



CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
AGENDA AND SUMMARY REPORT
May 12, 2026 - POLICY MEETING

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

**** CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)
TO CONVENE IMMEDIATELY FOLLOWING THE POLICY MEETING SCHEDULED
AT 7:00 P.M. ****

CALL TO ORDER:

Chair Nike Peterson

APPROVAL OF MINUTES:

January 13, 2026 – Policy Meeting

March 24, 2026 – Work Meeting

SCHEDULED ITEMS:

1. CONSIDER ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2027 AND SET A PUBLIC HEARING FOR JUNE 9, 2026 AT 7:05 P.M. TO RECEIVE PUBLIC INPUT ON THE BUDGET

RECOMMENDATION: Adopt the CDRA tentative budget for fiscal year 2027 and set a public hearing on the final budget for June 9, 2026, at 7:05 p.m.

*****ADJOURN AS THE COMMUNITY DEVELOPMENT & RENEWAL AGENCY*****

Posted on May 8, 2026.

/s/Chersty Titensor, Deputy City Recorder

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The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmn/, the Clearfield City Website – ClearfieldCityUT.gov, 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 R. Dean at Clearfield City, nancy.dean@clearfieldcityut.gov & 801-525-2714

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
POLICY MEETING
January 13, 2026

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Vice Chair Megan Ratchford

PRESENT: Director Mark Shepherd, Director Nike Peterson, Director Karece Thompson, Director Megan Ratchford, Director Dakota Wurth, Director Danielle King

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager & Economic Development Director Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Public Works Director Adam Favero, Community Development Director Stacy Millgate, City Recorder Nancy Dean, Deputy Recorder Chersty Titensor, Associate Planner Tyson Stoddard

Vice-chair Ratchford called the meeting to order at 7:47 p.m.

APPROVAL OF MINUTES

December 9, 2025 – policy meeting

Director Peterson moved to approve December 9, 2025 policy meeting, seconded by Director Wurth.

RESULT: Passed [6 TO 0]

YES: Director Shepherd, Director Peterson, Director Thompson, Director Ratchford, Director Wurth, Director King

NO: None

ELECT THE CHAIR AND VICE-CHAIR FOR THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)

Director Shepherd nominated Director Peterson as Chair for the CDRA. Director Peterson accepted the nomination. Director Thompson nominated Director King as Vice-chair for the CDRA.

Director Shepherd moved to approve the appointment of Director Peterson as the Chair for the Community Development and Renewal Agency, seconded by Director Wurth.

RESULT: Passed [6 TO 0]

YES: Director Shepherd, Director Peterson, Director Thompson, Director Ratchford, Director Wurth, Voting Member King

NO: None

Director Thompson moved to approve the appointment of Director King as the Vice-chair for the Community Development and Renewal Agency, seconded by Director Wurth.

RESULT: Passed [6 TO 0]

YES: Director Shepherd, Director Peterson, Director Thompson, Director Ratchford, Director Wurth, Voting Member King

NO: None

Director Shepherd moved to adjourn at 7:51 p.m., seconded by Director Thompson.

RESULT: Passed [5 TO 0]

YES: Director Shepherd, Director Peterson, Director Thompson, Director Wurth, Voting Member King

NO: None

**APPROVED AND ADOPTED
This day of 2026**

/s/ Nike Peterson, Chairman

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Community Development & Renewal Agency meeting held Tuesday, January 13, 2026.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:05 PM POLICY MEETING
March 24, 2026

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Nike Peterson

PRESENT: Chair Nike Peterson, Director Karece Thompson, Director Megan Ratchford, Director Dakota Wurth

ABSENT: Director Mark Shepherd, Director Danielle King

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager & Economic Development Director Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Public Works Director Adam Favero, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Community Development Director Stacy Millgate, City Recorder Nancy Dean, Deputy Recorder Chersty Titensor, Associate Planner Tyson Stoddard

Chair Nike Peterson called the meeting to order at 6:19 p.m.

DISCUSSION ON THE FISCAL YEAR 2027 PROPOSED BUDGET

Spencer Brimley, Assistant City Manager, explained that the FY2027 CDRA budget presented was based on projections due to the absence of finalized distribution data from Davis County. He stated that the purpose of the discussion was to review an early draft budget and consider financial and legislative factors affecting fund allocation and expenditures. He referenced to recent legislative changes, specifically Senate Bill 228, which reduced the dormancy period for redevelopment project funds from five years to six months, with the option to extend to two years through a public process. Staff recommended pursuing the full two-year extension where applicable.

Mr. Brimley reviewed the timeline for existing RDA project areas, noting that RDA 7 had already closed, RDA 8 would expire in FY2026, and RDA 9 and RDA 10 would expire in FY2027. He emphasized that as those projects concluded, the timeline to expend remaining funds would begin, requiring deliberate planning. JJ Allen, City Manager confirmed the project expiration dates and provided additional clarification on the historical duration of RDAs, stating that older RDAs were typically established for 25 years with a potential seven-year extension.

Discussion followed regarding potential uses for remaining CDRA funds. Mr. Brimley outlined several options, including reimbursing the General Fund for the First Street Expansion project (associated with RDA 10), addressing an estimated \$900,000 funding gap for Clearfield Station, and applying funds toward debt service, including obligations related to the Aquatic Center and transit-oriented development (TOD). He noted that projected CDRA revenues were approximately \$2.1 million, subject to refinement upon receipt of updated county data.

Director Ratchford expressed support for prioritizing debt reduction. Mr. Brimley acknowledged that while debt service was not the most visible use of funds, it remained a practical option. Mr. Allen emphasized the importance of retaining certain funds, particularly those with a direct nexus to the TOD project, to ensure the City could meet potential debt service obligations if development timelines were delayed. He reported cautious optimism, based on discussions with stakeholders, that TOD construction could begin within the year.

Director Peterson expressed general support for reimbursing the General Fund using RDA 10 funds but indicated a preference for allocating remaining funds toward visible, impactful economic development projects. Director Peterson emphasized the importance of investing in projects that residents and businesses could clearly identify as outcomes of CDRA funding, rather than solely funding infrastructure or less visible improvements. Director Wurth supported that perspective, noting the value of direct incentives in attracting development.

City staff and board members discussed past uses of RDA funds, including property acquisition, the City Center project, the Town Square, the Davis County Health Department facility, and Clearfield Junction. Mr. Allen and Recorder Nancy Dean highlighted those projects as examples of successful redevelopment efforts supported by RDA funding.

Director Thompson expressed concern about making funding decisions without sufficient data and recommended conducting a comprehensive market analysis to guide investment decisions. Director Thompson emphasized the need for data-driven decision-making to ensure effective use of funds and accountability to residents. Staff acknowledged the concern and indicated that CDRA funds could be used to procure professional services for such an analysis.

Director Peterson supported the use of CDRA funds for professional services, including updating or expanding prior market studies conducted in 2015. Mr. Brimley estimated that a new or updated study could cost approximately \$45,000 and stated that staff would seek proposals from qualified firms. Board members discussed the scope of such a study, indicating that it should include retail, housing, commercial markets, and overall economic conditions.

The discussion expanded to include potential grant opportunities and alternative funding sources. Directors Thompson and Ratchford referenced information obtained from recent conferences, including Economic Development Administration (EDA) grants and other funding programs. Staff noted the importance of evaluating administrative capacity and return on investment when pursuing grant opportunities.

Board members also discussed the potential for property acquisition as a strategy to utilize CDRA funds. Mr. Allen stated that acquiring property could allow the City to retain value in asset form, extend the usefulness of funds beyond statutory deadlines, and provide greater control over redevelopment outcomes. Several members identified specific areas of interest, including properties along 300 North and other key locations within redevelopment corridors. Directors emphasized that property ownership could enable the City to guide development and address blighted or underutilized properties.

Director Thompson and Director Peterson supported incorporating property acquisition analysis

into the broader market study. Staff agreed to begin identifying potential parcels and associated costs. Mr. Allen noted that preliminary estimates indicated approximately \$4.1 to \$4.2 million in funds would need to be expended within the next three to four years.

Board members discussed balancing investments between infrastructure and visible economic development projects. Director Ratchford emphasized the importance of maintaining infrastructure reliability, while Director Thompson and Director Peterson noted that CDRA funds represent a unique opportunity for targeted economic development investments distinct from the City’s capital improvement plan.

In conclusion, staff received general direction to pursue a comprehensive market analysis using professional services, explore potential property acquisition opportunities, and develop cost estimates for both efforts. Staff also acknowledged the need to maintain strategic reserves for TOD-related obligations and to return with additional information to guide future budget decisions. No formal actions were taken.

Director Wurth moved to adjourn at 6:54 p.m., seconded by Director Thompson.

RESULT: Passed [4 TO 0]

YES: Chair Peterson, Director Thompson, Director Ratchford, Director Wurth

NO: None

ABSENT: Director Shepherd, Director King

**APPROVED AND ADOPTED
This day of 2026**

/s/ Nike Peterson, Chairman

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 24, 2026.

/s/ Nancy R. Dean, City Recorder



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Spencer Wayne Brimley, Assistant City Manager

MEETING DATE: May 12, 2026

SUBJECT: Discussion and Adoption of FY27 CDRA Budget

RECOMMENDED ACTION

Staff recommends the CDRA Board review and adopt the FY 2027 Tentative CDRA Budget and approve the Chairman's signature to any necessary documents.


DESCRIPTION / BACKGROUND

Similar to the process for adopting the City's annual budget, the CDRA Board is required to adopt a Tentative budget and set a public hearing date to receive comment before adopting a final budget. The RDA Proposed Budget will be part of the City's proposed Budget document provided on May 12, 2026.

Highlighted in the FY27 Proposed CDRA Budget is funding ongoing development projects and incentives to businesses located within the city. Once adopted, the FY 2027 Tentative Budget will be made available to the public in accordance with state requirements.

The Clearfield Community Development and Renewal Agency currently has seven (6) active project areas, four (3) Redevelopment Areas (RDAs), one Economic Development Area (the Northrop Grumman / ATK EDA), the Clearfield Station CDA, and the Lifetime Products Community Reinvestment Area (CRA). The anticipated revenues and expenditures for these project areas are shown on the attached summary sheet.

Since the construction of the Clearfield Aquatic and Fitness Center, the CDRA has serviced the debt associated with the facility. The CDRA is also the conduit for the incentives provided to Northrop Grumman (formerly ATK) and the Lifetime Products expansion. Moreover, pursuant to our recent discussion, the CDRA will also be the funding source for the incentive to Crush Golf & Grill. The transfer to the General Fund for "CDRA Administration" covers the day-to-day redevelopment and economic development efforts of staff, along with the administrative overhead of those functions. There could be other uses for CDRA funds that are not included above, or at a minimum some questions for the board to consider, such as property acquisition for the purpose of consolidation or taking more control of development priorities, not to develop, but rather insure outcomes for project plans and expectations. Much of the discussion for the FY27 CDRA budget took place during



a work session on March 24. Staff has provided a summary of some of the more salient points from that discussion in preparation for tentative and final adoption of the CDRA FY27 budget.

Work Session discussion – March 24, 2026

Staff explained that the budget was based on projections due to the absence of finalized distribution data from the County. The purpose of the discussion was to review an early draft budget and consider financial and legislative factors affecting fund allocation and expenditures. Staff referenced recent legislative changes, specifically Senate Bill 228, which reduced the dormancy period for redevelopment project funds from five years to six months, with the option to extend it to two years through a public process and recommended pursuing the full extension where applicable. Staff reviewed timelines for existing redevelopment project areas, noting that one had already closed, another would expire in FY26, and two would expire in FY27 and emphasized that as projects conclude, the timeline to expend remaining funds begins, requiring deliberate planning. The City Manager confirmed these timelines and clarified that older redevelopment areas were typically established for 25 years with a potential seven-year extension.

Staff outlined potential uses for remaining funds, including reimbursing the General Fund for a major expansion project, addressing an estimated funding gap for a station project, and applying funds toward debt service, including obligations related to the aquatic center and the (TOD). The discussion also included potential grant opportunities and alternative funding sources, with board members referencing federal and other programs. Staff emphasized evaluating administrative capacity and return on investment when pursuing grants is an important and should be considered in that analysis.

Board members discussed property acquisition as a strategy to utilize CDRA funds. The City Manager stated that acquiring property could retain value in asset form, extend the usefulness of funds beyond statutory deadlines, and provide greater control over redevelopment outcomes. Board members identified areas of interest along commercial and main corridors and emphasized that ownership could help guide development to address underutilized properties. The discussion supported incorporating this analysis into the broader market study, and staff agreed to identify potential parcels and costs. Board members discussed balancing infrastructure needs with visible economic development investments, noting that these funds present a unique opportunity distinct from the City's capital improvement plan.

Staff received general direction to pursue a comprehensive market analysis, and explore property acquisition opportunities, while maintaining strategic reserves for TOD-related obligations and returning with additional information to guide future budget decisions. No formal action was taken.



CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy
- Providing Quality Municipal Services

The CDRA Board's commitment to utilizing the RDA tools provided by the state helps us "Improve Clearfield's Image, Livability and Economy" by promoting high quality economic development throughout the city. Moreover, the efforts of the CDRA go a long way to help create a place where people want to be.

FISCAL IMPACT

Total CDRA revenues are estimated to be \$2,034,066 with expenditures (including the housing set-aside and Crush incentive and payment of TOD Debt Service) at \$2,188,365 resulting in a reduction to the CDRA's fund balance in the amount of \$154,300.

ALTERNATIVES

The CDRA budget is straight-forward. Operations are handled in the General Fund and covered by the "CDRA Administration" transfer from the CDRA to the General Fund. Incentive payments are obligations governed by agreements that are in place. There are some funds available for discretionary use, but they should be used in their respective project areas and in ways that are consistent with the purposes of the CDRA and the project area plans.

SCHEDULE / TIME CONSTRAINTS

Adoption of the tentative budget is required by State law at the first regular meeting in May (the 12th).

LIST OF ATTACHMENTS

- Summary chart of FY27 CDRA budget

FY27 CDRA Draft Budget

	RDA 6	RDA 7	RDA 8	RDA 9	RDA 10	EDA 3 (ATK)	Cld Stn CDA (1)	Lifetime CRA	General CDRA	Fund 20 Total
Revenue										
Tax Increment Revenue	\$ 147,239	\$ -	\$ -	\$ 420,821	\$ 327,540	\$ 195,399	\$ 276,606	\$ 466,461		\$1,834,066
Interest Earnings									\$200,000	\$200,000
Total:	\$147,239	\$ -	\$ -	\$420,821	\$327,540	\$195,399	\$276,606	\$466,461	\$200,000	\$2,034,066
Expenditures and Transfers										
TRNF to GF: CAFC Sales Tax Bond Payment	\$ -	\$ -	\$ -	\$ -	\$775,911	\$ -	\$ -	\$ -	\$ -	\$775,911
TRNF to GF: CS Sales Tax Bond Payment										
TRNF to GF: CDRA Administration	\$5,000	\$10,000	\$10,000	\$30,000	\$5,000	\$9,770	\$13,830	\$23,323		\$106,923
Incentive Payments*						\$160,227		\$396,492		\$556,719
Housing Set-Aside										
Other Projects				\$350,000					\$398,812	\$748,812
Total:	\$5,000	\$10,000	\$10,000	\$380,000	\$780,911	\$169,997	\$13,830	\$419,815	\$398,812	\$2,188,365
Contribution to/(use of) Fund Balance:**	\$142,239	-\$10,000	-\$10,000	\$40,821	-\$453,371	\$25,402	\$262,776	\$46,646	-\$198,812	-\$154,299
Expiration Year (fiscal):	2031	2024	2026	2027	2027	2032	2040	2037	-	
*Incentive payments in FY27 will be made for Northrop Grumman (EDA 3), and Lifetime Products (CRA) and Crush Golf and Grill.										
**Fund balance from RDA project areas will accumulate over the next several years in order store up sufficient funds to service the sales tax bond in the future.										
Pending matters/other projects: powerline undergrounding; streetscape; pedestrian bridges; structured parking; strategic property acquisition, debt service										

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
RDA 6	\$ 226,028	\$ 231,611	\$ 243,741	\$ 243,238	\$ 227,326	\$ 232,970	\$ 225,084	\$ 224,391	\$ 224,391	\$ 257,965	\$ 242,589	\$ 147,239
RDA 7	\$ 338,716	\$ 332,904	\$ 340,680	\$ 184,839	\$ 245,755	\$ 258,755	\$ 267,783	\$ 276,716	\$ 276,716	\$ 346,397	-	
RDA 8	\$ 177,867	\$ 200,653	\$ 171,052	\$ 211,716	\$ 251,991	\$ 311,024	\$ 169,994	\$ 252,817	\$ 252,817	\$ 271,100	-	-
RDA 9	\$ 299,028	\$ 312,489	\$ 322,439	\$ 331,267	\$ 368,477	\$ 442,415	\$ 535,458	\$ 534,668	\$ 534,668	\$ 667,938	\$ 420,821	\$ 420,821
RDA 10	\$ 345,169	\$ 359,348	\$ 313,107	\$ 304,154	\$ 333,417	\$ 401,550	\$ 212,319	\$ 216,707	\$ 216,707	\$ 246,020	\$ 327,540	\$ 327,540
EDA 3	\$ 1,456,826	\$ 981,334	\$ -	\$ 217,335	\$ 1,101,843	\$ 1,169,758	\$ 958,364	\$ 870,851	\$ 780,663	\$ 141,906	\$ 195,399	\$ 195,399
CS CDA - Tranche 1					\$ 66,239	\$ 154,859	\$ 163,273	\$ 170,163	\$ 170,163	\$ 264,215	\$ 276,606	\$ 276,606
Lifetime Products								\$ 19,412	\$ 125,140	\$ 333,133	\$ 466,461	\$ 466,461
TOTAL TAX INCREMENT	\$ 2,843,633	\$ 2,418,339	\$ 1,391,019	\$ 1,492,549	\$ 2,595,047	\$ 2,971,331	\$ 2,475,085	\$ 2,546,311	\$ 2,581,263	\$2,528,674.00	\$1,929,416.00	\$1,834,066.00

