

**CLEARFIELD CITY COUNCIL MEETING MINUTES**  
**6:00 P.M. WORK SESSION**  
**December 9, 2014**

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Ron Jones Mike LeBaron Bruce Young	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Keri Benson	Councilmember
STAFF PRESENT:	Adam Lenhard JJ Allen Brian Brower Greg Krusi Scott Hodge Scott Hess Eric Howes Curtis Dickson Brian German Marliss Scott Nancy Dean Kim Read	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Development Services Manager Community Services Director Community Services Deputy Dir. Cemetery and Open Space Manager Public Relations/Marketing City Recorder Deputy City Recorder

VISITORS: Kathryn Murray

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

**PRESENTATION ON OPEN SPACE AND THE CEMETERY**

Curtis Dickson, Community Services Deputy Director, introduced Brian German, Cemetery and Open Space Manager, to the Council and he shared a visual presentation specific to the cemetery and open spaces within the City. He identified the open spaces and explained the what and how they were maintained. He also identified proposed future projects associated with the cemetery and trails. He informed the Council that the City was also responsible for maintenance along the soundwall adjacent to the SR 193 extension which was equivalent to an additional 15 acres. He also mentioned there was manicured landscaping associated with the extension. He also identified the sponsors of the Adopt A Trail Program.

Adam Lenhard, City Manager, asked Mr. German what the long term significant challenges were associated with his position at the City. Mr. German believed the biggest challenge had to do with staffing. He explained the City used a staffing agency to fill seasonal positions and he shared some examples to illustrate his point. Scott Hodge, Public Works Director, pointed out

Mr. German's staff would also be assuming additional open space maintenance from Public Works. Mr. German believed additional staff would be needed as more work was assigned.

#### DISCUSSION ON PROPOSED AMENDMENTS TO THE GENERAL PLAN, CHAPTER 4, AFFORDABLE HOUSING

Scott Hess, Development Services Manager, informed the Council that an application had been received for an amendment to the General Plan which would include new language to Chapter 4, Affordable Housing. He stated the language reflected the City had a few acres of undeveloped high density residential property still left in that zoning designation; therefore, the current policy of the City was to not allow additional rezones to R-2 or R-3 outside of the current Mixed Use zones. He reported the applicant had proposed language which read, "except for properties which were between one and three acres" with the intent that some of the smaller properties being developed be eligible for the R-2 or R-3 zoning designation. He shared an illustration which identified possible parcels which could be affected by the proposed language. He pointed out the property which spurred the request was larger than the designated three acres. He reported it was staff's position to remove the limiting provision from the General Plan and the Planning Commission's recommendation was to deny the language which had been provided by the applicant while recommending the applicant accept staff's alternative motion to remove the limiting provision from the General Plan.

Mr. Hess stated the year 2015 had previously been designated for a re-write of the General Plan which would allow staff to target and identify areas of the City where multi-family housing would be accepted. He explained the current General Plan didn't allow for any flexibility for multi-family housing outside of the MU, Mixed Use zone. Councilmember LeBaron reported the Planning Commission's decision was not unanimous.

Councilmember Bush inquired if the Council needed to make a decision during the Council meeting and stated he liked the idea of addressing the General Plan altogether as a re-write. JJ Allen, Assistant City Manager, responded the applicant deserved a decision from the Council whether it approved the applicant's proposal or an alternative or deny the entire application. He pointed out if the Council chose to approve the Planning Commission's recommendation there would still be an incredible amount of discretion.

Brian Brower, City Attorney, pointed out restrictions made it difficult for staff to accommodate good viable projects for future development.

#### DISCUSSION ON PROPOSED FEE WAIVERS FOR FUTURE RETAIL DEVELOPMENT ON CERTAIN PARCELS AT LEGEND HILLS

JJ Allen, Assistant City Manager, reviewed the history regarding the Legend Hills property and Weber Basin Water Conservancy District which resulted in a Memorandum of Understanding executed in 2007. He distributed a copy of the Memorandum. He announced a letter was recently received requesting a renewal or extension of the agreement.

Mr. Allen reported not a single dollar of the \$52,000 fee waivers had been used due to the economic downturn and Mr. Belleau, Legend Hills, was requesting the City renew those waivers. He reported staff was not reluctant to renew the fee waivers; however, the new memorandum specified the waivers would only be eligible for new retail development and what parcels those could be applied to.

Councilmember LeBaron reported he was on the Council at the time the original Memorandum of Understanding was approved and believed the Council at that time believed development would proceed rapidly because of the nearby proposed Midtown Village development which was all prior to the downturn in the economy.

**DISCUSSION ON PROPOSED AMENDMENTS AND CORRECTIONS TO TITLE 11,  
LAND USE, AND TITLE 12 SUBDIVISION REGULATIONS, INCLUDING THE  
DEFINITIONS AND SUPPLEMENTARY REGULATIONS FOR “SWAP MEET”**

Scott Hess, Development Services Manager, explained a series of amendments to Title 11 and Title 12, as well as a new use and reviewed the changes with the Council:

- Add the CUP notice requirements to Table 11.2.
- Add Home Occupations as a permitted use. Home Occupations was a use which was permitted in Title 11; however, it was not listed as a permitted or conditional use in any of the Residential Codes.
- Nondepository lending – Add the provision that a nondepository lending establishment shall not be located within 880 feet from any tattoo or body piercing establishment.
- Sign Regulation interpretation – remove the call out to the “Board of Adjustment” and replace with “Planning Commission.”
- Subdivision Regulations, Exceptions to avoid hardships – remove the call out to the “Board of Adjustment” and replace with “Planning Commission.”
- Swap Meets would be listed as Conditional Uses in C-2 and M-1 zones.

Mr. Hess reviewed the proposed definition and supplementary regulations that applied to “Swap Meet” with the Council. He reported the amendment was spurred by receipt of a business license application. He added it wasn’t the first time an inquiry had been made about swap meets; therefore, staff had put together some provisions for the use.

Councilmember Bush asked if there were designated time limits for operation or if the swap meet would be allowed to operate indefinitely. Mr. Hess responded during his research prior to drafting the supplementary regulations, he had reviewed numerous municipalities’ codes and mentioned some of them limited the number of events or times in which the swap meets could operate. He indicated the Council could consider limitations if it desired and shared some examples. A discussion took place regarding time limits for the swap meet use.

Adam Lenhard, City Manager, clarified the proposed language didn’t specify the use be added to any specific zones. Mr. Hess responded it would be a conditional use to the C-2 and M-1 Zones. Councilmember Young didn’t believe addressing time limits would be a bad idea in order to avoid something permanent that the City might not desire. Brian Brower, City Attorney, suggested eliminating the language which stated it would be a conditional use in C-2 and M-1

but rather opt to not designate the use in any zone at this time. He expressed his opinion it would be in the City's best interest to get a definition on the books and then address where it was allowed at a later date.

JJ Allen, Assistant City Manager, suggested if the Council desired a time restriction it could be identified in the Supplementary Regulations and a discussion took place. Mr. Brower suggested also including language in both Supplementary Regulations and Title 4 for consistency purposes. Mayor Shepherd believed the Council should only approve the definition at this time. Mr. Brower commented if the Council desired to approve only the definition during the policy session it would be necessary for the Council to state such for the record during the motion. He continued the motion could be made to pass the definition only but not allow the use in any zones until staff presented more specifics for allowed uses.

Nancy Dean, City Recorder, pointed out the proposed ordinance had been drafted slightly different than the Planning Commission's recommendation in regards to permitted uses for Home Occupation because staff had inadvertently neglected to include the Agricultural Zone as a permitted use in its discussion with the Planning Commission. Mr. Hess added Home Occupations was not allowed in Mobile Home Parks yet but it was allowed in other multi-family areas. He stated the City had received very few requests for Home Occupations in Mobile Home Parks. Mr. Brower clarified the Planning Commission had considered that use and recommended to continue that practice.

#### DISCUSSION ON THE AWARD OF BID FOR JANITORIAL SERVICES

Eric Howes, Community Services Director, distributed the bid tabulation for the janitorial services bid to the Council and reviewed the proposals. He stated after a thorough review process of all bids he was comfortable in recommending awarding the bid to Greathouse Cleaning. He pointed out the significant savings that would be recognized with that proposal and mentioned he had received several positive recommendations. There were no questions or concerns from the Council regarding Mr. Howes' recommendation.

**Councilmember Bush moved to adjourn and reconvene in a City Council policy session at 6:58 p.m., seconded by Councilmember Jones. All voting AYE.**

The work session reconvened at 7:41 p.m.

#### DISCUSSION ON PARTICIPATION WITH LOCAL FIRST UTAH

JJ Allen, Assistant City Manager, referred to the Strategic Plan which indicated the City would promote the importance of shopping locally. He informed the Council of Local First Utah which was an organization whose purpose was to promote local businesses. He explained the City hosted a meeting with representatives from Local First in addition to local business owners at which time the Local First program was explained. He expressed his opinion the event had been a success. He announced Marliss Scott, Public Relations/Marketing, had been designated to spearhead the campaign.

Ms. Scott shared a visual presentation and distributed a handout which highlighted the package options for the City to consider in sponsorship/partnering with Local First Utah and pointed out the benefit in partnering with them. Ms. Scott reviewed the three sponsorship options for the Council to consider. Ms. Scott indicated she supported Option 2 because it offered a customized marketing component.

Mr. Allen pointed out Clearfield City would be highlighted as a partnering community with the sponsorship. Ms. Scott announced funds had been appropriated during the budget process which could be used for the program.

Councilmember LeBaron inquired how Local First would remove businesses from its website if they went out of business. Mr. Allen believed that would be a question for Local First. Ms. Scott believed the City would need to provide Local First with that information. Councilmember Young asked if Local First had provided any traffic information data about its website. Mr. Allen stated that issue had been brought up during the meeting but he couldn't remember the specific number. He believed the annual sponsorship was more about the marketing materials and window clings. Mayor Shepherd believed the biggest benefit would be the message it would send to local businesses. Mr. Allen mentioned there was a group of dynamic individuals from local businesses that participated in the meeting. He mentioned as a result of the meeting several of the participants had already visited Local First and signed up.

Councilmember Young suggested having a follow-up meeting with the businesses to determine the success of the program. Councilmember Bush also suggested holding an evening meeting to attract other business owners. Mr. Allen stated the City would take the lead role and hopefully the business owners would take on a leadership role. The Council discussed the sponsorship options.

The Council expressed its support for the \$2,500 annual contribution for Local First Utah. Councilmember Jones asked when the partnership/membership would be effective. Mr. Allen indicated right away.

#### DISCUSSION ON THE DESIGN FOR CITY GATEWAY MONUMENTS

Eric Howes, Community Services Director, mentioned the City's consultants from Project Engineering Consultants (PEC) were unable to attend the meeting and reminded the Council of the joint meeting with the Parks & Recreation Commission last spring regarding the gateway monuments. He requested feedback from the Council prior to the review of the final draft of the gateway monuments which was scheduled for Wednesday, December 10, 2014.

Mr. Howes stated four locations had been identified for placement of gateway monuments and reported funds were appropriated in the CDRA (Community Development and Renewal Agency) budget for the project. The four identified locations were:

- 650 North/I-15 Interchange - to the right of the northbound off-ramp situated in such a way as to be seen when exiting the freeway and entering Falcon Hill
- 700 South/I-15 Interchange – the northbound off-ramp
- 55 South State Street – in front of the Municipal Building, east of State Street

- Cornerstone Park – approximately fifty feet north from the corner of South Main Street and Gordon Avenue

He reviewed the illustrations of the proposed monument signs and their respective locations. He pointed out the two signs located near the off-ramps would be approximately nine feet tall in height to be easily seen by motorists. He reviewed the sizes of the other two signs and the proposed materials. He anticipated construction of the signs could begin as early as April 2015.

The meeting adjourned at 8:20 p.m.

**APPROVED AND ADOPTED**  
**This 13<sup>th</sup> day of January, 2015**

**/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, December 9, 2014.

*/s/Nancy R. Dean, City Recorder*