



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
April 22, 2025 - POLICY SESSION

Meetings of the City Council 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 by the City Council for electronic meetings.

55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Pledge of Allegiance
Solemn Moment of Reflection
Council Member Wurth

APPROVAL OF MINUTES:

January 28, 2025 – work session
March 25, 2025 – policy session
April 8, 2025 – policy session

SCHEDULED ITEMS:

1. **OPEN COMMENT PERIOD**

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic or issue relevant to the city. To be considerate of everyone at this meeting, public comment will be limited to three minutes per person. Participants are to state their names for the record. Comments, which cannot be made within these limits, should be submitted in writing to the City Recorder at nancy.dean@clearfieldcity.org.

The Mayor and City Council encourage civil discourse for everyone who participates in the meeting.

2. **CONSIDER APPROVAL OF A PROCLAMATION DECLARING APRIL 25, 2025 AS ARBOR DAY IN CLEARFIELD CITY**

BACKGROUND: Clearfield City will celebrate Arbor Day on Friday, April 25, 2025. The City supports all efforts to plant and protect trees within its boundaries because trees are valuable to the City's environment. Clearfield has received the "Tree City USA" designation for the past 30

years. Community Services Director, Eric Howes, requests the date of April 25, 2025, be officially declared “Arbor Day” in the City of Clearfield.

RECOMMENDATION: Approve the Proclamation officially declaring April 25, 2025 as “Arbor Day” in the City of Clearfield and authorize the mayor’s signature to any necessary documents.

3. CONSIDER APPROVAL OF RESOLUTION 2025R-06 APPROVING THE POLLING LOCATION AND VOTE CENTERS FOR THE MUNICIPAL ELECTIONS ON AUGUST 12, 2025 AND NOVEMBER 4, 2025

BACKGROUND: The City will be holding municipal elections for the mayor position and two city council positions this year. Utah Code Annotated § 20A-5-403 and § 20A-3a-703 requires the election officer to designate the polling location and vote centers at least 90 days prior to an election with the governing body’s approval. Davis County desires to be consistent in identifying polling locations and vote centers each year so there will be less voter confusion.

RECOMMENDATION: Approve Resolution 2025R-06 approving the polling location and vote centers for the Municipal Elections on August 12, 2025 and November 4, 2025, and authorize the mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

- A. Mayor's Report
- B. City Council's Reports
- C. City Manager's Report
- D. Staffs’ Reports

****ADJOURN AS THE CITY COUNCIL****

Dated April 16, 2025.

/s/Chersty Titensor, Deputy 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 801-525-2714, giving her 48-hour notice.

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 Nancy Dean at Clearfield City, Nancy.dean@clearfieldcity.org & 801-525-2700.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK SESSION
January 28, 2025

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Councilmember Karece Thompson, Councilmember Nike Peterson,
Councilmember Tim Roper, Councilmember Megan Ratchford, Mayor Mark Shepherd,
Councilmember Dakota Wurth

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager & Economic Development
Director Spencer Brimley, Community Services Director Eric Howes, City Attorney Stuart
Williams, Police Chief Kelly Bennett, Community Relations Director Shaundra Rushton,
Senior Planner Brad McIlrath, Public Works Director Adam Favero, Community Development
Director Stacy Millgate, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Nicole Visconti – S-Devcorp

Mayor Shepherd called the meeting to order at 6:03 p.m.

APPROPRIATION OF FOUND OR MISLAID PROPERTY AS PUBLIC INTEREST USE BY
A GOVERNMENT AGENCY

Kelly Bennett, Police Chief, explained that the Police Department processed mislaid, stolen, lost and found property and held it in the evidence room until it could be released to the rightful owner. By State statute, it should be released within 90 days. If the individual could not be found, then the City was required to post a notice on the public notice website. Once the process was completed, the Police Department could destroy any unclaimed property, reallocate it for public use, or other possibilities based on the type of property it was.

Chief Bennett explained that after their efforts to locate owners of remaining monies, there was \$2,300 unclaimed. Chief Bennett requested that the City Council approve a reallocation of the money for public interest, specifically for the upcoming Cops and Cars community event. He said the department's policy would be updated and he would return periodically to perform this function. He said there would be a resolution created if Council agreed. There was a discussion regarding the processes for ongoing court cases, any caps to amounts that were held, and whether the money's owners were identifiable. The Council appeared to agree to the reallocation of the unclaimed property to the Cops and Cars community event.

DISCUSSION ON A ZONING MAP AMENDMENT REQUEST TO REZONE THE
PROPERTY LOCATED AT 460 WEST 1700 SOUTH FROM M-1 (MANUFACTURING) TO
C-2 (COMMERCIAL)

Brad McIlrath, Senior Planner, informed the Council of an applicant's request to rezone the property at 460 West 1700 South from M-1 to C-2 to be used for an automobile dealership. He pointed out that the General Plan recommended the property as commercial. He showed the General Plan and Current Zoning maps. He said the Planning Commission forwarded approval. The Council seemed to approve the request.

DISCUSSION ON A GENERAL PLAN AND ZONING AMENDMENT REQUEST TO CHANGE THE DESIGNATION OF THE REAR FOUR ACRES OF THE PROPERTY LOCATED AT 175 WEST ANTELOPE DRIVE FROM COMMERCIAL TO RESIDENTIAL AND REZONE THE SAME FROM C-2 (COMMERCIAL) TO R-3 (RESIDENTIAL) AND KEEP THE REMAINING FRONT TWO-PLUS (2+) ACRES ZONED AS C-2 (COMMERCIAL)

Brad McIlrath, Senior Planner, presented the General Plan and zone amendments request for the property at 175 West Antelope Drive. He explained that the front two (2) acres would remain commercial, with townhome development on the rear four (4) acres. He showed the General Plan and Zoning maps for the property. He showed the Concept Site Plan. Nicole Visconti, from S-Devcorp was present for the meeting. She said she had reached out to the Davis School District to discuss a flip flop on property to accommodate additional access for the development. It was proposed to shift the school parking lot south to accommodate the proposed access point to the north of the parking lot instead. She said they had spoken with the car wash as well to discuss sharing access to Antelope Drive with its property. Mr. McIlrath said the concept design was based on initial feedback from UDOT and the possible constraints they could impose. He said access could be addressed as part of the process if the General Plan and zoning amendments were approved. He showed the proposed floor plan and renderings. He reviewed Staff's analysis of the General Plan and zoning analysis. He said the conceptual plan included 11.5 units per acre which was above the density allowed in R-2, but below the density allowed in the R-3 zone. He said a development agreement could be required. He reviewed the two strategies of the Moderate-Income Housing Plan which supported the request. Staff's recommendation was to approve the General Plan and zoning amendments and the Planning Commission forwarded a unanimous recommendation of approval.

Mayor Shepherd confirmed whether the townhomes proposed for the development were going to be a for-sale product. Ms. Visconti offered the background of S-Devcorp. She said the developers' plan was to offer for-sale, deed-restricted units. She said she would like to have an owner-occupied element for any future agreement.

Mayor Shepherd asked if the developers had ideas for the commercial pieces. Ms. Visconti said there were retail food users and auto users that had expressed interest, but the developers' plan was for a retail food user that wanted a stand-alone building by the access, then a double drive through with co-tenancy of two smaller retail food users. She also proposed one in-line multi-tenant retail with four users closest to the gas station.

Councilmember Ratchford asked if the developers had completed a traffic study due to the high traffic in the area. Councilmember Thompson thought the project would have a big impact on the community and the school. He pointed out the limited commercial space in the City.

Councilmember Wurth was excited about the development of a deed-restricted, for-sale product. He thought if the City was making a concession and preserving commercial space while providing a deed-restricted, for-sale product, which there was a big demand for, he was in favor of it. Ms. Visconti said the whole piece was under contract but it was hard to develop the whole site commercially. She encouraged Council to think about who the City would want to bring into the area. With the current zoning the possibilities were industrial flex buildings with big trucks circling in, which would also impact the school. The developer had considered the impact which had determined the way the site was laid out. Councilmember Thompson understood that currently getting financing for a commercial product was a higher risk than residential and there was safety in having the residential component. Councilmember Roper thought it was a great project and that it supported the way development was going and he liked the for-sale product. He stated that good development was needed in that section of the City.

Ms. Visconti asked whether the main concern was that traffic backed up on Antelope Drive. Councilmember Ratchford said her concern was the number of trucks using the route and greater congestion. Ms. Visconti pointed out that the driveways had a two-car parking space and built-in garages. The parking was discussed.

Councilmember Peterson informed Ms. Visconti that the area in question was in her neighborhood and stated that as an overall concept she could appreciate the challenge of having commercial use all the way to the back of the property and having an in-fill housing project was not something she opposed for the reasons brought up in staff's analysis regarding moderate income housing. She said she did not have any conflict with the pieces themselves, but as configured there were highly problematic elements that presented red flags to her. She said as configured, using the car wash as a secondary access was highly problematic due to the amount of traffic and challenges that existed on the corner lot and with a cross-access easement. She informed Ms. Visconti that during the summer months the queue for the car wash went back to the entrance, which would stack up even more on Antelope Drive. She said the sharing of access was a deal killer for her. She thought there were creative solutions that might solve the issue.

Councilmember Peterson thought shifting the access point on South Main Street with the School District was an interesting concept, but she was still concerned about having neighborhood access from the townhome development so close to an intersection with another apartment complex to the east which would introduce misaligned intersections near the queuing that impacted Antelope Drive. Ms. Visconti asked if the traffic problems were overlapping. Councilmember Peterson recommended looking at traffic studies but thought that sharing access with commercial use was as much a driver as the housing itself. The shared access of an existing structure with residential use would amplify the concern. If it was shared access for retail only and had complete restriction to the residential then having a South Main Street egress made more sense, but having a single ingress/egress would be another problem.

Councilmember Peterson said the Council had looked at R-3 level densities, but the current Council had historically discussed higher density developments tied to major corridors and job centers along State Street or Highway 193. She said they had not agreed to be so aggressive along Antelope Drive and in previous discussions about the property and properties in the region the Council had decided any in-fill development would be consistent with the characteristics of

the established neighborhood in density and height. She thought a three-story profiling had the same massing and impact on a neighborhood as traditional apartments and densities were nearing that level. She said she was not opposed to the housing type, and loved the idea of deed-restricted, owner-occupied housing, but families had invested in that community and as configured, the heights, densities and shared access with businesses created a lot of problems that would need to be addressed for her to support the project. She anticipated robust opposition from the neighborhood as configured. She said she was not opposed to townhomes, and did not want to demonize one type of housing over another, she loved owner-occupied housing and recognized the need for density and was not opposed to it. She said she was not necessarily opposed to the configuration if there was adequate traffic flow, but moving shared use of commercial and retail that close to two of the busiest streets in Clearfield, and that close to an intersection, would need some creative solutions. Mr. McIlrath acknowledged traffic issues on the corner and recommended a traffic analysis.

Mayor Shepherd pointed out that the density of eleven (11) units per acre was on the back four (4) acres of a six (6) acre parcel and thought it would not feel like a high density development with the parking lots around the commercial. Councilmember Peterson asked why he was creating a new metric for the proposed development when it was never done like that with other developments. Mayor Shepherd pointed out that the residential portion would potentially share parking with the commercial on the frontage. Councilmember Peterson had no opposition to the mixed-use and acknowledged the density needs of the City and the affordability of townhomes, but access was a big issue. She thought the heights would detract from placemaking and was concerned about how it would make residents feel. She said the massing on the buildings felt and operated more like apartment density. She pointed out that the Council had determined that there was adequate massing on that end of the City, so it had prioritized single-family detached as in-fill product. The proposed development was asking for a deviation from that. She said density projects needed to match existing neighborhoods with a similar massing type. She said they could make concessions on lot sizes, but if it still looked, acted and felt like apartments, this was a location that the Council previously said was not a great fit for that. She said it was not the housing type that she was concerned about but that on the south side of Antelope the existing neighborhood was two-story, single-family detached. She added that if the City was going to make a concession on zoning and require a development agreement then how could the developer match the consistency that the Council had in showing that the development would be consistent with the existing homes, as well as how would business and housing access be maintained without completely disrupting stuff. She thought if the developer could match those concepts, she would be happy to see it developed and new businesses and families come in.

Councilmember Peterson said that if the Council was being asked to amend zoning, the General Plan, and would have a development agreement, she asked that the developer solve the problems as communicated instead of asking Council to make concessions for less functionality than its current state. Councilmember Thompson brought up the Wilcox Farms development with 8.3 units per acre and thought that parcel presented as an ideal example of density. Ms. Visconti said she had seen surrounding developments with really small lots and small margins of detachment, and they were more expensive with higher square footage. She said they were open to various products, but the density would basically be the same to achieve the break-even point. She said they had landed on the proposed concept to try to keep the price point under \$400k. She pointed

out that with single-family detached homes the prices end up over \$500k. Councilmember Thompson asked if they had tried to access new financing with new programs from the State's Treasurer's office. Ms. Visconti said they had not pursued that funding. She said the developers' goal was to create a product that was nice, for sale, and affordable. She said the developer was flexible and open to conversation about changes.

Councilmember Peterson reiterated that single-family residential was the established type of housing in the neighborhood, but she did not oppose townhomes. She was concerned that the look, feel, and functionality of any new development matched the established single-family neighborhood. She was open to the possibility of acceptance if the developer could come up with something to match the neighborhood, acknowledging the possibility of Council impeding development when it gets fixated on a specific item when something else would work just as well. Councilmember Peterson asked that the developers come back with something that more closely matched – look, feel and massing – with the surrounding neighborhood. She did not want to dictate the type of housing but emphasized how it looked and felt with the established area and inherent disruption was important, but more importantly was the safety of traffic circulation because it was problematic with the currently established uses.

Councilmember Ratchford expressed her concern with the number of potential cars when she saw the number of parking spaces, which was 227 total, of which 81 were dedicated for retail and 147 spaces for residential. Councilmember Peterson said there would be anecdotal public clamor over the proposal. She recognized that anything new would be disruptive, and she was not looking for a no disruption solution but one that did not exacerbate existing problems. She said there would be very strong feelings about anything new in that area. She acknowledged it was not a reason for her to not recognize that it could benefit families with homeownership. She would not make things more difficult for the other five hundred (500) homes in the area for the sake of fifty (50) new homes because the City needed them. It still had to fit. She was not going to ask them to sacrifice function and safety because that was not an appropriate way to look at zoning determinations; it should not be a housing at all costs approach. She was looking for creative solutions without exasperating problems. She said the traffic impacts with the school were significant and having had a child hit by a car walking to that school motivated her to find the safest option when the developers started putting shovels in the ground. Ms. Visconti acknowledged the traffic issues and would order a traffic study.

Mr. McIlrath reminded the group that they were talking about a General Plan amendment and rezone so if there were to be a traffic study, that would become part of a development agreement process. He did not think at this stage all the issues would be resolved, but could be part of the process as a development agreement was negotiated. He asked the Council if conceptually, was the project something that the Council wanted to consider. Mr. Allen asked if it had enough potential. He said if the Council felt it did, any approval could be made contingent on a development agreement. He said if no agreement was made then the General Plan Amendment and rezone would be null and void. Mayor Shepherd thought that would make the most sense. Mr. McIlrath thought there were concerns that would have to be addressed no matter how the property was developed.

DISCUSSION OF REAPPOINTMENTS OF PLANNING COMMISSION MEMBERS

Brad McIlrath, Senior Planner, informed Council that the terms of Commissioner Bloomfield and Commissioner Wheeler on the Planning Commission would expire at the end of February 2025. Mayor Shepherd had sent a letter of appreciation to Commissioner Bloomfield for his service, but would not be reappointing him. Mr. Allen pointed out that an alternate would need to be appointed. No concerns were expressed from the Council.

Councilmember Wurth moved to adjourn at 6:58 p.m., seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVED AND ADOPTED
This day of 2025**

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, January 28, 2025.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
March 25, 2025

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mark Shepherd Mayor

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Megan Ratchford, Councilmember Dakota Wurth

ABSENT: Councilmember Karece Thompson

STAFF PRESENT: City Clerk Nancy Dean, Deputy City Recorder Chersty Titensor, City Manager JJ Allen, City Attorney Stuart Williams, Deputy Public Works Director Braden Felix, Community Services Director Eric Howes, Assistant City Manager Spencer Brimley, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Communications Manager Shaundra Rushton, Community Development Director Stacy Millgate, Attendee Allison Barnes

VISITORS: Danean Adams – Open Doors, Preston Lee – Wasatch Integrated Waste Management District, Sheri Lamb – Davis School District, Val Lopez – Davis School District

Mayor Shepherd convened the policy session at 7:04 p.m.

Mayor Shepherd explained that Councilmember Thompson had been excused and Councilmember Peterson would lead the opening ceremonies in his place.

APPROVAL OF MINUTES

January 28, 2025 – work session
January 28, 2025 – policy session
February 11, 2025 – work session
February 11, 2025 – policy session
February 18, 2025 – work session
February 25, 2025 – work session
February 25, 2025 – policy session

Councilmember Peterson called attention to the January 28, 2025 – work session discussion and asked that more of the discussion be included in the minutes to explain her comments regarding the proposed townhomes next to Antelope Elementary School.

She additionally pointed out a minor correction to the February 11, 2025 work session and asked that the word “funds” be included on the last paragraph on page one after the word enterprise – to clarify she was speaking of the Enterprise Funds.

Councilmember Peterson moved to remove the January 28, 2025 work session minutes to allow time for revisions to more fully explain her comments about townhomes next to Antelope Elementary school, approve the January 28, 2025 policy session minutes, approve February 11, 2025 work session minutes with the inclusion of the word “Fund” to clarify she was speaking of the Enterprise Fund, approve February 11, 2025 policy session minutes, February 18, 2025 work session minutes, February 25, 2025 work session minutes and the February 25, 2025 policy session minutes, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED ACTION PLAN AND THE 2025-2026 ONE-YEAR ACTION PLAN

Allison Barnes, CDBG Coordinator, explained that as an entitlement grantee of the Housing of Urban Development Community Development Block Grant funds, the City was required to create a 5-year Consolidated Plan and an Annual Action Plan. She explained that the Consolidated Plan provided direction on the investment of CDBG funds over the next five years, and the annual action plan detailed how the City would carry out the goals and objectives identified in the Consolidated Plan. She explained that HUD regulations required two public hearings in the development of the plans. This was the first public hearing to gather information from the public and to start the 30-day comment period. She said Clearfield City would receive approximately \$200k with the official amount being confirmed in May. The funds would be for July 2025 – June 2026. The steering committee was considering splitting the public service allotment equally (15%), administration cost (20%) and undetermined (65%).

Mayor Shepherd opened the public hearing at 7:10 pm

Community Organization Representatives addressed the Council.

Daneen Adams, from Open Doors, expressed appreciation for the City’s past support of the Circles Program. She explained the programs offered through their entity. She announced a big event called, “Together We Ball,” with the Clearfield Police Department which would be held on April 17, 2025.

Val Lopez, Director over Davis Community Learning Center and Sheri Lamb, Grant Writer for Davis School District attended to express appreciation for Clearfield’s support. Ms. Lopez described the programs provided through the Davis School District and Davis Community Learning Center.

Councilmember Wurth moved to close the public hearing at 7:17 p.m., seconded by Councilmember Roper.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING THE AMENDING OF RECREATION FEES, BUILDING RENTAL FEES, AQUATIC MEMBERSHIP FEES, GARBAGE AND RECYCLING FEES AND ENACTING GREEN WASTE FEES IN THE CONSOLIDATED FEE SCHEDULE

Eric Howes, Community Services Director, explained the fees being amended and added the hope some of the changes would encourage more use of some City facilities. Some of the amendments were meant to clarify fees. He said the fees would be implemented approximately May 1, 2025 so the City could introduce the new prices as its 20-year anniversary pricing for the Clearfield Aquatic and Fitness Center. He said that staff would watch the revenue stream over the next 6 months to assess the Equipment Replacement component of the fees.

Rich Knapp, Finance Director, introduced the addition of the Green Waste Program which would start late-April with billing to start June 1, 2025. The proposed fee to be added to the consolidated fee schedule for the green waste program was \$10.50/can. Additionally, he said there was a container removal fee of \$25. He said there was a 2% annual increase to fire protection standby. He announced an increase from Waste Management effective July 1, 2025 and an increase from Wasatch Integrated Waste Management on January 1, 2026. Staff proposed to increase the first can from \$16.75 to \$17.75 and the second can from \$16.75 to \$17. He asked for clarification on the start date of the new rates. JJ Allen, City Manager, pointed out the effective rate for the Green Waste program was immediate.

Councilmember Peterson recommended that the effective date be January 1, 2026 to coincide with Wasatch Integrated Waste Management's fee increase.

Mayor Shepherd opened the public hearing at 7:30 p.m.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:30 p.m., seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF RESOLUTION 2025R-04 APPROVING THE INTERLOCAL COOPERATION TRANSPORTATION PROJECT REIMBURSEMENT AGREEMENT WITH DAVIS COUNTY FOR FUNDING FOR THE 300 NORTH RECONSTRUCTION FROM PACIFIC AVENUE TO 1000 WEST PROJECT

Braden Felix, Deputy Public Works Director, explained the agreement represented an investment from Davis County 3rd Quarter sales tax. The project was for a mill and fill project and the installation of a sidewalk. He said \$48,500 would be reimbursed after installation.

Councilmember Ratchford moved to approve Resolution 2025R-04, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

APPROVAL OF RESOLUTION 2025R-05 APPROVING THE INTERLOCAL COOPERATION TRANSPORTATION PROJECT REIMBURSEMENT AGREEMENT WITH DAVIS COUNTY FOR 3RD QUARTER SALES TAX FUNDING FOR THE DEPOT STREET EXTENSION PROJECT

Braden Felix, Deputy Public Works Director, explained that the funding would be coming from the Davis County 3rd quarter sales tax for the extension project to connect Depot Street to 1450 South. He said the project was completed and the City was awarded \$266k prior to completion of the project. He said it brought the City whole from the \$1.5M the County had committed to in 2020.

Councilmember Wurth moved to approve Resolution 2025R-05 approving the Interlocal Cooperation Transportation Project Reimbursement Agreement with Davis County for 3rd Quarter Sales Tax Funding for the Depot Street Extension project, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

APPROVAL OF ORDINANCE 2025-08 REPEALING TITLE 1, CHAPTER 16B, SECTION 22 – CODE ENFORCEMENT FUNDS AND ACCOUNTING

Rich Knapp, Finance Director, explained the request for repealing the section of the ordinance was because that level of accounting was no longer necessary because the revenue was unlikely to offset the expenses. He proposed that the Council repeal Section 22.

Councilmember Ratchford moved to approve Ordinance 2025-08 repealing Title 1, Chapter 16B, Section 22 – Code Enforcement Funds and Accounting, and authorize the mayor’s signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: **Passed [4 TO 0]**

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

APPROVAL OF ORDINANCE 2025-09 AMENDING TITLE 2, CHAPTER 5, CONSOLIDATED FEE SCHEDULE FOR CLEARFIELD CITY CORPORATION

Councilmember Roper moved to approve Ordinance 2025-09 to amend Title 2, Chapter 5 – Consolidated Fee Schedule, which makes amendments to recreation fees, building rental fees, Aquatic and Fitness Center membership fees, solid waste fees, and enacts green waste fees with an effective date of January 1, 2026, and authorize the mayor’s signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: **Passed [4 TO 0]**

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark Shepherd

- He had attended groundbreaking at South Clearfield Elementary for an all-abilities playground. He expressed appreciation to the Clearfield Falcons who had raised a lot of money and there was a great turnout.
- He expressed appreciation to the members of the Council for their attendance at the National League of Cities Congressional City Conference in Washington, D.C. and thought it was a great opportunity.
- He said the Davis County Loan Fund had met with and approved funding for the Crush and was waiting for information. He added the project was hoping to break ground May 1, 2025.
- He expressed appreciation to the North Davis Fire District for hosting the recent Lunch with the Mayor Event held at the Fire station.

- He reported on the great “Letters to the Mayor” from the kids and the request from the Vice Principal at Antelope Elementary to fix a light at a crosswalk where a bulb was out.
- He said he was leaving for Washington, D.C. for a meeting and would be gone overnight.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- She expressed appreciation for all involved in the National League of Cities Congressional Cities Conference and the great experience for all.
- She reported that part of the operations of the landfill at Wasatch Integrated Waste Management District was collecting methane gas and selling it off. There was a desire to hire a new vendor for a potential significant revenue source. She said there had been some delays with the contractor, but the District had worked out past challenges, and anticipated a new facility at the landfill to collect methane gas in approximately 18 months.

Councilmember Ratchford

- She reported that she had attended the second budget meeting with North Davis Fire District and would attend another on the 21st. She said the main part was labor-related and some was for a new ambulance coming in this year.
- She thought the NLC conference was amazing. She thought it was eye opening to understand the grant process and how to access federal funds.
- She reported that the Citizen Police Academy was an eye-opening experience. She highly recommended the public sign up.

Councilmember Wurth

- He thought the NLC conference was phenomenal and how impressed he was with his peers painting picture of the City’s needs to their Congressional Representatives.
- He reported on the conference he attended in Puerto Rico with the Mosquito Abatement and the differences between mosquito abatement in a tropic environment vs. an arid environment.
- He expressed an affirmation that he was worried after their visit to Washington, D.C. that so many residents that drove the economy were facing cuts to essential services.
- He expressed his condolences to the friends and family of Mia Love, who had recently passed.

Councilmember Roper

- Nothing to report.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- He requested feedback on the City Council budget and whether the Youth Commission would be going to Washington, D.C. in FY26. He would include the discussion in an upcoming meeting.

STAFF REPORTS

Nancy Dean, City Recorder

- She said there would be meetings every week in April.
-

Councilmember Peterson moved to adjourn at 7:49 p.m., seconded by Councilmember Wurth.

RESULT: Passed [4 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

ABSENT: Councilmember Thompson

**APPROVED AND ADOPTED
This day of 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, March 25, 2025.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY SESSION
April 08, 2025

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Services Director Eric Howes, Assistant City Manager Spencer Brimley, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Communications Manager Shaundra Rushton, Planner Tyson Stoddard, Community Development Director Stacy Millgate, Human Resources Director Ricki Miller, City Clerk Nancy Dean

VISITORS: Jenna Nelson – Youth Commission Advisor

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

Councilmember Thompson led the opening ceremonies.

APPROVAL OF MINUTES:
March 4, 2025 – work session

Councilmember Thompson moved to approve the minutes for the March 4, 2025 work session, seconded by Councilmember Ratchford.

RESULT: **Passed [5 TO 0]**

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth
NO: None

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON ZONING MAP
AMENDMENT TO REZONE 905 SOUTH 1500 EAST FROM A-1 (AGRICULTURE) TO
P-F (PUBLIC FACILITIES)

Tyson Stoddard, Planner, presented information on both pieces of City property being proposed for rezone to P-F (Public Facilities). The property at 905 South 1500 East was currently zoned A-1 (Agriculture). He pointed out there were no other City parks on the east side of Interstate 15.

He said the Planning Commission had forwarded a recommendation of approval for the zoning map amendments. He said residents had attended the hearing and had supported the proposed changes but had questions about the private road. He said he had received phone calls from residents expressing support for the use of the properties for parks as opposed to a residential use.

Mayor Shepherd opened the public hearing at 7:20 p.m.

PUBLIC COMMENT

Susan Parker, resident, was thrilled that the property was not going to be residential. He said the median age for the surrounding areas was older and was concerned how the space would be developed. She asked if the residents would have input for the future use. She questioned whether the private road would be opened to the public for parking for possible soccer fields, and whether it would be policed. She was concerned about the wildlife on the 10 acres. She said the road was already busy because of community use. She was thrilled it would be some type of open space.

Mayor Shepherd said parking would be addressed with the private road at the time of development.

Councilmember Thompson moved to close the public hearing at 7:25 p.m., seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A ZONING MAP AMENDMENT TO REZONE 350 SOUTH AND 432 SOUTH CARTER LANE FROM U-R (URBAN MIXED RESIDENTIAL) TO P-F (PUBLIC FACILITIES)

Tyson Stoddard, Planner, explained that the properties were currently used as a City park and a storm water basin being finished by Lotus Development that had been turned over to the City. Additionally, there was a long piece of property adjacent to the rail corridor which was also public property. The General Plan designation was Mixed Use and the current zoning designation was Urban Mixed Residential (U-R). The Planning Commission had forwarded a recommendation of approval for the zoning map amendments.

Mayor Shepherd opened the public hearing.

There were no public comments.

Councilmember Roper moved to close the public hearing, seconded by Councilmember Wurth.

RESULT: **Passed [5 TO 0]**

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

OPEN COMMENT PERIOD

Nancy Dean, City Recorder, had received a public comment online from a non-resident, William Rinderknecht, who had expressed his concern with residents being stopped without reasonable articulable suspicion and asked the mayor to fix any improper police activity.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENT OF DANIELLE SIKES TO THE PLANNING COMMISSION AS A REGULAR MEMBER

Mayor Shepherd recommended appointing Danielle Sikes as a regular member of the Planning Commission with a term expiring February 2028.

Councilmember Wurth moved to approve and consent to the mayor's appointment of Danielle Sikes as a regular member of the Planning Commission with a term expiration date of February 2028, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: **Passed [5 TO 0]**

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

APPROVAL OF ORDINANCE 2025-10 REZONING THE PROPERTY LOCATED AT APPROXIMATELY 905 SOUTH 1500 EAST (TIN: 09-021-0017) FROM A-1 (AGRICULTURE) TO P-F (PUBLIC FACILITIES AND AMENDING THE CLEARFIELD CITY ZONING MAP ACCORDINGLY

Councilmember Thompson asked if the property was part of the wildfire risk area. He was in favor of making similar properties more defensible green space and park oriented for the sake of surrounding homeowners to help them retain insurance coverage. He wanted the development to be more scientific and well thought out. He asked if the City would be able to handle the growth of the property or if it would sit until the City developed it.

Mayor Shepherd confirmed the property would sit until the City developed it, but the City was already responsible for the maintenance.

JJ Allen, City Manager, said the developed park would be much more defensible when it came to fire risk compared to the current "wild" state.

Councilmember Wurth commended the residents for attending the public hearing and encouraged them to continue participation when and if the property gets developed.

Councilmember Roper moved to approve Ordinance 2025-10 rezoning the property located at approximately 905 South 1500 East from A-1 (Agriculture) to P-F (Public Facilities) and amending the Clearfield City Zoning Map accordingly, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

APPROVAL OF ORDINANCE 2025-11 REZONING THE PROPERTIES LOCATED AT APPROXIMATELY 350 AND 432 SOUTH CARTER LANE (TINS: 15-072-0004, 15-070-0005, AND 12-003-0305 FROM U-R (URBAN MIXED RESIDENTIAL) TO P-F (PUBLIC FACILITIES) AND AMENDING THE CLEARFIELD CITY ZONING MAP ACCORDINGLY

Councilmember Thompson moved to approve Ordinance 2025-11 rezoning the properties located at approximately 350 and 432 South Carter Lane from U-R (Urban Mixed Residential) to P-F (Public Facilities) and amending the Clearfield City Zoning Map accordingly, and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Mark Shepherd

- Expressed appreciation to the public who attended the meeting.

CITY COUNCIL'S REPORTS

Councilmember Nike Peterson

- Nothing to report.

Councilmember Karece Thompson

- He reported that the North Davis Sewer District had discussed the change in sewer rates. Effective July 1, 2027 the rates for residential users would rise about \$2.50. He would follow up with the addition of ADUs on the rates.
- He said the Freeport Center sewer fee increase of \$2.50 was based on tenants not having separate meters.

Councilmember Megan Ratchford

- She said Chief Becraft had inspected the ambulance that would be arriving next week to the Fire Station.
- Great Utah Shakeout was scheduled for April 17, 2025.
- She said the weekly Citizen Police Academy would start again in June and encouraged people to sign up.

Councilmember Dakota Wurth

- He reported that he had toured Weber Basin Water's facility in Layton and had received clarification on the Flip Your Strip program. He said the Water Conservancy District was providing a program.

Councilmember Tim Roper

- Nothing to report.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- He reminded Council of the Thank You breakfast the next day with legislators.
- He reported that he would be out of office next week at the Utah City Manager's Conference and the Utah League of Cities and Towns Conference.

STAFF REPORTS

Nancy Dean, City Recorder

- No council meeting April 15, 2025.
- Work and policy sessions April 22, 2025.
- Work sessions to discuss the FY26 budget the remaining meetings in April and possibly the first week in May.

Eric Howes, Community Services Director

- He invited the Council to the Egg Hunts at Steed and Fischer parks on April 19, 2025 from 9:45 a.m. – 10:15 a.m.
- He reminded the Council the Egg Dive activities would be at the Aquatic Center on April 19, 2025 at 10:30 a.m. and 1:30 p.m.
- Arbor Day activities at Kiwanis Park on April 25, 2025 at 10:00 a.m.
- Skate Park opening ceremony May 17, 2025.

Councilmember Thompson moved to adjourn at 7:32 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVED AND ADOPTED
This day of 2024**

/s/ Mark R. Shepherd, Mayor

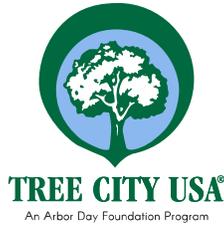
ATTEST:

/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, April 08, 2025.

/s/ Nancy R. Dean, City Recorder

DRAFT



*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Mark Shepherd, Mayor of the City of Clearfield, do hereby proclaim Friday, April 25, 2025 as **ARBOR DAY** In the City of Clearfield, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 22nd day of April, 2025

Mayor _____





STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Chersty Titensor, Deputy Recorder

MEETING DATE: April 22, 2025

SUBJECT: CONSIDER APPROVAL OF RESOLUTION 2025R-06 APPROVING THE POLLING LOCATION AND VOTE CENTERS FOR THE MUNICIPAL ELECTIONS ON AUGUST 12, 2025 AND NOVEMBER 4, 2025

RECOMMENDED ACTION

Approve Resolution 2025R-06 approving the polling location and vote centers for the Municipal Elections on August 12, 2025 and November 4, 2025, and authorize the mayor's signature to any necessary documents.

DESCRIPTION / BACKGROUND

The City will be holding municipal elections for the mayor position and two city council positions this year. Utah Code Annotated § 20A-5-403 and § 20A-3a-703 requires the election officer to designate the polling location and vote centers at least 90 days prior to an election with the governing body's approval. Davis County desires to be consistent in identifying polling locations and vote centers each year so there will be less voter confusion.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

SCHEDULE / TIME CONSTRAINTS

Required to be approved by May 14, 2025.

LIST OF ATTACHMENTS

- Resolution 2025R-06
- Resolution 2025R-06 Exhibit A – Election Polling Location and Vote Centers

CLEARFIELD CITY RESOLUTION 2025R-06

A RESOLUTION APPROVING THE POLLING LOCATION AND VOTE CENTERS FOR THE MUNICIPAL ELECTIONS ON AUGUST 12, 2025 AND NOVEMBER 4, 2025

WHEREAS, Clearfield City Corporation (the “City”) is holding its municipal elections by-mail; and,

WHEREAS, State Law allows the City to provide vote centers on those election days, August 12, 2025 and November 4, 2025, for registered voters who choose to vote in person; and,

WHEREAS, the City has designated its voting centers as identified in Exhibit ‘A;’ and,

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that pursuant to Title 20A, Chapter 5, Parts 4 and Chapter 3a, Part 7 of the Utah Code:

- 1) the vote centers identified in ‘Exhibit A’ are hereby approved; and
- 2) the City Recorder is hereby authorized to make changes as needed to facilitate the operations of the elections.

Passed and adopted by the City Council at its regular meeting on April 22, 2025.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:



County Clerk

Davis County Administration Building - P.O. Box 618 - Farmington Utah 84025
Telephone: (801) 451-3213 – Fax: (801) 451-3421

Brian McKenzie, CERA
Clerk

Approval of 2025 Polling Location and Vote Centers

In accordance with 20A-5-403 the following has been designated a polling place for the 2025 Municipal Primary and General Elections for **Clearfield City** and is established as a common polling place for all voting precincts within this city in accordance with 20A-5-303:

Clearfield City Hall, 55 South State Street, Clearfield

In addition, and in accordance with 20A-3a-703, the following are designated as Election Day voting centers, so long as the cities in which these buildings are located, are required to hold an election.

Bountiful Library	725 South Main Street, Bountiful
Centerville Library	45 South 400 West, Centerville
Clearfield City Hall	55 South State Street, Clearfield
Clinton Recreation Center	1651 West 2300 North, Clinton
Farmington Community Center	120 South Main Street, Farmington
Fruit Heights City Hall	910 South Mountain Road, Fruit Heights
Kaysville Library	215 North Fairfield Road, Kaysville
Davis Conference Center	1651 North 700 West, Layton
City of North Salt Lake City Hall	10 East Center Street, North Salt Lake
South Weber Family Activity Center	1181 Lester Drive, South Weber
Sunset City Hall	200 West 1300 North, Sunset
Syracuse Library	1875 South 2000 West, Syracuse
West Bountiful City Hall	550 North 800 West, West Bountiful
West Point City Hall	3200 West 300 North, West Point
Woods Cross City Hall	1555 South 800 West, Woods Cross