

**CLARKSTON TOWN CORP.  
ORDINANCE 25-01**

**AN ORDINANCE AMENDING TITLE 11 CHAPTER 9 SECTION 4;  
CONDITIONS FOR APPROVAL OF A MINOR SUBDIVISION AND TITLE  
11 CHAPTER 9 SECTION 6; RESTRICTION ON FURTHER SUBDIVISION  
WITHOUT PLAT**

WHEREAS, the Clarkston Town Council has adopted and passed the Ordinances of the Town, which continue in force and effect and include the Clarkston Town Municipal Code; and

WHEREAS, Clarkston Town has determined that there is a need to update, repeal, amend and/or modify certain provisions contained in the referenced Municipal Code.

NOW THEREFORE BE IT ORDAINED, that the Town Council of Clarkston, Utah, hereby adopts, passes and publishes the following:

**See Exhibit A**

THIS ORDINANCE shall become effective upon its adoption and posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Clarkston Town Municipal Code referred to above.

Adopted and approved by motion from Councilmember M. Stephensen and seconded by Councilmember M. Kelly.

Dated this 7th day of January, 2025.

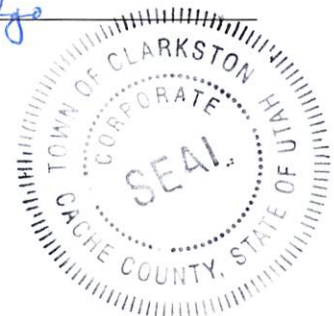
Roll Call Vote:

Mayor Hidalgo	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember M. Stephensen	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember A. Hanover	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember M. Kelly	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember J. Petersen	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent

N. Craig Hidalgo  
MAYOR

ATTEST:

Kristi Hidalgo CLERK



## **Exhibit A**

### **CHAPTER 9 - MINOR SUBDIVISIONS**

#### **11-9-1: GENERAL PURPOSE:**

The intent of the minor subdivision process is to allow for small subdivisions to be processed as quickly as possible in accordance with Town Code.

#### **11-9-2: DEFINITIONS:**

##### **MINOR SUBDIVISION:**

As used and further defined in Chapter 11-9, any subdivision creating not more than three (3) lots, fronting on an existing street, not involving any new street or road or the extension of municipal facilities or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the General Plan, Official Map, and any regulations established in the Clarkston Town Code.

#### **11-9-3 APPLICABILITY:**

The procedures set forth in this Chapter shall govern the processing of, and the requirements pertaining to, minor subdivisions, and shall take precedence over any other provisions of this Title to the contrary.

#### **11-9-4 -CONDITIONS FOR APPROVAL OF A MINOR SUBDIVISION:**

In order to approve a minor subdivision, the following conditions must be met:

- A. The minor subdivision must not result in the creation of more than three (3) parcels, including the parent parcel.
- B. The area to be subdivided must have frontage on existing, improved streets and be immediately adjacent to existing utilities. No minor subdivision shall be approved if it requires the dedication of land for street rights-of-way or other public purposes along any edge of the subdivided lots, including streets identified in the Clarkston Town Master Plan.
  - 1. Improved Streets: For the purposes of this ordinance, frontage must be on existing paved streets in public rights of way, built per town specifications which excludes dirt roads and all other unimproved roadways.
- C. The minor subdivision must conform to the general character of the surrounding area according to the Clarkston Town Master Plan for roads, water, and town development. These plans are generally updated every 5 (five) years. New lot lines must align with the Clarkston Town Master Plan for roads, water, and town development and the general pattern of existing lot lines.

- D. Lots created shall not adversely affect the remainder of the parcel or adjoining property and shall conform to the applicable provisions of the land use ordinance.
- E. Utility easements shall be provided as needed.
- F. The minor subdivision shall not require any changes to existing infrastructure.
- G. A minor subdivision must be in compliance with the improvement standards outlined in chapters 11-6 and 11-7 of this Title.
- H. The minor subdivision application must include all the elements of a complete application under 11-8-7, except that a minor subdivision application shall not require a plat.
  - 1. An applicant shall submit to the Town—in place of a plat—both:
    - a. A record of survey map that illustrates the boundaries of the parcels; and
    - b. A legal metes-and-bounds description that describes the parcels illustrated by the survey map.
  - 2. If the Town approves a subdivision application based on a record of survey map and metes-and-bounds description, the applicant shall record the map and description, signed by the Town, with the County Recorder's Office. This shall be done in the same manner as is done for a plat under Section 11-4-8, except that the City shall also provide the notice required in Utah Code §10-9a-605(1).

#### **11-9-5 PROCEDURE:**

Applications for a minor subdivision shall be reviewed and approved in the manner described in Chapter 11-8 of this Title.

#### **11-9-6 RESTRICTION ON FURTHER SUBDIVISION WITHOUT PLAT:**

Real property that has been subdivided as a minor subdivision under this Section, both the parent parcel and the parcel which was subdivided from the parent parcel, may not be further subdivided pursuant to a minor subdivision for three years from the submission of the original application for minor subdivision. Any further subdivision of any property that has been subdivided pursuant to a minor subdivision must be completed in accordance with this Title, and all property that was part of the minor subdivision must be included in, and be made part of, the plat and application for any subsequent subdivision.

## RESOLUTION 25-01

### A RESOLUTION ESTABLISHING A TIME AND PLACE FOR HOLDING REGULAR COUNCIL MEETINGS.

NOW THEREFORE BE IT RESOLVED by the governing body of the municipality of Clarkston Town that regular meetings will be held as follows:

The governing body shall conduct regular Town Council Meetings which shall be held on the First and Third Tuesday of each month at the

CLARKSTON TOWN HALL  
24 South Main  
Clarkston, Utah

in which meetings shall begin promptly at 7:00 p.m. If the meeting date is a legal holiday, the meeting shall be held at the same time and place above described on the next Tuesday following that is not a legal holiday.

A copy of the Annual Meeting Schedule for the Clarkston Town Council is attached and labeled as "Exhibit A".

The Clarkston Town Hall will be closed for all legal state and federal holidays and from December 23, 2025, through January 2, 2026.

Dated this 7th day of January, 2025.

#### Roll Call Vote:

Mayor Hidalgo	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember M. Stephensen	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember A. Hanover	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember M. Kelly	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent
Councilmember J. Petersen	<u>X</u> Aye	<u>  </u> No	<u>  </u> Abstain	<u>  </u> Absent

N. Craig Hidalgo  
MAYOR

ATTEST:

Kristi Hidalgo  
CLERK



# “ EXHIBIT A ”

## SCHEDULE OF REGULAR COUNCIL MEETINGS FOR THE CLARKSTON TOWN COUNCIL

### COUNCIL MEETINGS

JANUARY 7, 2025  
FEBRUARY 4, 2025  
MARCH 4, 2025  
APRIL 8, 2025  
MAY 6, 2025  
JUNE 3, 2025  
JULY 1, 2025  
AUGUST 5, 2025  
SEPTEMBER 2, 2025  
OCTOBER 7, 2025  
NOVEMBER 11, 2025  
DECEMBER 2, 2025

### WORK SESSIONS

JANUARY 21, 2025  
FEBRUARY 18, 2025  
MARCH 18, 2025  
APRIL 22, 2025  
MAY 20, 2025  
JUNE - PONY EXPRESS  
JULY - NO WORK SESSION  
AUGUST 19, 2025  
SEPTEMBER 16, 2025  
OCTOBER 21, 2025  
NOVEMBER - HOLIDAY  
DECEMBER – HOLIDAY



# Clarkston Town 2025

## Responsibility Matrix

Mayor N. Craig Hidalgo	Council Member McCall Stephensen	Council Member Jared Petersen	Council Member Adam Hanover	Council Member Mike Kelly
Fire & Rescue	Mayor Pro Tempore	Roads	Planning Commission	Cemetery
Mosquito Abatement (CMAD)	Treasurer	Parks, Sports, & Recreation	Water	Emergency Management
Cache Council of Govt. (COG)	Pony Express Celebration Chair	Float & Parades	Pony Express Logistics	Cache County School District
Cache Waste Consortium	Youth Council	Pony Express Race		Pony Express Parade
Town Employees & Volunteers				
Council\Employee Social				
Pony Express Opening Ceremony				
County Liaison				

### Town Employees & Volunteers

- **Town Clerk** - Kristi Hidalgo (Public Information Officer (PIO) / Town Council Meetings / Accounts Payable / Payroll / General Ledger / Budgeting / Civic Center / Town Website)
- **Deputy Clerk** - Holly Jones (Planning Commission / Cemetery / Cash Receipting / Utility Billing / Water Reports / Animal Control / Town Website)
- **Roads** - Russ Davis / Leon Paskett
- **Cemetery** - Jeremy Hidalgo
- **Parks** - Margie Archibald
- **Water Operator** - Bryan Goodsell
- **Custodial** - Margie Archibald
- **Fire Department** - Chief Casey Andersen / Asst Chief Dan Smith (Fire) / Asst Chief Rod Buttars (EMT)
- **Town Historian** - Annette Summers
- **Sports Coordinators** - **Open Slot**
- **Planning Commission** - Austen Powell / Jeremy Hidalgo / **Open Slot**
- **Youth Council Citizen Rep** - Diana Clark

CLARKSTON TOWN CORP.  
APPLICATION FOR BUSINESS LICENSE

NAME OF BUSINESS CMS  
NAME OF APPLICANT Stephen MORELAND  
MAILING ADDRESS PO Box 276 Clarkston UT 84305  
APPLICANT'S PHONE NUMBER 801 499 6130  
BUSINESS ADDRESS PO Box 276 Clarkston UT 84305  
APPLICATION IS FOR: ☒ New Business ☐ Temporary Business ☐ Renewal  
LICENSE FEE: \$15.00 per year (resident)

DESCRIPTION OF BUSINESS (include nature of business, parking requirements, and projected monthly sales.) Handyman Services Repair, install, Remove Flooring, Walls  
EXTERIOR CLEANUP and Beautification, Resale - OFF SITE - Billing & NOICE  
OFFICE ONLY

PEDDLERS, SOLICITORS, & TRANSIENT MERCHANTS FEE:  
(\$5.00/day; \$10.00/week; \$20.00/month; \$100.00/year)

Business to be located at: \_\_\_\_\_

For the following days: \_\_\_\_\_

RENEWAL

Renewals are due prior to January 31<sup>st</sup>. If renewal applications are not received in the Clarkston Town Office on or before March 31<sup>st</sup>, a penalty of \$50.00 will be assessed.

CERTIFICATE

I HEREBY CERTIFY the above information is a true and accurate statement, to the best of my knowledge and belief.

Dated this 5th day of December, 20 24

\_\_\_\_\_  
Applicant or Authorized Agent

BUSINESS LICENSE APPLICATION

12/11/2024

Date Approved

\_\_\_\_\_  
Planning/Zoning Chairman

CLARKSTON TOWN COUNCIL APPROVAL

Date 7 January 2025

N. Craig Hildebrand  
Mayor

CONDITIONAL USE PERMIT: Yes ☐ No ☐

Conditions:

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_

\*See addendum if more than 5 conditions.





Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-70-250 PARK GENERAL</b>							
855	JEREMY HIDALGO	121924	MILEAGE	12/19/2024	11.79	11.79	12/19/2024
219	ROCKY MOUNTAIN POWER	120324	UTILITIES	11/18/2024	104.14	104.14	12/04/2024
201	SMITHFIELD IMPLEMENT	2412-158117	PARK SUPPLIES	12/16/2024	14.98	14.98	12/19/2024
<b>10-70-800 CONTRACT SERVICES - MOWING</b>							
848	DISTINCTIVE LANDSCAPE	8831	LAWN CARE	12/12/2024	270.00	270.00	12/19/2024
<b>10-70-820 CIVIC CENTER UTILITIES</b>							
189	ENBRIDGE GAS	120324	UTILITIES	11/20/2024	88.57	88.57	12/04/2024
219	ROCKY MOUNTAIN POWER	120324	UTILITIES	11/18/2024	151.00	151.00	12/04/2024
<b>10-70-840 CIVIC CENTER SUPPLIES/MAINT</b>							
307	BEAZER LOCK & KEY	695433	TOWNHALL/CIVIC CENTER KEY	10/14/2024	119.49	119.49	12/19/2024
Total PARKS & RECREATION:					759.97	759.97	
Total GENERAL FUND:					17,699.90	17,699.90	
<b>Capital Projects Fund</b>							
<b>41-40-110 NEW TOWN HALL - ADMIN DEPT.</b>							
916	VISA	121624	TOWN HALL SHELVEING	11/01/2024	873.42	873.42	12/19/2024
916	VISA	121624	TOWN HALL/CIVIC CENTER RU	11/01/2024	566.37	566.37	12/19/2024
Total :					1,439.79	1,439.79	
Total Capital Projects Fund:					1,439.79	1,439.79	
<b>WATER FUND</b>							
<b>WATER DEPARTMENT</b>							
<b>51-81-240 OFFICE SUPPLIES &amp; EXPENSE</b>							
935	KRISTI RASMUSSEN	121624	UTILITY REFUND	12/16/2024	17.00	17.00	12/19/2024
289	RURAL WATER ASSOCIATION O	22567	ANNUAL DUES	12/18/2024	603.00	603.00	12/19/2024
916	VISA	121624	WATER STATEMENTS	11/01/2024	407.09	407.09	12/19/2024
916	VISA	121624	CERTIFIED MAILINGS	11/01/2024	26.85	26.85	12/19/2024
<b>51-81-255 FUEL &amp; OIL</b>							
189	ENBRIDGE GAS	120324	UTILITIES	11/20/2024	26.67	26.67	12/04/2024
<b>51-81-270 UTILITIES</b>							
219	ROCKY MOUNTAIN POWER	120324	UTILITIES	11/18/2024	90.01	90.01	12/04/2024
<b>51-81-350 CONTRACT SERVICES</b>							
934	ROCKWELL SUPPLY, INC	1426	MOVE WATER EQUIPMENT TO	12/16/2024	990.00	990.00	12/19/2024
<b>51-81-610 MISCELLANEOUS SUPPLIES</b>							
307	BEAZER LOCK & KEY	695433	TOWNHALL/CIVIC CENTER KEY	10/14/2024	119.49	119.49	12/19/2024
<b>51-81-720 WATER SYSTEM REPAIRS &amp; MAINT</b>							
209	THATCHER COMPANY, INC.	202410011797	CHLORINE	11/18/2024	1,936.00	1,936.00	12/04/2024
<b>51-81-730 WATER PROJECT</b>							
207	SUNRISE ENGINEERING, INC.	0148612	MYLAR SPRINGS IMPROVEME	12/03/2024	1,241.00	1,241.00	12/19/2024
Total WATER DEPARTMENT:					5,457.11	5,457.11	
Total WATER FUND:					5,457.11	5,457.11	
<b>PERPETUAL CARE FUND</b>							
<b>PERPETUAL CARE DEPARTMENT</b>							
<b>71-40-710 MAINTENANCE</b>							
175	LOWES	978522	CEMETERY MISC	11/01/2024	77.71	77.71	12/04/2024
<b>71-40-810 MISC/IMPROVEMENTS</b>							
203	SQUARE ONE PRINTING	449373	CEMETERY BOOKLETS	12/05/2024	126.83	126.83	12/19/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PERPETUAL CARE DEPARTMENT:					204.54	204.54	
Total PERPETUAL CARE FUND:					204.54	204.54	
Grand Totals:					24,801.34	24,801.34	

Dated: 7 January 2025Mayor: N. Cruz HidalgoCity Council: M. Kelly[Signature]  
[Signature]  
[Signature]City Recorder: Kristi Hidalgo

## Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.