

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
March 26, 2019

City Building
55 South State Street
Clearfield City, Utah

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|----------------|-----------------|--------------------------------|
| PRESIDING: | Mark Shepherd | Mayor |
| PRESENT: | Kent Bush | Councilmember |
| | Nike Peterson | Councilmember |
| | Vern Phipps | Councilmember |
| | Tim Roper | Councilmember |
| | Karece Thompson | Councilmember |
| STAFF PRESENT: | JJ Allen | City Manager |
| | Summer Palmer | Assistant City Manager |
| | Stuart Williams | City Attorney |
| | Brody Warren | Police Lieutenant |
| | Scott Hodge | Public Works Director |
| | Mark Baird | Public Works Deputy Director |
| | Eric Howes | Community Services Director |
| | Spencer Brimley | Community Development Director |
| | Brad McIlrath | Senior Planner |
| | Rich Knapp | Finance Manager |
| | Lee Naylor | Accountant |
| | Trevor Cahoon | Communications Coordinator |
| | Nancy Dean | City Recorder |
| | Wendy Page | Deputy Recorder |

VISITORS: Brady Jugler – Planning Commission Chair, Kathryn Murray, Ruth Jones, Bob Bercher

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

Mayor Shepherd informed the audience that if they would like to comment during the Open Comment Period there were forms to fill out by the door.

Councilmember Roper led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE MARCH 12, 2019 POLICY SESSION AND
THE MARCH 13, 2019 COMMUNITY NETWORKING MEETING

Councilmember Bush moved to approve the minutes from the March 12, 2019 policy session and the March 13, 2019 community networking meeting; as written, seconded by

Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS OF INDIVIDUALS TO THE PLANNING COMMISSION

Mayor Shepherd explained Nicole Bigelow and Ruth Jones were recently appointed as regular members of the Planning Commission leaving two alternate position vacancies. He stated the City Council conducted interviews for the Planning Commission vacancies during work session on March 19, 2019. Mayor Shepherd recommended appointing Brett McAllister and David Bloomfield to serve as alternate members of the Planning Commission.

Councilmember Roper moved to approve and consent to the Mayor's appointment of Brett McAllister as an alternate member of the Planning Commission filling the vacancy of Nicole Bigelow with a term expiring in February 2023; and David Bloomfield as an alternate member of the Planning Commission filling the vacancy of Ruth Jones with a term expiring February 2022; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

Mayor Shepherd announced the Planning Commission would soon have a regular member vacancy which would be filled following the resignation of Levi Lloyd after the Planning Commission meetings in April. He explained it would provide an opportunity for a newly appointed alternate to become a regular member in the coming month. Mayor Shepherd recognized all members of the Planning Commission in attendance and congratulated Mr. McAllister and Mr. Bloomfield on their appointments. He expressed his appreciation for their willingness to serve on the Planning Commission.

APPROVAL OF THE FINAL SUBDIVISION PLAT FOR THE CANTERBURY COURT TOWNHOMES SUBDIVISION LOCATED AT APPROXIMATELY 1230 WEST 300 NORTH (TIN: 14-065-0121)

Brad McIlrath, Senior Planner, stated the applicant proposed to construct a 28-unit townhome subdivision at approximately 1230 West 300 North. He mentioned the property was approved for a rezone to R-3 (Multi-family Residential) contingent upon execution of a development agreement, site plan approval, and subdivision approval. He indicated the first two steps had been completed and if the Council approved the subdivision plat the property would be rezoned from C-2 (Commercial) to R-3 (Multi-family Residential). Mr. McIlrath noted the development agreement was completed in the fall of 2018 and the original site plan approved by the Planning Commission was for a 30-unit townhome subdivision. He explained since that time the applicant had reduced the subdivision to 28 units to allow for guest parking and more open space areas.

Mr. McIlrath reviewed the proposed subdivision plat which included 28 dedicated townhomes lots, common area, private streets and a 300 North right-of-way dedication. He mentioned the plat had been reviewed by the City's engineer, North Davis Fire District (NDFD), and Public Works staff. He highlighted the plans for the site, utilities and landscaping. He stated the Planning Commission reviewed the plat at its meeting on March 6, 2019, and recommended approval with five conditions which were included in the staff report.

Councilmember Phipps wondered if the sidewalk on 300 North would be improved as part of the project. Mr. McIlrath responded the curb, gutter, and sidewalk along 300 North would be improved as part of the development.

Councilmember Peterson moved to approve the Final Subdivision Plat for the Canterbury Court Townhomes Subdivision located at approximately 1230 West 300 North (TIN: 14-065-0121), with the five conditions as recommended by the Planning Commission on March 6, 2019; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE AWARD OF PROPOSAL FOR THE UPDATE TO THE DOWNTOWN FORM-BASED CODE TO FFKR ARCHITECTS

Brad McIlrath, Senior Planner, stated the City received four proposals in response to its Request for Proposals (RFP) for the updates to the Downtown Form-Based Code. He acknowledged the proposals were evaluated by staff and discussed with the Council during the work session on March 19, 2019. He indicated the proposal from FFKR Architects received the highest score and was staff's recommendation for award.

Mr. McIlrath noted the principal project manager for the updates would be Susie Petheram if FFKR Architects was awarded the bid. He reviewed form-based code projects Ms. Petheram and the FFKR Architects firm had previously done. He added the budget for the project was \$45,000 and anticipated it would be completed by the end of June 2019.

Councilmember Phipps moved to approve the award of proposal for the update to the Downtown Form-Based Code to FFKR Architects and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Recognized Councilmember Bush and Councilmember Roper for their recent birthdays.
2. Attended the Utah Transit Authority (UTA) Board of Trustees meeting with Spencer Brimley on March 20, 2019. He reported Paul Drake presented recommendations after the Transit-Oriented Development (TOD) analysis tool ranking of station area plans and Clearfield City was ranked in the top three on two of the three categories considered.

3. Reported he planned to attend the UTA Board of Trustees meeting on March 27, 2019 where it would be officially designate its three selected TOD sites. He expressed his optimism the City would be selected.
4. Planned to attend a meeting with the Davis School District on March 27, 2019 to discuss the relocation of South Clearfield Elementary and its impacts to the City.
5. Attended the National League of Cities (NLC) meetings in Washington DC with Councilmember Roper from March 10, 2019 through March 13, 2019. He reported the information received and participation on various committees was valuable as well as educational.
6. Reported attending the 2019 Scowcroft Awards Banquet for the Utah Air Force Association.

Councilmember Bush

1. Attended the “Chat and Chew” community networking meeting on March 13, 2019. He said there was good attendance both from regular daytime attendees along with new individuals. He expressed his opinion it was a good idea to occasionally hold a meeting in the evening to catch those that could not attend during the daytime hours.
2. Announced the North Davis Utah Kiwanis Club was planning a golf tournament on September 6, 2019 at Glen Eagle golf course and needed sponsors or players.

Councilmember Peterson

1. Reported the Annexation process was nearing completion to annex Sunset City into the North Davis Fire District (NDFD) boundaries.
2. Recognized the NDFD was currently operating as a special service district with the City as the local governing body; however, it was in the process of reorganizing to a local district service area concurrently with the annexation.
3. Expressed appreciation to the City’s police department for its efforts to prepare to host the group attending the Davis County Citizens Police Academy in a couple of weeks for training.
4. Recognized the Parks and Recreation staff and advisory board for the efforts that went into making Hamblin Park a gem of the City. She indicated it was formerly known as the 200 South Park and it made a splash on social media recently.
5. Welcomed Commissioners Bloomfield and McAllister. She expressed appreciation and recognized the efforts of the members of the Planning Commission.

Councilmember Phipps – reported Wasatch Integrated had finalized its bond last week. He explained the transfer station was close to completion and the contract had been awarded for the construction of the recovery station. He noted the construction was expected to begin soon.

Councilmember Roper

1. Expressed appreciation to the newly appointed Planning Commissioners and the Planning Commission for its role in assisting the City Council.
2. Attended NLC meetings in DC with Mayor Shepherd becoming more informed about water usage, transportation safety, and learning more about the importance of technology education with older generations to help them stay mobile. He reported it was a great opportunity to participate in those meetings and various committees.

Councilmember Thompson

1. Updated the Council on the statistics from the 2018 Mosquito Abatement season. He reviewed the efforts of the Mosquito Abatement District for Davis County on school educational programs, drone testing, and recruitment for sprayers for the upcoming season. He announced he joined the Unmanned Aerial Vehicles (UAV) committee to help create funding and direction for the drone committee.
2. Met with the Complete Count Committee of the 2020 Census. He emphasized the importance of counting everyone and suggested ways the committee would work together to increase participation until

2020. Mayor Shepherd expressed his appreciation to Councilmember Thompson for taking the lead on that committee.

STAFF REPORTS

JJ Allen, City Manager

1. Wished a happy birthday to Councilmember Bush and Councilmember Roper.
2. Expressed his appreciation for the opportunity of working with elected officials and an awesome team of staff.

Nancy Dean, City Recorder –reviewed the Council’s schedule:

- Work Session on April 2, 2019
- Work and Policy Session on April 9, 2019
- Work Session on April 16, 2019
- Work and Policy Session on April 23, 2019
- Work Session on April 30, 2019
- Tentative Joint Meeting with the Planning Commission was planned for May 7, 2019

There being no further work to discuss, **Councilmember Thompson moved to adjourn the policy session and reconvene in work session at 7:40 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

**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 26, 2019.

/s/Nancy R. Dean, City Recorder