Mission Statement: To provide leadership in advancing core community values; sustain safety, security and health; and provide progressive, caring and effective services. We take pride in building a community where individuals, families and businesses can develop and thrive.

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION
Planning Commission Interviews and Discussion
Discussion on an Addendum to a Real Estate Purchase Contract for Clearfield Center located at approximately 70 South State Street
Update on the North Davis Sewer District (NDSD)
(Any items not addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. REGULAR SESSION
CALL TO ORDER: Mayor Shepherd
OPENING CEREMONY: Councilmember Young
APPROVAL OF MINUTES: November 25, 2014 – Work Session

PUBLIC HEARING:

1. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED ZONING TEXT AMENDMENT TO TITLE 11, CHAPTER 11, ARTICLE C, COMMERCIAL RESIDENTIAL ZONE

BACKGROUND: John W. Hansen, Hansen & Associates, representing property owner Thomas Rosenberg, for property located at approximately 938 South 2000 East, had requested an amendment to timing requirements for commercial and residential construction. Mr. Hansen is in the middle of a rezone request for the property from Commercial (C-2) to Commercial Residential (C-R) and had previously explained his development timing and market conditions during a work session on Tuesday, November 25, 2015. After the discussion between the applicant and staff, it was determined that the Zoning Text Amendment was not the best way to accomplish the intended development. The applicant requested the application for a Zoning Text Amendment be pulled from the January Planning Commission meeting, and is preparing an alternate application for the property. Planning Commission opened the public hearing for public comment as noticed (although none was offered), and closed it afterward; however, no action was taken on the item based on the applicant’s request to remove the application from the agenda.
RECOMMENDATION: Open the Public Hearing and receive any public comment.

2. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING A ROAD DEDICATION PLAT

BACKGROUND: The request is for a street dedication plat for portions of 700 South and 1000 West.

RECOMMENDATION: Open the Public Hearing and receive public comment.

SCHEDULED ITEMS:

3. CITIZEN COMMENTS

4. CONSIDER APPROVAL OF A ROAD DEDICATION PLAT

BACKGROUND: The request is for a street dedication plat for portions of 700 South and 1000 West. The basic home siting plan in the building permit application did not accurately reflect the current shape and configuration of the lot; however, the parcel in question was nevertheless issued a building permit for the construction of a single family home. Further review of surveys and County records discovered that the subdivision which created this parcel was accomplished through Warranty Deeds recorded back in 2006 and 2007 and that the proper legal subdivision process as set forth in the Clearfield City Code was not followed. An illegal subdivision does not entitle the lots as “buildable.” The Planning Commission reviewed this item during its meeting on Wednesday, January 7, 2015, and determined that the Road Dedication Plat as submitted by the applicant was not the proper approval mechanism to correct the illegal subdivision of land and accordingly recommended denial of the Road Dedication Plat.

RECOMMENDATION: Planning Commission recommends Denial of the request by Nick Mingo on behalf of Ivory Homes for a Road Dedication Plat to dedicate property along 700 South and 1000 West as public right-of-way located at 1039 West 700 South. Staff concurs with the Planning Commission’s recommendation to deny the road dedication plat as submitted due to the illegal subdivision which created the lot that needs to be corrected in order to entitle the parcel as a legal “building lot” prior to approving further applications for this parcel.

5. CONSIDER APPROVAL OF REAPPOINTMENTS TO THE PLANNING COMMISSION

BACKGROUND: The terms for two members of the Planning Commission expire next month. The City Council conducted interviews with individuals as proposed by the Mayor prior to the Policy Session.

RECOMMENDATION: Approve and consent to the Mayor’s appointments to the Planning Commission and authorize the Mayor’s signature to any necessary documents.
**COMMUNICATION ITEMS:**
  
  Mayor’s Report  
  City Councils’ Reports  
  City Manager’s Report  
  Staffs’ Reports  

**COUNCIL MEETING ADJOURN**

Dated this 22nd day of January, 2015.

/s/ Kimberly S. Read, Deputy Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.
PRESIDING: Mark Shepherd Mayor

PRESENT: Keri Benson Councilmember
Kent Bush Councilmember
Ron Jones Councilmember
Bruce Young Councilmember

EXCUSED: Mike LeBaron Councilmember

STAFF PRESENT: Adam Lenhard City Manager
JJ Allen Assistant City Manager
Brian Brower City Attorney
Kelly Bennett Police Sergeant
Scott Hodge Public Works Director
Eric Howes Community Services Director
Curtis Dickson Community Services Deputy Dir.
Scott Hess Development Services Manager
Rich Knapp Administrative Services Director
Nancy Dean City Recorder
Kim Read Deputy City Recorder


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

DISCUSSION ON THE “NAME THAT PARK” CONTEST

Eric Howes, Community Services Director, reminded the Council that the City was conducting a “Name that Park” contest to select an official name for the park located on the corner of South Main and Gordon Avenue which had been referred to as West Park Village Park. He reported the City received 70 submissions and the Parks and Recreation Commission had narrowed consideration down to 11. He presented the proposed 11 names to the Council and it discussed the submissions. The Council selected the name of Cornerstone Park.

DISCUSSION ON PROPOSED ZONING TEXT AMENDMENTS TO TITLE 11, CHAPTER 11E, DOWNTOWN REDEVELOPMENT (D-R) ZONE

Scott Hess, Development Services Manager, explained the Downtown Redevelopment (D-R) zone was established in approximately 2009. He stated when it was originally approved the City Code represented a best guess for the type of development the City believed would take place in the downtown area. He reported the Planning Commission had the opportunity to review the
proposed text amendments. He indicated the Staff Report differed slightly from the proposed language recommended and approved by the Planning Commission. Mr. Hess reviewed the proposed ordinance with the Council:

- Change the language from “downtown areas” to be more inclusive and applicable to encourage development in other areas of the City.
- Include more specific verbiage to final approval in the development agreement.
- Forego or limit the requirement of the ground floor consisting of commercial/retail development.
- Change the minimum square footage requirement specific to the residential component.

Mr. Hess expressed his opinion the changes would be attractive to developers and wouldn’t necessarily change what had been previously approved by the City Council.

Councilmember Bush expressed concern about the possibility of a development in which all residential units consisted of only 700 square feet. Mr. Hess believed the market would dictate the size of the residential units and shared some examples. JJ Allen, Assistant City Manager, reported during the Planning Commission’s discussion it was determined the City could negotiate the number of those units within the development agreement. Mr. Hess believed the City would need to complete a project or two in order to fully understand what the regulations should be and how they would be administered. Councilmember Young inquired if the proposed zoning text amendments still gave the City the opportunity to deny development if it was something that wouldn’t benefit the City. Mr. Hess pointed out the Council had the authority to approve the development agreement. A discussion took place regarding locations in which the proposed D-R zone could be applied. Mr. Hess pointed out the intent of the D-R zone was to promote development in commercial corridors.

DISCUSSION ON THE AGREEMENT WITH THE SALT LAKE CHAMBER OF COMMERCE ON TRANSPORTATION FUNDING

Adam Lenhard, City Manager, stated transportation funding was currently an issue that communities would need to address in the near future. He reported the Utah League of Cities and Towns (ULCT) and the Salt Lake Chamber of Commerce had partnered and created the Utah Transportation Coalition and was requesting support from participating cities. The Coalition was requesting a $1,000 contribution from the City in exchange for a tool kit consisting of advertising, social media education, information to be provided on the City’s website or in with utility billing, Legislative advocacy to provide transportation solutions. He announced staff believed the project was worth supporting and recommended approval of the Agreement. Mayor Shepherd asked if there was any objection to the Agreement. There was no objection from the Council.

DISCUSSION ON THE AWARD OF BID FOR JANITORIAL SERVICES

Eric Howes, Community Services Director, reported the janitorial contract was large and staff was requested to evaluate options related to the contract to reduce overall costs. He mentioned one of the options originally considered was providing in house janitorial services which would
cost the City approximately $96,000 in labor costs alone. He expressed his opinion there would not be a recognized cost savings with that option.

Mr. Howes reported the City had completed a Request for Proposal (RFP) process and the City received seven proposals which varied in costs and services significantly. He stated he was not currently prepared to make a recommendation on the award for the series because he wanted to further study the submitted bids and request a best and final offer from the potential vendors. He pointed out the contract was for all City facilities.

Adam Lenhard, City Manager, pointed out the extensive scope of services provided by the janitorial vendor and expressed his support for Mr. Howes’ further study of the proposals.

DISCUSSION ON THE AWARD OF BID FOR AN ENERGY PERFORMANCE CONTRACT

Eric Howes, Community Services Director, mentioned the Energy Performance Contract was a non-budgeted item which would need to be addressed through an amendment to the budget in January. He explained it was the City’s hope to realize some cost savings by upgrading to energy efficient materials in its light fixtures, boiler systems, etc. and using that cost savings to fund the improvements. He mentioned the City would also recognize a cost savings in credits which would be received through utility providers.

Curtis Dickson, Community Services Deputy Director, stated two bids were received and he further clarified the project was a budget neutral way in which upgrades could be completed for lighting, mechanical systems, etc. for energy performance. He pointed out the costs associated with the contract were guaranteed performance based and shared an example of those costs.

Mr. Howes stated the City had thoroughly evaluated both proposals and emphasized both companies would do a good job for the City. He announced it was his recommendation the contract be awarded to McKinstry. Adam Lenhard, City Manager, reminded the Council that the City had considered a similar contract approximately two years ago. He stated funds for the project would be recognized in the fund balance.

Councilmember Bush moved to adjourn the work session and reconvene in a CDRA work session at 6:40 p.m., seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones and Young. Voting NO – None. Councilmembers LeBaron was not present for the vote.

**The minutes for the CDRA are in a separate location**

The work session reconvened at 7:35 p.m.
DISCUSSION ON CITY CODE – TITLE 11, CHAPTER 11C COMMERCIAL RESIDENTIAL (CR) ZONE IN RELATION TO THE DEVELOPMENT OF PROPERTY LOCATED AT APPROXIMATELY 938 SOUTH 2000 EAST, CLEARFIELD

Scott Hess, Development Services Manager, informed the Council that the property was located on the west side of University Park Boulevard and was currently in the process for a rezone from Commercial (C-2) to Commercial-Residential (C-R). He stated the rezone would allow high quality family homes on the back western portion of the property and, at the Planning Commission’s request, commercial along University Park Boulevard. He reported the Planning Commission had recommended approval with conditions and pointed out the rezone was contingent upon the execution of a development agreement. He stated the development agreement would identify specifics such as materials, landscaping, two car garages, etc. The development agreement would also call for the commercial development to occur prior to the residential component. Mr. Hess pointed out the development would be significantly smaller than the Clearfield Station development. He stated the developer had requested to address the Council since a zoning text amendment would also be needed to facilitate the development as proposed by the developer.

John Hansen, Developer representing Mr. Rosenberg, property owner, referred to the plat and pointed out the topography challenges associated with any possible development of the property. Mr. Hess pointed out the CR Zone was put in place as a best guess for the type of zoning the City could expect for future development in these types of locations. Mr. Hansen indicated the development would be accessed by a new road which would dead end at a future City park/parking lot. He continued the road would be built to City standards and be dedicated to the City.

Mr. Hansen reported he had marketed the property for commercial purposes for several years and there had been no interest. He requested the Council modify the zoning which would allow them to begin building and placing a deed restriction on the property designating the future commercial development. Brad Allen, Realtor, stated commercial development would be viable in the long term but didn’t believe there was a market for that at this time.

Mr. Hansen emphasized they were requesting a timing allowance which would allow them to begin building the twin townhomes at the rear of the property and placing a deed restriction on the proposed commercial development. He believed they could meet all other requirements such as the square footage. He believed the deed restriction should provide some assurances and comfort to the City.

Councilmember Bush inquired if the townhomes would be for sale units or rentals. Mr. Hansen responded they would be sold and some purchasers could rent them. Councilmember Benson inquired if all units would consist of three bedrooms. Brad Allen, Realtor, explained the homes would be three bedrooms, two bath, consisting of 1500 square feet. He added they would also have two car garages with a sales price of approximately $190,000-$210,000 price range. Mayor Shepherd indicated there currently was a demand for this type of housing and price.
Mr. Hansen believed timing was of the essence to work with the developer of the parking lot for the Exeter building. He indicated they had a significant amount of dirt which would need to be moved in order to begin construction which could be used for the parking lot.

Councilmember Bush inquired if all residential units would be built prior to the commercial. Mr. Hansen responded once someone was interested in the commercial component they would begin building it. Mayor Shepherd inquired what would need to happen for the City to allow for Mr. Hansen’s request. Mr. Hess indicated the City could designate construction could begin on the residential component “performance” based or “hardship” based or “development agreement” based. He believed if the Council approved a Zoning Text Amendment it would be applicable to all areas of the City and open the door for other developers to do the same thing in another location. He announced building permits had increased and believed the market would begin demanding something that wasn’t currently provided. He asked if the Council wanted to open it up altogether or require development to be discussion based through a development agreement.

Councilmember Young expressed concern whether the developer was setting the commercial component aside in order to complete the residential and suggested the commercial might not ever happen. Mr. Hess pointed out the difficulty with commercial development in the City and used the Winegar’s area at 300 North/1000 West to illustrate his point.

Mayor Shepherd commented he could approve the development with the deed restriction put in place. Mr. Hansen informed the Council that he would be purchasing the property and would be motivated to actively develop the commercial component. Mr. Hess commented the City had a wide breadth of ability to reject or approve a rezone request which would allow the City to recognize its long term vision. Brian Brower, City Attorney, emphasized the City would have no guarantee the commercial component would ever develop.

Councilmember Bush asked if the City could restrict development through language in the zoning ordinance. Mr. Brower indicated the City had just done that during the previous policy session for the DR Zone. Councilmember Bush stated he wasn’t comfortable with the change city wide. Mr. Hansen emphasized he would make the future commercial pads look like developable pads in order to encourage the sale for development.

Following the discussion, several Councilmembers expressed their willingness to consider a Zoning Text Amendment brought forward by the developer.

The meeting adjourned at 8:10 p.m.
TO: Mayor Shepherd, City Council, and Executive Staff

FROM: Scott A. Hess
Development Services Manager
scott.hess@clearfieldcity.org (801)525-2785

MEETING DATE: January 27, 2015

SUBJECT: Public Hearing on ZTA 1412-0001: A request by John Hansen on behalf of J W. Hansen & Associates for zoning text amendment to Title 11, Chapter 11, Article C, Commercial Residential Zone to amend timing requirements for commercial and residential construction. This amendment would be effective across all property zoned Commercial Residential in Clearfield City.

RECOMMENDATION
1. Open Public Hearing as Noticed.
2. Close Public Hearing.
3. Dismiss item, as applicant has requested that it be pulled from the agenda.

ANALYSIS
John W, Hansen & Associates is representing a property owner Thomas Rosenberg on a piece of property located at 938 S. 2000 E. Clearfield. Mr. Hansen is in the middle of a rezone request from Commercial (C-2) to Commercial Residential (C-R) and discussed development timing and market conditions with the city. Mr. Hansen applied for a zoning text amendment for section §11-11C-12(D) to allow for flexibility in the development timing of the residential and commercial phases of projects within the C-R Zone.

After discussion between the applicant and staff, it was determined that the Zoning Text Amendment was not the best way to accomplish the intended development. The applicant requested the application be pulled from the January Planning Commission meeting, and is preparing an alternate application for the property.

Planning Commission opened the public hearing as noticed, and closed it as there was no action to be taken on the item based on the applicant’s request to remove the item from the agenda.
TO: Mayor Shepherd, City Council, and Executive Staff

FROM: Scott A. Hess, MPA
Development Services Manager
scott.hess@clearfieldcity.org (801) 525-2785

MEETING DATE: January 27, 2015

SUBJECT: Public Hearing, Discussion and Possible Action on FSP 1412-0005: A request by Nick Mingo on behalf of Ivory Homes for a Road Dedication Plat to dedicate property along 700 South and 1000 West as public right-of-way located at 1039 West 700 South (TIN: 12-051-0057).

PLANNING COMMISSION RECOMMENDATION

Move to recommend to the City Council denial, of FSP 1412-0005: A request by Nick Mingo on behalf of Ivory Homes for a Road Dedication Plat to dedicate property along 700 South and 1000 West as public right-of-way located at 1039 West 700 South, based on the discussion and findings in the Staff Report. The motion carried on the following vote: Voting AYE: Commissioners Murray, Roper, Millard, Browning and Mabey. Voting NO: Commissioner Allen.

Move to recommend that Ivory Homes prepare a subdivision plat to correct the illegal subdivision, dedicate roadways along affected lots at 700 South and 1000 West, and fully entitle the current lots as “building lots”.

PROJECT SUMMARY

<table>
<thead>
<tr>
<th>Project Information</th>
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<tbody>
<tr>
<td><strong>Project Name</strong></td>
<td>700 S 1000 W Road Dedication</td>
</tr>
<tr>
<td><strong>Site Location</strong></td>
<td>Southwest intersection of 700 South and 1000 West</td>
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<tr>
<td><strong>Tax ID Number</strong></td>
<td>12-051-0057</td>
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<tr>
<td><strong>Applicant</strong></td>
<td>Nick Mingo</td>
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<tr>
<td></td>
<td>Ivory Homes</td>
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<tr>
<td><strong>Owner</strong></td>
<td>Ivory Homes</td>
</tr>
<tr>
<td><strong>Proposed Actions</strong></td>
<td>Street Dedication Plat</td>
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<td><strong>Current Zoning</strong></td>
<td>R-1-Open</td>
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<tr>
<td><strong>Land Use Classification</strong></td>
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ANALYSIS

Background
The request is for a street dedication plat for portions of 700 South and 1000 West. The basic home siting plan in the building permit application did not accurately reflect the true lot shape and configuration, and the parcel in question was issued a building permit for the construction of a single family home. Further review of the building plans, home siting plan, and County records discovered that this parcel makes up a significant area of public right-of-way, and that the subdivision of land was accomplished through a Warranty Deed in 2006 and 2007 not following the proper land subdivision procedure. Recording of parcels through Warranty Deed was an illegal subdivision per City Code, and does not entitle the lots as ‘buildable’.

On January 7, 2015, Clearfield City Planning Commission reviewed this item. Planning Commission recognized that a Road Dedication Plat is not the proper approval mechanism to correct the illegal subdivision of land, and recommended denial of the Road Dedication Plan.
Planning Commission and staff further recommended in the discussion that Ivory Homes prepare a subdivision plat with the neighboring properties. This would entitle the building lots, as well as allow for full road dedication along all frontages of the lots on the corner of 700 South and 1000 West.

**General Plan and Zoning**
As a street dedication plat of a subdivision plat this would be consistent with the General Plan in that it provides for the property right-of-way widths that have been planned for in the City’s General Plan. There are no zoning impacts or considerations for this request.

**Street Dedication Plat Approval**
Staff recommendation is that the street dedication plat is not the proper approval mechanism to correct the illegal subdivision of land through the sale of a Warranty Deed. Staff would recommend that a proper subdivision plat for the three lots at the corner of 700 South and 1000 West be prepared and submitted to simultaneously dedicate the roadways and entitle the property.

**Public Comment**
No public comment has been received to date.

**CONDITIONS OF APPROVAL**

1) Should the Council decide to approve the street dedication plat, staff recommends approval to be subject to the condition that Ivory Homes shall complete and construct the required improvements associated with this plat as required through the subdivision process. This includes installation of sidewalk, curb, and gutter along all properties owned by Ivory Homes to the satisfaction of the City Engineer and Public Works Director.

2) Alternate Condition – Ivory is recommended to prepare and submit a Subdivision Plat for the three lots on the corner of 700 South and 1000 West parcel IDs: 12-051-0056, 12-051-0057, 12-051-0036) to correct illegal subdivision of land, entitle building lots, and dedicate roadways simultaneously.

**ATTACHMENTS**

1. 700 South Road Dedication Plat