The Pledge of Allegiance was led by Chair Jugler

APPROVAL OF MINUTES FROM NOVEMBER 1, 2017 PLANNING COMMISSION MEETING

Commissioner Jones moved to approve the minutes of the November 1, 2017 Planning Commission meeting as presented. Seconded by Commissioner Uccardi. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Browning and Britton. Voting NO: None. Commissioner Murray abstained from the vote.

ELECTIONS OF CHAIR AND VICE CHAIR FOR THE 2018

Chair Jugler read from Article 1, Section E of the Planning Commission by-laws regarding the annual election of the chair and vice chair.

Commissioner Murray nominated Commissioner Jugler as Chair for the Planning Commission for 2018. Seconded by Commissioner Britton. Commissioner Browning moved to close the nominations for chair. Seconded by Commissioner Uccardi. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning and Britton. Voting NO: None. The nomination carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning and Britton. Voting NO: None.
Chair Jugler nominated Commissioner Murray as Vice Chair for the Planning Commission for 2018. Seconded by Commissioner Browning. Commissioner Britton moved to close the nominations for vice chair. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning and Britton. Voting NO: None. The nomination carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning and Britton. Voting NO: None

DISCUSSION AND APPROVAL OF THE 2018 MEETING SCHEDULE

The 2018 Planning Commission meeting schedule was reviewed. Commissioner Call stated she would not be at the meeting on March 7, 2018.

Commissioner Uccardi moved to accept the 2018 Planning Commission meeting schedule as presented. Seconded by Commissioner Call. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning, Britton. Voting NO: None.

DISCUSSION ON AMENDMENTS TO THE PLANNING COMMISSION BY-LAWS

Spencer Brimley, Development Services Manager, informed the Planning Commission that the City Council asked that a member of the Youth Commission be included as a member of the Planning Commission. Staff researched to see if State Code limited the use of a youth on a planning commission. In Utah there were not any cities that had a youth Planning Commission member but it had been done in other states. The direction from City Council was to have the youth commissioner given a vote in decisions. He said current City Code and Planning Commission bylaws required a Planning Commission member be an elector. The proposed amendments to the bylaws were made to allow a youth to serve on the Commission and be a voting member.

Commissioner Browning suggested having a youth commissioner serve as an alternate during 2018 then in 2019 the youth commissioner would have experience to serve as a regular member. Chair Jugler asked Commissioner Browning if he was suggesting two youth commissioners. Commissioner Browning said he was proposing an alternate youth commissioner that would provide backup to the youth commissioner. Commissioner Britton suggested that only one youth at a time would be on the dais.

Commissioner Murray was not opposed to youth involvement in government but believed the proposal gave the 14 to 17 year old youth commissioner too much authority. It was her opinion that additional changes to the bylaws were needed for clarification. She was more comfortable if the youth commissioner worked with the Parks and Recreation Commission. If the youth wanted to be part of the Planning Commission they could be placed in a learning position rather than a voting position. She continued that there was a learning curve to understand planning regulations. Commissioner Murray suggested the changes to the bylaws be tabled for further discussion to ensure the changes were exactly what was intended.
Mr. Brimley asked Commissioner Murray to articulate what changes needed to be made and said if the discussion was tabled, the bylaws could be discussed with the City Council at the joint work meeting on February 6, 2018. Commissioner Murray said one concern was the age, she said the youth commissioner should not be allowed to act as a chair. The youth commissioner could have an adult mentor. She said she wasn’t against the youth being more involved but wanted regulations tightened up.

Mr. Brimley said there was no articulation of age in the bylaws and the youth commissioner would be appointed by the Mayor with advice and consent of the City Council. Commissioner Uccardi said a specific age needed to be identified along with language about what happened when the youth turned 18.

Mr. Brimley said amendments to the bylaws were made by the Planning Commission and not the City Council. The amendments could be tabled until the Planning Commission was ready to make a decision.

Commissioner Britton said the authority of a commissioner was distributed and no one commissioner had single power.

Commissioner Call said she was conflicted and understood that not one person made the decision but was concerned that decision-making capacity had not fully developed for the age range suggested for a youth commissioner. She was concerned with the age and the ability to be an actual voting member because the youth couldn’t be a voting member in other circumstances. She liked the idea of the youth commissioner as an alternate.

Mr. Brimley said based on the discussion there were some reservations with the proposal and the discussion could continue with the City Council at a joint work meeting and then the issues would be reviewed, incorporated and presented at a future meeting.

**ACTION ON AMENDMENTS TO THE PLANNING COMMISSION BYLAWS**

Commissioner Murray moved to table the item for further consideration. Seconded by Commissioner Uccardi. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning, Britton. Voting NO: None.

Chair Jugler requested that discussion on item 1d be held before the other discussion items. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Jones, Uccardi, Call, Murray, Browning, Britton. Voting NO: None.

**FORM BASED CODE UPDATE AND DISCUSSION**

John Janson and Jake Young were consultants for a grant from the Wasatch Front Regional Council and were assisting the City on the form based code analysis and future implementation. Mr. Janson said a downtown plan was approved that would transform Main Street and State Street and created three concentrated nodes. Mabey Place was the first focus.
Jake Young explained the areas of the plan and zoning designations. Mr. Janson said all zones were mixed use zones. Form based code emphasis was not land use but a land development regulation and could be a catalyst for redevelopment. He said building types were a major component of form based code.

Form based code would be discussed at the City Council and Planning Commission work meeting on February 6, 2018. An open house would be held for the public mid-February. Public hearings would be held prior to final approval by the City Council.

**DISCUSSION ON TITLE 11-13-10: CLEAR VISION**

Spencer Brimley, Development Services Manager, said Title 11-13-17 of the City Code, Clear Vision, was discussed by the Planning Commission in November. The proposed changes were reviewed which reduced the clear vision triangle on a corner from 60 feet to 30 feet, at a residential driveway from 25 feet to 10 feet along the driveway edge, and from 55 feet to 10 feet along the curb. The clear vision regulation would be added to the engineering and public works standards.

Commissioner Murray asked if the new 30 by 30 foot clear vision regulation allowed adequate clearance around a corner. Mr. Brimley said the 30 by 30 foot triangle did not impair vision around the corner after a stop. Commissioner Murray asked if the clear vision applied to residential and commercial. Mr. Brimley said it did.

Commissioner Browning said as he had driven around the City landscaping could be sight obstructing and with a stop the 30 by 30 foot sight triangle was acceptable.

Mr. Brimley asked the commissioners if additional items needed to be addressed. None were mentioned.

**DISCUSSION ON TITLE CITY CODE TITLE 11, CHAPTER 13, SECTION 17: LIGHTS**

Spencer Brimley, Development Services Manager, said the proposed lighting standards were taken from Logan City’s development code and code from Syracuse City and Kaysville City. The issues with direct, glare, and casting caused concern and current Clearfield City code stated if there was an issue with one of those there was a violation. He said the language was not specific enough and was difficult to regulate. The commissioners were asked if there were any additional items that needed to be addressed.

Commissioner Murray asked if there was a definition for glare which provided a standard in which to judge. Mr. Brimley said proposed changes to the ordinance referenced direct lighting so the lights would be shielded and guarded. It was the intent of staff to eliminate words that were not definable or were difficult to regulate. Commissioner Browning liked the height standards listed in the proposed ordinance. Mr. Brimley said he would work with legal for language to add a definition or find another way to address glaring or non-glaring to the ordinance.
DISCUSSION ON CITY CODE TITLE, CHAPTER 11, SECTION 15: SIGN REGULATIONS

Spencer Brimley, Development Services Manager, reviewed the existing regulations for illumination of freeway oriented signs in Title 11-15A of the City Code and suggested the language be placed in the main sign ordinance in Title 11-15 of the City Code. There were references to lumens and City Code § 11-15A-4 required certification from the property owner or sign company that the sign was in compliance with the limitations. Chair Jugler asked if there was potential for false reporting. Mr. Brimley said it was possible. Commissioner Browning said the sign companies would keep competition in compliance with the ordinance.

Chair Jugler was concerned about the brightness of the signs and said he didn’t want to approve regulation that were not understood. Mr. Brimley said additional information with examples could be obtained for future discussion. Commissioner Uccardi asked if there was regulation on the height of signs. Mr. Brimley said there were limitations on the height of wall and monument signs; however, there were no regulations on the lumens depending on the height of the sign. The regulations for a freeway oriented sign might be too bright for a sign that was not as tall. James Shoopman, Planner, suggested the commissioners regulate the cycle times on the signs, the brightness was an issue but the frequency of the flashing was more of a distraction. Commissioner Jones said the colors of the sign could also be distracting. Mr. Brimley said further discussion would be held after review.

STAFF COMMUNICATIONS

Spencer Brimley, Development Services Manager, said there would be a joint work meeting with City Council held on Tuesday, February 6th at 6 p.m. in the multi-purpose room. The focus of the meeting would be form based code and amendments to the Planning Commission bylaws. He thanked Commissioner Jones for his service on the Planning Commission.

James Shoopman, Planner, said at the February meeting there would be two cell towers on the agenda, one was a conditional use permit and one required an agreement with the City to be located at Steed Park.

PLANNING COMMISSIONERS’ MINUTE

Commissioner Britton – Nothing

Commissioner Browning – Thanked Chair Jugler for coming in third in the election.

Commissioner Murray – Wished Commissioner Jones good luck in his future endeavors. She appreciated his input over the year and commented he would be missed.

Commissioner Call – Happy New Year and thanked Commissioner Jones for the opportunity to be a regular member.
Commissioner Uccardi – Said he planned to continue on the Planning Commission even though those sitting by him on the dais had left.

Commissioner Jones – Said his experience on the Planning Commission had been real and fun but not always real fun. He said there were pros and cons to the youth commissioner and would welcome a youth commissioner, but the youth commissioner needed to be vetted and suggested that Clearfield University needed to be held regularly. He said he enjoyed his service on the Planning Commission and the City Council. He said he would be moving from Clearfield before the end of 2018.

Chair Jugler – Said he appreciated Commissioner Jones’ service and wished everyone a Happy New Year.

There being no further business to come before the Planning Commission, Commissioner Jones moved to adjourn at 8:34 P.M. Seconded by Commissioner Britton.