

CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
September 9, 2014 – POLICY SESSION

City Council Chambers  
55 South State Street  
Third Floor  
Clearfield, Utah

**Mission Statement:** To provide leadership in advancing core community values; sustain safety, security and health; and provide progressive, caring and effective services. We take pride in building a community where individuals, families and businesses can develop and thrive.

**7:00 P.M. REGULAR SESSION**

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Young

APPROVAL OF MINUTES:

August 12, 2014 – Work Session

August 26, 2014 – Policy Session

***SCHEDULED ITEMS:***

1. CITIZEN COMMENTS

2. CONSIDER APPROVAL OF THE AWARD OF BID FOR THE SR 193 LANDSCAPING

BACKGROUND: Staff solicited bids for the SR 193 landscaping and Eric Howes, Community Services Director, will make a recommendation for awarding the bid.

3. CONSIDER APPROVAL OF ORDINANCE 2014-20 AMENDING THE CONSOLIDATED FEE SCHEDULE

BACKGROUND: Staff is recommending fees be added to the Consolidated Fee Schedule for returned checks and administrative site plan review and adjustments made to the cemetery fees.

RECOMMENDATION: Approve Ordinance 2014-20 amending the Consolidated Fee Schedule and authorize the Mayor's signature to any necessary documents.

4. APPROVE THE LANGUAGE FOR THE STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE, CITY WEBSITE, AND THE CITY NEWSLETTER IN SUPPORT OF THE PROPOSED PARAT (PARKS, ARTS, RECREATION AND AQUATIC TRAILS) TAX

***COMMUNICATION ITEMS:***

Mayor's Report

City Councils' Reports

City Manager's Report

Staffs' Reports

**\*\*ADJOURN AS THE CITY COUNCIL AND RECONVENE AS THE CDRA\*\***

1. APPROVAL OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) MINUTES FROM THE AUGUST 26, 2014 WORK SESSION AND THE AUGUST 26, 2014 POLICY SESSION
  
2. CONSIDER APPROVAL OF RESOLUTION 2014R-12 APPROVING A LOAN AGREEMENT AND ASSOCIATED DOCUMENTS WITH CLEARFIELD STATION LLC FOR THE PURPOSE OF ACQUIRING LANDS AND CONSTRUCTING IMPROVEMENTS IN CONNECTION WITH THE DEVELOPMENT OF THE CLEARFIELD STATION TOD PROJECT

BACKGROUND: In the Master Development Agreement for Clearfield Station, the City is obligated to consider making a loan to the Developer to facilitate the acquisition of property and construction of improvements in connection with development of the Clearfield Station TOD Project. After careful analysis, staff believes that upon agreement to appropriate terms and conditions, the CDRA is able to lend \$1.5 Million for this purpose. The interest rate is 4% per annum, and the loan will be amortized over 10 years.

BACKGROUND: Approve Resolution 2014R-12 approving a loan agreement with Clearfield Station LLC in the amount of \$1.5 Million and authorize the Chair's signature to any necessary documents.

**\*\*ADJOURN AS THE CDRA\*\***

Dated this 5<sup>th</sup> day of September, 2014.

/s/Nancy R. Dean, City Recorder

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 these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
August 12, 2014

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Mike LeBaron	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Manager
	Rich Knapp	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Antone Clark – Standard Examiner

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON AN INTERLOCAL AGREEMENT WITH NORTH DAVIS FIRE DISTRICT (NDFD)

Brian Brower, City Attorney, informed the Council that it had become necessary to clarify the relationship between the City and the North Davis Fire District (NDFD). He mentioned although Clearfield City and West Point City had been dismissed from a recent claim against the NDFD, West Point and Clearfield, he believed the indemnification provision in the Interlocal Agreement currently in place needed to be clarified. He emphasized this agreement would supersede the previous 2005 Interlocal Agreement and subsequent other agreements. He indicated the new agreement would be for 50 years which was the maximum allowed time frame under State Statute. There were no questions or concerns from the Council.

DISCUSSION ON THE BALLOT LANGUAGE FOR THE PARAT (PARKS, ARTS, RECREATION, AQUATICS, TRAILS) TAX

Brian Brower, City Attorney, explained there were a number of places within the State Code which addressed procedures and requirements regarding the proposed ballot question about the PARAT Tax. He stated it was a very convoluted process and reported staff believed determining

the language was the first step in getting it placed on the ballot. He explained certain verbiage was mandated to be verbatim per State Statute. He read the verbatim language and indicated where staff had inserted language specific to the PARAT Tax. He requested the Council consider approval of the ballot language or determine if it desired changes.

Adam Lenhard, City Manager, added projects for funding had been specifically identified and the proposed resolution provided more detail. He also requested input and direction from the Council. JJ Allen, Assistant City Manager, cautioned the Council if the verbiage in the ballot question was too specific it could potentially be too restrictive. Mayor Shepherd mentioned the tax would be in place for ten years and there could be circumstances which present themselves during that time which would warrant use of the revenue but would be prohibited from using the funds if the language was too specific.

Councilmember Young believed the City shouldn't identify one thing specific for its use. Councilmember Bush asked if the funds would be directed into a separate account once they were received. Mr. Allen responded the funds would be received in the General Fund then transferred into a separate account. A discussion took place regarding designation of projects for funds to be included in the ballot language.

Mayor Shepherd desired the verbiage be very general. Mr. Brower indicated if the City was challenged regarding the use of funds the court would look at the proposed language and then consider the intent. He shared some language options with the Council and suggested the inclusion of verbiage similar to, "funding things such as....." A discussion took place regarding verbiage options and suggestions.

Councilmember LeBaron asked if qualifying transactions for the tax needed to specifically included in the verbiage. Mayor Shepherd responded the tax would be applicable to all purchases except food. Mr. Lenhard mentioned the voter information packet would address the application of the tax.

#### DISCUSSION ON THE IMPACT FEE STUDY RFP (REQUEST FOR PROPOSAL)

Scott Hodge, Public Works Director, reported the City recently completed the RFP process for the completion of an Impact Fee Study and indicated two responses were received. He announced Horrocks Engineers and Lewis Young Robertson and Burningham were the responders and distributed a handout reflecting the evaluation data for both proposals.

Mr. Hodge stated funds had been appropriated during the budget process; however, additional funding would be required by approximately \$12,000 to complete the study. He explained where the budgeted funds had been recognized, as well as the contribution from the NDFD's portion of the study. Mayor Shepherd inquired if the requested \$12,000 would be divided equally between the funds. Mr. Hodge responded in the affirmative.

Brian Brower, City Attorney, informed the Council that he had requested specific language be used when making the motion during the policy session. Nancy Dean, City Recorder, indicated

sample language had been distributed on the dais for each member of the Council. There were no concerns from the Council regarding the request for additional funding to complete the study.

DISCUSSION OF THE PROPOSED REZONES OF CITY AND CDRA PROPERTIES  
LOCATED AT APPROXIMATELY 888 SOUTH 2000 EAST AND 497 SOUTH MAIN  
FROM VARIOUS ZONING DESIGNATIONS TO PF (PUBLIC FACILITIES) ZONE

Scott Hess, Development Services Manager, reminded the Council of the property near the Northrop Grumman building which was currently occupied by Exeter Finance. He shared an illustration identifying the City's property which had been previously identified for use as a city park. He mentioned the property was split zoned between residential and commercial and the City had no intentions to use the property for either of those purposes; therefore, staff was proposing to rezone the property to PF (Public Facilities) zone. He reported the Planning Commission reviewed the item during its meeting on Wednesday, August 6, 2014, and recommended approval with no conditions. He mentioned no public comment had been received relative to the rezone. He mentioned the only comment was relative to the long standing culinary water easement in the area.

Mr. Hess stated the City also owned property on South Main near the public works and parks shops and shared an illustration identifying the location. He mentioned the properties were currently zoned residential and manufacturing and the City had no intentions to use them for either purpose. He reminded the Council the rezone was preliminary to Phase I of the reorganization of the City's parks and public works facilities. He announced there were a number of public comments mostly in the form of questions prior to the Planning Commission's meeting. He continued there were a number of residences along South Main which were sensitive to any land use changes due to the heavy truck traffic in the area. He stated once they understood there would be no increase in intensity of use, no public concerns were expressed.

Nancy Dean, City Recorder, announced the rezones would come before the Council for approval at the Tuesday, August 26, 2014, City Council meeting. There were no questions or concerns from the Council.

The meeting adjourned at 6:23 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
August 26, 2014

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Mike LeBaron	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Scott Hess	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: John W. Hansen, Marilyn Love – Sundowner Condominiums, Patricia A Maurer – Sundowner Condominiums, Kathryn Murray

Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember LeBaron conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE JULY 22, 2014 WORK SESSION, THE JULY 22, 2014 POLICY SESSION, AND THE AUGUST 12, 2014 POLICY SESSION

**Councilmember Bush moved to approve the minutes from the July 22, 2014 work session, the July 22, 2014 policy session, and the August 12, 2014 policy session as written, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT FOR RZN 1403-0005, A REZONE REQUEST FOR PROPERTY LOCATED AT 938 SOUTH 2000 EAST (TIN: 09-302-0008) FROM (C-2) COMMERCIAL TO (C-R) COMMERCIAL RESIDENTIAL

The property was currently owned by Thomas Rosenberg and had been listed and marketed for sale with John Hansen Real Estate for multiple years as a commercial property. There had been little to no interest in the property as a solely commercial piece of ground. In order to better utilize the property, the applicant had decided to pursue a rezone to Commercial Residential (C-R) to provide more opportunity for mixed use development on it. The public hearing would be continued until Tuesday, October 14, 2014.

Scott Hess, Development Services Manager, explained the request was to rezone approximately 7.09 acres from C-2, Commercial, to C-R, Commercial Residential. He stated the recommendation was to hold the public hearing, consider information provided by the applicant and within the staff report, provide feedback to the applicant, and continue the item until the October 14, 2014 meeting, allowing the applicant time to prepare a development agreement as required by the rezone.

He stated the points of consideration while referring to an illustration:

- The property was west of the Weber State University, Davis Campus and south of the Northrop Grumman building.
- The property has a significant slope running north and south.
- The property was north of the Pinnacle Apartments.
- The General Plan reflects an east/west travel corridor for a number of years.
- There is an existing private road which connects to 1500 East to the west.
- There was a short public road which turns into a private street that accesses the rear of a condominium complex as well as a housing development.
- Property in between the two owned by Clearfield CDRA.

He informed the Council that staff wasn't set that the corridor or future road needed to be on the southern property line of the property; however, the City did maintain an easement across the property and indicated the easement would need to be vacated and a new east/west travel easement would need to be prepared with any development.

He reported on other items which were noted:

- The CR Zone was originally intended for vertical mixed use with residential above the ground floor retail, which would make it easy to determine the required ground floor commercial calculation.
- The proposal was proposed horizontal mixed use with the residential component.
- The developer proposed a base level of residential housing and provided twenty percent of that number to determine the commercial figure. He reported the commercial figure was slightly short by approximately 2000 square feet.
- The Planning Commission had considered the conceptual plan and would be willing to recommend approval of the rezone with an approved development agreement and acceptance of Preliminary and Final Plat.

- The Planning Commission had strong feelings that 2000 East should include commercial development on both the north and south side of the access.

Mr. Hess referred to the conceptual plan to illustrate the previous points as well as the following:

- Property owned by the City with the developed parking lot.
- Where the east/west travel easement would be located.
- Where the proposed twin homes and commercial building would be located.
- The Planning Commission believed the commercial could either be split or another commercial building could be located on the north side of the development's entrance.

Mr. Hess stated the developer was looking for a discussion and input from the Council with what would need to happen in order for the rezone to take place. He pointed out the property had been zoned commercial and marketed for a number of years with no interest. He pointed out the topography issues related to the slope and the City didn't have high-quality twin homes.

Mayor Shepherd asked if the proposed 11,000 square foot commercial building was a two story building. John Hansen, developer, explained it was proposed to be a single level building. He explained the commercial component was just shy of the required square footage because he figured out the number of proposed residential development and based the twenty percent off of that figure; not realizing the commercial portion needed to be included in the twenty percent figure. He commented the Planning Commission strongly believed the commercial component should be on the north side of the entrance off of University Park Boulevard; however, he believed the fifty foot slope was a challenge. Councilmember Bush believed the commercial component should be along University Park Boulevard and proposed a two story building on the slope portion of the property and a one story on the higher portion. He pointed out the commercial component should be on the north side and the residential component would be a better fit along the south side because there were already apartments near the property. Councilmember Young expressed agreement. Councilmember LeBaron believed if the elevation issue could be addressed to accommodate the residential component it shouldn't be difficult to incorporate with the commercial development along University Park Boulevard.

Mr. Hess mentioned another comment from the Planning Commission was to have the building front 2000 East (University Park Boulevard).

Mayor Shepherd opened the public hearing at 7:16 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember LeBaron moved to continue the public hearing until Tuesday, October 14, 2014, at 7:23 p.m. seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

Brian Brower, City Attorney, announced the applicant was entitled to a decision from the City Council; however, it was staff's recommendation that prior to approving the rezone from C-2 to C-R, a development agreement would need to be put in place. He stated he and Scott Hess had talked to the owner's representative about the process who had indicated his preference to postpone the Council's action on the rezone to October allowing for time to complete a development agreement. John Hansen Company, representatives of the property owner, acknowledged from the audience that the property owner had agreed to the continuance.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT FOR RZN 1407-0006 AND RZN 1407-0007, REZONE REQUESTS FOR MULTIPLE PROPERTIES OWNED BY CLEARFIELD CITY AND THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA); SOME LOCATED WEST OF 888 SOUTH 2000 EAST AND OTHERS AT APPROXIMATELY 497 SOUTH MAIN, CLEARFIELD, UTAH

The (PF) Public Facilities zone was established to provide areas for the location and establishment of facilities which were maintained in public and quasi-public ownership and use. Clearfield City and the Clearfield Community Development and Renewal Agency owned property that was currently zoned R-3 and C-2. In order to create consistency with city-owned properties and to better reflect their public uses, the Community Development Department along with the Executive Department requested the Planning Commission consider the rezoning of the parcels to the Public Facilities (PF) zone. The Planning Commission heard the item at its regular meeting on Wednesday, August 6, 2014 and recommended approval of both rezones based on the discussion and findings included in the Staff Report.

Scott Hess, Development Services Manager, explained one of the properties was a triangular shaped property located west of 888 South 2000 East near the Northrop Grumman building. He mentioned there was currently a land lease with the current tenant of the building and indicated the property would be rezoned from Commercial and Residential to PF, Public Facilities. He stated the City had no interest in owning property that was zoned commercially or residentially; therefore, the request was to rezone the property to a PF zoning designation for the sake of consistency with other properties currently owned by the City. He emphasized there would be no usage change associated with the rezone. He stated the only comments made at the Planning Commission meeting were associated with the waterline project taking place north of the property.

Mr. Hess explained the other properties proposed for rezone were associated with the City's public works facilities located on South Main. He stated the City's properties were currently zoned M-1, manufacturing, and R-2, residential. He mentioned there was currently a road separating the public works facility and the parks facility which would be included with the proposed property rezone. He suggested the entire parcel would be reorganized into one parcel with a single zoning designation.

Brian Brower, City Attorney, agreed with Mr. Hess that the City was looking at the properties it owned to identify the appropriateness of rezoning them to PF, Public Facilities, for consistency purposes. He also indicated the City would be looking at properties in the City owned by other public entities for the appropriateness of a PF zoning designation. Mr. Brower stated there were differences in the permitted and conditional uses for both the R-3 and C-2 zones from the PF

zone. He clarified that any permitted or conditional uses listed in the PF zone would be permissible on the properties with that zoning designation. He added that any of the permitted or conditional uses with a conditional use permit in the PF zone would be allowed on these properties if the rezone was approved.

Mayor Shepherd opened the public hearing at 7:24 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Young moved to close the public hearing at 7:25 p.m. seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

#### CITIZEN COMMENTS

There were no public comments.

#### APPROVAL OF RESOLUTION 2014R-20 ACCEPTING FOR FURTHER CONSIDERATION THE ANNEXATION PETITION FILED BY SUNSET RIDGE DEVELOPMENT PARTNERS, LLC, THE LESSEE OF MILITARY LAND INCLUDED WITHIN THE FALCON HILL MILITARY INSTALLATION DEVELOPMENT AUTHORITY PROJECT AREA

On August 18, 2014, Sunset Ridge Development Partners, LLC, filed a petition of annexation with Clearfield City. The petitioner was the lessee of military land included within the Falcon Hill Military Installation Development Authority Project Area.

Brian Brower, City Attorney, stated the City had received the annexation petition from Sunset Ridge Development Partners, LLC, to annex the Falcon Hill project area, which was leased military land. He clarified that under the statutory framework associated with MIDA (Military Installation Development Authority), the City wouldn't provide any infrastructure or perform traditional municipal services other than what had been identified in the Interlocal Agreement. He reviewed the annexation process with the Council and indicated the resolution would only be accepting the annexation petition which would begin the process for adjusting the City's boundaries.

Paul Morris, MIDA, stated the annexation was important to MIDA because portions of the newly built Northrop Grumman building and parking lot were located within the City's boundary. He announced a new building currently under construction was not located within the City's boundary and there was a need for the tax rate to be the same because of the current bonding associated with construction of the facility. He explained the need for consistency of the tax rate for the facilities at Falcon Hill and stated a level playing field for tax purposes would benefit the City. He indicated portions of the new building would be used by the Air Force.

**Councilmember Jones moved to approve Resolution 2014R-20 accepting the annexation petition filed by Sunset Ridge Development Partners, LLC for further consideration**

**pursuant to Title 10, Chapter 2, Part 4 of the Utah Code, which also directs the City Recorder to begin the certification process, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

APPROVAL OF ORDINANCE 2014-19 REZONING MULTIPLE PROPERTIES OWNED BY CLEARFIELD CITY AND THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA); SOME LOCATED WEST OF 888 SOUTH 2000 EAST, AND OTHERS AT APPROXIMATELY 497 SOUTH MAIN, CLEARFIELD, UTAH

**Councilmember LeBaron moved to approve Ordinance 2014-19 rezoning multiple properties owned by the City and the Community Development and Renewal Agency (CDRA) and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

APPROVAL OF THE AWARD OF BID FOR THE CLEARFIELD ARTS CENTER ENTRY REMODEL AND WINDOW REPLACEMENT PROJECT TO SAUNDERS CONSTRUCTION

Eric Howes, Community Services Director, explained the project originally went out to bid in May and all bids were rejected because they exceeded the budgeted amount for the project. He reported staff reconsidered the project and modified the improvements and began the bid process for the Arts Center Entry Remodel and Window Replacement Project for a second time in August. He reported six contractors returned qualified bids and the lowest responsible bidder was Saunders Construction of Ogden, Utah with a total amount of \$151,000.00. He stated the received bids ranged from \$151,000.00 to a high bid of \$211,900.00. He clarified the project included soffits, the north and west entrees and replacement of all windows.

**Councilmember Benson moved to approve the Award of Bid for the Clearfield Arts Center Entry Remodel and Window Replacement Project to Saunders Construction for the amount of \$151,000.00, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

COMMUNICATION ITEMS

*Mayor Shepherd*

1. Reported he had attended General Baker's farewell party on Friday, August 22, 2014 and announced the general would be leaving for Ohio on September 9, 2014. He indicated he was being replaced by General Buhler.
2. Informed the Council that he met with the generals from the Hill Air Force Base (HAFB) and other local community leaders on Monday, August 25, 2014. They had all expressed appreciation for the City's support and indicated the Base was reputable for the community's support.

*Councilmember Benson* – nothing to report.

***Councilmember Bush***

1. Reported he had attended the North Davis Sewer District’s meeting on Thursday, August 14, 2014. He updated the Council on the sewer line project taking place on 1000 East and indicated it was nearing completion.
2. Announced he attended the Parks & Recreation Commission meeting and stated the commissioners were out and about in the City deciding on the Yard of the Year winner.
4. Informed the Council that the Kiwanis Club was trying to decide the best way to conduct its Coats for Kids drive this season.
5. Suggested the City determine the dates for next year’s Take Pride in Clearfield. He indicated it would be a good idea for some of the organizations to schedule and calendar the event to ensure volunteers’ availability.

***Councilmember Jones*** – nothing to report.

***Councilmember LeBaron*** – nothing to report.

***Councilmember Young*** – nothing to report.

***Adam Lenhard, City Manager*** – nothing to report.

**STAFFS’ REPORTS**

***Nancy Dean, City Recorder*** – Updated the Council of the following meeting schedule:

- No meeting was scheduled for Tuesday, September 2, 2014
- Regular policy session scheduled for Tuesday, September 9, 2014.

There being no further business to come before the City Council **Councilmember Jones moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:38 p.m., seconded by Councilmember Bush. All voting AYE.**

*\*\*The minutes for the CDRA are in a separate location\*\**

# **CLEARFIELD CITY ORDINANCE 2014-20**

## **AN ORDINANCE AMENDING THE CONSOLIDATED FEE SCHEDULE FOR CLEARFIELD CITY CORPORATION.**

**PREAMBLE:** Ordinance 2008-06 enacted a consolidated fee schedule for utilities, recreation, licensing, permits, impact fees, building rental, etc. for Clearfield City Corporation. Staff is recommending fees be added for returned checks and administrative site plan review and adjustments be made to the cemetery fees.

### **BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:**

**Section 1. Enactment:** Title 2, Chapter 5 of the Clearfield City Code is hereby amended to read as follows:

**Section 2. Effective Date:** This Ordinance shall become effective immediately upon posting.

**Section 3. Repealer:** Any Ordinance or sections or portions of ordinances previously enacted by the Clearfield City Council which are in conflict with the provisions of this Ordinance are hereby repealed and replaced by this Ordinance.

Dated this 9<sup>th</sup> day of September 2014, at the regularly scheduled meeting of the Clearfield City Council.

CLEARFIELD CITY CORPORATION

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Mark R. Shepherd, Mayor

ATTEST

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Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

## CONSOLIDATED FEE SCHEDULE CLEARFIELD CITY CORPORATION

### UTILITIES

**Water \*\* Water rates are from January 1st to December 31st**

#### **Single Family Dwellings**

	2013	2014	2015
Base Fee (5/8" meter)	\$11.53	\$11.70	\$11.89
Consumption Charges per 1,000 gallons			
0 - 10,000	\$0.87	\$0.89	\$0.91
10,001 - 40,000	\$1.02	\$1.04	\$1.06
40,001 - 60,000	\$1.17	\$1.19	\$1.21
60,001 - 80,000	\$1.33	\$1.36	\$1.39
80,000 +	\$1.48	\$1.51	\$1.54

#### **Multiple Dwelling Units, Apartment Houses & Mobile Home Parks**

(7,000 gallons allowed per unit, then commercial rates apply)

1st Unit			
Each Additional Unit	\$12.42	\$12.61	\$12.86

#### **Commercial/Industrial/Institutional/Dormitory**

Base fee, based on meter size			
5/8"	\$16.86	\$17.11	\$17.45
1"	\$78.86	\$80.04	\$81.64
1.5"	\$78.86	\$80.04	\$81.64
2"	\$103.54	\$105.01	\$107.11
3"	\$263.47	\$267.42	\$272.77
4"	\$393.52	\$399.42	\$407.41
6"	\$518.02	\$525.79	\$536.31
Consumption Charges per 1,000 gallons	\$1.07	\$1.09	\$1.11

Sprinkling lawns, unmetered - base fee from 5/8" commercial rate plus per square foot of lawn area.

Unmetered lawn accounts will be billed monthly for a five (5) month period each year, from May 1 up to and including September 30.	\$0.005172	0.005275	\$0.005381
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Fire Protection Standby Charge:

Sprinkling system standby charge per diameter inch of main pipe	\$3.06	\$3.12	\$3.18
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More than one User:

Minimum monthly fee based on meter size. Consumption fee shall be divided equally between users,

unless users present a written agreement that fees shall be charged on different basis other than equally.

Unmetered Services

Commercial & industrial users not having metered water service shall be charged for water services based on the number of connections and number of employees

8 or fewer employees minimum 1.0" meter size	\$79.24	\$80.82	\$82.44
9 or more employees, charged at 2.0" meter size	\$104.04	\$106.12	\$108.24

**Sanitary Sewer**

**Residential**

			2013	2014	2015
Single Family	Clearfield City	beginning Jan 1		\$11.44	\$11.66
	North Davis Sewer District			\$9.50	\$12.50
	Clearfield City	beginning July 1	\$11.25	\$11.44	\$11.66
	North Davis Sewer District		\$8.00	\$12.50	\$15.50

Multi-Unit

All Units	Clearfield City	beginning Jan 1		\$7.98	\$8.17
	North Davis Sewer District			\$9.50	\$12.50
	Clearfield City	beginning July 1	\$7.82	\$7.98	\$8.17
	North Davis Sewer District		\$9.50	\$12.50	\$15.50

**Commercial/Industrial/Institutional/Dormitory**

Metered Base Rate

Clearfield City	beginning Jan 1		\$13.71	\$13.92
	North Davis Sewer District			\$9.50
Clearfield City	beginning July 1	\$13.49	\$13.71	\$13.92
	North Davis Sewer District	\$9.50	\$12.50	\$15.50

Consumption fee per 1,000 gallons

Clearfield City	beginning Jan 1		\$0.60	\$0.65
	North Davis Sewer District			\$0.95
Clearfield City	beginning July 1	\$0.50	\$0.60	\$0.65
	North Davis Sewer District	\$0.95	\$1.25	\$1.55

Note: North Davis Sewer District charges are set by the sewer district and not Clearfield City. These rates may change.

Billing periods beginning May 1st through and including the November 1st bill of each year will be billed on a five month winter average consisting of water consumption from December 1st through April 1st bills.

**More than one User:**

Minimum monthly fee based on meter size. Consumption fee shall be divided equally between users, unless users present a written agreement that fees shall be charged on different basis other than equally.

**Unmetered Services**

Commercial & industrial users not having metered water service shall be charged for water services based on the number of connections and number of employees

8 or fewer employees minimum 1.0" meter size

9 or more employees, charged at 2.0" meter size

Commercial Monthly Base Fee

Commercial Monthly Base Fee + \$1.00/employee

**Special Treatment**

When sewage requires special treatment or causes an unusual and abnormal burden on the disposal facilities, additional charges shall be assessed as determined by the City Council to be fair and equitable.

**Storm Sewer**

**Residential**

Single Family and duplex

Tri-plex and fourplex

Apartments with more than 4 units at Commercial rate

**2013**

**2014**

**2015**

\$4.61

\$4.75

\$4.89

**Commercial/Industrial**

(2,700 sq ft of impervious surface equals 1 ESU)

Credit for On-Site Mitigation:

50% with maximum release of 0.20 cfs/ac and having installed an approved sand & oil

30% with maximum release of 0.20 cfs/ac within a landscaped area or a retention basin

20% with maximum release of 0.20 cfs/ac within an impervious surface area on the site or

\$4.61/ESU

\$4.75/ESU

\$4.89/ESU

**Residential Solid Waste (Garbage)**

Base fee (with 1st can)

Each additional can

\$15.25

\$7.00

\$15.25

\$7.00

\$15.25

\$7.00

**Utility Taxes**

Six percent (6%) of total water and sewer charges

**Misc. Fees**

Refundable security deposit

Service Fee

Late Fee

Disconnect/Reconnect Fee

\$120.00

\$25.00

\$10.00 or 1.5%, whichever is greater

\$25.00

\$120.00

\$25.00

\$25.00

\$120.00

\$25.00

\$25.00

Administrative fine for violations of Title 9

Not less than \$100, nor more than \$250

**RECREATION FEES:**

**Park Rental Fees:**

\$25 refundable cleaning deposit due at the time of rental  
Picnic shelter  
Amphitheater (per hour)

<b>Resident</b>	<b>Non-resident</b>
\$15.00	\$35.00
\$10.00	\$10.00

**Athletic Field / Facility Usage Fees:**

Refundable cleaning deposit due at the time of rental  
  
Baseball/Softball Field Usage fee (per hour per field)  
Soccer Field Rental (per hour)  
Lights (per hour per field)  
Baseball/Softball Field preparation Mon-Fri (per field)  
Baseball/Softball Field preparation Sat-Sun (per field)  
Soccer Prep Field Preparation Mon-Fri (per field, practice fields)  
Soccer Prep Field Preparation Saturdays (per field, practice fields)  
Weekly fee for game field preparation (per field)  
Scoreboard (per field)  
Supervisor in charge of scoreboard (per hour)

	<b>SINGLE USE</b>	<b>TOURNAMENT</b>
	\$100	\$250
	<b>PRIORITY GROUP A</b>	<b>GROUP B</b>
	\$10.00	\$20.00
	\$12.00	\$24.00
	\$20.00	\$20.00
	\$25.00	\$25.00
	\$40.00	\$40.00
	\$40.00	\$40.00
	\$60.00	\$60.00
	\$5.00	\$5.00
	\$10.00	\$10.00
	\$12.00	\$12.00

**July 4th Booth Fees:**

Shaded booth, no electricity  
Shaded booth, non-food w/electricity  
Shaded booth, w/electricity food vendor  
Food vendor with own trailer w/electricity  
Each additional electrical outlet

**All vendors**  
\$80.00  
\$110.00  
\$110.00  
\$100.00  
\$10.00

**Recreation Leagues, Sports, Classes, and Misc. Fees:**

Contact Community Services Department

**AQUATIC CENTER FEES:**

Membership fees may be altered in conjunction with marketing efforts to allow for the effective promotion of the Clearfield Aquatic Center with the approval of the Community Services Director.

**(All fees include tax)**

**Daily Admission**

Child 3 and under	\$1.00
Youth 4-17	\$3.00
Adult 18-59	\$5.50

Senior 60+ \$3.00

**Annual Membership fees**

	<b>Resident</b>	<b>Non-Resident</b>
Membership rates includes tax		
Child 4-12	\$130.00	\$197.25
Youth 13-17	\$170.00	\$260.00
Adult 18-59	\$260.00	\$390.00
Senior 60+	\$170.00	\$260.00
Senior couple	\$260.00	\$390.00
Adult couple	\$340.00	\$510.00
Family	\$440.00	\$620.00

**Membership Registration Fee**

Individual one-time registration fee	\$25.00	\$25.00
Senior Couple one-time registration fee	\$40.00	\$40.00
Adult Couple one-time registration fee	\$50.00	\$50.00
Family one-time registration fee	\$75.00	\$75.00

**Corporate/Business Annual Membership Group Discount Rates**

	<b>10-19 Members 5% Discount</b>	<b>20+ Members 10% Discount</b>			
<b>RESIDENT BUSINESSES</b>					
Senior	\$166.25	\$157.50			
Adult	\$256.50	\$243.00			
Sr. Couple	\$256.50	\$243.00			
Adult Couple	\$332.50	\$315.00			
Family	\$427.50	\$405.00			
<b>NON RESIDENT BUSINESSES</b>					
	<b>5-9 Members 5% Discount</b>	<b>10-14 Members 10% Discount</b>	<b>15-19 Members 15% Discount</b>	<b>20-24 Members 20% Discount</b>	<b>25+ Members 25% Discount</b>
Senior	\$265.50	\$243.00	\$229.50	\$216.00	\$202.50
Adult	\$380.00	\$360.00	\$340.00	\$320.00	\$300.00
Sr. Couple	\$380.00	\$360.00	\$340.00	\$320.00	\$300.00
Adult Couple	\$498.75	\$472.50	\$446.25	\$420.00	\$393.75
Family	\$608.00	\$576.00	\$544.00	\$512.00	\$480.00

**Membership Cancellation Fee**

Individual	\$25.00	\$25.00
Couple	\$50.00	\$50.00
Family	\$75.00	\$75.00

**15-Punch Pass**

Youth 4-17	\$40.95	\$40.95
Adult	\$72.00	\$72.00
Senior	\$40.95	\$40.95

**Aquatic Center Day Care**

Hourly rate per child	\$3.50	\$3.50
5-hour punch pass	\$15.00	\$15.00
10-hour punch pass	\$30.00	\$30.00
30-hour punch pass	\$75.00	\$75.00
50-hour punch pass	\$105.00	\$105.00

**Aquatic Center Programs**

	<b>Resident</b>	<b>Non-resident</b>
Swim lessons	\$31.00	\$36.00
Private swim lessons - one student	\$10.00	\$12.00
Private swim lessons - two students	\$11.00	\$13.00
Private swim lessons - three students	\$12.00	\$14.00
Clearfield City Aquatics Team 3 days/week	\$25.00	\$28.00
Clearfield City Aquatics Team 5 days/week	\$30.00	\$33.00

**Aquatic Center Facility Rentals:**

	<b>Per hour</b>
Leisure pool 1-100 people	\$150.00
Extra fee per hour / additional 25 people	\$25.00
Lap pool 1-100 people	\$100.00
Extra fee per hour / additional 25 people	\$25.00
Lap and Leisure pool 1-100 people	\$225.00
Extra fee per hour / additional 25 people	\$25.00
Lap pool / splash pad	\$125.00
Lap pool / leisure pool / splash pad	\$300.00
Splash pad & patio area	\$75.00
Lane rental	\$12.50
Shower rental	\$50.00
Wet classroom	\$35.00
Party room	\$35.00
Birthday party package (Includes 45 minutes in party room, 8 children, 2 adults)	\$75.00
Full aquatic center	\$400.00
Gym - full court (30 minutes)	\$25.00
Gym - half court (30 minutes)	\$15.00

**Aquatic Center Misc. Fees:**

Body Fat Testing	\$10.00
Personal training - couple	\$60.00
Personal training - single	\$40.00
Personal training - 10 sessions	\$340.00
Personal training - 6 sessions	\$216.00
Personal training - 3 sessions	\$114.00

## **BUSINESS LICENSE FEES**

### **General Business License**

	<b>Fee / Amount</b>
New	\$75
Renewal / Commercial	\$64
Renewal / Home	\$64

### **Rental Dwelling License**

New	\$190
New - Good Landlord Participant	\$30
Renewal or amendment	\$64

### **Temporary or Seasonal Merchant License or Mobile Food Vendor License**

New - Sixty (60) Days	\$120
Cleaning Deposit	\$100

### **Solicitor License**

New	\$215
Renewal	\$64
Identification Badge	\$15

### **Beer Licenses**

#### **Class A - Off-Premise**

New	\$138
Renewal	\$64

#### **Class B - Restaurant**

New	\$138
Renewal	\$64

#### **Class C - Tavern**

New	\$138
Renewal	\$64

#### **Class D - Nonprofit Organization**

New	\$138
Renewal	\$64

**Class E - Temporary Special Event**

New	\$138
Renewal	\$64

**Sexually-Oriented Business Licenses****Outcall Services**

New	\$200
Renewal	\$64

**Adult Business**

New	\$200
Renewal	\$64

**Nude Entertainment Business**

New	\$200
Renewal	\$64

**Semi-nude Dancing Bar**

New	\$200
Renewal	\$64

**Nude and Semi-nude Dancing Agency**

New	\$200
Renewal	\$64

**Sexually-Oriented Business Employee Licenses****Non-performing Employee**

New	\$200
Renewal	\$64

**Outcall Services Performer**

New	\$200
Renewal	\$64

**Adult Business Performer**

New	\$200
Renewal	\$64

**Nude Entertainment Business Performer**

New	\$200
Renewal	\$64

**Semi-nude Dancing Bar Performer**

New	\$200
Renewal	\$64

**Firework Stand License**

New	\$120
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Cleaning Deposit \$100

**Pawnbroker License**

New \$138  
Renewal \$64

**Disproportionate Service Fees**

Daycare / Preschool, Commercial (new only) \$10  
Daycare / Preschool, Home (new only) \$135  
Manufacturing Businesses (new and renewal) \$200  
Single-Family Rental (new and renewal) with Good Landlord Program - per unit \$7  
Two-Family Rental (new and renewal) with Good Landlord Program Discount - per unit \$3  
3/4-Plex Rental (new and renewal with Good Landlord Program Discount - per unit \$9  
Multi-Family Rental (new and renewal) with Good Landlord Program Discount - per unit \$7  
Mobile Home Park (new and renewal) with Good Landlord Program Discount - per unit \$7  
Single-Family Rental (new and renewal) - per unit \$66.50  
Two-Family Rental (new and renewal) - per unit \$12.50  
3/4-Plex Rental (new and renewal) - per unit \$92.00  
Multi-Family Rental (new and renewal) - per unit \$67.00  
Mobile Home Park (new and renewal) - per unit \$49.50  
Convenience Stores (new and renewal) \$500  
Restaurants (new and renewal) \$150  
Tavern (new and renewal) \$800  
Automotive (new and renewal) \$115  
Financial Services (new and renewal) \$440  
Pawn Shops (new and renewal) \$500

**Bonds Required**

**Sexually-Oriented Businesses:**

Each applicant for a sexually-oriented business license shall post with the City's business license department a cash or corporate surety bond, payable to the City, in the amount of two thousand dollars (\$2,000). Any fines assessed against the business, officers or managers for violations of City ordinances shall be taken from this bond if not paid in cash within ten (10) days after notice of the fine, unless an appeal is filed. In the event the funds are drawn against the cash or surety bond to pay such fines, the bond shall be replenished to two thousand dollars (\$2,000) within fifteen (15) days of of the date of notice of any draw against it.

**Firework Stands:**

Bond Or Liability Insurance: Any application for permit as herein provided shall be accompanied by a certificate of insurance insuring the licensee and naming the City as an additional insured, conditioned for

the payment of all damages which may be caused either to a person or to property by reason of the display so licensed and arising from any acts of the licensee, his agents or employees. Such insurance shall be in a sum not less than one hundred thousand dollars/three hundred thousand dollars (\$100,000.00/\$300,000.00) for bodily injury and fifty thousand dollars/one hundred thousand dollars (\$50,000.00/\$100,000.00) for property damage and no City officer or licensing agent or other representative of the City shall in any event issue any permit hereinabove referred to until such certificate of insurance has been furnished and passed upon by the City Manager and the City Attorney as to form and sufficiency.

**Pawnbrokers:**

Prior to the issuance of any license for the business of a pawnbroker, the applicant therefore shall file with the Director of Finance a bond with a sufficient surety in the penal sum of two thousand dollars (\$2,000.00), in such form as shall be approved by the City Attorney, conditioned for the faithful observance of all laws and ordinances respecting pawnbrokers. The form of the bond and the sufficiency of the surety shall be approved by the City Attorney.

**Miscellaneous**

Duplicate license / certificate	\$5
Report showing all businesses licensed in the city	\$5

**Penalties**

Renewals not paid on or before January 15th	50 % of the total amount due
Engaging in business without a license	\$50

**Amended License**

Processing Fee	\$5
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**Business License Appeal**

Fee	\$75
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**POLICE**

Copy of Police Report	\$10.00	(was \$5.00)
1st copy to those involved	No Cost	
Tape or CD with photos or video	\$25.00	
Fingerprinting (resident)	\$10.00	
Fingerprinting (non-resident)	\$15.00	
BCI Background check	\$15.00	

**Alarm's**

Failing to have a responsible person respond on alarm	\$25.00
False Alarms per quarter of a calendar year outside of a 24 hr period	
(A) Third alarm	\$50.00
(B) Fourth alarm	\$75.00
( C ) Fifth alarm	\$100.00

**Registration Fee**

Sex Offender Yearly Registration	\$25.00
Sex Offender DNA collection	\$25.00
Contract Services for Police Officers	\$58.00 hour 2 hour minimum

**GRAMA FEES:**

Copy cost per side	\$0.25
Certified copies per page	\$2.00
Copy of a audio recording of minutes	\$3.00
Compilation time per hour	\$14.00
Police reports	\$10.00
Budget copies	\$5.00
Land Use Plans (General Plan)	\$5.00

Requests that include the inspection of a voluminous scope of records and/or have not identified any particular record(s) with any degree of specificity, will need to adhere to the following procedures and guidelines in order for the City to reasonably facilitate the request:

- 1) Written notice must be provided to the office of the City Recorder at least ten (10) business days in advance of the date and times desired to inspect the City's public records. Said notice must include a particular category of records to examine on each date so that those records may be pulled, placed in a central location, and then reviewed for any private, controlled, or protected documents in advance of the inspection.
- 2) Appointments to inspect the City's public records will be made in four (4) hour time blocks, either from the hours of 8:30 a.m. until 12:30 p.m. or from 1:00 p.m. until 5:00 p.m. Requestors may utilize only one (1) four (4) hour time block for inspecting records per day and must not request more than two (2) such appointments per week.

3) The City shall charge a reasonable fee to cover its actual costs for accommodating the records request. Pursuant to this Fee Schedule, the requestor will be charged a minimum of \$14.00 per hour to cover the necessary staff time to facilitate complying with the request. The requestor must pay \$56.00 (4 hours X \$14/hour) in advance for each four (4) hour block of inspection time scheduled. However, that amount is only designed to offset the City's labor costs to have an employee sit with the requestor while any public records are inspected in order to maintain the integrity of said records. Any additional costs for searching, retrieval, compiling, formatting, manipulating, packaging, summarizing, tailoring, copying, etc. will be charged in addition to the \$56.00 per four (4) hour inspection block that will have already been paid in advance.

**PLANNING & ZONING FEES:**

	Per City Engineer Hourly Rates
Engineering Fees	
Site Plan Review	\$500 plus Engineering
Administrative Site Plan Review	\$400 plus Engineering
Conditional Use Permit	
Home Occupation	\$200 plus Engineering
Residential	\$350 plus Engineering
Commercial	\$350 plus Engineering
Request for Extension	\$200 plus Engineering
Site Plan Review/Conditional Use Permit running concurrently	\$700 plus Engineering
Rezone	\$650 plus Engineering
Zoning Ordinance Amendment	\$650 plus Engineering
General Plan Amendment	\$900 plus Engineering
Street Vacation	\$450 plus Engineering
Plat Vacation / Amendment	\$300 plus Engineering
Annexation	\$1000 plus Engineering
Special Planning Commission Meeting	\$500
Subdivision Approval	
Preliminary	\$500 + \$25 per lot, plus Engineering
Final	\$400 + \$25 per lot, plus Engineering
Subdivision Public Hearing	\$300
Appeal to the Planning Commission or City Council	\$150 plus Independent Legal Fees
Recording Fees	Paid directly to Davis County Recorder
Permanent Sign Permit	\$50 plus Inspection Fees
Temporary Sign Permit	\$20
Variance	\$250 plus Engineering
Zoning Verification Letters	\$75

**GIS Data Pricing**

Parcel Layer	\$50.00
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Street (Centerline) Layer	\$50.00
Zoning Layer	\$50.00
Any other GIS or CAD Layers	\$20.00 each
Aerial Photography	\$90.0/sq. mi.
Special Projects	\$50.00 per hour
Hard copy color maps	\$1.00 / Sq. Ft.

**CODE ENFORCEMENT FEES:**

Restoration Permit	First - \$25 / Second - \$50
Abatement Administration Fee	\$120

**BUILDING PERMIT AND DEVELOPMENT FEES:**

**General - Building valuation:**

From \$1 to \$500	\$23.50
From \$501 to \$2,000	\$23.50 plus \$3.05 each additional \$100 or fraction thereof
From \$2,001 to \$25,000	\$69.25 plus \$14.00 each additional \$1,000 or fraction thereof
From \$25,001 to \$50,000	\$391.75 plus \$10.10 each additional \$1,000 or fraction thereof
From \$50,001 to \$100,000	\$643.75 plus \$7.00 each additional \$1,000 or fraction thereof
From \$100,001 to \$500,000	\$993.75 plus \$5.60 each additional \$1,000 or fraction thereof
From \$501,000 to \$1,000,000	\$3,233.75 plus \$4.75 each additional \$1,000 or fraction thereof
From \$1,000,000 up	\$5,608.75 plus \$3.65 each additional \$1,000 or fraction thereof

**Pools, tubs and spas:**

Public	\$150 each
Private	\$47 each

**Landscape sprinkling system**

\$47 each

**Plan check fee:**

Commercial	
65% of the building permit fee for building value of \$1 - \$100,000	
60% of the building permit fee for building value of \$100,001 - \$500,000	
50% of the building permit fee for building value of \$500,001 and greater	
Use of outside consultants for plan checking	Actual Cost **
Residential and pools	20% of the building permit fee
Residential "Identical Plans"	\$47

\*\* Actual costs include administrative and overhead costs

Plan check deposit required for new construction	
Residential	\$100

Commercial \$250

**Off-site Bonds**

Residential \$2,000  
Commercial As per City Engineer's cost estimate

**Permit inspection fees:**

Outside normal business hours (minimum charge of two hours) \$47 per hour  
Re-inspection \$47 per hour  
Inspections for which no fee is specifically indicated (minimum charge of .5 hours) \$47 per hour  
Additional plan review required by revisions (minimum charge of .5 hours) \$47 per hour

**Home daycare or preschool plan check and inspection fee** \$25 each

**Street Cut Permit (Excavation Permit)**

Lateral excavation (roads older than 1 year) \$60 / lane cut  
Lateral excavation (roads newer than 1 year) \$120 / lane cut  
Longitudinal excavation (roads older than 1 year)  
    First 660 lineal feet \$120  
    Each additional 660 lineal feet or fraction thereof \$240  
Longitudinal excavation (roads newer than 1 year)  
    First 660 lineal feet \$240  
    Each additional 660 lineal feet or fraction thereof \$240  
Excavations off improved right-of-ways \$60  
Bond per lateral excavation \$1,000  
Bond per unlimited number of lateral excavations \$15,000  
Bond for longitudinal excavation for 100 lineal feet or fraction thereof \$2,000

**Demolition permit (including inspections)** \$150

**State Surcharge**

A 1% state surcharge may be applicable to building permit fees

**Water Meter Fees**

	<b>Cost</b>	<b>Installation Fee</b>
5/8" x 3/4" Meter	\$208	\$25
1" Meter	\$292	\$25
1-1/2" Meter	\$530	\$25
2" Meter	\$700	\$25
2" Compound Series Meter w/2 Orion Transmitters	\$1,945	Per City Public Works Hourly Rate
3" Compound Series Meter w/2 Orion Transmitters	\$2,263	Per City Public Works Hourly Rate

4" Compound Series Meter w/2 Orion Transmitters	\$3,528	Per City Public Works Hourly Rate
6" Compound Series Meter w/2 Orion Transmitters	\$4,927	Per City Public Works Hourly Rate
1-1/2" Turbine Meter	\$800	Per City Public Works Hourly Rate
2" Turbine Meter	\$875	Per City Public Works Hourly Rate
3" Turbine Meter	\$987	Per City Public Works Hourly Rate
4" Turbine Meter	\$1,448	Per City Public Works Hourly Rate
6" Turbine Meter	\$3,413	Per City Public Works Hourly Rate

**Telecommunications franchise application fee** \$500

**Sewer Connection Fees**

Each connection to the city sanitary sewer system including each	\$500
Additional connection fee per lot within the subdivision, mobile	\$25

**DEVELOPMENT IMPACT FEES:**

**Residential**

	2011	2012
Single Family (includes attached & detached)		
Park and Recreation Impact Fee	\$853	\$2,339
Storm water	\$1,396	\$1,432
Water	\$3,726	\$3,822
Sewer	\$2,019	\$2,072
All Others (per housing unit)		
Park and Recreation Impact Fee	\$604	\$1,441
Storm water	\$1,396	\$1,432
Water	\$3,726	\$3,822
Sewer	\$2,019	\$2,072

**Non-residential**

Storm water per ESU (1 ESU = 2,700 sq. ft. of impervious surface)	2011	2012
If there is storm water detention onsite, the fee is reduced if the detention area is:	\$1,396	\$1,432
Paved - 20% reduction		
Grassed - 30% reduction		
Sand & Oil Interceptor - 50% reduction		

Water Impact (per water meter size*)	2011	2012
0.75	\$3,726	\$3,822
1.00	\$9,315	\$9,556
1.50	\$18,630	\$19,112
2.00	\$29,809	\$30,579

3.00	\$55,891	\$57,336
4.00	\$93,152	\$95,559
Sewer Impact (per water meter size*)	<b>2011</b>	<b>2012</b>
0.75	\$2,019	\$2,072
1.00	\$5,049	\$5,179
1.50	\$10,097	\$10,358
2.00	\$16,155	\$16,573
3.00	\$30,291	\$31,074
4.00	\$50,485	\$51,790

\* Water and sewer impact fees for meters larger than four inches will be based on annualized average day demand and the net capital cost per gallon of capacity.

**Independent Fee Calculation Review** \$150 plus Actual Cost

**Administrative fee for Appeals** \$75

**DOG LICENSES**

Duplicate (replacement) tag	\$6.00
Unaltered and no chip	\$40.00
Altered with no chip	\$15.00
Altered with chip	\$10.00
Senior unaltered one year license	\$10.00
Senior lifetime, with chip and altered	\$20.00

**FIRE HYDRANT METERS**

Short Term Meter (3 days or less)	\$8.00 + usage charges
Long Term Meter (4 or more days)	\$30/month + usage charges
Lost, broken or damaged meter	\$1,100.00

**NEIGHBORHOOD DUMPSTERS**

Deposit (applied to resident's acct when charges are billed)	\$75.00
Delivery & picking-up	\$77.80 + fuel surcharge
Tipping Charge	\$26 / ton
Summer Clean-up Program	\$50.00

**CEMETERY FEES**

**Resident      Non-resident**

Plot - adult (includes perpetual upkeep)	\$450.00	\$950.00	
Interment - adult	\$300.00	\$600.00	
Plot - infant (includes perpetual upkeep)	\$150.00	\$400.00	
Interment - infant/cremains	\$200.00	\$300.00	
Plot - cremains (includes perpetual upkeep)	\$250.00	\$500.00	
Interment extra fee for weekends/holidays	\$100.00	\$150.00	
Interment extra fee for weekends/holidays	\$200.00	\$250.00	Labor @ OT rate 182.34 (2 employees @ 4 hrs)
Disinterment	\$500.00	\$500.00	
<del>Cemetery certificate transfer fee -- Adult -- resident to non-resident</del>		\$500.00	
<del>Cemetery certificate transfer fee -- Infant -- resident to non-resident</del>		\$250.00	
<del>Cemetery certificate transfer fee -- Cremains -- resident to non-resident</del>		\$250.00	
<del>Transfer fee from resident to non-resident is the difference- between the resident purchase price and non-resident purchase price at the time of the original purchase.</del>			
<del>Cemetery Certificate transfer fee- resident to non-resident within 1 year of purchase</del>	\$100.00		
All other certificate transfers	\$10.00	\$10.00	
Gravesite Marker (for second and each additional time)	\$25.00	\$25.00	

**BUILDING RENTAL FEES**

	<b>Resident</b>	<b>Non-resident</b>
Refundable cleaning & security deposit - no food	\$50.00	\$50.00
Refundable cleaning & security deposit - food served	\$250.00	\$250.00
Room Rental / per hour	\$35.00	\$50.00
Room Rental / per hour Government Agencies	\$35.00	\$35.00

**LEGAL DEPARTMENT DISCOVERY FEES**

Copies (first 10 pages)	\$5.00
Copies (11 plus pages)	\$0.25/page
Photos (color copies)	\$2.00/page
DVDs/Video/Audio Recordings (Copies)	\$20.00/each

**MISCELLANEOUS**

Returned payment	\$20.00
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CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY  
MEETING MINUTES  
6:00 P.M. WORK SESSION  
August 26, 2014

*(This meeting was held prior to City Council work and policy sessions.)*

PRESIDING:	Bruce Young	Chair
PRESENT:	Keri Benson	Director
	Kent Bush	Director
	Ron Jones	Director
	Mike LeBaron	Director
	Mark Shepherd	Director
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Scott Hess	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

VISITORS: Paul Morris – MIDA, Kathryn Murray, Mike Wagstaff - MIDA

Chair Young called the meeting to order at 6:00 p.m.

DISCUSSION ON A LOAN AGREEMENT WITH CLEARFIELD STATION LLC

JJ Allen, Assistant City Manager, reminded the Board of the discussion which took place during the work session of July 8, 2014 and updated the Board on the Loan Agreement with Clearfield Station. He stated the Board's comments had been conveyed to the developer and indicated the purpose the current discussion was to determine the dollar figure of the loan and suggested the Board determine what it could commit. A discussion took place and the Board determined the maximum amount it could commit in the form of a loan was \$1.5 million.

Mr. Allen informed the Board that Clearfield Station was proposing the property acquired with the loan proceeds be the designated collateral pledged for the loan. He indicated since the acquired property would be used for public streets, there was little collateral potential for it. He had then suggested to the developer that Lot 1C in the development was a possible collateral source to which the developer responded that wasn't an option because it could negatively

impact financing options and loan approval for the development. He pointed out where 1C would be located in the proposed development.

Mr. Allen reminded the Board it had asked for personal guarantees from John Thackeray, Kevin Garn and UTA and Mr. Thackeray and Mr. Garn had agreed to that provision; however, no lien could be placed against any personal assets. He further stated the developer indicated UTA could not be a guarantor and believed its risk associated with the development was in its allowing the property to be developed.

Adam Lenhard, City Manager, emphasized the City was taking on a substantial risk compared to a bank that had significant assets to offset its risks. Mr. Allen added the developer really hadn't provided the City with a good option for collateral. Director Shepherd suggested that maybe Clearfield Station didn't really need the City's money and pointed out all parties were familiar with Davis County's loan agreements and emphasized the proposed loan agreement was patterned after Davis County's procedures. He expressed his opinion if the developer wasn't willing to provide the personal guarantees, the City should consider not providing the requested loan.

Director Benson asked if the developer was dealing with Davis County instead of Clearfield, what would be required for collateral. Mr. Lenhard responded he was aware of previous instances in which borrowers had pledged their personal homes as collateral. Mr. Allen mentioned outside counsel was still reviewing the proposed loan agreement and indicated he would need to forward official comments from the Board following the evening's discussions.

Brian Brower, City Attorney, reminded the Board it had contractually agreed in the Development Agreement to consider loaning the requested funds and suggested staff was requesting direction from the Board to negotiate terms. A discussion took place regarding collateral associated with the loan. Mr. Allen clarified the property acquired with the loan wasn't adequate collateral and the Board would be requesting the ability to lien personal assets of Mr. Thackeray and Mr. Garn.

Mr. Brower requested clarification from the Board regarding collateral pledged by UTA for the loan and a discussion took place. He mentioned there might be statutory restrictions associated with pledging collateral from UTA and its officials and suggested the City consider the use of an interlocal agreement for guarantee.

Mr. Allen informed the Board of the developers proposed amortization schedule of thirty years which included payments for the first two years following the advance be interest only. He continued regular payments would take place for years three through nine and a balloon payment for the remaining balance on year 10. He reported staff believed amortizing the loan over 30 years was too long because of the large payment on the back end of the loan. He mentioned even though the CDRA fund could handle that, it just wasn't a good idea and the consulting attorney suggested the loan be amortized over ten years. Chair Young suggested defining the draw down method for disbursement. Mr. Allen requested feedback regarding the repayment schedule and a discussion took place.

Chair Young and Director Benson stated they were not comfortable with a 30 year amortization. The Board agreed a 10 year amortization was more appropriate. Mr. Allen proposed a conference call between staff and the developer negotiating talking points from the evening's discussion might be better than written comments going back and forth. The Board expressed agreement with that suggestion and Mr. Allen indicated he hoped to have everything in place for the meeting scheduled for September 9, 2014.

**Director Jones moved to adjourn as the CDRA and reconvene as the City Council in a work session at 6:19 p.m., seconded by Director Benson. All voting AYE.**

The work session reconvened at 8:35 p.m.

**Director Shepherd moved to adjourn to a CDRA Closed Session at 8:38 p.m. for the purpose of a strategy session to discuss the purchase, exchange, or lease of real property. Utah Code Ann. § 52-4-204 and §52-4-205(1)(d), seconded by Director Benson. The motion carried upon the following vote: Voting AYE – Directors Benson, Bush, Jones, LeBaron, and Shepherd . Voting NO – None.**

*The minutes for the closed session are kept in a separate location.*

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY  
MEETING MINUTES  
7:00 P.M. POLICY SESSION  
August 26, 2014

*(This meeting was held following the regularly scheduled City Council Meeting.)*

PRESIDING:	Bruce Young	Chair
PRESENT:	Keri Benson	Director
	Kent Bush	Director
	Ron Jones	Director
	Mike LeBaron	Director
	Mark Shepherd	Director
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: John W. Hansen, Marilyn Love – Sundowner Condominiums, Patricia A Maurer – Sundowner Condominiums, Kathryn Murray

Chair Young called the meeting to order at 7:38 p.m.

APPROVAL OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) MINUTES FROM THE AUGUST 12, 2014 POLICY SESSION

**Director LeBaron moved to approve the Clearfield Community Development and Renewal Agency (CDRA) minutes from the August 12, 2014 policy session as written, seconded by Director Shepherd. The motion carried upon the following vote: Voting AYE – Directors Benson, Bush, Jones, LeBaron and Shepherd. Voting NO – None.**

There being no further business to come before the Community Development and Renewal Agency, **Director Shepherd moved to adjourn as the Community Development and Renewal Agency and reconvene as the City Council in a work session at 7:39 p.m., seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Benson, Bush, Jones, LeBaron and Shepherd. Voting NO – None.**