

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:15 PM WORK MEETING
November 18, 2025

City Building
55 South State Street
Clearfield City, Utah

These meeting minutes were created with the aid of an AI-powered transcription and summarization tool – Otter.ai and ChatGPT. The output was used as a draft and was subject to human review, editing, and fact-checking to ensure accuracy and compliance with city standards before publication. The City Clerk is responsible for the final content of these minutes.

PRESIDING: Mayor Mark Shepherd

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

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, Assistant City Attorney Amy Jones, Community Services Director Eric Howes, Police Chief Kelly Bennett, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Planner Tyson Stoddard, City Recorder Nancy Dean, Deputy City Recorder Chersty Titenor

VISITORS: Tony DeMille

DISCUSSION OF AN AMENDMENT TO THE INTERLOCAL COOPERATION
TRANSPORTATION PROJECT REIMBURSEMENT AGREEMENT WITH DAVIS
COUNTY FOR 500 WEST FUNDING

Deputy Public Works Director Braden Felix reported that the City previously entered a 2021 Interlocal Agreement with Davis County for \$2 million in reimbursement for the 500 West project. The project ultimately required \$1.5 million, leaving \$488,000 available. Davis County staff approved reallocating the balance to the First Street extension, which had already been completed. The County informed the City that the original agreement had expired and required an amendment before reimbursement could be issued. Deputy Director Felix requested that the Council authorize staff to place the amended agreement on an upcoming policy meeting agenda for approval. The Council expressed support, and staff was directed to proceed with scheduling the amendment for action.

DISCUSSION TO CONSIDER THE ADOPTION OF AN ORDINANCE TO PROHIBIT
CAMPING ON PUBLIC PROPERTY

Police Chief Kelly Bennett presented a draft ordinance modeled after Provo City's regulations addressing daytime camping in parks, trails, and other public locations. Chief Bennett emphasized that:

- The ordinance was not punitive but focused on public health and safety.
- Officers would be trained to treat individuals with dignity and connect them with resources.
- Data collection since 2024 showed approximately 135 interactions with individuals experiencing homelessness, including 37 occurrences in parks or trails.

Chief Bennett described concerns related to unsanitary and unsafe conditions under the Antelope Drive overpass and in other areas. Chief Bennett also reported coordination with the Talia Center Warming Center regarding expected increases in seasonal shelter use. Councilmember Wurth noted that many local individuals experiencing homelessness lived primarily in their cars rather than tents, and shared observations from volunteering at the warming center. Councilmember Peterson raised concerns about property storage, safety, and potential costs for off-site storage if property required impoundment. Councilmember Roper requested information about railroad rights-of-way, and Chief Bennett reported minimal recent activity in those areas.

City Attorney Stuart Williams noted that the Utah League of Cities and Towns had begun discussions toward a possible statewide model ordinance, and Clearfield might need to update its ordinance in the future to remain compliant.

Chief Bennett stated the ordinance would be brought forward for potential action at the December 9, 2025 policy meeting.

DISCUSSION OF A GENERAL PLAN AMENDMENT REQUEST TO CONSIDER THE ADOPTION OF A WATER USE AND PRESERVATION PLAN IN ACCORDANCE WITH UTAH STATE CODE REQUIREMENTS

Planner Tyson Stoddard introduced the recently created Water Element required under Utah State Code to be added to the City's General Plan, noting that it had been forwarded by the Planning Commission with a 6–0 recommendation for approval. He reminded the Council that the State required adoption of the water element before year-end and that the City had received a \$10,000 grant tied to timely adoption.

Consultant Susie Petheram (FFKR Architects) joined the discussion and reviewed the draft water element, including:

- Overview of the City's water sources, with ~75% supplied by Weber Basin and the remainder from City wells.
- Water use trends showing significant progress toward City conservation goals established in 2021.
- Policy guidance related to outdoor water use, landscaping, and long-term system planning.
- Potential for future dual-metering to distinguish indoor and outdoor usage.

Councilmember Thompson requested that the policy language include explicit recognition of urban heat island mitigation, and Petheram agreed the policy language (specifically WU-7)

could address that. Councilmember Thompson also raised questions about geospatial system analysis for new development; Ms. Petheram clarified those details were typically captured in the Impact Fee Facilities Plan.

DISCUSSION OF A PROPOSED ZONING TEXT AMENDMENT TO ADD “TRAILER SALES” AS A PERMITTED USE IN THE TOWN MIXED COMMERCE DISTRICT (TC ZONE) WITH DEVELOPMENT STANDARDS

Planner Tyson Stoddard presented the proposed zoning text amendment allowing trailer sales within specific portions of the Town Center Form Based Code zone. The proposal included development standards for trailer display, including a minimum property size of at least one and one-half acres, a spacing requirement of at least three feet between trailers that were displayed along State Street, and location and maximum height restriction of 12 feet for stacked trailers. The location restrictions were based on proximity to either a secondary or primary street. Mr. Stoddard pointed out that trailer repairs would not be a permitted use. Based on staff’s analysis of the characteristics of other properties in the TC zone, Mr. Stoddard thought it unlikely to have future trailer sales uses within the TC zone.

Councilmember Peterson expressed concern regarding visibility and height, noting the 12-foot limit exceeded other permitted outdoor storage heights elsewhere in the City. City Attorney Williams clarified that the use would be allowed only within the green-shaded areas of the TC zone.

Mr. Stoddard explained that the height limit was based on observed industry standards for stacked trailer displays. Mr. Stoddard emphasized that approving the zoning text amendment would comply with the objectives and strategies from the General Plan, specifically, to maintain the City’s status as an employment and job center in Davis County and the strategy to seek out and encourage new employment opportunities and support the expansion of existing entities and City growth centers. Mr. Stoddard said the Planning Commission’s recommendation was unanimous to approve the amendment.

Mr. Stoddard was directed to prepare the text amendment for Council’s consideration on November 25, 2025.

DISCUSSION OF A PROPOSED ZONING TEXT AMENDMENT TO PERMIT DETACHED ACCESSORY DWELLING UNITS (DADUS) IN SELECT ZONES AND TO ADOPT DADU DEVELOPMENT STANDARDS

Planner Tyson Stoddard summarized changes to the draft Accessory Dwelling Units (ADU) ordinance based on prior Council direction, including:

- Addition of definitions for ADU (Accessory Dwelling Unit), IADU (Internal Accessory Dwelling Unit), DADU (Detached Accessory Dwelling Unit), and primary dwelling.
- Alignment of occupancy standards with existing Clearfield Code (single-family definition).
- Simplification of parking standards and prohibition of gravel/crushed-rock parking surfaces for required parking.

DADU Development Standards Discussed

- Location of accessory dwelling limited to rear yard.
- Maximum heights: 12 feet flat roof / 18 feet pitched roof, and not to exceed height of the primary dwelling.
- Allowance for DADUs above detached garages, triggering a 20-foot rear setback.
- Minimum 10-foot separation between structures.
- Footprint limited to 50% of the primary dwelling footprint.
- Minimum size: 250 square feet, maximum 1,000 square feet.

Councilmember Peterson and Mayor Shepherd supported retaining a minimum size that ensured safe, livable space and triggered building permit requirements. Mayor Shepherd expressed preference for smaller DADUs to maintain their accessory nature.

Option A vs. Option B – Policy Direction

Mr. Stoddard presented two approaches for the proposed ordinance:

- **Option A:** No minimum lot-size requirement for ADUs, reflecting priorities of housing supply, inclusivity, flexibility, and reduced regulation.
- **Option B:** Maintain 6,000 square foot minimum for IADUs and establish 8,000 square foot minimum for DADUs, reflecting neighborhood character preservation and infrastructure capacity concerns.

The Council held extensive discussion on the policy implications of each, but no final decision was made. The Council would consider approval of one of the options at the November 25, 2025 policy meeting.

DEPARTMENT UPDATES

Weber Basin Water Allocation – Annual Usage Update

Public Works Director Adam Favero updated the Council on the City's Weber Basin water allocation. He reported that well failures, including the continued outage of the 700 South well, had forced the City to rely more heavily on its Weber Basin contracted supply during the summer. Electrical system complications had delayed repairs due to limited availability of

contractors certified to work on the high-voltage (2300-volt) infrastructure. Director Favero explained that the City typically used 80–89% of its annual allocation by the end of October, but usage was notably higher this year due to decreased well production. He stated that Weber Basin was unlikely to have excess water available for purchase if the City exceeded its allocation, meaning the City would instead be billed for overage. He noted that this situation had occurred only once previously. The Council acknowledged the update and did not issue additional direction.

Mabey Pond Water Supply & Pump – Status Update

Community Services Director Eric Howes provided an update on the failed submersible pump that supplied water to Mabey Pond. He explained that the current pump was a unit that was on-hand when the previous failed pump had dropped to the bottom when its extraction was attempted. He noted that the less expensive reserve unit operated below ideal flow. Staff recommended replacing it with a surface-mounted pump, estimated at \$100,000–\$125,000, which would improve maintenance access and increase pumping capacity to approximately 650 gallons per minute. Director Howes noted that funds could potentially be reallocated from the canceled pool liner project if the Council later chose to pursue replacement.

I-15 Interchange Landscaping Project – Update

Community Services Director Eric Howes reported that landscaping at the I-15 interchange was substantially complete, with only minor punch-list items remaining. He presented updated images of the site and described expected vegetation growth over the next year. Mayor Shepherd noted positive feedback received from Hill Air Force Base personnel. The Council accepted the update without further action.

Police Department – Mental Health Officer Program Update

Police Chief Kelly Bennett provided an update on the Police Department’s Mental Health Officer (MHO) program, which launched on October 5, 2025. Chief Bennett reported that Detective Blake Whitehead had been assigned as the Mental Health Officer and had worked closely with Davis Behavioral Health, the Adult Receiving Center, Davis County Mental Health Court, and Salt Lake City Police Department to model best practices. Chief Bennett explained that the position was structured similarly to follow-up work under the City’s VAWA program and emphasized building trust and promoting voluntary participation in mental-health resources. The Police Department opted against using a standard uniform or marked vehicle for the role based on cautions from other agencies, instead using a soft-uniform approach to reduce barriers during outreach. Chief Bennett reported that Detective Whitehead had already made several successful interventions, including identifying an unreported domestic-violence incident during a mental-health follow-up and transporting individuals to available services. The first-year grant provided \$258,000 of the program’s \$350,000 funding. Chief Bennett stated that staff would return in several months with a more detailed performance update. The Council received the report with appreciation.

MIDA and Annexation Boundary Discussion

City Manager JJ Allen informed the Council of the Military Installation Development Authority’s (MIDA) approval of distributions of \$50,000 to each of the local governments for the Falcon Hill Project area. Mayor Shepherd mentioned recent questions related to MIDA

boundaries, and the possible expansion of Clearfield City's boundaries to include more of Hill Air Force Base's privatized housing.

**APPROVED AND ADOPTED
This 13th day of January 2026**

/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, November 18, 2025.

/s/ Nancy R. Dean, City Recorder