



Community Development

PLANNING, BUILDING INSPECTIONS,
CUSTOMER SERVICE, AND CODE COMPLIANCE

CLEARFIELD CITY PLANNING COMMISSION MEETING AGENDA

Notice is hereby given that the Clearfield City Planning Commission will hold a regularly scheduled meeting at **6:30 P.M., Wednesday, December 4, 2024**, on the **3rd floor** in the City Council Chambers of the Clearfield City Municipal Building, located at 55 S. State Street, Clearfield, UT 84015.

PRE-MEETING – 6:00 PM – Executive Conference Room

Review of agenda items to address questions.

REGULAR MEETING – 6:30 PM- Council Chambers

- CALL TO ORDER – PLEDGE OF ALLEGIANCE
- PLANNING COMMISSION CHAIR STATEMENT
- APPROVAL OF MINUTES
 - November 6, 2024

DECISION ITEMS

Public Hearings:

1. Public Hearing, Discussion and Possible Action on **ZTA 2024-1004**, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code. **Staff:** Tyson Stoddard, Planner (**Legislative Matter**).
2. Public Hearing, Discussion and Possible Action on **ZTA 2024-1102**, a zoning text amendment request by Clearfield City to amend Section 11-4-6 of Clearfield City Code to require only a public meeting instead of a public hearing by the Planning Commission for a conditional use permit extension request. **Staff:** Brad McIlrath, Senior Planner (**Legislative Matter**).

Scheduled Items:

3. Discussion and Possible Action on **CUP 2024-1101**, a conditional use permit request by Jacob Hancey with Community Options to operate a Group Home for Persons with a Disability at the subject location. **Location:** 438 North Vine Street (TIN: 14-095-0042). **Parcel Area:** 0.18 Acres. **Zone:** R-1-8 (Residential). **Staff:** Tyson Stoddard, Planner (**Administrative Action**).

DISCUSSION ITEMS

1. Staff Discussion
 - 2025 Planning Commission Meeting Schedule
2. Staff Communications
 - Update to Chair Statement

****PLANNING COMMISSION MEETING ADJOURNED****

Dated this 26th day of November 2024.

/s/Tyson Stoddard, Planner

Meetings of the Planning Commission of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established in City Code § 1-6-4H for electronic meetings.

Clearfield City, in accordance with the 'Americans with Disabilities Act', provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting accommodations for City sponsored public meetings, service programs, or events, should call the Customer Service Center at 801-525-2701, giving the City a 48 hour notice.

The Work Session meeting is a public meeting; however, public comments are only received in the formal Planning Commission meeting. The Planning Commission Public Meeting is a public forum where the Planning Commission may receive comment from applicants, the public, applicable agencies and city staff regarding land use applications and other items on the Commission's agenda. In addition, it is where the Planning Commission takes action on these items. Action may be taken which may include: approval, approval with conditions, denial, continuance or recommendation to other bodies as applicable.

The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmn/, the Clearfield City Website - clearfield.city, and at Clearfield City Hall, 55 South State Street, Clearfield, UT 84015. To request a copy of the public notice or for additional inquiries please contact Tyson Stoddard at Clearfield City, tyson.stoddard@clearfieldcity.org & 801-525-2718.

1 **PLANNING COMMISSION MEETING**

2 November 6, 2024

3 6:30 P.M. – Regular Session

4
5 PRESIDING: Brogan Fullmer Chair

6
7 PRESENT: Robert Browning Vice Chair
8 Kathryn Murray Commissioner
9 David Bloomfield Commissioner
10 Chad Mortensen Commissioner
11 Riley Wheeler Commissioner
12 Nick Dragon Commissioner (Alternate)
13 Jaylee Bouwhuis Youth Commission Ambassador

14
15 ABSENT: Brian Swan Commissioner
16 Danielle Sikes Commissioner (Alternate)

17
18 STAFF PRESENT: Stacy Millgate Community Development Director
19 Amy Jones Deputy City Attorney
20 Brad McIlrath Senior Planner
21 Tyson Stoddard Planner

22
23 VISITORS: Mark Shepherd, Carmel Clermont, Fritz Dorisca

24
25 Chair Fullmer called the meeting to order and led the Pledge of Allegiance.

26
27 Chair Fullmer read the Planning Commission Chair Statement.

28
29 APPROVAL OF MINUTES FOR THE JULY 10, AUGUST 7, SEPTEMBER 4, AND
30 OCTOBER 2, 2024, PLANNING COMMISSION MEETINGS.

31
32 **Commissioner Browning moved to approve the minutes, subject to the edits discussed**
33 **amongst the Commissioners.**

34 **Seconded by Commissioner Murray. The motion carried on the following vote. Voting**
35 **AYE: Commissioners Fullmer, Browning, Murray, Bloomfield, Mortensen, Wheeler,**
36 **Dragon, and Youth Ambassador Bouwhuis. Voting NO: None.**

37
38 APPROVAL OF CUP 2024-1003, A CONDITIONAL USE PERMIT REQUEST BY CARMEL
39 CLERMONT TO OPERATE A GROUP HOME FOR PERSONS WITH A DISABILITY AT
40 THE SUBJECT LOCATION. LOCATION: 355 EAST MARILYN DRIVE (TIN: 12-010-0020).
41 PARCEL AREA: 0.15 ACRES. ZONE: T-R (TOWN NEIGHBORHOOD RESIDENTIAL).
42 STAFF: TYSON STODDARD, PLANNER (ADMINISTRATIVE ACTION).

43
44 Tyson Stoddard, Planner, presented the following:

- 45
 - Property address is 355 East Marilyn Drive
 - Applying for a Group Home for Persons with a Disability

46
 - Physical or Developmental Disabilities

47

- 1 • Limitation of up to eight (8) disabled persons
- 2 - Planning to have four (4) disabled residents.
- 3 • Staff to supervise 24/7
- 4 - Supervisor
- 5 - Support staff
- 6 • Showed a zoning map of the subject property and surrounding area
- 7 • Code Section 11-13-21
- 8 - Group Homes housing more than three (3) unrelated individuals require a conditional
- 9 use permit in zones where single-family homes are allowed
- 10 • Code Standards
- 11 - Facility to comply with applicable health, safety, building codes
- 12 - No structural or landscaping alterations that change the structures residential character
- 13 - Adequate off-street parking
- 14 - Facility to be consistent with the existing zoning standards of the desired location
- 15 • Findings
- 16 - The proposed use is in harmony and compliance with the General Plan and zoning
- 17 ordinance regulations
- 18 - The proposed use delivers a necessary service to provide housing and care for persons
- 19 with disabilities and will contribute to the general well-being of the community
- 20

21 Chair Fullmer asked what types of questions were asked by the resident in the neighborhood who
22 saw the public notice sign and made a phone call to inquire about the notice. Mr. Stoddard replied
23 that they asked general questions about why there was a notice and what type of group home it
24 would be.

25
26 Commissioner Browning asked if staff looks at building permits that have been pulled in the past
27 for homes that have applied for conditional use permits for group homes. Mr. Stoddard replied
28 that was not something that was part of a conditional use permit review. Mr. Browning said that
29 there was a carport that had been enclosed on the subject property and he wondered if a building
30 permit was issued for the work. Mr. Stoddard said he assumed a permit was issued when the
31 work was done, but he had not investigated the matter. (It was later clarified that Commissioner
32 Browning had mixed up the subject property with another home in the neighborhood)

33
34 Carmel Clermont, the applicant, stated that they had not done renovations on the home since they
35 purchased the home in 2018.

36
37 Commissioner Bloomfield asked what type of disabilities the individuals have. Mr. Stoddard said
38 the applicant reported that the home is to serve individuals with physical and developmental
39 disabilities. Commissioner Bloomfield asked if they have an area to go outside. Mr. Stoddard
40 replied that they have a backyard, but he was not familiar with all the details on how the group
41 homes operate.

42
43 **Commissioner Wheeler moved to approve CUP 2024-1003, a conditional use permit request**
44 **by Carmel Clermont to operate a group home for persons with a disability at 355 East**
45 **Marilyn Drive. The motion was made based on the following findings from the staff report**
46 **and with the following conditions.**

1 **1) The applicant shall obtain a Clearfield City business license for the group home.**

2 **2) The facility shall not undergo structural or landscaping alterations that would**
3 **change the structures residential character.**

4 **Seconded by Youth Ambassador Bouwhuis. The motion carried on the following vote.**

5 **Voting AYE: Commissioners Fullmer, Browning, Murray, Bloomfield, Mortensen,**

6 **Wheeler, Dragon, and Youth Ambassador Bouwhuis. Voting NO: None.**

7
8 Chair Fullmer announced that for the Staff Discussion portion of the meeting, they would move
9 to the executive conference room and Mayor Shepherd would give a training on meeting
10 management.

11
12 **STAFF DISCUSSION**

13
14 Mayor Mark Shepherd gave a training on the following:

15
16 1) The Chair's Role

17 2) The Commissioner's Role

18 3) Communicate Before, During, and After the Meeting

19 4) Use Meeting Time Well

20 5) Prepare for Meetings Effectively

21
22 **STAFF COMMUNICATIONS**

23
24 Mr. McIlrath shared that on December 3, 2024, staff was planning on a joint work session with
25 the Planning Commission and City Council to discuss the General Plan, related to neighborhoods,
26 centers, and community locations.

27
28 There being no further business to come before the Planning Commission, **Chair Fullmer**
29 **moved to adjourn. Seconded by Commissioner Murray.**



Planning Commission

STAFF REPORT

AGENDA ITEM
#1

TO: Clearfield City Planning Commission

FROM: Tyson Stoddard, Planner
tyson.stoddard@clearfieldcity.org
801-525-2718

MEETING DATE: Wednesday, December 4th, 2024

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 2024-1004**, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code. **(Legislative Action)**.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL WITH MODIFICATIONS** for **ZTA 2024-1004** to the City Council, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code. This recommendation is based upon the information and findings outlined in this report.

As the advisory body to the City Council, the Planning Commission may forward a recommendation of approval, approval with modifications, denial, or move to table the decision as presented below in the Planning Commission Recommendation Options.

PLANNING COMMISSION RECOMMENDATION OPTIONS

Following careful consideration of the information included in this report, the Planning Commission may choose to forward the following recommendations:

1. **Move to recommend approval of ZTA 2024-1004** to the City Council, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code.
2. **Move to recommend approval with modifications of ZTA 2024-1004** to the City Council, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code in accordance with staff's recommended development standards.
3. **Move to recommend denial of ZTA 2024-1004** to the City Council, a zoning text amendment request by Jesse Reynolds with Menlove Construction to add Commercial Storage Facilities as a conditional use in the M-1 Zone (Manufacturing) and to add development standards for Commercial Storage Facilities to Section 11-13-20 of the Clearfield City Code.

4. **Move to table ZTA 2024-1004** to request additional information for consideration.

The Planning Commission may also make a recommendation that is different than those listed above.

BACKGROUND

The applicant would like to add 'Commercial Storage Facilities' as a conditional use within the M-1 Zone (Manufacturing) with specific development standards to encourage high quality site and building design. Clearfield City Code currently has a specific section titled Commercial Storage Facilities (Section 11-13-20) which states that Commercial Storage Facilities are only allowed on properties which had such facilities prior to the effective date (January 25, 2002) of Ordinance No. 02-02. The proposed amendments would use Section 11-13-20 to list the required standards for development specific to Commercial Storage Facilities.

ANALYSIS

The ordinance from 2002 which prohibited new Commercial Storage Facilities was motivated by a recognition that there were already several self-service storage facilities throughout the City, and that there was a limited number of non-developed properties remaining in the City. Both of those factors remain relevant today and, over twenty years later, there are now less non-developed properties.

With increased residential development within Clearfield City and the surrounding communities, there is market demand for self-storage facilities. The applicant recognizes this demand, and they believe that certain sites within the M-1 Zone would be suitable for these types of facilities if they meet a higher standard of development and design. The applicant's proposed development standards are included as an attachment to this report, as well as concept drawings to illustrate the type of facilities that the development standards would require.

Development Standards Analysis

As mentioned above, the applicant has proposed development standards specific to Commercial Storage Facilities. The intent of the proposed standards is to limit self-storage facilities to suitable properties in the M-1 Zone. The standards would also restrict traditional single-story self-storage facilities to the rear of the development, and require facilities with a higher standard of architectural design on the front, or street frontage, side of the development. While staff agrees with the need for development standards and that the proposed standards are generally headed in the right direction, staff recommends modifications to the proposed text that will provide additional detail and clarity. For this reason, staff is including separate development standards as an attachment to this report that can be considered in a modified approval of the applicant's request.

General Plan Analysis

In reviewing any ordinance amendment or rezone, it is important to consult with the current General Plan to review the community vision objectives as well as the guidelines, goals, and policies for land use decisions. There are community vision objectives that can be evaluated in relation to the request, which are listed below. The objectives and land use guidelines are numbered according to the order they appear in the General Plan.

<i>Community Vision Objective</i>	<i>Staff Analysis</i>
2. Promote Clearfield as a regional center for manufacturing, governmental, and commercial facilities with excellent accessibility and a high-quality business environment.	This objective can be supported by promoting development within our existing manufacturing zone with a land use that is compatible with the manufacturing and warehousing activities of the zone. (Viewed as a light industrial or a warehousing type of use)
3. Encourage redevelopment to take full advantage of Clearfield's strategic location with respect to major	The proposed amendment could encourage redevelopment of underutilized properties or vacant

rail and highway amenities and proximity to air transportation.	properties that would benefit from new investment and the strategic location of the manufacturing zone.
7. Ensure that new development is of exceptional quality and expresses attractive architectural and site design standards consistent with its particular use and location.	The proposed amendment and the staff proposed changes support this objective by providing additional and more detailed design standards necessary to accomplish the desired architectural features and site design for this type of light industrial and warehousing use.

There are also land use guidelines that can be used as an argument for or against the proposed ordinance, as shown in the table below.

<i>Land Use Guideline</i>	<i>Staff Analysis</i>
2. The relationship of planned land uses should reflect consideration of existing development, environmental conditions, service and transportation needs, and fiscal impacts.	This guideline could be used to argue that some properties in the M-1 Zone would be well suited for this type of self-service storage. This could be the case for some but not all properties located in the M-1 Zone.
9. Commercial and manufacturing uses should be highly accessible, clustered near the center of their service areas, and developed in harmony with the uses and character of surrounding districts.	The location of the M-1 Zone is highly accessible by vehicle. Development standards can be utilized to ensure manufacturing uses are developed in harmony with the uses and character of their surroundings.
11. The remaining vacant properties in the City should be developed at their highest and best use to maximize their value to the landowner and the City.	With few vacant properties still available, self-storage may not be generally considered the highest and best use in this zone from the City's perspective. However, the use is generally consistent with the purpose of the M-1 Zone, which is to provide areas in the city where processing, assembling, manufacturing, warehousing, and storage activities may take place.

GENERAL FINDINGS

Zoning Ordinance Text Amendment

Clearfield Land Use Ordinance Section 11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff's evaluation are outlined below:

Review Consideration		Staff Analysis
1)	The proposed amendment is in accordance with the General Plan and Map; or	The General Plan encourages continual evaluation and modifications to adopted ordinances. The proposed amendment is not contradictory to the General Plan if sufficient development standards are adopted for Commercial Storage Facilities.

2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	An increase in housing and a growing population contributes to the demand for self-service storage facilities. The use is generally consistent with the purpose of the M-1 Zone; staff has included additional development standards necessary to meet community vision objectives and land use guidelines.
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PUBLIC COMMENT

A public hearing notice was posted on November 19th, 2024, on the State of Utah public notice website and on the City's website. A public hearing notice sign was also placed in front of Clearfield City Hall. No public comment has been received to date. Although the applicant has a specific property in mind with the zoning text amendment application, the amendments would apply to the M-1 Zone throughout the City and thus no onsite notice or signage was posted.

FINDINGS & CONCLUSION

Based upon a review of the existing and proposed ordinance standards Staff concludes the following:

1. The proposed amendment, with proper development standards, is in accordance with the General Plan which encourages continual evaluation and modifications to adopted ordinances as circumstances require.
2. With increased residential development and population growth, there is demand for Commercial Storage Facilities which can be appropriate in the M-1 Zone with proper regulations and development standards.

ATTACHMENTS

1. Applicant's Proposed Development Standards
2. Staff's Proposed Development Standards
3. Concept Drawings

**ZTA 2024-1004 Commercial Storage Facilities
Development Standards as Proposed by the Applicant**

11-13-20: COMMERCIAL STORAGE FACILITIES:

~~—A. Commercial storage facilities shall only be permitted on properties that had such facilities on them as of the effective date of Clearfield City ordinance 02-02.~~

~~—B. All existing commercial storage facilities shall be considered legal nonconforming uses and shall be subject to the regulations of chapter 17 of this title. (Ord. 2010-13, 7-27-2010)~~

A. Commercial storage facilities shall be permitted if they meet the following requirements:

1. The facilities are located on sites that are less than prime and suitable for commercial development.
2. Traditional single-story drive-up accessible commercial storage facilities are permitted if they are obscured from road frontage by facilities that meet a higher standard of architectural design, as determined by the Clearfield City Planning Commission.
3. Facilities that are determined to meet a higher standard of architectural design may be located on road frontage.
 - a) Such facilities may include, but shall not be limited to:
 - (i) Multi-level indoor climate-controlled commercial storage facilities;
 - (ii) Flex-space office warehouses;
 - (iii) Offices; or
 - (iv) Retail.

**ZTA 2024-1004 Commercial Storage Facilities
Development Standards as Proposed by Clearfield City Staff**

11-13-20: COMMERCIAL STORAGE FACILITIES

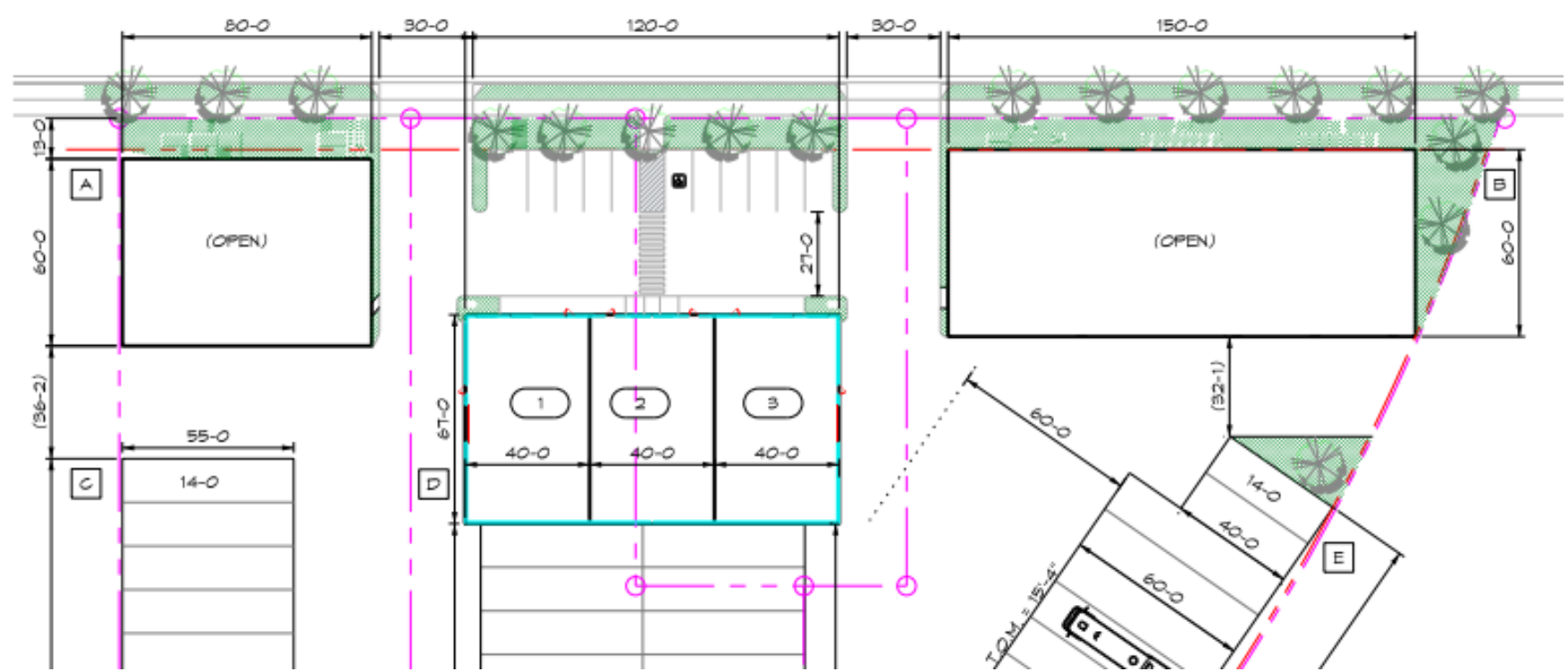
~~—A.—Commercial storage facilities shall only be permitted on properties that had such facilities on them as of the effective date of Clearfield City ordinance 02-02.~~

~~—B.—All existing commercial storage facilities shall be considered legal nonconforming uses and shall be subject to the regulations of chapter 17 of this title. (Ord. 2010-13, 7-27-2010)~~

Commercial Storage Facilities shall comply with the following requirements:

1. Location
 - a. Commercial Storage Facilities are permitted as a conditional use in the M-1 Zone.
 - b. Commercial Storage Facilities shall not be permitted on parcels that have frontage on or are adjacent to 1700 South (Antelope Drive) or SR-193.
2. Site and Design Requirements
 - a. Traditional single-story drive-up accessible storage facilities are permitted only if they are obscured from the front of the parcel or street frontage by facilities that meet a higher standard of architectural design. The facilities at the front of the parcel, or the screening facilities, shall be a minimum of two stories and may include:
 - (i) Indoor climate-controlled commercial storage facilities;
 - (ii) Flex office for light manufacturing/light distribution;
 - (iii) Offices;
 - (iv) Retail; or
 - (v) Business & Personal Services
 - b. The facilities at the front of the parcel, or the screening facilities, shall comply with the commercial site and building standards outlined in the Design Standards Chapter (Chapter 18) of this title.
 - c. The facilities at the front of the parcel, or the screening facilities, shall comply with the following materials requirements:
 - (i) Non-permitted exterior building materials are vinyl siding, fiber cement panels, unfinished poured concrete, rusted metal, and sheet metal.
 - (ii) Any front building elevation or elevation facing a street or right of way shall include at least one (1) of the following: brick, stone, or rock.
 - d. Fences, walls, and gates shall be compatible with the overall design of the site. Fences or walls shall be decorative block or vinyl. Chain-link, barbed, and razor wire fences are strictly prohibited.
 - e. Twenty-four hour security or camera surveillance shall be provided to customer accessible building interiors and exterior site areas.
 - f. Self-storage units shall not be used for residential living purposes or function as the primary location of a business.
 - g. Tree, shrub, and plant quantity requirements shall be calculated based on the requirements for commercial developments.

ZTA 2024-1004 - COMMERCIAL STORAGE CONCEPT DRAWINGS





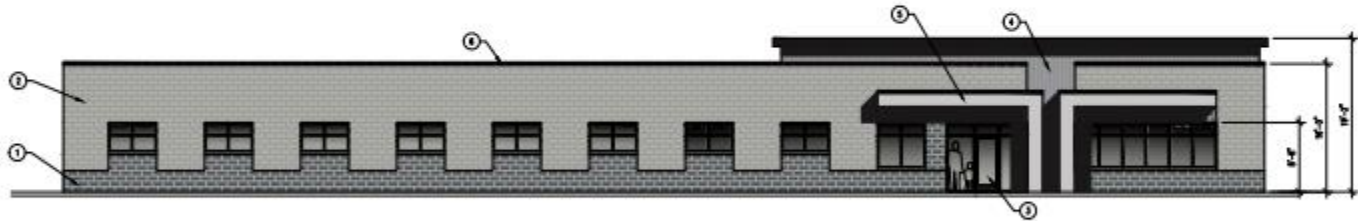
OVERALL NORTH ELEVATION

SCALE: 1/8" = 1'-0"



MIDDLE BUILDING NORTH ELEVATION

SCALE: 1/8" = 1'-0"



EAST BUILDING NORTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST BUILDING NORTH ELEVATION

SCALE: 1/8" = 1'-0"

- FINISH NOTES
- 1. CMU - CHALK
 - 2. CMU - METAL
 - 3. ALUMINUM EXTRUSION DARK BRONZE
 - 4. CORRUGATED METAL GALVALUME RED
 - 5. GFI'S EXTERIOR EXTEND OUT 3/4" LIGHT GRAY
 - 6. TRIM FLOORING AND SKYLINE BLACK



Planning Commission

STAFF REPORT

AGENDA ITEM
#2

TO: Clearfield City Planning Commission

FROM: Brad McIlrath, AICP
brad.mcilrath@clearfieldcity.org
801-525-2784

MEETING DATE: Wednesday, December 4th, 2024

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 2024-1102**, a zoning text amendment request by Clearfield City to amend the conditional use permit expiration of permit standards outlined Section 11-4-6 and the site plan review expiration of approval; extension standards outlined in Section 11-5-7 of Clearfield City Code. **(Legislative Matter).**

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** for **ZTA 2024-1102** to the City Council, a zoning text amendment request by Clearfield City to amend the conditional use permit expiration of permit standards outlined Section 11-4-6 and the site plan review expiration of approval; extension standards outlined in Section 11-5-7 of Clearfield City Code. This recommendation is based upon the information and findings outlined in this report.

As the advisory body to the City Council, the Planning Commission may forward a recommendation of approval, denial, or move to table the decision as presented below in the Planning Commission Recommendation Options.

PLANNING COMMISSION RECOMMENDATION OPTIONS

Following careful consideration of the information included in this report, the Planning Commission may choose to forward the following recommendations:

1. **Move to recommend approval of ZTA 2024-1102** to the City Council, a zoning text amendment request by Clearfield City to amend the conditional use permit expiration of permit standards outlined Section 11-4-6 and the site plan review expiration of approval; extension standards outlined in Section 11-5-7 of Clearfield City Code.
2. **Move to recommend denial of ZTA 2024-1102** to the City Council, a zoning text amendment request by Clearfield City to amend the conditional use permit expiration of permit standards outlined Section 11-4-6 and the site plan review expiration of approval; extension standards outlined in Section 11-5-7 of Clearfield City Code.
3. **Move to table ZTA 2024-1102** to request additional information for consideration.

The Planning Commission may also make a recommendation that is different than those listed above such as a modified recommendation of approval.

BACKGROUND & ANALYSIS

Title 11 of the Clearfield City Code is also known as the Land Use Ordinance which includes the establishment of processes for site plan reviews and conditional use permits. With each administrative process there is the ability to request an extension of an approval to commence work or begin use. For each, a maximum extension timeframe of six (6) months is permitted based upon review of the detailed request for the extension. Site plan review extensions can be granted by the Planning and Zoning Administrator with condition use permits requiring review by the Planning Commission with a public hearing.

Earlier this year, the Planning Commission reviewed a conditional use permit extension for the Marriott TownePlace Suites which was approved until the end of the year. Based upon that extension request and discussions with the Planning Commission, staff is proposing the following changes to align with Utah State Code and simplify the process for extension requests for both conditional use permits and site plan reviews. A draft of the proposed amendments is provided as an attachment to this report.

PUBLIC COMMENT

A public hearing notices were posted on November 22nd, 2024. No public comment has been received to date.

GENERAL FINDINGS

Zoning Ordinance Text Amendment

Clearfield Land Use Ordinance Section 11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff's evaluation are outlined below:

Review Consideration		Staff Analysis
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed amendments are in accordance with the General Plan which encourages continual evaluation and modifications to adopted ordinances as circumstances require. The proposed amendments remove a public hearing from an administrative action and align the extension process with that of site plan reviews.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	The proposed amendments align with Utah State Code and legal practices to remove public hearings from administrative actions and to simplify processes.

FINDINGS & CONCLUSION

Based upon a review of the existing and proposed ordinance standards Staff concludes the following:

1. The Clearfield City Land Use Ordinance should be continually evaluated to address local needs and provide processes that are simple for applicants and align well with land use legal principles.
2. The proposed amendments provide a simplified process for extension requests as well as avoiding potential pitfalls of holding a public hearing on an administrative action.

ATTACHEMENTS

1. Conditional Use Permit & Site Plan Review Extension Changes

CONDITIONAL USE PERMIT EXTENSION CHANGES

11-4-6: EXPIRATION OF ~~PERMIT~~ APPROVAL; EXTENSION: A land use authorized by a conditional use permit must commence within twelve (12) months ~~one year~~ of the final land use approval ~~time of permit is issued~~. If the permit holder has not commenced action under the permit within this time, the permit shall expire and the holder must apply for a new permit. The Planning ~~and Zoning Administrator Commission~~ may grant an extension for good cause shown. Only one extension may be granted and the maximum extension shall be for six (6) months from the date of final land use approval. Applications for extension must be submitted to the Planning and Zoning Administrator in writing prior to the expiration of the original permit. The application must describe the reason for ~~cause for requesting~~ the extension and be accompanied by the fee required by the City's fee schedule. ~~A public hearing shall be held by the Planning Commission for any application for extension.~~

SITE PLAN REVIEW EXTENSION CHANGES

11-5-7: EXPIRATION OF APPROVAL; EXTENSION: ~~A land use authorized by Failure to obtain a building permit for an approved~~ a site plan approval must commence the construction process within twelve (12) months of the final land use approval. ~~date of approval by the Land Use Authority. shall result in the expiration of said approval.~~ The Planning and Zoning Administrator ~~Land Use Authority~~ may grant an extension for good cause shown. Only one extension may be granted and the maximum extension shall be for ~~up to an additional~~ six (6) months from the date of final land use approval ~~after the original date of approval~~. Applications for extension must be submitted to the Planning and Zoning Administrator in writing prior to the expiration of the original permit. The application must describe the reason for the extension, ~~and shall~~ be accompanied by the fee required by ~~set forth in~~ the City's fee schedule.



Planning Commission

STAFF REPORT

AGENDA ITEM
#3

TO: Clearfield City Planning Commission

FROM: Tyson Stoddard, Planner
tyson.stoddard@clearfieldcity.org
(801) 525-2718

MEETING DATE: Wednesday, December 4th, 2024

SUBJECT: Discussion and Possible Action on **CUP 2024-1101**, a conditional use permit request by Jacob Hancey with Community Options to operate a Group Home for Persons with a Disability at the subject location. **Location:** 438 North Vine Street (TIN: 14-095-0042). **Parcel Area:** 0.18 Acres **Zone:** R-1-8 (Residential). **(Administrative Action).**

RECOMMENDATION

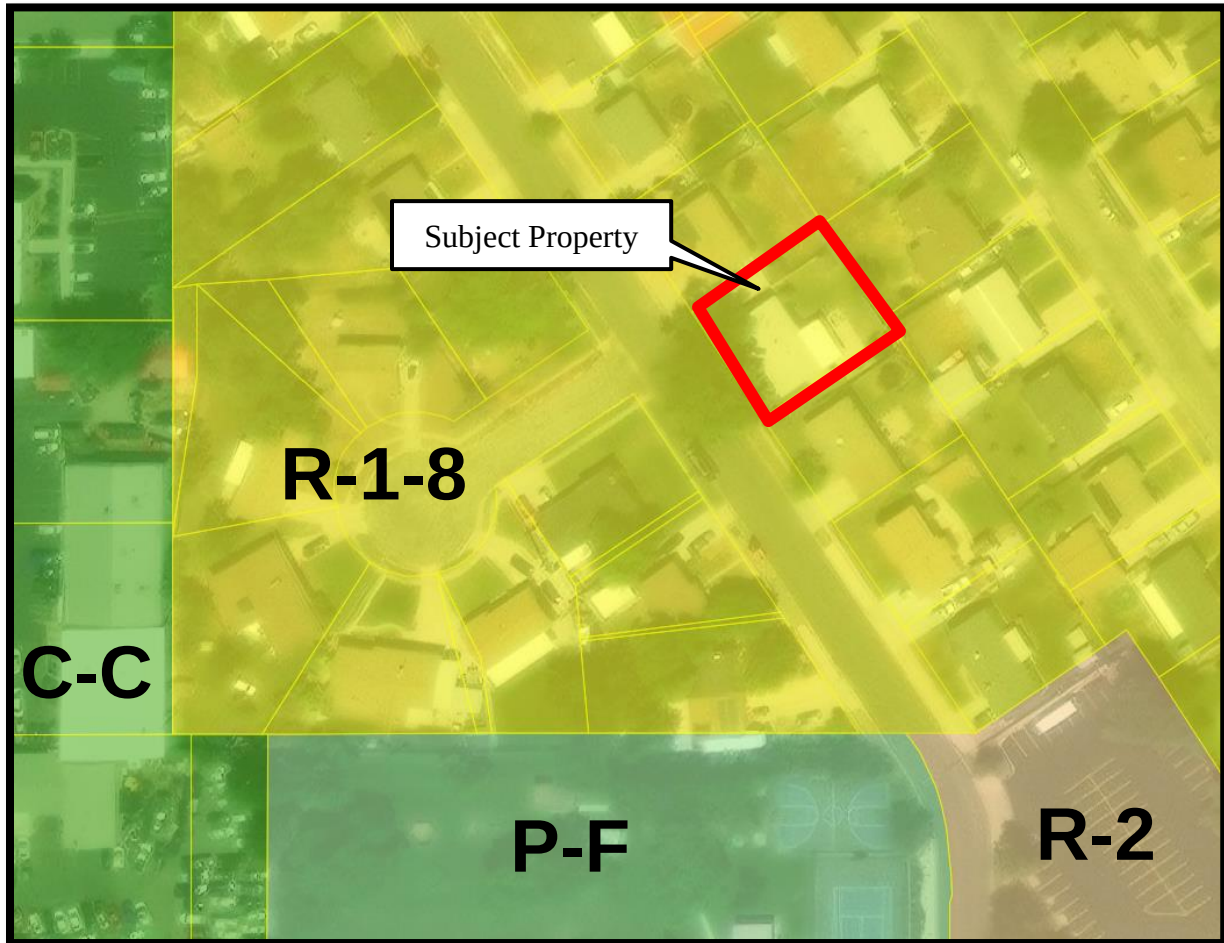
Staff recommends that the Planning Commission **approve as conditioned, CUP 2024-1101**, a conditional use permit request by Jacob Hancey with Community Options to operate a Group Home for Persons with a Disability at the property addressed 438 North Vine Street (TIN: 14-095-0042). This recommendation is based on the findings and discussion in the Staff Report.

PROJECT SUMMARY

Project Information	
Project Name	Community Options Group Home
Site Location	438 North Vine Street
Parcel ID	14-095-0042
Applicant	Jacob Hancey
Property Owner	Community Options Inc.
Proposed Actions	Conditional Use Permit
Current Zoning	R-1-8 (Residential)
Parcel Area	0.18 Acres

Surrounding Properties and Uses:		Zoning District	General Plan Land Use Classification
North	Single-Family Residence	R-1-8 (Residential)	Residential
East	Single-Family Residence	R-1-8 (Residential)	Residential
South	Single-Family Residence	R-1-8 (Residential)	Residential
West	Single-Family Residence	R-1-8 (Residential)	Residential

Aerial Image and Zoning



BACKGROUND AND ANALYSIS

Jacob Hancey with Community Options is seeking conditional use permit approval to operate a Group Home for Persons with a Disability at this location in compliance with Clearfield City Code Standards. The proposed home would allow individuals with a physical or developmental disability to live in the home under 24/7 supervision. The staff would include at least one (1) supervising employee on site at any given time. The applicant reports that there will be up to five (5) residents at the location, which complies with Clearfield's Code standard that allows up to eight (8) individuals to be cared for in a group home with conditional use permit approval.

CONDITIONAL USE PERMIT REVIEW

The zoning of the property is R-1-8 (Residential), which is a zone that requires a conditional use permit for group homes that will house more than three (3) unrelated persons. Conditional uses are allowed upon compliance with the Clearfield City Code and by obtaining conditional use permit approval from the Planning Commission.

Group Home Facilities

Section 11-13-21 of Clearfield City Code gives standards for group home facilities in the city. Among the standards are requirements that adequate off-street parking is provided, and that the home's structure

and landscaping are consistent with the residential character of the neighborhood. The property will be used as it is currently, with no landscaping changes or remodeling of the home being proposed.

Site Parking

The home does not have a garage but has a carport and driveway with additional gravel parking adjacent to the driveway. Staff estimates that the site can accommodate up to four (4) vehicles parked off-street. The applicant states that the existing driveway and gravel parking is sufficient for their day-to-day needs. There may be once a month where potential clients tour the home, and one (1) or two (2) extra cars would be parked on the street for a short period of time. Occasional on street parking for a short amount of time is consistent with a typical single-family neighborhood, and is not out of the ordinary for a residential use. Staff determines that there is sufficient parking for the group home and that no additional off-street parking is required.

REVIEW CONSIDERATIONS

Conditional Use Permit Review

Clearfield Land Use Ordinance Section 11-4-4 establishes the following review considerations that the Planning Commission shall review while determining to approve Conditional Use Permits.

REVIEW CONSIDERATION		STAFF ANALYSIS
CONSIDERATIONS: The Land Use Authority may allow a conditional use to be located in any zoning district in which the particular use is allowed as a conditional use by this title. In authorizing any conditional use, the Land Use Authority shall impose such requirements and conditions to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with the applicable standards provided in this chapter or elsewhere in this title necessary for the protection of adjacent properties and the public welfare. The Land Use Authority shall determine the following:		
1)	<i>At the specified location, [the proposed use] is in harmony with the general intent and purpose of the Clearfield City General Plan and the applicable zoning district regulations;</i>	The proposed use is in harmony and compliance with the General Plan and zoning ordinance regulations.
2)	<i>[The proposed use] is necessary or desirable to provide a service or facility which will contribute to the general well-being of the community and neighborhood;</i>	The proposed use delivers a necessary service to provide housing and care for persons with disabilities and will contribute to the general well-being of the community.
3)	<i>Such use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity; and</i>	The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity.
4)	<i>Conditions imposed by the Land Use Authority are based upon ordinance standards outlined in this title [Title 11, Land Use] or as otherwise determined</i>	The proposed conditions are based upon ordinance standards.

	<i>to be necessary by the City Engineer, Building Official, or any applicable State or Federal Agency according to adopted standards of those fields of expertise.</i>	
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CITY DEPARTMENT / AGENCY REVIEW

The plans were shared for review amongst planning, engineering, and building staff. They were also shared with the North Davis Fire District. There were no comments or concerns with the proposed use.

PUBLIC COMMENT

Public notice was placed on the property on November 25th, 2024. Staff received a phone call from a resident of the neighborhood who asked what the notice was for and if the group home for people with disabilities could turn into a rehabilitation facility in the future. Staff explained that the only type of group homes permitted are for people with disabilities or the elderly, and a rehabilitation facility would not be allowed.

CONDITIONS OF APPROVAL

The following conditions of approval are part of the conditional use permit approval of this group home. None of the conditions shall be interpreted to limit any reasonable accommodation necessary to allow occupancy of a residential facility for persons with a disability.

- 1) The applicant shall obtain a Clearfield City business license for the group home.
- 2) The facility shall not undergo structural or landscaping alterations that would change the structure's residential character.

ATTACHMENTS

1. Site Images

438 VINE STREET - IMAGES





CLEARFIELD CITY PLANNING COMMISSION 2025 APPLICATION DEADLINES & MEETING DATES

APPLICATION DEADLINE	MEETING DATE
December 11, 2024	January 8, 2025
January 8, 2025	February 5, 2025
February 5, 2025	March 5, 2025
March 12, 2025	April 9, 2025
April 9, 2025	May 7, 2025
May 7, 2025	June 4, 2025
June 4, 2025	July 2, 2025
July 9, 2025	August 6, 2025
August 6, 2025	September 3, 2025
September 3, 2025	October 1, 2025
October 8, 2025	November 5, 2025
November 5, 2025	December 3, 2025

*A second Planning Commission may be held on the third Wednesday of the month if necessary.

Incomplete applications **WILL NOT** be accepted and scheduled for a Planning Commission meeting. Complete applications must meet **ALL** of the requirements on the applications checklist unless otherwise noted by City Staff.

All applications for *new development* shall be reviewed in a Development Review Meeting prior to any application being submitted and scheduled for a Planning Commission meeting. Please contact the Planning Division at 801-525-2780 or email to planning@clearfieldcity.org to schedule a time during the next Development Review Meeting.