

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
September 3, 2019

City Building
55 South State Street
Clearfield City, Utah

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
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Chris Uccardi, Ruth Jones, Devin Prouty

Mayor Shepherd called the meeting to order at 6:03 p.m.

REVIEW OF THE 800 NORTH ROADWAY CROSS-SECTIONS DESIGN FOR THE 800 NORTH IMPROVEMENTS PROJECT

Adam Favero, Public Works Director, updated the Council on the proposed design plans for the 800 North Improvement Project. Sunset City was the lead agency on the improvements. The impact for the City would be an increase in the shoulder of the road from around five feet to approximately seven feet.

DISCUSSION ON THE DEVELOPMENT AGREEMENT FOR THE DEPOT CROSSING COMMERCIAL AND RESIDENTIAL DEVELOPMENT LOCATED AT APPROXIMATELY 458 EAST 700 SOUTH (TIN: 15-011-0003)

Brad McIlrath, Senior Planner, stated the Depot Crossing commercial and residential development included an office building at approximately the corner of Depot Street and 700

South and a 32-unit townhome subdivision to the south of the office building and Masonic Temple. He noted that at the time of the request those properties were located in the T-C (Town Commerce) zone and as required by the Downtown Form-Based Code (FBC), townhomes were only allowed in that zone if located to the rear of a commercial building. Mr. McIlrath stated that with topography and Utah Department Of Transportation (UDOT) challenges along 700 South the developer asked for approval of the office building with modifications to some FBC standards as allowed through a development agreement.

There was a discussion about the following modifications to the FBC standards that would be implemented in the development agreement:

- Sidewalks
- Benches
- Building Entry
- Open Space
- Order of Construction

Councilmember Peterson stated her concern about the rear façades lacking architectural interest. Councilmember Peterson shared her opinion that the development agreement should also address the architecture being pleasing to the eye on the rear of the building.

Mr. McIlrath reviewed and discussed the site plans for the development. He stated the site plan addressed the architecture so staff did not include it in the development agreement.

Mr. McIlrath stated a stipulation could be applied that stated a building permit must be pulled prior to any certificates of occupancy. The consensus of the Council was to make changes in the language to insist the commercial development go vertical before occupancy permits were issued.

Councilmember Peterson asked for confirmation that if plans for the façade were to change, those changes would need to go through the Planning Commission again. Mr. McIlrath affirmed that those changes would be substantive enough to require the Planning Commission to reevaluate.

Councilmember Thompson arrived at 6:22 p.m.

DISCUSSION ON PROPOSED AMENDMENTS TO THE CONSOLIDATED FEE SCHEDULE REGARDING MASSAGE ESTABLISHMENTS, POLICE, AND GRAMA FEES

Nancy Dean, City Recorder, stated an ordinance would be forthcoming for Title 4 Massage Establishment changes and new fees would be established as part of the ordinance, therefore the consolidated fee schedule would need to be amended.

Stuart Williams, City Attorney, stated the proposed new business license fees for massage establishments would be \$178. The proposed fee was based on the lowest cost of each person

needed to review the application as well as the many inspections needed. He stated the fees would be contingent on the ordinance being passed.

Nancy Dean, City Recorder, stated staff recently reviewed the processes being performed by the Customer Service Center employees. One of the services provided by the Customer Service Center staff was responding to record requests for police records. It was determined that requests for police records be handled in the same manner as any other request for records.

Ms. Dean explained that State Law allowed the City to charge fees based on the hourly wage of the staff member completing the request, so the fee would vary per each request.

DISCUSSION ON PROPOSED AMENDMENTS TO CITY CODE TITLE 1, CHAPTER 6 – MAYOR AND CITY COUNCIL AND TITLE 1, CHAPTER 7 – OFFICERS AND EMPLOYEES

Nancy Dean, City Recorder, reviewed that on August 27, 2019 the Council approved its Council Rules of Order and Procedure, which more particularly addressed parliamentary order and procedure, ethical behavior, and civil discourse of the City Council. She stated the adoption of the official Council Rules of Order and Procedure necessitated a review of City Code Title 1, Chapter 6 – Mayor and City Council because it also contained rules for the City Council to follow and it was important to have both documents address the same requirements.

Ms. Dean stated that as the Code was reviewed staff found several additional paragraphs that needed updating. The proposed amendments for consideration of City Code Title 1, Chapter 7 addressed the appointments of the city recorder and the city treasurer, as well as bonding requirements of appointed officials and officers.

Ms. Dean acknowledged there were changes made in the last legislative session, which necessitated an additional sentence that had been inadvertently omitted from the draft. She stated the sentence would be added and disbursed in the agenda packet as it was planned for consideration on September 10, 2019.

Councilmember Bush moved to adjourn at 6:42 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 24th day of September, 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, September 3, 2019.

/s/Nancy R. Dean, City Recorder