

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

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Mark Shepherd

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

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

VISITORS: Tony DeMille, Susie Petheram – FFKR Architects

Mayor Shepherd called the meeting to order at 7:06 p.m.

Councilmember Roper led the opening ceremonies.

APPROVAL OF MINUTES

October 28, 2025 – policy meeting

Councilmember Ratchford moved to approve the October 28, 2025 policy meeting minutes, seconded by Councilmember Peterson.

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

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

NO: None

FORMAL RECOGNITION OF CLEARFIELD CITY BECOMING A JUSTSERVE PARTICIPANT

Mayor Shepherd introduced Joni Phillips, JustServe Representative, who presented formal recognition designating Clearfield City as a JustServe City. Ms. Phillips provided historical context on Clearfield City and emphasized the role of volunteerism, collaboration, and community service in strengthening the City. She recognized Mayor Shepherd and the City Council for their support of service initiatives and presented a JustServe City Award for display at City Hall. Photographs were taken following the presentation.

Mayor Shepherd expressed appreciation for the recognition and reaffirmed the City's commitment to community service and volunteer engagement.

RECEIVE PUBLIC COMMENT ON A PROPOSED ZONING TEXT AMENDMENT TO ADD "TRAILER SALES" AS A PERMITTED USE IN THE TOWN MIXED COMMERCE DISTRICT (TC ZONE) WITH DEVELOPMENT STANDARDS

Mayor Shepherd opened the public hearing to receive comment on a proposed zoning text amendment to add trailer sales as a permitted use in the Town Mixed Commerce (TC) Zone with development standards.

Tyson Stoddard, Planner, provided the staff report, outlining the existing Downtown Form-Based Code, distinctions between state and city definitions of motor vehicles and trailers, and the request initiated following direction from the City Council. Staff proposed development standards including minimum lot size, on-site office requirements, spacing between trailers, stacking and height limitations, and prohibiting trailer repair. The Planning Commission recommended approval by a 6-0 vote.

No public comment was received.

Councilmember Peterson moved to close the public comment, seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

NO: None

RECEIVE PUBLIC COMMENT ON THE ADOPTION OF A WATER USE AND PRESERVATION PLAN TO THE CITY'S GENERAL PLAN IN ACCORDANCE WITH UTAH STATE CODE REQUIREMENTS

Mayor Shepherd opened the public hearing to receive comment on the adoption of a Water Use and Preservation Plan as an element of the City's General Plan.

Planner Tyson introduced the item and reviewed state requirements, the Planning Commission recommendation, and City Council options. Consultant Susie Petheram of FFKR Architects presented an overview of the plan, including water usage trends, conservation strategies, growth projections, regional coordination, and implementation policies. The Planning Commission recommended approval by a 6–0 vote.

No public comment was received.

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

RESULT: Passed [5 TO 0]

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

NO: None

RECEIVE PUBLIC COMMENT ON A PROPOSED ZONING TEXT AMENDMENT TO PERMIT DETACHED ACCESSORY DWELLING UNITS (DADUs) IN SELECT ZONES AND TO ADOPT DADU DEVELOPMENT STANDARDS

Mayor Shepherd opened the public hearing on a proposed zoning text amendment to permit detached accessory dwelling units in select zones with development standards.

There were no public comments.

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

RESULT: Passed [5 TO 0]

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

NO: None

OPEN COMMENT PERIOD

Mayor Shepherd opened the open comment period. No requests to speak were received.

APPROVAL OF ORDINANCE 2025-22 TO ADD “TRAILER SALES” AS A PERMITTED USE IN THE TOWN MIXED COMMERCE DISTRICT (TC ZONE) WITH DEVELOPMENT STANDARDS

Councilmember Roper moved to approve Ordinance 2025-22 to add “Trailer Sales” as a permitted use in the TC Zone with development standards and authorize the mayor’s signature to any necessary documents, seconded by Councilmember Ratchford.

RESULT: Passed [5 TO 0]

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

APPROVAL OF ORDINANCE 2025-23 AMENDING TITLE 11 OF THE CLEARFIELD
CITY CODE INCORPORATING DETACHED ACCESSORY DWELLING UNITS AND
DEVELOPMENT STANDARDS

Councilmember Thompson moved to approve Ordinance 2025-23 amending Title 11 of the Clearfield City Code to incorporate Detached Accessory Dwelling Units and Development Standards under Option A and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

APPROVAL OF ORDINANCE 2025-24 AMENDING TITLE 4 – BUSINESS AND
LICENSE REGULATIONS

Stacy Millgate, Community Development Director, presented proposed amendments to Title 4, Business and License Regulations, including alignment with state code, clarification of language, allowing food trucks in parks under specified conditions, and permitting limited A-frame signage for mobile food vendors.

Councilmember Wurth moved to approve Ordinance 2025-24 amending Title 4 – Business and License Regulations and authorize the mayor's signature to any necessary documents, seconded by Councilmember Roper.

RESULT: Passed [5 TO 0]

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

APPROVAL OF ORDINANCE 2025-25 ADOPTING THE WATER USE AND
PRESERVATION PLAN ELEMENT TO THE CITY'S GENERAL PLAN

The Council discussed minor revisions requested during the prior work session.

Councilmember Peterson moved to approve Ordinance 2025-25 adopting the Water Use and Preservation Plan element to the City's General Plan as presented and authorizing the mayor's signature to any necessary documents, excluding the proposed additional resilience policy for future consideration. , seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

APPROVAL OF RESOLUTION 2025R-14 AUTHORIZING AN AMENDMENT TO THE
INTERLOCAL COOPERATION TRANSPORTATION PROJECT REIMBURSEMENT
AGREEMENT WITH DAVIS COUNTY TO RECEIVE 3RD QUARTER SALES TAX FOR
THE 500 WEST EXTENSION PROJECT FUNDING

Braden Felix, Deputy Public Works Director, presented a request to amend the
Interlocal Agreement with Davis County to reallocate unused Third Quarter Sales Tax funds
from the 500 West Extension Project to the First Street Extension Project.

**Councilmember Wurth moved to approve Resolution 2025R-14 authorizing the
amendment to the Interlocal Cooperation Transportation Project Reimbursement
Agreement to receive third quarter sales tax and authorize the mayor's signature to any
necessary documents, seconded by Councilmember Roper.**

RESULT: Passed [5 TO 0]

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

COMMUNICATION ITEMS:

MAYOR'S REPORT

Mayor Shepherd

- Mayor Shepherd reported on several recent and upcoming activities. He shared that he had attended the America's Housing Comeback conference in Houston, hosted by the National Association of Realtors, where Clearfield City participated in discussions regarding housing investment and economic development. Mayor Shepherd noted that the conference and Clearfield's participation were highlighted in a recent publication by the Realtors organization. Mayor Shepherd also attended the National League of Cities City Summit, where presentations focused on civic engagement and respectful public discourse, including a presentation on the Dignity Index by Tim Shriver. Mayor Shepherd expressed interest in exploring opportunities to bring similar educational programming to Clearfield residents. Mayor Shepherd further reported participation in a Military Communities Council visit and tour of Hill Air Force Base, thanking Hill AFB leadership for hosting elected officials from across the country. Mayor Shepherd announced upcoming travel commitments, including participation in Mayors Against Antisemitism and a Mayors and CEOs housing investment conference, as well as a scheduled tour with 47G and Northrop Grumman and participation in a "Lunch with the Mayor" event. Mayor Shepherd concluded by extending Thanksgiving well wishes to the Council, staff, and community.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- Councilmember Peterson reported on attendance at the National League of Cities City Summit and expressed appreciation for the JustServe representatives who remained present throughout the Council meeting. Councilmember Peterson also expressed gratitude to city staff and other public servants who would be working during the Thanksgiving holiday, recognizing their commitment to maintaining city services and infrastructure.

Councilmember Thompson

- Nothing to report.

Councilmember Ratchford

- Councilmember Ratchford reported on North Davis Fire District activity, noting that during the month of October there were 407 total calls for service, with 309 calls handled by Station 42 and 98 calls handled by Station 41. Councilmember Ratchford also announced an upcoming Team Hill Airman Holiday Cookie Drive, scheduled for December 8, 2025, with drop-off locations at the Tru by Hilton and at Hill Air Force Base. Councilmember Ratchford reported that recent community food and supply donation efforts resulted in more than 70,000 pounds of food and supplies distributed to over 800 Air Force families.

Councilmember Wurth

- Councilmember Wurth reminded the public of two upcoming public hearings related to proposed tax increases by other taxing entities. Councilmember Wurth reported that the Davis County Commission public hearing would be held on December 2, 2025, at 6:00 p.m. in Farmington, and that the Mosquito Abatement District public hearing would be held on December 11, 2025, at 7:00 p.m. in Kaysville. Councilmember Wurth also expressed gratitude for community members, service organizations, and city staff who assisted residents impacted by recent federal government shutdown-related hardships, emphasizing the importance of community support and collaboration. Thanksgiving well wishes were extended.

Councilmember Roper

- Councilmember Roper reported on an upcoming Open Doors holiday luncheon scheduled for December 3, 2025, from 12:00 p.m. to 1:30 p.m. at Texas Roadhouse. Councilmember Roper outlined sponsorship opportunities to support holiday meals and gifts for families and children served by Open Doors and encouraged community participation.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen reported that Councilmember Dakota Wurth was recognized as one of *Utah Business Magazine's* "20 in Their 20s." The City Manager announced the upcoming City Tree Lighting Ceremony scheduled for the following Monday evening and noted coordination efforts with the Utah Department of Transportation, including ongoing communication and planning. The City Manager also reported that staff were coordinating a legislative tour of Clearfield City with area legislators and confirmed City Hall closures for the Thanksgiving holiday.

STAFF REPORTS

Nancy R. Dean, City Recorder

- **Ms. Dean** reviewed the remaining meeting schedule for the year, noting that there would be no meeting the following week, with the final work session and policy session scheduled for December 9, 2025. Nancy also announced that the Oath of Office ceremony would be held on January 5, 2026, followed by a reception for elected officials and their families.

Eric Howes, Community Services Director

- Mr. Howes provided additional details regarding the City Tree Lighting Ceremony, including the time, location, new holiday decorations, and the planned arrival of Santa Claus via fire engine. Mr. Howes noted that children would have the opportunity to visit with Santa and submit letters during the event.

Councilmember Thompson moved to adjourn at 8:33 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

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

NO: None

**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 25, 2025.

/s/ Nancy R. Dean, City Recorder