



Community Development

PLANNING, ENGINEERING, BUILDING INSPECTIONS,
CUSTOMER SERVICE, CODE COMPLIANCE,
AND CDBG ADMINISTRATION

MEETING AGENDA OF THE CLEARFIELD CITY PLANNING COMMISSION

Notice is hereby given that the Clearfield City Planning Commission will hold a regularly scheduled meeting at **7:00 P.M., Wednesday, April 15th, 2020** on the **3rd floor** in the City Council Chambers of the Clearfield City Municipal Building, located at 55 S. State Street, Clearfield, UT 84015.

Public meetings will be held electronically in accordance with Executive Order 2020-1 Suspending the Enforcement of the Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus issued by Governor Herbert on March 18, 2020. No physical meeting location will be available. The public may monitor or listen to the open portions of the meeting electronically by following the instructions below.

<https://zoom.us/j/782606434>

If you wish to comment during the public comment portion of the public hearings the Zoom meeting chat will be open beginning at 7:00 p.m. and closing at 7:15 p.m. Written comments can also be submitted prior to the meeting by visiting www.clearfieldcity.org/notice until 5:00 p.m. on the date of the scheduled public hearing. Submitted comments related to the subject of the public hearings will be shared during the meeting for the record.

WORK SESSION – 6:30 PM

Review agenda items to address questions.

REGULAR SESSION – 7:00 PM

CALL TO ORDER - PLEDGE OF ALLEGIANCE

PLANNING COMMISSION CHAIR STATEMENT

APPROVAL OF MINUTES:

December 4, 2019

February 19, 2020

DECISION ITEMS

Non-Public Hearings

1. Discussion and Possible Action on **FSP 2020-030028**, a final subdivision plat request by Ron Snow to consolidate the subject properties for a residential and commercial mixed-use development. **Location:** 293 S. State Street (12-003-0051 & 12-003-0050). **Aggregated Parcel Area:** 1.17 acres. **Zone:** U-C (Urban Commerce). **Planner:** Zack Ludlow (**Legislative Action**).
2. Discussion and Possible Action on amendments to the Clearfield City Planning Commission By-Laws.

Public Hearings

None

DISCUSSION ITEMS

1. Staff Discussion
2. Planning Commissioner's Minute
3. Staff Communications

*****PLANNING COMMISSION MEETING ADJOURNED*****

Dated this 9th day of April, 2020

/s/Brad McIlrath, Senior Planner

Meetings of the Planning Commission 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 in City Code § 1-6-4H for electronic meetings.

Clearfield City, in accordance with the 'Americans with Disabilities Act', provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting accommodations for City sponsored public meetings, service programs, or events, should call the Customer Service Center at 801-525-2701, giving the City a 48 hour notice.

The Work Session meeting is a public meeting; however, public comments are only received in the formal Planning Commission meeting. The Planning Commission Public Meeting is a public forum where the Planning Commission may receive comment from applicants, the public, applicable agencies and city staff regarding land use applications and other items on the Commission's agenda. In addition, it is where the Planning Commission takes action on these items. Action may be taken which may include: approval, approval with conditions, denial, continuance or recommendation to other bodies as applicable.

CLEARFIELD PLANNING COMMISSION MEETING

December 4, 2019

6:30 P.M. – Work Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Commissioner
Nicole Bigelow Commissioner
Bret McAllister Commissioner
David Bloomfield Commissioner
Ruth Jones Commissioner
Eden Bush Youth Ambassador

ABSENT: Robert Browning Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Brad McIlrath Senior Planner

Commissioner Uccardi called the meeting to order at 6:30 p.m.

**DISCUSSION ON APPROVAL FOR THE MINUTES OF JUNE 5, 2019 AND JULY 10, 2019
WORK AND REGULAR PLANNING COMMISSION MEETINGS**

- Commissioner Murray pointed out a few minor changes to be made to the July 10, 2019 work session minutes and suggested that the July 10, 2019 regular session minutes be tabled until January 8, 2020 while they were being corrected.

**DISCUSSION ON GPA 2019-100016, A GENERAL PLAN AMENDMENT REQUEST BY
SAM CHELEMES TO CHANGE THE DESIGNATION FOR THE SUBJECT PROPERTY
FROM COMMERCIAL TO RESIDENTIAL. LOCATION: APPROXIMATELY 175 WEST
ANTELOPE DRIVE. (TINS: 12-242-0009 & 12-243-0003). PROJECT AREA: 10.21 ACRES.**

- Brad McIlrath, Senior Planner, stated the reason Mr. Chelemes wanted the property rezoned was to reduce his tax liability for the property.
- Mr. McIlrath explained the rezoning of the property was not supported by the Clearfield City General Plan and recommended denial of both GPA 2019-100016 and RZN 2019-100016
- Commissioner Jones voiced concerns about the property being developed residentially if the General Plan was amended and the property rezoned.

**DISCUSSION ON RZN 2019-100016, A ZONING MAP AMENDMENT REQUEST BY SAM
CHELEMES TO REZONE 10.21 ACRES OF THE SUBJECT PROPERTY FROM C-2
(COMMERCIAL) TO A-1 (AGRICULTURAL). LOCATION: APPROXIMATELY 175 WEST
ANTELOPE DRIVE. (TINS: 12-242-0009 & 12-243-0003). PROJECT AREA: 10.21 ACRES.**

- Brad McIlrath Senior Planner, stated the reason Mr. Chelemes wanted the property rezoned was to reduce his tax liability for the property.
- Mr. McIlrath explained the rezoning of the property was not supported by the Clearfield

City General Plan and recommended denial of both GPA 2019-100016 and RZN 2019-100016

- Commissioner Jones voiced concerns about the property being developed residentially if the General Plan was amended and the property rezoned.

DISCUSSION ON RZN 2019-100017, A ZONING MAP AMENDMENT REQUEST BY JASON HAMBLIN TO REZONE 12.41 ACRES OF THE SUBJECT PROPERTY FROM A-1 (AGRICULTURAL) TO R-1-8 (RESIDENTIAL). LOCATION: APPROXIMATELY 741 WEST 300 NORTH. (TIN: 12-019-0121). PROJECT AREA: 1.75 ACRES.

- Brad McIlrath, Senior Planner, explained the properties to the east of the subject property and property on 825 West were rezoned to R-1-8 in 2018
- Commissioner Uccardi asked if the subdivision would have an HOA (Home Owners Association), Brad McIlrath explained there would not be an HOA.

DISCUSSION ON PSP 2019-100012, A PRELIMINARY SUBDIVISION PLAT REQUEST BY JASON HAMBLIN TO SUBDIVIDE 12.41 ACRES OF THE SUBJECT PROPERTY INTO 37 LOTS FOR THE PURPOSE OF SINGLE FAMILY DEVELOPMENT. LOCATION: APPROXIMATELY 741 WEST 300 NORTH. (TINS: 12-019-0121, 12-019-0030 & 12-019-0029). PROJECT AREA: 12.41 ACRES.

- Brad McIlrath, Senior Planner, explained parcel A on the subdivision plat would be dedicated to Clearfield City to be used as a parking lot for access to the Denver Rio Grad Rail Trail.
- Mr. McIlrath explained that the North Davis Fire District required two points of access for subdivisions larger than 30 lots and suggested the subdivision plat be modified from 37 lots to 30 lots, as well as provide a stub access to the west for future development and increased connectivity between subdivisions.

DISCUSSION ON ZTA 1909-0002, A ZONING TEXT AMENDMENT REQUEST BY CLEARFIELD CITY TO UPDATE THE FORMAT AND CONTENT OF THE DOWNTOWN FORM BASED CODE. LOCATION: APPROXIMATELY STATE STREET AND HWY 193 CORRIDORS.

- Commissioner Murray pointed out minor correction to be made to the Form Based Code
- Commissioner Murray asked for clarification on tandem parking (vehicles parked bumper to bumper) and voiced concerns about tandem parking in townhomes.
- Commissioner Uccardi asked when the City Council would review ZTA 1909-0002. Brad McIlrath, Senior Planner, explained it was tentatively scheduled for January 14, 2020.
- Mr. McIlrath explained the Planning Commission had three possible actions it could take on the matter.
 - *First: Recommend approval as conditioned*
 - *Second: Recommend denial*
 - *Third: Recommend tabling the matter until concerns are addressed*

The meeting adjourned at 7 p.m.

CLEARFIELD PLANNING COMMISSION MEETING

December 4, 2019

7:00 P.M. – Regular Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Commissioner
Nicole Bigelow Commissioner
Bret McAllister Commissioner
David Bloomfield Commissioner
Ruth Jones Commissioner
Eden Bush Youth Ambassador

ABSENT: Robert Browning Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Brad McIlrath Senior Planner

VISITORS: Sam Chelemes, Andrea Liken, Basil Chelemes, Nicholas Hunter,
Cassandra Mertens, Gordon Mertens, Dave Strebel, Doug Hamblin, Jo Hamblin,
Larry Hamblin, Marcia Hamblin, Jason Hamblin.

The Planning Commission meeting was called to order at 7:00 p.m.

The Pledge of Allegiance was led by Chair Uccardi

Chair Uccardi read the Planning Commission Chair Statement

**APPROVAL OF MINUTES FROM JUNE 5, 2019 WORK AND REGULAR MEETINGS, AND
JULY 10, 2019 WORK MEETING**

Commissioner Murray moved to approve the minutes from June 5, 2019 work and regular meetings, July 10, 2019 work meeting and table the July 10, 2019 regular meeting minutes until January 10, 2020. Seconded by Commissioner Bigelow. The motion carried on the following vote: Voting AYE – Commissioners Jones, Bloomfield, McAllister, Bigelow, Murray, Uccardi. Voting NO – None.

**DISCUSSION, AND APPROVAL OF REORDERING THE AGENDA/DISCUSSION ITEMS
TO MOVE PUBLIC HEARING ITEM NUMBER ONE, ZTA 1909-0002, TO BE THE LAST
ITEM OF DISCUSSION**

Commissioner Murray moved to approve the reordering of the agenda/discussion items. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE – Commissioners Jones, Bloomfield, McAllister, Bigelow, Murray, Uccardi. Voting NO – None.

PUBLIC HEARING, DISCUSSION, AND APPROVAL OF GPA 2019-100016, A GENERAL PLAN AMENDMENT REQUEST BY SAM CHELEMES TO CHANGE THE DESIGNATION FOR THE SUBJECT PROPERTY FROM COMMERCIAL TO RESIDENTIAL. LOCATION: APPROXIMATELY 175 WEST ANTELOPE DRIVE. (TINS: 12-242-0009 & 12-243-0003). PROJECT AREA: 10.21 ACRES.

Brad McIlrath, Senior Planner, presented the following facts:

- The properties had been used agriculturally as long as Mr. Chelemes' family had owned them.
- Because the properties were zoned commercial they fell under a higher tax bracket than if they were zoned agriculture.
- Property owners could go to the Davis County Assessor's Office to appeal property assessments to lower the taxes for their property, which Mr. Chelemes had done.
- Explained the purpose of the Clearfield City General Plan was to guide future development in the City under three categories: residential, commercial, and industrial.
- The subject properties and the neighboring properties along Antelope Drive were currently designated as commercial in the Clearfield City General Plan.
- The request was inconsistent with the Clearfield City General Plan.
- Staff recommended denial.

Questions from the Planning Commission:

- Commissioner Bigelow asked when the property was zoned commercial. Mr. McIlrath answered according to the zoning maps the City had on file the property was zoned commercial back in the 1990's and possibly the 1980's.

Chair Uccardi opened the public hearing.

PUBLIC COMMENT

In Favor

Sam. Chelemes. applicant, stated Clearfield had been his home for many years and that the subject properties had been used agriculturally for at least 100 years. He wanted to keep the property agriculture for his kids and grandkids. He also stated he had worked with the City for many years and helped develop multiple subdivisions and the family would like to keep the piece of property in Clearfield.

Opposed

Dave Strebel stated he owned the property to the west of the subject properties and that he wished the subject properties to stay zoned commercial as to not devalue his property. Mr. Strebel mentioned the subject properties have been for sale for at least twenty years and he does not know how many offers Mr. Chelemes has had on the subject properties. Mr. Strebel stated he tried to purchase the subject property from Mr. Chelemes, but Mr. Chelemes would not sell the property.

Chair Uccardi closed the public hearing.

Commissioner Jones moved to recommend denial of GPA 2019-100016 to the City Council, a general plan amendment request by Sam Chelemes to change the designation for the subject property on the Future Land Use Map of the General Plan from commercial to residential because it was inconsistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan. The recommendation was based on the findings and discussions in the staff report. Commissioner Murray seconded the motion. The motion carried upon the following vote: Voting AYE – Commissioners McAllister, Bigelow, Jones, Bloomfield, Uccardi, Browning. Voting NO – None.

PUBLIC HEARING, DISCUSSION, AND APPROVAL OF RZN 2019-100016, A ZONING MAP AMENDMENT REQUEST BY SAM CHELEMES TO REZONE 10.21 ACRES OF THE SUBJECT PROPERTY FROM C-2 (COMMERCIAL) TO A-1 (AGRICULTURAL). LOCATION: APPROXIMATELY 175 WEST ANTELOPE DRIVE. (TINS: 12-242-0009 & 12-243-0003). PROJECT AREA: 10.21 ACRES.

Brad McIlrath, Senior Planner, presented the following facts:

- Request was to rezone the subject properties from C-2 (Commercial) to A-1 (Agricultural).
- The rezone of the properties was contingent on the approval of GPA 2019-100016.
- The rezone of the properties was not consistent with the Clearfield City General Plan.
- Staff recommended denial.

Chair Uccardi opened the public hearing.

PUBLIC COMMENT

Opposed

Dave Strebel acknowledged the higher taxes on commercial properties was a big deal and asked if there was any kind of condition under which Mr. Chelemes could apply to reduce the taxes on the subject properties. Mr. McIlrath answered there was not a conditional use from Clearfield City that would reduce the taxes on the subject properties and that the taxes were based on how Davis County assessed the properties. Mr. Strebel mentioned the County also had an income based formula to assess taxes that might help reduce the taxes for the properties.

In Favor

None.

Questions from the Planning Commission:

- Commissioner Murray commented she could sympathize with Mr. Chelemes' position. She acknowledged she had also lived in Clearfield for many years, but it had been her experience that when the City amended its General Plan to help a single individual it was typically detrimental to the City as a whole. She stated it was important for the Planning

Commission to look at what was best for the City as a whole.

Chair Uccardi closed the public hearing.

Commissioner McAllister moved to recommend denial of RZN 2019-100016 to the City Council, a rezone request by Sam Chelemes to rezone the subject property from C-2 (Commercial) to A-1 (Agricultural) because it was inconsistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan; and it was contingent on the approval of GPA 2019-100016 for the change in the Future Land Use Map of the City. The recommendation was based on the findings and discussions in the staff report.

Commissioner Jones seconded the motion. The motion carried upon the following vote: Voting AYE – Commissioners McAllister, Bigelow, Jones, Bloomfield, Uccardi, Browning. Voting NO – None.

PUBLIC HEARING, DISCUSSION, AND APPROVAL OF RZN 2019-100017, A ZONING MAP AMENDMENT REQUEST BY JASON HAMBLIN TO REZONE 12.41 ACRES OF THE SUBJECT PROPERTY FROM A-1 (AGRICULTURAL) TO R-1-8 (RESIDENTIAL). LOCATION: APPROXIMATELY 741 WEST 300 NORTH. (TIN: 12-019-0121). PROJECT AREA: 1.75 ACRES.

Brad McIlrath, Senior Planner, presented the following facts/materials:

- The rezone was only for a portion of the property.
- The rezone was supported by the Clearfield City General Plan.
- The rezone was part of the preliminary subdivision plat request.
- Presented the preliminary subdivision plat with staff notes.
- The subject area of the rezone impacted lots 27 through 33 of the proposed subdivision plat.
- Staff recommended approval.

Chair Uccardi opened the public hearing.

PUBLIC COMMENT

Brad McIlrath read a letter from Virgil and Bernice Zaugg requesting that the fence be one (1) foot from the east existing property line so that the existing irrigation ditch could continue to my adequately maintained. They further requested that no trees or large shrubs be planted within twenty (20) feet of the fence so that their root systems wouldn't interfere with the ditch. Mr. McIlrath explained he would provide Mr. Zaugg with a copy of the findings after the request was approved or denied.

Questions from the Planning Commission:

- Chair Uccardi clarified any agreements made to address Mr. Zaugg's requests would be between property owners and not Clearfield City. Mr. McIlrath agreed and explained both property owners had property rights and Clearfield City could not impose restrictions on one property owner and not the other.
- Commissioner Bigelow asked if Clearfield City Code allowed trees to be planted on

property lines. Mr. McIlrath answered yes and further explained that issues with shade from trees and limbs, or root systems growing across property lines was addressed between property owners.

Jason Hamblin, applicant, explained the property to the east of the requested rezone was previously rezoned by a developer and that he would like the requested portion of the property rezoned to expand the subdivision. Mr. Hamblin also mentioned he developed the Autumn Ridge subdivision to the west of the subject property and that he would be building similar homes to those in Autumn Ridge.

Chair Uccardi closed the public hearing.

Commissioner Murray moved to recommend approval of RZN 2019-100017 to the City Council, a rezone request by Jason Hamblin to rezone the subject property from A-1 (Agricultural) to R-1-8 (Residential). The recommendation was based on the findings and discussions in the staff report. Commissioner Jones seconded the motion. The motion carried upon the following vote: Voting AYE – Commissioners McAllister, Bigelow, Jones, Bloomfield, Uccardi, Browning. Voting NO – None.

DISCUSSION AND APPROVAL OF PSP 2019-100012, A PRELIMINARY SUBDIVISION PLAT REQUEST BY JASON HAMBLIN TO SUBDIVIDE 12.41 ACRES OF THE SUBJECT PROPERTY INTO 33 LOTS FOR THE PURPOSE OF SINGLE FAMILY DEVELOPMENT. LOCATION: APPROXIMATELY 741 WEST 300 NORTH. (TINS: 12-019-0121, 12-019-0030 & 12-019-0029). PROJECT AREA: 12.41 ACRES.

Brad McIlrath, Senior Planner, presented the following facts:

- The majority of the proposed subdivision was rezoned in 2018.
- The proposal was for a 33-lot single-family subdivision.
- Preliminary subdivision plat.
- The lots that abutted the Rail Trail on the east side of proposed subdivision had a ninety foot (90') Jordan Valley Water Conservation District easement so they had lots greater than 11,000 square feet to accommodate that easement and would need to be developed similarly to the homes that abutted the Rail Trail in the Autumn Ridge Estates Phase 2 Subdivision to the south of the project.
- It was proposed that parcel A on the subdivision plat be dedicated to Clearfield City to be used as a parking lot or a park to provide access to the Rail Trail.
- The subdivision had good connectivity.
- Water detention basin would be located in the southwest portion of the development.
- It was proposed that a connection be stubbed through lot 27 to provide future connectivity to the subdivision to the west of the project.
- Staff recommended the subdivision plat be reduced to 30 lots to be in compliance with the North Davis Fire District standards that single-family subdivisions with a single access cannot exceed 30 lots.
- All the proposed lots in the project were in compliance with the R-1-8 (Residential) zone.

Questions from the Planning Commission:

- Commissioner Bigelow asked if there would be any problems with the proposed accesses if the property surrounding the project was sold. Mr. McIlrath answered the City would still require the additional access points for public health and safety and further development of the surrounding properties.

Comments from Jason Hamblin (applicant):

- Mr. Hamblin acknowledged he would lose one to two lots depending on where the additional access point for the subdivision was designed and that was why he resubmitted the plans with 33 lots. Commissioner Murray further clarified that in part the resubmittal of 33 lots was to comply with the recommendation of the North Davis Fire District standards and that an approval of the project would be on the condition of providing an additional access or reducing the number of lots to comply with the North Davis Fire District standards.

Commissioner Murray moved to approve as conditioned PSP 2019-100012, a preliminary subdivision plat request by Jason Hamblin to subdivide 12.41 acres of the subject property into 33 lots for the purpose of single family development at approximately 741 West 300 North (TINs: 12-019-0121, 12-019-0030 & 12-019-0029). The recommendation was based on the findings and discussions in the staff report with the following condition:

- 1) The approved subdivision plat must meet North Davis Fire District subdivision standards for access points.**
- 2) Plans shall be revised to address Clearfield City Engineering requirements prior to the submittal of plans for Final Plat review and approval.**
- 3) A full civil set of plans shall be submitted as part of the final subdivision plat review which shall include but not be limited to: site plan, grading and drainage plan, utility plan, storm water pollution prevention plan (SWPPP), roadway cross sections, etc.**
- 4) The applicant shall submit a geotechnical report as part of the final subdivision plat application.**
- 5) The subdivision shall not exceed thirty (30) lots unless a secondary access that meets IFC standards is provided.**
- 6) The subdivision shall be revised to provide a future connection to either 250 North or 200 North as outlined in this report.**
- 7) The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to: curb and gutter, sidewalks, landscaping park strip improvements, driveways, etc.**
- 8) An Escrow agreement will be subject to approval by the City Engineer and City Attorney and an escrow account shall be established prior to obtaining any permits being issued for the properties or plat being recorded. Installation of required improvements or an escrow account shall be established prior to recordation of the Final Plat as outlined in the Clearfield City Code § 12-4-6.**

Commissioner Jones seconded the motion. The motion carried upon the following vote: Voting AYE – Commissioners McAllister, Bigelow, Jones, Bloomfield, Uccardi, Browning. Voting NO – None.

PUBLIC HEARING, DISCUSSION, AND APPROVAL OF ZTA 1909-0002, A ZONING TEXT AMENDMENT REQUEST BY CLEARFIELD CITY TO UPDATE THE FORMAT AND CONTENT OF THE DOWNTOWN FORM-BASED CODE. LOCATION: APPROXIMATELY STATE STREET AND HWY 193 CORRIDORS.

Brad McIlrath presented the following facts:

- Background:
 - 2016 the Downtown Clearfield Small Area Plan was adopted to promote a revitalization of the downtown area.
 - May 2017 to June 2018 the Downtown Form Based Code (FBC) was created.
 - June 2018 the Downtown Form Based Code was adopted and the affected properties were rezoned.
 - From June 2018 to January 2019 Clearfield City staff identified areas in the FBC that needed to be updated to help clarify the FBC standards for residents, staff, and developers.
 - Clearfield City staff consulted with FFKR Architects to help update the FBC.
 - After the FBC was updated some properties would need to be rezoned.

Mr. McIlrath explained the organization of the From-Based Code was broken into eleven (11) chapters as follows:

- 1) Introduction
- 2) Zoning Districts
- 3) Uses
- 4) Street and Block Network
- 5) Street and Streetscape Standards
- 6) Building Types
- 7) Site Landscape and Amenity Standards
- 8) Civic Open Space Standards
- 9) Parking Standards
- 10) Signs
- 11) Administration and Appendices

Mr. McIlrath further explained there were updates to the zoning district names as listed below:

- From Civic (CV) to Civic (CV) – No Change
- From Commercial Corridor (CC) to Gateway Corridor Commerce (CC)
 - Encompassing the areas that led into the downtown area i.e. State Route 193, State Route 126, and State Street.
- From Town Commerce (TC) to Town Mixed Commerce (TC)
 - Emphasizing that those areas were intended for mixed uses.
- From Town Residential (TR) to Town Neighborhood Residential (TR)
 - The zone was to provide a transition/buffer between Downtown commercial zones to residential zones.
- From Urban Commerce (UC) to Urban Core Commerce (UC)
 - Emphasizing that those areas were the center, or core, of the Downtown area.
- From Urban Residential (UR) to Urban Mixed Residential (UR)

1 Mr. McIlrath then explained what each chapter would include and how they were changed as
2 follows:

- 3 • Chapter 1) Introduction:
 - 4 ○ Chapter 1 was modified to provide a cleaner look and more precise background for
 - 5 the Code's purpose along with the organization of the Code as it was currently
 - 6 constituted.
- 7 • Chapter 2) Zoning Districts:
 - 8 ○ The downtown area was expanded to the northern municipal boundary at 800
 - 9 North and the different nodes of Exchange Place, Mabey Place, and Access Point
 - 10 were removed with the UC (Urban Commerce) and UR (Urban Residential) zones
 - 11 considered the core or "heart" of the downtown area.
 - 12 ○ The updated map called out road locations for future development to establish
 - 13 more complete connectivity within the downtown core.
 - 14 ○ The chapter now provided an overview of the different zones and what building
 - 15 types were allowed in each zone along with visual representation of those building
 - 16 types.
 - 17 ○ The TC (Town Mixed Commerce) zone would allow civic buildings, commercial
 - 18 buildings, mixed use buildings, and office buildings. Townhomes would only be
 - 19 allowed on none principle roads and would have to have a commercial aspect at
 - 20 the front of the buildings.
 - 21 ○ The TR (Town Neighborhood Residential) zone was designed as a transition
 - 22 between residential neighborhoods and the downtown area and would only allow
 - 23 townhomes, mixed use buildings, or garden court homes.
 - 24 ○ The UR (Urban Mixed Residential) would allow office buildings and multifamily
 - 25 buildings (apartments).
 - 26 ○ The UC (Urban Core Commerce) zone would allow mixed use buildings,
 - 27 apartment buildings, and office buildings. One of the conditions of apartment
 - 28 buildings in the UC zone was the fronts of the apartment buildings could not face
 - 29 the street and could be part of a larger development containing mixed use
 - 30 buildings or office building.
 - 31 • Commissioner Uccardi clarified apartment buildings could not front major
 - 32 corridors, but the side or rear of the building could. Mr. McIlrath
 - 33 confirmed apartment buildings could not front major corridors in the UC
 - 34 zone.
 - 35 • Commissioner Jones asked about the townhomes that were being built at
 - 36 approximately 180 South State Street, Clearfield. Mr. McIlrath explained
 - 37 the townhomes would not comply with recommended changes, but because
 - 38 the townhomes had already been approved so they would be legal non-
 - 39 conforming. Commissioner Uccardi further clarified that other projects that
 - 40 had been approved, like Mayfly Rise, would not conform to the
 - 41 recommended changes either and would also be legal non-conforming. Mr.
 - 42 McIlrath agreed and added through the approval process of multiple
 - 43 projects in the Form Based Code area, the City saw a need to revise the
 - 44 Code to address some of the issues being encountered. He added any
 - 45 project that had been granted final land use approval under the current
 - 46 Form Based Code would be allowed to move forward as long as the

- 1 developers started construction within twelve (12) months of final land use
2 approval. He noted if developers failed to start construction within those
3 twelve (12) months than their land use approvals would be revoked and
4 they would have to comply with the new Form Based Code standards.
- 5 • Commissioner Bigelow asked what the timeline was for adopting the
6 amendments to the Form Based Code. Mr. McIlrath answered the Code
7 would be adopted as soon as the City Council approved it and that it would
8 likely be either January or February of 2020.
 - 9 ○ The CV (Civic) zone had no changes.
 - 10 • Chapter 3) Uses:
 - 11 ○ Chapter 3 was modified to provide more information about the uses that were
12 allowed under the general classifications along with a simpler layout to read and
13 understand. The categories and types of uses were carefully calibrated for the new
14 zone locations and reviewed to ensure compatibility in the downtown. To provide
15 more clarification, the chapter was given a table of uses that were allowed by
16 building type. Development standards for specific uses were outlined at the end of
17 the chapter.
 - 18 • Commissioner Jones asked if the development standards would be affected
19 by the current moratorium prohibiting the development of motor vehicle
20 sales lots or would the proposed development standards supersede the
21 moratorium. Mr. McIlrath answered the moratorium would expire in
22 February 2020 and the development standards for the Form Based Code
23 area would supersede any other regulations adopted when the moratorium
24 expired.
 - 25 • Chapter 4) Street and Block Network:
 - 26 ○ Chapter 4 was modified to provide more detail about street and block locations
27 that already existed, or could exist, in the downtown area as well as provide detail
28 for each street type and a regulating, or hierarchy plan, for those streets in the
29 downtown area. The chapter also provided standards to be used by the City in the
30 development of pedestrian crossings and block network and accesses. Mr.
31 McIlrath also talked about creating islands in the centers of cul-de-sacs to help
32 snow plow drivers and to manage storm water by diverting it into bio-swells
33 located beneath the islands that use the plants to filter the water before it entered
34 the storm water network.
 - 35 • Chapter 5) Street and Streetscape Standards:
 - 36 ○ Chapter 5 was updated to better provide standards for how the City would like its
37 streets to be designed, showing vehicular areas (streets, parking lots, and bike
38 paths) in gray and pedestrian areas in green. The chapter also showed street
39 furnishings, trees, light polls with banners, and the different types of bike lanes
40 allowed. The chapter also shows how a bio-swell would be designed and worked.
41 The updated graphics gave better context of where different street types would be
42 appropriate and better visual examples of how they would look.
 - 43 • Commissioner Bigelow asked if bike lanes would be allowed between
44 parked cars and the sidewalk. Mr. McIlrath answered the Code did allow
45 bike lanes between parked cars and sidewalks, calling them cycle tracks,
46 further explaining that cycle tracks were put in as an option for future

implementation and to provide cyclists more protection. Mr. McIlrath continued if cycle tracks were implemented they would be phased in, first as painted lanes and then as lanes with physical barriers.

Mr. McIlrath continued by explaining it was hoped that bike lanes called “sharrows” would be implemented along State Street. He stated “sharrows” were created so bikes could share the same lane with the slower vehicles, but stay to the right of faster vehicles to allow passing.

- Commissioner Uccardi asked how cycle tracks would be plowed. Mr. McIlrath answered one of the reasons cycle tracks would be phased in would be to allow snow plows to clear the snow and eventually there would be specialized equipment to plow the cycle track after a physical barrier was in place.

- Chapter 6) Building Types:

- Chapter 6 identified the different building types allowed in the Form Based Code area and the zones where they were allowed.
- The Commission asked for clarification on the names for mixed-use buildings, if accessory dwelling units (ADU) would be allowed in the Form Based Code area, and if second story windows would still be required to be recessed. Mr. McIlrath explained there were not different names for different types of mixed-use buildings saying they were simply referred to as mixed-use buildings, ADUs were typically only allowed in single family zones and would not be allowed in the Form Based Code area.
- The Commission and staff discussed the following parking requirements for buildings/uses throughout the Form Based Code area:
 - Number of required parking stalls for residential uses.
 - Snow stacking for parking lots.
 - Fee based parking.
- Mr. McIlrath showed the Commission examples of design standards and amenities developers could choose from for residential buildings/uses.

- Chapter 7) Site Landscape and Amenity Standards:

- The Commission and staff discussed the limitation of no more than sixty (60) percent of a site may be turf grass and the option for xeriscape landscaping to help conserve water.

- Chapter 8) Civic Open Space Standards:

- No comments or questions.

- Chapter 9) Parking Standards:

- No comments or questions.

- Chapter 10) Signs:

- The Commission and staff discussed whether or not monument signs in the Form Based Code area should be smaller than monument signs in other zones. The Commission commented if the signs were going to be smaller the speed limits should be reduced to help people driving in cars read the smaller signs.

- Chapter 11) Administration and Appendix:

- No comments or questions.

Commissioner Jones moved to recommend approval of ZTA 1909-0002 to the City Council,

1 a zoning text amendment request by Clearfield City to update the format and content of the
2 downtown Form Based Code approximately affecting the State Street and HWY 193
3 corridors. Commissioner Bigelow seconded the motion. The motion carried upon the
4 following vote: Voting AYE – Commissioners McAllister, Bigelow, Jones, Bloomfield,
5 Uccardi, Browning. Voting NO – None.
6
7
8

9 COMMUNICATION AND TRAINING

10
11
12 STAFF COMMUNICATIONS

- 13
14 • December 17, 2019, a joint work session was scheduled with the Clearfield City Council, project
15 developers, and UDOT to discuss the Clearfield Station development project.
16 • December 18, 2019, the Commission would discuss the proposed Davis County library going in at
17 1 North State Street.
18 • The City had sent out a survey through social media to take comments on what people thought the
19 City's slogan should be.
20

21 PLANNING COMMISSIONERS' MINUTE

22
23 Commissioner Uccardi: Asked to add a discussion item to the December 17 and 18, 2019 meetings to
24 discuss the Planning Commission bylaws.
25

26 Commissioner Bloomfield: Reported the power polls still needed to be removed from the street in front of
27 the Maverick located at approximately 700 South 1000 East.
28

29 Commissioner Jones: Every time I leave Clearfield I return grateful I live here, this is a great city to live
30 in.
31

32 Commissioner Bigelow: No Comment.
33

34 Commissioner McAllister: I attended the Clearfield City tree lighting ceremony and the City did a really
35 good job and I had a great time.
36

37 Commissioner Murray: Asked to be excused from the December 17, 2019 joint work session and the
38 Planning Commission meeting scheduled for the December 18, 2019.
39

40 Youth Ambassador Bush: No comment.
41
42

43 There being no further business to come before the Planning Commission, **Commissioner Jones**
44 **moved to adjourn at 9:48 P.M. Seconded by Commissioner McAllister.**
45
46

CLEARFIELD PLANNING COMMISSION MEETING

February 19, 2020

6:30 P.M. – Work Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Commissioner
Robert Browning Commissioner
Ruth Jones Commissioner
Nicole Bigelow Commissioner
David Bloomfield Commissioner
Eden Bush Youth Ambassador

ABSENT: Brett McAllister Commissioner

STAFF PRESENT: Stuart Williams City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

Commissioner Uccardi called the meeting to order at 6:30 p.m.

DISCUSSION ON RZN 2020-010023, A REQUEST BY CLEARFIELD CITY TO CONSIDER THE REZONE OF PROPERTIES IDENTIFIED IN THE FORM BASED CODE. THE REZONES WOULD APPLY SPECIFICALLY TO PROPERTIES LOCATED ALONG THE CORRIDOR OF STATE ROUTE 126 (STATE AND MAIN STREET) FROM 800 NORTH TO 1000 SOUTH AND ALONG THE CORRIDOR OF STATE ROUTE 193 (700 SOUTH) FROM 1000 EAST TO THE RAIL CORRIDOR.

The Commission discussed the following items pertaining to RZN 2020-010023:

- The Form Based Code underwent a zoning text amendment as it pertained to the downtown redevelopment area and the proposed rezone was to rezone some of the properties within the redevelopment area as well as expand the redevelopment area North along Main Street to the City border.
- Rezoning 86 North Villa Drive from commercial to R-1-8 (residential).
- 700 South was a motor vehicle thoroughfare and not likely to become a walkable/pedestrian oriented street.

DISCUSSION ON SP 2020-010021, A SITE PLAN PROPOSAL BY TODD MORGAN WITH MORGAN PAVEMENT TO CONSTRUCT A REPAIR SHOP BUILDING AND DEVELOPMENT OF THE SITE OF THE SUBJECT PROPERTY. LOCATION: 303 SOUTH MAIN STREET (TIN: 12-022-0009 & 12-022-0066). PARCEL AREA: 1.442 ACRES. ZONE: M-1 (MANUFACTURING).

The Commission discussed the following items pertaining to SP 2020-010021:

- The applicant was seeking approval to move forward with building a fleet vehicle repair shop.
- The applicant had been informed they would need to begin construction within twelve (12) months (or eighteen (18) months if they received an extension) of receiving land use approval.
- The parking lot was crushed, recycled, road base that would be compacted.

DISCUSSION ON SP 2020-010022, A SITE PLAN PROPOSAL BY SHANE SANDERS WITH SANDERS ASSOCIATES ARCHITECTS TO CONSTRUCT A 659,499 SQUARE FOOT DISTRIBUTION BUILDING FOR LIFETIME PRODUCTS AT THE SUBJECT PROPERTY. LOCATION: APPROXIMATELY 775 WEST SR 193 (TIN: 12-931-0002). PARCEL AREA: 37.03 ACRES. ZONE: M-1 (MANUFACTURING).

The Commission discussed the following items pertaining to SP 2020-010022:

- The current site plan proposal was based on a future zoning text amendment proposal by the same applicant to change the design standards for the M-1 (Manufacturing) zone.
- City staff would like to see more architectural variation in the building, rather than just painting the building.
- The site plan complied with setbacks, parking, and landscaping standards and staff recommended approval of the site plan conditioned it would meet design standards.
- The north, east, and west sides of the lot could not have chain-link fence.

The meeting adjourned at 7:00 p.m.

CLEARFIELD PLANNING COMMISSION MEETING

February 19, 2020

7:00 P.M. – Regular Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Commissioner
Robert Browning Commissioner
Ruth Jones Commissioner
Nicole Bigelow Commissioner
David Bloomfield Commissioner
Eden Bush Youth Ambassador

ABSENT: Brett McAllister Commissioner

STAFF PRESENT: Stuart Williams City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: Shirley Cooper-Aguilar, Eugene L. Aguilar, Patrick Jonsson, Christina Dodge, Tamer Slocum, Chris Slocum, Chalese Felt, Wes Guy, Darla Saucedo, Carlos Saucedo, Slotf Dixon, Brett Stephens, Whitney Black, Richard Castelli, Sharee Castelli, Shane Sanders, Melissa Bell, Kevin Bowouls, Pat Giamchetta, Janene Clark, Marvin Murri, and Jackie Smith.

The Pledge of Allegiance was led by Chair Uccardi.

Chair Uccardi read the Planning Commission Chair Statement.

PUBLIC HEARING, DISCUSSION AND APPROVAL OF RZN 2020-010023, A REQUEST BY CLEARFIELD CITY TO CONSIDER THE REZONE OF PROPERTIES IDENTIFIED IN THE FORM-BASED CODE. THE REZONES WOULD APPLY SPECIFICALLY TO PROPERTIES LOCATED ALONG THE CORRIDOR OF STATE ROUTE 126 (STATE AND MAIN STREET) FROM 800 NORTH TO 1000 SOUTH AND ALONG THE CORRIDOR OF STATE ROUTE 193 (700 SOUTH) FROM 1000 EAST TO THE RAIL CORRIDOR.

Brad McIlrath, Senior Planner, presented the following facts found in the staff report:

- The Downtown Clearfield Small Area Plan was adopted in 2016 to create an area for revitalization for the City, which led to the creation of the Form Based Code. June 2018 the Form Based Code was adopted. June 2019 the Form Based Code was revised/updated to make the code more user friendly and implement higher quality design standards.
- Affected properties, and properties within three hundred 300 of the affected properties, received notices via mail informing them of the proposed rezone. Public notices were also posted in the Clearfield library, Clearfield City Office building, both Clearfield City Post Offices, and the Utah Public Notice website. The public notice included the dates and

locations for the Planning Commission and City Council meetings, a link for Clearfield City's public notice website, and list of all the properties proposed for rezone including their current zoning designation and their proposed zoning designation.

- City staff consulted with UDOT, UTA, and FFKR Architects to revise the Form Based Code and identify appropriate zoning for properties in the Downtown Clearfield Small Area Plan.
- The following property owners requested changes to the proposed rezone as follows:
 - Chris and Tamer Slocum, property located at 869 East 700 South, requested their property remain TC (Town Commerce) or be changed to TR (Town Residential).
 - Shirley Cooper-Aguilar, property located at 270 East 200 South, requested her property be zoned UC (Urban Commerce).
 - Bryan Excell, property located at 671 East 700 South, requested his property be zoned TC (Town Commerce).

Questions/comments from the Planning Commission:

- Chair Uccardi reminded the Commission if its recommendation to the City Council incorporated any of the rezone requests from the public there would need to be amendments made to the recommendation to the City Council to incorporate those requests.
- Chair Uccardi asked how the recent motor vehicle sales ordinance regulating motor vehicle sales in the C-2 (Commercial) zone might affect the CC (Corridor Commerce) zone. Mr. McIlrath answered the CC (Corridor Commerce) did allow motor vehicle sales, but there would need to be compliance with the one (1) acre minimum lots and design standards found in the Form Based Code. Mr. McIlrath also added any motor vehicle sales establishments located in zones that did not allow motor vehicle sales would become legal non-conforming uses and would be allowed to continue operating as long as they do not move locations, or change uses from auto sales.

The chair opened the public hearing.

Public Comment:

Opposed

- Tamer Slocum commented her property was currently zoned Town Mixed Commerce (TM) and it had been for sale for four (4) years with no prospective buyers. She expressed concern that by rezoning the property to Gateway Corridor Commercial (CC) the prospective buyers interested in her property would be reduced by half and subsequently reduce the value of her property by half as well. She also asked if the City wanted five (5) dilapidated homes at the gateway to the City and asked the City to help sell the properties.
- Chris Slocum commented his property had a daycare located to its west, a church behind it, and the elementary school across the street so by rezoning his property to strictly commercial would limit his options. The commercial spaces on the south side of 700 South would only be impacted by the rezone if a new business moved in and removing the residential aspect of the TC (Town Commerce) limited his options. In the mixed use buildings residents moved in but the businesses were slow to move into the commercial

space. He expressed his opinion that townhomes would be a better fit for his property rather than an office building.

- Shirley Cooper-Aguilar commented the building her business occupied had been used commercially since its inception and that rezoning it to Town Neighborhood Residential (TR) would significantly reduce the property value, also no part of the building could be converted to be use residentially without significant modifications. She commented when the property was sold the intent was to sell it as a successful business. She expressed he opinion her request was reasonable.
- Patrick Jonsson, 258 Marilyn Drive, commented he lived in the area proposed for Town Neighborhood Residential (TR) and felt the description for Town Neighborhood Residential was too vague. He commented he would like the area to remain as it was currently zoned.
- Richard Castelli, 264 Marilyn Drive, asked for clarification on what the TR zone entailed and commented he would not want the CC zone extended to Marilyn Drive. He did understand why Shirley Cooper-Aguilar would like her property to remain commercial.
 - Mr. McIlrath explained the TR zoning classification would only affect Marilyn Drive if a developer purchased multiple properties with the intent to redevelop the properties into townhomes with a common garden courtyard and the townhomes would be limited to thirty five (35) feet which is the same height limitation for the R-1-8 zone that Marilyn Drive was currently zoned and added the homeowners on Marilyn Drive would be allowed to live in their homes as long as they wanted.
- Melissa Bell, New Castle Crane Community, commented her children attended South Clearfield Elementary (approximately located at 700 South 1000 East) and she would not feel safe sending her children to school across the street from businesses. She also asked if the abandoned car wash located at approximately 700 S Depot Street would be allowed in the TR zone. She asked when Depot Street would be expanded to the north.
 - Mr. McIlrath explained if the property located at 700 S Depot Street were redeveloped it would have to be developed as residential use such as townhomes or a garden court development and that Depot Street would be expanded in conjunction with the redevelopment of the old mobile home park to the north of Newcastle Green Townhomes.

In Favor

None.

The chair closed the public hearing.

The Commission discussed among itself the options available for responding to the public requests.

- Mr. McIlrath explained any properties affected by the rezone would be permitted to continue their current uses as either permitted uses, or as legal non-conforming uses as long as the owners of the properties chose, while also allowing affected property owners to remodel, and or expand their buildings up to forty (40) percent. Legal non-conforming uses would be terminated if the non-conforming use changed, or was abandoned for a period of time greater than twelve (12) months. Mr. McIlrath continued by explaining

some of the different uses and building types permitted in the Form Based Code zones and explained staff and FFKR Architects consulting firm agreed it would be more appropriate to have higher density housing (apartments and townhomes) centrally located in the Downtown Redevelopment area to help create a pedestrian oriented city center.

Commissioner Bigelow moved to forward a recommendation of approval to the City Council for RZN 2020-010023 as amended, request by Clearfield City to consider the rezone of properties identified in the Form Based Code. The rezones would apply specifically to properties located along the corridor of State Route 126 (State and Main Street) from 800 North to 1000 South and along the corridor of State Route 193 (700 South) from 1000 East to the Rail Corridor. The recommendation was based on the findings and discussions in the staff report with the following amendments:

- 1) Extend the proposed UC (Urban Commerce) zone to include 270 East 200 South (TIN: 12-003-0172).
- 2) Extend the proposed CC (Gateway Corridor Commerce) zone to include 657 East 700 South (TIN: 12-004-0018).

Seconded by Commissioner Browning. The motion carried on the following vote: Voting AYE: Commissioners Uccardi, Murray, Bloomfield, Browning, Jones, Bigelow. Voting NO: None.

DISCUSSION AND APPROVAL OF SP 2020-010021, A SITE PLAN PROPOSAL BY TODD MORGAN WITH MORGAN PAVEMENT TO CONSTRUCT A REPAIR SHOP BUILDING AND DEVELOPMENT OF THE SITE OF THE SUBJECT PROPERTY. LOCATION: 606 SOUTH MAIN STREET (TIN: 12-022-0009 & 12-022-0066). PARCEL AREA: 1.442 ACRES. ZONE: M-1 (MANUFACTURING).

Brad McIlrath, Senior Planner, presented the following facts:

- The subdivision plat to consolidate the two parcels was already approved by the Planning Commission and City Council.
- The site plan was for a proposed repair shop and demolition of current buildings located on the property.
 - The proposed building would have six (6) bays to service and repair Morgan Pavement fleet vehicles.
- Staff provided conditions of approval to address items that were needed to meet City standards.

No comments or questions from the applicant or the Commission,

Commissioner Murray moved to approve as conditioned, SP 2020-010021, a site plan proposal by Todd Morgan with Morgan Pavement to construct a repair shop building and development of the site of the subject property. Location: 606 South Main Street (TIN: 12-022-0009 & 12-022-0066). The recommendation was based on the findings and discussions in the Staff Report with the following conditions:

- 1) The plans shall be revised to provide additional pedestrian access from Main Street as indicated on the reviewed plans.
- 2) The landscaping plan shall to be modified to include a minimum of Eighteen (18) trees, thirty one (31) shrubs, and irrigation plans to water required landscaping.
- 3) The plans shall be modified to indicate the location of the dumpster, design of the dumpster enclosure/screening, the materials for the enclosure, and landscaping

surrounding the enclosure.

- 4) Vehicles serviced in the proposed building cannot back out of the bays onto Main Street and will need to pull forward through the bays if exiting directly onto Main Street, or back out of the building to the West.
- 5) The plans shall be revised to address the comments/conditions of the City Engineer as outlined in the review letter dated February 6, 2020.
- 6) The project shall comply with all requirements of the North Davis Fire District as outlined in the review letter dated January 16, 2020.
- 7) The applicant shall obtain a building permit and the project shall comply with all applicable building code standards.
- 8) The applicant will be required to post a bond or escrow for the public improvements and landscaping as required by Code.
- 9) The subdivision plat that was previously approved for the consolidation of the subject parcels shall be recorded with the Davis County Recorder prior to approval for any site or construction work.

Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Uccardi, Murray, Browning, Jones, Bigelow, Bloomfield. Voting NO: None.

DISCUSSION AND APPROVAL OF SP 2020-010022, A SITE PLAN PROPOSAL BY SHANE SANDERS WITH SANDERS ASSOCIATES ARCHITECTS TO CONSTRUCT A 659,499 SQUARE FOOT DISTRIBUTION BUILDING FOR LIFETIME PRODUCTS AT THE SUBJECT PROPERTY. LOCATION: APPROXIMATELY 775 WEST SR 193 (TIN: 12-931-0002).

Brad McIlrath, Senior Planner, presented the following facts:

- The proposed building will consolidate Lifetime Products shipping and distribution services.
- The facility would be a state of the art distribution center.
- The proposed building faced south.
- The site would be accessed by two separate entrances, one for employees and a second for distribution vehicles.
- The proposed building incorporated different materials and colors to provide variety.
- Staff provided conditions of approval to address items that were needed to meet City standards,

The Commission asked if there would be a retail aspect incorporated in the project. Mr. McIlrath answered no.

Comments from the applicant:

- Shane Sanders commented Lifetime would like the ornamental fence requirement stipulated in the conditions of approval removed or revised to allow chain-link fence along non-arterial property lines. Mr. Sanders gave some of the statistical dimensions of the project and explained the proposed zoning text amendment was to help make the project more economical and that the proposed zoning text amendment was more closely aligned with design standards for other industrial zones/buildings found along the Wasatch Front.

Commissioner Jones moved to approve as conditioned, SP 2020-010022, a site plan

proposal by Shane Sanders with Sanders Associates Architects to construct a 659,499 square foot distribution building for Lifetime Products located at approximately 775 West SR 193 (TIN: 12-931-0002). The recommendation was based on the findings and discussions in the Staff Report with the following conditions:

- 1) The landscape islands at the main entrance shall be modified to have a minimum width of five feet (5') and include one (1) deciduous tree as required by Code.
- 2) The plans shall be revised to provide a snow stacking area that complies with ordinance standards outlined in Chapter 14 of the Land Use Ordinance.
- 4) Formal landscape and irrigation plans must be prepared and submitted to the City for final approval that meet ordinance standards. A bond or escrow shall be posted for the landscaping as required by Code.
- 5) The plans shall be revised to provide the dumpster enclosure location.
- 6) The development site and building materials shall comply with code requirements of the M-1 zone and the Design Standards of the City Code as currently constituted or as amended for industrial sites and buildings.
- 7) The plans shall be revised to address the requirements of the City Engineer as outlined in the review letter dated February 14, 2020.
- 8) The project shall comply with all requirements of the North Davis Fire District as outlined in the review letter dated January 16, 2020.
- 9) The applicant shall obtain a building permit and the project shall comply with all applicable building code standards.
- 10) The applicant will be required to post a bond or escrow for the public improvements and landscaping as required by code. The landscaping bond or escrow shall be 125 percent the cost of the improvements as outlined in City Code.

Seconded by Commissioner Bigelow. The motion carried on the following vote: Voting AYE: Commissioners Uccardi, Murray, Browning, Jones, Bigelow, Bloomfield. Voting NO: None.

STAFF COMMUNICATIONS

Brad McIlrath, Senior Planner, presented the zoning text amendment proposed by Shane Sanders explaining the proposed changes to the City's industrial zone design standards. He explained the proposal would closely align with Syracuse City's industrial design standards. The Commission and staff discussed among themselves the proposed zoning text amendment and possible changes to address their concerns.

Spencer Brimley, Community Development Director, communicated that the Clearfield Station project was moving forward and reminded the Commission that it would be reviewing items relevant to the Clearfield Station project, the Clearfield Connective Plan, and gave the Commission some background information applicable to the Clearfield Station Project.

PLANNING COMMISSIONERS' MINUTE

Youth Ambassador Bush: A joy to be here.

Commissioner Murray: None.

Commissioner Browning: Appreciated staff's patience.

1
2 Commissioner Jones: Love this City.

3
4 Commissioner Bigelow: None.

5
6 Commissioner Bloomfield: A joy to be here.

7
8 Chair Uccardi: Appreciated the discussion between staff and Lifetime Products.

9
10
11 There being no further business to come before the Planning Commission, **Commissioner**
12 **Murray moved to adjourn at 10:28 P.M. Seconded by Commissioner Jones.**



Planning Commission

STAFF REPORT

AGENDA ITEM

#1

TO: Clearfield City Planning Commission

FROM: Zack Ludlow, Planning Technician
Zachary.ludlow@Clearfieldcity.org
(801) 525-2718

MEETING DATE: Wednesday, April 15th, 2020

SUBJECT: Discussion and Possible Action on **FSP 2020-030028**, a final subdivision plat request by Ron Snow to consolidate the subject properties for a residential and commercial mixed-use development. **Location:** 293 S. State Street (TIN: 12-003-0051 & 12-003-0050). **Aggregated Parcel Area:** 1.17 Acres. **Zone:** U-C (Urban Commerce). **Planner:** Zack Ludlow (**Administrative Action**).

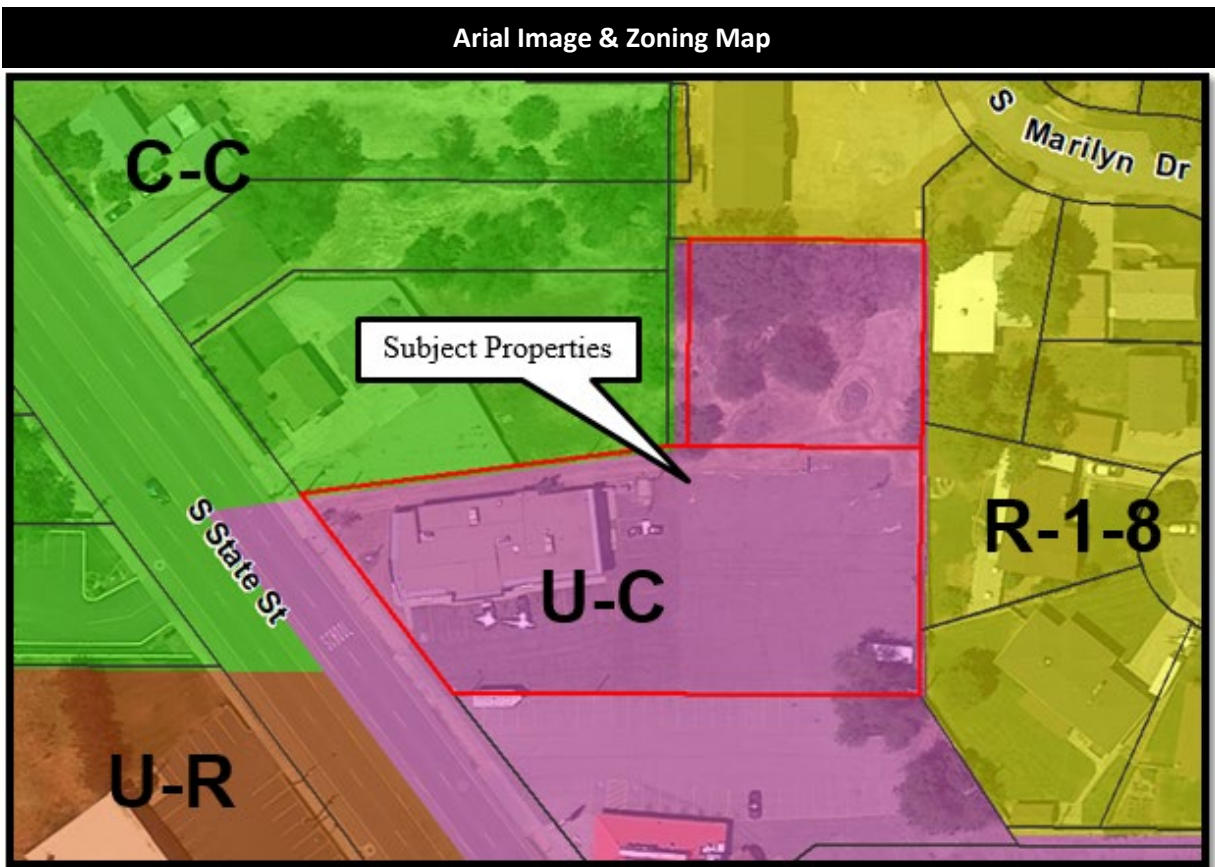
RECOMMENDATIONS

Staff recommends that the Planning Commission move to forward a recommendation of **approval** to the **City Council** for **FSP 2020-030028 as conditioned**, a final subdivision plat request by Ron Snow to consolidate the subject properties for a residential and commercial mixed-use development at the properties addressed 293 S. State Street (12-003-0051 & 12-003-0050). This recommendation is based on the discussion and findings of the Staff Report.

PROJECT SUMMARY

Project Information	
Project Name	Hillside Estates (Lot Consolidation)
Site Location	293 S. State Street
Tax ID Number	12-003-0051 & 12-003-0050
Applicant	Ron Snow, Hillside Estates, LLC
Owner	Hillside Estates, LLC
Proposed Actions	Final Subdivision Plat Approval
Current Zoning	U-C (Urban Commerce)
Site Area	1.17 Acres

Surrounding Properties and Uses:		Current Zoning District	General Plan Land Use Classification
North	Commercial Salon	U-C (Urban Commerce)	Mixed Use
East	Single-Family Residential	R-1-8 (Residential)	Residential
South	Restaurants	U-C (Urban Commerce)	Mixed Use
West	Commercial Retail / Storage Units	U-R (Urban Residential)	Mixed Use



BACKGROUND

The applicant proposes to construct a five (5) story mixed-use building at the subject location. This development will include 3,340 square feet of commercial space and a 1,435 square foot exercise room on the first floor. The upper floors will include residential units with a makeup of seventeen (17) one-bedroom units and fourteen (14) two-bedroom units.

As a project in the Downtown Clearfield Form-Based Code ("FBC"), specific building type standards are reviewed along with the landscaping and streetscape design for compliance with the FBC. The review and approval of the standards occurred previously. This request will only deal with the consolidation of parcels and whether or not there is compliance with adopted standards to do so. As an overview, the applicant has worked with staff and is proposing a building that appropriately addresses the FBC with high quality design and materials that will contribute to overall desire for the State Street corridor and the overarching community.

As part of this development, the applicant is required to combine the properties and provide public utility easements and road dedication for improvements along State Street. As can be seen in the image above there is a narrow strip of property located to the west of the north property that is not identified as an actual parcel. These gaps can be addressed through the subdivision process to remove gaps as part of the final recorded plat with Davis County. Based upon the submitted plat, the applicants engineer has incorporated this gap into the subdivision plat.

The proposed plat is providing a ten foot (10') public utility and drainage easement (PU & DE) around the perimeter of the property with the exception of the north property line. The PU & DE is reduced to seven

feet (7') along the State Street frontage and an area of 133 square feet is included as roadway dedication to comply with the larger sidewalk required by the FBC.

The preliminary subdivision plat was reviewed and approved (as conditioned) by the Planning Commission on November 6th, 2019.

FINAL SUBDIVISION PLAT REVIEW

The City Engineer and Public Works staff were provided with the proposed plat for review of technical items. The City Engineer has reviewed the plat and civil drawings for compliance and has provided approval of the proposed consolidation in a letter dated March 26, 2020.

If recommended for approval by the Planning Commission, the final subdivision plat will be reviewed by the City Council later in April or in early May.

PUBLIC COMMENT

No public comment has been received to date regarding this subdivision project.

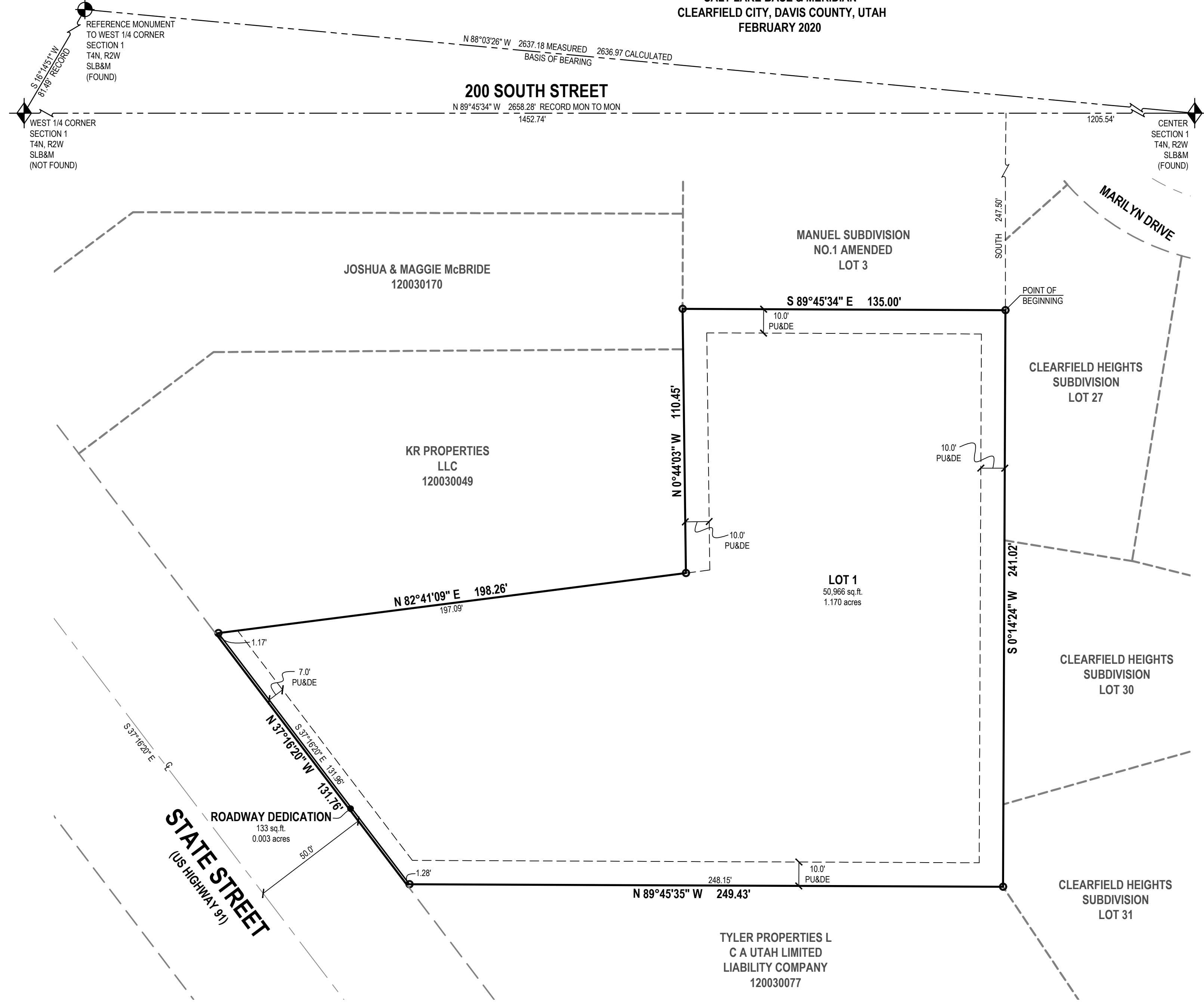
CONDITIONS OF APPROVAL – FINAL SUBDIVISION PLAT, FSP 2020-030028

- 1) The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to curb and gutter, sidewalk, landscaping park strip improvements, driveways, etc.
- 2) Future development or redevelopment of these properties shall comply with the development standards outlined for the U-C Zone as outlined and described in the Clearfield City Downtown Form Based Code.
- 3) Following City Council approval, the applicant shall provide a mylar of the subdivision plat for signatures and shall bond or escrow for the public improvements prior to recording the plat with the Davis County Recorder's office.

ATTACHMENTS

1. Subdivision Plat
2. Civil Site Plan
3. Engineering Review Letter dated 26 March 2020

HILLSIDE ESTATES
LOCATED IN THE NORTHWEST QUARTER
OF SECTION 1
TOWNSHIP 4 NORTH RANGE 1 WEST
SALT LAKE BASE & MERIDIAN
CLEARFIELD CITY, DAVIS COUNTY, UTAH
FEBRUARY 2020



NOTE:
UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN, AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITY EASEMENTS IDENTIFIED ON THIS PLAT MAP AS MAY BE NECESSARY OR DESIRABLE IN PROVIDING UTILITY SERVICES WITHIN AND WITHOUT THE LOTS IDENTIFIED HEREIN, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE REMOVAL OF ANY OBSTRUCTIONS INCLUDING STRUCTURES, TREES AND VEGETATION THAT MAY BE PLACED WITHIN THE P.U.E. THE UTILITY MAY REQUIRE THE LOT OWNER TO REMOVE ALL STRUCTURES WITHIN THE P.U.E. AT THE LOT OWNER'S EXPENSE, OR THE UTILITY MAY REMOVE SUCH STRUCTURES AT THE LOT OWNER'S EXPENSE. AT NO TIME MAY ANY PERMANENT STRUCTURES BE PLACED WITHIN THE P.U.E. OR ANY OTHER OBSTRUCTION WHICH INTERFERES WITH THE USE OF THE P.U.E. WITHOUT THE PRIOR WRITTEN APPROVAL OF THE UTILITIES WITH FACILITIES IN THE P.U.E.



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Phone: 435.865.1453
RICHFIELD
Phone: 435.896.2983

CITY ATTORNEY'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20____,
BY THE CLEARFIELD CITY ATTORNEY.

CLEARFIELD CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, 20____,
BY THE CLEARFIELD CITY PLANNING COMMISSION APPROVAL

CHAIRMAN, CLEARFIELD CITY PLANNING COMMISSION

CLEARFIELD CITY ENGINEER

I HEREBY CERTIFY THAT THE "OFFICE OF THE CITY ENGINEER" HAS EXAMINED THE FOREGOING PLAT AND IN OUR OPINION THE INFORMATION CONVEYED HEREWITH, COMPLIES WITH THE PUBLIC WORKS STANDARDS AND SPECIFICATIONS OF CLEARFIELD CITY.

CLEARFIELD CITY ENGINEER DATE

CITY COUNCIL APPROVAL

APPROVED THIS _____ DAY OF _____, 20____,
BY THE CLEARFIELD CITY COUNCIL

CITY RECORDER CITY MAYOR

HILLSIDE ESTATES

LOCATED IN THE NORTHWEST QUARTER
OF SECTION 1
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
CLEARFIELD CITY, DAVIS COUNTY, UTAH

DAVIS COUNTY RECORDER

ENTRY NO. _____ FEE
PAID _____ FILED FOR RECORD AND
RECORDED THIS _____ DAY OF _____, 20____,
AT _____ IN BOOK _____ OF OFFICIAL RECORDS
PAGE _____

DAVIS COUNTY RECORDER

BY _____ DEPUTY RECORDER

SHEET 1 OF 1

PROJECT NUMBER : 8780

MANAGER : C.PRESTON

DRAWN BY : M.ELMER

CHECKED BY : M.HERBST

DATE : 2/10/20

SURVEYOR'S CERTIFICATE

I, MICHAEL HERBST, do hereby certify that I am a Licensed Land Surveyor, and that I hold certificate No. 5046930, as prescribed under laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots, hereafter to be known as HILLSIDE ESTATES, and that the same has been correctly surveyed and staked on the ground as shown on this plat. I further certify that all lots meet frontage width and area re-quirements of the applicable zoning ordinances.

BOUNDARY DESCRIPTION

A parcel of land, situate in the Northwest Quarter of Section 1, Township 4 North, Range 1 West, Salt Lake Base and Meridian, said parcel also located in Clearfield, Davis County, Utah, more particularly described as follows:
Beginning at a point on the West line of Lot 27, Clearfield Heights, said point being the Southeast corner of Lot 3, Manuel Subdivision No. 1 - Amended, being North 89°45'34" West 1205.54 feet along the Quarter-section line and South 247.50 feet from the Southeast Corner of the Northwest Quarter of said Section 1, and running:
thence South 00°14'24" West 241.02 feet along the West line of said Lot 27, to and along the West line of Lot 30 and 31, to the Southwesterly corner of Lot 31, Clearfield Heights;
thence North 89°45'35" West 249.43 feet to the East line of US Highway 91;
thence North 37°16'20" West 131.76 feet along the East line of US Highway 91;
thence North 82°41'09" East 198.26 feet;
thence North 00°44'03" West 110.45 feet to the Southwest corner of said Lot 3, Manuel Subdivision No. 1 - Amended;
thence South 89°45'34" East 135.00 feet along the south line said Lot 3, Manuel Subdivision No. 1 - Amended, to the point of beginning.

Contains: 51,099 square feet or 1.173 acres.



Michael B. Herbst
Date: 10/23/19
Michael B. Herbst
License no. 5046930

OWNER'S DEDICATION

Known all men by these presents that I / we, the undersigned owner (s) of the above described tract of land, having caused same to be subdivided, hereafter known as the

HILLSIDE ESTATES

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use.
In witness whereof I have hereunto set my hand this _____ day of _____ A.D., 20____.

HILLSIDE ESTATES, LLC
By: Layne Lovell
Its: Manager

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

STATE OF UTAH
County of Davis

On the _____ day of _____, A.D., 20____, LAYNE LOVELL, personally appeared before me, the undersigned Notary Public, in and for said County of DAVIS, in the State of Utah, who after being duly sworn, acknowledged to me that He is a MEMBER of HILLSIDE ESTATES, LLC, a Limited Liability Company and that He signed the Owner's Dedication freely and voluntarily for and in behalf of said Limited Liability Company for the purposes therein mentioned and acknowledged to me that said Limited Liability Company executed the same.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC RESIDING IN _____ COUNTY.

811

Know what's below.
Call before you dig.

CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.

BENCHMARK

CENTER OF SECTION 1
TOWNSHIP 4 NORTH, RANGE 2 WEST
SALT LAKE BASE AND MERIDIAN
FOUND

ELEV = 4531.55'

GENERAL NOTES

- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
- SEE LANDSCAPE/ARCHITECTURAL PLANS FOR CONCRETE MATERIAL, COLOR, FINISH, AND SCORE PATTERNS THROUGHOUT SITE.
- ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. (MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES).
- ALL SURFACE IMPROVEMENTS DISTURBED BY CONSTRUCTION SHALL BE RESTORED OR REPLACED, INCLUDING TREES AND DECORATIVE SHRUBS, SOD, FENCES, WALLS AND STRUCTURES, WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE CONTRACT DOCUMENTS.
- NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE OR ASPHALT.
- THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.
- ALL CONSTRUCTION WITHIN THE UDOT RIGHT-OF-WAY SHALL CONFORM TO THE MOST CURRENT UDOT STANDARD (INCLUDING SUPPLEMENTAL) DRAWINGS AND SPECIFICATIONS FOUND AT WWW.UDOT.UTAH.GOV/INSIDE UDOT/PROJECT DEVELOPMENT/STANDARDS AND SPECIFICATIONS.
- ALL FINAL PARALLEL SAWCUT LINES MUST BE LOCATED EITHER AT DESIGNED LANE LINES OR DESIGNED CENTER OF LANE. SAWCUTS MUST BE CLEANED AND A TACK-COAT APPLIED BEFORE ASPHALT PLACEMENT.
- MICRO-SURFACING PER UDOT STANDARD SPECIFICATION 0273SS IS REQUIRED ON AT LEAST ALL NEW PAVEMENT PLACED WITHIN UDOT RIGHT-OF-WAY.
- ALL DETERIORATED, DAMAGED OR MISSING SURFACE IMPROVEMENTS SURROUNDING THE PERIMETER OF THE DEVELOPMENT AND ON-SITE BE REPLACED OR INSTALLED, I.E., CURB AND GUTTER, SIDEWALK, LANDSCAPING PARK STRIP IMPROVEMENTS, ASPHALT PATCHING, LANDSCAPING REPLACEMENT, SITE LIGHTING, DUMPSTER SCREENING, CONCRETE IMPROVEMENT, ETC.

SCOPE OF WORK:

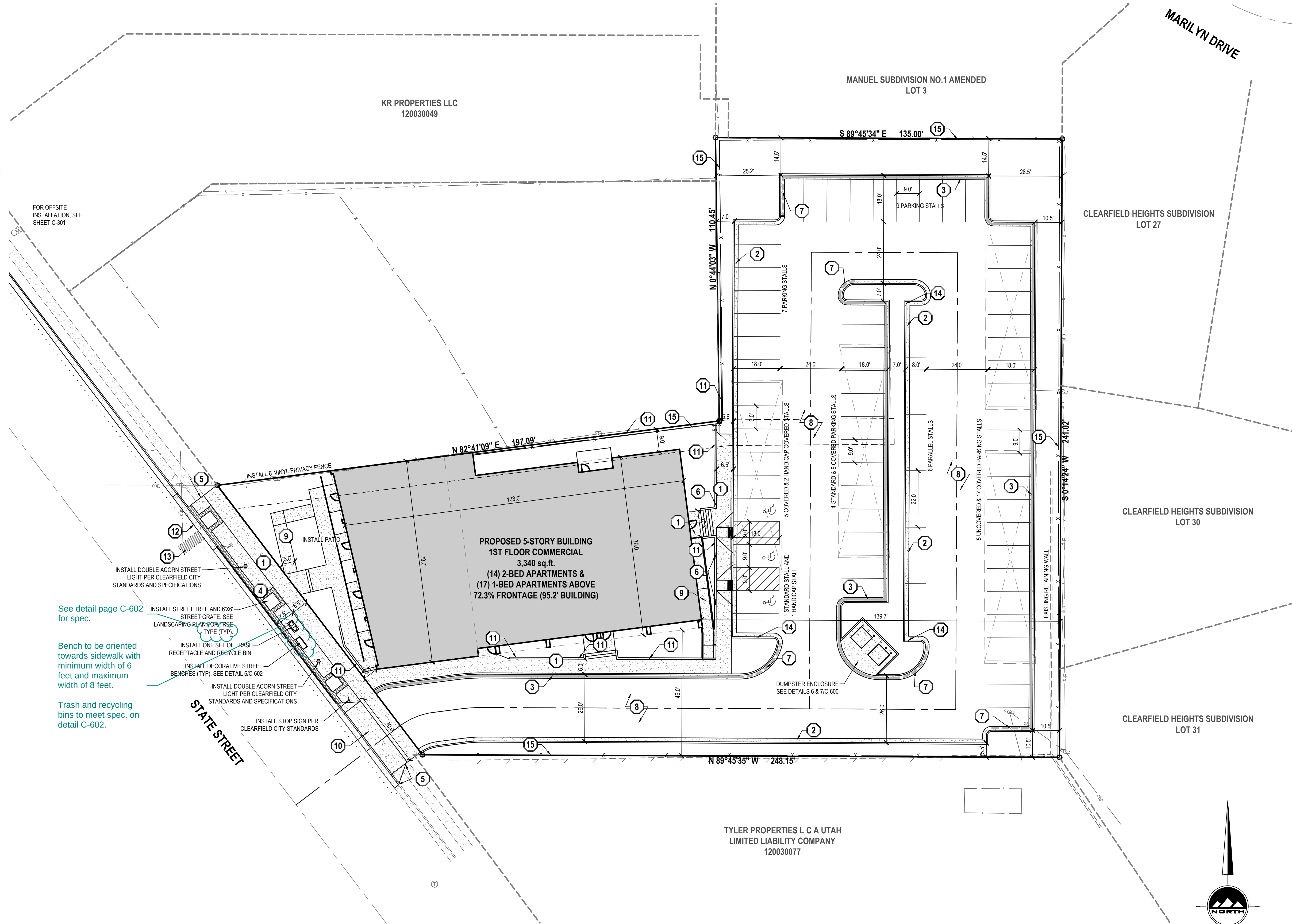
PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- CONCRETE SIDEWALK PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
- 24" COLLECTION CURB AND GUTTER PER DETAIL 5/C-600
- 24" REVERSE PAN CURB AND GUTTER SEE DETAIL 13/C-600
- INSTALL CONCRETE PAVERS PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
- MATCH EXISTING IMPROVEMENTS
- ADA PARKING SIGN PER DETAIL 11/C-600
- TRANSITION BETWEEN COLLECTION CURB AND GUTTER AND REVERSE PAN CURB AND GUTTER
- ASPHALT PAVEMENT PER DETAIL 9/C-600
- ADA RAMP PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS.
- INSTALL CONCRETE DRIVE APPROACH PER UDOT STANDARD GW 3A
- INSTALL SEGEMENTED BLOCK RETAINING WALL
- INSTALL TYPE 'B1' CURB AND GUTTER PER UDOT STANDARD GW 2A
- SAWCUT, REMOVE AND REPLACE ASPHALT FOR UTILITY CONSTRUCTION. THE ASPHALT PATCH SECTION IS TO MATCH THE EXISTING ASPHALT SECTION OR THE FOLLOWING, WHICHEVER IS GREATER. SEE GENERAL NOTES 9 AND 10
 - 8" THICK UDOT APPROVED HOT MIX ASPHALT, PG 64-34 ASPHALT BINDER, 1/2" MAX NOMINAL AGGREGATE, 7-75-115 GYRATION PER UDOT STANDARD SPECIFICATION 02741.
 - 12" THICK UTBC PER UDOT STANDARD SPECIFICATION 02721.
 - 18" THICK GRANULAR BORROW PER UDOT STANDARD SPECIFICATION 02056.
 - MICRO SURFACING PER UDOT STANDARD SPECIFICATION 0273SS.
- INSTALL 1" CUT IN CURB AND GUTTER
- INSTALL 6" PRIVACY FENCE ALONG THE PERIMETER TO MEET FBC STANDARDS. NO CHAIN LINK OR VINYL FENCING ALLOWED.

LAND USE TABLE		
TYPE	AREA	PERCENTAGE
BUILDING	9,320 SQ.FT.	18.3%
LANDSCAPING / OPEN SPACE	11,054 SQ.FT.	21.6%
PAVING / SIDEWALK	30,722 SQ.FT.	60.1%
TOTAL	51,096 SQ.FT.	100%
TOTAL COMMERCIAL AREA	3,340 SQ.FT.	
COMMERCIAL SPACES REQ'D	3.5 STALL/1000 SQ.FT. = 13	
RESIDENTIAL SPACES REQ'D	44 (SEE NOTE 2)	
TOTAL PARKING REQ'D	57 (SEE NOTE 3)	
PARKING STALLS	25	
COVERED PARKING STALLS	33	
PARALLEL STALLS	6	
HANDICAP PARKING STALLS	2 UNCOVERED, 1 COVERED	
TOTAL PARKING STALLS	67	

NOTES

- PROPOSED PARKING:
 - A. 1 BEDROOM UNIT = 1 PARKING STALLS
 - B. 2 BEDROOM UNIT = 1.5 PARKING STALLS
 - C. 3 BEDROOM UNIT = 2 PARKING STALLS
 - D. ADDITIONAL 15% OF TOTAL PARKING STALLS FOR VISITOR PARKING
- BASED ON (14) 2 BEDROOM UNITS & (17) 1 BED UNITS. PARKING REQUIRED IS 38 STALLS AND 6 VISITOR STALLS. 44 TOTAL STALLS.



EN SIGN

THE STANDARD IN ENGINEERING

LAYTON
1485 W. Hill Field Rd., Ste. 204
Layton, UT 84041
Phone: 801.547.1100

SALT LAKE CITY
Phone: 801.255.0529

TOOELE
Phone: 435.843.3590

CEDAR CITY
Phone: 435.866.1453

RICHFIELD
Phone: 435.896.2983

WWW.ENSIGNENG.COM

FOR:
HILLSIDE LLC
2135 NORTH 4500 WEST
HOOPER, UT 84315
CONTACT:
LAYNE LOVELL
PHONE:

HILLSIDE ESTATES

293 STATE STREET

CLEARFIELD, UTAH

PROFESSIONAL ENGINEER

2-4-20

OREGON HESS PRESS

NO. DATE REVISION BY
1 9-17-19 FOR REVIEW IB
2 10-16-19 FOR APPROVAL TJS
3 2-5-20 FOR APPROVAL IB
4
5
6
7
8

SITE PLAN

PROJECT NUMBER 8780 PRINT DATE 3/30/20

DRAWN BY J.MOSS CHECKED BY I.BUCKLEY

PROJECT MANAGER C.PRESTON

C-200

26 March 2020

Clearfield City
55 South State Street
Clearfield City, Utah 84015

Attn: Brad McIlrath, Senior Planner
Proj: **Hillside Estates Apartments**
Subj: Site Plan Review – Recommended Approval

Dear Brad,

I have completed my review of the recently submitted Plat and Improvement Drawings from the Developer's Design Engineer. The review comments in my last review dated the 25th of October 2019 have all been resolved. In my opinion the drawings and calculations now reflect the Standards of Clearfield City.

I herewith recommend approval of the Plat and Improvement Drawings and calculations as submitted.

The Developer should now submit the "Engineer's Cost Estimate" for the public improvements.

Should you have any questions, feel free to contact our office.

Sincerely,

CEC, Civil Engineering Consultants, PLLC.



N. Scott Nelson, P.E., S.E.
City Engineer

Cc. Adam Favero, Public Works Director
Braden Felix, P.E., Deputy Public Works Director
Brad Wheeler, Street Superintendent
Kenny England, Utilities Superintendent



STAFF REPORT

TO: Clearfield City Planning Commission
FROM: Brad McIlrath, Senior Planner
MEETING DATE: Wednesday, April 15th, 2020
SUBJECT: Discussion and Possible Action on the Planning Commission Bylaws

BACKGROUND

On January 22, 2020 and April 1, 2020, the Planning Commission reviewed the current bylaws with planning staff and provided direction regarding changes. Staff has made changes based upon that feedback as well as others to provide consistency and clarity. Please review the proposed bylaws and provide additional comment to staff as seen necessary to adopt the by-laws.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission approve and adopt the bylaws as presented with the changes, or provide additional changes for approval and adoption.

CLEARFIELD CITY PLANNING COMMISSION RULES
AND REGULATIONS
(Rev. 4/15/2020)

Article 1: Planning Commissioners, Youth Ambassador, and Alternate Commissioners

A. Planning Commissioners

1. Number of Commissioners:
 - a. The City will attempt at all times to have seven appointed Commissioners, and a single Youth Ambassador.
2. Appointment:
 - a. Pursuant to Clearfield City Code, Title 3, Chapter 2, each of the Commissioners shall be appointed by the Mayor, subject to the advice and consent of the City Council.
3. Training:
 - a. Planning Commissioners shall ~~be expected to~~ complete the necessary training to fulfill their appointment. Said required training shall be determined, in collaboration, by the Planning Commission and Mayor, subject to the advice and consent of the City Council, ~~with final approval by the Planning Commission.~~

B. ~~Qualified Elector~~ Commissioners:

1. ~~Qualified Elector~~ Commissioners:
 - a. The City will attempt at all times to have a minimum of seven ~~Qualified Elector~~ Commissioners appointed to the Planning Commission.
2. Appointment:
 - a. Pursuant to Clearfield City Code, Title 3, Chapter 2, a minimum of seven ~~Qualified Elector~~ Commissioners shall be appointed by the Mayor, subject to the advice and consent of the City Council.
3. Minimum Qualifications:
 - a. ~~Qualified Elector~~ Commissioners must reside within the jurisdictional boundaries of the City.
 - b. ~~Qualified Elector~~ Commissioners shall be selected for appointment based on those qualities determined by the Mayor and City Council to best serve the needs of the City.
4. Length of Appointment:
 - a. ~~Qualified Elector~~ Commissioners are appointed for five year terms.
5. Unexpired Terms of Appointment:
 - a. Should a Commissioner no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the Mayor, subject to the advice and consent of the City Council, may

elect to appoint an Alternative Commissioner, or any other qualified individual to fulfill the unexpired portion of the term.

6. Oath of Office:

- a. Duly appointed commissioners shall take the oath of office prior to sitting on the Planning Commission.

C. Youth Ambassador

1. Youth Ambassador:

- a. A Youth Ambassador may be appointed to the Planning Commission.
- ~~b. The Youth Ambassador is not a voting member of the Planning Commission.~~
- ~~c. b. Except for the act of voting, T~~he Youth Ambassador shall carry the same responsibilities and participate in the meetings as all Planning Commissioners.

2. Appointment:

- a. A Youth Ambassador may be appointed by the Mayor, subject to the advice and consent of the City Council.

3. Minimum Qualifications:

- a. The Youth Ambassador shall be selected for appointment based on those qualities determined by the Mayor and City Council to best serve the needs of the City.
- b. The Youth Ambassador is not required to be a duly qualified elector.
- c. The Youth Ambassador should be an eleventh or twelfth grade student or between the age of fifteen and eighteen years at the time of appointment.
- d. The Youth Ambassador must primarily (~~greater than~~ at least fifty-percent or greater) reside within the jurisdictional boundary of the City during the term of appointment.

4. Length of Appointment:

- a. The term of a Youth Ambassador appointment shall be for a minimum term of one year with a maximum term of two years. ~~twelve-month period, and should~~The term shall begin and expire as determined to be in the best interest of the City.
- b. A Youth Ambassador may finish a term of appointment past the age of eighteen.

5. Unexpired Terms of Appointment:

- a. Should a Youth Ambassador no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the Mayor, subject to the advice and consent of the City Council may elect to appoint a new Youth Ambassador to fulfill the unexpired portion of the term.

6. Oath of Office:

- a. A duly appointed Youth Ambassador shall take the oath of office prior to sitting on the Planning Commission.

D. Alternate ~~Qualified Elector~~ Commissioners

1. Number of Alternate Commissioners:
 - a. The City should attempt at all times to have ~~three~~two appointed Alternate ~~Qualified Elector~~ Commissioners.
2. Appointment:
 - a. Pursuant to Clearfield City Code, Title 3, Chapter 2, each of the ~~four~~two Alternate ~~Qualified Elector~~ Commissioners shall be appointed by the Mayor, subject to the advice and consent of the City Council.
3. Minimum Qualifications:
 - a. In addition to those qualities determined by the Mayor and City Council to be in the best interest of the City, the ~~two~~four Alternate ~~Qualified Elector~~ Commissioners must reside within the City.
4. Length of Appointment:
 - a. Alternate ~~Qualified Elector~~ Commissioners are appointed for five year terms.
5. Unexpired Terms of Appointment:
 - a. Should an Alternate Commissioner no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the Mayor, subject to the advice and consent of the City Council may elect to appoint an Alternate ~~Qualified Elector~~ Commissioner, or any other qualified individual to fulfill the unexpired portion of the term.
6. Oath of Office:
 - a. Duly appointed Alternate Qualified Elector Commissioners shall take the oath of office prior to sitting on the Planning Commission.
7. Miscellaneous
 - a. Although Alternate ~~Qualified Elector~~ Commissioners do not vote on or participate in the deliberation of issues as regular commissioners unless the alternate member is filling the position of a regular member due to absence, excused or otherwise, during that meeting, alternate members may of course address the Planning Commission on issues when appropriate as would the general public or other residents.
 - b. When an Alternate ~~Qualified Elector~~ Commissioner is sitting as a regular member of the Planning Commission due to an absence, then that Alternate ~~Qualified Elector~~ Commissioner assumes all of the duties and responsibilities of a regular Commissioner during that meeting.

E. Attendance Requirements for Planning Commissioners, Youth Ambassador, and

Alternative Qualified Elector Commissioners

1. Commissioners, Youth Ambassadors, and Alternate ~~Qualified Elector~~ Commissioners are expected to attend Planning Commission meetings regularly. Any commissioner may be removed by the City Council for cause, including but not limited to, a poor attendance record.
2. Pursuant to Title 3, Chapter 2, Section 8 of the Clearfield City Code, any member of the Planning Commission may be removed for three consecutive unexcused absences.

F. Election of Chairperson and Vice-Chairperson

1. Selection Process:
 - a. The Planning Commission shall annually elect a chairperson and vice-chairperson at the first regularly scheduled meeting in January by majority vote after taking nominations from the body.
2. Term as Chairperson or Vice-Chair:
 - a. The term will be for a period of one year, with a maximum of five ~~consecutive~~ terms.
3. Unexpired Term of Chairperson or Vice-Chair
 - a. If the chairperson is no longer able to fulfill the responsibilities of their position, for any reason, the vice-chairperson shall serve as the acting chair until a new chairperson is elected by the body to fulfill the remaining portion of the chair's unexpired term.
 - b. The Planning Commission need not wait until the annual election in January in order to replace a chairperson.
 - c. If the vice-chairperson is no longer able to fulfill the responsibilities of their position, for any reason, the chairperson shall select an acting vice-chair until a new vice-chairperson is elected by the body to fulfill the remaining portion of the vice-chair's unexpired term.
 - d. The Planning Commission need not wait until the annual election in January in order to replace a vice-chairperson.
4. Minimum Qualifications:
 - a. Chairperson
 - (i) A commissioner must serve on the Planning Commission for at least one year before being eligible to be elected as the chairperson.
 - (ii) Time spent serving as an alternate member of the Planning Commission does not count as time served as a regular member of the Planning Commission for the purpose of qualifying to serve as the chairperson.
 - (iii) A Youth Ambassador is not eligible to serve as the chairperson.
 - ~~(iv) Time appointed as the Youth Ambassador may count for the one year of prior service before being eligible to be elected as the chairperson.~~
 - b. Vice-Chairperson
 - i. All commissioners, ~~except a Youth Ambassador is except~~

Alternate Commissioners and the Youth Ambassador are eligible to serve as the vice-chairperson.

G. Duties of the Chairperson

The Chairperson has the following duties and responsibilities:

1. To preside at all meetings of the Planning Commission and provide general direction for the meetings;
2. To call the Planning Commission to order and proceed with the order of business;
3. To announce the business before the Planning Commission in the order in which it is to be acted upon;
4. To receive and submit, in the proper manner, all motions and propositions presented by the members of the Planning Commission;
5. To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings, and to announce the result thereof;
6. To inform the Planning Commission, when necessary or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty the Chair shall have the right to call upon Legal Counsel for advice.
7. To authenticate by signature when necessary or when directed by the Planning Commission, all acts, orders, and proceedings of the Planning Commission;
8. To maintain order at meetings of the Planning Commission;
9. To move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meeting; and
10. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures.
- ~~10.11. Recognize the Youth Ambassador and solicit input from them regarding items on the agenda.~~
- ~~11. The chair will remain impartial on issues and not participate in the voting process unless called upon to break a tie vote or if the chair's vote is necessary in order to have a quorum.~~
12. It is recommended that the chair attend City Council meetings when items that have been recommended by the Planning Commission to the City Council for a final decision. ~~the staff plan review meeting.~~

H. Vice-Chairperson

When the chairperson is absent, the vice-chairperson assumes the duties and responsibilities of the chair for that meeting.

I. Chairperson Pro-Tem

In extraordinary cases where both the chairperson and vice-chairperson are absent from the meeting or hearing, the remainder of the commissioners shall elect a chairperson pro-tem, by majority vote, to act as the chair for that meeting. A ~~y~~Youth ~~a~~Ambassador shall not be permitted to serve as chair pro-tem.

J. Gifts and Favors

Gifts, favors, or advantages must not be accepted if they are offered because the receiver holds a position of public responsibility. It is very important that Planning Commissioners are fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism. They should strive to avoid even the appearance of giving preference to one citizen or business over any other.

K. Treatment of Information

It is important to differentiate between planning information that belongs to the public and planning information that does not:

1. Reports and official records of a public planning agency must be open on equal basis to all inquiries.
2. Information considered private, controlled, or protected, that is learned in the course of performing planning duties, must be treated in confidence if specifically requested by the applicant. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat is submitted.
3. Pre-arranged private meetings between a commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information or communications on any application received by a commissioner, whether by mail, telephone, or other communication, shall be made part of the public record.

Article 2: Planning Commission Staff Duties

A. Community Development Office

Serve as staff of the Planning Commission and Chief Administrative Officers regarding planning, development, and redevelopment; coordinate and supervise work by staff; prepare all documents for presentation to the Planning Commission; assist the chairperson ~~and secretary~~ of the Planning Commission in the exercise of duties.

~~B. Secretary~~

~~Assure the construction and maintenance of the public record; record the proceedings of all hearings and meetings; prepare the minutes of the meetings as necessary; prepare and~~

~~distribute agenda.~~

C.B. Legal Counsel

The City Attorney, or designee, should serve as legal counsel; prepare memoranda of law as requested by the Planning Commission; review drafts of ordinances, resolutions, and guideline amendments regarding planning and development.

Article 3: Meetings of the Commission

A. Place

All meetings of the Planning Commission shall be held in the Clearfield City Council Chambers, 55 South State Street, Clearfield, Utah (Third Floor) or at such other place in Clearfield City as the Planning Commission may designate.

B. Agenda Setting

The chairperson may change the order of the business or consider matters out of order, if there is no objection from any member of the Planning Commission, or by a majority vote of the Planning Commission.

C. Regular Meetings

Regular meetings of the Planning Commission are anticipated to be held ~~once-twice~~ a month, typically the first ~~and third~~ Wednesdays of each month or at the request of the chair when necessary and ~~pursuant to proper noticing requirements. after properly noticed.~~ All noticed official meetings are open to the public. The purpose is to obtain information, deliberate, and vote on specific matters. Written and recorded minutes will be kept. At a minimum, the Planning Commission shall meet once a quarter to review applications, be briefed on development progress, and to receive training.

D. Work Meetings

Work meetings shall be held ~~asat such a time when~~ needed. Work sessions are noticed, official meetings open to the public to discuss specified matters. The intent of the work meeting is informational. The Planning Commission may not take any formal action or vote during such work meetings. A record will be kept stating the date and general items that are discussed.

E. Public Hearings

A noticed official meeting, the express and limited purpose of which is to provide an opportunity for the public to offer input. The Planning Commission may not vote during the hearing.

F. Field Trips

A noticed official meeting, open to the public, for the purpose of visiting specific sites. Public comment may be taken, but the Planning Commission will take no vote or formal action during the field trip.

G. Training Meetings

A noticed official meeting, open to the public, for the purpose of training planning commissioners.

Article 4: Form and Character of Motions

A. Making of Motions

Upon review of the full public record pertaining to an application or request and following due deliberation among the members of the Planning Commission, any member of the Planning Commission, except the chairperson, may make a motion. The motion shall include not only the direction of the motion, but also specific findings, conditions as applicable, denial, and also the recitation of specific findings supporting such motion.

B. Second to the Motion Required

A second to the motion shall be required for each motion citing compatible findings. A motion shall die in the absence of a second.

C. Withdrawing a Motion

After a motion has been seconded, it shall be deemed in the possession of the Planning Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission.

D. Motion to Table

A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter, and whenever possible, a specific date to re-hear the matter should be scheduled.

E. Amending Motions

When a motion is pending before the Planning Commission, any member may suggest an amendment, at any time prior to the final vote, in order to amend the stated motion. The author and the second may choose whether or not to accept the amendment.

F. Substitute Motions

A substitute motion, which when seconded serves to replace the original motion,

may be made prior to a vote on the original motion.

G. To Rescind a Motion

A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Planning Commission's action on the motion.

H. To Reconsider a Motion

To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Planning Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.

I. Motion to Close Hearings

When the Planning Commission is acting in a quasi-judicial capacity as an appeal authority pursuant to the City Code or state statute, the deliberation portion of a hearing may be closed if authorized by law. In order to close a portion of a hearing for deliberation by the body, a motion shall be made by a commissioner prior to discussion and voting on the matter. *Open meetings may only be closed pursuant to Utah law and legal counsel should be consulted prior to doing so.*

J. Motion to Recess

A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

K. Motion to Adjourn

A motion to adjourn the meeting shall be made at the end of each planning commission meeting. No second is required to the motion to adjourn.

Article 5: Quorum and Voting Requirements

A. Majority Required

A ~~majority minimum~~ of the ~~seven-four~~ (74) appointed planning commission members, which may include alternate members ~~and the chair~~ when an otherwise insufficient number of regular commissioners are present, shall constitute a quorum for all hearings and meetings. Ex-officio may not be counted as part of the quorum. ~~As The voting body shall include a minimum of four (4), but no more than seven (7) members. At least four (4) votes are required to carry a motion or take any official action. If only~~

~~four (4) members are present, the voting must be unanimous in order for the motion to carry. With all items a simple majority is required to pass, deny, or table an item.~~

B. Tie-Votes

~~Tie votes shall be broken by the chairperson casting a vote. When there is a tie vote, the Planning Commission must continue to deliberate until a majority vote can be cast.~~

C. Abstention from Voting

A Commissioner should abstain from deliberation or consideration of an issue when a conflict prevents that Commissioner from being completely fair, unbiased and deciding an issue based wholly on the merits. Abstention from voting shall not be counted in the determination of the motion, but shall be noted on the record.

Article 6: Requirements for Submission of Requests

A. Forms

The Planning Commission shall adopt standard forms for the submission of requests, and these forms shall include advance time requirements.

B. Completion of Forms

The Planning and Zoning Administrator shall certify the completeness, or lack thereof, of all requests.

C. Items Scheduled

Upon a complete submittal and full review, the request(s) will be scheduled for the next available planning commission meeting, after assuring required public notification has been completed.

Article 7: Administrative Calendar

A. Public Notice

Notice for all public hearings, work sessions, and regular meetings shall conform to requirements of the Utah Code.

B. Yearly Meeting Schedule

The regular meeting schedule for the next calendar year shall be determined at a meeting of the Planning Commission in December ~~November~~.

~~C. Annual Meeting~~

~~The Planning Commission shall have an annual public meeting to review the work of the previous year and decide the work program for the coming year and to elect~~

~~officers for the coming year as necessary.~~

Article 8: Conduct of Members of the Planning Commission

A. Meeting Preparation

Members of the Planning Commission shall take such time as necessary to prepare themselves for hearings and meetings.

B. Conflict of Interest

A planning commissioner to whom some private benefit may come as the result of a planning commission action shall not participate in that action.

1. The private benefit may be direct or indirect, create a material or personal gain, or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a conflict of interest as to Planning Commission action concerning such group unless a reasonable person would conclude that such membership by itself would prevent an objective consideration of the matter.
2. A planning commissioner experiencing a conflict of interest shall declare that interest publicly on the record in the meeting where the item or issue creating the conflict will be under consideration. If a conflict of interest is of such a degree that a commissioner will be unable to fairly consider the issue based wholly on the merits and offer an unbiased position on the matter, then that commissioner must abstain from voting on the action and shall be excused from the dais during discussion and consideration of that issue. That commissioner shall not discuss the matter privately with any other commissioner. An alternate member of the Planning Commission may take the place of a commissioner when the commissioner has been recused for that issue.
3. No planning official shall engage in any transaction in which the official has a financial interest, direct or indirect, with the agency or jurisdiction that the official serves unless the transaction is disclosed publicly and determined to be lawful.

C. Ex-Parte Communication

If there has been communication between commission members outside of the work session and regular meeting, with the applicant, or with any other party regarding an item to be voted upon, such communication shall be disclosed and added to the official record and included as part of the commission deliberations prior to voting.

Article 9: Adoption and Amendment of Guidelines

A. Legal Review

Guideline adoption or amendment may only be made following review by legal counsel to the Planning Commission.

B. Majority Vote

The Planning Commission guidelines shall be adopted or amended upon a vote of a majority ~~plus one~~ of the appointed members. Such shall take effect immediately after successful vote to adopt or amend.