

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

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING:	Tim Roper	Acting Mayor Pro Tem
EXCUSED:	Mark Shepherd Nike Peterson	Mayor Mayor Pro Tem
PRESENT:	Kent Bush Vern Phipps Karece Thompson	Councilmember Councilmember Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Adam Favero Eric Howes Spencer Brimley Shane Crowton Tyler Seaman Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Community Services Director Community Development Director Code Officer Building Official Communications Manager City Recorder Deputy Recorder

VISITORS: Jerome Curran, Kristi Bush, Ruth Jones

Acting Mayor Pro Tem Roper called the meeting to order at 6:17 p.m.

QUARTERLY CODE ENFORCEMENT UPDATE

Tyler Seaman, Building Official, and Shane Crowton, Code Officer, reviewed the 2019 calendar year statistics for code enforcement in the City. Mr. Crowton reported from January 1, 2019 to November 1, 2019 there had been a total of 1,230 cases. He reviewed the different cases by type and location with the Council.

Councilmember Phipps wondered about the percentage of violations found versus those being reported. Mr. Crowton stated he felt about 80 percent of the cases were found by City employees. JJ Allen, City Manager, explained most cities took the reactive approach when it came to code enforcement. He reminded the Council about its decision to be more proactive in

its code enforcement approach and to educate the residents on the ordinances that were in place. Mr. Allen stated the more proactive approach could cause more complaints from residents.

Mr. Crowton reviewed the cases by status for open, default, and compliance.

Councilmember Bush asked if the default cases went to court. Mr. Seaman explained the default cases received default notices in the mail and then if still not compliant, either a lien was put on the property or the City would abate the issue.

Mr. Crowton reviewed the proposed changes to the notice of violation. He noted readability was a high priority in the new notices. Mr. Seaman explained 30 to 40 total residents and employees had been surveyed regarding the new proposed notices versus the old notice format. Mr. Crowton stated approximately 75 percent had voted for the newer proposed notice format. There was a discussion about how the survey was carried out and the overall reliability of the survey.

Councilmember Bush asked for clarification on how code violation notices were served. Mr. Crowton stated a majority of the notices were mailed out. Spencer Brimley, Community Development Director, reiterated the notice of violation that was mailed out acted as a warning to the resident, the resident then had a fourteen day period to discuss the issue with code enforcement, if needed, and rectify the situation before a fine was assessed.

The Council appeared to agree that the new notice of violation was a better change.

Mr. Crowton discussed the tools being used to improve code enforcement including: information graphics being sent out and the schedule for a Facebook campaign regarding ordinances to help educate the residents.

#### DISCUSSION ON THE CITY'S DRAFT MODERATE INCOME HOUSING PLAN (MIHP)

Spencer Brimley, Community Development Director, stated staff proposed an amendment to the current moderate income-housing plan within the City's General Plan to comply with the SB 34 requirements set forth by the State Legislature. He stated staff hoped to receive additional funding to do a full update to the General Plan in spring of 2020, which would include an in depth analysis of moderate income housing needs in the community.

Councilmember Bush wondered if a small area neighborhood plan would be part of the MIHP. Mr. Brimley explained staff hoped to implement the small area plan as part of the MIHP during the General Plan process. He reiterated the desire of staff to get additional funding from Wasatch Front Regional Council (WFRC) so more updates could be incorporated into the General Plan.

Councilmember Bush asked if the MIHP was presented to the Planning Commission and if anyone was at the public hearing. Mr. Brimley affirmed the MIHP had been presented to the Planning Commission and that no one had come to speak at the public hearing.

Mr. Brimley explained it had been recommend that the Gap Analysis be removed and included as an appendix to the plan.

Mr. Brimley stated the goals for the updates to the MIHP were for the City and other cities in the State to be accountable and in compliance with the requirements of SB 34. Councilmember Bush expressed his desire to encourage the State to make sure it held other cities accountable to the new requirements. JJ Allen, City Manager, said that desire had been expressed by staff at its meeting with local legislators earlier in the month.

Councilmember Thompson wondered how much saturation and density data Davis County provided to the City. Mr. Brimley stated the County did not supply data unless requested. He explained the Gap Analysis was a great resource for the City to look at when making future decisions about development, as well as regional data provided by Wasatch Front Regional Council.

Councilmember Thompson expressed his opinion that something needed to change with how housing and absorption data was collected and then provided to the cities. He expressed his opinion that if cities did not know how much housing stock was needed in the area, it would be like the city was building blind and would never get to the heart of the real issue.

Mr. Brimley stated if the City wanted an absorption rate analysis the City could do it. Mr. Allen commented that the City was just one part of the regional picture; therefore, he wondered who should take on the job of completing an analysis of that magnitude. Mayor Pro Tem Roper agreed that the issue was regional and it needed to be looked at as a whole.

Councilmember Phipps also agreed the City was not the entity to solve the housing problems for the State. He felt the MIHP should emphasize the housing affordability issue as a regional problem and show that Clearfield City was doing its share to help mitigate the problem.

Summer Palmer, Assistant City Manager, shared information received in a meeting with Lifetime Products to discuss the new distribution center where the director brought up the significant shortage in employees that Lifetime was experiencing on a regular basis. She stated Lifetime had raised wages for entry level positions in an attempt to attract new employees. Ms. Palmer shared her insight that the MIHP could also show the City was doing its part to support local businesses and economy. She stated housing affordability was one issue and that was something the City could tackle to help the local businesses.

Councilmember Thompson reiterated his desire for information from the County that could help the City take on the appropriate level of moderate income housing. He highlighted neighboring cities and the wealth growth those cities had seen and would like to see those cities also doing their part for moderate-income households.

Mayor Pro Tem Roper expressed his opinion that the MIHP was more economical for the City rather than a fulfillment of the State requirements.

Councilmember Phipps felt like a good target for future residents was proximity to Hill Air Force Base and its employee population.

Councilmember Thompson desired to see the overall effect of the MIHP as a success for everyone and everything involved.

Mr. Brimley stated the outside perspectives would always be there, but highlighted the award the City recently received and the fact that other professionals in the industry were noticing Clearfield because of the innovative projects the City was undertaking.

Councilmember Phipps expressed he would like to see the GAP for all the cities in the County and look at how Clearfield compared.

Ms. Palmer stated it would have more of an impact to go to the legislators next year with all the data collected and show them what the City had done to encourage moderate-income housing.

Councilmember Thompson stated there was a fear for cities to zone for moderate-income affordability because cities feel it would affect their cities. He expressed his appreciation to Clearfield City for always being more inclusive. He wondered how to get other cities to desegregate themselves because there needed to be a regional approach to the housing affordability problem.

There was a discussion about the MIHP document and the changes the Council would like to see made to enhance it. Councilmember Phipps shared his desire to see the language in the document changed to be more concise and less debatable. He also expressed his concern that the Council as a whole did not accept some of the statements. Mr. Allen asked Councilmember Phipps if he would like to propose some language to be inserted for the Council to review before the MIHP was considered for adoption at the next policy session. He requested Councilmember Phipps to provide redlines for staff to look over to help make the changes desired.

There was a discussion about possible changes to the MIHP document including the language and omitting certain paragraphs. The consensus of the Council seemed to be the more concise in subject matter the better when it came to the MIHP document but not to the point that the whole document had to be redone.

**Councilmember Bush moved to adjourn at 7:54 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Phipps, Roper, and Thompson. Voting NO – None.** Councilmember Peterson was not present for the vote.

**APPROVED AND ADOPTED  
This 14<sup>th</sup> day of January, 2020**

**/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, November 19, 2019.

/s/Nancy R. Dean, City Recorder