

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 PM WORK SESSION  
September 17, 2024

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Pro Tem Karece Thompson

PRESENT: Councilmember Tim Roper, Councilmember Dakota Wurth

ABSENT: Councilmember Nike Peterson, Councilmember Megan Ratchford, Mayor Mark Shepherd

STAFF PRESENT: Assistant City Manager Spencer Brimley, Community Services Director Eric Howes, City Attorney Stuart Williams, Communications Manager Shaundra Rushton, Senior Planner Brad McIlrath, Public Works Director Adam Favero, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor, Public Works Deputy Director Braden Felix

VISITORS: None

Mayor Pro Tem Thompson called the meeting to order at 6:01 p.m.

UPDATE ON THE CONTENT AND DIRECTION OF THE CLEARFIELD CITY DOWNTOWN MESSAGING PROJECT

Shaundra Rushton, Communications Manager, provided an update on the Downtown Messaging Package staff was working on as part of FY24 Council Initiatives. She showed the Council the website that was being created to release to the City's website. She asked Council for feedback on items that needed to be addressed or added to the timeline. She asked them for any questions they received from residents that should be included in the FAQ section. The Council discussed various projects in the City that they thought could be included as a success story that could be included in the FAQ section.

DISCUSSION ON REGULATIONS FOR ACCESSORY DWELLING UNITS IN CLEARFIELD CITY

Brad McIlrath, Senior Planner, led a discussion on Accessory Dwelling Units (ADU). He began by explaining that changes were needed to the City's Code for Internal Accessory Dwelling Unit (IADU), which had been permitted in Clearfield City since September 2021, due to legislative updates to State Code in 2023 which restricted regulations.

He reviewed examples of different types of ADUs from resources obtained from AARP. He reviewed current regulations which only allowed IADUs for lot sizes of 6,000 square feet or less, separate living areas defined and required, and owner occupancy. He compared Clearfield's

requirements against Syracuse City, Layton City, and Murray City. Mr. McIlrath requested any questions or ideas from Council.

Councilmember Thompson asked if cities with detached ADUs charged impact fees. Mr. McIlrath did not see any impact fees other than Syracuse allowing a secondary utility account. Councilmember Thompson considered running an ADU as a commercial opportunity and saw the potential for impact fees. He wondered if there was equality in the law with impact fees and other commercial sites. Mr. McIlrath said there was a counterargument from the affordability community, where requiring impact fees would make it less affordable. He thought removing impact fees for ADUs was a strategy that could be selected on the Moderate Income Housing Plan. Braden Felix, Deputy Public Works Director, thought that they could look at an ADU as a high density and charge 82% of standard ERU impact fee, which was the same as an apartment unit. Councilmember Wurth thought there was merit to that approach due to the older infrastructure in the City and the unknown impact on the pipes, he thought it was valuable to be proactive. Mr. Felix pointed out that the most recent Impact Fee Study did not incorporate ADUs, but looked at open spaces and anticipated a certain density for them, so the City might need to consider an amendment in the future. Councilmember Thompson acknowledged there were aspects that would impact a homeowner financially but needed to have respect for the infrastructure. Councilmember Wurth said the plan Farmington City had implemented included a three-year sunset period to assess the impact of expanding the availability of ADUs. He thought the cost for building an ADU was prohibitive, but Farmington created the opportunity for owners to subdivide the lot so the ADU could be sold separately. He was interested in pursuing it further but wanted to do it in an intentional way.

Councilmember Thompson did not want the community to subsidize the impact of an ADU. Mr. McIlrath stated he did not see any difference between an IADU and ADU due to the building requirements for separate control systems. He said Murray City required hard wired, interconnected smoke alarms. Councilmember Thompson liked the requirement for a separate utility bill. He suggested a small utility tax or grandfathered tax for first year to monitor infrastructure costs to ensure the City was not overly subsidizing the endeavor. Spencer Brimley, Assistant City Manager, said staff needed to be mindful of square footage minimum requirements due to the unique nature of lots in Clearfield City. Councilmember Wurth was excited by the prospect of allowing for incremental housing development where it was possible. He envisioned an amalgamation of Layton's and Farmington's ordinance. He pointed out that Farmington had allowed permitted ADUs over the last 20 years and had received less than 20 requests. Mr. McIlrath pointed out they had seen a proliferation of ADUs in the Fieldstone Homes Heritage East Subdivision. Fieldstone Homes was marketing its floor plans with an ADU option.

There was discussion of possible limits that could be considered. Councilmember Wurth asked if height could be limited. Mr. McIlrath pointed out a common standard was the height of the house or 20 feet whichever was less. Councilmember Thompson was okay with the height of house or below as a standard. Councilmember Wurth wanted the architectural style to match the primary residence. Mr. McIlrath said staff could bring the discussion back when the mayor and the two other councilmembers could be included in the discussion. It would be put on as an upcoming item in a work session.

**DISCUSSION ON APPOINTING AN ALTERNATE MEMBER TO THE PLANNING COMMISSION**

Mayor Pro Tem Thompson tabled the item until other councilmembers could be present. It would be placed on a future agenda.

**DISCUSSION ON THE UDOT MASTER AGREEMENT AND OUTSIDE ENGINEERING AGREEMENT FOR THE FUTURE UTA DOUBLE TRACK PROJECT ALONG DEPOT STREET FROM 200 SOUTH TO 350 SOUTH**

Braden Felix, Deputy Public Works Director, explained that the Utah Transit Authority (UTA) and the Utah Department of Transportation (UDOT) were partnering with federal funds to add another set of tracks from Clearfield Station to 2300 North. He said the biggest impact in Clearfield City was on Depot Street from 350 South to 200 South. He said the reconstruction of 350 South currently taking place took those changes into consideration and it would tie nicely with the shifted road be constructed at their cost. He explained that the Master Agreement outlined that UDOT would be completing the third-party work at its cost. He said if there were any betterments, the City would have to pay for those items. He mentioned that the street was mapped as having a bicycle lane in the Active Transportation Implementation Plan and the City would likely need to add that bike lane. Adam Favero, Public Works Director, pointed out that street lights would be considered a betterment. Additionally, Mr. Felix informed Council of the Outside Engineering Reimbursement Agreement – if any outside engineering work was needed because of the double track project, the City would be reimbursed by UDOT. He was not sure if it would be needed, but staff wanted it in place just in case. He said the item would be put on the agenda for the September 24, 2024 policy session for approval.

**Councilmember Wurth moved to adjourn at 7:36 p.m., seconded by Councilmember Roper.**

**RESULT: Passed [3 TO 0]**

YES: Councilmember Roper, Councilmember Wurth, Mayor Pro Tem Thompson

NO: None

ABSENT: Councilmember Peterson, Ratchford

**APPROVED AND ADOPTED  
This 26<sup>th</sup> day of November 2024**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, September 17, 2024.

/s/ Nancy R. Dean, City Recorder