



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
June 23, 2026 - WORK 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

6:30 P.M. WORK MEETING

Discussion of Proposed Amendments of Excavation/Street Cut Permit Fees within the
Consolidated Fee Schedule

Discussion of Fiscal Year 2026 Budget Amendments

Discussion of the Fiscal Year 2027 Interim Budget

*(Any item not fully addressed prior to the Policy Meeting will be addressed in a Work
Meeting immediately following the Policy Meeting)*

****ADJOURN THE CITY COUNCIL WORK MEETING****

Posted June 18, 2026.

/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 - 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

TO: Mayor Shepherd and City Council Members

FROM: Braden Felix, Assistant Public Works Director

MEETING DATE: June 23, 2026

SUBJECT: Updates to Consolidated Fee Schedule Regarding Street Cut Permit Fees

RECOMMENDED ACTION

Approve the changes to titles and amounts as presented

DESCRIPTION / BACKGROUND

In comparison with other cities like Layton, Roy, Clinton, and South Ogden, there are some small recommended updates to the street cut permit fees. They are as follows:

- Curb and gutter removal (no road cut): Application fee plus \$4/lf (currently \$.30/lf)
- Open trench in right-of-way (no road cut): Application fee plus \$4/sf (currently \$.30/lf)
- Sidewalk/misc. concrete (no road cut): Application fee plus \$4/sf (currently \$.30/lf)
- Change “Surety Bond” to “Cash Deposit” to be inline with the current code.

We found that in most cases, the removal of some curb for driveway widening or a lateral replacement was not providing enough of a fee to cover the efforts in administration and inspection. We also found that the “surety bond” in the fee schedule is not accurate for what it is intended, but that the intent is for a “cash deposit” as outlined in the ordinance.

There are some changes to the ordinance that staff is working on to better accomplish the intents of the excavation permitting.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

In comparison to other cities, our fees are less than most others. This increase will help pay for the administration and inspection of the work completed.



HEDGEHOG SCORE

18

FISCAL IMPACT

Net increase for future excavation permits. A sewer lateral replacement would cost about \$200 more.

ALTERNATIVES

- No change to the fees.

SCHEDULE / TIME CONSTRAINTS

Beginning of July or when the updated fee schedule is adopted.

LIST OF ATTACHMENTS

- Draft Fee Schedule