CLEARFIELD PLANNING COMMISSION MEETING
March 6, 2019
6:30 – Work Session

PRESENT: Robert Browning Commissioner
         Chris Uccardi Commissioner
         Levi Lloyd Commissioner
         Ruth Jones Commissioner
         Nicole Bigelow Commissioner
         Kathryn Murray Commissioner
         Eden Bush Youth Ambassador

ABSENT: Brady Jugler Chair

STAFF PRESENT: Brie Brass Deputy City Attorney
               Brad McIlrath Senior Planner
               Whitney Brazier Customer Service Rep

VISITORS: Ed Green, Blake Hazen, Vaughn Covington

Commissioner Murray (Vice Chair) called the work session to order at 6:48 p.m.

Brad McIlrath, Senior Planner, asked the members of the Planning Commission whether or not they had any changes they would like to make to the February 6, 2019 minutes.

Commissioner Murray stated that more detail should be included in the minutes so that future readers of the minutes, or those that were absent, would have a better understanding of what was discussed.

Brad McIlrath, Senior Planner, said that her statement was a great point of view, and that more detail would be put in the minutes of future meetings.

Commissioner Browning recalled a suggestion from training that he attended, in that if a discussion included elements, to include those elements in the minutes.

Commissioner Bigelow stated that the Land Use Academy of Utah (LUAU) training was great, and thanked the Commission and senior planner for sending her.

At 6:51, visitors Ed Green, Blake Hazen, and Vaughn Covington entered the room and asked if it was too early to join the meeting.

Brad McIlrath stated that the Planning Commission was holding its work session meeting and they were welcome to join.
DISCUSSION ON FSP 1901-0005, A FINAL SUBDIVISION PLAT REQUEST BY ED GREEN FOR A 28-UNIT TOWNHOME SUBDIVISION LOCATED AT 1230 WEST 300 NORTH (TIN:14-065-0121)

Brad McIlrath stated that the project had been reduced from 30 units to 28 units, providing more area for open space and parking. He continued the site plan and preliminary subdivision plat had been approved in October 2018. He asked whether or not the Planning Commission had any comments or concerns. There were no comments or concerns expressed.

Brad McIlrath asked the Planning Commission if there were any issues with the revised meeting schedule consisting of two meetings a month on the first and third Wednesdays, with the exception of May and July. He explained the meetings for May would be held on the second and fourth Wednesdays and the meetings in July would be held on the second and third Wednesdays to accommodate prior commitments for the Senior Planner and Community Development Director, as well as holidays.

Commissioner Lloyd asked for clarification on the reason for the change.

Brad McIlrath stated that he and Spencer Brimley, Community Development Director, had the Utah APA Spring Conference on the first Wednesday in May, so they would be unable to attend. The second meeting in May was moved to the fourth Wednesday to provide a two week gap between meetings. As for July, the first meeting was moved to accommodate the 4th of July holiday but the second meeting could not be moved to the fourth Wednesday because it would be the 24th of July holiday.

Commissioner Murray asked whether or not the Planning Commission had any other comments to discuss. There was no further comments or discussions.

Commissioner Murray moved to adjourn at 6:53 p.m. Commissioner Jones seconded the motion.
CLEARFIELD PLANNING COMMISSION MEETING
March 6, 2019
7:00 P.M. – Regular Session

PRESIDING: Brady Jugler Chair

PRESENT: Robert Browning Commissioner
Chris Uccardi Commissioner
Levi Lloyd Commissioner
Ruth Jones Commissioner
Nicole Bigelow Commissioner
Kathryn Murray Commissioner
Eden Bush Youth Ambassador

STAFF PRESENT: Brie Brass City Attorney
Brad McIlrath Senior Planner
Whitney Brazier Customer Service Rep

VISITORS: Madi Brazier, Vaughn Covington, Blake Hazen, Ed Green

The Pledge of Allegiance was led by Chair Jugler.

APPROVAL OF MINUTES FROM FEBRUARY 6, 2019 PLANNING COMMISSION MEETING

Commissioner Jones moved to approve the minutes from the February 6, 2019 Planning Commission Meeting and Work Session as written. Seconded by Commissioner Lloyd. The motion carried on the following vote: Voting AYE: Commissioners Uccardi, Lloyd, Browning, Jones, Jugler, and Bigelow. Voting NO: None. Commissioner Murray abstained.

Chair Jugler read the Planning Commission Chair statement.

DISCUSSION AND APPROVAL OF FSP 1901-0005, A FINAL SUBDIVISION PLAT REQUEST BY ED GREEN FOR A 28-UNIT TOWNHOME SUBDIVISION LOCATED AT 1230 WEST 300 NORTH TO BE KNOWN AS CANTERBURY COURT

Brad McIlrath, Senior Planner, presented the following background information:
- Property rezoned to R-3 (multi-family residential) subject to the following:
  - Execution of a development agreement
  - Site Plan approval
  - Subdivision approval
- Development Agreement approved fall 2018 by the City Council
- 28 – dedicated townhome lots
- Common area, private streets, and 300 North right-of-way dedication.
Staff recommended forwarding a recommendation of approval to the City Council, with five conditions which were reviewed.

Ed Green, Applicant, asked whether or not the landscaping bond would be per unit or for the entire complex, and stated that he would prefer to pay the bond per unit with the permit.

Brad McIlrath responded that the city ordinance provided flexibility when it came to landscaping bonds, and that could be figured out at a later date.

PUBLIC COMMENT:

There were no public comments.

Commissioner Uccardi moved to forward a recommendation of approval as conditioned to the City Council, PSP 1901-0005, a final subdivision plat request by Ed Green for a 28-unit townhome subdivision at the subject property to be known as Canterbury Court. Location: 1230 West 300 North (TIN:14-065-0121). The recommendation was based on the findings and discussion in the Staff Report with the following conditions:

1) Plans shall be revised to address Clearfield City Engineering requirements prior to printing the plat on mylar and obtaining signatures for the plat.
   • The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to: curb and gutter; sidewalk; landscaping park strip improvements; driveways; etc.
   • An escrow agreement will be subject to approval by the City Engineer and City Attorney and an escrow account shall be established prior to obtaining any permits being issued for the properties or plat being recorded. Installation of required improvements or an escrow account shall be established prior to recordation of the Final Plat as outlined in City Code § 12-4-6.
   • A cash bond or escrow shall be established for the landscaping improvements prior to issuance of certificate of occupancy as outlined in Section 11-13-23 C of the Land Use Ordinance.
   • The Covenants, Conditions, and Restrictions (CC&Rs) for the Canterbury Court Homeowners Association shall be revised to address Clearfield City staff comments and the requirements of Title 11 in the City Code as outlined in this report. Once revised and approved by the City, the CC&R’s shall be recorded with the plat.

Seconded by Commissioner Jones. The motion carried by the following vote: Voting AYE: Commissioners Uccardi, Lloyd, Browning, Jones, Murray, and Bigelow. Voting No: None.

Commissioner Murray asked whether or not the Final Subdivision Plat needed to go to City Council for approval.

Brad McIlrath explained that preliminary subdivision plats did not need to go to the City Council for approval, but final subdivision plats did.
STAFF DISCUSSION

Brad McIlrath reviewed the new meeting dates and deadlines for future Planning Commission meetings.

Commissioner Uccardi asked whether or not Planning Commission would meet if there were no items on the agenda, and how and when commissioners would be told if a meeting was cancelled.

Brad McIlrath answered that there were strict deadlines set in place for applicants, if there were no applications at the end of that business day, an email would be sent to the Planning Commission members letting them know that the meeting was cancelled, as well as post on the upcoming agenda that the meeting was cancelled. The Planning Commission would not meet if there were no items on the agenda.

Commissioner Jugler asked the Planning Commission members whether or not they had any issue with the changes in the meeting schedule, and no concerns were raised.

Brad McIlrath stated that if any changes need to be made, changes could be made as necessary.

PLANNING COMMISSIONERS’ MINUTE

Commissioner Bigelow – Nothing

Commissioner Jones – Nothing

Commissioner Browning – Nothing

Commissioner Lloyd – He sold his home, and is unsure whether or not he would remain in Clearfield City by the end of the month.

Commissioner Uccardi – Nothing

Youth Ambassador Bush – Nothing

Chair Jugler – Told Commissioner Lloyd that he hoped he could stay in the City and that he appreciated his service on the Commission.

Commissioner Murray – Said that she needed to be excused from the meeting scheduled for March 20, 2019.

Brad McIlrath told Commissioner Lloyd to let Chair Jugler know if he stayed in the City, and if not, to give notice of his resignation and that he would really like to keep him on the Commission, if possible.

Brad McIlrath informed the Commission that the Utah Transit Authority (UTA) and its Board of Trustees approved the Clearfield Station rezone and Clearfield Station Area Plan. He continued
the City would should know by the end of March if UTA chose Clearfield Station as one of its
designated sites to invest in a transit oriented development. If the Clearfield City was designated,
UTA would hire a master developer and site development would begin. State Code allowed UTA
to have 8 total transit sites. UTA has five already developed leaving three additional areas for
consideration. UTA was currently reviewing six applications for site selection.

With no further business to come before the Planning Commission, Commissioner Uccardi
moved to adjourn at 7:20 p.m. Seconded by Commissioner Murray.