

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 19, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Nike Peterson Vern Phipps Tim Roper	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Scott Hodge Mark Baird Eric Howes Spencer Brimley Brad McIlrath Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Public Works Deputy Director Community Services Director Community Development Director Senior Planner Communications Coordinator City Recorder Deputy Recorder

VISITORS: Ruth Jones, Tab Uno, Robert Stotts, JaCoby Marston, Brett McAllister, David Bloomfield

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

PLANNING COMMISSION INTERVIEWS

The City Council interviewed Tab L. Uno, Robert Stotts, JaCoby Marston, Brett McAllister, and David Bloomfield to fill vacancies on the Planning Commission.

DISCUSSION ON THE AWARD OF PROPOSAL FOR THE FORM BASED CODE (FBC) UPDATE

Brad McIlrath, Senior Planner, stated staff had recently requested proposals for an update to the Downtown Form Based Code (FBC) which was adopted in June of 2018. He reviewed the associated timeline, projected budget, and the tasks for the project updates. The following tasks were reviewed with the Council:

- Existing code and vision review
- Code and graphic updates
- Clear street cross section updates
- Draft Updates
- Final Adoption

JJ Allen, City Manager, asked if only cross sections would be reviewed or if it would be the whole FBC corridor. He pointed out the importance of street and intersection planning because it would determine the need and type of medians and such. Mr. McIlrath responded it would be important to look at all of those things because not only were cross sections needed but incorporating CAD drawings would be helpful to easily determine the width and dedications needed for streets to allow for a clear cross section.

Spencer Brimley, Community Development Director, mentioned when FBC was created it was expected to be a living document that would require continued review and adjustments. He acknowledged there were things identified that needed to be addressed and the original budget estimate was \$30,000; however, after the discussion regarding cross sections it was determined to address the complete streets aspect to include beautification in the FBC updates. He noted the change in scope was expected to increase the budget another \$15,000. Mr. Brimley mentioned there were opportunities for improvement within the FBC and staff agreed hiring a consultant would expedite the process as well as provide the expertise needed.

Councilmember Bush expressed his opinion the original FBC was missing the complete streets concept and was glad it was being updated. Mr. Allen commented planning for streetscape was discussed during the Council retreat on January 17, 2019; thus, rather than doing a completely separate plan staff discussed it being incorporated into the FBC. He added streetscape was a Tier 2 priority for the Council and the project would begin the implementation process of that goal.

Councilmember Phipps agreed a review of FBC would be beneficial and expressed the cost was lower than he had expected. He wondered if the cost would allow for the desired updates. Mr. McIlrath and Mr. Brimley both stated they were confident the amended budget was sufficient based on the responses and input received from the proposals. Mr. McIlrath reviewed the experience and qualifications of the consultants that submitted proposals. Mr. Brimley said the budget could have been higher to open it up for other considerations; however, the responses received would meet the needs of the City and came from qualified consultants. Councilmember Roper expressed his desire for improving the template version originally adopted and making the FBC more adaptive to the City.

Mr. McIlrath indicated FFKR Architects was ranked the best qualified applicant in the evaluation process. He reviewed the proposal from FFKR Architects and highlighted some of its past projects. He identified the cross sections, images, and streets detail done by FFKR Architects in past projects. Councilmember Peterson expressed her opinion that additional detail would reduce the amount of ambiguity in the City's current FBC. Mr. Brimley commented the ambiguity would be removed from the City's FBC through visual representation. There was a discussion about text and visuals complementing each other and allowing for a better interpretation of the Code.

Mr. McIlrath stated based upon the review of proposals, staff was recommending the Council award the bid to FFKR Architects. Councilmember Peterson stated she was more comfortable with the increase in budgeted amount because it was tied to a reputable company with its design team.

DISCUSSION ON THE FINAL SUBDIVISION PLAT FOR CANTERBURY COURT TOWNHOMES LOCATED AT 1230 WEST 300 NORTH

Brad McIlrath, Senior Planner, explained the applicant was granted preliminary subdivision and site plan approval in the fall of 2018 for the Canterbury Court Townhomes located at 1230 West 300 North and it was now ready for the Council to consider the final subdivision plat. He mentioned the Planning Commission reviewed the project at its meeting on March 6, 2019 and was recommending its approval. He mentioned the property was approved for a rezone to R-3 (Multi-family Residential) if there was a development agreement, site plan approval, and subdivision approval. Mr. McIlrath noted there was a reduction in lots since the preliminary subdivision approval from 30 to 28 dedicated townhomes lots to allow for better open space and parking.

He reviewed the plans which included common area, private streets, and a 300 North right-of-way dedication. He explained Kamilla Schultz, Staff Engineer, had been working with the developer on the utilities for the site because the lines in the streets were private but the meters would be public. He continued it was identified where each point of service would be for the individual units. Councilmember Phipps recalled a prior discussion about the retaining wall shown on the plans on the west of the development, but expressed his difficulty visualizing it. Mr. McIlrath responded the developer was planning to add a slight retaining wall to secure the end of the street because there might be some fill material needed on the west end and it would help to keep things in place.

Councilmember Peterson asked if North Davis Fire District approved the 90 foot width of the cul-de-sac. Mr. McIlrath answered the cul-de-sac was originally designed smaller but had been adjusted to the agreed width of 90 feet.

Mayor Shepherd wondered if the Home Owners Association (HOA) maintaining the private streets would also be plowing the driveways. Mr. McIlrath responded he had reviewed the Covenants, Conditions and Restrictions (CC&Rs) and stated it addressed maintaining private streets but not the driveways. Mayor Shepherd expressed his concern and observation there was very little area to push snow. Mr. McIlrath mentioned he would discuss the concern with the developer to see what was planned because the CC&Rs did not get into that detail. There was a discussion about private versus public streets and the impacts from snow removal; the development having an underground storm tech system for detention; and the obligations of the HOA for maintenance and funding of its private areas and systems. Mr. McIlrath commented the CC&Rs identified the developer would contract with a management company until a majority of the units were owned. He expressed appreciation for the discussion about private and public streets.

DISCUSSION ON THE 2019 ROADWAY SURFACE TREATMENT PROJECT

Mark Baird, Public Works Deputy Director, stated the Fiscal Year 2019 (FY19) budget had \$400,000 planned for its roadway surface treatment project. He highlighted the proposed project which included patching, type 2 slurry seal for roadways, mill and overlay as well as Type 1 slurry seal for parking lots. He explained staff was proposing to bid the project as planned for FY19 and include the amount budgeted for FY20 in the project. Mr. Baird stated the combined budget funds should allow for better pricing and interest from contractors.

JJ Allen, City Manager, indicated the proposed project would include funding of \$400,000 from each budget year. There was a discussion about conditions and timing of the project which would be done in the spring and fall to accomplish the work during the most ideal conditions. Mr. Allen noted sometimes during the budgeting process the roadway surface treatment funds were reduced to offset the financial delta, so if funds were combined it would remove the ability to make those adjustments for FY20. Scott Hodge, Public Works Director, mentioned there would still be an option available to remove street projects to reduce the overall project cost if it became apparent during the budgeting process the funding for FY20 would be less.

The Council agreed bidding the roadway surface treatment project with the budgeted funds from FY19 and FY20 would be the most economical and best way to proceed. Councilmember Phipps wondered if it would be possible to award a project using both FY19 and FY20 funds. Mr. Allen confirmed it should not be a problem and was not an uncommon practice to budget for a capital project in one year and if it was not completed then those funds were reallocated to the next year.

DISCUSSION ON THE PLANNING COMMISSION VACANCIES

There was a discussion about the candidates who had been interviewed and how to fill the current vacancies on the Planning Commission. The Mayor and Council complimented the quality of the candidates. Mayor Shepherd informed the Council there were two alternate member vacancies on the Planning Commission. The consensus of the Council was to consider Brett McAllister and David Bloomfield as alternate members to fill the current vacancies. Nancy Dean, City Recorder, noted a regular member position might soon become available because Levi Lloyd, a regular member of the Planning Commission, had sold his home and might not be able to relocate in the City. The consensus of the Council was to consider Brett McAllister as a regular member of the Planning Commission for the next available opening and JaCoby Marston to serve as an alternate member of the Planning Commission for the next available opening.

Councilmember Peterson moved to adjourn at 7:53 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, and Roper. Voting NO – None. Councilmember Thompson was not present for the vote.

**APPROVED AND ADOPTED
This 9th day of April, 2019**

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, March 19, 2019.

/s/Nancy R. Dean, City Recorder