MEETING NOTICE OF THE CLEARFIELD CITY PLANNING COMMISSION

Notice is hereby given that the Clearfield City Planning Commission will hold a regularly scheduled meeting at **7:00 P.M., Wednesday, March 4, 2015**, on the 3rd floor in the City Council Chambers of the Clearfield City Municipal Building, 55 S. State, Clearfield, Utah.

**7:00 PM CALL TO ORDER-- PLEDGE OF ALLEGIANCE**

1. ROLL CALL

2. APPROVAL OF MINUTES
   A. January 7, 2015
   B. February 4, 2015

3. Approval of Planning Commission 2015 Meeting Schedule

**PUBLIC HEARINGS:**

4. Public Hearing - **PSP 1502-0004** a request by John Hansen, on behalf of Thomas Rosenberg, for a Preliminary Subdivision Plat approval located at 938 S. 2000 E. (TIN: 09-302-0008). The property is approximately 7.09 acres and is split zoned R-2 (Multi-Family Residential) and C-2 (Commercial) zoning districts.

5. Public Hearing - **PLAT AMENDMENT 1502-0003**: A request by Owen Brinkerhoff to amend Lot 1 of the Antelope Business Park, located at 47 W. 1700 S. (TIN: 12-430-0001). The property is approximately 1.05 acres and lies in the C-2 (Commercial) zoning district.

**SCHEDULED ITEMS:**

6. Discussion and Possible Action - **PSP 1502-0004** a request by John Hansen, on behalf of Thomas Rosenberg, for a Preliminary Subdivision Plat approval located at 938 S. 2000 E. (TIN: 09-302-0008). The property is approximately 7.09 acres and is split zoned R-2 (Multi-Family Residential) and C-2 (Commercial) zoning districts.

7. Discussion and Possible Action - **PLAT AMENDMENT 1502-0003**: A request by Owen Brinkerhoff to amend Lot 1 of the Antelope Business Park, located at 47 W. 1700 S. (TIN: 12-430-0001). The property is approximately 1.05 acres and lies in the C-2 (Commercial) zoning district.
8. Discussion and Possible Action - **SP 1502-0002**: A request by Owen Brinkerhoff, for Site Plan Approval for a new car wash located at 47 W. 1700 S. (TIN: 12-430-0001). The property is approximately 1.05 acres and lies in the C-2 (Commercial) zoning district.

9. Discussion and Possible Action - **SP 1502-0001**: a request by LNR – BG Office Properties Utah SPE, LLC for Site Plan to consider additional parking area, located at 888 S. University Park Boulevard (TIN: 09-302-0002, 09-021-0055). The property is approximately 5.262 acres and lies in the PF (Public Facilities) zoning district.

**DISCUSSION ITEMS:**

10. General Plan – Update Timeline and Next Steps

**COMMUNICATION ITEMS:**

11. Staff Communications – Administrative Site Plan Reviews

12. Planning Commissioners’ Minute

**PLANNING COMMISSION MEETING ADJOURNED**

Dated this 27th day of February 2015
/s/Scott A. Hess, Development Services Manager

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 accommodations for City sponsored public meetings, service programs, or events, should call Christine Horrocks at 525-2780, giving her 48 hours notice.
PRESIDING: Nike Peterson Chair

PRESENT: Kathryn Murray Commissioner
Timothy Roper Commissioner
Robert Browning Commissioner
Robert Allen Commissioner
Michael Millard Commissioner
Amy Mabey Commissioner
Michael Britton Alternate Commissioner
Brady Jugler Alternate Commissioner
Steve Parkinson Alternate Commissioner
Michael LeBaron Council Liaison

STAFF PRESENT: Brian Brower City Attorney
JJ Allen Assistant City Manager
Scott Hess Development Services Manager
Christine Horrocks Building Permits Specialist

VISITORS: Mike Helm, Wayne Belleau, Brad Lasater, Con Wilcox, Jacob Edwards,
Shirley Edwards,

Pledge of Allegiance was led by Chair Peterson.

APPROVAL OF AGENDA

Chair Peterson mentioned the minutes from the December 3, 2014 meeting were not available for approval and would be removed from the agenda. Commissioner Murray moved to approve the agenda with the noted changes. Seconded by Commissioner Mabey. The motion carried on the following vote: Voting AYE: Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None.

APPROVAL OF MINUTES FROM PLANNING COMMISSION MEETING

The minutes were not available for approval.

PUBLIC HEARING 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)

Scott Hess stated the subject property was one of three illegal lots. In 2006 the Clifford Park Estates subdivision was developed and the remainder parcel was split by warranty deed. He said
after the building permit was issued for a new single family dwelling it was discovered that the
parcel included a significant area of public right-of-way. He said after review staff determined the
road dedication was not the best option for approval and that the three lots should be presented
through the plat approval process which would dedicate road in front of the three lots as well as
entitle the lots as buildable. Mr. Hess said if that was done then the improvements would be
required along the frontage. He said staff recommended denying the road dedication plat and
recommended that a plat with the three property owners be submitted through the standard plat
approval process.

Chair Peterson declared the public hearing open at 7:07 p.m.

PUBLIC COMMENT:
None

Commissioner Roper moved to close the public hearing at 7:08 p.m. Seconded by
Commissioner Allen. The motion carried on the following vote: Voting AYE:
Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None.

Nick Mingo with Ivory Homes thanked Scott Hess for his presentation on the issues. He said
there were problems that needed to be resolved. He said the other property owners might not
accept the subdivision. Mr. Mingo said the cost for the improvements would be approximately
$50,000. He asked if approval would be given which allowed them to put improvements in front
of only the single lot owned by Ivory Homes. He asked the commissioners to send a favorable
recommendation to City Council for the road dedication and Ivory Homes would install the 95
feet of improvements for its lot.

Scott Hess explained the current configuration of the lot and said it was one parcel and stated the
road dedication plat showed the separation of the lot. Brian Brower explained the City’s position
was that the subdivision of the property took place without following the City’s process.

Mr. Mingo said Ivory Homes had no responsibility to include the other lots that were created in
1994 and 2006 on the plat. Mr. Brower told commissioners the road dedication plat was the item
for approval and staff recommended denial based on information received after the preparation of
the packet. Commissioner Millard asked when the lot was obtained by Ivory Homes. Mr. Mingo
stated the parcel was included when Ivory Homes purchased Clifford Park subdivision from U.S.
Development in 2010. Mr. Hess said the parcels were deeded from U.S. Development and Ivory
Homes didn’t realize the parcels had been included with the purchase.

Mr. Mingo said he wanted to move forward and give the road to the City and wouldn’t be making
a subdivision application. Mr. Hess said the plat map received with the construction application
for the parcel indicated the parcel was rectangular and the shape of the lot was not discovered
until after the building permit was issued. Mr. Brower said the application for the building permit
did not accurately reflect the lot.

Commissioner Murray asked if the street dedication plat were approved then would Ivory Homes
would install curb, gutter and sidewalk on the entire parcel. Mr. Hess said Ivory Homes had
requested to put improvements on just the 95 feet in front of its lot. He said technically the parcel
on the corner was landlocked.

Commissioner Roper asked about the road right-of-way. Mr. Hess said the right-of-way was 66
feet and the road was currently asphalted for about 36 feet. He said 700 South was not on a list
for immediate improvement. Commissioner Allen was concerned that the burden of
improvements would be on the property owner if the developer did not install them at this time.

Scott Hess said the best mechanism to correct the problem was a subdivision plat. Chair Peterson
asked Mr. Mingo if Ivory Homes wanted the item to be tabled and discussed at the meeting next
month allowing time to consider other options. Mr. Mingo requested that a recommendation be
made to the City Council.

Commissioner Browning asked what Parcel A was. Mr. Hess explained that it was a 24 foot
parcel that was originally part of Clifford Park Estates subdivision and was currently owned by
Ivory Homes. He said the 24 foot parcel on the west side of the lot owned by Aether LLC that is
located within the right-of-way needed to be improved.

RECOMMENDATION FOR 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)

Commissioner Roper moved to recommend to the City Council denial of FSP 1412-0005.
Seconded by Commissioner Mabey. The motion carried on the following vote: Voting
AYE: Commissioners Murray, Roper, Millard, Browning and Mabey. Voting NO:
Commissioner Allen.

PUBLIC HEARING ON CUP 1412-0002; A REQUEST BY MIKE HELM ON BEHALF OF
YESCO OUTDOOR MEDIA FOR THE RELOCATION OF A MEDIA BILLBOARD
LOCATED AT APPROXIMATELY 1412 SOUTH LEGEND HILLS DRIVE (TIN: 09-320-
0009)

Scott Hess said State Code regulated relocation of billboards and stated that the City must offer a
method for relocation. He said Clearfield City required a Conditional Use Permit (CUP) with the
relocation of a billboard. Mr. Hess stated the current billboard was located on the southwest side
of 1450 South and Legend Hills Drive. He stated the old billboard had two power lines over the
top of the sign which made it a safety hazard and difficult for the workers to change the sign. He
said the proposed relocation site was along Legend Hills Drive in the landscaped portion of the
corner of 1400 South and Legend Hills Drive.

Mr. Hess reviewed the conditions of approval and requested a condition number six be added that
mitigated detrimental impacts with a regulation of lumens for an electronic billboard as listed in
City Code § 11-15A-3(f).
Mr. Hess said the new sign should not block existing businesses. He said Rocky Mountain Power measured from the sign to the power lines in order to determine if the sign met criteria for relocation. Brian Brower said the equipment used for sign installation was in the danger zone. Chair Peterson said condition of approval number two stated that the existing billboard was to be removed prior to the building of the new sign. Mr. Hess said the condition was included because the City did not have provisions in the City Code to permit additional billboards. He said the new sign would be the standard freeway oriented size of 14 feet by 48 feet, similar to those immediately adjacent to it.

Chair Peterson declared the public hearing open at 7:47 p.m.

PUBLIC COMMENT:
None

Commissioner Mabey moved to close the public hearing at 7:48 p.m. Seconded by Commissioner Roper. The motion carried on the following vote: Voting AYE: Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None.

Brian Brower suggested the following wording of condition of approval number two: “The existing billboard shall be terminated and removed prior to the erection of the new billboard.” Chair Peterson said condition of approval number six should be added stating that electronic sign brightness and lumens shall be regulated by City Code §11-15A-3(F). Commissioner Millard said the City allowed a set number of billboards and an opportunity for improvement of the sign and the increased safety factor for the YESCO employees was a benefit for all.

Mike Helms, YESCO Outdoor Media, said the relocation of the existing billboard was needed for the safety of YESCO employees. He said State Code required the removal of the existing sign prior to installing the new sign. Mr. Helms said the new sign was a monopole as required by City Code.

APPROVAL OF CUP 1412-0002; A REQUEST BY MIKE HELM ON BEHALF OF YESCO OUTDOOR MEDIA FOR THE RELOCATION OF A MEDIA BILLBOARD LOCATED AT APPROXIMATELY 1412 SOUTH LEGEND HILLS DRIVE (TIN: 09-320-0009)

Commissioner Allen moved to approve as conditioned CUP 1412-0002, a request by Mike Helm on behalf of YESCO Outdoor Media for the relocations of a media billboard located at 1412 Legend Hills Drive, based on the discussion and findings in the staff report and with the following conditions:

1) This Conditional Use Permit is for the relocation of a billboard sign owned by YESCO Outdoor Media. The sign will be located at 1412 Legend Hills Drive approximately 566 feet northwest from the existing location on the south side of Legend Hills Drive and 1450 South.

2) The existing billboard shall be terminated and removed prior to the erection of the new billboard.
3) The new billboard shall be on a monopole, with sufficient height so as to not obstruct sight triangles or the visibility of adjacent commercial buildings.

4) The new billboard shall conform to all applicable federal, state, and local laws, including but not limited to the City’s current sign regulations.

5) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits.

6) Electronic sign brightness and lumens shall be regulated by City Code §11-15A-3(F).

Seconded by Commissioner Mabey. The motion carried on the following vote: Voting AYE: Commissioners Murray, Roper, Browning, Millard, Allen and Mabey. Voting NO: None.

PUBLIC HEARING ON CUP 1412-0004; A REQUEST BY JACOB AND SHIRLEY EDWARDS ON BEHALF OF EDWARDS TOWING FOR A CONDITIONAL USE PERMIT FOR AN OUTDOOR STORAGE TOW YARD LOCATED AT 235 EAST 700 SOUTH (TIN:12-668-0002)

Scott Hess said the parcel was north of SR193, on a dead end road with limited access. He said the Conditional Use Permit (CUP) was for outdoor storage. Mr. Hess reviewed the conditions of approval. He recommended additional conditions of approval that were not listed in the staff report. He said number seven would state that no vehicle would be on-site longer than 90 days. Number eight would say motor vehicle sales or parts sales or dismantling of vehicles was not allowed.

Mr. Hess said the CUP provided an opportunity to clean up property that had been under-utilized. Mr. Brower said there was potential for wrecked or totaled cars and said fencing was required to be impervious to sight. He read City Code §11-13-12-B that stated “All outdoor storage, except for agricultural products, shall be enclosed by a fence or wall at least six feet (6’) in height and impervious to sight from any public street, right of way, or adjacent property...” and said the commissioners needed to determine what was impervious to sight.

Chair Peterson declared the public hearing open at 8:06 p.m.

PUBLIC COMMENT: None

Commissioner Mabey moved to close the public hearing at 8:07 p.m. Seconded by Commissioner Allen. The motion carried on the following vote: Voting AYE: Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None

Jacob Edwards with Edwards Towing was present. Commissioner Millard asked if the fence would have barbed wire on top for security. Mr. Edwards said the State Tax Commission required cyclone barbed-wire on top of the six foot fence. Commissioner Millard asked if he conducted State Tax towing and if there would be a problem with the 90 day on-site storage. Mr.
Edwards stated action could be taken after 45 days if the owner hadn’t contacted the tow yard.
Mr. Brower said the recommendation for no longer than 90 days on-site was to avoid the
recycling of automobiles or parts because recycling was not an allowed use. Mr. Edwards said
that 90 days was adequate.

Mr. Hess said City Code required the fence to be at least six feet in height and the fence in the
required front yard could not be chain link. Mr. Edwards said vinyl would be installed in the front
area. Commissioner Millard asked if the cyclone barbed-wire could be put on the top of a vinyl
fence. He was told it could be placed on the vinyl fence. Mr. Hess said there were currently a few
different types of fencing. Shirley Edwards said there was currently metal sheeting with barbed-
wire on the top. Chair Peterson asked if slatted chain link fence met the standard for impervious.
After discussion, the decision from the commissioners was that a slatted chain link fence would
screen the majority of the outdoor storage items and was fine for the location.

Mr. Hess indicated vinyl fence would be required at locations that could be viewed from the
access road. He said State Code requirement for fencing would help security concerns. Chair
Peterson said the height of the outdoor storage might exceed the height of the fence.
Commissioner Allen asked about the storage of vehicles. Mr. Edwards said the cars wouldn’t be
parked long term; after 45 days the cars were taken to auction.

Chair Peterson reviewed the conditions of approval seven and eight that had been added.

APPROVAL OF CUP 1412-0004; A REQUEST BY JACOB AND SHIRLEY EDWARDS ON
BEHALF OF EDWARDS TOWING FOR A CONDITIONAL USE PERMIT FOR AN
OUTDOOR STORAGE TOW YARD LOCATED AT 235 EAST 700 SOUTH (TIN:12-668-
0002)

Commissioner Mabey moved to approve CUP 1412-0004, a request by Jacob and Shirley
Edwards on behalf of Edwards Towing for a conditional use permit for an outdoor storage
tow yard located at 235 East 700 South based on the discussion and findings in the staff
report and with the following conditions:

1) This Conditional Use Permit is for Edwards Towing for outdoor storage of towed
vehicles located at 235 E. 700 S.

2) The fencing plan shall consist of a minimum of a 6 foot high screening fence that
may not be chain link along the access road north of 700 South, or in any required
front yard. Remaining chain link fence must be slatted for screening purposes.
Fencing shall be kept in good maintenance and repair.

3) Landscaping shall be installed along the West and East property lines in the form
of trees at an interval not to exceed one per 25 feet to add necessary screening to
reduce detrimental impacts to neighboring property owners and add screening for
Commuter Rail by softening visual impacts of a long continuous chain link fence.

4) Outdoor Storage areas shall be properly surfaced with impermeable all weather
material.

5) The outdoor storage must be kept orderly and clean of debris and items not
permitted by this permit approval.
DISCUSSION ON SP 1412-0004; A REQUEST BY JACOB AND SHIRLEY EDWARDS ON BEHALF OF EDWARDS TOWING FOR SITE PLAN APPROVAL FOR AN OUTDOOR STORAGE TOW YARD LOCATED AT 235 EAST 700 SOUTH (TIN:12-668-0002)

Scott Hess said the main improvement to the property was installation of asphalt on the east side of the property for the storage of 35 cars. He said Scott Nelson, City Engineer, preferred to have the detention basin in the natural flow direction which would change the configuration of the site as shown on the site plan. Mr. Hess said overall the site plan wouldn’t change and there would still be surface parking, a detention basin and landscaping. He said that condition of approval number two required approval of the storm water detention facility by the City Engineer or if the Planning Commission desired, the request for site plan approval could be tabled and submitted for the next meeting with the corrected site plan. He reviewed conditions of approval and said the ten percent landscaping would be achieved by the detention basin and the trees that would be planted along the fence lines.

Commissioner Murray asked what areas required asphalt. Mr. Hess said the area used for outdoor storage and parking of the vehicles. Commissioner Browning said his opinion was that the layout of the lot wasn’t important; the important part was that the configuration of the lot met City requirements. Mr. Hess said the City Engineer’s recommendation was not the only engineering solution and the site could be re-graded. Chair Peterson asked if the commissioners were concerned with allowing the detention basin placement to be handled administratively. None of the commissioners voiced any concern. Mr. Hess said it would be acceptable to have the same amount of impervious surface. He said condition of approval number two would allow the current layout to be changed if the design and installation of the storm water detention facility was to the satisfaction of the City Engineer and Public Works Director.

Brian Brower requested an additional condition of approval that stated the site shall comply with all applicable federal, state and local laws including but not limited to applicable environmental regulations. Councilmember LeBaron spoke with the applicant about the requirements from the State and said Mr. Edwards agreed to meet those requirements. Commissioner Murray asked about the installation of a sidewalk. Mr. Hess said the recommendation from staff was that
sidewalks would not be required because there was no pedestrian access and it was the end of a dead end road with limited pedestrian services.

APPROVAL OF SP 1412-0004; A REQUEST BY JACOB AND SHIRLEY EDWARDS ON BEHALF OF EDWARDS TOWING FOR SITE PLAN APPROVAL FOR AN OUTDOOR STORAGE TOW YARD LOCATED AT 235 EAST 700 SOUTH (TIN:12-668-0002)

Commissioner Murray moved to approve SP 1412-0004, a request by Jacob and Shirley Edwards on behalf of Edwards Towing for a site plan for an outdoor storage tow yard located at 235 East 700 South, based on the discussion and findings in the staff report and with the following conditions:

1) The Construction Documents submitted for building permits shall be in substantial conformance with the documents submitted in this Site Plan approval, SP 1412-0004.

2) Improvement plans, storm water detention facilities, and parking lot design shall be designed and installed to the satisfaction of the City Engineer and Public Works Director.

3) Site Plan approval is subject to North Davis Fire District review and approval. The final plans for storage shall meet Fire Code and be to the satisfaction of the North Davis Fire District Fire Chief.

4) Should the landscape not be installed prior to Certificate of Occupancy, pursuant to Land Use Ordinance § 11-13-23(C) and (D), final approval will be subject to the applicant establishing an escrow account for future landscaping installation, as reviewed and approved by the City Engineer and City Attorney.

5) Fencing shall provide screening of storage areas and be at least 6 feet in height. Fencing along the access road and in any front yard shall not be chain link. Chain link fencing surrounding the remaining property shall be slatted for screening purposes.

6) Trees shall be planted at an interval not to exceed 25 feet along the west and east property lines to soften visual impacts and provide screening.

7) Site shall comply with all applicable federal, state and local laws including but not limited to applicable environmental regulations.

Seconded by Commissioner Mabey. The motion carried on the following vote: Voting AYE: Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None.

PUBLIC HEARING ON ZTA 1412-0001; A REQUEST BY JOHN 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 (C-R) IN CLEARFIELD CITY

Scott Hess said in conversation with the applicant it was determined that there was a different approach to the request and the applicant asked to have the item tabled. He said the request was to
have language removed from the commercial residential zone that required construction of the
commercial portion of the C-R development prior to the construction of the residential portion.
Mr. Hess said the property was split use with commercial on 2000 East and residential twin
homes on the rear of the property. He said the property had been zoned commercial for 15 to 18
years and the applicant had been unable to secure commercial interest on the property.

Mr. Hess said one option for the applicant was to apply for a zoning text amendment to amend
portions of City Code. He said a change to the General Plan in December 2014 allowed new
multi-family properties in the City. Mr. Hess said the property could have split zoning with
commercial in the front and residential in the rear which was similar to the site plan that had been
presented. He said the amendment as presented would have affected other properties throughout
the City.

Chair Peterson declared the public hearing open at 8:50 p.m.

PUBLIC COMMENT:
None

Commissioner Allen moved to close the public hearing at 8:51 p.m. Seconded by
Commissioner Murray. The motion carried on the following vote: Voting AYE:
Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None

Scott explained that a rezone was discretionary and the zoning text amendment could have
unintended consequences with future development for the C-R zone.

ZTA 1412-0001: A REQUEST BY JOHN 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 RESIDENT (C-R) IN CLEARFIELD CITY - TABLED

Commissioner Millard moved to table ZTA 1412-0001 at the request of the applicant.
Seconded by Commissioner Mabey. The motion carried on the following vote: Voting
AYE: Commissioner Murray, Roper, Browning, Allen, Millard and Mabey. Voting NO: None

DISCUSSION ON AMENDMENTS TO THE C-2 ZONE TO CREATE STANDARDS FOR
LIMITED DISTRIBUTION AND LIGHT MANUFACTURING USES IN AREAS NOT
LOCATED DIRECTLY ON A MAJOR TRASPORTATION CORRIDOR IN THE CITY

Scott Hess said requests were received for the C-2 zone where the use didn’t fit into C-2 or M-1
zones. He said there were multiple directions to achieve the same solution. He recommended the
creation of new definitions for limited distribution and light manufacturing. Mr. Hess said the
uses would be placed as conditional uses in the C-2 zone and would be subject to supplemental
regulations. He reviewed the proposed definitions:
Distribution, Limited: A building or structure, or portion thereof, in which goods, raw materials or commodities are stored, sold wholesale, or shipped to consumers and business within structures less than 10,000 square feet.

Manufacturing, Light: The assembling, altering, converting, fabricating, finishing, processing, or treatment of a product, where all processes take place wholly within an enclosed building less than 10,000 square feet, and the use does not create, produce, or result in external noise, vibrations, smoke, dust, dirt, debris, plant materials, odors, gases, noxious matter, heat, glare, electromagnetic disturbances, or radiation.

Brian Brower said “excessive” was subjective and the definition could be changed to state that the noise should be contained within the building. Mr. Hess said the document would be sent to the commissioners electronically and they could review the changes and provide feedback.

STAFF REPORTS

Scott Hess said the election of a new chair and vice-chair plus approval of the 2015 meeting schedule would be on the February meeting agenda.

PLANNING COMMISSIONERS’ MINUTE

Commissioner Millard – Nothing

Commissioner Browning – Happy New Year!

Commissioner Roper – Said his brother-in-law attended a Planning Commission meeting when he was not at the meeting. He said his brother-in-law had attended many different Planning Commission meetings and said Clearfield City Planning Commission was superb.

Brian Brower – Glad to be back to a short meeting.

Councilmember LeBaron – Happy New Year and he liked the short meeting. He said the YES Printing sign came down today.

Commissioner Murray – Nothing

Commissioner Allen – Happy New Year and said he was looking forward to a midnight meeting.

Commissioner Mabey – Nothing

Scott Hess commented the Planning Commission had 14 meetings in 2014 (one of which was a joint training meeting with the City Council) and held 51 public hearings.

Chair Peterson – Asked to improve the wording of the public hearing notices that were mailed to the residents. She said if the resident understood the process better there might be less confusion
when the resident came to the Planning Commission Meeting.

There being no further business to come before the Planning Commission, Commissioner Murray moved to adjourn at 9:17 p.m. Seconded by Commissioner Millard.
2015 PLANNING COMMISSION MEETING DATES

January 7, 2015
February 4, 2015
March 4, 2015
April 1, 2015
May 6, 2015
June 3, 2015
July 1, 2015
August 5, 2015
September 2, 2015
October 7, 2015
November 4, 2015
December 2, 2015
TO: Planning Commission
FROM: Scott A. Hess, MPA
       Development Services Manager
       scott.hess@clearfieldcity.org (801) 525-2785
MEETING DATE: March 4, 2015
SUBJECT: Public Hearing, Discussion, and Possible Action - PSP 1502-0004 a request by John Hansen, on behalf of Thomas Rosenberg, for a Preliminary Subdivision Plat approval located at 938 S. 2000 E. (TIN: 09-302-0008). The property is approximately 7.09 acres and is split zoned R-2 (Multi-Family Residential) and C-2 (Commercial) zoning districts.

RECOMMENDATIONS
Move to continue the item to April 1, 2015 Planning Commission Meeting - PSP 1502-0004 a request by John Hansen, on behalf of Thomas Rosenberg, for a Preliminary Subdivision Plat approval located at 938 S. 2000 E. (TIN: 09-302-0008), based on the applicant’s request, and pending additional information being submitted for review.

PROJECT SUMMARY

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ANALYSIS
The applicant Mr. John Hansen has been working with Clearfield City Staff to identify development specifics such as drainage, retention, and parking. Mr. Hansen was not able to submit a complete package with fully engineered drawings addressing the City’s concerns. Mr. Hansen asked that the item be tabled and continued to a future Planning Commission meeting once complete plans were available for review.

Public Comment
No public comment has been received to date.

REVIEW CONSIDERATIONS
Full review of the Preliminary Site Plat is not complete.

ATTACHMENTS
1. Partial Preliminary Plat Documents
ZONING INFORMATION
This property is currently Zoned C-2 (General Commercial). We are proposing to lease the front area in this zone and re-zone the Western portion to R-2 (Mult-Family Residential) with the following setbacks:
Front Yard = 20 feet as proposed
Side Yard = 12 feet as proposed
Back Yard = 20 feet as proposed
Building Height = 1 Story building

BOUNDARY DESCRIPTION
A part of Lot 3, Millcreek Park Subdivision, Clearfield City, Cache County, Utah and a part of the Northeast Quarter of Section 7, Township 5 North, Range 1 West, Salt Lake Base and Meridian, U.S. Survey, more particularly described as follows:
Beginning at a point on the Western right of way, line of University Park Boulevard, 2000 East Street where it 1516.00 feet South 010°08' west along the East line of said Northeast Quarter and 21.50 feet north 89°45'00" west from the Northeast corner of said Section 7, and running thence South 010°08' West 320.21 feet along said Western right of way line to the Southern boundary line of said lot, and thence North 55°45'03" West 1071.70 feet along said Southern boundary line to the point where the Western boundary of said Lot 3, thence North 55°45'51" East 428.87 feet along the Western boundary line of said Lot 3, thence South 89°45'50" East 251.45 feet to the point of beginning.
Contains 308,667 sq. ft. or 7.086 acres

SITE INFORMATION
Total Area = 308,667 sq. ft. or 7.086 acres
Commercial Area = 1,356 sq. ft.
Building Area = 12,845 sq. ft.
Parking Spaces = 32
Residential Area = 5,527 sq. ft.
6.16 Units to the acre (8/acre allowed)
TO: Planning Commission

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

MEETING DATE: March 4, 2015


RECOMMENDATIONS

Move to Recommend to City Council Approval as Conditioned PLAT AMENDMENT 1502-0003: A request by Owen Brinkerhoff to amend Antelope Business Park Lot 1, located at 47 W. 1700 S. (TIN: 12-430-0001), based on findings and discussion in the staff report.

PROJECT SUMMARY

<table>
<thead>
<tr>
<th>Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Site Location</td>
</tr>
<tr>
<td>Tax ID Number</td>
</tr>
<tr>
<td>Applicant and Property Owner</td>
</tr>
<tr>
<td>Property Owner</td>
</tr>
<tr>
<td>Proposed Actions</td>
</tr>
<tr>
<td>Current Zoning</td>
</tr>
<tr>
<td>Master Plan Land Use</td>
</tr>
<tr>
<td>Gross Site Area</td>
</tr>
</tbody>
</table>
ANALYSIS

Background
This amended plat is for the purposes of adding 27 feet to the south side of the existing Antelope Business Park Lot 1 in order to provide a better traffic flow pattern for the proposed car wash at this location. The applicant has purchased the additional property from the owner of the lot to the south, and has prepared an amended plat to correct the lot lines and avoid an illegal subdivision.

Master Plan and Zoning
The parcel is Master Planned and zoned Commercial. The proposed amended plat is consistent with both the Master Plan and zoning.

Plat Amendment Review
The plat as it is drawn is substantially complete. Staff has reviewed the plat and is working with the applicant’s engineer to include all necessary easements, and call-outs required. More specifically, staff recommends the Public Utility Easement be drawn at 10 feet instead of 7 feet,
and that a cross access agreement be shown on the plat between the applicant’s lot and the gas station to the east. The City Engineer’s letter has a number of simple call outs and requests that need to be updated and amended prior to recordation.

Public Comment
No public commend has been received to date.

CONDITIONS OF APPROVAL

1) The applicant shall correct the Plat to include all red-lines from Planning, Engineering, and Public Works Departments, including but not limited necessary easements and other call-outs as required.

2) Provide fully executed original of cross access agreement with neighboring property owner to the east to be recorded against both properties.

3) Pursuant to the Land Use Ordinance 11-13-23(C) and (D) Prior to obtaining any certificates of occupancy, the applicant either completes landscaping improvements or is subject to establishing an escrow account, as reviewed and approved by the City Engineer and City Attorney.

4) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits.

ATTACHMENTS

1. Amended Antelope Business Park Plat
TO: Planning Commission

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

MEETING DATE: March 4, 2015

SUBJECT: Discussion and Possible Action on SP 1502-0002: A request by Owen Brinkerhoff, for Site Plan Approval for a new car wash located at 47 W. 1700 S. (TIN: 12-430-0001).

RECOMMENDATIONS

Recommend Approval as Conditioned SP 1502-0002: A request by Owen Brinkerhoff, for Site Plan Approval for a new car wash located at 47 W. 1700 S. (TIN: 12-430-0001), based on findings and discussion in the staff report.

PROJECT SUMMARY

<table>
<thead>
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<td><strong>Property Owner</strong></td>
</tr>
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<td><strong>Proposed Actions</strong></td>
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<tr>
<td><strong>Current Zoning</strong></td>
</tr>
<tr>
<td><strong>Master Plan Land Use</strong></td>
</tr>
<tr>
<td><strong>Gross Site Area</strong></td>
</tr>
<tr>
<td>Development Standards:</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Lot Size</td>
</tr>
<tr>
<td>Lot Width</td>
</tr>
<tr>
<td>Setbacks</td>
</tr>
<tr>
<td>Front</td>
</tr>
<tr>
<td>Side</td>
</tr>
<tr>
<td>Rear</td>
</tr>
<tr>
<td>Landscaping</td>
</tr>
<tr>
<td>Parking Spaces</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Vicinity Map
ANALYSIS
The request for the Planning Commission’s consideration is for the replacement and reconstruction of a car wash on a parcel where a car wash was formerly located. The new car wash will be a “tunnel style” as opposed to the self-serve wash that was there before. The site will have on-site vacuums, increased landscaping, and a storm water detention facility that was not formerly provided on the site.

Comprehensive Plan and Zoning
This project is subject to Site Plan approval due to the request for new construction in the C-2 Commercial Zone. The property is currently zoned C-2 Commercial, and is Master Planned for the same use. The proposed building and use are consistent with current zoning. There are no additional General Plan changes or requirements the project must meet.

Site Plan Review
DESIGN STANDARDS
Chapter 18 Design Standards of the Land Use Ordinance regulates new construction, and construction that requires a building permit. The chapter focuses on the use of quality materials for new and renovated structures. Staff would recommend that the applicant review Chapter 18, and make sure that selected exterior materials meet the intent of the City Code. Conformance with Chapter 18 will be confirmed prior to issuance of a building permit.

The building as proposed is a prefinished textured metal panel with porcelain tile skirting. The applicant would like to bring in a sample of the material as it is visually similar to a stucco finish, but will last much longer in adverse weather and wet climates that a car wash is subjected to. This will be an all-weather finished material that is painted, and generally conforms to Chapter 18 Design Guidelines. It is Staff’s opinion that this structure meets the intent of the Chapter 18 guidelines as proposed. Conformance with Chapter 18 Design Guidelines is included as a condition of approval.

<table>
<thead>
<tr>
<th>Surrounding Properties and Uses:</th>
<th>Current Zoning District</th>
<th>Comprehensive Plan Land Use Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Clearfield Job Corps</td>
<td>C-R (Commercial Residential Zone)</td>
</tr>
<tr>
<td>East</td>
<td>Chevron Gas Station</td>
<td>C-2 (Commercial)</td>
</tr>
<tr>
<td>South</td>
<td>Holt Commercial Subdivision – Open Ground – Antelope Elementary</td>
<td>C-2 (Commercial Zone)</td>
</tr>
<tr>
<td>West</td>
<td>Holt Commercial Subdivision – Open Ground</td>
<td>C-2 (Commercial)</td>
</tr>
</tbody>
</table>
SITE CIRCULATION and PARKING
The site will have a single widened drive access on the west side of the lot. Vehicles will have approximately 100 feet of stacking room in three lanes prior to accessing the tunnel drive thru. There will be a cross access connection to the gas station to the east as required by UDOT. The applicant will be required to submit to the City UDOT’s written approval of the access changes.

City Code 11-14-3 does not have specific parking requirements for passive uses such as car washes. The applicant is providing 4 parking stalls with two ADA accessible stalls. In addition there will be 7 dedicated vacuum stations and 7 spaces for drying vehicles and staging before vacuuming. The plan as proposed has an adequate number of spaces.

LANDSCAPING
Minimum landscaping that needs to be provided is 10%. The landscaping plan may include storm water detention areas. The proposed site plan shows increased landscaping being provided at approximately 12% of the total site. Minimum landscaping standards of 11-13-23 will also have to be demonstrated. The site plan storm detention facility must meet the requirements specified in the Engineer's letter.

This item is included as a condition of approval.

GARBAGE DUMPSTER
There is a garbage dumpster enclosure shown on the northeast corner of the site plan drawing. Increased landscaping is identified surrounding the dumpster enclosure to soften it visually. Staff would recommend that the applicant consider areas of the site where a garbage dumpster enclosure could be located that are not as prominent and visible from the street. At a minimum per City Code any on-site dumpster must be screened from view within an approved enclosure.

This item is included as a condition of approval.

FENCING PLAN
The property is completely surrounded by commercially zoned parcels. No additional fencing has been proposed.

SIGN PACKAGE
Signage is not included as part of this Site Plan approval.

ENGINEERING REVIEW
Engineering has reviewed the Site Plan drawings, and the letter has been provided in the Staff Report. The majority of the engineering review revolves around storm water, and staff would recommend that the conditions in the engineer's letter be met.

This item is included as a condition of approval.

OTHER AGENCY REVIEW

Fire Review
North Davis Fire District is reviewing the preliminary plans and will submit a letter to the Community Development office prior to issuance of a building permit.

This item is included as a condition of approval.

UDOT
The site may require additional permits or approvals from Utah Department of Transportation (UDOT) as they are changing an already existing drive approach. Staff has not received any correspondence from UDOT regarding the site.
Public Comment
No public comment has been received to date.

**REVIEW CONSIDERATIONS**

**Site Plan Review**
Clearfield Land Use Ordinance Section 11-5-3 establishes the review considerations the Planning Commission shall make to approve Site Plans. 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><strong>1)</strong> Traffic: The effect of the site development plan on traffic conditions on abutting streets.</td>
<td>This site has adequate access from Antelope Drive. Staff does not foresee any traffic impacts from this site. Access on a State-owned road is controlled by UDOT and may be subject to additional approvals. No backing onto Antelope. A cross access agreement with the property to the east should be labeled on the site plan and amended plat drawings.</td>
</tr>
<tr>
<td><strong>2)</strong> Vehicle; Pedestrian: The layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exits, drives and walkways.</td>
<td>The driveway to the site is existing and proposed to be widened. There is a public sidewalk along Antelope Drive. Deteriorated or damaged sidewalk and concrete will need to be replaced or installed.</td>
</tr>
<tr>
<td><strong>3)</strong> Off-Street Parking: Compliance of off-street parking facilities with Chapter 14 of this Title.</td>
<td>It is estimated that approximately 4 parking stalls will be provided. Parking must meet minimums for the zone. The size of the stalls will need to meet code standards of 9 feet wide by 20 feet long and provide an adequate number of ADA compliant spaces.</td>
</tr>
<tr>
<td><strong>4)</strong> Loading and Unloading Facilities: The location, arrangement and dimensions of truck loading and unloading facilities.</td>
<td>The new building on the site is not subject to an off-street loading space requirement.</td>
</tr>
<tr>
<td><strong>5)</strong> Surfacing and Lighting; Parking: The surfacing and lighting of off-street parking.</td>
<td>The proposal is for asphalt driveway and parking areas. The plans do not show any street lights or parking lot lights. Any additional lighting shown on the construction documents, including new lighting for both the parking lot and exterior on the building, must meet city code.</td>
</tr>
<tr>
<td><strong>6)</strong> Screen Planting: The location, height and materials, of walls, fences, hedges and screen planting.</td>
<td>This site is not subject to screen plantings.</td>
</tr>
<tr>
<td></td>
<td><strong>Landscaping:</strong> The layout and appropriateness of landscaping.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>8)</td>
<td><strong>Drainage:</strong> The effect of the site development plan on City storm water drainage systems.</td>
</tr>
<tr>
<td>9)</td>
<td><strong>Utility:</strong> The effect of the site development plan on City utility systems.</td>
</tr>
<tr>
<td>10)</td>
<td><strong>Building Locations:</strong> Consideration of building locations on the site, elevations and relation to surrounding areas (Ord. 84-06B, 9-11-1984)</td>
</tr>
<tr>
<td>11)</td>
<td><strong>Exterior Design:</strong> Consideration of exterior design in relation to adjoining structures and area character to assure compatibility with other structures in the neighborhood, existing or intended. (Ord. 84-08, 10-23-1984)</td>
</tr>
<tr>
<td>12)</td>
<td><strong>Signs:</strong> Compliance of signs with Chapter 15 of this Title and particular consideration to the location of signs upon the site, their effect upon parking, ingress and egress, the effects upon neighboring properties and the general harmony of signs with the character of the neighborhood, existing or intended.</td>
</tr>
</tbody>
</table>

**CONDITIONS OF APPROVAL**
1) The Construction Documents submitted for building permits shall be in substantial conformance with the documents submitted in this Site Plan approval, SP 1502-0002; however, they will also include and address the following:
   a. The final engineering design (construction drawings) submitted for site improvements shall meet City standards and be to the satisfaction of the City Engineer.
   b. The final building plans submitted shall meet building safety standards and be to the satisfaction of the City Building Official.
   c. The final building plans shall meet the minimum standards for building materials as established in C-2 Zone. The final building plans shall conform with Chapter 18 Design Guidelines. The proposed architectural textured metal panels are similar in look to a stucco finish, and must be painted and maintained as specified by the manufacturer.
   d. The appropriate number of parking stalls shall be delineated and designed for the site and shown on submitted construction drawings. An adequate number of stalls must meet ADA standards. Parking Stalls must be 9x20.
   e. Site circulation must be designed in such a manner that on site traffic flow is not impeded. Adequate paved markings and/or signage shall be provided and incorporated on the site.
   f. New lighting for the site, either parking lot or exterior to the building shall be shown on the construction documents and meet City Code.
   g. A minimum of 10 percent landscaping shall be provided and meet the minimum standards set forth in 11-13-23.
   h. Proposed signage must meet Title 11, Chapter 15 standards. Signs are not included as part of this Site Plan approval. Separate review and approval will be required.
   i. Damaged or missing concrete or asphalt shall be corrected and installed prior to final occupancy being granted.

2) The garbage dumpster must be screened, and is recommended to be moved to a less prominent location on the site.

3) Site Plan approval is subject to North Davis Fire District review and approval.

4) Site access on a State-owned right-of-way is subject to Utah Department of Transportation review and approval.

5) An oil/water separator must be installed on the floor drain, and be confirmed to be in working order prior obtaining final occupancy for the structure.

6) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits.

ATTACHMENTS
1. Site Plan Set
2. Engineer’s Review Letter dated February 24, 2015
**Detention Volume Calculations**

**Rational Formula**

**Clearfield Carwash**

**Project:**
- **Project No.:**
- **Prepared by:** Brian Campbell
- **Prepared by:**
- **Date:** Feb 2, 2015

**Location:** Clearfield, UT

**Input Data**

<table>
<thead>
<tr>
<th>Areas</th>
<th>Weighted Runoff Coef</th>
<th>Weighted Area (sq ft)</th>
<th>Weighted Area (AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paved</strong></td>
<td>0.85</td>
<td>3,880</td>
<td></td>
</tr>
<tr>
<td><strong>Roof</strong></td>
<td>0.15</td>
<td>5,410</td>
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</tr>
<tr>
<td><strong>Landscaped</strong></td>
<td>0.81</td>
<td>45,400</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1.04</td>
<td>54,690</td>
<td>1.04 AC</td>
</tr>
</tbody>
</table>

**Allowable Release Rate**

- **Storm Frequency:** 10 year
- **Required Storage:** 1995 cubic feet
- **Max Release Rate:** 0.21 cubic feet/second
- **Orifice Head:** 3.00 ft
- **Orifice Coefficient:** 0.62
- **Orifice Diameter:** 2.11 inches

**Analysis**

<table>
<thead>
<tr>
<th>Storm Interval</th>
<th>Precip. (in.)</th>
<th>CA</th>
<th>Accum. Flow (cfs/ac)</th>
<th>Allowable Accum. Flow (cfs/ac)</th>
<th>Storage (cubic ft)</th>
<th>Discharge (cubic ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>0.55</td>
<td></td>
<td>1,496</td>
<td>188</td>
<td>1,684</td>
<td>36609</td>
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<tr>
<td>30 minutes</td>
<td>0.74</td>
<td></td>
<td>1,891</td>
<td>375</td>
<td>2,267</td>
<td>36609</td>
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<tr>
<td>45 minutes</td>
<td>0.90</td>
<td></td>
<td>1,995</td>
<td>750</td>
<td>2,746</td>
<td>36609</td>
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<tr>
<td>60 minutes</td>
<td>1.09</td>
<td></td>
<td>1,824</td>
<td>1,501</td>
<td>3,325</td>
<td>36609</td>
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<tr>
<td>120 minutes</td>
<td>1.18</td>
<td></td>
<td>1,349</td>
<td>2,251</td>
<td>3,600</td>
<td>36609</td>
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<tr>
<td>180 minutes</td>
<td>1.45</td>
<td></td>
<td>-79</td>
<td>4,502</td>
<td>9,005</td>
<td>36609</td>
</tr>
<tr>
<td>360 minutes</td>
<td>1.81</td>
<td></td>
<td>-3,483</td>
<td>9,005</td>
<td>6,522</td>
<td>36609</td>
</tr>
<tr>
<td>720 minutes</td>
<td>2.16</td>
<td></td>
<td>-11,420</td>
<td>18,010</td>
<td>6,590</td>
<td>36609</td>
</tr>
<tr>
<td>1440 minutes</td>
<td></td>
<td></td>
<td>1995</td>
<td>0.21 cubic feet/second</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required Storage:** 1995 cubic feet

**Reverse Pan Gutter**

1. All work in the public way shall conform to UDOT standards plans and specifications.
2. Curb and gutter shall be constructed as per APWA 205A, 276, and 251 or 252.
3. All utility trench work in the public way shall be constructed as per APWA 256.
4. Field verify existing utility locations. Notify engineer of any differences for water and sewer services that can be used for the new building.
5. Check with Clearfield City Utilities for service tie-in information.
Dear Scott,

Attached is my review of the above referenced project.

**General Note:**

1. An **electronic copy** of the Plat & Improvement Drawings must be submitted to the Public Work Department via our office for record keeping upon design completion and prior to approval from our office.

**Plat**

1. Since the site and neighboring properties are not under one-ownership a vehicle cross-access agreement needs to be in place to allow all users access to all entrance/exit driveways and movement across the site.

2. The date under the “Subdivision Title” needs to be added.

3. There needs to be an address assigned to the lot and that address placed on the Plat.

4. The “Boundary Description” calls out that the subdivision is in the NE1/4NE1/4 of Section 14, which I believe is a typing error. This needs to be checked and possibly corrected.

5. The “Point of Beginning” is missing and needs to be shown on the drawing.

6. The width of Main Street & Antelope Drive needs to be shown on the Plat drawing.

7. There are two (2) small dots along the northerly property line which I believe have been drafted in error. This needs to be reviewed and corrected if wrong.
8. The square footage and the acreage need to be shown under the Lot 1 title on the drawing.

9. In the approval block for the “City Council” the acknowledgement for dedication of streets should be removed since no streets are to be dedicated.

10. All other items required by other departments need to be included with the final approved of the Plat drawing.

**Site Plan – Improvement Drawings**

1. A Geotechnical Report for the site should be completed and submitted with recommendations and/or a letter from the geotechnical engineer with any concerns.

2. Approval of the changes to the driveway approach will need to have Utah Department of Transportation review and written approval.

3. The site storm water detention calculations and physical facilities design needs to be submitted for review. The site storm water drainage facilities and detention basin will need to be sized for a 100-year storm event.
   - The car wash building roof drainage should be piped to the detention basin when the future building is constructed.
   - The detention basin should have an overflow spillway which may need to be armored for erosion protection and needs to be discharged into a street catch basin or storm water manhole.
   - The orifice control structure needs to be designed for ease in cleaning.
   - The detention basin needs to have a 12” tall perimeter freeboard berm.
   - The inlet/out structure needs to be shown with all details and dimensions.
   - The detention basin needs a slope (1% - minimum) on the basin floor for drainage.

In summary the storm water detention basin and collection system will need to have the standard operating and control facilities, i.e., inlet/outlet control structure, interior over-flow control, outlet control orifice (ease in access, cleaning and unplugging), over flow spillway, and all basin maintenance/landscaping improvements. The design of the storm water on-site collection piping system, finish contours lines, site grades, 12” freeboard berm, and all general on-site facilities will need to be submitted for additional review along with the drainage drawings and detail plans for their construction. The minimum recommended diameter for the storm water collection piping is 12-inches (diameter).

4. A note needs to be placed on the Site Plan improvement drawings indicating all deteriorated, damaged or missing surface improvements surrounding the perimeter of the development and on-site be replaced or installed; i.e., curb and gutter, sidewalk, landscaping park strip improvements, asphalt patching, landscaping replacement, site lighting, dumpster screening, concrete improvement, etc.
5. The “Site Plan” drawing needs to document the percentages of landscaping and hard surfacing.

6. The site “Grading Plan” needs to be prepared and submitted for review.

7. The location of the culinary water service lateral, sanitary sewer lateral, storm water piping, water meter, electrical service lines, natural gas service and communication lines should be shown on the “Utility Plans”.

8. If the site is not to remain under one-ownership a vehicle cross-access agreement needs to be in place to allow all users access to all entrance/exit driveways and movement across the site.

9. The site “Landscaping Plan” needs to be prepared and submitted showing how the landscaping will be constructed and irrigated?

10. The site plan shows handicap parking but also need to show the handicap ramps. A detail drawing needs to be prepared and submitted.

11. The details for the trash enclosure (foundation, walls & gate) need to be prepared and submitted.

12. The detail drawing of the “new retaining wall” needs to be submitted with the improvement drawings.

13. The location and details of all site lighting and business signs will need to be shown on the “Site Plan” drawings.

14. An escrow for the public improvements to the driveway and sidewalk should be considered.

We would be happy to meet with the Developer and/or his Engineer to review the above items should they have any questions.

Sincerely,

CEC, Civil Engineering Consultants, PLLC.

N. Scott Nelson, PE.

City Engineer

Cc.  Scott Hodge, Public Works Director
     Dan Schuler, Public Works Inspector and Storm Water Manager
     Michael McDonald, Building Official
TO: Planning Commission

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

MEETING DATE: March 4, 2015

SUBJECT: Discussion and Possible Action on SP 1502-0001: a request by LNR – BG Office Properties Utah SPE, LLC for Site Plan to consider additional parking area, located at 888 S. University Park Boulevard (TIN: 09-302-0002, 09-021-0055). The property is approximately 5.262 acres and lies in the Public Facilities (PF) zoning district.

RECOMMENDATION

Move to approve as conditioned, SP 1502-0001, for LNR – BG Office Properties Utah SPE, LLC for additional parking area, located at 888 S. University Park Boulevard (TIN: 09-302-0002, 09-021-0055), based on the findings and discussion in the Staff Report.

PROJECT SUMMARY

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<th></th>
</tr>
</thead>
<tbody>
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<td>888 University Park Blvd. Parking Lot Expansion</td>
</tr>
<tr>
<td>Site Location</td>
<td>888 S. University Park Boulevard</td>
</tr>
<tr>
<td>Tax ID Number</td>
<td>09-302-0002, 09-021-0055</td>
</tr>
<tr>
<td>Applicant</td>
<td>Steven Borup</td>
</tr>
<tr>
<td>Owner</td>
<td>Clearfield City and CDRA – Leasing to LNR</td>
</tr>
<tr>
<td>Proposed Actions</td>
<td>Site Plan approval</td>
</tr>
<tr>
<td>Current Zoning</td>
<td>Public Facilities (P-F)</td>
</tr>
<tr>
<td>Land Use Classification</td>
<td>Residential</td>
</tr>
<tr>
<td>Gross Site Area</td>
<td>5.262 acres</td>
</tr>
<tr>
<td>Site Changes</td>
<td>Addition of 335 Parking Spaces</td>
</tr>
</tbody>
</table>
### Vicinity Map

![Vicinity Map Image]

#### Surrounding Properties and Uses:

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Current Zoning District</th>
<th>Comprehensive Plan Land Use Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Open Ground – S.R. 193</td>
<td>C-2 (Commercial)</td>
<td>Mixed Use</td>
</tr>
<tr>
<td>East</td>
<td>Pinnacle Apartment Complex – Open Ground – Weber State University Davis</td>
<td>R-2, R-3 (Multi-Family Residential) and C-2 (Commercial)</td>
<td>Residential and Commercial</td>
</tr>
<tr>
<td>South</td>
<td>Legend Hills available property</td>
<td>C-2 (Commercial)</td>
<td>Commercial</td>
</tr>
<tr>
<td>West</td>
<td>Summer Place Subdivision Sundowner Condominiums</td>
<td>R-3 (Multi-Family Residential)</td>
<td>Residential</td>
</tr>
</tbody>
</table>
ANALYSIS

Master Plan and Zoning
The site is located in the vicinity of State Road 193 and University Park Boulevard, on the southwest side of an existing office building at 888 E. University Park Boulevard. The property is zoned Public Facilities (P-F) and stand-alone parking facilities are a permitted use in the P-F Zone, however developments that may cause an impact to storm water are required to go through the Site Plan review process.

The Master Road Plan in this area shows an east/west connection between 1500 South and University Park Boulevard. The applicant has designed the parking lot in such a way that the future configuration could include and accommodate a roadway through the parking lot. This would eliminate 40 parking spaces and a small landscaped area. This future potential roadway is currently located within a recorded easement on the property. The proposed parking lot addition is consistent with the Master Plan and zoning.

Site Plan Review
Parking Lot Expansion
The office building at 888 E. University Park Boulevard was originally built to suit a defense contractor, which required a relatively low parking ratio. The building has now been repurposed, and is home to two large call centers. Where the building used to house a few hundred employees, it will now have about a thousand. Consequently, the building owner needs to expand the parking lot in order to accommodate the tenant’s needs. Clearfield City entered into a lease agreement with LNR to facilitate the use of this property as a parking lot, while reserving the southern portion as a future park and storm water detention facility.

The current parking lot has 644 total spaces including 618 standard vehicle spaces, 14 ADA accessible spaces, and 12 motorcycle spaces. The expansion would provide an additional 335 parking spaces on the west side of the building for a total of 979 parking spaces total.

Clearfield City Code Title 11, Chapter 14 ‘Off Street Parking and Loading’ sets standards for surface parking lots. City Staff met with the developer’s engineer (Great Basin Engineering) and has confirmed that the parking lot design conforms to all codes and standards. Parking islands, landscaping, and storm water detention have been shown on the plan and meet the requirements of the code. The City has an existing high pressure culinary water line that crosses this property from the north to south on the west side. This line is slated to be replaced within the next couple of years. In order to avoid tearing out a newly installed parking lot, staff is requesting that pipe for a portion of the new 18” water line be placed in the ground when the initial grading and construction takes place. This would be capped in place and connected to the system when the City comes in later to complete that project.

Storm Water Collection
Storm water collection for this area is being planned to flow into an existing regional detention facility on property owned by Clearfield City. The original design of the detention basin has excess capacity and can accommodate the additional water flow projected from this parking lot expansion. The Clearfield City Engineer may request some improvements be made to the existing detention basin in conjunction with the direct impacts this additional flow will have on the property.
Surface drainage calculations were provided to Clearfield City and are under review by the City Engineer and Public Works Departments. The Community Development Department is awaiting letters stating that the proposed plan meets Clearfield City and State of Utah standards for Storm Water runoff controls.

Public Comment
No public comment has been received to date.

**REVIEW CONSIDERATIONS**

**Site Plan Review**
Clearfield Land Use Ordinance Section 11-5-3 establishes the review considerations the Planning Commission shall make to approve Site Plans. The findings and staff's evaluation are outlined below:

<table>
<thead>
<tr>
<th>Review Consideration</th>
<th>Staff Analysis</th>
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<tbody>
<tr>
<td>1) <strong>Traffic:</strong> The effect of the site development plan on traffic conditions on abutting streets.</td>
<td>The increased size of the parking lot will not have any direct impacts on traffic; however the intensity of the use of the building is increasing which will have an impact on University Park Boulevard. University Park Boulevard is a large collector road that is designed to handle this increase in traffic. At this time City Staff does not propose any changes to the roadways in order to accommodate the increase in jobs in this area.</td>
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<td>2) <strong>Vehicle; Pedestrian:</strong> The layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exists, drives and walkways.</td>
<td>The location of the additional parking is outside the current vehicular traffic areas. The parking lot has travel lanes to allow vehicles to safely access the new parking area on the west side of the building. There are no pedestrian walkways provided within this parking lot. There is significant grade which could present a challenge to designing pedestrian pass-throughs. Staff sees this as a minimal concern due to the nature of the parking lot and the fact that it is really only designed to serve one client with very little cross traffic by vehicles.</td>
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<td>3) <strong>Off-Street Parking:</strong> Compliance of off-street parking facilities with Chapter 14 of this Title.</td>
<td>The existing parking exceeds the standards for office buildings, and this request will further provide a parking benefit for the higher intensity users of the existing structure.</td>
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<td>4) <strong>Loading and Unloading Facilities:</strong> The location, arrangement and dimensions of truck loading and unloading facilities.</td>
<td>Does not apply for this request. The addition does not necessitate additional loading spaces.</td>
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<td>5)</td>
<td><strong>Surfacing and Lighting; Parking:</strong> The surfacing and lighting of off-street parking.</td>
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<td>6)</td>
<td><strong>Screen Planting:</strong> The location, height and materials, of walls, fences, hedges and screen planting.</td>
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<td>7)</td>
<td><strong>Landscaping:</strong> The layout and appropriateness of landscaping.</td>
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<td>8)</td>
<td><strong>Drainage:</strong> The effect of the site development plan on City storm water drainage systems.</td>
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<td>9)</td>
<td><strong>Utility:</strong> The effect of the site development plan on City utility systems.</td>
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<tr>
<td>10)</td>
<td><strong>Building Locations:</strong> Consideration of building locations on the site, elevations and relation to surrounding areas (Ord. 84-06B, 9-11-1984)</td>
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<td>11)</td>
<td><strong>Exterior Design:</strong> Consideration of exterior design in relation to adjoining structures and area character to assure compatibility with other structures in the neighborhood, existing or intended. (Ord. 84-08, 10-23-1984)</td>
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<tr>
<td>12)</td>
<td><strong>Signs:</strong> Compliance of signs with Chapter 15 of this Title and particular consideration to the location of signs upon the site, their effect upon parking, ingress and egress, the effects upon neighboring properties and the general harmony of signs with the character of the neighborhood, existing or intended.</td>
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CONDITIONS OF APPROVAL

1) The Construction Documents submitted for building permits shall be in substantial conformance with the documents submitted in this Site Plan approval, SP 1502-0001.

2) Accommodation for an 18” water pipe on the west edge of the property shall be provided at the time of surface grading and installation of the parking lot.

ATTACHMENTS

1. Site Plan
25 February 2015

City of Clearfield
55 South State Street
Clearfield City, Utah 84015

Attn: Scott A. Hess, Development Services Manager
Proj: Clearfield Corporate Campus – Parking Lot Addition
Subj: Improvement Drawing Review

Dear Scott,

I have reviewed the above referenced project and recommend approval of the improvement drawings.

Please be aware that the storm water runoff and required storm water detention from the existing building and parking lots (old TRW – site) along with the proposed new parking lot addition had been previously considered and planned to discharge into the existing City detention basin, on-site. The existing detention basin was sized and constructed for both sites (existing and the proposed site) years ago.

I would recommend the City and the Developer consider and coordinate the following items:

- Clearfield City presently needs to install a new 18” diameter waterline adjacent the existing 16” diameter waterline located along the westerly property line of the new parking lot. The new waterline needs to be installed in a north to south direction along the west property line. The waterline should be installed prior to the parking lot improvements or during the construction period of the parking lot improvements. I understand that the funds for this project have been approved and are available to begin the work immediately.

- It is also our recommendation that when possible the storm water from the two sites mentioned above be redirected to the west and piped into the Clearfield City larger regional detention basin & future park.

Should you have any questions feel free to contact our office.

Sincerely,

CEC, Civil Engineering Consultants, PLLC.

N. Scott Nelson, PE.
City Engineer

Cc. Scott Hodge, Public Works Director