 2, and hereby dedicate grant and convey to the University Ridge Homeowners Association all those part or portions of said tract designated as Common Area (CA). We also hereby dedicate, grant and convey to Clearfield City, Davis County, Utah, all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares forever, and also dedicate to Clearfield City those certain strips designated as public utility easements (P.U.E.) and/or Common Area (CA) for public utility and drainage purposes over and across all those part or portions of said tract as shown hereon, the same to be used for the installation, maintenance and operation of public utility service lines and drainage, as may be authorized by Clearfield City.

John W. Hansen

ACKNOWLEDGMENT

State of Utah }
 County of Davis } ss

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by John W. Hansen.

Residing At: _____ A Notary Public commissioned in Utah
 Commission Number: _____
 Commission Expires: _____
 Print Name

NARRATIVE

This Survey was requested by Mr. John Hansen of John Hansen Real Estate for the purpose of platting Pad A for commercial use.

A line bearing S 0°10'10" W between Brass Cap Monuments located in the Northeast Corner and the East Quarter Corner of Section 7 was used as the Basis of Bearings for this Plat.

Property Corners were placed as depicted on this Plat.

DESCRIPTION

All of Pad A, University Ridge Subdivision, Clearfield City, Davis County, Utah and being a part of the Northeast Quarter of Section 7, Township 4 North, Range 1 West, Salt Lake Base and Meridian, U.S. Survey:

Being more particularly described as: Beginning at a point on the Westerly Line of University Park Boulevard which is 1516.60 feet South 0°10'10" West along the East Line of said Northeast Quarter and 21.50 feet North 89°49'50" West from the Northeast corner of said Section 7, and running thence South 0°10'10" West 163.12 feet along said Westerly Right-of-Way Line to the Northerly Right of Way Line of 925 South Street; thence North 89°49'50" West 129.00 feet along said Northerly Right-of-Way Line to the Easterly Right-of-Way Line of University Ridge Subdivision - 1st Amendment; thence North 0°10'10" East 163.12 feet along said Easterly Right of Way Line to the Northerly Right-of-Way Line of University Ridge Subdivision - 1st Amendment; thence South 89°49'50" East 129.00 feet along said Northerly Line to the Point of Beginning.
 Contains 21,042 Sq. Ft. or 0.483 Acres

DAVIS COUNTY RECORDER

ENTRY NO. _____ FEE PAID _____
 FILED FOR RECORD AND
 RECORDED _____, AT
 _____ IN BOOK _____ OF OFFICIAL
 RECORDS, PAGE _____ RECORDED
 FOR _____

DAVIS COUNTY RECORDER

BY: _____
 DEPUTY

GREAT BASIN ENGINEERING
 5746 SOUTH 1475 EAST OGDEN, UTAH 84403
 MAIN (801)394-4515 S.L.C (801)521-0222 FAX (801)392-7544
 WWW.GREATBASINENGINEERING.COM



City Council

STAFF REPORT

TO: Mayor Shepherd, City Council, and Executive Staff

FROM: Spencer W. Brimley, MRED
Development Services Manager
Spencer.Brimley@clearfieldcity.org (801) 525-2785

MEETING DATE: October 25, 2016

SUBJECT: Discussion and Possible Action on **FSP 1609-0002** a request by John Hansen, for a Final Subdivision Plat approval to amend the University Ridge Subdivision plat for a change to the street alignment and removal of the cul-de-sac, located at 938 S. 2000 E. (TIN: 09-409-0001). The subdivision is split zoned R-2 (Multi-Family Residential) and C-2 (Commercial) zoning districts and is approximately 7.09 acres in size.

RECOMMENDATIONS

Move approve as conditioned **FSP 1609-0002** a request by John Hansen, for a Final Subdivision Plat approval to amend the University Ridge Subdivision plat for a change to the street alignment and removal of the cul-de-sac, located at 938 S. 2000 E. (TIN: 09-409-0001), based on the discussion and findings in the Staff Report.

At their meeting on, Wednesday, October 5, 2016 the Planning Commission discussed this item and recommended approval of the amendment to the Council.

PROJECT SUMMARY

Project Information	
Project Name	University Ridge Amended Plat
Site Location	938 S. 2000 E
Tax ID Number	09-409-0001
Applicant	John Hansen
Owner	John Hansen
Proposed Actions	Amended Subdivision Plat Approval (street)
Current Zoning	C-2 (Commercial) / R-2 (Residential)
Current Master Plan	Mixed Use / Residential
Gross Site Area	7.09 Acres

Vicinity Map



ANALYSIS

Mr. John Hansen received approval for the University Ridge subdivision plat in the spring of this year. Following approval of the subdivision Mr. Hansen has been working to develop the residential portion of the subdivision and has made application for Lot A of the commercial portion. Recently a need has been identified for the roadway to continue through the property to provide a connection on the west side of the development. Previous agreements had preserved the potential connection of this area with the parking lot and street to the west. However, it was determined that that connection should be made at this point, rather than later on in the process. Application has been made for the removal of the cul-de-sac for the new alignment for the roadway connection.

The site is served by a single public road that has been approved and will be designed to Clearfield City standards with curb, gutter and sidewalk. The project has been designed in such a way that a future east/west connection can be accommodated on the west end of the road. This right-of-way would connect to a parking lot to the west and eventually connect to 900 South which is currently a private road. This connection was going to be done at some future date, but the Developer has identified the need for the improvements at this time. This plat amendment

and road connection is consistent with the Clearfield City General Plan by allowing for this east/west connection. This request is specific to the road way and the only change in this instance will impact the through connection from the University Ridge Subdivision to the parking lot to the west.

General Plan and Zoning

The current subdivision meets the mixed use criteria and was allowed to be approved with the inclusion of the east/west access easement across the property; the project will meet the intent of the General Plan. Zoning requirements have been met. Regulations for the land use and enforcement of codes approved and adopted in the Development Agreement that was approved with the original subdivision request.

ENGINEERING REVIEW

Planning Staff will defer to the Engineer and Public Works Director on their recommendations regarding the alignment and the design of the street and its connection to the west. Staff does not have concerns with the proposed location of drainage for the new road design.

OTHER AGENCY REVIEW

The Fire Department does not have any concerns with the through connection and has recommended approval of the proposed redesign of the road and plat amendment.

Public Comment

No public comment has been received to date.

CONDITIONS OF APPROVAL – FSP 1609-0002

- 1) A final clean copy of the Final Subdivision Plat needs to be filed with the Planning Department, with all changes and redlines corrected from Planning, Public Works, and Engineering.
- 2) The Construction Documents submitted for building permits shall be in substantial conformance with the documents submitted for this amendment to the Final Subdivision Plat, FSP 1609-0002; however, they will also include and address the following:
 - a. The final engineering design (construction drawings) submitted for site improvements shall meet City standards and be to the satisfaction of the City Engineer.
- 3) Plat approval is subject to North Davis County Fire District review and approval.
- 4) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits.

ATTACHMENTS

1. Final Plat Submittal



VICINITY MAP
(Not to Scale)

09-302-0004

- LEGEND**
- ▲ Set Nail in Curb
 - Set 5/8" Rebar (24" long) & cap w/ Fencepost
 - Found 5/8" Rebar (24" long) & "GBE" cap w/ Fencepost
 - ⊕ Set Hub & Tack
 - ⊖ Monument to be set
 - (Rad.) Radial line
 - (N/R) Non-Radial line
 - (D.C.S.) Davis County Surveyor
 - P.U.E. Public Utility Easement

University Ridge Subdivision - 1st Amendment

A Part of University Ridge Subdivision being
a part of Section 7, T4N, R1W, SLB&M, U.S. Survey
Clearfield City, Davis County, Utah
September 2016

NARRATIVE

This Survey was requested by Mr. John Hansen of John Hansen Real Estate for the purpose of subdividing the following property into 32 Residential Lots.

A line bearing S 0°10'10" W between Brass Cap Monuments located in the Northeast Corner and the East Quarter Corner of Section 7 was used as the Basis of Bearings for this Plat.

Property Corners were placed as depicted on this Plat.

Northeast Corner of Section 7, T4N, R1W, SLB&M, U.S. Survey (Found Brass Cap Monument)

SURVEYOR'S CERTIFICATE

I, Andy Hubbard, do hereby certify that I am a Professional Land Surveyor in the State of Utah, and that I hold Certificate No. 6242920 in accordance with Title 58 Chapter 22, Professional Engineers and Land Surveyors Licensing Act. I also do hereby certify that University Ridge Subdivision - 1st Amendment in Clearfield City, Davis County, Utah has been correctly drawn to the designated scale and is a true and correct representation of the following description of lands included in said subdivision, based on data compiled from records in the Davis County Recorder's Office, and of a survey made on the ground in accordance with Section 17-23-17. Monumented Lot corners have been set as shown on this drawing.
Signed this ____ day of _____, 20__.

Andy Hubbard

OWNER'S DEDICATION

I, the undersigned owner of the hereon described tract of land, hereby set apart and subdivide the same into lots, streets and Common Areas (CA) as shown on this plat, and name said tract University Ridge Subdivision - 1st Amendment, and hereby dedicate grant and convey to the University Ridge Homeowners Association all those part or portions of said tract designated as Common Area (CA). We also hereby dedicate, grant and convey to Clearfield City, Davis County, Utah, all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares forever, and also dedicate to Clearfield City those certain strips designated as public utility easements (P.U.E.) and/or Common Area (CA) for public utility and drainage purposes over and across all those part or portions of said tract as shown hereon, the same to be used for the installation, maintenance and operation of public utility service lines and drainage, as may be authorized by Clearfield City.

John W. Hansen

ACKNOWLEDGMENT

State of Utah
County of Davis } ss

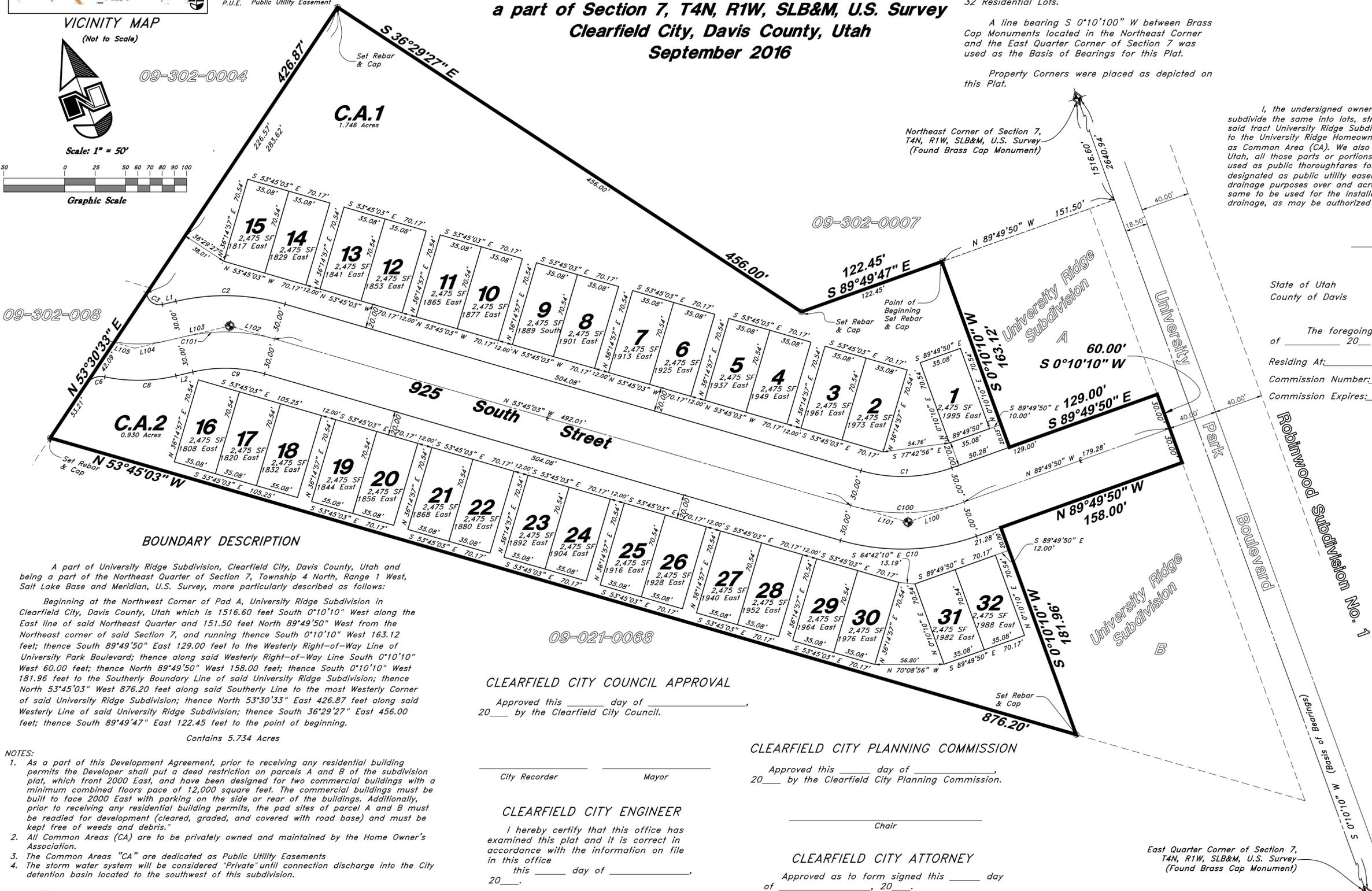
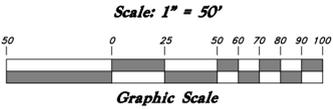
The foregoing instrument was acknowledged before me this ____ day of ____ 20__ by John W. Hansen.

Residing At: _____ A Notary Public commissioned in Utah

Commission Number: _____

Commission Expires: _____

Print Name



BOUNDARY DESCRIPTION

A part of University Ridge Subdivision, Clearfield City, Davis County, Utah and being a part of the Northeast Quarter of Section 7, Township 4 North, Range 1 West, Salt Lake Base and Meridian, U.S. Survey, more particularly described as follows:

Beginning at the Northwest Corner of Pad A, University Ridge Subdivision in Clearfield City, Davis County, Utah which is 1516.60 feet South 0°10'10" West along the East line of said Northeast Quarter and 151.50 feet North 89°49'50" West from the Northeast corner of said Section 7, and running thence South 0°10'10" West 163.12 feet; thence South 89°49'50" East 129.00 feet to the Westerly Right-of-Way Line of University Park Boulevard; thence along said Westerly Right-of-Way Line South 0°10'10" West 60.00 feet; thence North 89°49'50" West 158.00 feet; thence South 0°10'10" West 181.96 feet to the Southerly Boundary Line of said University Ridge Subdivision; thence North 53°45'03" West 876.20 feet along said Southerly Line to the most Westerly Corner of said University Ridge Subdivision; thence North 53°30'33" East 426.87 feet along said Westerly Line of said University Ridge Subdivision; thence South 36°29'27" East 456.00 feet; thence South 89°49'47" East 122.45 feet to the point of beginning.

Contains 5.734 Acres

CLEARFIELD CITY COUNCIL APPROVAL

Approved this ____ day of _____, 20__ by the Clearfield City Council.

City Recorder Mayor

CLEARFIELD CITY ENGINEER

I hereby certify that this office has examined this plat and it is correct in accordance with the information on file in this office
this ____ day of _____, 20__.

City Engineer

CLEARFIELD CITY PLANNING COMMISSION

Approved this ____ day of _____, 20__ by the Clearfield City Planning Commission.

Chair

CLEARFIELD CITY ATTORNEY

Approved as to form signed this ____ day of _____, 20__.

City Attorney

East Quarter Corner of Section 7, T4N, R1W, SLB&M, U.S. Survey (Found Brass Cap Monument)

CURVE DATA				
Curve	Delta	Radius	Length	Chord Bearing
C1	36°04'47"	120.00	75.57	74.32' S 71°47'27" E
C2	29°31'20"	175.50	90.43	68°30'43" E
C3	97°34'59"	10.50	17.88	15.80' S 34°28'54" E
C6	66°44'25"	15.00	17.47	16.50' S 88°22'37" W
C8	25°01'13"	134.50	58.73	58.27' N 70°45'47" W
C9	29°31'20"	115.50	59.51	58.86' N 68°30'43" W
C10	36°04'47"	180.00	113.35	111.48' N 71°47'27" W
C100	36°04'47"	150.00	94.46	92.90' N 71°47'27" W
C101	29°31'20"	145.50	74.97	74.14' N 68°30'43" W

LINE DATA		
Line	Bearing	Length
L1	S 83°16'23" E	11.41
L2	N 83°16'23" W	14.23
L100	N 89°49'50" W	48.85
L101	N 53°45'03" W	48.85
L102	N 53°45'03" W	38.34

LINE DATA		
Line	Bearing	Length
L103	N 83°16'23" W	38.34
L104	S 83°16'23" E	27.51
L105	S 53°46'41" E	27.51

DAVIS COUNTY RECORDER

ENTRY NO. _____ FEE PAID _____
RECORDED _____, AT _____
IN BOOK _____ OF OFFICIAL RECORDS, PAGE _____. RECORDED FOR _____

DAVIS COUNTY RECORDER

BY: _____ DEPUTY

GREAT BASIN ENGINEERING
5746 SOUTH 1475 EAST OGDEN, UTAH 84403
MAIN (801)394-4515 S.L.C. (801)521-0222 FAX (801)392-7544
WWW.GREATBASINENGINEERING.COM

TENTATIVE FINAL

Staff Report



To: Mayor Shepherd, City Council Members & Executive Staff
From: Spencer Brimley, Development Services Manager
Date: October 19, 2016
Re: Clearfield Downtown Small Area Plan

I. RECOMMENDED ACTION

Move to **adopt Resolution 2016R-21**, approving the Downtown Clearfield Small Area Plan, a request by Clearfield City Staff, as the City's guiding document for the SR-126 corridor.

II. DESCRIPTION / BACKGROUND

- This project was begun in the winter of 2016, following a thorough market study.
- Staff held and participated in several open house meetings during March, April and May.
- Spring of 2016 was the exploration of scenarios and the draft plan was created and presented in early summer of 2016.
- The Planning Commission and Council met in the summer of 2016 to refine the vision and prepare the plan for final review and approval.
- Planning Commission participated with Staff in work sessions for the plan in August and September.
- A public hearing was conducted with the Planning Commission at their meeting on October 5, 2016, after which they recommended approval of the Plan to the City Council

III. LIST OF ATTACHMENTS

Clearfield Downtown Small Area Plan

Creating Downtown Clearfield

2016



Utah State Archives



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Acknowledgments

The process of Creating Downtown Clearfield would not have been possible without the support of the following:

MAYOR MARK SHEPHERD

CITY COUNCIL

Keri Benson
Kent Bush
Nike Peterson
Vern Phipps
Bruce Young

PLANNING COMMISSION

Tim Roper
Kathryn Murray
Brady Jugler
Ron Jones
Robert Browning
Amy Mabey
Michael Millard
Michael Britton
Steve Parkinson
Chris Uccardi

BUSINESS OWNERS

KENT'S MARKET

CLEARFIELD CITIZENS

CITY STAFF

Adam Lenhard, City Manager
JJ Allen, Assistant City Manager
Scott Hodge, Public Works Director
Eric Howes, Community Services Director
Spencer W. Brimley, Development Services Manager
Christine Horrocks, Building Permit Technician
Stacy Millgate, Business Liscencing Official
Summer Palmer, Administrative Services Director
Stuart Williams, City Attorney
Greg Krusi, Police Cheif
Payden McRoberts, Planning and GIS Intern

THE TRANSPORTATION AND LAND USE CONNECTION PROGRAM:

UTAH TRANSIT AUTHORITY

Levi Roberts

WASATCH FRONT REGIONAL COUNCIL

Julia Collins
Megan Townsend
Scott Hess
Ted Knowlton

ZIONS BANK PUBLIC FINANCE

Susie Becker
Benj Becker



Clearfield City Hall.



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 If you don't know where you are going, you might wind up someplace else.

- Yogi Berra



Clearfield Aquatic Center. Source: Clearfield City.

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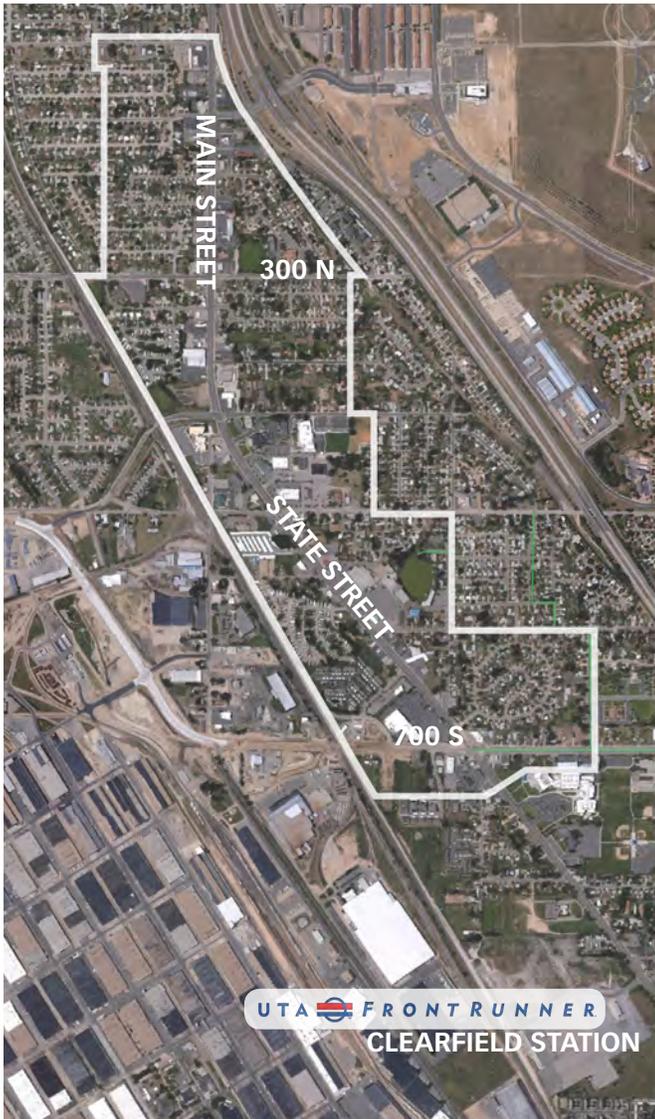
chapter

1.1

Introduction

Background

This plan is based on feedback from residents, stakeholders, elected officials and city staff to establish a strong Downtown in Clearfield City. The plan seeks to accomplish two main objectives: (1) to create a vision for downtown Clearfield, and (2) to develop supporting recommendations on how to achieve and implement the vision over time. The planning effort was initiated by Clearfield City to explore creating a city heart and a true live/work/play corridor for the community. The process brought a diverse group of stakeholders together to develop a unified vision that establishes a blueprint for the future of Clearfield for generations to come. Exhibit 1 displays the study area, along SR126 from 700 South to 650 North, with the inclusion of Clearfield FrontRunner Station.

Exhibit 1: Project Area

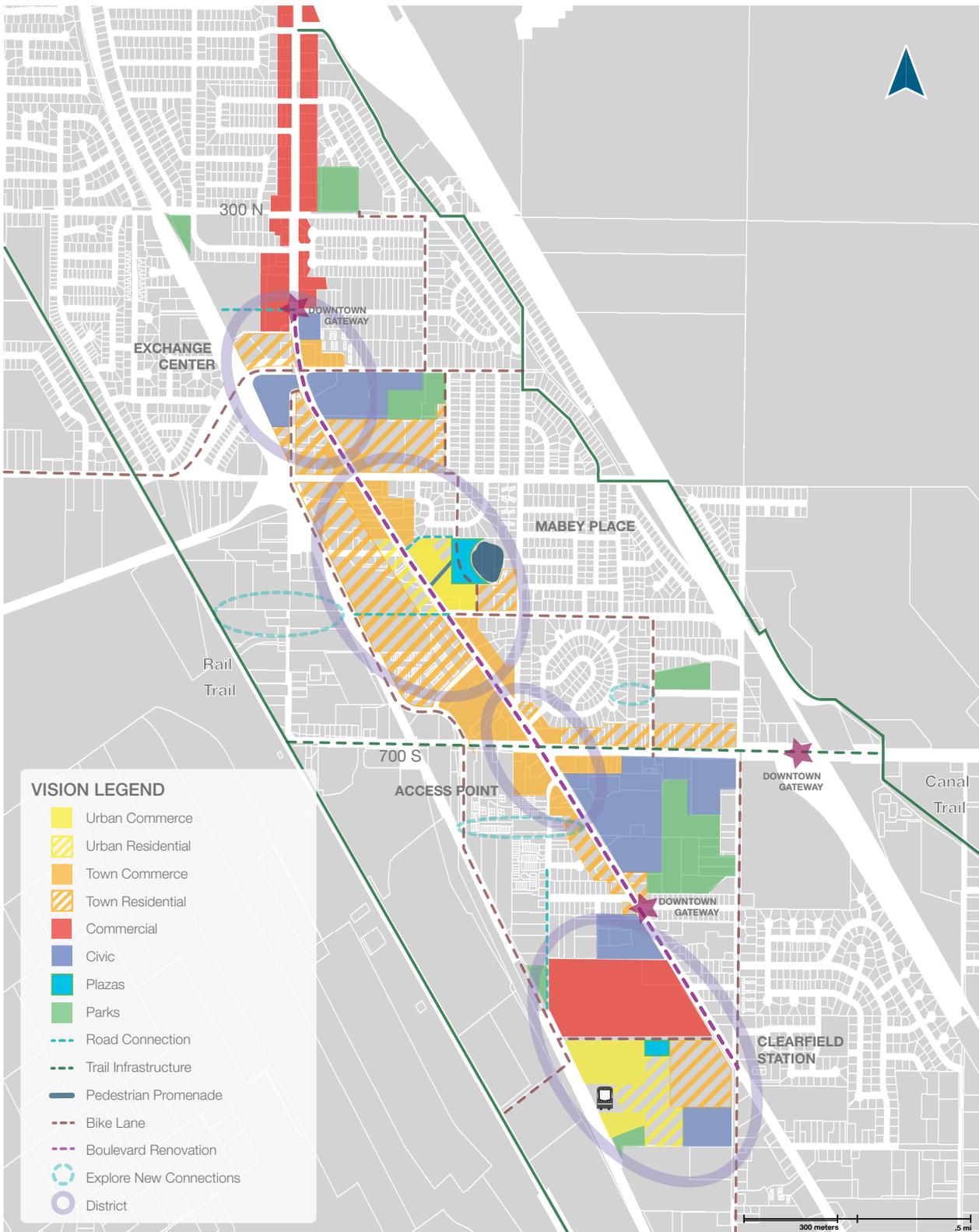
Why Create a Downtown?

A Downtown serves several key purposes:

- » The economic driver for the city overall
- » The center of activity, jobs, and commerce for the community
- » A walkable and distinct part of the city
- » It is a destination, a place of civic pride where people want to spend time

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chapter
1.2 The Downtown Vision





Exchange Center.



Mabey Place.



Access Point.



Clearfield Station.

Introduction to the Vision

This plan outlines a vision for the future of downtown Clearfield. The vision was developed from a robust stakeholder process engaging a variety of perspectives. The Vision comprehensively addresses land use and transportation for the Main/State Street SR 126 corridor. It identifies individual districts, a cohesive “string of pearls” that make up the central focus of the Clearfield Downtown.

The Downtown Districts

Moving North to South through the Downtown corridor there are four key districts of focus outlined by a faint purple circle. In each district development is intended to serve a particular and unique role, yet act cohesively for the overall functionality of the Downtown.

Exchange Center

Exchange Center, surrounding 200 South and Main Street, is a mix of Civic and Town place types, and is the district that includes municipal services and a small hub of housing with supporting commercial. This is the District for government offices—the existing Clearfield City Hall and Davis County Health Department serve as focal points for this District. The Exchange Center is where the walkable, vibrant Downtown begins on the north end.

Mabey Place

Mabey Place is envisioned to become easily recognizable as the heart of Clearfield. Both Urban Commerce and Urban Residential place types are located here, indicating the most intense part of Downtown. Utilizing the existing Mabey Pond as a community-identified asset, this District includes a central public plaza. To increase visibility and access to the pond and plaza, a pedestrian promenade is planned from State Street to Mabey Plaza. This will enhance walkability in the area, and emphasize the focal point of the Downtown. See Exhibit 2 for Mabey Place Renderings.

Access Point

Access Point, centered at 700 South and Main Street, is the most well-connected, accessible part of the city and Downtown area. It is the first main intersection north of the Clearfield Station District, and the gateway intersection from the freeway exit to the Downtown. This makes it a great place to shop. Access point is planned with Town Commerce place types on all four corners of the intersection, indicating a small mixed use hub with a strong retail focus connecting the central Downtown, the entrance into the City, and the FrontRunner station.

Clearfield Station

This district is that redevelopable area surrounding Clearfield Station, adjacent to the intersection of 1250 South and State Street. Planned development includes a transit oriented core or Urban place type, and surrounding residential, civic, and flex business uses. Enhancing the connection between Clearfield Station and the remaining downtown area will strengthen the vitality of this corridor.

Exhibit 2: Mabey Place Renderings

Mabey Place

Potential Elements of Mabey Place District:

- » Pedestrian Promenade
- » Town square and event venue
- » A mix of uses allowing residents to live, work, and play
- » Park Once District
- » Outdoor seating and dining
- » Public art and sculpture
- » Distinct signage and thematic lighting
- » Strategically placed landscaping for shade and aesthetic enjoyment
- » Splash pad and water features

Place Types

Place Types are general context for what will be designed in a particular location as established by the vision. The place type descriptions below are intended to guide the user through the appropriate recommendations that were defined by the visioning process. The Downtown plan recognizes that places are complex in reality and won't conform to a template; these place types are provided to convey the Vision's intent.

Urban

The Urban Commerce and Urban Residential place types are the most commonly found in the most concentrated part of a Downtown district. These place types are most centrally located. Both Urban place types have a height maximum of six stories, and are the only place types in the plan with a minimum height requirement (two stories). The Urban place type calls for higher ground floor transparency, and places parking only in the rear of buildings. The building setback of the Urban place type is the most conservative to encourage the creation of a street wall. This creates an enjoyable pedestrian experience with business and areas of interest right up to the sidewalk and a feeling of pedestrian safety. Front door entrances are oriented to the sidewalk. Due to the closer proximity of businesses and community activities in the Downtown, the Park Once district concept described on page 9 will be most applicable in the Urban place type and in the Mabey Place District.

The main difference between the two Urban place types is that commercial uses are strongly incentivized in the Urban Commerce place type. While residential and commercial uses are not exclusive to the Urban Residential or Urban Commerce place types, respectively, the solid Urban Commerce place type is significant in that this is where commercial uses should be incentivized by the city. Residential development in Urban Commerce can take place, but only when accompanied by commercial development. Commercial development is welcomed in Urban Residential, but is not incentivized. The Urban place type is intended to be a mixed use center conducive to a walkable Downtown. Office is welcomed within both Urban place types.

Exhibit 3: Sample Rendering of an Urban Place Type Eye Level View



Image Source: Christopher Illustrations

Town

The Town Commerce and Residential place types are similar to the Urban place types, however with a slightly lower height limit and differing building orientation. The height range for both place types is from one to four stories, allowing flexibility. The setbacks can be slightly regressed from the sidewalk, allowing space for landscaping, bike parking, outdoor seating, etc. A requirement remains for mid to high commercial ground floor transparency in the Town place types to increase pedestrian interest. The parking lot location is directed to either the rear or side of buildings. Entrances should be oriented to the sidewalk or on the side of the buildings.

Similar to the Urban Commerce and Residential place types, the Town Commerce and Residential place types can include both residential and commercial uses. Town Commerce place types are focused at intersections and on street fronts to encourage commercial development in optimal locations. Residential development within the Town Commerce place type should be accompanied by commercial development. The Town Residential allows commercial uses but also establishes a range of uses and encourages a mix of housing options. Office is welcomed within this place type.

Commercial

The Commercial place type is aligned with the existing zoning and density along the Main/State corridor with a height of one to two stories, but encourages additional design improvements as established by the Vision. While building height is one to two stories and setbacks are greater here than in the Town and Urban place types, the Commercial place types requires a medium ground floor transparency and directs parking to the rear or side of the building. Entrances can be oriented to the sidewalk or the side of the building for the Commercial place type. However, this place type does not put a designation on the location of the front door, to allow design flexibility. This commercial development is placed at the outskirts of the Downtown; the improvement in development quality and walkable design will support the prosperity of the Downtown core. Residential uses are not present within this place type, however office development is welcomed.

Civic

The Civic place type is mainly for government services and community facilities, and includes office uses. Residential uses are not permitted within this place type. The Civic place type has a height range of one to six stories and a ground floor transparency requirement. The setback for some Civic buildings can fluctuate to allow community space to front the buildings, however the place type overall will see setbacks similar to those of the Town place type. Parking in the Civic place type is to be placed to the rear or side of buildings. The front door entrance should be oriented to the sidewalk.

Place Types Use Table

Exhibit 4: Land Uses and Housing Types within Place Types

USE	URBAN COMMERCE	URBAN RESIDENTIAL	TOWN COMMERCE	TOWN RESIDENTIAL	COMMERCIAL	CIVIC
Retail	Incentivize	Yes	Incentivize	Yes	Yes	Limited
Office	Yes	Yes	Yes	Yes	Yes	Yes
Civic	Yes	No	No	No	No	No
Multi-plex Residential	Bonus ²	Yes	Bonus ²	Yes	No	No
Townhouse ¹	No	No	Bonus ²	Yes	No	No
Single Family Homes	No	No	No	No	No	No

Notes:

1. Townhouse includes duplex, triplex, fourplex
2. Must be accompanied by the development of retail, commercial (%)



Dedicated Bike Lane.



Amenity-rich Sidewalk.



Pedestrian Oriented Signage.



High Ground Floor Transparency.

Downtown Design Guidelines

In order to achieve the vision set forth in this plan the following Design Guidelines should be considered:

Streets

- Increase connectivity where opportunities arise, breaking up large blocks and increasing access for all modes
- Incorporate safe, separated bike lanes into all street configurations
- Take traffic calming measures in the core of Downtown to enhance both vehicle operator, pedestrian, and bicycle safety
- Reduce the number of vehicular access points along State/Main Street to enhance bicycle and pedestrian safety, and provide enhanced pedestrian street crossing locations

Sidewalks

- Include sidewalks on all Downtown streets
- Make Downtown sidewalks larger than the standard 4-5 foot sidewalk to allow for pedestrian comfort and usable public space where viable
- Provide amenities such as lighting and seating throughout the Downtown; a consistent street lighting design or model should be considered in future ordinance updates
- Plant small to medium trees within wells or park strips in order to uniformly insulate and shade the sidewalk, at a minimum of every 30 feet; a street tree theme should be considered
- Place power lines and poles underground where viable

Architecture

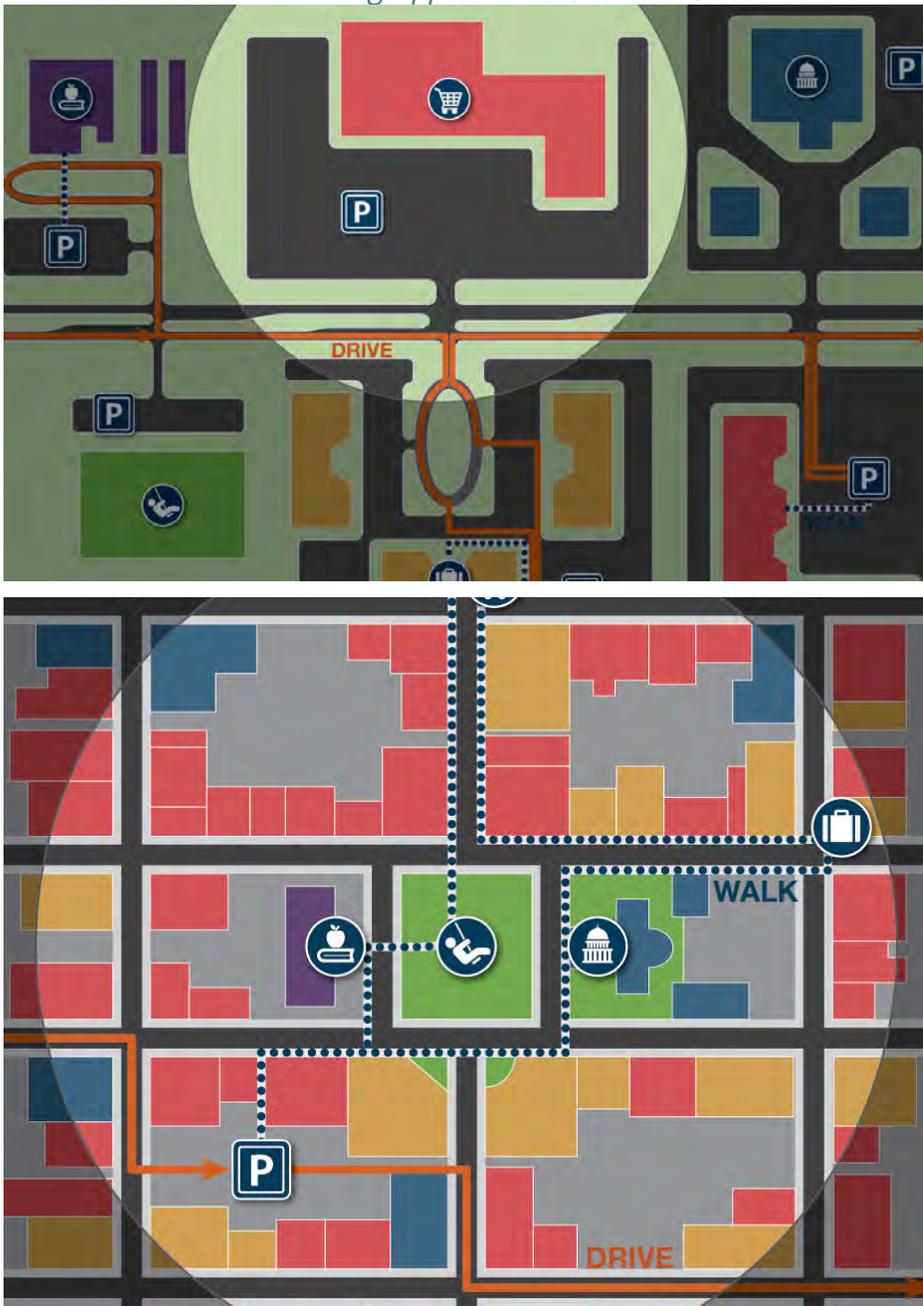
- Design multi-story buildings and buildings of commercial use in a way that minimizes their impact on neighboring single family homes; landscaping buffers and/or transitional building height should be considered
- Design buildings and signage to be human scale and pedestrian oriented
- Place buildings close to the street and be oriented to the street
- Heighten ground floor transparency for the majority of the place types to 60-70% (excluding residential uses)
- Require ample entrances onto the street for long buildings, at least one per every 70 feet of frontage
- Design entrances to buildings to be attractive, highly visible, and face the street where appropriate
- Require vertical facade differentiation or articulation in the form of material or depth variation every 40 feet
- Encourage buildings occupying a corner to be multiple stories, or taller than other buildings on the block
- Encourage quality, locally sourced, sustainable building materials
- Encourage mixed-use buildings
- Apply quality design and materials to all four sides of buildings

Unless referenced above, please refer to the adopted Clearfield Design Standards located on the Clearfield City website here: http://sterlingcodifiers.com/codebook/index.php?book_id=372&chapter_id=65072

Parking

- Create Park Once Districts in areas within a particular district, especially near Mabey Place within the Urban place type
- Encourage on-street parking and publicly shared parking on secondary roads that do not currently have this amenity
- Encourage businesses to consider shared parking solutions where parking is private
- Reduce parking requirement for amenities such as bicycle parking, proximity to transit, and unbundled parking

Exhibit 5: Traditional Parking Approach versus Park Once District



Park Once Districts

A characteristic of successful downtowns is that they not only attract people, but allow them to move through the various uses and services in the downtown without needing to drive between them. These places are highly walkable and have compact design with diverse amount of uses and attractions in close proximity. The design and building layout of the downtown should encourage people to park their vehicles once, and leave it in its original location until they have completed their errands or activities within the downtown area. The Downtown Clearfield Districts, most notably Mabey Place, should:

- » Encourage central shared parking over scattered or excessive private surface parking lots
- » Encourage central location of key services or businesses
- » Create pleasant pedestrian environments
- » Have public space for visitors to be able to pass time in between activities
- » Count on-street parking toward total parking availability
- » Establish flexible parking requirements

Open Space and Amenities

- Open space should be usable, active community space within the public realm, with attention given to quality, quantity, and function of landscaping, seating, lighting, etc. (Passive or aesthetic only open space is discouraged in the area)
- Parks, plazas, and open space should be connected to each other by bike lanes, trails, sidewalks, or multi-use paths
- Active public space like water features and splash pads are encouraged within the Mabey Place District and in other downtown parks and plazas that emerge
- Explore the possibility of installing public art along the corridor especially near key amenities to enhance the user experience and help to define the character of the Downtown
- Near the Downtown Gateways, investigate the opportunity to place wayfinding installations, or a Downtown welcome monument sign, particularly at the 700 South Gateway and the FrontRunner Station Gateway

Place Types Design Variations

While the overall character and anticipated quality of development throughout the entire Downtown are largely the same, there are details within each place type that vary. Exhibit 6 demonstrates those differing design requirements by place type.

Exhibit 6: Development Standards and Design Standards by Place Type

STANDARD	URBAN COMMERCE	URBAN RESIDENTIAL	TOWN COMMERCE	TOWN RESIDENTIAL	COMMERCIAL	CIVIC
Height Minimum (Stories)	2	2	NA	NA	NA	NA
Height Maximum (Stories)	6	6	4	4	3	6
Park Once District ¹	Yes	Yes	Yes	No	No	No
Parking Credits ²	Yes	Yes	Yes	Yes	Yes	Yes
Shared Parking Allowed	Yes	Yes	Yes	Yes	Yes	Yes
Urban Landscaping ³	Yes	Yes	Yes	Yes	No	Yes
Parking Location	Rear	Rear	Rear or Side	Rear or Side	Rear or Side	Rear or Side
Front Door Street Orientation	Yes	Yes	Yes	Yes	No	Yes
Ground-floor Commercial Transparency ⁴	High	Medium	Medium	Low	Low	Medium
Building Placement Near the Street	Yes	Yes	Yes	Yes	Yes	Not Required

Notes:

1. Allow in-lieu fees, develop public parking, manage on-street to ensure availability (meters, time limits). See the callout box on page 9
2. Credits given for transit adjacency, bike racks, or when adjacent on-street parking is present
3. Discourage landscape buffers, instead promote usable landscaping and open space such as pocket parks, plazas, urban gardens, dining areas, and active space
4. Ground Floor Commercial Transparency recommendation ranges: High=60-80%; Medium=40-60%; Low=20-40%.

Open Space Vision

Throughout the Creating Downtown Clearfield process, the value of gathering spaces and public amenities was voiced by participants consistently. The addition of two major Downtown Plazas, the Mabey Pond Plaza and one within Clearfield Station, will contribute to the public realm of the area and provide the amenity the community feels is currently missing. The addition of active urban landscaping is key throughout open spaces within the Vision. There is a strong network of green space in the area; in order to recognize and enhance the existing parks, new connections explored in the Vision will link these together.

Exhibit 7: Exemplary Plazas



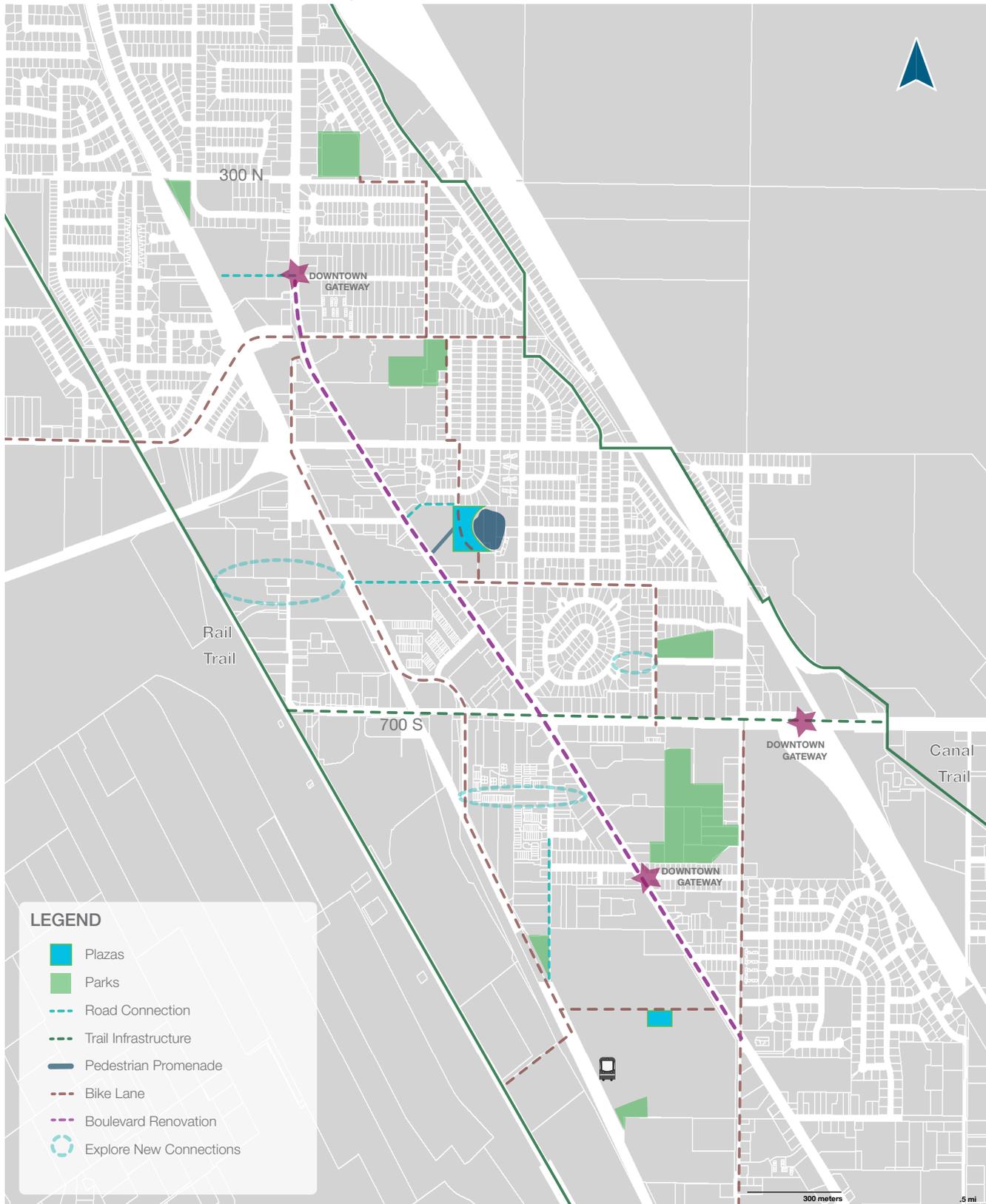
“Downtown Clearfield would be much better if it only had _____.”

- » **"City plaza around Mabey Pond"**
- » **"Splashpad"**
- » **"Center Public Gathering Space"**
- » **"Friday night Farmers Market with music and food trucks"**
- » **"Walkable plaza type locations"**
- » **"Town Square"**
- » **"More greenery"**
- » **"Decorative Street Lighting"**
- » **"A place to take my family to play."**

- Workshop Participants

Transportation Vision

Exhibit 8: Transportation Vision Map



Boulevard Renovation Recommendations

Most notably in the transportation element of the vision is the Boulevard Renovation indicated along State/Main Street. The following recommendations focus on the safety and appearance of the corridor.

PEDESTRIAN CROSSINGS

- Perpendicular to Mabey pond, a flashing-sign pedestrian crosswalk should cross Main/State Street (SR 126)
- The timing of intersection traffic lights within the Downtown Gateways on SR 126 should allow ample pedestrian crossing time

TRAFFIC CALMING AND SAFETY

- Access Management: Automobile driveways along SR 126 should be limited, sharing of accesses between developments as well as side/rear accesses are encouraged
- Coordinate with UDOT to develop SR 126 cross sections that account for safety for all modes

BICYCLE INFRASTRUCTURE

- Add a dedicated bike lane from the FrontRunner station through to 650 North along SR 126 with right turn pockets using paint or planters

WALKING EXPERIENCE

- Widen sidewalks beyond the standard where the ROW is 100 feet
- Invest in landscaping along SR126
- Unique street lighting should be specified and consistent throughout the Downtown to help identify it as a destination

PUBLIC TRANSPORTATION

- Enhance bus stop amenities including shelters, seating, lighting
- Increase accessibility to bus stops via biking and walking
- Consider Wasatch Front Regional Council Regional Transportation Plan for enhanced bus/bus rapid transit for the corridor

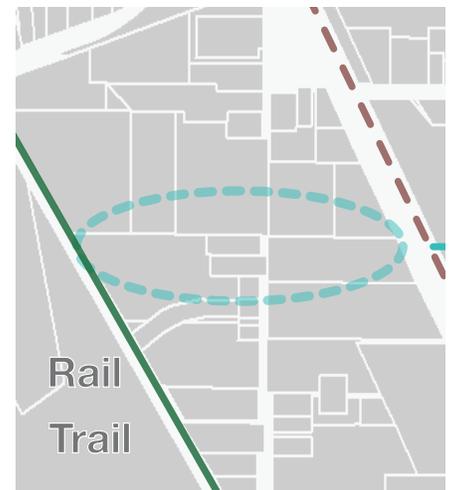
All of these recommendations should be considered by Clearfield City, Utah Department of Transportation (UDOT), and the Wasatch Front Regional Council (WFRC) in the Regional Transportation Plan efforts along SR 126

Additionally, the transportation element of the Vision Map explores new road and path connections in strategic locations. There are a few instances on the map where "explore new connections" is indicated to outline that the area would benefit from enhanced connectivity, but no clear solution exists under current land use conditions.

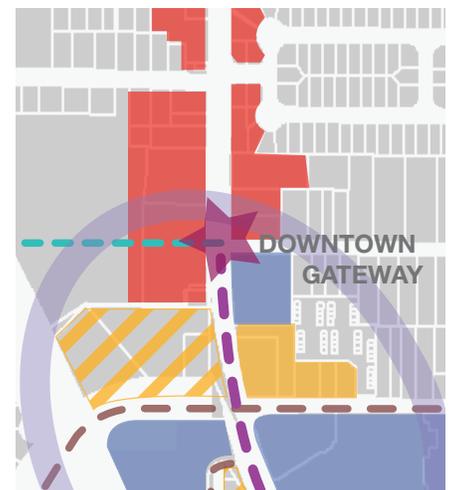
The Downtown should be an accessible and visible place. A healthy Downtown is accessible to all modes of transportation; enhanced mobility contributes to the economic viability of a place. Investment should be made in active transportation in the Downtown, with special attention paid to accessibility of the FrontRunner transit station and bus stops.

The Gateways

Gateways or entrances into the Downtown indicated on the Vision Map by a red star have been placed on the Vision Map to indicate where Downtown treatments should begin. Elements should signify character and identity for downtown Clearfield through branding signage, landscaping, and general investment in the public realm. A design feature should be placed here to signify entrance into the Downtown.



Indication to "Explore New Connection" on Vision Map.



Downtown Gateway at 100 N.

“ Better cross walks. ”

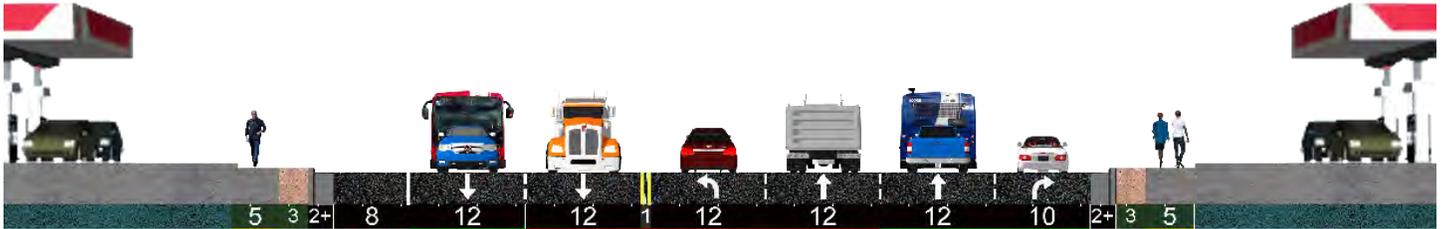
- Survey Respondent

Boulevard Renovation Feasible Scenarios

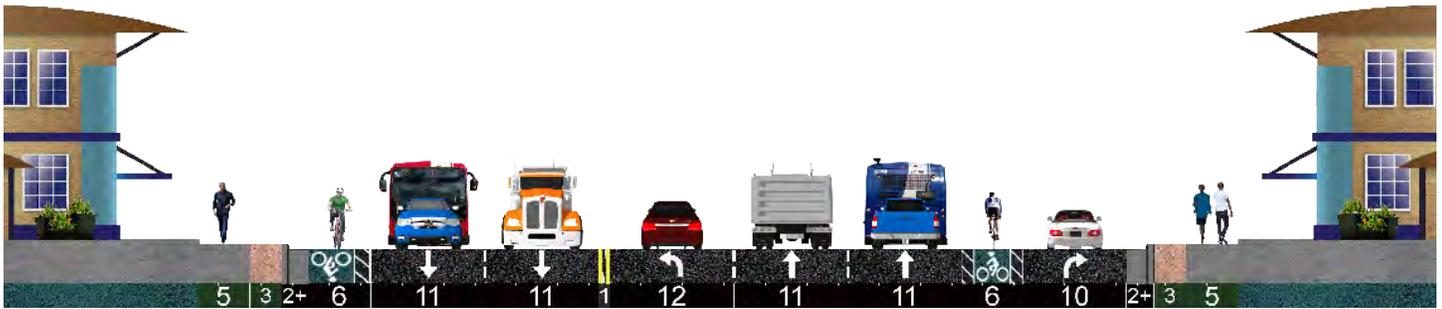
Proposed Cross Sections: *All cross sections are drawn looking North with East to the right and West to the left. All right-of-way widths are estimates. Proposed condition drawings are not engineered solutions.*

NORTH – S.R. 126 AND 300 NORTH

- Existing Condition: Five lane cross section with 12'+ lanes and standard bike lanes striped on shoulder. On-street parking has been removed. See below.



- Proposed Condition: Five lane cross section with lane widths reduced to 11 feet. Additional paint to create a buffered bike lane. See below.

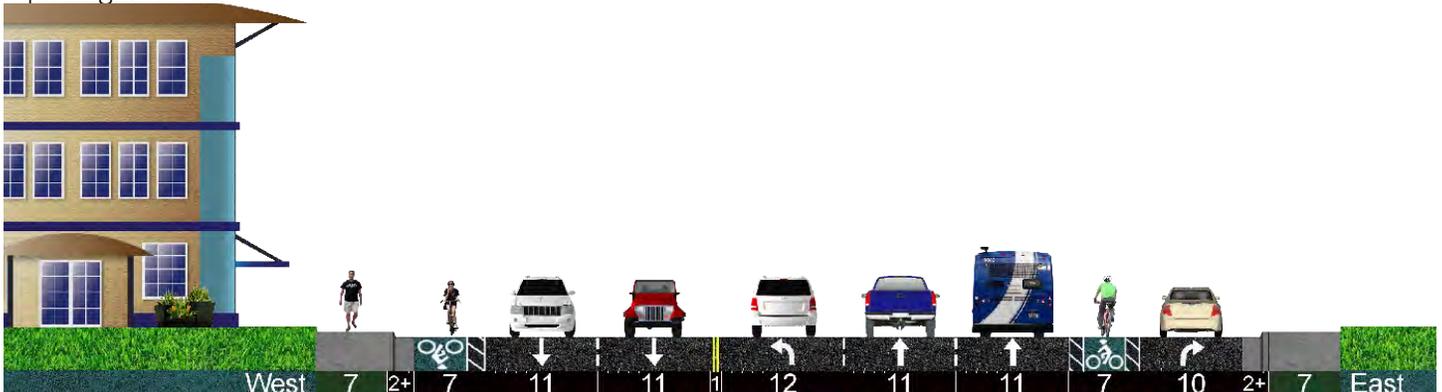


CITY HALL – S.R. 126 AND CENTER STREET – 100 FOOT RIGHT-OF-WAY

- Existing Condition: Five lane cross section with 12'+ lanes, right hand turn lane, wide radius corners, on-street parking, bike with traffic. See below.

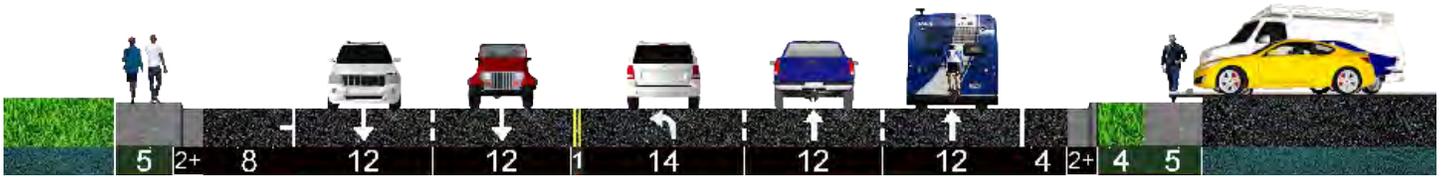


- Proposed Condition: Five lane cross section with 11' lanes, reduced turning radius on the east side northbound lane, widened sidewalks, buffered bike lane, bike lane placed between thru and right turn movement, removal of on-street parking. See below.

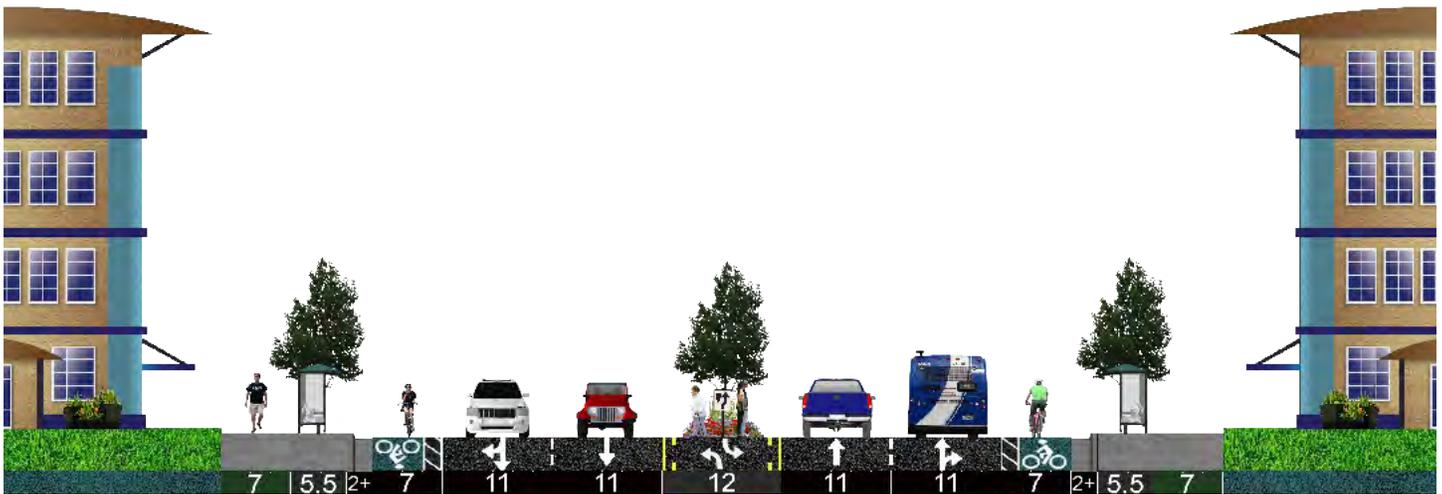


MABEY PLACE- S.R. 126 MID-BLOCK – 77 FOOT RIGHT-OF-WAY

- Existing Condition: Five lane cross section with 12'+ lanes, no right hand turn lane, multiple access points into various developments, bike with traffic. See below.



- Proposed Condition: Five lane cross section with 11 foot lanes, widened sidewalks, buffered bike lane, planted center median with pedestrian refuge, street trees, removal of on-street parking, access management into development. (This option would require approximately 10 feet of additional right-of-way to be acquired at the time of development). See below.



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chapter
1.3

Implementing the Vision

This section outlines actions and strategies to make the plan a reality. There are essentially two types of redevelopment incentives that can make the vision a reality--regulatory and financial. The time and investment differs greatly depending on the goal at hand. This implementation plan explores a variety of these options.

GOAL 1: MODERNIZING DOWNTOWN ZONING

Most of the investment needed to make the plan a reality is private: developers willing to build. Clearfield will need to be responsive to the needs of developers to encourage building that is consistent with the Vision. Effective zoning is not the only mechanism to attract investment, but it is a necessary step. Zoning regulations need to follow the Vision for downtown Clearfield while also allowing development to be profitable to a developer so they are willing to take on the risk of building.

Strategy 1: Assess gaps, reconcile current zoning and the Vision.

In coordination with the Planning Commission, City Staff should conduct a thorough analysis to assess the gaps between the current zoning and the vision in regards to design, land use, and densities. When crafting a new zoning district or overlay, feedback from the development community should be sought. To realize the vision, the City should consider the following zoning approaches:

Strategy 1 Option A: Develop a Form-based code for the corridor.

Form-based codes emphasizes design over land use, can foster predictable built results and a high-quality public realm by using physical form, rather than separation of uses, as the organizing principle for the code. This approach will provide more certainty of the outcome consistent with the vision, but may take more time to craft and adopt compared to option B. The City should consider the Wasatch Choice for 2040 form-based code template as a resource for developing the code.

Strategy 1 Option B: Develop new, traditional zones. The current Clearfield City zoning code governs uses, height, and building setback. The C2 zone currently encompasses the majority of the corridor and is too geographically broad to modify to implement the plan. If the City determines to pursue this approach, new zones should be developed to coincide with the place-types in Chapter 1.2. The development of overlay zones could address design and siting standards for each place type. Some advantages to simply working with the existing code to develop new zones are that it may be more feasible to implement quickly and may be more familiar to developers. However, this approach will provide less certainty of the development outcome compared to a form-based code.

Strategy 2: Streamline the Development Review Process. For developers, time is money. While accurate development review is important, it need not be an overly long process. To simplify project review, consider in the ordinance update which uses can be permitted or allowed.



Clearfield FrontRunner Station. Clearfield City.



Bicycle on FrontRunner. Source: Eric Vance

GOAL 2: MANAGE PARKING TO CREATE A WALKABLE, INVESTMENT-FRIENDLY DOWNTOWN

Strategy 1: Modify existing parking standards for downtown. These modified standards could be triggered either by land being within a new downtown overlay zone or in a form-based code district. Look to have parking maximums, create mechanisms that allow shared parking between uses at peak times, and allow parking reductions for uses with close proximity to transit. Parking will be a challenging subject, but with the Downtown vision focused on walking and bicycling accessibility both to the center and within, it is appropriate to consider less parking. Parking is expensive to provide by developers and can consume a significant amount of land that could otherwise be used for buildings. Parking generation studies indicate that settings like Downtown Clearfield tend to experience lower levels of demand per land use square footage. Further, reduced required parking supply levels may help spur investment Downtown by increasing the proportion of a site utilized by revenue-generating building square footage. For guidance on these questions, refer to the Institute of Transportation Engineers' book *Parking Demand* and Urban Land Institute's books *Shared Parking* and *Dimensions of Parking*.

Strategy 2: Provide public parking near Mabey Pond. Public parking lots tend to be more efficiently utilized given their potential use by patrons of all locations in the vicinity; they tend to be shared more broadly between businesses and destinations in the vicinity. It relieves parking cost to businesses, spurring development. The city should look into purchasing $\frac{1}{4}$ acre or more of land within $\frac{1}{4}$ mile of Mabey Pond for use as a public parking lot.

Strategy 3: Allow developers to provide in-lieu fees in exchange for providing required parking spaces. In-lieu fees can then be utilized by the City to purchase more publicly shared surface parking lots and, over time, potentially fund structured parking improvements to these public parking lots. Public parking lots are more efficiently utilized than private lots meaning fewer spaces are needed to serve the same parking demand. Corvallis Oregon offers a salient example useful for crafting an in-lieu fee regulation for Clearfield. Corvallis assesses a fee of \$10,000 for each parking space that is not provided on-site and instead is provided in the nearby public lot. Clearfield should assess an appropriate fee given prevailing land prices and in recognition that a space within walking distance does not have the same value to a landowner than that of an on-site space.

The in-lieu fee option should be made available to the entire Mabey pond district at a minimum. In addition, the city may elect to use existing public parking in the Civic Center area as a second public parking area to allow a quick start to a park once district north of Mabey Pond. As in-lieu fees are recouped, a second lot could then be purchased to avoid over-burdening the Civic Center parking.

GOAL 3: ENCOURAGE INVESTMENT TO CREATE A MORE DEFINED DOWNTOWN CLEARFIELD

Strategy 1: Create Incentives for Private Development Projects. As explained under Goal 1, Most of the investment needed to make the plan a reality is private. Zoning will allow for the appropriate type of development but will not build it. The Market Study for this plan determined that re-development of Lakeside Square, where "Mabey Place" is proposed is supportable from a financial basis, but that some incentives may be required to attract

development. The City should consider formulating a Community Reinvestment Area (CRA) to incentivize investment in this district. CRA funds may be used for gap financing for private development or developing the central plaza. Other incentives for private investment include shorter processing timeframes for development, and expanding the number of permitted uses.

Strategy 2: Reduce or Waive Development Fees. To reduce the cost of redevelopment, Clearfield could consider reducing or waiving development related fees. Given strict requirements in Utah State Code for impact fees, care should be taken when reducing or waiving these fees.

Strategy 3: Encourage Land Assembly. Large development projects are often difficult to execute with multiple landowners. To encourage land assembly, the City should consider creating a minimum lot size for development or develop incentives for combining existing lots.

Strategy 4: Continue to Utilize the City's Strategic Plan. The City should continue to utilize and update its Strategic Plan to explore and prioritize economic, social, and locally based tactics that will incentivize the Downtown plan.

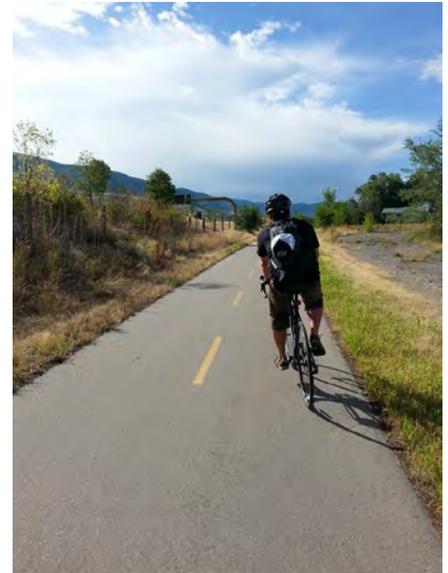
GOAL 4: IMPROVE MULTI-MODAL TRANSPORTATION CONNECTIONS

Strategy 1: Boulevard Renovation of State Street/Main Street. In order to foster place-making in downtown Clearfield, the City should pursue a streetscape improvement project in coordination with UDOT. The project should include elements outlined above (Boulevard Renovation Recommendations) including enhanced pedestrian crossings, streetscape landscaping to buffer pedestrians from traffic, and a separated bike lane.

Strategy 2: Amend Master Streets and Trails Plans to include new connections. Improved street connectivity in the downtown area is necessary to encourage multi-modal connections. The City should consider amending both the Master Streets and Master Trails Plans, which guides future development, to include those recommended on the Downtown Clearfield Vision Map. As redevelopment occurs, the City should ensure that the additional connections are incorporated.

Strategy 3: Improve Access Management for the Corridor. Multiple driveways in and out of parking lots create a hostile environment for pedestrians traveling along the street. For future development, the City should pursue limiting access to blocks ranging from 330-660 feet in length.

Strategy 4: Enhance Transit Service and Accessibility. The corridor is currently served by Route 470, which operates on 20 to 40 minute headways. Increasing the frequency of service will provide better access to and from downtown Clearfield. In addition, improved bus stop amenities, such as shelters and benches will improve transit accessibility in the corridor. In the short term, the City should work with UTA to increase the frequency of bus service and provide improved bus stop amenities. In the long term, consideration should be given to preserve the corridor for enhanced bus/bus rapid transit along the corridor, as outlined in the Regional Transportation Plan.



Bicycle Trail.

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chapter
1.4 Plan Development

Analysis

Existing Conditions

The study area for this plan includes 700 South to 650 North along State Street/ Main Street (SR 126) with the addition of the FrontRunner Station area. The location was chosen to explore the existing Main/State Street corridor, which is predominantly commercial, with dispersed businesses and no particular concentrated center of activity.

The study area has twice the concentration of jobs compared to the Clearfield City average, at .61 jobs per capita in the study area (Davis County Assessor). Clearfield City has many notable landmarks, such as Clearfield City Hall, Kiwanis Park, Davis County Health Department, Clearfield City Aquatic Center, Kent’s Market, and Mabey Pond. This is a major employment hub for this portion of the region, and complemented by the neighboring Freepoint Center.

DEMOGRAPHICS

There are currently 2,900 jobs and 5,943 residents in the study area, comprising 20% of the population of Clearfield (US Census 2010, Census Bureau). The median household income in Clearfield is \$48,388, significantly lower than the Davis County average of \$69,707. However, Clearfield jobs provide the highest average wages for Davis and Weber County combined. (Davis County Assessor 2015)

TRANSPORTATION

State Street/Main Street (SR 126) is a major arterial and parallel alternative to I-15, connecting communities in Davis and Weber County. This road receives a safety ranking ranging from 7-9 out of 10, 10 being the worst, on the UDOT safety index, indicating a very high risk to users of this corridor. Outreach participants expressed particular concern about the unsafe walking and biking conditions on the roadway.

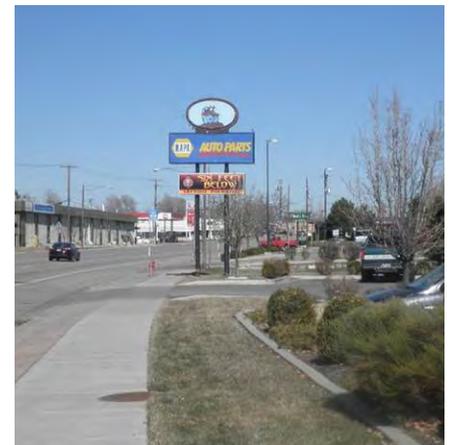
The majority of trips in the area are made by automobiles (91%), with the remaining 9% via transit, walking, or biking (WFRC Household Travel Survey 2014). The chart below displays the current mode split for the project area.

Exhibit 9: Project Area Transportation Modes Utilized

MODE FOR PROJECT AREA	PERCENTAGE OF TRIPS IN PROJECT AREA
Transit	1.00%
Walk	6.23%
Bike	1.60%
Total	8.83%



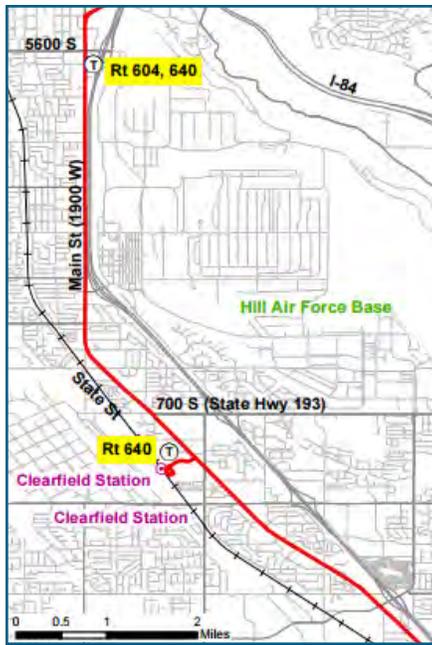
Workshop participants reviewing scenarios.



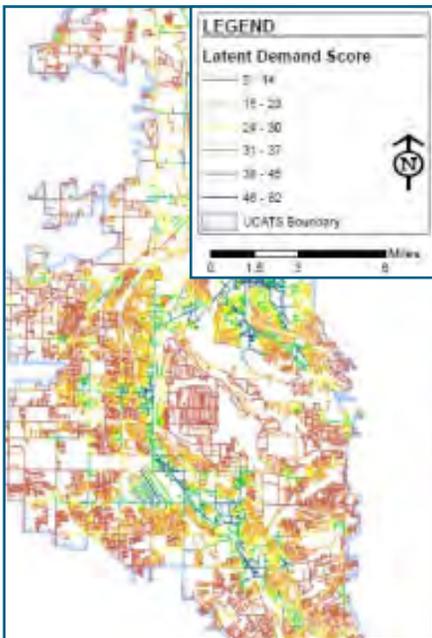
State Street Current Condition.



Clearfield Aquatic Center Indoor Pool Area.



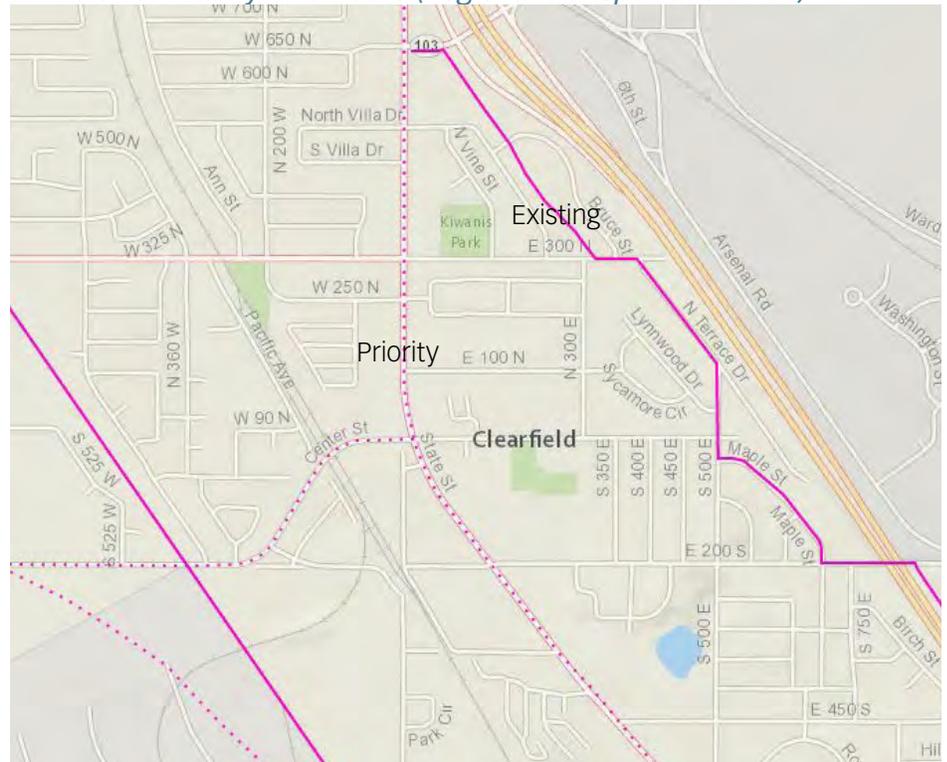
Bus Route 470.



UCATS Latent Walk Map for the Clearfield Area.

The corridor is defined as a “Priority Bike Route” on the Wasatch Front Regional Council (WFRC) Regional Transportation Plan, and is identified as a bicycle route in the Utah Collaborative Active Transportation Study (UCATS 2013). Recently, a bike lane was completed north of 300 North along the corridor. Due to the linear nature of Davis County and the lack of close parallel routes, Main Street (SR 126) becomes a default bicycle route for north/south travel. Despite the fact that there is limited safe bicycle and pedestrian linkages throughout the corridor, there is a high latent demand for biking and walking due to the number of nearby amenities. The Latent Bike Score recorded in the Utah Collaborative Active Transportation Study (UCATS) gave the corridor a high score of 36.75 and a latent walk score of 39.4. This suggests that there is high likelihood of increased bicycle and pedestrian activity if safer and better facilities were provided.

Exhibit 10: Priority Bike Route (Regional Transportation Plan)



The State Street Corridor is serviced by Bus Route 470, which connects Ogden to Salt Lake City and runs every 20 to 40 minutes. Approximately 2,700 residents and 121 commercial businesses are within ¼ mile walking distance to a bus stop on Route 470 within the corridor. The route directly connects to the Clearfield FrontRunner Station, located on the southern end of the corridor.

Currently, Clearfield City residents are utilizing transit service at a higher rate than comparable communities nearby. Bus Route 470 carries the second highest ridership in the UTA bus system. The average daily ridership of Route 470 in the 1.5 mile corridor is 187 riders per day, which is high compared to other similar sections of this route. Clearfield FrontRunner Station averages 526 daily boardings, significantly higher than nearby stations in Farmington, Layton, and Roy (Utah Transit Authority 2015).

LAND USE

The study area consists of a mix of residential and commercial uses. Existing residential uses comprise 50% of the study area. There are approximately 11 households per residential acre in the study area, with the majority of households residing in single family homes (91%). Commercial and office uses make up 22% of the total study area. They are dispersed along the State Street Corridor, rather than focused in a particular location. Approximately 5% of the area is classified as vacant (Davis County Assessor 2015).

Exhibit 11: Current Land Uses within the Study Area

LAND USE	ACRES	PROPORTION OF STUDY AREA
Single family residential	138	37%
Multi-family (2+ units)	37	10%
Residential in Commercial Zone	12	3%
Retail	71	19%
Office	11	3%
Industrial	6	2%
Government	47	13%
Common Area	12	3%
Vacant	19	5%
Other	21	6%

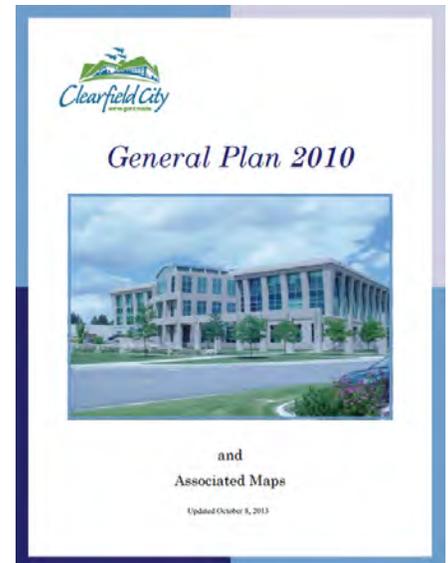
EXISTING PLANS

Local Plans

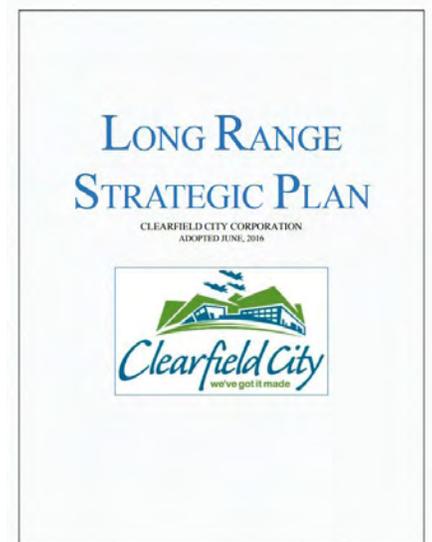
The Clearfield City General Plan provides a vision for future land use and transportation in the City, including the State Street Corridor. The Plan states that “new development is of exceptional quality and expresses attractive architectural and site design standards.” Land Use Goal 4 emphasizes the revitalization of commercial districts and deteriorating neighborhoods, focusing on facilitating the redevelopment of downtown Clearfield through public-private partnerships. The Plan also encourages the use of the “Downtown Redevelopment Zone,” which is “intended to provide for an attractive, vibrant, and safe downtown in the City and to encourage the development of vacant or underutilized parcels of land.” Transportation Goal 1 is “to preserve, enhance, and beautify the City’s main transportation corridors,” listing State Street as one of the corridors to enhance and beautify. The Plan also emphasizes making Clearfield more pedestrian friendly and promoting the development of alternative transportation modes.

To complement the General Plan, Clearfield City is developing a Strategic Plan, which establishes the community’s core values and strategies to achieve its economic, social, and local government goals. For downtown Clearfield, the plan stresses “develop[ing] an intimate, walkable, vibrant, urban and unique downtown environment.” Strategies include the following:

- Incentivize moderate to high-density, urban residential development
- Revitalize rundown buildings in the downtown using federal grants and redevelopment funds



Clearfield City General Plan.



Clearfield Long Range Strategic Plan.

What is a Wasatch Choice Boulevard Community?

A Boulevard Community is a linear center coupled with a transit route. Unlike a Main Street, a Boulevard Community may not necessarily have a commercial identity, but may vary between housing, employment, and retail along any given stretch. Boulevard Communities create a positive sense of place for adjacent neighborhoods by ensuring that walking and bicycling are safe and comfortable even as traffic flow is maintained.

Town centers provide localized services to tens of thousands of people within a two to three mile radius. One- to three story buildings for employment and housing are characteristic. Town centers have a strong sense of community identity and are well served by transit and streets.

- Traffic calming and streetscape improvements along State Street between Center Street and 700 South
- Develop a central plaza for gatherings
- Emphasize development of specialized businesses that make Downtown a destination point
- Consider relocating other public service agencies Downtown

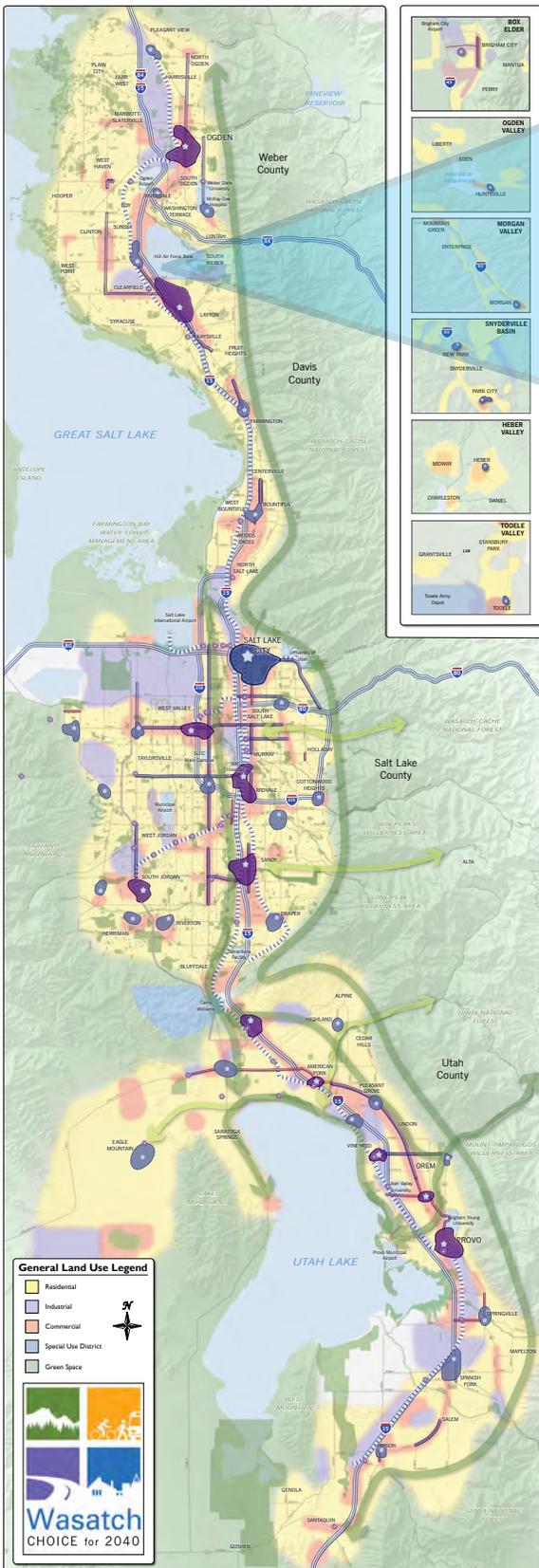
In addition to the General Plan, Clearfield City has recently updated their Long Range Strategic Plan. The Downtown Plan is a major step in implementing the Strategic Plan. From the plan, one of the public priorities is "Improving Clearfield's Image, Livability and Economy", to be accomplished through high quality economic development, beautification, community investment, and emphasizing arts, recreation, events, and public safety. Several strategies for fulfilling this priority are identified. These include:

- Facilitate the revitalization and renewal of the City.
- Eliminate blight and actively pursue citywide beautification.
- Utilize proven economic development tools to strengthen the local economy.
- Incentivize and promote downtown redevelopment to create a vibrant, attractive, and healthy urban setting.
- Pursue a balanced and orderly approach to land use.
- Support new commercial development, with emphasis on the Legend Hills area and our two I-15 interchanges and along State Street, Main Street, SR 193, and 1700 S.

Regional Plans

In addition to locally developed plans, the regional Wasatch Choice Vision identifies the State Street Corridor as a "Boulevard Community" with a "Town Center" near the center. The Downtown Clearfield plan is a local plan that implements the regional vision. This demonstrates a broader regional perspective that is locally implemented.

Exhibit 12: Regional Vision–Wasatch Choice for 2040



Vision Benefits:
 The Wasatch Choice for 2040 is a vision for how growth should unfold in our region. When completed with a blueprint to improve our current roads in the future, the Wasatch Choice for 2040 exhibits distinct benefits:

- Viable communities: new homes are about twice as likely as today's homes to have convenient access to public transit, work, shops, and schools.
- More growing up: 40% more of our growth—compared to recent trends—fits in existing communities and revitalizes business districts. This enables more biking, shorter commutes, better air quality, and makes the most of existing infrastructure.
- Real options for commuters: Average household transit use in 2040 could be 45% higher than today, making commuting more affordable and providing residents with more ways to get around.
- More open land steps open: Over the next 30 years, 24 fewer square miles convert to buildings and streets, enabling us to have more green infrastructure and open land, with benefits ranging from more places for families to play, more local farmer's market food, better water quality, and more wildlife habitat.

Greenspace
 Greenspace rings our valleys, connects our cities, and provides space for civic and social functions in our towns and neighborhoods. The Wasatch Choice for 2040 affirms that our natural resources and working lands provide immense benefits. We should safeguard them to preserve our regional food system, protect our water quality, and maintain our recreational opportunities. These lands also provide needed wildlife habitat, help to clean our air, and provide relief from our urban environment. Even closer to home, our parks and greenways provide critical gathering spaces, recreational amenities, and connection to the natural world.

Regional Greenways
 The Wasatch Choice for 2040 identifies key greenways that will connect our regional centers and provide a network of green infrastructure.

Regional Connections
 The Wasatch Choice for 2040 identifies key regional connections that will connect our regional centers and provide a network of green infrastructure.

Centers
 Centers are historically and emerging regional destinations of economic activity. The vision suggests that these centers should expand to provide ever-broadening choices for residents to live, work, shop and play. A mix of all of these activities is welcome. Centers should work with the long-term market, helping provide opportunities to residents who want to live close to work, walk or bike to shop, and have both great transit and road access—desperately needed as our population ages, gas prices and congestion increase, and housing prices inch upward.

Metropolitan Center
 Downtown Salt Lake City is the metropolitan center that is the hub of business and cultural activity in the region. It is the most intensive form of development for both employment and housing, with high-density development common in the central business district. It will continue to serve as the finance, commerce, government, retail, creative, arts, and entertainment center for the region.

Urban Center
 Urban centers are the focus of commerce and local government services benefiting a market area of a few hundred thousand people. Urban centers will be served by high-capacity transit and major streets. They are characterized by two-to-four-story employment and housing options.

Town Center
 Town centers provide localized services to tens of thousands of people within a two- to three-mile radius. One-to-two-story buildings for employment and housing are characteristic.

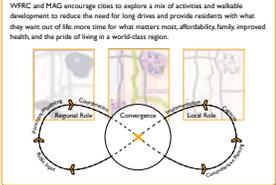
Station Community
 Station communities are geographically small, high-intensity centers surrounding high-capacity transit stations. Station communities vary in their land use, some feature employment, others focus on housing, and many will include a variety of shops and services.

Main Street Community
 Main streets are a linear street corridor with a traditional commercial identity but are on a community scale. Main-street communities provide pedestrian-friendly features, but also benefit from good auto access and often transit.

Boulevard Community
 A Boulevard Community is a linear street corridor with a transit route. Unlike a Main Street, Boulevard Communities may not necessarily have a commercial identity, but may vary between housing, employment, and retail along any given stretch. Boulevard Communities create a positive sense of place for adjacent neighborhoods by ensuring that walking and bicycling are safe and comfortable even as traffic flow is maintained.

Corridors
 Corridors combine a mix of uses—retail, offices, and residences—with multiple transportation options (sidewalks, bike lanes, roadways, and public transportation). Two types of corridors are identified in the Vision: Boulevard Communities and Main Streets. Examples of Boulevard Communities might include State Street or Redwood Road—with higher traffic volumes, yet envisioned as multi-modal boulevards with public transportation systems supporting increased residential, office, and commercial development. Main Street examples might include Magna or Lehi—more historic in character with lower traffic volumes, wider sidewalks, and more on-street parking.

Realizing The Wasatch Choice for 2040
Why WFRAC and MAG Developed a Vision
 Our cities and counties do a terrific job planning for their individual futures, but there are no groups better able to facilitate discussion about the collective future of our metro area than the Wasatch Front Regional Council (WFRAC) and the Mountainland Association of Governments (MAG)—groups led by mayors and county commissioners. WFRAC and MAG have developed the long-range regional transportation plans for our metro area for decades. With a visioning process called Wasatch Choices 2040 (facilitated by Envision Utah), which began with a huge citizen mechanism effort and is reviewed, The Wasatch Choice for 2040 WFRAC and MAG are also thinking about how growth patterns can help us maintain our quality of life for the coming decades.



Clearfield Center.

“ *...certain nodes have potential for redevelopment that could spur additional activity in other areas”*

-Zions Bank Market Study



Cover of Zions Bank Market Study.

Market Demand

Zions Bank Public Finance conducted a market study for the site to analyze the competitiveness of the corridor and the feasibility of various development types and uses within the present market realities. The market study identified viable locations for development, noting that the overall corridor is unlikely to fully redevelop under the existing market. Therefore the market study advised the following key takeaways:

Focus investment and redevelopment not on the entire corridor, but on specific locations or districts.

- In order for redevelopment to occur, the intended development must be of significantly more value than the structure it succeeds.
- The returns required to develop office and retail uses are not currently present, adding additional roof-tops will contribute to market viability.
- The development of Clearfield Station will be a catalyst for change in other areas of the corridor.
- Incentives may be needed to develop additional retail along the corridor.
- The value of property in the area can be enhanced through landscaping and transportation improvements.

Throughout the visioning process, the market study was referred to as an advising tool as well as a gauge for market feasibility for the Downtown Vision. The Downtown Vision focuses development in the indicated districts with supporting development along the corridor surrounding the nodes, and contains place types that support the results of the market study. It should be noted that the Vision allows market flexibility, acknowledging that the market will grow and change from its current state.

“Despite having no vacant acres on site, Lakeside Square has low improvement values, as well as low fiscal impacts to the City, making it a good location for redevelopment.”

Planning Process

The Vision has been built from the involvement and contributions from residents, stakeholders, business owners, elected officials, city staff, and community members.

The process included six opportunities for input: three workshops, a mobile pop-up meeting, and two online surveys. Drawing from these opportunities, key themes were identified for the Downtown Vision:

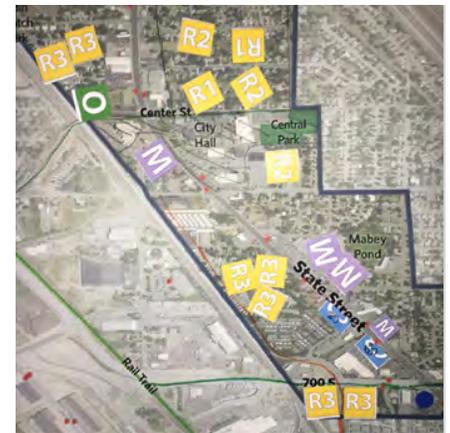
- Establish a strong identifiable downtown center
- Create of a beautiful central location, “the Heart of Clearfield”
- Welcome a range of housing options into the downtown
- Encourage a walkable environment
- Increase transportation options and safety for all users
- Encourage quality redevelopment through infill and reuse

Clearfield Residents, business owners, elected officials, planning commissioners and city staff were all invited to attend all workshops. The first workshop allowed participants to share their community values and brainstorm opportunities for tomorrow.

After brainstorming community values, participants were divided into groups to put details on a map of the study area. Groups were asked to designate opportunities on the map for commercial and residential densities, office and mixed use, and markers for corridor improvements and parks. The groups each worked together to come up with solutions for what they felt was the best approach to creating a downtown in Clearfield. Three scenarios were created as a result of the mapping feedback and identified themes. The three scenarios were then brought to another workshop, where participants were able to discuss and indicate elements of each that they liked and didn't like. This furthered the collaborative brainstorming of what should be included in the Downtown Vision.

Content from both workshop one and two were reflected in two online surveys. The first of the online surveys asked participants to envision opportunities for the downtown which concepts were used in the creation of the scenarios. The survey was well received with 142 responses. The second public survey asked participants to explore the benefits and different concepts of the scenarios and provide feedback. This second survey received 256 responses.

The final step in developing the Downtown Vision was refining the three scenarios. The feedback from the entire outreach process and the market study implications advised the creation of the final scenario and Downtown Vision, derived from preferred elements of the three scenarios. The Downtown Vision was brought back to participants in workshop three, vetted, and became the core of the "Creating Downtown Clearfield" Plan.



Example of Workshop 1 Map Result.



Workshop Participants.



Workshop Participants.

Community Visioning Exercise

Workshop attendees and survey participants provided responses to the following questions:

- » “The characteristics of Downtown Clearfield that I enjoy most are _____”
- » “Downtown Clearfield would be much better if it only had _____.”

Survey Summary

- » **398 Total Online Survey Responses**
- » Key takeaways:
 - » Downtown would be improved if it only had...
 - » more community gathering spaces
 - » entertainment destinations
 - » additional businesses
- » Walking and biking needs to be safer in the Downtown
- » People are supportive of creating a downtown center in their city

Exhibit 13: Public Process Schedule

DATE	MEETING
February 25, 2016	Workshop One: Values and Opportunities for Tomorrow
February 25-March 17	Survey One: Values and Opportunities
March 17, 2016	Workshop Two: Scenario Choosing and Prioritizing Values
March 17-April 26	Survey Two: Exploring Elements of a Downtown
April 6, 2016	Pop-up meeting at Kent’s Market
April 28, 2016	Workshop Three: Review the Draft Downtown Vision
May 17, 2016	Joint Planning Commission and City Council Meeting to Review the Draft Vision
June 14, 2016	Region 1 UDOT Coordination Meeting
TBD	Planning Commission Meeting
TBD	Public Hearing
TBD	Council Meeting
TBD	Adoption

CLEARFIELD CITY RESOLUTION 2016R-21

A RESOLUTION ADOPTING THE DOWNTOWN CLEARFIELD SMALL AREA PLAN CREATING A VISION THAT WILL GUIDE DEVELOPMENT IN CLEARFIELD CITY'S DOWNTOWN AREA ALONG STATE ROUTE 126

WHEREAS, Clearfield City applied to participate with Wasatch Front Regional Council (WFRC) in creating a vision that would guide the development of its downtown area along State Route 126 (SR 126) consistent with the objectives in its Strategic Plan; and,

WHEREAS, the City was awarded a grant by WFRC to assist with funding and development of the Downtown Clearfield Small Area Plan; and,

WHEREAS, the project commenced following a thorough market study and included public workshops, a pop up meeting and a joint work session with the City Council and Planning Commission on the draft vision; and,

WHEREAS, the draft plan was refined and presented to the Planning Commission for public comment on October 5, 2016; and,

WHEREAS, the Planning Commission recommended its approval to the City Council; and,

WHEREAS, the City Council held a public hearing on October 25, 2016 to receive public comment on the plan;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that:

- 1) The Downtown Clearfield Small Area Plan is hereby adopted as the guiding document for the development of downtown Clearfield along SR 126; and,
- 2) Staff is hereby directed to prepare for the City Council's consideration in the upcoming amendments to the City's General Plan inclusion of the Downtown Clearfield Small Area Plan as an exhibit.

Passed and adopted by the City Council at its regular meeting on the 25th day of October, 2016.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD CITY RESOLUTION 2016R-22

A RESOLUTION AUTHORIZING PARTICIPATION IN A 5310 GRANT FOR ENHANCED MOBILITY OF SENIORS AND PERSONS WITH DISABILITIES AND AUTHORIZING THE MAYOR'S SIGNATURE TO ANY NECESSARY DOCUMENTS

WHEREAS, 1000 East Street is a busy collector street and has no sidewalk from 1600 South to 1700 South; and,

WHEREAS, the route is regularly used to provide access for handicapped individuals and low income residents living at Country Oaks Apartments to bus stops and the Frontrunner station, as well as, Davis School District students to North Davis Junior High and Clearfield High; and,

WHEREAS, Clearfield City desires to promote public safety, service, efficiency and quality of life for its residents; and,

WHEREAS, the City desires to construct a sidewalk on the west side of 1000 East from 1600 South to 1700 South with an approximate cost of \$24,500 to meet its obligation to promote public safety, service efficiency and quality of life for its residents; and,

WHEREAS, the City applied for a 5310 Grant for Enhanced Mobility of Seniors and Persons with Disabilities through the Utah Transit Authority to assist with the costs associated with the construction of said sidewalk; and,

WHEREAS, the City was awarded grant funding for the construction of said sidewalk in the amount of \$19,600;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that:

- 1) Clearfield City authorizes participation in the 5310 Grant for Enhanced Mobility of Seniors and Persons with Disabilities through the Utah Transit Authority for the construction of a sidewalk on the west side of 1000 East from 1600 South to 1700 South, accepts grant funding in the amount of \$19,600 and acknowledges it is willing to abide by the requirements of said grant; and
- 2) The Mayor is hereby authorized to execute any necessary documents associated with the administration of the grant and/or construction of said sidewalk.

Passed and adopted by the City Council at its regular meeting on the 25th day of October, 2016.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

Staff Report



To: Mayor Shepherd and City Council Members
From: JJ Allen, Assistant City Manager
Date: October 18, 2016
Re: RFP for Indigent Defense Services

I. RECOMMENDED ACTION

Approve the selection of Skeen & Robinson, LLC to provide indigent defense services, and authorize the Mayor's signature to any necessary documents.

II. DESCRIPTION / BACKGROUND

The Sixth Amendment Center recently issued a report about the provision of indigent defense services in Utah. Though the report did not focus on justice courts, many of the findings are applicable. One noteworthy finding is that lump sum (monthly or annual payments) contracts may result in inadequate legal counsel to indigent defendants. The logic is that if the attorney receives the same compensation whether the caseload is light or heavy, there is no incentive for the attorney to give each case the attention it deserves. A better approach is to have a fixed rate per case.

The City's public defender contract with Michael Bouwhuis is expiring, leading us to put out a request for proposals (RFP) that would be consistent with the findings of the Sixth Amendment Report. Four firms submitted proposals, which were evaluated by a panel of employees independent of the Court and the City Attorney's office (to avoid any conflict of interest).

Based on the criteria stated in the RFP, the panel unanimously recommends the selection of Skeen & Robinson, LLC. Not only did they propose the lowest per-case rate, but they can also provide more than one attorney, if needed (and it is). Skeen & Robinson already provide indigent defense services in several justice courts in Salt Lake County, and they come highly recommended.

III. IMPACT

a. Fiscal

Regardless of who is selected, the shift in fee structure, as a result of the Sixth Amendment Report, will result in an increase in the cost for these services. In FY16, we budgeted \$13,800 for the public defender. In FY17, we increased the budget to \$25,000. Unfortunately, that may not even be enough. One of

the variables in play is the number of cases assigned to the public defender. That number is growing—another outcome of the Sixth Amendment Report.

We will watch this budget line carefully to see if a budget amendment is necessary before the end of the fiscal year. However, the City is constitutionally required to provide a public defender, and the assignment of a case to the public defender is pretty much a black and white matter, without room for discretion. That said, though the cost of providing these services is a necessary part of running a court, it should also be noted that Judge Brower consistently requires a defendant who is found guilty to reimburse the City for the cost of the public defender.

b. Operations / Service Delivery

We expect that Skeen & Robinson will be able to help us address some challenges that we've had lately with our public defender calendar. As has been stated, the number of cases assigned to the public defender has been growing, and with only one public defender attorney, the Court's calendar those days has gone quite long. That Skeen & Robinson can provide two attorneys should make for a much more efficient session. We may also be able to schedule more frequent public defender calendars than we've been able to do under the previous contract.

IV. SCHEDULE / TIME CONSTRAINTS

We'd like for November to be a transition month, where Judge Brower can start assigning cases to Skeen & Robinson while Michael Bouwhuis continues with his current cases. Any of Bouwhuis' cases that are not concluded by the end of November would then be transferred over to Skeen & Robinson.

Clearfield City Code 11-9(A, B, C) -5:

1. Accessory Buildings: No accessory building or structure shall be located in the required front yard area. Accessory buildings or structures 200 square feet or less shall comply with the following regulations:
 - a. Not larger than 200 square feet.
 - b. Shall be allowed up to ten feet (10') in height, as measured to the peak of the structure, and shall be located no less than two feet (2') away from any side or rear property line at least six feet (6') from the primary structure.
 - c. For each 2 foot increase over ten feet (10'), accessory buildings or structures shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20') or the height of the primary structure, whichever is less.
 - d. No portion of the accessory building extends over any property line, and no storm water runoff from the accessory building shall be allowed to run onto an adjacent property.
2. Accessory buildings or structures greater than 200 square feet shall comply with the following regulations:
 - a. Shall be allowed up to ten feet (10') in height, as measured to the peak of the structure, and shall be located no less than two feet (2') away from any side or rear property line at least six feet (6') from the primary structure.
 - b. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed twenty feet (20').
 - c. For each two foot (2') increase over ten feet (10'), accessory buildings or structures shall be set back from property lines an additional foot to allow a maximum height of twenty feet (20') or the height of the primary structure, whichever is less.
 - d. Located at least six feet (6') from the primary structure and located at least two feet (2') from any property line.
 - e. No portion of the accessory building extends over any property line, and no storm water runoff from the accessory building or structure shall be allowed to run onto an adjacent property.

Clearfield City Code 11-9(A,B,C)-8 (remains the same)

Lot coverage by all buildings, including main and accessory buildings, shall not be more than forty percent (40%) of the lot or parcel area.

The combined footprint of all accessory buildings shall not exceed fifty percent (50%) of the footprint of the main building.

Clearfield City Code 11-9(ABC)-11, Paragraph E, Subparagraph 3

3. Accessory Buildings or Structures
 - a. Accessory buildings or structures under 200 square feet shall be built with a finished, all weather exterior material.
 - b. Accessory buildings or structures over 200 square feet shall be built with a finished, all weather exterior material. All accessory buildings or structures greater than 200 square feet shall blend aesthetically with the primary structure's architecture and design materials.