

CLEARFIELD PLANNING COMMISSION MEETING
November 6, 2019
6:30 p.m. – Regular Session

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- PRESIDING: Chris Uccardi Chair
- PRESENT: Kathryn Murray Vice Chair
- Robert Browning Commissioner
- Nicole Bigelow Commissioner
- David Bloomfield Alternate Commissioner
- Eden Bush Youth Ambassador
- ABSENT: Brett McAllister Commissioner
- Ruth Jones Commissioner
- STAFF PRESENT: Brie Brass Assistant City Attorney
- Spencer Brimley Community Development Director
- Brad McIlrath Senior Planner

VISITORS: None

Vice Chair Murray called the meeting to order at 6:30 p.m.

DISCUSSION ON CONSIDERATION OF THE MINUTES FROM THE JUNE 5, 2019 WORK AND REGULAR SESSIONS AND JULY 10, 2019 WORK AND REGULAR SESSIONS

Vice Chair Murray pointed out that the regular session minutes for July10, 2019 had discussion points in them that did not apply to the meeting. She recommended they be tabled from consideration until that issue was resolved. She also pointed out two other areas that needed clarification before consideration. Brad McIlrath, Senior Planner, recommended the July 10, 2019 minutes be removed from consideration until the issues were resolved.

DISCUSSION ON GPA 1910-0015, A GENERAL PLAN AMENDMENT REQUEST BY CLEARFIELD CITY TO AMEND CHAPTER 4 – AFFORDABLE HOUSING ELEMENT OF THE CLEARFIELD CITY GENERAL PLAN TO COMPLY WITH CURRENT UTAH STATE REGULATIONS RELATED TO MODERATE INCOME HOUSING. PLANNER: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).

Spencer Brimley, Community Development Director, explained the affordable housing element of the General Plan needed to be amended in compliance with Senate Bill 34. He reviewed the Moderate Income Housing Plan and its elements that needed to be incorporated into the City’s General Plan before the end of 2019. He also reported the City had applied for funding for a more

1 comprehensive review of the General Plan in 2020, which would include a deeper review of the
2 Moderate Income Housing Plan. He explained Senate Bill 34 did not mandate the City to build
3 more affordable housing but rather expected compliance and accountability. The bill required each
4 community to adopt a plan with objectives addressing affordable housing then be accountable to
5 that plan on an annual basis. He acknowledged the City already had a good percentage of affordable
6 housing but there was not sufficient to meet the current needs.

7
8 Commissioner Uccardi asked if the Gap Analysis would be updated following the census. Mr.
9 Brimley acknowledged it would be because additional data would be available.

10
11 DISCUSSION ON SP 2019-100015, A SITE PLAN APPROVAL REQUEST BY RON SNOW
12 FOR A RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT AT THE
13 SUBJECT PROPERTY. LOCATION: 293 SOUTH STATE STREET (TIN: 12-003-0051 & 12-
14 003-0050). PARCEL AREA: 1.17 ACRES. ZONE: U-C (URBAN COMMERCE). PLANNER:
15 BRAD MCILRATH (ADMINISTRATIVE ACTION).

16
17 Commissioner Uccardi mentioned the site plan did not currently meet every standard in the current
18 version of the Form Based Code (FBC). He added the City was in the process of amending the FBC
19 and when that process was complete the development would likely meet the standards of FBC.
20 Brad McIlrath, Senior Planner, acknowledged those comments were correct. He added the
21 developer could seek exceptions to the current version of FBC through a development agreement
22 or wait for the amendment process to be completed. He stated the main exception was meeting the
23 frontage requirements and the plan could easily be adapted to meet current standards.

24
25 Commissioner Bloomfield asked if the North Davis Fire District had sufficient equipment for a
26 five-story building. Mr. McIlrath explained the building would be placed in the same location as
27 the current structure which would allow adequate fire access for the District.

28
29 DISCUSSION ON PSP 2019-100015, A PRELIMINARY SUBDIVISION PLAT REQUEST BY
30 RON SNOW TO CONSOLIDATE THE SUBJECT PROPERTIES FOR A RESIDENTIAL AND
31 COMMERCIAL MIXED-USE DEVELOPMENT. LOCATION: 293 SOUTH STATE STREET
32 (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES. ZONE: U-C (URBAN
33 COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE ACTION).

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35 This item was discussed in conjunction with the previous site plan item.

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38 The meeting adjourned at 7:00 p.m.

CLEARFIELD PLANNING COMMISSION MEETING

November 6, 2019

7:00 p.m. – Regular Session

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5 PRESIDING: Chris Uccardi Chair
6
7 PRESENT: Kathryn Murray Vice Chair
8 Robert Browning Commissioner
9 Nicole Bigelow Commissioner
10 David Bloomfield Alternate Commissioner
11 Eden Bush Youth Ambassador
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13 ABSENT: Brett McAllister Commissioner
14 Ruth Jones Commissioner
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17 STAFF PRESENT: Brie Brass Assistant City Attorney
18 Spencer Brimley Community Development Director
19 Brad McIlrath Senior Planner
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21 VISITORS: Ron Snow, Layne Lovell

22
23 Vice Chair Murray called the meeting to order at 7:02 p.m.

24
25 The Pledge of Allegiance was led by Commissioner Browning

26
27 APPROVAL OF THE MINUTES FROM THE JUNE 5, 2019 WORK AND REGULAR
28 SESSIONS AND THE JULY 10, 2019 WORK SESSION

29
30 **Commissioner Browning moved to approve the minutes from the June 5, 2019 work and**
31 **regular sessions and July 10, 2019 work session; and table the approval of the July 10, 2019**
32 **regular session until they were reworked. Seconded by Commissioner Uccardi. The motion**
33 **carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield,**
34 **Browning, Murray, and Uccardi. Voting NO – None.** Commissioners Jones and McAllister
35 were not present for the vote.

36
37 ELECTION OF INTERIM CHAIR FOR THE REMAINING 2019 YEAR

38
39 **Commissioner Browning nominated Chris Uccardi to serve as chair of the Planning Commission for**
40 **the remaining 2019 year. Seconded by Commissioner Bigelow.** There were no other nominations.
41 **The motion carried upon the following vote: Voting AYE: Commissioners Bigelow,**
42 **Bloomfield, Browning, Murray, and Uccardi. Voting NO – None.** Commissioners Jones and
43 McAllister were not present for the vote.

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3 Chair Uccardi read the Planning Commission Chair statement.
4

5 **Commissioner Browning moved to change the order of the agenda placing item number one**
6 **after action on items number two and three. Seconded by Commissioner Bigelow. The**
7 **motion carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield,**
8 **Browning, Murray, and Uccardi. Voting NO – None.** Commissioners Jones and McAllister
9 were not present for the vote.
10

11 DISCUSSION AND APPROVAL OF SP 2019-100015, A SITE PLAN BY RON SNOW FOR A
12 RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT LOCATED AT 293
13 SOUTH STATE STREET (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES.
14 ZONE: UC (URBAN COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE
15 ACTION).
16

17 Brad McIlrath, Senior Planner, reviewed the project and discussed the following points:

- 18 • The project was located at the site previously known as Black Velvet.
- 19 • The project was located in the Form Based Code (FBC) area.
- 20 • The zoning of Urban Commerce (UC) on the property allowed for mixed-use and the
21 project proposed both commercial and residential uses.
- 22 • There were updates in process for the FBC and the developer would be required to
23 comply with those standards for the project to move forward.
- 24 • Windows and treatments for windows were discussed.
- 25 • Pocket parks and civic open space were identified as potential changes to the FBC.
- 26 • The zoning map was presented for the site, including surrounding zoning and uses.
- 27 • Mr. McIlrath reviewed additional zoning changes in the area that would be recommended
28 as a part of the update to the FBC
- 29 • The site plan was reviewed as well as the items that were out of compliance that would
30 require additional attention from the developer for the project to be brought into
31 compliance.
- 32 • Storm water plans for the site were described to the Commission.
- 33 • The landscape plan was reviewed as well as changes to the “furnishing zone” that would
34 be required for compliance by the developer to move forward with the project.
- 35 • The layout of the building was discussed as well as the amenities for the units, specifically
36 related to washers and dryers.
- 37 • State Street pedestrian access was discussed along with a presentation about the visibility
38 for the retail space for the site
- 39 • Staff presented the conditions for approval included in the staff report.
40

41 Commissioner Bigelow asked if the building went all the way to the side property line. Mr.
42 McIlrath explained it was currently designed that way and was allowed by FBC but would require

1 a fire rated wall.

2
3 Commissioner Murray asked for clarification on the landscape plan. Mr. McIlrath explained the
4 landscape plan and the requirements from the FBC. He indicated the FBC encouraged the use of
5 shrubs and trees and reduced the amount of turf or grass for projects along the corridor.

6 Commissioner Bigelow asked for clarification on parking availability. Mr. McIlrath explained
7 parking would be provided for two purposes: residents and commercial spaces. He stated there
8 was no overlap in the number of stalls so there was sufficient parking planned for the project.

9
10 Commissioner Murray asked if there would be an elevator in the building. Mr. McIlrath
11 responded the building would have an elevator and reviewed the plan.

12
13 Commissioner Browning asked for clarification of the conditions of approval and what would be
14 required from the developer. Mr. McIlrath stated the project would be required to comply with all
15 conditions outlined in the staff report.

16
17 **Commissioner Browning moved to approve as conditioned, SP 2019-100015, a site plan**
18 **request by Ron Snow for a residential and commercial mixed-use development located at**
19 **293 South State Street (TIN: 12-003-0051 & 12-003-0050). The recommendation was based**
20 **on the findings and discussions in the Staff Report with the following conditions:**

- 21 1) **Ordinance standards changes as part of the Form Based Code (FBC) update shall**
22 **supersede any non-compliant standards outlined in this report. If the following**
23 **standards are not changed with the update, the plans shall be revised to comply with**
24 **FBC standards or the applicant shall pursue a development agreement with Clearfield**
25 **City to allow for the modifications.**
- 26 a. **Front Property Line Coverage requirement of eighty percent (80%) not met;**
 - 27 b. **Mixed-Use Entry Type missing the recessed entry;**
 - 28 c. **Upper Story Residential Window requirement to be recessed and double hung;**
 - 29 d. **Open Space Type not provided;**
 - 30 e. **Bicycle Lane of 7.5 feet along State Street.**
- 31 2) **The commercial depth shall be revised to meet the minimum depth requirement of**
32 **forty feet (40') as required by Code.**
- 33 3) **A horizontal expression line shall be added at the bottom of the parapet wall and the**
34 **top of the parapet shall be provided with a cornice as required by Code.**
- 35 4) **The primary building materials shall be modified to replace the EIFS material with**
36 **another material called out by Code. If stucco is to be approved as a primary material,**
37 **it shall be limited to fifty percent (50%) of each building façade.**
- 38 5) **The plans shall be revised to indicate that commercial quality doors, windows, and**
39 **hardware will be used for the project.**

- 1 **6) The plans shall be revised to indicate the secondary building materials that are used.**
2 **The secondary materials shall comply with the approved materials outlined in Code.**
- 3 **7) The site and landscape plans shall be revised to include the following standards:**
 - 4 **a. The furnishing zone along the State Street frontage shall be provided with**
5 **Village Green Zelkova street trees spaced twenty (20) to forty (40) feet apart**
6 **on center and planted within 5'x5' tree grates. The tree grates are to be the**
7 **approved material and design provided by Clearfield City;**
 - 8 **b. Benches shall be provided and shown on the plans no greater than 200 feet**
9 **apart and placed at the back of the sidewalk or within the furnishing zone and**
10 **facing the street. The benches shall be a decorative street bench approved by**
11 **Clearfield City.**
 - 12 **c. The plans shall be revised to provide the double acorn street lights along State**
13 **Street. The lights shall be located within the furnishing zone on each street and**
14 **spaced between sixty (60) to ninety (90) feet on center to match the existing**
15 **distances within the downtown area.**
 - 16 **d. The landscape islands shall be revised to accommodate storm water as**
17 **bioswales and will need to have structural soil beneath the islands that are less**
18 **than fifteen feet (15') wide.**
 - 19 **e. One (1) shade tree shall be added in the landscaping area near the ADA**
20 **parking stalls as well as one (1) shade tree in the center of the north parking**
21 **lot buffer area as identified in the staff report.**
 - 22 **f. A ten foot (10') buffer shall be provided along the north property line that is**
23 **adjacent to existing single-family residential not in the Downtown FBC area.**
 - 24 **g. A continuous double row of shrubs will need to be provided along the perimeter**
25 **buffer areas as outlined in the staff report.**
 - 26 **h. A six foot (6') fence shall be provided along the perimeter of the property as**
27 **required by the FBC.**
- 28 **8) The plans shall be revised to provide a minimum of six (6) bicycle parking spaces. The**
29 **design of the bicycle parking shall comply with the standards outlined on page 69 of**
30 **the Code.**
- 31 **9) The plans shall be revised to provide a snow stacking area that meets the standards**
32 **outlined in Section 11-13-5(G) of the Clearfield City Code.**
- 33 **10) The project shall comply with all North Davis Sewer District standards.**
- 34 **11) The project shall comply with all North Davis Fire District standards as outlined in**
35 **the attached review letter and as otherwise required.**
- 36 **12) The project shall comply with all City Engineer standards as outlined in the review**
37 **transmittal and as otherwise required.**

1 **13) The subdivision for this development shall be approved and recorded prior to the**
2 **issuance of any building permit.**

3 **Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting**
4 **AYE: Commissioners Bigelow, Bloomfield, Browning, and Murray. Voting NO – None.**
5 Commissioners Jones and McAllister were not present for the vote.

6
7 DISCUSSION AND APPROVAL OF PSP 2019-100015, A PRELIMINARY SUBDIVISION
8 PLAT REQUEST BY RON SNOW TO CONSOLIDATE THE SUBJECT PROPERTIES FOR
9 A RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT. LOCATION: 293
10 SOUTH STATE STREET (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES.
11 ZONE: UC (URBAN COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE
12 ACTION).

13
14 Brad McIlrath, Senior Planner, presented the following facts for the project.

- 15 • Staff stated the proposed subdivision was a fairly straight forward request and the
- 16 applicant would be required to come back for the final plat approval
- 17 • The applicant would be required to meet all requirements of the preliminary plat prior to
- 18 submitting for the final plat approval
- 19 • There was a gap between the applicant’s property and the adjacent property, but that had
- 20 been resolved by the applicant’s engineer.
- 21 • Applicant would be required to dedicate a portion of the frontage to accommodate the
- 22 sidewalk and the furnishing zone.

23
24 **Commissioner Murray moved to approve as conditioned, PSP 2019-100015, a preliminary**
25 **subdivision plat request by Ron Snow to consolidate the subject properties located at 293**
26 **South State Street for a residential and commercial mixed-use development. The**
27 **recommendation was based on the findings and discussions in the Staff Report with the**
28 **following conditions:**

- 29 1) As needed, the plat shall be revised to meet requirements of the Clearfield City
- 30 Engineer prior to approval by the City and recording at the Davis County Recorder’s
- 31 office.
- 32 2) The applicant is responsible for the replacement or repair of deteriorated, damaged,
- 33 or missing surface improvements surrounding the perimeter of the subdivision. This
- 34 includes, but is not limited to curb and gutter, sidewalk, landscaping park strip
- 35 improvements, driveways, etc.
- 36 3) Future development or redevelopment of these properties shall comply with the
- 37 development standards outlined for the TR Zone as outlined and described in the
- 38 Clearfield City Downtown Form Based Code.

39 **Seconded by Bigelow. The motion carried upon the following vote: Voting AYE:**
40 **Commissioners Bigelow, Bloomfield, Browning, and Murray. Voting NO – None.**
41 Commissioners Jones and McAllister were not present for the vote.

1
2 PUBLIC HEARING, DISCUSSION AND APPROVAL OF GPA 1910-0015, A GENERAL
3 PLAN AMENDMENT REQUEST BY CLEARFIELD CITY TO AMEND CHAPTER 4 –
4 AFFORDABLE HOUSING ELEMENT OF THE CLEARFIELD CITY GENERAL PLAN TO
5 COMPLY WITH CURRENT UTAH STATE REGULATIONS RELATED TO MODERATE
6 INCOME HOUSING. STAFF: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).
7

8 Chair Uccardi opened the public hearing at 7:38 p.m.

9
10 Spencer Brimley, Community Development Director, reviewed the General Plan amendment and
11 presented the following facts:

- 12 • The results of the housing analysis performed by City staff were reviewed, which
13 indicated the demand was greater than the supply.
- 14 • The timeline for adoption was reviewed.
- 15 • State funding for road projects could be withheld if the City did not comply with the
16 requirements of Senate Bill 34.
- 17 • State requirements in Senate Bill 34 were reviewed, as well as the four items identified by
18 the City for inclusion in the amendment to the General Plan.
- 19 • The amendments would bring the standards of the General Plan into compliance with
20 State Code and the annual reporting requirement would hold the City accountable to its
21 plan.
22

23 Commissioner Browning commented it appeared the City did not have to change much to comply
24 with Senate Bill 34. Mr. Brimley acknowledged that was true. He explained the City was
25 proactive in addressing housing affordability in the community.
26

27 Chair Uccardi, addressed the results of the analysis and recognized the number of households that
28 spent most of their income on housing. He commented he was glad the State was looking at the
29 subject. He acknowledged there was a perception in the community that Clearfield had its fair
30 share of affordable housing. He expressed his opinion that the process would likely only be the
31 beginning of addressing housing affordability.
32

33 Chair Uccardi asked if there were any public comments. There were no public comments.
34

35 **Commissioner Bigelow moved to close the public hearing. Seconded by Commissioner**
36 **Murray. The motion carried upon the following vote: Voting AYE: Commissioners**
37 **Bigelow, Bloomfield, Browning, and Murray. Voting NO – None.** Commissioners Jones and
38 McAllister were not present for the vote.
39

40
41 **Commissioner Murray moved to recommend approval to the Clearfield City Council of**
42 **GPA 1910-0015, a General Plan amendment request by Clearfield City to amend Chapter 4**

1 – **Affordable Housing Element to comply with current Utah State regulations related to**
2 **Moderate Income Housing.** Commissioner Browning asked if the title of Chapter 4 would be
3 changed to Moderate Income Housing. Mr. Brimley indicated the chapter would be renamed to
4 “Moderate Income Housing Element.” **Seconded by Commissioner Browning. The motion**
5 **carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield,**
6 **Browning, and Murray. Voting NO – None.** Commissioners Jones and McAllister were not
7 present for the vote.

8
9 PLANNING COMMISSIONERS’ MINUTE

10
11 *Chair Uccardi* – None.

12
13 *Commissioner Browning* commented the municipal election was very close and it was important.
14 *Commissioner Murray* commented the current municipal election would affect the day to day life
15 of residents more than any other.

16
17 *Commissioner Bigelow* – None.

18
19 *Alternate Commissioner Bloomfield* expressed his concerns for closures that were happening on
20 1000 East and asked the City to make sure circulation was addressed during the closures.

21
22 *Youth Ambassador Bush* – None.

23
24 STAFF COMMUNICATIONS

25
26 Brad McIlrath, Senior Planner, discussed upcoming agenda items for the rest of the year:

- 27
- 28 • Form Based Code amendments – the plan was to provide the updates to the Planning
 - 29 Commission with sufficient time for review.
 - 30 • Rezone along 300 North
 - 31 • Davis County Library site plan

32 He announced Clearfield City received an Award of Merit from APA Utah for the Clearfield
33 Station Area Plan Design Guidelines.

34
35 He also stated there were current vacancies on the Planning Commission and invited the
36 commissioners to encourage others to get involved.

37
38
39 There being no further business to come before the Planning Commission, **Commissioner**
40 **Murray moved to adjourn at 8:06 p.m. Seconded by Commissioner Browning.**