Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

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

6:00 P.M. WORK SESSION  
Discussion on a Grant Application to Provide Survivor Driven Housing for Victims of Crime  
Discussion on Amendments to Title 2, Chapter 4, City Donations  
Discussion on a Zoning Text Amendment to Title 11, Chapter 15, Paragraph 8, Section C Amending the Standards for On Premise Freestanding Signs  
Review of “The Five Dysfunctions Of A Team”  

**ADJOURN AS THE CITY COUNCIL**

Dated this 13th day of February, 2019.  
/s/Nancy R. Dean, City 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.
TO: Mayor Shepherd and City Council Members
FROM: Stuart Williams, City Attorney
        Teresa Allen, Victim Services Coordinator
MEETING DATE: February 19, 2019
SUBJECT: Discussion Regarding Application for a Grant to Provide Survivor Driven Housing for Victims of Crime

RECOMMENDED ACTION

Staff is seeking input and direction regarding the possible application for a 2-year (renewable) grant from the Utah Office for Victims of Crime (UOVC) that will fund a single FTE Victim Housing Advocate.

DESCRIPTION / BACKGROUND

1. Purpose
The purpose of this grant is to fund a Crime Victim Survivor Driven Housing program that focuses on helping crime victims increase access to safe emergency housing and retain safe, long-term housing options while they receive tailored supportive services. The Victim Housing Advocate will be encouraged to spend work time connecting with people and organizations in the community and help them find ways to support survivors.

2. Program Description
To be eligible, the City is required to create a Crime Victim Survivor Driven Housing program using the “Housing First Model.” The “Housing First Model” is an approach that focuses on connecting crime victims to safe short term and long term housing as quickly as possible without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. This model ensures supportive services are provided as crime victims rebuild their lives.

The core components of the “Housing First Model” are as follows:

   a. Survivor Driven-The Victim Housing Advocate focuses on addressing the needs identified by survivors rather than on predetermined needs established by agencies. This may include survivors staying in their current residence or connecting them to emergency, short term or long-term housing. Survivors will lead the process of how to rebuild their lives, with support from awarded programs and other resources.
b. **Trauma Informed**-The Victim Housing Advocate focuses on establishing emotional safety, restoring choice and control, facilitating survivors’ connections to community supports and service providers, supporting coping, acknowledging life experiences, i.e.: cultural, historical, gender issues; and building strengths.

c. **Mobile Advocacy**-The Victim Housing Advocate will be mobile, meeting survivors where it is safe and convenient for the survivor, and continue as long as survivors need support.

d. **Low Barrier**-The Victim Housing Advocate will place a minimum number of expectations on survivors. The aim is to have as few barriers as possible to allow more survivors access to services. For example, survivors cannot be required to participate in supportive services in order to have access to housing. The Victim Housing Advocate may not impose restrictive conditions in order for survivors to receive services.
   a. In addition, HUD program requirements cannot be imposed on survivors who receive assistance through this program.

e. **Flexible Financial Assistance**-The Victim Housing Advocate may help survivors with housing challenges, including:
   a. Rental assistance
   b. Childcare (licenses provider)
   c. Utility bills
   d. Transportation
   e. Moving expenses

f. **Community Engagement**-The Victim Housing Advocate will work in the community to build lasting connections with the goal of engaging community members in supporting survivor safety, independence and housing stability. For example, the Victim Housing Advocate shall:
   • proactively cultivate coordinated response and resources with community members, such as landlords, car mechanics, small businesses, law enforcement and employers
   • spend work time connecting with people and organizations in the community and help them find ways to support survivors
   • connect with community members
   • attend community events in order to represent survivor interests
in community conversations

- bring awareness to people in the community of resources and options available for survivors in addition to emergency shelter
- build a strong relationship with housing authorities and landlords who have different housing options for survivors
- cultivate access to a wide spectrum of housing options intended to meet individual unique survivor needs

3. Unique Program Scope

Although the grant funds will be awarded specifically to the City, and the Victim Housing Advocate will be an employee of the City, the qualifying victims for said grant funds may come from surrounding communities, not just from within the City.

CORRESPONDING POLICY PRIORITIES

1. Providing Quality Municipal Services
   a. Victim Services, Tier 2: The opportunity to create a Crime Victim Survivor Driven Housing program that is intended to provide housing assistance for those that are victims of any crime will increase the victim services currently being provided by the City, thus resulting in an increase in the quality of municipal services provided by the City. If the grant is awarded, the City will be one of the first advocate based programs utilizing the “Housing First Model,” which is a direct benefit to our City and the surrounding communities.

2. Improving Clearfield’s Image, Livability and Economy
   a. Community Building, Tier 3: A key (required) component to a successful Crime Victim Survivor Driven Housing program is to create community engagement. In addition to developing working relationships with a number of apartment complexes, landlords, hotels, and moving companies, the community engagement is anticipated to involve working with entities such as local schools, community organizations, and religious organizations to reach the greatest amount of qualifying individuals that are in need of safe short term or long term housing.

3. Maintaining a Highly Motivated and Well-Trained Workforce
   a. Compensation Plan, Tier 1: The position of a Victim Housing Advocate is anticipated to be at “Pay Grade I” on the City’s compensation plan and will be funded, including subsequent raises, through the grant award. In addition, this proposal seeks a small amount of City money ($4,368.00) to be used to increase the Victim Services
Coordinator approximately 10% in pay on the “Pay Scale J” to compensate for the increase in grant management and personnel supervision, as well as allow for greater utilization of the position for non-grant defined activities. See Fiscal Impact, paragraph 4.

b. Professional Training / Conferences, Tier 1: The proposed grant will allow for grant funded in-state and out-of-state training each year for the Victim Housing Advocate, as well as possible increased training opportunities for the Victim Services Coordinator, legal personnel, police, or others directly involved in the grant.

**FISCAL IMPACT**

1. **Basic Summary**

<table>
<thead>
<tr>
<th>One-time City Costs</th>
<th>Ongoing City Costs</th>
<th>Ongoing Grant Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000.00</td>
<td>$4,368.00 (per year)</td>
<td>$215,600.00 (2 year)</td>
</tr>
</tbody>
</table>

2. **Grant Dollars**

   $215,600.00 dollars - Estimated Total 2-Year Grant Award

   The above total estimated grant award is based on the following:

   a. **$120,000.00 dollars - Staffing Costs**
      • The above amount is the estimated total cost a single FTE at Pay Grade G, $17.82 per hour costs to employ, with standard City benefits for a two year period.

   b. **$7600.00 dollars - Equipment Costs**
      • This includes computer, desk phone, cell phone, and cellular plan

   c. **$2500.00 dollars – Community Engagement Materials**
      • Brochures, marketing, etc.

   d. **$1000.00 dollars – General Office Supplies**
      • Paper, pens, labels, binders, etc.

   e. **$1500.00 dollars - Contract Interpreter Services**

   f. **$3000.00 dollars - Training Costs**

   g. **$80,000.00 dollars - Grant Funds to Provide Victims of Crime**
      • The above amount is what is anticipated to be the City’s grant request for the two year grant period, with $30,000.00 dollars anticipated to be given in the first year, and $50,000.00 dollars given during the second year.

3. **Anticipated Total One-time Costs to the City**

   $20,000.00 dollars - Office Suite
• This amount is based on the necessary reconfiguration and construction of the Legal Department to allow for the Victim Services Coordinator and the Victim Housing Advocate to work together within the Legal Department, and still be near the Court.

4. **Anticipated Ongoing Cost Increase to the City**

$4,368.00 dollars - Increase in Victim Services Coordinator Pay

• Since the Victim Services Coordinator position is currently 100% grant funded, this position is limited to only providing those services specifically described within the grant, which is basically direct victim services only.

  o The proposed increase will allow for the position of the Victim Services Coordinator to provide supervisory duties over the newly created Crime Victim Housing Advocate, as well as be able to participate in limited work assignments or activities that are not victim services related.

  o The proposed increase is being suggested at a 10% City contribution to the overall salary costs associated with the Victim Services Coordinator position.
    ▪ The amount of $4,368.00 equals a 10% salary contribution and an immediate hourly increase of $2.10 dollars per hour.

  o This increase in pay would be in addition to any other additional increase in pay approved as part of a compensation plan approved as part of the City budget.

  o To maintain the 10% City contribution to the salary costs of the Victim Services Coordinator, the City would need to increase the 10% amount in correlation with any increases in pay received through the compensation plan.
    ▪ Currently the Victim Service Coordinator position, including all raises approved through the adoption of a City compensation plan are covered through the grant award.

5. **City 20% Match Requirements**

Although the City may use City funds to reach the required 20% match, it is anticipated that the bulk, if not all of the 20% match, will be reached through in-kind matching and most of the 10% City salary contribution for the Victim Services Coordinator.
6. **Unique Effect on FY2020 Proposed Budget**

If the grant is requested, the fiscal impacts described above will be included in the proposed FY2020 budget for the Legal Department, resulting in a large increase in budget request. However, if the grant is not awarded or reduced, the Legal Department budget would then be adjusted accordingly.

**ALTERNATIVES**

Subject to alternative direction, staff believes the following to be viable alternatives:

1. Instruct staff to proceed with the grant application and associated budget impacts, as proposed.

2. Instruct staff to proceed with the grant application and associated budget impacts, with modifications to the proposal.

3. Instruct staff to abandon seeking grant funding for Survivor Driven Housing for Victims of Crime.

**SCHEDULE / TIME CONSTRAINTS**

The grant application is due for consideration on: April 11, 2019

The grant award notification is approximately: June, 2019

**LIST OF ATTACHMENTS**

- PowerPoint Presentation
## Domestic Violence Crime Victims Needs Assessment Findings

February 15, 2017

### Top Critical Needs (address within 1 year): Urban

<table>
<thead>
<tr>
<th>Urban</th>
<th>% Reported Critical Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency Shelter</td>
<td>40.0%</td>
</tr>
<tr>
<td>2. Short Term Housing</td>
<td>37.3%</td>
</tr>
<tr>
<td>3. Transitional Housing*</td>
<td>35.3%</td>
</tr>
<tr>
<td>4. Relocation Assistance</td>
<td>33.3%</td>
</tr>
<tr>
<td>5. Long Term Housing*</td>
<td>27.5%</td>
</tr>
</tbody>
</table>

*Also included in top High Need rankings (address within 5 years).

### Top High Needs (address within 5 years): Urban

<table>
<thead>
<tr>
<th>Urban</th>
<th>% Reported Critical Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial Assistance</td>
<td>29.4%</td>
</tr>
<tr>
<td>2. Transportation</td>
<td>27.5%</td>
</tr>
<tr>
<td>3. Transitional Housing</td>
<td>27.5%</td>
</tr>
<tr>
<td>4. Civil Attorney Assistance: Custody, support, visitation</td>
<td>26.9%</td>
</tr>
<tr>
<td>5. Intervention with employer, landlord, creditor, etc.</td>
<td>25.5%</td>
</tr>
<tr>
<td>5. Long Term Housing</td>
<td>25.5%</td>
</tr>
</tbody>
</table>
The Housing First Model is an approach that focuses on connecting crime victims to safe short term and long term housing as quickly as possible without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. This model ensures supportive services are provided as crime victims rebuild their lives.
Housing First Model

- “Domestic Violence Housing First” is a model using intensive, mobile advocacy and flexible funding to help survivors obtain safe and stable housing.

- Housing First does not require people experiencing homelessness to address all of their problems including behavioral health problems, or to graduate through a series of services programs before they can access housing.
<table>
<thead>
<tr>
<th>Allowable</th>
<th>Non-Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for staff</td>
<td>Security Deposits</td>
</tr>
<tr>
<td>Training</td>
<td>Personnel: Prevention and Education, Outreach, and clinical</td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>Food (may use emergency funds)</td>
</tr>
<tr>
<td>Utilities for survivors</td>
<td>Clothing (may use emergency funds)</td>
</tr>
<tr>
<td>Moving Expenses for survivors</td>
<td>Transportation (may use emergency funds)</td>
</tr>
<tr>
<td>Childcare (must be with a licensed daycare provider)</td>
<td></td>
</tr>
<tr>
<td>Hotel/Motel Vouchers</td>
<td></td>
</tr>
<tr>
<td>Salary/benefits for direct service staff of the project</td>
<td></td>
</tr>
</tbody>
</table>
DV Housing First Evaluation Findings
(Washington State)

- 58% stayed in own home
- 3% went into transitional housing
- 14% moved from homelessness to be housed
- 236 families received funds
- $147,840 was distributed over 8 agencies
- A total of 289 payments
- Average payment was $806 for rental assistance
- Average move in costs and deposits were $1,048
Remained in Permanent Housing at 6 and 12 Months

Clients who remained in permanent housing 6 months after her/his intake into DV Housing First services
(Note: Only clients who entered program between 9/1/09 through 4/15/11 are included in this figure)

Clients who remained in permanent housing 12 months after her/his intake into DV Housing First services
(Note: Only clients who entered program between 9/1/09 through 4/15/11 are included in this figure)
Program Core Components

- Low barrier admission policies
- Survivor acceptance of services is voluntary
- Low barrier for survivors to receive funding
- Survivor driven mobile advocacy
- Flexible- Gentle touch-treat each individual with the needs of that individual—
  - Goal is to find out what is preventing individual from having housing stability.
  - Pushing a program on a victim is not allowable
- No Judgement/ Trauma informed
- Community Engagement
- Flexible funding component that is survivor driven
- Housing stability
- No turn away policy
Who is Eligible for Services?

Crime victim or victim of crime means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

- Be a victim of a VOCA eligible crime
- Financial assistance is tied to their victimization
- To qualify for assistance under this grant, the crime must have occurred within the previous 12 month period
Program Model

- This approach requires flexibility and low-barrier services. As we know, each survivor has their own unique needs and services must allow flexibility to fit individual survivor’s needs.

- This approach should offer survivors “What can I do for you?” rather than “Here is what we offer.” Survivors may need long-term housing at many points in their journeys.
## Proposed Fiscal Impact

<table>
<thead>
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QUESTIONS?
TO: Mayor Shepherd and City Council Members
FROM: Nancy Dean, City Recorder
               Stuart E. Williams, City Attorney
MEETING DATE: February 19, 2019
SUBJECT: Amendment to Title 2, Chapter 4, City Donations

RECOMMENDED ACTION

This item is currently brought for discussion purposes only.

DESCRIPTION / BACKGROUND

The City adopted the current version of Title 2, Chapter 4, City Donations, in 2006. The ordinance is intended to allow the City to make a monetary donation “for any purpose that, in the judgment of the city council, provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the city.” The current ordinance allows for a donation only after a determination is made by the city council, a study is performed to support the monetary donation, and a public hearing is conducted. The procedures outlined in this ordinance allow for the city council to create a record to establish that any decision to donate public funds to another is based on well-reasoned judgment, is done so within a transparent process, and includes an opportunity for public input through a public hearing.

INTENT OF PROPOSED AMENDMENTS

The proposed amendments to this ordinance are made with the intent to clarify that a monetary donation made on behalf of the City through a budgeting process that is performed in accordance with the Uniform Fiscal Procedures Act, title 10, chapter 6, Utah Code Annotated, is exempt from the processes outlined in Title 2, Chapter 4, City Donations.

The support for the proposed change to the current language is that any donation of City funds that are included in a budget that is made in accordance with the Uniform Fiscal Procedures Act, Title 10, Chapter 6, Utah Code Annotated, will include a record sufficient to establish that any decision to donate public funds to another is based on well-reasoned judgment, is done so within a transparent process, and includes an opportunity for public input through a public hearing. As such, it is redundant to apply Title 2, Chapter 4, City Donations to those donations that are included in the City’s budget process.

As drafted, the amendments only exempt those specific City donations of public funds that are included by name and/or description in the adopted budget and listed as a line item expense approved
by the city council. Any other donation of City funds will be subject to Title 2, Chapter 4, City Donations.

**IMPACT**

a. **FISCAL:** None  
b. **OPERATIONS / SERVICE DELIVERY:** None  

**ALTERNATIVES**

Subject to alternative direction from the Council, staff believes the following to be viable alternatives at this time:

a. Direct staff to proceed to a policy session with the amendments, as reflected in the draft ordinance attached.

b. Direct staff to make the changes as discussed in the work session, and
   i. Bring the ordinance back to a future work session; or
   ii. Bring the ordinance to a future policy session.

c. Direct staff to not amend title 2, Chapter 4, City Donations.

**SCHEDULE / TIME CONSTRAINTS**

There is no specific schedule or time constraint related to the adoption of the proposed amendments to Title 2, Chapter 4, City Donations.

**LIST OF ATTACHMENTS**

Attachment A:  
Draft Title 2, Chapter 4, City Donations, with Amended Language Highlighted
Chapter 4
CITY DONATIONS

2-4-1: PURPOSE:
It is considered a Clearfield City purpose to appropriate money for any purpose that, in the judgment of the city council, provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the city subject to the following sections of this chapter. (Ord. 2006-13, 9-26-2006)

2-4-2: NET VALUE:
The net value received for any money appropriated shall be measured on a project by project basis over the life of the project. (Ord. 2006-13, 9-26-2006)

2-4-3: CRITERIA:
The criteria for a determination under this section shall be established by the city council. A determination of value received, made by the city council, shall be presumed valid unless it can be shown that the determination was arbitrary, capricious, or illegal. (Ord. 2006-13, 9-26-2006)

2-4-4: INTANGIBLE BENEFITS:
The city may consider intangible benefits received by the city in determining net value received. (Ord. 2006-13, 9-26-2006)
2-4-5: PUBLIC HEARING:

Except those donations that qualify as exempt pursuant to 2-4-7, prior to the city council making any decision to appropriate any funds for a purpose under this section, a public hearing shall be held. Notice of the hearing shall be published in a newspaper of general circulation at least fourteen (14) days prior to the date of the hearing, or, if there is no newspaper of general circulation, by posting notice in at least three (3) conspicuous places within the city for the same time period. (Ord. 2006-13, 9-26-2006)

2-4-6: STUDY REQUIRED:

Except those donations that qualify as exempt pursuant to 2-4-7, a study shall be performed before notice of the public hearing is given and shall be made available at the city for review by interested parties at least fourteen (14) days immediately prior to the public hearing, setting forth an analysis and demonstrating the purpose for the appropriation. In making the study, the following factors shall be considered:

A. What identified benefit the city will receive in return for any money or resources appropriated;

B. The city's purpose for the appropriation, including an analysis of the way the appropriation will be used to enhance the safety, health, prosperity, moral well being, peace, order, comfort, or convenience of the inhabitants of the city; and

C. Whether the appropriation is necessary and appropriate to accomplish the reasonable goals and objectives of the city in the area of economic development, job creation, affordable housing, blight elimination, job preservation, the preservation of historic structures and property, and any other public purpose. (Ord. 2006-13, 9-26-2006)

2-4-7: EXEMPTION:

A donation that is included in a final adopted budget that is made pursuant to the Uniform Fiscal Procedures Act, title 10, chapter 6, Utah Code Annotated, which includes the name or other specific description of the donation shall be deemed to have been given the consideration and a public hearing as described above, and thus exempt of the required public hearing and study outlined in 2-4-5 and 2-4-6.
2-4-8: APPEALS:

An appeal may be taken from a final decision of the city council, to make an appropriation. The appeal shall be filed within thirty (30) days after the date of that decision, to the district court. Any appeal shall be based on the record of the proceedings before the legislative body. A decision of the city council shall be presumed to be valid unless the appealing party shows that the decision was arbitrary, capricious, or illegal. (Ord. 2006-13, 9-26-2006)
TO: Mayor Shepherd and City Council Members
FROM: Brad McIlrath, Senior Planner
MEETING DATE: Tuesday, February 19, 2019
SUBJECT: Public Hearing, Discussion and Possible Action on ZTA 1901-0006, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance. This request is to amend the standard for location from an intersection.

RECOMMENDED ACTIONS

1. **Move to Approve ZTA 1901-0006**, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance.

2. **Move to Deny ZTA 1901-0006**, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance.

3. **Move to table ZTA 1901-0006**, and request additional time to consider the request.

PLANNING COMMISSION RECOMMENDATION

On February 6, 2019 the Planning Commission recommended **approval of ZTA 1901-0006**, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance. This recommendation is based on the findings and discussion in the Staff Report.

BACKGROUND & ANALYSIS

In July of 2018 the Planning Commission and City Council approved amendments to the standards for on premise freestanding signs as outlined in section 11-15-8 of the Land Use ordinance. At that time Staff did not propose changes to the distance that signs must be located away from intersections. That standard was left at 200 feet. Any on premise freestanding sign for commercial or manufacturing parcels or centers are therefore required to maintain a minimum distance of 200 feet from any intersection. After implementation of those ordinance changes and additional review of other land use ordinances, Staff proposes that the separation standard from intersections be removed and replaced with language that states the signs must be constructed outside of the clear vision site triangle. In addition to that modification staff recommends additional design standards to promote higher quality of design and construction of these types of signs. Below are the existing and proposed ordinance standards.
Existing Standards
11-15-8: SIGNS THAT REQUIRE A PERMIT

C. On Premises Freestanding Signs: Freestanding signs shall be allowed as follows:
   1. Commercial or manufacturing parcels or centers less than ten (10) acres in size: No freestanding signs shall be allowed.
   2. Commercial or manufacturing parcels or centers larger than ten (10) acres in size: One freestanding sign shall be allowed per three hundred feet (300’) of street frontage. Sign area shall not exceed three hundred (300) square feet, and sign height shall not exceed thirty five feet (35’). Signs shall be located at least two hundred feet (200’) away from an intersection.
   3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250’) between each sign.
   4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.

Municipal Ordinances
The following are examples of other municipal ordinances that regulate planned development signage, but do not represent the full range of regulations.

A. Layton City – Planned Development Signs are allowed with approval by the Planning Commission. The Planning Commission may determine location, size, number, and must ensure that the signs are integrated into the development with a common theme.

B. Murray City (Draft Ordinance) – Pedestal Signs (Planned Development Signs) are allowed with approval by the Planning Commission for centers on parcels of seven acres or greater.
   a. The area of the sign is calculated at 1 ½ square feet of sign area for each linear foot of street frontage with a maximum sign area of 300 square feet.
   b. An electronic reader board or message center may not exceed 75% of the total sign square footage. (EMC’s require conditional use permit approval)
   c. The maximum height is 35 feet.
   d. The minimum sign clearance is 8 feet.
   e. All pedestal signs must be located a minimum of 500 feet from residential areas.

C. Sandy City – Pylon Signs are allowed for parcels and centers that are seven acres or greater.
   a. No pylon sign is allowed for any planned center that is has less than 300 feet of street frontage.
   b. Only allowed for developments adjacent to and fronting Interstate 15.
   c. May only be located for properties north of 9000 South.
   d. Sign area is calculated based upon standards for on premises signage.
Proposed Changes
11-15-8: SIGNS THAT REQUIRE A PERMIT

C. On Premises Freestanding Signs: Freestanding signs shall be allowed as follows:
1. Commercial or manufacturing parcels or centers less than ten (10) acres in size: No freestanding signs shall be allowed.
2. Commercial or manufacturing parcels or centers larger than ten (10) acres in size: One freestanding sign shall be allowed per three hundred feet (300') of street frontage. Sign area shall not exceed three hundred (300) square feet, and sign height shall not exceed thirty five feet (35’). Signs shall comply with the clear vision regulations found in section 11-13-10 of this title, be located at least two hundred feet (200’) away from an intersection.
3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250’) between each sign.
4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.
5. Signs must be integrated into the development with a common theme or integrated architecturally with the buildings.
6. Signs shall have at least a one foot (1’) pedestal that is constructed of materials such as stone, brick, or rock with landscaping around the base of each sign.

GENERAL PLAN

This proposed change conforms to the City’s General Plan, specifically the Community Vision which includes “Promoting Clearfield as an area with a high-quality business environment.” A revision to the Land Use Ordinance would promote that high quality business environment by allowing and fostering economic opportunities for businesses through various types of signs. It is also consistent with the policy under the Land Use Element which states, “Continue to update the City’s Land Use Ordinance as necessary to maintain consistency with this General Plan.”

Public Comment
Legal ads were posted on January 27, 2019. As of the date of this report, Staff have not received public comment.

FINDINGS

Zoning Ordinance Text Amendment
Clearfield Land Use Ordinance Section 11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff’s evaluation are outlined below:
<table>
<thead>
<tr>
<th>Review Consideration</th>
<th>Staff Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The proposed amendment is in accordance with the General Plan and Map; or</td>
<td>The Policy of the Land Use Element states “Continue to update the City’s Land Use Ordinance as necessary to maintain consistency with this General Plan”. Land Use Guidelines include impacts to the business community. This proposed text amendment to help allow the requested changes are to allow properties owners to better utilize signage that will help “promote Clearfield as an area with a high-quality business environment.”</td>
</tr>
<tr>
<td>2) Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.</td>
<td>No conditions are being recommended for this ordinance change.</td>
</tr>
</tbody>
</table>

**ATTACHMENTS**

- Layton City, Murray City, and Sandy City Sign Code Sections
LAYTON CITY

20.04.110 Planned Development Signs
In the case of the development of a planned commercial, industrial, or research center on multiple parcels of property that may or may not have separate ownership, the Planning Commission may allow common sign(s) displaying advertising for all the uses within the development. The Planning Commission will consider the following criteria as a basis for approval of the signs:

1. Sign(s) must be integrated into the development with a common theme or integrated architecturally with the buildings.
2. All provisions of the underlying zoning district and this Title must be met.
3. Location, number, and size of all signs must receive approval by the Planning Commission.
4. The developer must submit elevations of all signs and a site plan showing how the above mentioned items will be addressed.

Ord. No. 97-35, Recodified, 6/19/1997
Electronic Message Center
< 75% of Total Sign Area

25% off

TENANT 1
TENANT 2
TENANT 3
TENANT 4

Max. Sign Area 300 Sq. Ft.

6100 S. Murray Road
B. **Directional or Instructional Signs.** Signs which provide direction or instruction and are located entirely on-premise are permitted. Directional signs shall not exceed 4 square feet in area or 4 feet in height (See Figure 12). The number allowed shall be determined by the Director during site plan review and shall be the minimum required for safe circulation of traffic onto and within a development.

C. **Pylon Signs (On-Premise) (See Figure 13).** The standards for the use of pylon signs are as follows:

1. **Developments, Planned Centers, or Parcels Less than Seven Acres.** No pylon signs are allowed, only monument signs.

2. **Developments, Planned Centers, or Parcels More Than Seven Acres.** The Director may approve one pylon sign per street frontage. No pylon sign shall be allowed for any planned center or parcel that has less than 300 feet of street frontage.

3. **Properties Along Interstate 15 (I-15).** The following parcels or developments may apply for a pylon sign:
   
a. Parcels adjacent to and fronting I-15 or the I-15 frontage road where it runs adjacent to I-15.

   b. Properties north of 9000 South on the west side of the freeway and within 100 feet of the I-15 right-of-way.

4. **Area Standards.** A sign area may not exceed the size set forth in this chapter and must be part of an approved sign theme. Reader boards, changeable copy areas, and electronic message centers shall not exceed 50 percent of the total sign copy area of the sign.

5. **Height Standards.**

   a. The height of a pylon sign shall be the distance from the highest point of the sign to the top of the curb or sidewalk or crown of the street when there is no curb or sidewalk. Signs may not exceed 25 feet above grade. Properties along I-15 or the frontage road may have a height not greater than 25 feet above the nearest traveled freeway lane or frontage road, whichever is greater.

   b. The Director may grant a special exception for additional height to businesses that are adjacent to a freeway overpass or similar view obscuring structure (excluding vegetation) based on the following criteria and submittals:

      (1) A topographic map with 1 foot interval contours is provided to illustrate existing conditions at the site.

      (2) Visual simulations or scaled profile drawings are provided which illustrate the required and requested sign heights in relation to the view obscuring structure.
(3) The additional height is the minimum necessary to provide reasonable visibility above the view obscuring structure.

6. **Location Standards.** Signs must be located within the 30 foot setback area from the property line. Signs within the visibility triangle may be allowed with the permission of the City Transportation Engineer.

7. **Support Standards.** All such signs must have the structural supports covered or concealed with pole covers (pylon covers). The covers must utilize materials and be architecturally compatible to the building or development to which it is associated (See Figure 13).

D. **Gas Island Canopies.** Signage on canopies over gas islands are regulated as follows:

   a. Sign copy, corporate logos, etc. may be a maximum of 15 percent of the vertical canopy face per elevation.

   b. Individual letters, logos, or symbols may not project above or below the canopy face or project out from the surface of the canopy more than 10 inches.

E. **Marquees.** Marquees may not extend more than 6 feet from the building face and maintain a minimum 8 foot clearance above grade. The sign should blend with the aesthetics of the building and surrounding natural and manmade environment. The color, style, size, scale, and proportion of the sign should enhance the exterior of the building and not place too much bulk nor be an excessive external distraction on the building’s exterior (See Figure 14).

F. **Menu Boards.** Menu board locations for drive-in and drive-up window restaurants are to be reviewed and approved by the Community Development Department at site plan review. They shall be located behind the front landscaped setback area. One sign is allowed with maximum area of 35 square feet, and an additional sign with a maximum area of 9 square feet is allowed per lot. Neither sign shall exceed 8 feet in height. The changing of copy within these signs does not require a permit.

G. **Monument Signs.** The following standards shall apply:

   1. Monument signs are allowed for any parcel provided that the parcel has 50 feet of street frontage.

   2. Planned commercial centers, pad buildings, and buildings not associated with a planned commercial center are allowed a monument sign on each associated street frontage. However, the signs must be separated by at least 100 feet as measured diagonally across the property from center to center of both signs and shall be no closer than 100 feet to any other sign (monument or pylon/pole) located on the same frontage. Signs within the visibility triangle may be allowed with the permission of the City Transportation Engineer.

   a. **Planned Commercial Centers**

      (1) Monument signs may have a logo/identification theme as part of the sign.

      (2) The area of the sign is determined by the length of the frontage of any freestanding buildings
ON PREMISES FREESTANDING SIGNS
Zoning Text Amendment
ZTA 1901-0006
Background Information

- Market demand for more flexibility in design of planned center signage and proposed changes can create a more business friendly environment in the community.

- Proposed regulations designed to provide more flexibility while providing standards to mitigate impacts of signage and reduce visual clutter.

- PLANNED COMMERCIAL OR MANUFACTURING CENTERS
  - Defined as: “A commercial or manufacturing site where multiple tenants are located, whether in a single building or multiple buildings.”
  - Local Examples: Freeport Center, Legend Hills, The Point in West Point, Layton Hills Mall, Farmington Station, Fashion Place Mall, etc.

- Changes previously made in July 2018.
11-15-8: SIGNS THAT REQUIRE A PERMIT

C. On Premises Freestanding Signs: Freestanding signs shall be allowed as follows:

1. Commercial or manufacturing parcels or centers less than ten (10) acres in size: No freestanding signs shall be allowed.

2. Commercial or manufacturing parcels or centers larger than ten (10) acres in size: One freestanding sign shall be allowed per three hundred feet (300’) of street frontage. Sign area shall not exceed three hundred (300) square feet, and sign height shall not exceed thirty five feet (35’). Signs shall be located at least two hundred feet (200’) away from an intersection.

3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250’) between each sign.

4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.
### Ordinance Examples

#### Layton City
- Common theme (development & architecture)
- Underlying zoning provisions apply
- Location, Number, & Size as approved by Planning Commission
- Site plan and elevations of sign(s) require review

#### Murray City
- Parcels/Centers 7 acres +
- Sign Area: 1 ½ sq. ft. for each linear foot of street frontage.
- Total Sign Area: 300 sq. ft.
- EMC’s 75% or less of total area
  - CUP required for all EMCs
- Height: 35 feet
- Sign Clearance: 8 feet
- Sign consolidation encouraged
- 500 ft separation from residential zones

#### Sandy City
- Parcels/Centers 7 acres +
- Properties along I-15
- Underlying zoning provisions apply
- EMC’s 50% or less of total area
- Height: 25’ unless adjacent to I-15 then may determine height from freeway grade
- 30 ft property line setback
Visual Examples
Non Conforming
11-15-8: SIGNS THAT REQUIRE A PERMIT

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3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250’) between each sign.

4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.
Proposed Ordinance Changes

11-15-8: SIGNS THAT REQUIRE A PERMIT

C. On Premises Freestanding Signs: Freestanding signs shall be allowed as follows:

1. Commercial or manufacturing parcels or centers less than ten (10) acres in size: No freestanding signs shall be allowed.

2. Commercial or manufacturing parcels or centers larger than ten (10) acres in size: One freestanding sign shall be allowed per three hundred feet (300') of street frontage. Sign area shall not exceed three hundred (300) square feet, and sign height shall not exceed thirty five feet (35'). Signs shall **comply with the clear vision regulations found in section 11-13-10 of this title**, be located at least two hundred feet (200') away from an intersection.

3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250') between each sign.

4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.

5. Signs must be integrated into the development with a common theme or integrated architecturally with the buildings.

6. Signs shall have at least a one foot (1') pedestal that is constructed of materials such as stone, brick, or rock with landscaping around the base of each sign.
On February 6, 2019 the Planning Commission forwarded a recommendation of APPROVAL of ZTA 1901-0006 to the Clearfield City Council, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance.
1. **Move to approve ZTA 1901-0006**, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance.

2. **Move to deny ZTA 1901-0006**, a zoning text amendment request by Clearfield City to amend the standards for On Premise Freestanding Signs outlined in Section 11-15-8C of the Clearfield City Land Use ordinance.

3. **Move to table ZTA 1901-0006** be tabled for further consideration.
Welcome to The Five Dysfunctions of a Team Workshop for Teams
THE FIVE DYSFUNCTIONS MODEL

Where are you on the vulnerability scale?

ABSENCE OF TRUST
THE FIVE DYSFUNCTIONS MODEL

Do you have an aversion to conflict?

FEAR OF CONFLICT

ABSENCE OF TRUST
Are you committed to our goals?

- Absence of Trust
- Fear of Conflict
- Lack of Commitment

THE FIVE DYSFUNCTIONS MODEL
How is accountability connected to commitment?

THE FIVE DYSFUNCTIONS MODEL

- Avoidance of Accountability
- Lack of Commitment
- Fear of Conflict
- Absence of Trust
THE FIVE DYSFUNCTIONS MODEL

Who will know if we don’t achieve our results?
THE HARD QUESTIONS…#1

• Are we really a Team?
  • What team are we discussing?
  • What’s the difference between a work group and a team?
  • Do we need to be a team to be effective?
A TEAM IS…

- A relatively small group of people
- With various specialties (KSAs)
- Share common goals
- And the rewards and responsibilities for achieving them
- Readily set aside their individual or personal needs for the greater good of the group
THE HARD QUESTIONS…#2

• Are we ready to do the heavy lifting?
  • Dedicate the time
  • Ask the hard questions
  • Be uncomfortable
  • Get better!
TEAM ASSESSMENT

- Our strongest areas?
- Our weakest areas?
- The areas of key differences?
NEXT STEPS

- Share Assessment Results
- Focus on areas we may be deficient
- Work on each part of the pyramid in upcoming council meetings
- Supervisor trainings and Division trainings
- Sharing teamwork improvement and success stories