MEETING AGENDA 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 7th, 2018, on the 3rd floor in the City Council Chambers of the Clearfield City Municipal Building, 55 S. State, Clearfield UT 84015.

CALL TO ORDER-- PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: February 7th, 2018

PLANNING COMMISSION CHAIR STATEMENT

DECISION ITEMS

   - Staff report/presentation
   - Applicant presentation/comments
   - Open the Public Hearing
   - Public comment
   - Close the Public Hearing
   - Commissioner discussion
   - Planning Commission decision

2. Public Hearing, Discussion and Possible Action – GPA/RZN 1801-0002: Request for a General Plan Amendment and Rezone of property located at 1215 S 1000 E (TIN 09-022-0151) Planner: James Shoopman. (Legislative Matter)
   - Staff report/presentation
   - Applicant presentation/comments
   - Open the Public Hearing
   - Public comment
   - Close the Public Hearing
   - Commissioner discussion
   - Planning Commission recommendation to City Council

DISCUSSION ITEMS

1. Staff Discussion
2. Planning Commissioners’ Minute
3. Staff communications

**PLANNING COMMISSION MEETING ADJOURNED**

Dated this March 2nd, 2018

/s/James Shoopman, City Planner

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.

The Planning Commission Public Meeting is a public forum where the Planning Commission receives comment from applicants, the public, applicable agencies and County staff regarding land use applications and other items on the Commission’s agenda. In addition, it is where the Planning Commission takes action on these items. Action may be taken which may include: approval, approval with conditions, denial, continuance or recommendation to other bodies as applicable.
TO: Clearfield City Planning Commission  
FROM: James Shoopman, Planner  
MEETING DATE: Wednesday, March 7th, 2018  
SUBJECT: CUP 1802-0001, Watori Auto, 269 E 200 S (TIN: 12-001-0188)

REQUEST
Mr. Leo Vettori is requesting approval of a Conditional Use Permit for motor vehicle sales at 269 E 200 S.

BACKGROUND
The site at 269 E 200 S contains a 19,000 square foot building within the 9.68 acre Clearfield Town Square shopping center that is currently being used for Rocky Mountain Tumbling & Cheer. The applicant plans to use office space within the north east corner of the building.

The site is zoned C-2 which allows for motor vehicle sales as a Conditional Use.

The site contains 55 parking spaces dedicated to the 19,000 square foot building; 38 are required for the size of the building, which leaves 17 extra spaces for vehicle inventory and vehicle sales customers. The applicant plans to add two parallel parking spaces at the northwest corner of the building and store vehicle inventory within existing parking spaces to the east of the site.

REVIEW
Staff has reviewed the applicant’s request and finds it to be in compliance with Clearfield Land Use Ordinance §11-4-3, which establishes standards for Conditional Use Permit approval.

Staff has not received any public comments relating to this request.

RECOMMENDATION
Staff recommends that Planning Commission APPROVE application CUP 1802-0001 with the following conditions:

1) Not more than 10 vehicles of sales inventory shall be stored upon the site at any time
2) No vehicle parts shall be stored on site
3) No vehicle sales inventory shall be parked/stored offsite
4) No auto repair shall be conducted on site, nor shall vehicles needing repair reside on the lot
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.
Planning Commission Chair - Introduction Statement

Chairperson Reads:

___ Welcome to tonight’s (03/07/2018) Clearfield City Planning Commission Meeting.

___ A copy of today's agenda and a sign-in sheet are located on a stand at the back of the room. Please note your participation in today's meeting by signing in.

___ The Planning Commission is a voluntary citizen board. The Commission's function is to hear and decide applications that are administrative in nature, and can include; conditional uses, preliminary subdivision plats, site plans, etc.

___ The commission is also tasked with providing recommendations to the Clearfield City Council on items that are legislative in nature or require City Council approval. These may include such requests as zoning changes, changes to ordinances, general plans amendments, etc.

___ The decisions made by the Commission are based on: information from field observations, recommendations from city staff and other agencies regarding compliance with the general plan and relevant ordinances. The Commission shall also consider information presented at the public meeting, including presentations by city staff, testimony from the applicant, and comments from the public.

___ Be advised that the Commission shall not make a decision based on “public clamor,” which is defined by the Utah Department of Commerce Office of Property Rights Ombudsman as “emotional or baseless opinion on a matter,” but will consider public comment that is “factual information presented by the public.”

___ Today's meeting is recorded. If you elect to speak at tonight’s meeting, please speak directly into the microphone and begin by clearly stating your full name for the record. Please note that comments from the public are only appropriate when presented at the podium and in accordance with the General Rules of Procedure found with the agenda. Please be respectful of those speaking or waiting to speak by only providing comment when at the podium.

Tonight’s agenda is divided into two categories: (1) Decision Items and (2) Work Session Items.

(1) Decision Items:

___ Under Decision Items, the Commission will make a decision or recommendation based on the scheduled matters to be considered on the Commission’s published agenda.

___ Public Hearing/Comment: Only those items that require a public hearing will include any public comment. These items are ones for which public comment is taken so that the Commission can be made aware of all of the issues of concern with regards to a scheduled matter.

___ All other scheduled matters will be limited to discussion between the Commission, city staff, and the applicant.

___ A decision, or recommendation, will be rendered by the Commission for these items which may include approval, approval with conditions, denial, or, continuation of the item to a future meeting.

(2) Work Session Items:

___ During the work session, the Commission may discuss and provide direction on policy issues and administrative matters that do not require public input. Special presentations, reports, and updates from city staff or others that do not require a decision at a public hearing may also be made.

___ There will be no discussion of an application, request, or approval of any matter scheduled for the public hearing item portion of the meeting.

Please see the General Rules of Procedure included with the agenda.
In addition to the formal rules of parliamentary procedure, as more set forth in the most current version of the Robert’s Rules of Order, the following basic Clearfield City Planning Commission procedures are provided as general direction.

I. DECISION ITEMS:

A. Basic Procedures
   1. Motion and second to open the Public Hearing
   2. Applications will be introduced by a Staff Member.
   3. The applicant will be allowed answer question and provide additional information (Limit 15 mins.).
   4. Persons in favor of, or not opposed to, the application will be invited to make comment.
   5. Persons opposed to the application will be invited to make comment.
   6. The applicant is provided no more than 5 minutes to provide concluding remarks.
   7. Motion and second to close of the public hearing
   8. Commission discussion and decision

B. Public Comment Procedures
   1. Speakers will be called to the podium by the Chair.
   2. Because the meeting minutes are recorded, it is important for each speaker to state their name prior to making any comments.
   3. All comments should be directed to the Planning Commission members, not to the city staff or to members of the audience.
   4. For items where there are several people wishing to speak, the Chair may impose a time limit, usually 3 minutes per person, or 5 minutes for a group spokesperson.
   5. After the hearing is closed, the discussion will be limited to the Planning Commission members and city staff. No additional public comment will be accepted.

II. WORK SESSION ITEMS OR NON-PUBLIC HEARING ITEMS

A. Basic Procedures
   1. Any item that does not require a public hearing will include steps 2, 3, and 8 from Section I(A) above.

City staff is available and happy to discuss any specific questions or concerns you might have regarding the planning application/development process. To schedule an appointment with the appropriate city staff member, please contact 801-525-2784 to make an appointment.
MOTION

I move to **APPROVE CUP 1802-0001**, a request by Leo Vettori for a Conditional Use Permit for vehicle sales at 269 E 200 S, upon the following conditions:

- Staff recommendations as listed above
- Planning Commission recommendations (if any)
TO: Clearfield City Planning Commission
FROM: James Shoopman, Planner
MEETING DATE: Wednesday, March 7th, 2018
SUBJECT: GPA/RZN 1801-0002, Falcon Corner Townhomes, 1215 S. 1000 E. (TIN: 09-022-0151)

REQUEST
Mr. Chad Buck is requesting that Planning Commission recommend approval to City Council for a General Plan amendment and rezone of the parcel located at 1215 S. 1000 E. as follows:

1. General Plan Amendment from Commercial to Residential
2. Rezone from C-2 to R-3

BACKGROUND
The .67 acre parcel at 1215 S. 1000 E. is currently designated as Commercial within the City’s General Plan Map and is zoned C-2 (Commercial). The parcel is vacant and surrounded by the following land uses:

- multifamily to the north   R-3
- single family to the east   R-1-9
- commercial to the south  C-2
- vacant land to the west   C-2

The applicant is requesting the General Plan amendment and rezone of the parcel to proceed with Site Plan and Subdivision application to construct 8 townhome units intended to be owner-occupied.

REVIEW
Staff supports this request and reasons that a functional, attractive, owner-occupied townhome development would harmonize well with surrounding land uses and accomplish the following goals of the General Plan:

- Improve the image of the community and foster a positive, healthy living environment conducive to long term residency
- Redevelopment (and infill) should emphasize the reuse of developed areas and existing community resources in such a way as to increase the livability and aesthetics of the City
- Transition between differing land uses and intensities should be made gradually with compatible uses
- Growth should be guided to locations contiguous to existing development to provide City services and transportation in a cost-effective and efficient manner
- Development approval should be tied to the construction of culinary water, sewer, storm drainage, and circulation systems

Staff has not received any public comments for this item.
RECOMMENDATION GPA 1801-0002
Staff encourages Planning Commission to recommend APPROVAL of GPA 1801-0002 and RZN 1801-0002 upon the following conditions:

1) Site Plan approval of the project
2) Subdivision approval
3) Approval and execution of any development agreements (if applicable)
4) Execution and completion of project, including site and building improvements
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.

MOTION
I move to recommend APPROVAL of GPA 1801-0002, a request by Chad Buck to amend the General Plan land use designation for the parcel addressed as 1215 S. 1000 E. (TIN 09-022-0151) from Commercial to Residential with the following conditions:

• Staff recommendations as listed above
• Planning Commission recommendations (if any)

RECOMMENDATION RZN 1801-0002
Staff encourages Planning Commission to recommend APPROVAL of RZN 1801-0002 upon the following conditions:

1) Approval of GPA 1801-0002
2) Site Plan approval of the project
3) Subdivision approval
4) Approval and execution of any development agreements (if applicable)
5) Execution and completion of project, including site and building improvements
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.

MOTION
I move to recommend APPROVAL of RZN 1801-0002, a request by Chad Buck to rezone the parcel addressed as 1215 S. 1000 E. (TIN 09-022-0151) from C-2 to R-3 with the following conditions:

• Staff recommendations as listed above
• Planning Commission recommendations (if any)
Elevation Sketch