



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, May 20th, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83140211480?pwd=aVNvL1pycUJiczZk2VHRwcktUcjhmZz09>

Meeting ID: 831 4021 1480

Password: 987494

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:

October 16, 2019
November 6, 2019
November 20, 2019
March 4, 2020
April 15, 2020

DECISION ITEMS

Non-Public Hearings

1. Discussion and Possible Action on **PSP & FSP 2020-050019**, a preliminary and final subdivision plat request by Joe Torman with Lotus Company for a 3-Lot and road dedication subdivision. **Location:** 442 & 448 S. State Street (12-003-0108 & 12-003-0109). **Aggregated Parcel Area:** 15.3 acres. **Zone:** U-R (Urban Mixed Residential). **Planner:** Brad McIlrath (**Administrative Action**).

Public Hearings

None

DISCUSSION ITEMS

1. Staff Discussion
 - a. Planning Commission Overview and Training
2. Planning Commissioner's Minute
3. Staff Communications
 - a. Future Meeting Agendas

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

Dated this 15th day of May, 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

October 16, 2019

7:00 P.M. – Regular Session

PRESIDING: Kathryn Murray Vice Chair

PRESENT: Robert Browning Commissioner
Chris Uccardi Commissioner
Brett McAllister Commissioner
Ruth Jones Commissioner
Nicole Bigelow Commissioner
David Bloomfield Alternate Commissioner
Eden Bush Youth Ambassador

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: Marvin Murri, Betty Parker

Vice Chair Murray called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Vice Chair Murray.

APPROVAL OF MINUTES FROM PLANNING COMMISSION MEETING

There were no minutes submitted for approval.

Vice Chair Murray read the Planning Commission Chair statement.

DISCUSSION AND APPROVAL OF PSP 1909-0001, A PRELIMINARY SUBDIVISION PLAT REQUEST BY MARVIN MURRI TO CONSOLIDATE THREE EXISTING PARCELS INTO ONE IN ORDER TO ACCOMMODATE A TWO-BUILDING RESIDENTIAL MULTI-FAMILY DEVELOPMENT. LOCATION: 452 AND 530 SOUTH STATE STREET (TIN: 12-003-0174, 12-003-0194, & 12-003-0196). AGGREGATE PARCEL AREA: 2.6 ACRES. ZONE: T-R (TOWN RESIDENTIAL). PLANNER: SPENCER W. BRIMLEY (ADMINISTRATIVE MATTER).

Spencer W. Brimley, Community Development Director, explained that the preliminary and final plat items could be reviewed at the same time, but would need separate actions and votes. He discussed the following points:

- The request was for a property consolidation of three properties located at approximately 452 and 530 South State Street.

- 1 • Parcels and addresses would be consolidated into one lot.
- 2 • Demolition work had begun on the site.
- 3 • The request was for a 106-unit apartment development.
- 4 • Located in the TR (Town Residential) zone of the Form Based Code.
- 5 • Planning staff had reviewed the plat along with public works and engineering staff and
- 6 recommended approval subject to conditions outlined in the staff report.
- 7 • To the north of the subject project was the old Clearfield Mobile Home Park property and
- 8 that project was continuing to move forward as well.
- 9 • Mr. Brimley reviewed the staff report and packet materials including the site plan and
- 10 engineering letter.

11
12 Vice Chair Murray asked about the grade of the site in relation to the Dick Kearsley property.
13 Mr. Brimley responded that the TR (Town Residential) zone allowed a maximum height of four
14 stories and the development was being built in relation to the existing grade. Mr. Brimley
15 suggested that the applicant, Mr. Murri, provide additional information about the grade and
16 design of the development.

17
18 Marvin Murri, applicant, addressed the grade and how the pedestrian access for the development
19 would be provided.

20
21 Vice Chair Murray asked if there would be any underground parking. Mr. Murri responded that
22 the site would have surface parking most of which was required to be covered. Vice Chair
23 Murray asked about compliance with the building step back requirements and Mr. Murri
24 responded that the buildings would comply with the ordinance.

25
26 Commissioner McAllister asked about the adjacent commercial property (Dick Kearsley
27 property) and how the development would relate to that commercial business. Mr. Murri
28 responded that the owner of that property was aware of the changes. He added the owner of that
29 property was also looking to make some improvements.

30
31 **Commissioner McAllister moved to approve as conditioned, PSP 1909-0001, a Preliminary**
32 **Subdivision Plat request by Marvin Murri for the property located at approximately 452**
33 **and 520 South State Street (TINs: 12-003-0174, 12-003-0194, and 12-003-0196). The**
34 **recommendation was based on the findings and discussions in the Staff Report with the**
35 **following conditions:**

- 36 1) **As needed, the plat shall be revised to meet requirements of the Clearfield City**
37 **Engineer prior to approval by the City and recording at the Davis County**
38 **Recorder's office.**
- 39 2) **The applicant is responsible for the replacement or repair of deteriorated,**
40 **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.

- 3) Future development or redevelopment of these properties shall comply with the development standards outlined for the TR Zone as outlined and described in the Clearfield City Downtown Form Based Code.

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

DISCUSSION AND APPROVAL OF FSP 1909-0001, A FINAL SUBDIVISION PLAT REQUEST BY MARVIN MURRI TO CONSOLIDATE THREE EXISTING PARCELS INTO ONE IN ORDER TO ACCOMMODATE A TWO-BUILDING RESIDENTIAL MULTI-FAMILY DEVELOPMENT. LOCATION: 452 AND 530 SOUTH STATE STREET (TIN: 12-003-0174, 12-003-0194, & 12-003-0196). AGGREGATE PARCEL AREA: 2.6 ACRES. ZONE: T-R (TOWN RESIDENTIAL). PLANNER: SPENCER W. BRIMLEY (ADMINISTRATIVE MATTER).

Commissioner Uccardi moved to approve as conditioned, FSP 1909-0001, a Final Subdivision Plat request by Marvin Murri for the property located at approximately 452 and 530 South State Street (TINs: 12-003-0174, 12-003-0194, and 12-003-0196). The recommendation was based on the findings and discussions in the Staff Report with the following conditions:

- 1) The plat shall be revised to meet requirements of the Clearfield City Engineer prior to approval by the City and recording at the Davis County Recorder's office.
- 2) 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.
- 3) Future development or redevelopment of these properties shall comply with the development standards outlined for the TR zone as outlined and described in the Clearfield City Downtown Form Based Code.
- 4) All improvement drawings required by the City Engineer shall be provided for review prior to any remodeling/redesigning of the site.
- 5) The applicant shall obtain North Davis Fire District approval for the project and comply with the requirements of the Deputy Fire Marshal. Final approval shall be provided to Clearfield City prior to the issuance of any permit.
- 6) An escrow agreement shall be established for improvements outlined in City Code § 12-4-6 and will be subject to approval by the City Engineer and City Attorney. The escrow account shall be established and executed prior to any permits being issued for the properties or the plat being recorded.

Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE:

Commissioners McAllister, Uccardi, Murray, Browning, Jones, Bloomfield, Bigelow.
Voting NO: None.

DISCUSSION AND APPROVAL OF CUP 1909-0004, A CONDITIONAL USE PERMIT REQUEST BY BETTY PARKER ON BEHALF OF FREEPORT CENTER ASSOCIATES AND UTILITY TRAILER TO AMEND THE PREVIOUSLY APPROVED LANDSCAPING PLAN AT THE SUBJECT PROPERTY. LOCATION: APPROXIMATELY 1050 SOUTH 1000 WEST (TIN: 12-931-0001). PARCEL AREA: 17.61 ACRES. ZONE: M-1 (MANUFACTURING). PLANNER: SPENCER W. BRIMLEY (ADMINISTRATIVE ACTION).

Spencer W. Brimley, Community Development Director, presented the following information:

- The request to relocate the trailer storage for Utility Trailer was previously brought before the Planning Commission in July 2019.
- Better Parker, Freeport Center Associates, was requesting that the landscaping percentage be reduced to lessen the financial and maintenance impact on the owner.
- The project complied with the landscaping standards and percentage when it was granted approval in July 2019.
- The request was to reduce the required amount of landscaping from 10 percent to 7.5 percent. Staff felt that the 2.5 percent reduction would be consistent with the area and appropriate.
- The locations and types of materials were reviewed.
- The approval of the reduction did not change any other requirements approved and required in July 2019. The request would only apply to the percentage requirement.
- The request would be allowed in accordance with City Code § 11-13-23. The standards of the Code were reviewed and staff recommended approval of the reduction because the request complied with those standards.
- The request included the execution of a development agreement for the reduction as required by City Code.

Commissioner Uccardi inquired about revising the landscaping standards not only for Freeport Center but for the M-1 (Manufacturing) zone. Mr. Brimley stated there was interest in doing so and efforts were being made to address the internal access and buildings as well as addressing the aesthetics of the perimeter landscaping requirements.

Commissioner Bigelow asked if the proposed changes would reduce the landscape percentage to seven percent for Freeport Center as a whole. Mr. Brimley clarified that the reduction was specific to the property in the current request and not Freeport Center property in its entirety. He indicated any changes to the Freeport Center in its entirety would be decided upon as the City worked with the Freeport Center on amendments to the regulation.

Commissioner Browning asked for clarification that all the surrounding property other than the west side of 1000 West belonged to the Freeport Center and was located in the Clearfield

1 boundaries. Mr. Brimley confirmed that was the case. Mr. Browning asked if the berm along 1000
2 West would still be required, and Mr. Brimley confirmed that the berm would still be required as
3 previously approved. He explained the current request was specific to a reduction in the
4 landscaping requirement.

5 Betty Parker, Freeport Center Associates, confirmed that the landscaping along 1000 West would
6 not change and the only changes would be along the perimeter of the interior sides of the
7 development.
8

9 Commissioner Jones wondered why the request was necessary if it only reduced the number of
10 trees and not all the landscaping. Mr. Brimley clarified that the request was for a 2.5 percent total
11 reduction of landscaping not just trees. Commissioner Jones asked how the plan was reducing the
12 required landscaping. Ms. Parker clarified that the planters were being narrowed around the
13 perimeter so there would not be room for as many trees. Mr. Brimley reviewed the landscape plan
14 and indicated that the area or ground covered by landscaping would be less than ten percent (10%).
15 He also clarified that the plan was more than what was shown in July, but less than what was
16 required. Commissioner Browning pointed out that there were three criteria that allowed for a
17 variation on the landscaping requirements. He commented the request met all three criteria and
18 should be approved.
19

20 Commissioner Murray asked for clarification on the action before the Planning Commission. Mr.
21 Brimley explained the Commission would need to address the Conditional Use Permit (CUP) and,
22 if approved, make it contingent on a development agreement being negotiated with the City
23 Council.
24

25 **Commissioner Browning moved to approve as conditioned, a CUP 1909-0004, a Conditional**
26 **Use Permit request by Betty Parker on behalf of Freeport Center Associates and Utility**
27 **Trailer to amend the previously approved landscaping plan for the property located at**
28 **approximately 1050 South 1000 West (TIN: 12-931-0001). The recommendation was based**
29 **on the discussion and findings in the Staff Report with the following conditions:**

- 30 1) **The project shall comply with all applicable development standards of the M-1 zone.**
31 2) **The landscaping and irrigation plans shall be revised to meet the minimum code**
32 **requirements which include:**
33 a) **A total of 94 trees as shown on the map attached to the staff report shall be**
34 **provided.**
35 i) **A total of 72 trees shall be equally spaced along 1000 West.**
36 1. **A total of 3 trees shall be located on the south by the railroad tracks.**
37 2. **A total of 4 trees shall be located on the north.**
38 3. **A total of 15 trees shall be located to the east in a manner that does not**
39 **block the vision of truck traffic.**
40 b) **A total of 256 shrubs shall be planted according to the landscaping plan attached**
41 **to the staff report.**
42 3) **The project fencing shall have a minimum height of six feet (6') and shall be**
43 **constructed of a material that is impervious as required by City Code.**

- 4) The project shall comply with engineering standards/requirements and obtain approval prior to the issuance of final land use approval.
- 5) The applicant shall obtain a building permit for all project work prior to the commencement of said work.
- 6) As per City Code § 11-13-23(I), the applicant shall execute a development agreement with Clearfield City to allow the proposed landscaping to be less than the ten percent (10%) required in the M-1 zone.
- 7) The amended plat shall maintain existing utility and access easements as required by the City Engineer.
- 8) The proposed lots shall comply with lot frontage, width, setback, and development standards required by Title 11 of the Clearfield City Code.
- 9) If landscaping is not completed and prior to final occupancy or issuance of final land use approval, the applicant is required to provide a bond in order to ensure that all required landscaping is installed in an acceptable manner. The cash bond or escrow account shall be subject to approval by the City Engineer, and shall be in an amount equal to one hundred twenty five percent (125%) of the estimated costs of construction and installation of all required landscaping, parks, playgrounds, recreation facilities, fences, walls, and other amenities shown on the final landscape plan or site plan, as applicable.

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

OTHER DISCUSSION

Commissioner Murray asked about the action of electing an interim chair and vice chair for the remaining meetings of the year. Mr. Brimley stated that it could be discussed but because it was not an item on the agenda it would have to be addressed at the next meeting. Brie Brass, Assistant City Attorney, confirmed that.

Commissioner Browning asked how many of the current members would meet the qualifications for chair or vice chair. Mr. Brimley indicated there were three members who met the qualifications. Mr. Browning asked if others would qualify if the action were held in January. Mr. Brimley explained he would have to check on that detail.

Commissioner Uccardi expressed his interest in being considered for the chair position. He also indicated Mayor Shepherd and the City Council had asked that the Commission consider some amendments to its bylaws. He expressed a desire for the Planning Commission to keep its autonomy by controlling its own bylaws. Mr. Brimley reviewed the autonomy that the Planning Commission had been given and stated that in other communities that was not the case and all rules were put in place by the governing body. He mentioned one of the things the Council wanted to see improved was the members of the Planning Commission taking a more active role on training. He also mentioned the impending election had the potential to impact the

1 membership of the Commission and how it functioned.

2
3 Commissioner Uccardi asked how Commissioner Murray felt about filling the role of chair until
4 the end of the year. Commissioner Murray stated that her only concern was losing her vote as the
5 chair unless it was needed to break a tie. She added she was okay with addressing it now or
6 waiting until January. She asked if the intent was to have it on the November agenda for action.
7 Mr. Brimley confirmed that was the plan.

8
9 Commissioner Browning commented the members of the Commission were appointed and served
10 at the pleasure of the governing body. He expressed his opinion that he was willing to take
11 direction from the governing body.

12
13 PLANNING COMMISSIONERS' MINUTE

14
15 *Commissioner McAllister* mentioned he was thankful for fall break.

16
17 *Commissioner Uccardi* announced ballots were delivered to mailboxes and encouraged the
18 commissioners and their neighbors to make an educated decision and vote. He wished
19 Commissioner Jones good luck.

20
21 *Commissioner Murray* – None.

22
23 *Commissioner Browning* mentioned he enjoyed attending the APA Utah conference and found it
24 interesting.

25
26 *Commissioner Jones* expressed appreciation for the opportunity to attend the APA Utah
27 conference. She commented she learned a lot.

28
29 *Commissioner Bigelow* stated she was thankful for the opportunity to attend the APA Utah
30 conference and the City's willingness to send the commissioners.

31
32 *Alternate Commissioner Bloomfield* – None.

33
34 *Youth Commission Ambassador Bush* mentioned she was excited about what was going on in
35 Clearfield.

36
37 STAFF COMMUNICATIONS

38
39 Spencer Brimley stated that a lot of things were coming and he was excited about the future.

40
41
42 There being no further business to come before the Planning Commission, **Commissioner Jones**
43 **moved to adjourn at 8:51 P.M. Seconded by Commissioner Bigelow.**

CLEARFIELD PLANNING COMMISSION MEETING

November 6, 2019

6:30 p.m. – Regular Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Vice Chair
Robert Browning Commissioner
Chris Uccardi Commissioner
Nicole Bigelow Commissioner
David Bloomfield Alternate Commissioner
Nicole Bigelow Alternate Commissioner
Eden Bush Youth Ambassador

ABSENT: Brett Mcallister Commissioner
Ruth Jones Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: None

Vice Chair Murray called the meeting to order at 6:30 p.m.

DISCUSSION ON CONSIDERATION OF THE MINUTES FROM THE JUNE 5, 2019 WORK AND REGULAR SESSIONS AND JULY 10, 2019 WORK AND REGULAR SESSIONS

Vice Chair Murray pointed out that the regular session minutes for July 10, 2019 had discussion points in them that did not apply to the meeting. She recommended they be tabled from consideration until that issue was resolved. She also pointed out two other areas that needed clarification before consideration. Brad McIlrath, Senior Planner, recommended the July 10, 2019 minutes be removed from consideration until the issues were resolved.

DISCUSSION ON GPA 1910-0015, A GENERAL PLAN AMENDMENT REQUEST BY CLEARFIELD CITY TO AMEND CHAPTER 4 – AFFORDABLE HOUSING ELEMENT OF THE CLEARFIELD CITY GENERAL PLAN TO COMPLY WITH CURRENT UTAH STATE REGULATIONS RELATED TO MODERATE INCOME HOUSING. PLANNER: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).

Spencer Brimley, Community Development Director, explained the affordable housing element of the General Plan needed to be amended in compliance with Senate Bill 34. He reviewed the

1 Moderate Income Housing Plan and its elements that needed to be incorporated into the City's
2 General Plan before the end of 2019. He also reported the City had applied for funding for a more
3 comprehensive review of the General Plan in 2020, which would include a deeper review of the
4 Moderate Income Housing Plan. He explained Senate Bill 34 did not mandate the City to build
5 more affordable housing but rather expected compliance and accountability. The bill required each
6 community to adopt a plan with objectives addressing affordable housing then be accountable to
7 that plan on an annual basis. He acknowledged the City already had a good percentage of affordable
8 housing but there was not sufficient to meet the current needs.

9
10 Commissioner Uccardi asked if the Gap Analysis would be updated following the census. Mr.
11 Brimley acknowledged it would be because additional data would be available.

12
13 DISCUSSION ON SP 2019-100015, A SITE PLAN APPROVAL REQUEST BY RON SNOW
14 FOR A RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT AT THE
15 SUBJECT PROPERTY. LOCATION: 293 SOUTH STATE STREET (TIN: 12-003-0051 & 12-
16 003-0050). PARCEL AREA: 1.17 ACRES. ZONE: U-C (URBAN COMMERCE). PLANNER:
17 BRAD MCILRATH (ADMINISTRATIVE ACTION).

18
19 Commissioner Uccardi mentioned the site plan did not currently meet every standard in the current
20 version of the Form Based Code (FBC). He added the City was in the process of amending the FBC
21 and when that process was complete the development would likely meet the standards of FBC.
22 Brad McIlrath, Senior Planner, acknowledged those comments were correct. He added the
23 developer could seek exceptions to the current version of FBC through a development agreement
24 or wait for the amendment process to be completed. He stated the main exception was meeting the
25 frontage requirements and the plan could easily be adapted to meet current standards.

26
27 Commissioner Bloomfield asked if the North Davis Fire District had sufficient equipment for a
28 five-story building. Mr. McIlrath explained the building would be placed in the same location as
29 the current structure which would allow adequate fire access for the District.

30
31 DISCUSSION ON PSP 2019-100015, A PRELIMINARY SUBDIVISION PLAT REQUEST BY
32 RON SNOW TO CONSOLIDATE THE SUBJECT PROPERTIES FOR A RESIDENTIAL AND
33 COMMERCIAL MIXED-USE DEVELOPMENT. LOCATION: 293 SOUTH STATE STREET
34 (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES. ZONE: U-C (URBAN
35 COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE ACTION).

36
37 This item was discussed in conjunction with the previous site plan item.

38
39
40 The meeting adjourned at 7:00 p.m.

CLEARFIELD PLANNING COMMISSION MEETING

November 6, 2019

7:00 p.m. – Regular Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Vice Chair
Robert Browning Commissioner
Chris Uccardi Commissioner
Nicole Bigelow Commissioner
David Bloomfield Alternate Commissioner
Eden Bush Youth Ambassador

ABSENT: Brett McAllister Commissioner
Ruth Jones Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: Ron Snow, Layne Lovell

Vice Chair Murray called the meeting to order at 7:02 p.m.

The Pledge of Allegiance was led by Commissioner Browning

APPROVAL OF THE MINUTES FROM THE JUNE 5, 2019 WORK AND REGULAR SESSIONS AND THE JULY 10, 2019 WORK SESSION

Commissioner Browning moved to approve the minutes from the June 5, 2019 work and regular sessions and July 10, 2019 work session; and table the approval of the July 10, 2019 regular session until they were reworked. Seconded by Commissioner Uccardi. The motion carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield, Browning, Murray, and Uccardi. Voting NO – None. Commissioners Jones and McAllister were not present for the vote.

ELECTION OF INTERIM CHAIR FOR THE REMAINING 2019 YEAR

Commissioner Browning nominated Chris Uccardi to serve as chair of the Planning Commission for the remaining 2019 year. Seconded by Commissioner Bigelow. There were no other nominations. The motion carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield, Browning, Murray, and Uccardi. Voting NO – None. Commissioners Jones and

1 McAllister were not present for the vote.

2
3
4 Chair Uccardi read the Planning Commission Chair statement.

5
6 **Commissioner Browning moved to change the order of the agenda placing item number one**
7 **after action on items number two and three. Seconded by Commissioner Bigelow. The**
8 **motion carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield,**
9 **Browning, Murray, and Uccardi. Voting NO – None.** Commissioners Jones and McAllister
10 were not present for the vote.

11
12 DISCUSSION AND APPROVAL OF SP 2019-100015, A SITE PLAN BY RON SNOW FOR A
13 RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT LOCATED AT 293
14 SOUTH STATE STREET (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES.
15 ZONE: UC (URBAN COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE
16 ACTION).

17
18 Brad McIlrath, Senior Planner, reviewed the project and discussed the following points:

- 19 • The project was located at the site previously known as Black Velvet.
- 20 • The project was located in the Form Based Code (FBC) area.
- 21 • The zoning of Urban Commerce (UC) on the property allowed for mixed-use and the
- 22 project proposed both commercial and residential uses.
- 23 • There were updates in process for the FBC and the developer would be required to
- 24 comply with those standards for the project to move forward.
- 25 • Windows and treatments for windows were discussed.
- 26 • Pocket parks and civic open space were identified as potential changes to the FBC.
- 27 • The zoning map was presented for the site, including surrounding zoning and uses.
- 28 • Mr. McIlrath reviewed additional zoning changes in the area that would be recommended
- 29 as a part of the update to the FBC
- 30 • The site plan was reviewed as well as the items that were out of compliance that would
- 31 require additional attention from the developer for the project to be brought into
- 32 compliance.
- 33 • Storm water plans for the site were described to the Commission.
- 34 • The landscape plan was reviewed as well as changes to the “furnishing zone” that would
- 35 be required for compliance by the developer to move forward with the project.
- 36 • The layout of the building was discussed as well as the amenities for the units, specifically
- 37 related to washers and dryers.
- 38 • State Street pedestrian access was discussed along with a presentation about the visibility
- 39 for the retail space for the site
- 40 • Staff presented the conditions for approval included in the staff report.

41
42 Commissioner Bigelow asked if the building went all the way to the side property line. Mr.

1 McIlrath explained it was currently designed that way and was allowed by FBC but would require
2 a fire rated wall.

3
4 Commissioner Murray asked for clarification on the landscape plan. Mr. McIlrath explained the
5 landscape plan and the requirements from the FBC. He indicated the FBC encouraged the use of
6 shrubs and trees and reduced the amount of turf or grass for projects along the corridor.

7 Commissioner Bigelow asked for clarification on parking availability. Mr. McIlrath explained
8 parking would be provided for two purposes: residents and commercial spaces. He stated there
9 was no overlap in the number of stalls so there was sufficient parking planned for the project.

10
11 Commissioner Murray asked if there would be an elevator in the building. Mr. McIlrath
12 responded the building would have an elevator and reviewed the plan.

13
14 Commissioner Browning asked for clarification of the conditions of approval and what would be
15 required from the developer. Mr. McIlrath stated the project would be required to comply with all
16 conditions outlined in the staff report.

17
18 **Commissioner Browning moved to approve as conditioned, SP 2019-100015, a site plan**
19 **request by Ron Snow for a residential and commercial mixed-use development located at**
20 **293 South State Street (TIN: 12-003-0051 & 12-003-0050). The recommendation was based**
21 **on the findings and discussions in the Staff Report with the following conditions:**

- 22 1) **Ordinance standards changes as part of the Form Based Code (FBC) update shall**
23 **supersede any non-compliant standards outlined in this report. If the following**
24 **standards are not changed with the update, the plans shall be revised to comply with**
25 **FBC standards or the applicant shall pursue a development agreement with Clearfield**
26 **City to allow for the modifications.**
- 27 a. **Front Property Line Coverage requirement of eighty percent (80%) not met;**
 - 28 b. **Mixed-Use Entry Type missing the recessed entry;**
 - 29 c. **Upper Story Residential Window requirement to be recessed and double hung;**
 - 30 d. **Open Space Type not provided;**
 - 31 e. **Bicycle Lane of 7.5 feet along State Street.**
- 32 2) **The commercial depth shall be revised to meet the minimum depth requirement of**
33 **forty feet (40') as required by Code.**
- 34 3) **A horizontal expression line shall be added at the bottom of the parapet wall and the**
35 **top of the parapet shall be provided with a cornice as required by Code.**
- 36 4) **The primary building materials shall be modified to replace the EIFS material with**
37 **another material called out by Code. If stucco is to be approved as a primary material,**
38 **it shall be limited to fifty percent (50%) of each building façade.**

- 1 **5) The plans shall be revised to indicate that commercial quality doors, windows, and**
2 **hardware will be used for the project.**
- 3 **6) The plans shall be revised to indicate the secondary building materials that are used.**
4 **The secondary materials shall comply with the approved materials outlined in Code.**
- 5 **7) The site and landscape plans shall be revised to include the following standards:**
 - 6 **a. The furnishing zone along the State Street frontage shall be provided with**
7 **Village Green Zelkova street trees spaced twenty (20) to forty (40) feet apart**
8 **on center and planted within 5'x5' tree grates. The tree grates are to be the**
9 **approved material and design provided by Clearfield City;**
 - 10 **b. Benches shall be provided and shown on the plans no greater than 200 feet**
11 **apart and placed at the back of the sidewalk or within the furnishing zone and**
12 **facing the street. The benches shall be a decorative street bench approved by**
13 **Clearfield City.**
 - 14 **c. The plans shall be revised to provide the double acorn street lights along State**
15 **Street. The lights shall be located within the furnishing zone on each street and**
16 **spaced between sixty (60) to ninety (90) feet on center to match the existing**
17 **distances within the downtown area.**
 - 18 **d. The landscape islands shall be revised to accommodate storm water as**
19 **bioswales and will need to have structural soil beneath the islands that are less**
20 **than fifteen feet (15') wide.**
 - 21 **e. One (1) shade tree shall be added in the landscaping area near the ADA**
22 **parking stalls as well as one (1) shade tree in the center of the north parking**
23 **lot buffer area as identified in the staff report.**
 - 24 **f. A ten foot (10') buffer shall be provided along the north property line that is**
25 **adjacent to existing single-family residential not in the Downtown FBC area.**
 - 26 **g. A continuous double row of shrubs will need to be provided along the perimeter**
27 **buffer areas as outlined in the staff report.**
 - 28 **h. A six foot (6') fence shall be provided along the perimeter of the property as**
29 **required by the FBC.**
- 30 **8) The plans shall be revised to provide a minimum of six (6) bicycle parking spaces. The**
31 **design of the bicycle parking shall comply with the standards outlined on page 69 of**
32 **the Code.**
- 33 **9) The plans shall be revised to provide a snow stacking area that meets the standards**
34 **outlined in Section 11-13-5(G) of the Clearfield City Code.**
- 35 **10) The project shall comply with all North Davis Sewer District standards.**
- 36 **11) The project shall comply with all North Davis Fire District standards as outlined in**
37 **the attached review letter and as otherwise required.**

12) The project shall comply with all City Engineer standards as outlined in the review transmittal and as otherwise required.

13) The subdivision for this development shall be approved and recorded prior to the issuance of any building permit.

Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield, Browning, and Murray. Voting NO – None. Commissioners Jones and McAllister were not present for the vote.

DISCUSSION AND APPROVAL OF PSP 2019-100015, A PRELIMINARY SUBDIVISION PLAT REQUEST BY RON SNOW TO CONSOLIDATE THE SUBJECT PROPERTIES FOR A RESIDENTIAL AND COMMERCIAL MIXED-USE DEVELOPMENT. LOCATION: 293 SOUTH STATE STREET (TIN: 12-003-0051 & 12-003-0050). PARCEL AREA: 1.17 ACRES. ZONE: UC (URBAN COMMERCE). PLANNER: BRAD MCILRATH (ADMINISTRATIVE ACTION).

Brad McIlrath, Senior Planner, presented the following facts for the project.

- Staff stated the proposed subdivision was a fairly straight forward request and the applicant would be required to come back for the final plat approval
- The applicant would be required to meet all requirements of the preliminary plat prior to submitting for the final plat approval
- There was a gap between the applicant's property and the adjacent property, but that had been resolved by the applicant's engineer.
- Applicant would be required to dedicate a portion of the frontage to accommodate the sidewalk and the furnishing zone.

Commissioner Murray moved to approve as conditioned, PSP 2019-100015, a preliminary subdivision plat request by Ron Snow to consolidate the subject properties located at 293 South State Street for a residential and commercial mixed-use development. The recommendation was based on the findings and discussions in the Staff Report with the following conditions:

- 1) As needed, the plat shall be revised to meet requirements of the Clearfield City Engineer prior to approval by the City and recording at the Davis County Recorder's office.
- 2) 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.
- 3) Future development or redevelopment of these properties shall comply with the development standards outlined for the TR Zone as outlined and described in the Clearfield City Downtown Form Based Code.

Seconded by Bigelow. The motion carried upon the following vote: Voting AYE:

1 **Commissioners Bigelow, Bloomfield, Browning, and Murray. Voting NO – None.**

2 Commissioners Jones and McAllister were not present for the vote.

3
4 PUBLIC HEARING, DISCUSSION AND APPROVAL OF GPA 1910-0015, A GENERAL
5 PLAN AMENDMENT REQUEST BY CLEARFIELD CITY TO AMEND CHAPTER 4 –
6 AFFORDABLE HOUSING ELEMENT OF THE CLEARFIELD CITY GENERAL PLAN TO
7 COMPLY WITH CURRENT UTAH STATE REGULATIONS RELATED TO MODERATE
8 INCOME HOUSING. STAFF: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).
9

10 Chair Uccardi opened the public hearing at 7:38 p.m.

11
12 Spencer Brimley, Community Development Director, reviewed the General Plan amendment and
13 presented the following facts:

- 14 • The results of the housing analysis performed by City staff were reviewed, which
15 indicated the demand was greater than the supply.
- 16 • The timeline for adoption was reviewed.
- 17 • State funding for road projects could be withheld if the City did not comply with the
18 requirements of Senate Bill 34.
- 19 • State requirements in Senate Bill 34 were reviewed, as well as the four items identified by
20 the City for inclusion in the amendment to the General Plan.
- 21 • The amendments would bring the standards of the General Plan into compliance with
22 State Code and the annual reporting requirement would hold the City accountable to its
23 plan.
24

25 Commissioner Browning commented it appeared the City did not have to change much to comply
26 with Senate Bill 34. Mr. Brimley acknowledged that was true. He explained the City was
27 proactive in addressing housing affordability in the community.
28

29 Chair Uccardi, addressed the results of the analysis and recognized the number of households that
30 spent most of their income on housing. He commented he was glad the State was looking at the
31 subject. He acknowledged there was a perception in the community that Clearfield had its fair
32 share of affordable housing. He expressed his opinion that the process would likely only be the
33 beginning of addressing housing affordability.
34

35 Chair Uccardi asked if there were any public comments. There were no public comments.
36

37 **Commissioner Bigelow moved to close the public hearing. Seconded by Commissioner**
38 **Murray. The motion carried upon the following vote: Voting AYE: Commissioners**
39 **Bigelow, Bloomfield, Browning, and Murray. Voting NO – None.** Commissioners Jones and
40 McAllister were not present for the vote.
41
42

1 **Commissioner Murray moved to recommend approval to the Clearfield City Council of**
2 **GPA 1910-0015, a General Plan amendment request by Clearfield City to amend Chapter 4**
3 **– Affordable Housing Element to comply with current Utah State regulations related to**
4 **Moderate Income Housing.** Commissioner Browning asked if the title of Chapter 4 would be
5 changed to Moderate Income Housing. Mr. Brimley indicated the chapter would be renamed to
6 “Moderate Income Housing Element.” **Seconded by Commissioner Browning. The motion**
7 **carried upon the following vote: Voting AYE: Commissioners Bigelow, Bloomfield,**
8 **Browning, and Murray. Voting NO – None.** Commissioners Jones and McAllister were not
9 present for the vote.

10
11 PLANNING COMMISSIONERS’ MINUTE

12
13 *Chair Uccardi* – None.

14
15 *Commissioner Browning* commented the municipal election was very close and it was important.
16 *Commissioner Murray* commented the current municipal election would affect the day to day life
17 of residents more than any other.

18
19 *Commissioner Bigelow* – None.

20
21 *Alternate Commissioner Bloomfield* expressed his concerns for closures that were happening on
22 1000 East and asked the City to make sure circulation was addressed during the closures.

23
24 *Youth Ambassador Bush* – None.

25
26 STAFF COMMUNICATIONS

27
28 Brad McIlrath, Senior Planner, discussed upcoming agenda items for the rest of the year:

- 29
 - Form Based Code amendments – the plan was to provide the updates to the Planning
 - 30 Commission with sufficient time for review.
 - 31 • Rezone along 300 North
 - 32 • Davis County Library site plan

33
34 He announced Clearfield City received an Award of Merit from APA Utah for the Clearfield
35 Station Area Plan Design Guidelines.

36
37 He also stated there were current vacancies on the Planning Commission and invited the
38 commissioners to encourage others to get involved.

39
40
41 There being no further business to come before the Planning Commission, **Commissioner**
42 **Murray moved to adjourn at 8:06 p.m. Seconded by Commissioner Browning.**

CLEARFIELD PLANNING COMMISSION MEETING

November 20, 2019

6:30 P.M. – Work Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Vice Chair
Chris Uccardi Commissioner
Nicole Bigelow Commissioner
Brett McAllister Commissioner
David Bloomfield Alternate Commissioner
Eden Bush Youth Ambassador

ABSENT: Robert Browning Commissioner
Ruth Jones Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: None

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

**DISCUSSION ON CONSIDERATION OF THE MINUTES FROM THE AUGUST 7, 2019
WORK AND REGULAR SESSIONS AND SEPTEMBER 4, 2019 WORK AND REGULAR
SESSIONS**

Two minor corrections were reviewed.

**DISCUSSION ON RZN 1019-0014, A ZONING MAP AMENDMENT REQUEST BY
STUART SMITH TO REZONE 1.1 ACRES OF THE SUBJECT PROPERTY FROM R-1-8
(RESIDENTIAL) TO R-1-6 (RESIDENTIAL). LOCATION: APPROXIMATELY 1950 SOUTH
MAIN STREET. (TIN: 12-080-0030). PROJECT AREA: 1.1 ACRES. PLANNER: BRAD
MCILRATH (LEGISLATIVE MATTER).**

Brad McIlrath, Senior Planner, asked if there were any question on the rezone request. There was a question about the access to the back lots. Mr. McIlrath explained that each lot would have its own access to the driveway, which would also be a cross access easement for both lots. He stated the full circle access was provided to allow the North Davis Fire District to access the lots. There was a discussion on how the subdivision had two flag lots and the advantages and disadvantages of them.

1 DISCUSSION ON RZN 1019-0018, A ZONING MAP AMENDMENT REQUEST BY
2 CLEARFIELD CITY TO REZONE APPROXIMATELY 23.75 ACRES OF THE SUBJECT
3 PROPERTY FROM A-1 (AGRICULTURAL) TO R-1-6 (RESIDENTIAL). LOCATION:
4 APPROXIMATELY 1100 SOUTH 1000 WEST. (TIN: 12-051-0046 & 12-051-0034). PROJECT
5 AREA: 23.75 ACRES. STAFF: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).
6

7 Spencer Brimley, Community Development Director, explained Syracuse City purchased the
8 property to expand its cemetery in 2003 and the current rezone request was the result of two years
9 of work with Syracuse City to address its desire to have the cemetery in the Syracuse City
10 boundaries. The first step was to request a rezone to a single-family zone. The next step would be
11 for the City Council to consider a boundary adjustment for a small portion of the property.
12

13 Commissioner Bigelow asked why the request was not for an R-1-8 zone. Mr. Brimley explained
14 the R-1-8 zone required a larger lot, which in turn increased the price of the home. He indicated it
15 was an attempt to help address housing affordability.
16

17 DISCUSSION ON PSP, FSP 1019-0011, A PRELIMINARY AND FINAL SUBDIVISION
18 PLAT REQUEST BY STUART SMITH TO SUBDIVIDE 1.1 ACRES OF THE SUBJECT
19 PROPERTY INTO THREE LOTS FOR THE PURPOSE OF A SINGLE FAMILY
20 DEVELOPMENT. LOCATION: APPROXIMATELY 1950 SOUTH MAIN STREET. (TIN: 12-
21 080-0030). PROJECT AREA: 1.1 ACRES. PLANNER: BRAD MCILRATH
22 (ADMINISTRATIVE MATTER).
23

24 There were no questions for this item.
25
26

27 The meeting adjourned at 6:53 p.m.
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

CLEARFIELD PLANNING COMMISSION MEETING

November 20, 2019

7:00 P.M. – Regular Session

PRESIDING: Chris Uccardi Chair

PRESENT: Kathryn Murray Vice Chair
Nicole Bigelow Commissioner
Brett McAllister Commissioner
David Bloomfield Alternate Commissioner
Eden Bush Youth Ambassador

ABSENT: Robert Browning Commissioner
Ruth Jones Commissioner

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: Stuart Smith, Melissa Taylor, Weldon Martin, Angie Vanleer

Chair Uccardi called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Chair Uccardi

**DISCUSSION ON CONSIDERATION OF THE MINUTES FROM THE AUGUST 7, 2019
WORK AND REGULAR SESSIONS AND SEPTEMBER 4, 2019 WORK AND REGULAR
SESSIONS**

Chair Uccardi pointed out the agenda referred to minutes from August 8, 2019 but the minutes were specific to the meeting held on August 7, 2019.

Commissioner Murray moved to approve the minutes from the August 7, 2019 work and regular sessions with a minor correction, and the September 4, 2019 work and regular sessions as written. Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting AYE – Commissioners Bigelow, Bloomfield, McAllister, and Murray. Voting NO – None. Commissioners Browning and Jones were not present for the vote.

Chair Uccardi read the Planning Commission Chair statement.

Commissioner Bloomfield moved to have item number one and item number three on the agenda considered simultaneously because they were both specific requests for the property located at 1950 South Main. Seconded by Commissioner Bigelow. The motion carried upon

1 **the following vote: Voting AYE – Commissioners Bigelow, Bloomfield, McAllister, and**
2 **Murray. Voting NO – None.** Commissioners Browning and Jones were not present for the vote.

3
4 Chair Uccardi announced item number two on the agenda would be addressed first by the
5 Planning Commission.

6
7 PUBLIC HEARING, DISCUSSION AND RECOMMENDATION OF APPROVAL FOR RZN
8 2019-0018, A ZONING MAP AMENDMENT REQUEST BY CLEARFIELD CITY TO
9 REZONE APPROXIMATELY 23.75 ACRES OF THE SUBJECT PROPERTY FROM A-1
10 (AGRICULTURAL) TO R-1-6 (RESIDENTIAL). LOCATION: APPROXIMATELY 1100
11 SOUTH 1000 WEST. (TIN: 12-051-0046 & 12-051-0034). PROJECT AREA: 23.75 ACRES.
12 STAFF: SPENCER W. BRIMLEY (LEGISLATIVE MATTER).

13
14 Chair Uccardi declared the public hearing open at 7:08 p.m.

15
16 Spencer Brimley, Community Development Director, presented the following facts:

- 17 • Syracuse City had owned the property since 2003 for expansion of its cemetery.
- 18 • The property was currently zoned A-1 (Agricultural).
- 19 • The acreage was located in the Clearfield City boundary and included Rocky Mountain
- 20 Power corridor along the frontage.
- 21 • Clearfield and Syracuse cities had been working toward a solution that would allow the
- 22 expansion of Syracuse Cemetery since January 2018.
- 23 • Both cities agreed a boundary adjustment was appropriate for approximately seven of the
- 24 overall 23.75 acres and the R-1-6 zone was the highest and best use for the remaining
- 25 acreage and was consistent with the General Plan.
- 26 • The remaining acreage would remain within the Clearfield City boundary and be sold to a
- 27 private developer for a single-family subdivision.
- 28 • Staff recommended approval of the request.

29
30 PUBLIC COMMENT

31
32 *Opposed*

33
34 **Melissa Taylor**, Syracuse resident, submitted a written comment expressing her hope that the
35 agricultural zoning would remain in place. She expressed her concern for building homes under
36 powerlines, lots smaller than one-third of an acre, adding more students to already overcrowded
37 schools. Ms. Taylor was present and added to her written comments. She added that if the
38 property was developed for residential lots she hoped to see some of the homes designed to allow
39 an accessory dwelling unit (mother-in-law apartment). Mr. Brimley explained Clearfield City did
40 not currently allow accessory dwelling units.

41
42 **Weldon Martin**, Syracuse resident, expressed his concern for the adverse traffic impact that
43 residential development would have in that area. He also wanted to make sure the R-1-6 zoning
44 designation would not allow any kind of apartment complex on the property. Mr. Brimley

1 explained the R-1-6 zoning designation was a single-family zone. He continued that apartments
2 would not be permissible under the current regulations.

3
4 **Angie VanLeer**, Clearfield resident, read a statement from Veronica **Osterhoot** opposing the
5 zoning change and asked that the zoning be kept agricultural. Ms. VanLeer stated she was
6 opposed to allowing housing on the agricultural property. She expressed concern with losing all
7 the open fields in Clearfield. She suggested the cemetery expansion on the entire parcel would be
8 a better option. She suggested the R-1-8 designation was a better choice if the property really had
9 to be rezoned for residential use.

10
11 *In Favor*

12
13 There were no comments expressed in favor of the rezone.

14
15 **Commissioner Murray moved to close the public hearing at 7:20 p.m. Seconded by**
16 **Commissioner McAllister. The motion carried upon the following vote: Voting AYE –**
17 **Commissioners Bigelow, Bloomfield, McAllister, and Murray. Voting NO – None.**
18 Commissioners Browning and Jones were not present for the vote.

19
20 Commissioner McAllister asked what options were available to Syracuse City, owner, for
21 development of the property. Mr. Brimley explained Syracuse bought the property for expansion
22 of its cemetery. He continued that type of development brought no economic value to Clearfield
23 and neither did leaving the property as an agricultural use. He also explained the current zoning
24 of the property would not allow expansion of the cemetery. Mr. Brimley stated Syracuse City
25 analyzed its expansion needs for the cemetery and realized it did not need the entire 23.75 acres
26 for that expansion; therefore, it intended to use approximately seven acres for the expansion then
27 sell the remaining property for development. He added Clearfield was opposed to high density
28 development on the property. He explained the highest and best use for the property was to
29 develop it consistent with the surrounding area, single-family residential. He also stated the R-1-6
30 zone did not vary significantly from the R-1-8 zone. He added it was in the best interest of both
31 cities to come to an agreement on how the property might be developed to meet the needs of both
32 communities. He stated there was a significant need in the area for affordable single-family
33 options.

34
35 Chair Uccardi commented the Commission could recommend to the City Council the R-1-8
36 zoning designation if it desired a slightly larger lot size. Mr. Brimley agreed. He also explained a
37 rezone was a legislative act and the City Council would have the final say on the rezone.

38
39 Commissioner McAllister expressed his concern that Syracuse City was dictating what could be
40 done with property that wasn't within its boundaries. He expressed frustration that the property
41 would be developed residentially in any of the options presented. He suggested the R-1-8 zone
42 was a better fit for the property.

43
44 Commissioner Murray suggested that the R-1-6 zone was not significantly different than the

1 surrounding neighborhoods. Brad McIlrath, Senior Planner, reviewed the differences in lot sizes
2 for R-1-6 and R-1-8 zones. He stated the setbacks in the R-1-6 were not as restrictive as the R-1-8
3 zone. He also explained the R-1-Open zone was no longer allowed in the City's General Plan. He
4 commented that the market appeared to be to be driven toward smaller lots and more
5 affordability.

6
7 Chair Uccardi asked if a cemetery was allowed in a single-family zone. Mr. Brimley explained
8 not in Clearfield but the intent was that there would be boundary adjustment between the cities
9 of approximately seven acres. He continued once the boundary was adjusted Syracuse could use
10 whatever zoning its ordinances allowed for cemetery development. Commissioner Bigelow asked
11 if there was anything to stop Syracuse from developing the property for another use than a
12 cemetery once the boundary was adjusted. Mr. Brimley indicated once the boundary was adjusted
13 Syracuse would decide how to use the property.

14
15 Commissioner Bigelow asked how traffic on 1000 West would be impacted by a residential
16 development on the property. Mr. Brimley stated there would be a slight impact but expressed his
17 opinion it would not be significant based on the number of lots presently being suggested for the
18 property. Chair Uccardi mentioned that there would be other ways to exit any proposed
19 subdivision once it was developed, separate from 1000 West.

20
21 **Commissioner Murray moved to recommend approval to the City Council of RZN 2019-**
22 **0018, a rezone request by Clearfield City on behalf of Syracuse City for 23.75 acres of**
23 **property located at approximately 1100 South 1000 West (TINs: 12-051-0046 and 12-051-**
24 **0034) from A-1 (Agricultural) to R-1-6 (Single-family Residential) noting that it was**
25 **consistent with the guidelines, goals and objectives of the City's General Plan; and the**
26 **zoning will be consistent with the surrounding neighborhoods. Seconded by Commissioner**
27 **Bigelow.** Chair Uccardi asked Youth Ambassador Bush her opinion on the rezone. Youth
28 Ambassador Bush expressed her opinion that the rezone was consistent with the surrounding
29 neighborhoods and agreed with Mr. McIlrath's comments about people looking for smaller lots
30 and better affordability. Commissioner McAllister commented he preferred a rezone to the R-1-8
31 zone because it provided a larger lot and more livability. Commissioner Bloomfield agreed. Chair
32 Uccardi commented he viewed Syracuse City as any other landowner in the City looking to make
33 a profit. He stated he would inform the City Council of the discussion and concerns of each
34 member of the Commission. **The motion carried upon the following vote: Voting AYE –**
35 **Commissioners Bigelow, Murray, and Chair Uccardi. Voting NO – Commissioners**
36 **Bloomfield and McAllister.** Commissioners Browning and Jones were not present for the vote.

37
38 PUBLIC HEARING, DISCUSSION AND RECOMMENDATION OF APPROVAL FOR RZN
39 1910-0014, A ZONING MAP AMENDMENT REQUEST BY STUART SMITH TO REZONE
40 1.1 ACRES OF THE SUBJECT PROPERTY FROM R-1-8 (RESIDENTIAL) TO R-1-6
41 (RESIDENTIAL). LOCATION: APPROXIMATELY 1950 SOUTH MAIN STREET. (TIN: 12-
42 080-0030). PROJECT AREA: 1.1 ACRES. PLANNER: BRAD MCILRATH (LEGISLATIVE
43 MATTER).

Chair Uccardi opened the public hearing at 7:43 p.m.

Brad McIlrath, Senior Planner, presented the following facts:

- The property was currently zoned R-1-8 (Single-family Residential).
- The applicant would like to subdivide the property into three lots: two flag lots and one regular lot. Flag lots were allowed in any single-family residential zone.
- The existing single-family home would remain on Lot 1.
- The rezone request was for an R-1-6 zone to meet minimum lot widths.
- General Plan designation is Residential and supported the R-1-6 zone for residential infill.

Chair Uccardi asked if there were any public comments. There were no public comments.

Commissioner Murray moved to close the public hearing at 7:48 p.m. Seconded by Commissioner McAllister. All voting AYE.

Commissioner Murray moved to recommend approval to the City Council of RZN 1910-0014, a rezone request by Stuart Smith for the property located at 1950 South Main Street (TIN: 12-080-0030) from R-1-8 (Residential) to R-1-6 (Residential). Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting AYE – Commissioners Bigelow, Bloomfield, McAllister, and Murray. Voting NO – None. Commissioners Browning and Jones were not present for the vote.

DISCUSSION AND APPROVAL OF PSP, FSP 1910-0011, A PRELIMINARY AND FINAL SUBDIVISION PLAT REQUEST BY STUART SMITH TO SUBDIVIDE 1.1 ACRES OF THE SUBJECT PROPERTY INTO THREE LOTS FOR THE PURPOSE OF A SINGLE FAMILY DEVELOPMENT. LOCATION: APPROXIMATELY 1950 SOUTH MAIN STREET. (TIN: 12-080-0030). PROJECT AREA: 1.1 ACRES. PLANNER: BRAD MCILRATH (ADMINISTRATIVE MATTER).

Brad McIlrath, Senior Planner, presented the following facts:

- The request was for approval of the preliminary and final three lot subdivision plat for the Outback Subdivision along with the dedication of right-of-way and utility easements.
- The access points and cross access easement were required by the North Davis Fire District.
- All lots would be larger than 10,000 square feet in the R-1-6 zone. The minimum lot size requirement was 6,000 square feet.
- The plat would also correct a gap in the parcel boundaries.
- Conditions of the preliminary approval needed to be met prior to submittal for final plat approval.
- Staff recommended of approval of the preliminary plat and a recommendation to the City Council of approval for the final plat.

Commissioner Bloomfield asked if the access roads were City streets. Mr. McIlrath state the roads were considered private driveways. Commissioner Bloomfield asked if the Fire District

1 would be able use the accesses. Mr. McIlrath stated the Fire District would be able to use either
2 access to service either lot. Commissioner Bloomfield asked what would prevent the accesses
3 being blocked at any given time. Mr. McIlrath explained as a cross access easement the Fire
4 District could enforce the restriction. He added the cross access easement was noted on the plat so
5 potential buyers would understand the access requirements.

6
7 Chair Uccardi asked if there was clear delineation between the lots. Mr. McIlrath identified the
8 common lot lines on the plat creating a clear delineation.

9
10 Commissioner Bigelow asked why the garage on Lot 1 touched the property line. Mr. McIlrath
11 explained it looked like it touched the property line but it was actually two feet off the line as
12 required by Code. Commissioner Bloomfield asked where the garages for Lots 2 and 3 would sit.
13 Mr. McIlrath stated the setbacks in the R-1-6 zone would be need to be met for the garages.

14
15 Stuart Smith, applicant, explained the Fire District was requiring the driveway to be kept clear so
16 the houses would be built twenty feet (20') off the easement so there would be no need to park in
17 the cross access easement. He also stated he planned to begin construction as soon as approval
18 was granted.

19
20 **Commissioner Murray moved to approve the preliminary subdivision plat for the Outback**
21 **Subdivision, a three lot subdivision, located at 1950 South Main Street (TIN: 12-080-0030).**
22 **The recommendation was based on the findings and discussions in the Staff Report with the**
23 **following conditions:**

- 24 1) **Approval of the subdivision is subject to approval of the requested rezone from R-1-8**
25 **(Residential) to R-1-6 (Residential). If approved, the subdivision and lots shall comply**
26 **with the development standards of the R-1-6 zone.**
- 27 2) **Plans shall be revised to address Clearfield City Engineering requirements prior to**
28 **obtaining final signatures on the plat and recording of that plat.**
- 29 3) **The applicant is responsible for the replacement or repair of deteriorated, damaged**
30 **or missing surface improvements surrounding the perimeter of the subdivision. This**
31 **includes, but is not limited to: curb and gutter, sidewalks, landscaping park strip**
32 **improvements, driveways, etc.**
- 33 4) **An Escrow agreement or bond for the public improvements shall be approved by the**
34 **City Engineer and posted prior to the recordation of the plat as outlined in Section 12-**
35 **9-2 of the subdivision ordinance.**

36 **Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting**
37 **AYE – Commissioners Bigelow, Bloomfield, McAllister, and Murray. Voting NO – None.**
38 **Commissioners Browning and Jones were not present for the vote.**

39
40 **Commissioner Murray moved to recommend approval to the City Council of the final**
41 **subdivision plat for the Outback Subdivision, a three lot subdivision, located at 1950 South**
42 **Main Street (TIN: 12-080-0030). The recommendation was based on the findings and**
43 **discussions in the Staff Report with the following conditions:**

- 5) Approval of the subdivision is subject to approval of the requested rezone from R-1-8 (Residential) to R-1-6 (Residential). If approved, the subdivision and lots shall comply with the development standards of the R-1-6 zone.
- 6) Plans shall be revised to address Clearfield City Engineering requirements prior to obtaining final signatures on the plat and recording of that plat.
- 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 or bond for the public improvements shall be approved by the City Engineer and posted prior to the recordation of the plat as outlined in Section 12-9-2 of the subdivision ordinance.

Seconded by Commissioner Bigelow. The motion carried upon the following vote: Voting AYE – Commissioners Bigelow, Bloomfield, McAllister, and Murray. Voting NO – None. Commissioners Browning and Jones were not present for the vote.

PLANNING COMMISSIONERS' MINUTE

Chair Uccardi expressed appreciation for the work put in by all those involved in the meeting. He also asked the members of the Commission to let him know if they wanted to change the timeframe for their payment for attendance at Commission meetings.

Commissioner McAllister – None.

Commissioner Murray – None.

Commissioner Bigelow – None.

Alternate Commissioner Bloomfield – None.

Youth Ambassador Bush commented she did have the power to vote in the Commission meetings. She acknowledged she was pleased with the outcomes on each item and the way the meeting was handled.

STAFF COMMUNICATIONS

Brad McIlrath, Senior Planner, reviewed the new public notice map on the City's website and how it would be used in the future. He also reminded the members of the Commission there would be a joint work session with the City Council on Tuesday, December 17, 2019 at 6:00 p.m. to discuss the Clearfield Station development; and there would be a Commission meeting on Wednesday, December 18, 2019, to discuss the site plan for the Davis County Library.

1 Commissioner Bloomfield asked what would happen to the current location of the Davis County
2 Library. Mr. McIlrath explained the City and the County swapped properties and the old library
3 would be demolished and a possible expansion of Bicentennial Park. Commissioner Bloomfield
4 recommended some outreach to the residents in that area about the plans as they developed.
5

6
7 There being no further business to come before the Planning Commission, **Commissioner**
8 **Murray moved to adjourn at 8:17 P.M. Seconded by Commissioner Bloomfield.**

CLEARFIELD PLANNING COMMISSION MEETING

March 4, 2020

6:30 P.M. – Work Session

PRESIDING: Chris Uccardi Chair

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

ABSENT: None.

STAFF PRESENT: Brie Brass Assistant 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 APPROVAL FOR THE MINUTES OF DECEMBER 18, 2019 WORK AND REGULAR PLANNING COMMISSION MEETINGS

The Commission pointed out one spelling correction.

DISCUSSION ON ZTA 2020-010022, A ZONING TEXT AMENDMENT REQUEST BY SHANE SANDERS WITH SANDERS ASSOCIATES ARCHITECTS TO REMOVE THE EXTERIOR BUILDING STANDARDS FOUND IN SECTION 11-11D-11F AND ADD INDUSTRIAL DEVELOPMENT AND BUILDING STANDARDS TO THE CHAPTER 11-18 DESIGN STANDARDS CHAPTER OF THE CLEARFIELD MUNICIPAL CODE.

The Commission and staff discussed the following items relevant to ZTA 2020-010022:

- Having architectural features on all four corners of standalone buildings.
- Current standards, of incorporating brick or stone, is cost prohibitive for most large buildings.
- Whether or not changes in color on the building should count as a choice for adding variety in the design standards.
- Adding language to address the installation of solar-panels.

DISCUSSION ON SP 2020-020023, A SITE PLAN PROPOSAL BY JOE TORMAN WITH LOTUS DEVELOPMENT TO CONSTRUCT TWO (2) APARTMENT BUILDINGS WITH 210 UNITS AND THIRTY THREE (33) TOWNHOMES AS PART OF PHASE 1 OF THE DEVELOPMENT INVOLVING THE SUBJECT PROPERTIES. LOCATION: APPROXIMATELY 442 SOUTH STATE STREET (TIN: 12-003-0108 & 12-003-0109). PARCEL AREA: 7.3 ACRES. ZONE: U-R (URBAN MIXED RESIDENTIAL PENDING).

The Commission and staff discussed the following items relevant to SP 2020-020023:

- Staff recommended denial until the applicant's plans are compliant with City standards.
- Because the project is so big staff wanted the applicant to address as many of the non-compliant items as possible to make the Commission's job easier.
- SP 2020-020023 was phase one of a large project that the Commission wanted to be done right to set a precedent for the rest of the project.

The meeting adjourned at 7:00 p.m.

CLEARFIELD PLANNING COMMISSION MEETING

March 4, 2020

7:00 P.M. – Regular Session

PRESIDING: Chris Uccardi Chair

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

STAFF PRESENT: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner

VISITORS: Scott Dixon, Wes Gay, Nate McConkie, Joe Torman, Peyton Wunderli,
John Simianer

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 THE MINUTES FOR THE DECEMBER 18, 2019 WORK AND REGULAR
PLANNING COMMISSION MEETINGS**

Commissioner Browning moved to approve the minutes from December 18, 2019 work and regular meetings. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE – Commissioners Uccardi, Murray, Browning, Bigelow, McAllister, Jones, Bloomfield. Voting NO – None.

**PUBLIC HEARING, DISCUSSION AND APPROVAL OF ZTA 2020-010022, A ZONING
TEXT AMENDMENT REQUEST BY SHANE SANDERS WITH SANDERS ASSOCIATES
ARCHITECTS TO REMOVE THE EXTERIOR BUILDING STANDARDS FOUND IN
SECTION 11-11D-11F AND ADD INDUSTRIAL DEVELOPMENT AND BUILDING
STANDARDS TO THE CHAPTER 11-18 DESIGN STANDARDS CHAPTER OF THE
CLEARFIELD MUNICIPAL CODE.**

Brad McIlrath, Senior Planner, presented the following facts and background:

- Staff and the applicant felt the current standards applied more to commercial developments than manufacturing/industrial developments.

- Staff reviewed design standards for manufacturing/industrial development in surrounding cities and other municipalities along the Wasatch Front.
- Staff presented both the applicants proposed text amendment as well as the staff's proposed text amendment provided in the staff report which included the following:
 - Building orientation.
 - Pedestrian orientation.
 - Building design standards.
 - Landscape standards and amenities.
 - Dumpster and recycling container enclosures.
 - Approved building materials.
- Staff recommended approval of ZTA 2020-010022 as outlined in the staff report.

Chair Uccardi opened the public hearing.

PUBLIC COMMENT

There being no comments from the public, Chair Uccardi closed the public hearing.

Questions/discussion from the Commission:

- There was a question about whether standalone buildings should be required to have architectural aspects on all four sides. Staff answered the Commission had the discretion to propose that change.
- The Commission discussed among themselves what would be classified as a change in material.
- The Commission discussed the appearance of similar buildings and their dislike for warehouse type buildings that did not incorporate architectural aspects into the building design.
- The Commission commented stringent design standards might discourage new development and stifle creativity.
- There was a discussion about whether the dumpsters needed to be fully enclosed. The Commission agreed the dumpsters did not need to be fully enclosed, but rather screened from the view of the public rights-of-way.
- There was a question about whether bicyclists were considered pedestrians and should be considered when planning for pedestrian access to industrial/manufacturing areas.

Commissioner Bigelow moved to forward a recommendation of approval to the City Council for ZTA 2020-010022, a zoning text amendment request by Shane Sanders with Sanders Associates Architects to remove the exterior building standards found in section 11-11D-11F and add industrial development and building standards to the chapter 11-18 design standards chapter of the Clearfield Municipal Code. The recommendation was based on the findings and discussions in the Staff Report with the following amendments:

- **Section 11-18-6(B)(3) be moved to the parking section.**
- **Section 11-18-6(I)(1) be changed to say, "Outdoor Refuse And Garbage Collection Containers: Outdoor refuse and garbage collection containers shall be-screened from view of a public right-of-way using the same materials as the building or approved masonry fencing. Additionally, enclosures should be surrounded by landscaping to**

1 further soften their visual impact. The general public shall be restricted from
2 accessing such areas.”

- 3 • Section 11-18-7(C)(6) be changed to say, “Primary Materials. Each exterior wall
4 façade shall include two of the following primary materials: brick, tilt-up concrete,
5 architectural block, stone, or glass. If tilt-up concrete is used as one of the primary
6 materials a minimum of two paint colors must be used on the wall. Unfinished gray
7 concrete block is not permitted. The use of non-insulated metal siding exclusively on
8 any wall is prohibited. All finish material shall be durable to the effects of weather
9 and soiling.”
- 10 • Section 11-18-7(C)(7) be changed to say, “Large expanses of primary materials, or
11 other uniform material shall be broken up with pop outs, recesses, awnings,
12 staggered facades, metal structures, change in color or texture, or the addition of
13 other designed three dimensional architectural features, every 100 feet.”
- 14 • Section 11-18-8(C)(8) be changed to say, “The ends or corners of buildings shall be
15 articulated with a prominent architectural feature such as a change in primary
16 material (i.e. change from tilt-up concrete panel to brick), increased roof projection
17 of parapet, or increased transparency.”

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

21
22 DISCUSSION AND DENIAL OF SP 2020-020023, A SITE PLAN PROPOSAL BY JOE
23 TORMAN WITH LOTUS DEVELOPMENT TO CONSTRUCT TWO (2) APARTMENT
24 BUILDINGS WITH 210 UNITS AND THIRTY THREE (33) TOWNHOMES AS PART OF
25 PHASE 1 OF THE DEVELOPMENT INVOLVING THE SUBJECT PROPERTIES.
26 LOCATION: APPROXIMATELY 442 SOUTH STATE STREET (TIN: 12-003-0108 & 12-003-
27 0109). PARCEL AREA: 7.3 ACRES. ZONE: U-R (URBAN MIXED RESIDENTIAL
28 PENDING).
29

30 Brad McIlrath presented the following facts found in the staff report:

- 31 • Landscape plan.
- 32 • Building elevations.
- 33 • Floor plans of the apartments and townhomes which included two ADA ground floor
34 units.
- 35 • Site amenities which included: a park, bicycle parking/storage, parcel storage, fitness
36 center/flex room.
- 37 • The proposed site plan was phase one of a multi-phase project.
- 38 • The project would include extending Depot Street to the south for better connectivity.
- 39 • Trees along State Street would need to incorporate tree wells for water.
- 40 • Staff recommended denial of the proposed site plan until it is compliant with City
41 standards found in the Form Based Code.

42
43 Questions/discussion from the Commission:

- 44 • The Commission asked if the project would be one parcel, or would the subsequent
45 phases be separate parcels. Staff explained the project would incorporate multiple parcels,

1 but the applicant had no intention of subdividing the properties, with the exception of the
2 park that would be deeded to the City.

- 3 • The Commission asked for clarification on how Depot Street was incorporated into the
4 project. Staff explained Depot Street would be connected to through two phases of the
5 project to connect the north and south portion of Depot Street through the properties.
- 6 • The Commission asked if the streets throughout the project would be maintained by the
7 City, how the project would accommodate snow removal, and if the park would be open
8 to the public. Staff answered the City would maintain the roads, including snow removal
9 of the public roads, and that the park would be deeded to the City and open to the public.
- 10 • The Commission commented they appreciated the work the applicant had done and
11 acknowledged the applicant had resubmitted more detailed plans to help answer some of
12 the questions called out in the staff report, but because of the scale of the project the
13 Commission did not feel comfortable approving the proposed project until all of the issues
14 called out in the staff report had been addressed.

15
16 Joe Torman, applicant, commented Lotus had been working on the project for two years and there
17 had been thirty different iterations to get to the current proposal and that he understood the
18 Commission did not want to be rushed into making a decision. He further commented he felt the
19 proposed project was in compliance with the Form Based Code and that it was more a matter of
20 how the FBC was being interpreted differently by different people rather than the proposed
21 project being noncompliant and ended by saying Lotus would do whatever the Commission asked
22 of them to bring the project into compliance.

23
24 **Commissioner Murray moved to deny SP 2020-020023, a site plan proposal by Joe Torman**
25 **with Lotus Development to construct two (2) apartment buildings with 210 units and thirty-**
26 **three (33) townhomes as part of phase 1 of the development involving the subject**
27 **properties. Location: Approximately 442 South State Street (TIN: 12-003-0108 & 12-003-**
28 **0109).The recommendation was based on the findings and discussions in the Staff Report**
29 **with the following direction:**

- 30 1) The development plans for the streetscape improvements and street designs will
31 need to be provided for compliance review (see Section A of the staff report for
32 details).
- 33 2) The apartment building (Buildings 1A and 1B) site plans, elevations, floor plans
34 will need to be revised to address the development requirements outlined in
35 Sections B of the staff report.
- 36 3) The townhouse building site plans, elevations, and floor plans will need to be
37 revised to address the development requirements outlined in Section B of the staff
38 report. This includes providing elevations and floor plans for the 5 and 6 unit
39 buildings as well as the buildings with the accessible units. Additional information
40 regarding the flex garages will need to be provided to understand the future use of
41 those spaces.
- 42 4) The applicant will need to revise the site plan documents and provide a more
43 detailed landscape and irrigation plan that is prepared by a licensed landscape
44 architect. The plans are required to match with dimensions and added
45 landscaping buffers.
- 46 5) The landscape plan will need to include quantities, species, and locations of plants.
47 Where needed, information regarding structural soil design and or root systems
48 need to be included in the landscape plans. The plan will need to comply with all
49 needed revisions called out in Section C of the staff report.

1 **6) The plans should be revised to address Engineering and North Davis Fire District**
2 **requirements outlined in the provided review letters.**
3 **Seconded by Commissioner Browning. The motion carried on the following vote: VOTING**
4 **AYE: Commissioners Uccardi, Murray, Browning, Bigelow, McAllister, Jones, Bloomfield.**
5 **Voting NO: None.**

6
7 COMMUNICATION AND TRAINING

8
9 No Communication or training.

10
11 STAFF COMMUNICATIONS

12
13 No Staff Communications.

14
15 PLANNING COMMISSIONERS' MINUTE

16
17 *Chair Uccardi* commented a quorum of the Planning Commission was four members and asked if
18 that would change if the Planning Commission bylaws were changed to require a majority vote.
19 Staff answered a quorum was stipulated as four members in the State Code. Chair Uccardi
20 reminded the Commission that if four, or more, members of the Commission met and discussed
21 agenda items outside of the Planning Commission meetings that would constitute a quorum, so
22 the Commission needed to be careful about communicating with each other about agenda items
23 outside of the planned Commission meetings.

24
25 *Commissioner Murray* – None.

26
27 *Commissioner Browning* – None.

28
29 *Commissioner Bigelow* – None.

30
31 *Commissioner McAllister* – None.

32
33 *Commissioner Jones* – Getting sadder every day as she prepared to move.

34
35 *Commissioner Bloomfield* – None.

36
37
38 There being no further business to come before the Planning Commission, **Commissioner**
39 **Murray moved to adjourn at 9:42 P.M. Seconded by Commissioner Jones.**
40
41

CLEARFIELD PLANNING COMMISSION MEETING

April 15, 2020

6:30 P.M. – Work Session

No physical meeting location was available. The meeting was held electronically via Zoom Meeting address:

Zoom Meeting

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

Meeting ID: 782 606 434

PRESIDING VIA

ZOOM MEETING: Chris Uccardi Chair

PRESENT VIA

ZOOM MEETING: Kathryn Murray Commissioner
Robert Browning Commissioner
David Bloomfield Commissioner
Nicole Bigelow Commissioner

ABSENT: Ruth Jones Commissioner
Brett McAllister Commissioner

STAFF PRESENT

VIA

ZOOM MEETING: Brie Brass Assistant City Attorney
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner
Zack Ludlow Planning Technician
Keli Bybee Community Relations Staff

VISITORS VIA

ZOOM MEETING: None

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

**DISCUSSION ON APPROVAL FOR THE MINUTES OF DECEMBER 4, 2019 AND
FEBRUARY 19, 2020 WORK AND REGULAR PLANNING COMMISSION MEETINGS**

Multiple errors were noted and corrected.

**DISCUSSION 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 SOUTH STATE STREET
(12-003-0051 & 12-003-0050). AGGREGATED PARCEL AREA: 1.17 ACRES. ZONE: U-C
(URBAN COMMERCE).**

There was no questions or comments from the Commission on FSP 2020-030028.

1 DISCUSSION ON AMENDMENTS TO THE CLEARFIELD CITY PLANNING
2 COMMISSION BYLAWS.

3
4 Grammatical corrections were pointed out and noted, there was no further discussion on the
5 Planning Commission bylaws.
6

7 The Commission asked for an update on the status of the open Planning Commission positions.
8 Spencer Brimley, Community Development Director, explained the City would be holding
9 interviews starting Tuesday April 21, 2020 to fill the open positions. He stated staff would make
10 a recommendation to the City Council to appoint Commissioner Bloomfield from an alternate
11 member of the commission to a regular member of the Commission and possibly appoint two of
12 the applicants to fill the positions of alternate members of the Commission. Mr. Brimley then
13 mentioned Commissioner Jones might be moving out of Clearfield City and if that occurred the
14 City Council would likely appoint one more alternate member of the Commission to fill that
15 vacancy. Mr. Brimley ended by explaining that Youth Ambassador Bush's term has ended and
16 the Youth Ambassador position was vacant. He stated he had not heard when that position would
17 be filled.
18

19
20 The meeting adjourned at 7:00 p.m.
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

CLEARFIELD PLANNING COMMISSION MEETING

April 15, 2020

7:00 P.M. – Regular Session

No physical meeting location was available. The meeting was held electronically via Zoom Meeting address:

Zoom Meeting

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

Meeting ID: 782 606 434

PRESIDING VIA

ZOOM MEETING: Chris Uccardi Chair

PRESENT VIA

ZOOM MEETING:	Kathryn Murray	Commissioner
	Robert Browning	Commissioner
	Brett McAllister	Commissioner
	Nicole Bigelow	Commissioner
	David Bloomfield	Alternate Commissioner

ABSENT: Ruth Jones Commissioner

STAFF PRESENT

VIA

ZOOM MEETING:	Brie Brass	Assistant City Attorney
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Zack Ludlow	Planning Technician
	Keli Bybee	Community Relations Staff

VISITORS VIA

ZOOM MEETING: None

APPROVAL OF THE MINUTES OF DECEMBER 4, 2019 AND FEBRUARY 19, 2020 WORK AND REGULAR PLANNING COMMISSION MEETINGS

Commissioner Murray moved to approve the minutes from December 4th, 2019 and February 19th, 2020 work and regular meetings. Seconded by Commissioner Bigelow. The motion carried on the following vote: Voting AYE – Commissioners Uccardi, Murray, Browning, McAllister, Bloomfield, Bigelow. Voting NO – None.

DISCUSSION AND APPROVAL OF 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 SOUTH STATE STREET (12-003-0051 & 12-003-0050). AGGREGATED PARCEL AREA: 1.17 ACRES. ZONE: U-C (URBAN COMMERCE).

Zack Ludlow, Planning Technician, presented the following information:

- The request was for the final subdivision plat to combine the properties, along with the dedication of the right-of-way and utility easements.
- The plat corrected the gap in parcel boundaries.
- Preliminary Planning Commission approval was granted November 6, 2019.
- City Engineer approved the plat consolidation on March 26, 2020.
- Staff recommend the Commission forward a recommendation of approval of FSP 2020-030028 to the City Council.

Commissioner Bigelow moved to forward a recommendation of approval to the City Council of FSP 2020-030028, a final subdivision plat request by Ron Snow to consolidate the properties located at approximately 293 South State Street (12-003-0051 & 12-003-0050) for a residential and commercial mixed-use development. The motion was based on the findings and discussions in the Staff Report with the following conditions:

- 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 UC 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.**

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

DISCUSSION AND APPROVAL OF AMENDMENTS TO THE CLEARFIELD CITY PLANNING COMMISSION BY-LAWS.

Brad McIlrath, Senior Planner, explained the only proposed change to the proposed bylaws was to change the wording of “as with all items a simple majority is required to pass, deny, or table an item” to “with all items a simple majority is required to pass, deny, or table an item”.

Commissioner Murray moved to approve amendments to the Clearfield City Planning Commission bylaws with the discussed amendment. The motion was based on the findings and discussions in the Staff Report with the following amendment:

- To change the wording of “as with all items a simple majority is required to pass, deny, or table an item” to “with all items a simple majority is required to pass, deny, or table an item”.

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

COMMUNICATION AND TRAINING

There was no communication or training.

STAFF COMMUNICATIONS

Brad McIlrath, Senior Planner, gave an update on the following land use items passed by the City Council:

- The City Council approved the proposed Form Based Code rezone with most of the recommended changes the Planning Commission recommended.
- The City Council approved the light manufacturing and limited distribution uses changes recommended by the Planning Commission with some minor changes to wording.
- The City Council approved the mobile home storage amendment as recommended by the Planning Commission with some additional language to require the storage areas be fully screened with an opaque fence and covered with a hard surface approved by the Planning Commission.

There would be no Planning Commission meeting the first week in May and there might not be a meeting the third week of May either.

Spencer Brimley, Community Development Director, explained the City received a grant from WFRC (Wasatch Front Regional Council) to update the City’s General Plan to be more consistent with the Regional Transportation Plan from WFRC and housing affordability principles and policies outlined in different State Legislations The City was hoping to start working on the update in August 2020 and finish in spring 2021.

Mr. McIlrath informed the Commission that City staff would be reviewing/amending some of the land use ordinances in the near future to incorporate recent Legislation and better serve City residents.

The Commission would be reviewing the Master Development Plan for Clearfield Station in the next few months.

PLANNING COMMISSIONERS’ MINUTE

Chair Uccardi mentioned Saturday, April 18, 2020 was the Davis County Republican Convention and Saturday, April 24, 2020 would be the State Republican Convention. He encouraged others to reach out to delegates to make sure they know how the people feel.

Commissioner Murray – None.

1 *Commissioner Browning* commented he was still working on his ponytail, but his beard was
2 going well.

3
4 *Commissioner McAllister* mentioned teaching from home was terrible.

5
6 *Commissioner Bloomfield* – None.

7
8 *Commissioner Bigelow* stated she was glad everyone was staying healthy.

9
10
11 There being no further business to come before the Planning Commission, **Commissioner**
12 **Murray moved to adjourn at 7:29 P.M. The meeting adjourned.**



Planning Commission

STAFF REPORT

AGENDA ITEM
#1

TO: Clearfield City Planning Commission

FROM: Brad McIlrath, Senior Planner
brad.mcilrath@clearfieldcity.org
(801) 525-2784

MEETING DATE: Wednesday, May 20, 2020

SUBJECT: Discussion and Possible Action on **PSP & FSP 2020-050019**, a preliminary and final subdivision plat request by Joe Torman with Lotus Company for a 3-Lot and road dedication subdivision. **Location:** 442 & 448 S. State Street (12-003-0108 & 12-003-0109). **Aggregated Parcel Area:** 15.3 acres. **Zone:** U-R (Urban Mixed Residential). **Planner:** Brad McIlrath (**Administrative Action**).

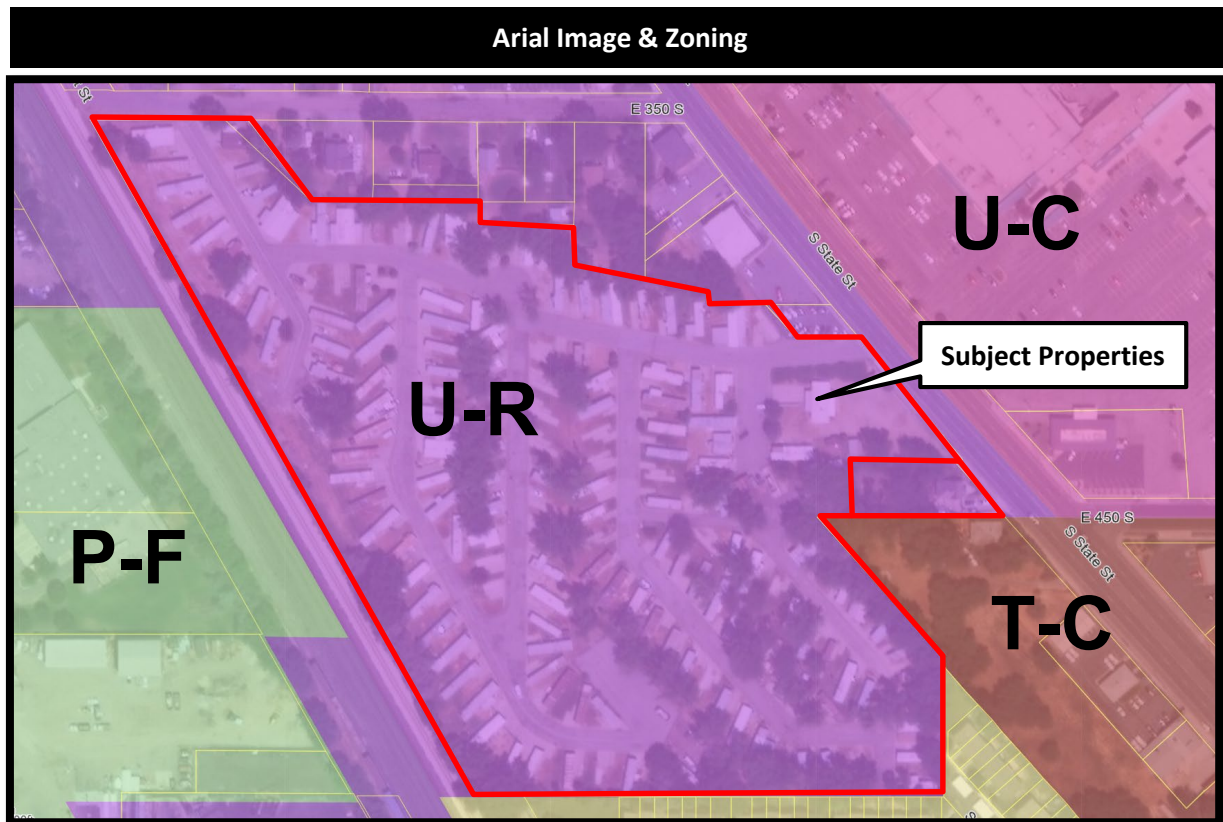
RECOMMENDATION

Staff recommends that the Planning Commission **approve as conditioned** the preliminary subdivision plat **PSP 2020-050019**, and forward a **recommendation of approval for FSP 2020-050019 as conditioned** to the City Council. This recommendation is for the proposed 3-Lot subdivision and road dedications for properties located at 442 & 448 S. State Street (TIN: 12-003-0108 & 12-003-0109). This recommendation is based on the discussion and findings in the Staff Report.

PROJECT SUMMARY

Project Information	
Project Name	Lotus Marq Subdivision
Site Location	442 & 448 S. State Street
Tax ID Number	12-003-0108 & 12-003-0109
Applicant	Joe Torman, Lotus Company
Owner	Clearfield City
Proposed Actions	Preliminary and Final Subdivision Approval
Current Zoning	U-R, Urban Mixed Residential
Land Use Classification	Vacant
Gross Site	15.3 Acres

Surrounding Properties and Uses:		Current Zoning District	Comprehensive Plan Land Use Classification
North	Commercial and Residential	U-R (Urban Mixed Residential)	Mixed Use
East	Commercial Retail	U-C (Urban Core Commerce)	Mixed Use
South	Commercial and Residential	T-C (Town Mixed Commerce) & T-R (Town Neighborhood Res)	Mixed Use
West	PARC	P-F (Public Facilities)	Business Park



BACKGROUND

Lotus Company is requesting preliminary and final subdivision plat approval for the proposed 3-lot subdivision that will also include roadway dedication for future streets and parcels for a city park (Parcel B) and storm water retention (Parcel A). As indicated in the site plan application, the street dedications will provide a connection to Depot Street to the south and State Street to the east. The future connection of Depot Street to the north will be provided with the second phase of this development and with a subsequent plat to dedicate that right of way. The lots include ten foot (10') public utility easements (PUEs) along the frontages of the new streets and a ten foot (10') storm drain easement that crosses through lots 2 & 3.

PRELIMINARY & FINAL SUBDIVISION PLAT REVIEW

The final subdivision plat, including the civil drawings was submitted for review by City Planning, Engineering, and Public Works staff as part of the site plan review. Resubmittal of the plans to address comments and to obtain final land use approval will be required following City Council approval. The Clearfield City Engineer has reviewed the plat and improvement drawings and his review comments were provided in a review letter dated May 8th, 2020. Among the comments included in his review letter are the requirements to continue the ten foot (10') PUE around the perimeter of the lots, provide street names, and building footprints with addresses on the plat. The North Davis Fire District reviewed the development plans early on and provided comments in a review letter dated February 18, 2020.

FINDINGS

Based upon review of the submitted application materials staff has identified the following findings:

1. The proposed subdivision and review process is in conformance with Title 12 “Subdivision Regulations” of the Clearfield Municipal Code.
2. With conditions, the proposed subdivision will comply with all City land use and engineering standards.
3. The proposed road dedications conform to the proposed street widths needed for improvements that comply with the Downtown Clearfield Form-Based Code as well as the improvements agreed upon in the executed development agreement with Lotus Company.

CONDITIONS OF APPROVAL PSP & FSP 2020-050019

- 1) The plat and development plans shall be revised to address Clearfield City Engineering requirements prior to obtaining final approval and signatures on the subdivision plat for recording.
- 2) The subdivision design shall incorporate the comments and requirements of the North Davis Fire District.
- 3) 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.
- 4) Future development of these properties shall comply with the development standards outlined in the Downtown Form Based Code.
- 5) 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 Clearfield City Code 12-4-6.

ATTACHMENTS

1. Subdivision Plat
2. Phase 1 Site Plan

SHEET 1 OF 1

LOTUS MARQ SUBDIVISION

PART OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY
CLEARFIELD CITY, DAVIS COUNTY, UTAH
APRIL, 2020

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS PLAT IS THE SECTION LINE BETWEEN THE SOUTH QUARTER CORNER AND THE SOUTHWEST CORNER OF SECTION 1, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. SHOWN HEREON AS N89°48'25"W

NARRATIVE

THE BOUNDARY ON THE SOUTH, WEST, AND EAST WAS ESTABLISHED BY DEED USING THE MONUMENTS SHOWN HEREON. THE NORTH LINE WAS PLACED ALONG A LINE ESTABLISHED BY A REDCON RECORD OF SURVEY. THIS LINE IS BASED ON A SHIFT IN THE DEEDS TO MAKE THEM FIT TOGETHER, BUT DOES NOT FIT OCCUPATION WELL IN MOST LOCATIONS AND DOES NOT MATCH THE MATHEMATICAL LOCATION OF THE DEEDS. BOUNDARY LINE AGREEMENTS WITH ALL ADJOINING PROPERTY OWNERS TO THE NORTH WILL BE REQUIRED IN ORDER TO CLEAR UP DISCREPANCIES IN THE DEEDS. ALL BOUNDARY CORNERS AND LOT CORNERS WERE SET WITH A 5/8" REBAR AND PLASTIC CAP STAMPED "REEVE AND ASSOCIATES".

BOUNDARY DESCRIPTION

PART OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY LINE OF NEWCASTLE GREENE TOWNHOMES PUD PHASE 1, SAID POINT BEING N89°48'25"W 987.98 FEET AND N00°11'35"E 914.29 FEET FROM THE SOUTH QUARTER CORNER OF SAID SECTION 1; THENCE WEST ALONG THEIR NORTHERLY LINES OF NEWCASTLE GREENE TOWNHOMES PUD PHASES 1 AND 2, 610.07 FEET TO THE EASTERLY LINE OF THE UNION PACIFIC RAILROAD RIGHT OF WAY; THENCE N29°58'15"W ALONG SAID EASTERLY LINE, 1107.95 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF 350 SOUTH STREET; THENCE S89°47'04"E 170.39 FEET; THENCE S34°40'31"E 141.42 FEET; THENCE S89°47'04"E 240.52 FEET; THENCE S00°05'48"E 29.00 FEET; THENCE S89°47'04"E 73.26 FEET; THENCE N00°12'56"E 3.00 FEET; THENCE S89°47'04"E 73.24 FEET; THENCE S00°05'48"E 65.34 FEET; THENCE S78°14'08"E 194.77 FEET; THENCE S00°05'48"E 12.89 FEET; THENCE S89°47'15"E 78.42 FEET; THENCE S37°21'55"E 60.11 FEET; THENCE S89°53'04"E 91.19 FEET TO THE WESTERLY RIGHT OF WAY LINE OF STATE STREET; THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE THE FOLLOWING TWO (2) COURSES: (1) ALONG A NON-TANGENT CURVE TURNING TO THE LEFT WITH A RADIUS OF 5774.70 FEET, AN ARC LENGTH OF 128.06 FEET, A DELTA ANGLE OF 01°16'14", A CHORD BEARING OF S41°01'57"E, AND A CHORD LENGTH OF 128.06 FEET; AND (2) S41°40'04"E 209.85 FEET; THENCE N89°47'12"W 271.67 FEET; THENCE S41°47'54"E 269.69 FEET; THENCE S00°51'29"W 195.83 FEET TO THE POINT OF BEGINNING.

CONTAINING 632,038 SQUARE FEET OR 14.510 ACRES MORE OR LESS.

LINE TABLE

LINE	BEARING	DISTANCE
L1	S00°05'48"E	29.00'
L2	S89°47'04"E	73.26'
L3	N00°12'56"E	3.00'
L4	S89°47'04"E	73.24'
L5	S00°05'48"E	65.34'
L6	S00°05'48"E	12.89'
L7	S89°47'15"E	78.42'
L8	S37°21'55"E	60.11'
L9	S89°53'04"E	91.19'
L10	S45°00'00"E	14.54'
L11	N50°00'00"E	26.57'
L12	S60°00'00"W	29.55'
L13	S60°00'00"W	13.10'
L14	N60°00'00"E	47.60'
L15	N50°00'00"E	26.65'
L16	S60°00'00"W	57.95'
L17	N30°00'00"W	29.54'
L18	S60°55'16"W	117.10'
L19	S63°05'44"W	77.86'
L20	S60°30'13"W	32.85'
L21	N29°58'31"W	65.85'
L22	S78°43'01"W	38.59'
L23	S78°56'01"E	35.32'

CURVE TABLE

#	RADIUS	ARC LENGTH	CHD. LENGTH	TANGENT	CHD. BEARING	DELTA
C1	5774.70'	128.06'	128.06'	64.03'	S41°01'57"E	1°16'14"
C2	5774.70'	33.78'	33.78'	16.89'	S40°33'53"E	0°20'07"
C3	5774.70'	39.01'	39.01'	19.50'	S40°55'33"E	0°23'13"
C4	5774.70'	39.01'	39.01'	19.51'	S41°18'46"E	0°23'13"
C5	5774.70'	16.26'	16.26'	8.13'	S41°35'14"E	0°09'41"
C6	11.50'	8.03'	7.87'	4.19'	S70°00'00"W	40°00'00"
C7	46.50'	32.46'	31.81'	16.92'	S70°00'00"W	40°00'00"
C8	85.50'	59.69'	58.49'	31.12'	S70°00'00"W	40°00'00"
C9	25.00'	20.42'	19.90'	10.77'	N67°30'00"W	45°00'00"
C10	76.98'	100.77'	93.73'	59.07'	N82°30'00"W	75°00'00"
C11	72.50'	37.96'	37.53'	19.43'	S75°00'00"W	30°00'01"
C12	33.50'	17.54'	17.34'	8.88'	S75°00'00"W	30°00'01"
C13	6.00'	9.42'	8.49'	6.00'	S14°59'58"W	90°00'03"
C14	6.00'	9.42'	8.49'	6.00'	S15°00'00"W	90°00'00"
C15	40.00'	24.36'	23.98'	12.57'	S17°13'48"E	34°53'27"
C16	43.00'	27.32'	26.87'	14.14'	S41°47'48"W	36°24'24"

SOUTHWEST CORNER OF SECTION 1, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY, FOUND DAVIS COUNTY BRASS CAP

CLEARFIELD CITY PLANNING COMMISSION

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

CHAIRMAN, CLEARFIELD CITY PLANNING COMMISSION

CLEARFIELD CITY COUNCIL

PRESENTED TO THE CLEARFIELD CITY COUNCIL
THIS THE _____ DAY OF _____, 20____,
AT WHICH TIME THIS SUBDIVISION WAS APPROVED
AND ACCEPTED.

CLEARFIELD CITY MAYOR CITY RECORDER

CLEARFIELD CITY ATTORNEY

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

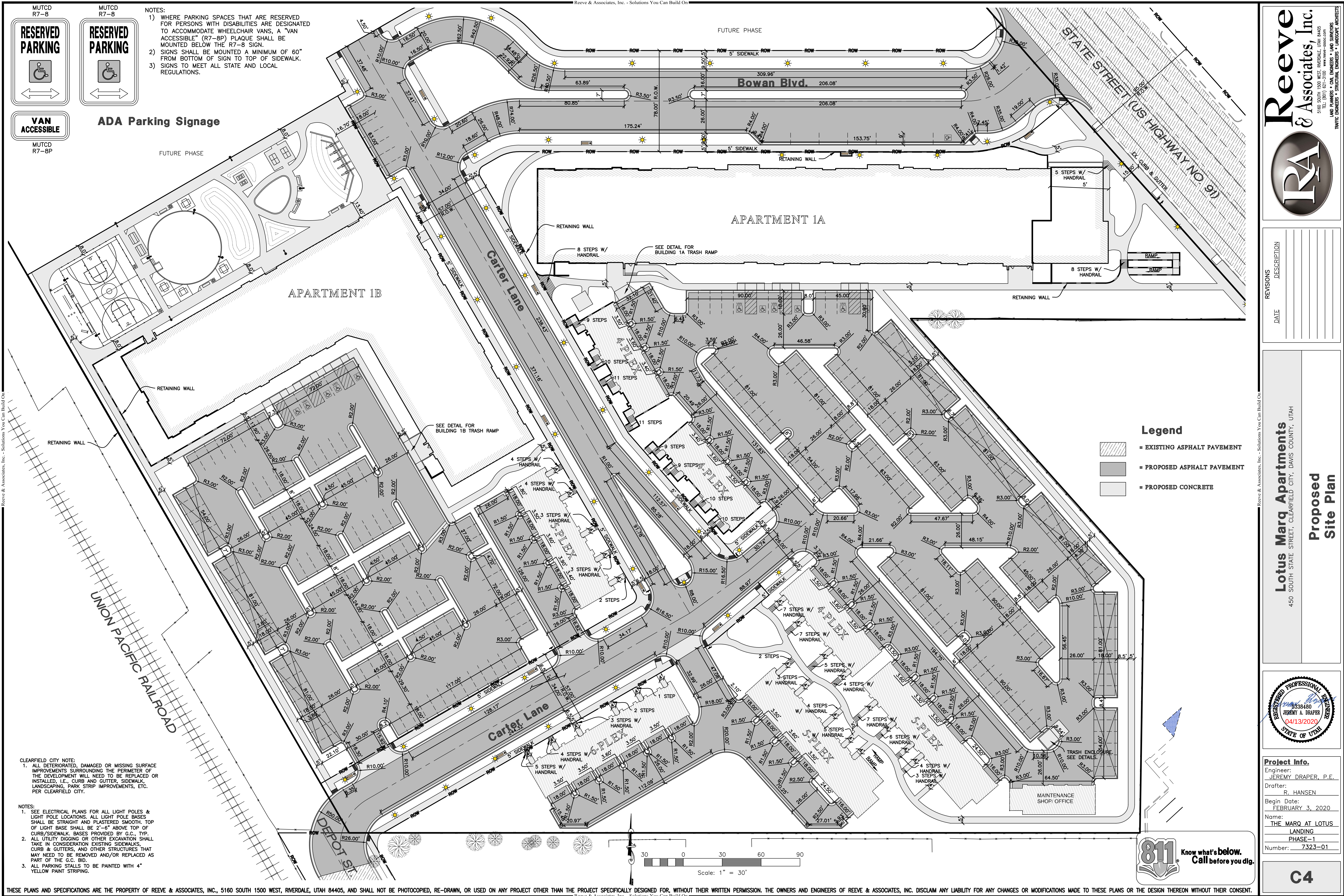
CLEARFIELD CITY ATTORNEY

CLEARFIELD CITY ENGINEER

I HEREBY CERTIFY THAT THIS OFFICE HAS
EXAMINED THIS PLAT AND IT IS CORRECT IN
ACCORDANCE WITH INFORMATION ON FILE IN THIS
OFFICE.

CLEARFIELD CITY ENGINEER DATE





MUTCD R7-8

RESERVED PARKING

MUTCD R7-8P

RESERVED PARKING

MUTCD R7-8P

VAN ACCESSIBLE

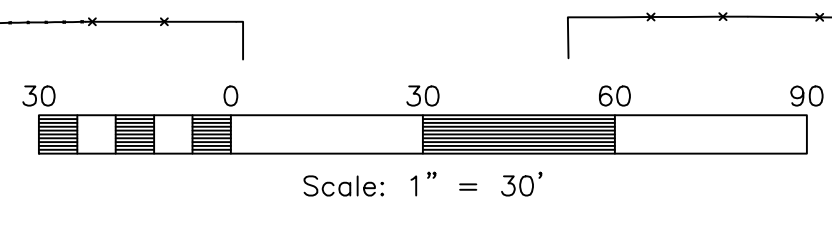
- NOTES:
- 1) WHERE PARKING SPACES THAT ARE RESERVED FOR PERSONS WITH DISABILITIES ARE DESIGNATED TO ACCOMMODATE WHEELCHAIR VANS, A "VAN ACCESSIBLE" (R7-8P) PLAQUE SHALL BE MOUNTED BELOW THE R7-8 SIGN.
 - 2) SIGNS SHALL BE MOUNTED A MINIMUM OF 60" FROM BOTTOM OF SIGN TO TOP OF SIDEWALK.
 - 3) SIGNS TO MEET ALL STATE AND LOCAL REGULATIONS.

ADA Parking Signage

- CLEARFIELD CITY NOTE:
1. ALL DETERIORATED, DAMAGED OR MISSING SURFACE IMPROVEMENTS SURROUNDING THE PERIMETER OF THE DEVELOPMENT WILL NEED TO BE REPLACED OR INSTALLED, I.E., CURB AND GUTTER, SIDEWALK, LANDSCAPING, PARK STRIP IMPROVEMENTS, ETC. PER CLEARFIELD CITY.
- NOTES:
1. SEE ELECTRICAL PLANS FOR ALL LIGHT POLES & LIGHT POLE LOCATIONS. ALL LIGHT POLE BASES SHALL BE STRAIGHT AND PLASTERED SMOOTH. TOP OF LIGHT BASE SHALL BE 2'-6" ABOVE TOP OF CURB/SIDEWALK. BASES PROVIDED BY G.C. TYP.
 2. ALL UTILITY DIGGING OR OTHER EXCAVATION SHALL TAKE IN CONSIDERATION EXISTING SIDEWALKS, CURB & GUTTERS, AND OTHER STRUCTURES THAT MAY NEED TO BE REMOVED AND/OR REPLACED AS PART OF THE G.C. BID.
 3. ALL PARKING STALLS TO BE PAINTED WITH 4" YELLOW PAINT STRIPING.

Legend

- = EXISTING ASPHALT PAVEMENT
- = PROPOSED ASPHALT PAVEMENT
- = PROPOSED CONCRETE



Reeve & Associates, Inc.

5160 SOUTH 1500 WEST, RIVERDALE, UTAH 84405
TEL: (801) 621-3100 www.reeve-associates.com

LAND PLANNERS • CIVIL ENGINEERS • LAND SURVEYORS
TRAFFIC ENGINEERS • STRUCTURAL ENGINEERS • LANDSCAPE ARCHITECTS

REVISIONS	DESCRIPTION

Lotus Marq Apartments

450 SOUTH STATE STREET, CLEARFIELD CITY, DAVIS COUNTY, UTAH

Proposed Site Plan

PROFESSIONAL ENGINEER

5338480

JEREMY A. DRAPER

04/13/2020

STATE OF UTAH

Project Info.

Engineer: JEREMY DRAPER, P.E.

Drafter: R. HANSEN

Begin Date: FEBRUARY 3, 2020

Name: THE MARQ AT LOTUS LANDING

PHASE-1

Number: 7323-01

C4

Clearfield City Planning Commission Orientation / Training

May 20th, 2020



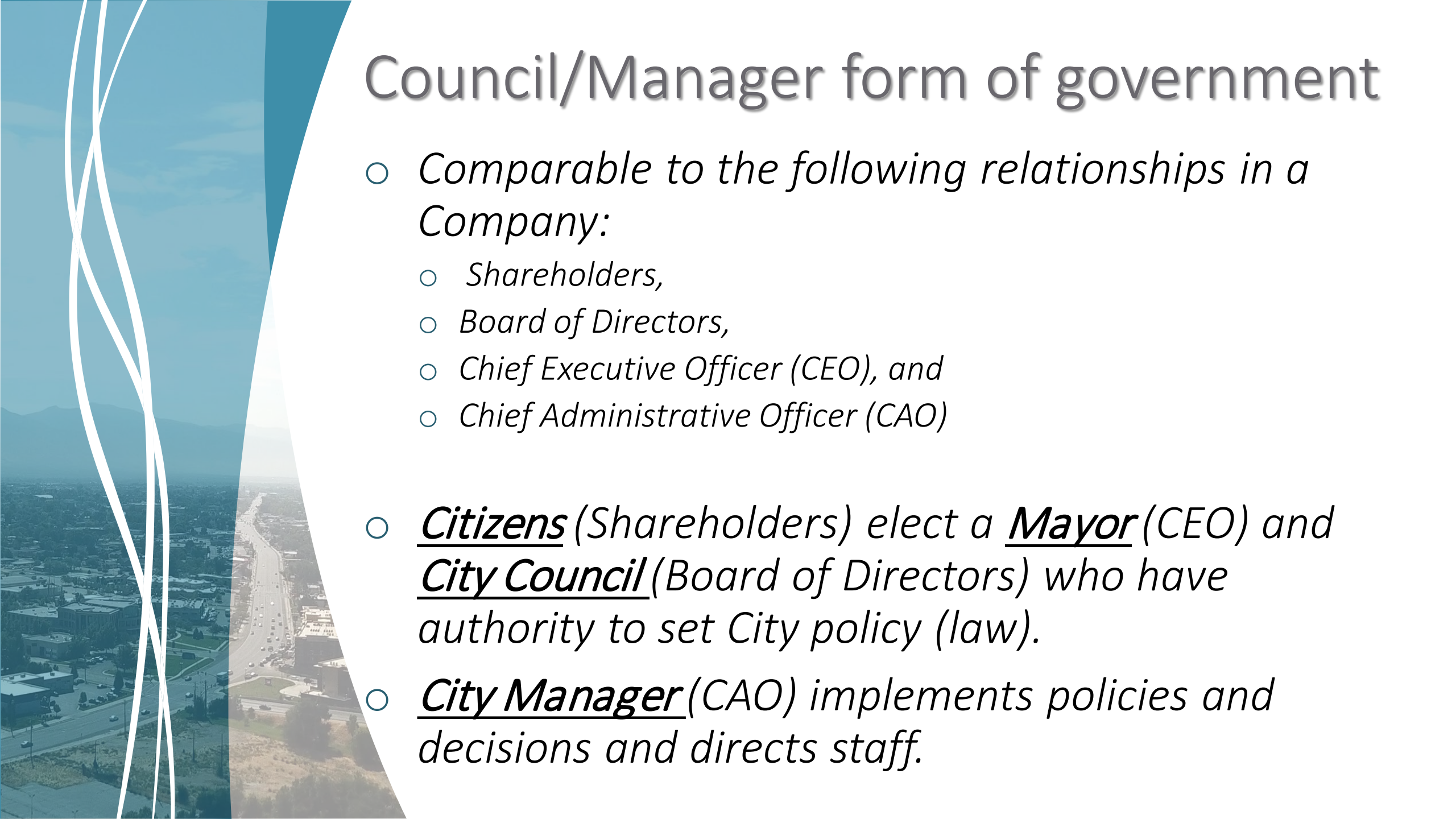


AGENDA

- City Organization
- Planning Commissions Role & Responsibilities
- General Plan
- The Rules
 - Utah Code – Land Use, Development, and Management Act (LUDMA)
 - Clearfield City Land Use & Subdivision Ordinances and other City Ordinances
 - PC Policies & Procedures
- Resources



City Organization



Council/Manager form of government

- *Comparable to the following relationships in a Company:*
 - *Shareholders,*
 - *Board of Directors,*
 - *Chief Executive Officer (CEO), and*
 - *Chief Administrative Officer (CAO)*
- *Citizens (Shareholders) elect a Mayor (CEO) and City Council (Board of Directors) who have authority to set City policy (law).*
- *City Manager (CAO) implements policies and decisions and directs staff.*

CITIZENS OF CLEARFIELD

Mayor
&
Council

City Manager
JJ Allen

City Attorney
Stuart Williams

Legal
Victim Advocacy
Services

Assistant City Manager
Summer Palmer

Risk Management
Budget
Human Resources
Payroll
Treasurer
Purchasing
AP/AR
Information Technology
Economic Development
Community Relations
Justice Court
City Recorder

Comm. Development Dir.
Spencer W. Brimley

Planning/Zoning
Building/Permits
Inspections
Business Licensing
CDBG
Development Review
Code Enforcement
Utility Billing
Police Records
Customer Service

Comm. Services Dir.
Eric Howes

Parks/Recreation
Open Space
Buildings/Grounds
Cemetery
Aquatic Center
Special Events

Police Chief
Kelly Bennett

Patrol
Investigations
Dispatch
Comm. Policing
Traffic Enforcement
Emergency Mgmt.
CERT

Public Works
Dir.
Adam Favero

Capital Projects
Streets
Utilities
Fleet
Storm Water



Planning Commission's Role

Background and Establishment

- Utah Code 10-9a-301 requires cities to establish a Planning Commission
- Clearfield Land Use Ordinance Title 3, Chapter 2, establishes Planning Commission
- Rules and Regulations revised & adopted April 2020
- ❖ Planning Commission's are an *advisory body* to the City Council on ***Legislative*** items and are the *land use authority* on many ***Administrative*** items.

<https://www.youtube.com/watch?v=xzURZhWfHUM>

Planning Commission Action

Legislative

(Making Law)

- General Plan Amendments
- Zoning Map Amendments (Rezoning)
- Zoning Text Amendments
- Annexations

Administrative

(Applying Law)

- Site Plan Review
- Conditional Use Permits
- Preliminary Subdivision Plats
- Final Subdivision Plats
- Amended Plats

<https://www.youtube.com/watch?v=xzURZhWfHUM>

*Always making either an Administrative or Legislative action. Need to know differences and why they are different.

TABLE 11.1 -LAND USE AND APPEAL AUTHORITY

Land Use Application	Land Use Authority		Appeal Authority			
	Advisory Body	Authority	First Appeal		Second Appeal	
			Days To Appeal ³	Body	Days To Appeal ³	Body
General Plan or Map amendment	Planning Commission	City Council	30	District Court	n/a	None
Land Use Ordinance or Map Amendment	Planning Commission	City Council	30	District Court	n/a	None
Subdivision Ordinance or Amendment	Planning Commission	City Council	30	District Court	n/a	None
Development Agreement	Planning Commission	City Council	30	District Court	n/a	None
Project Concept Plan ¹	Staff	Planning Commission	n/a	None	n/a	None
Site Plan Review	Staff	Planning Commission	10	Land Use Hearing Officer	30	District Court
Administrative Site Plan	n/a	Staff	10	Planning Commission	30	District Court
Preliminary Subdivision Plat	Staff	Planning Commission	10	Land Use Hearing Officer	30	District Court
Final Subdivision Plat	Planning Commission	City Council	30	District Court	n/a	None
Conditional Use Permit	Staff	Planning Commission	10	Land Use Hearing Officer	30	District Court
Sign Permit	n/a	Staff	10	Planning Commission	30	District Court
Lot Split	Staff	Planning Commission	10	City Council	30	District Court
Lot Line Adjustment	Staff	Planning Commission	10	City Council	30	District Court
Amendment of Approved Subdivision Plat:						
Preliminary	Staff	Planning Commission	10	Land Use Hearing Officer	30	District Court
Final	Planning Commission	City Council	30	District Court	n/a	None
Variance	Staff	n/a	n/a	Planning Commission	30	District Court
Street or Alley Vacation	Staff	City Council	30	District Court	n/a	None
Annexations	Planning Commission	City Council	30	District Court	n/a	None
Administrative Approvals ²	n/a	Staff	10	Planning Commission	30	District Court

Any appeal of a City Council decision shall be to the District Court.

In such cases where the appellant may choose either the Land Use Hearing Officer or District Court as the appeal body, the appeal must be filed in 10 days if to the Land Use Hearing Officer, and 30 days if to the District Court.

Notes:

1. Optional application, no decision rendered.
2. Administrative approvals include interpretations of the land use ordinance, etc.
3. Calendar days from the time of written notification by the city of formal action on the application, or approval of the minutes of the meeting in which the action was taken, whichever occurs first.

Public Meeting vs. Public Hearing

- *What is a public meeting?* <https://www.youtube.com/watch?v=Ag9RNUzda8U>
 - ***Public Meeting*** is a City Council meeting, Planning Commission meeting, Parks & Recreation Committee meeting.
 - Business is conducted and open to the public → Transparency
- *What is a public hearing?* https://www.youtube.com/watch?v=oLfzPZ_S71M
 - Part of a public meeting
 - Required for legislative items





General Plan

CLEARFIELD CITY GENERAL PLAN

ADOPTED JUNE 2016

UPDATED JULY 2016

CLEARFIELD CITY GENERAL PLAN

3

CHAPTER 2 – LAND USE ELEMENT

INTRODUCTION

CLEARFIELD CITY GENERAL PLAN

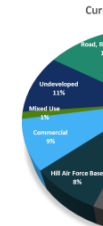
The General Plan is the guiding document for the future land use of the City of Clearfield. It addresses future land use and the General Plan.

CURRENT LAND USE

Clearfield City is approximately 4,949 (773 square miles) transportation corridor and open space, and of the west side of the Base. Figures 2.1 and 2.2 show the current distribution of land use throughout the City.

CURRENT ZONING

There are currently four zoning classifications in the City of Clearfield. Figure 2.3 shows the percentage of land use and uses allowed in each zoning classification.



Plan at Hill Air Force Base. The primary uses of this land will be for office and other commercial activities, as well as other uses identified in the Falcon Hill Master Plan approved by the Base.

Hill Air Force Base (HAFB) is occupied by Hill Air Force. The HAFB land use category is for ongoing military operations.

Manufacturing. Land use for "Manufacturing" on this land to be used primarily for manufacturing activities.

Mixed-Use. Lands designated for the Future Land Use Map of land uses are primarily for residential, commercial, office, and civic uses within mixed-use, or within mixed-use. The Map for commercial development without a component.

Residential. Lands designated for the Future Land Use Map for residential activities and densities. A portion of agricultural land is also with some agricultural.

Figure 2.4 lists appropriate General Plan.

LAND USE GUID

The following land use

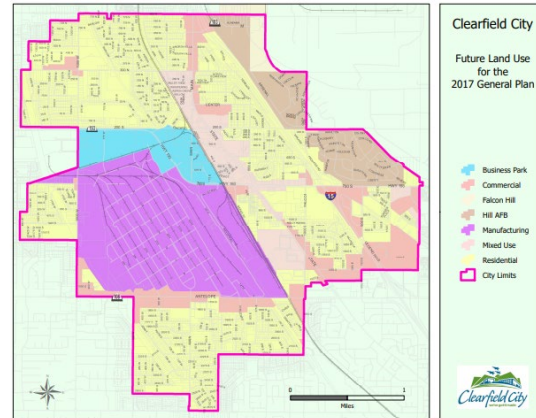
1. The identity of community and
2. The relationship conditions, services

GENERAL PLAN LAND USE CATEGORY

APPROPRIATE ZONING CLASSIFICATIONS

CLEARFIELD CITY GENERAL PLAN

EXHIBIT 1 - FUTURE LAND USE MAP OF THE GENERAL PLAN



General Plan

- Also referred to as a comprehensive plan in other states.

“(1) In order to accomplish the purposes of this chapter, each municipality shall prepare and adopt a comprehensive, long-range general plan for:

(a) present and future needs of the municipality; and

(b) growth and development of all or any part of the land within the municipality.”

- Must also include moderate income housing plan (as of 2019)
- Also includes elements for:
 - Transportation;
 - Parks and Open Space;
 - Public Safety;
 - Natural Hazards;
 - Economic Growth;
 - Housing, etc.

<https://luau.utah.gov/2016/01/16/league-definitions-general-plan/>



Land Use, Development, and Management Act of Utah

Utah State Code Title 10 Chapter 9a

“LUDMA”

Purpose – Title 10 Chapter 9a

“The purposes of this chapter are to: provide for the health, safety, and welfare; promote the prosperity; improve the morals, peace, good order, comfort, convenience, and aesthetics of each municipality and each municipality's present and future inhabitants and businesses; protect the tax base; secure economy in governmental expenditures; foster the state's agricultural and other industries; protect both urban and nonurban development; protect and ensure access to sunlight for solar energy devices; provide fundamental fairness in land use regulation; facilitate orderly growth and allow growth in a variety of housing types; and protect property values.”

10-9a-104. Municipal standards.

(1) This chapter does not prohibit a municipality from adopting the municipality's own land use standards.

(2) Notwithstanding Subsection (1), a municipality may not impose a requirement, regulation, condition, or standard that conflicts with a provision of this chapter, other state law, or federal law.

- Provides development standards, overall direction, and specifically outlines provisions we need to abide by, i.e. billboard regulations, subdivision standards, etc.

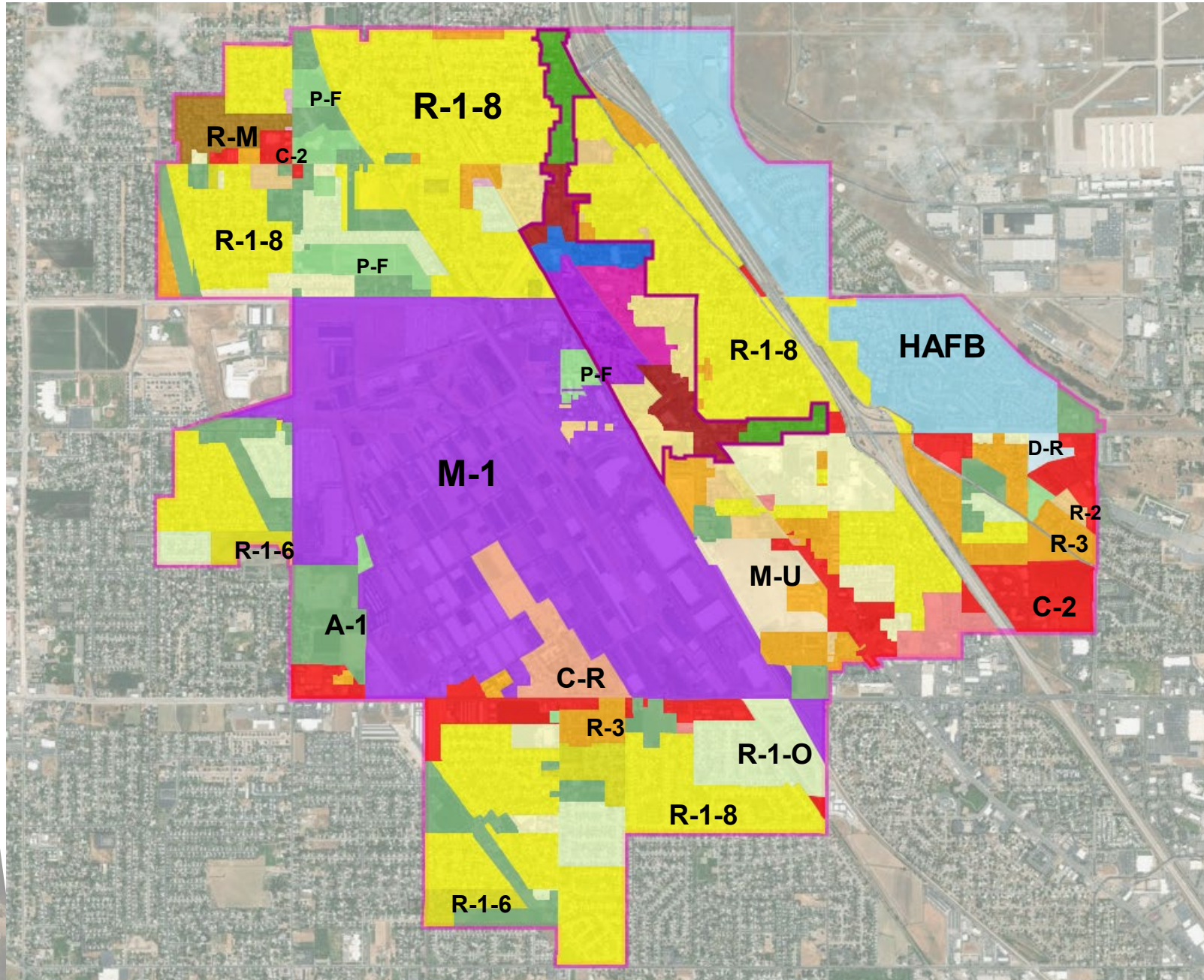
****Bottom Line: It is the law for land use, all cities, towns, and counties need to follow it.****



Clearfield City Land Use & Subdivision Ordinances

Titles 11 and 12

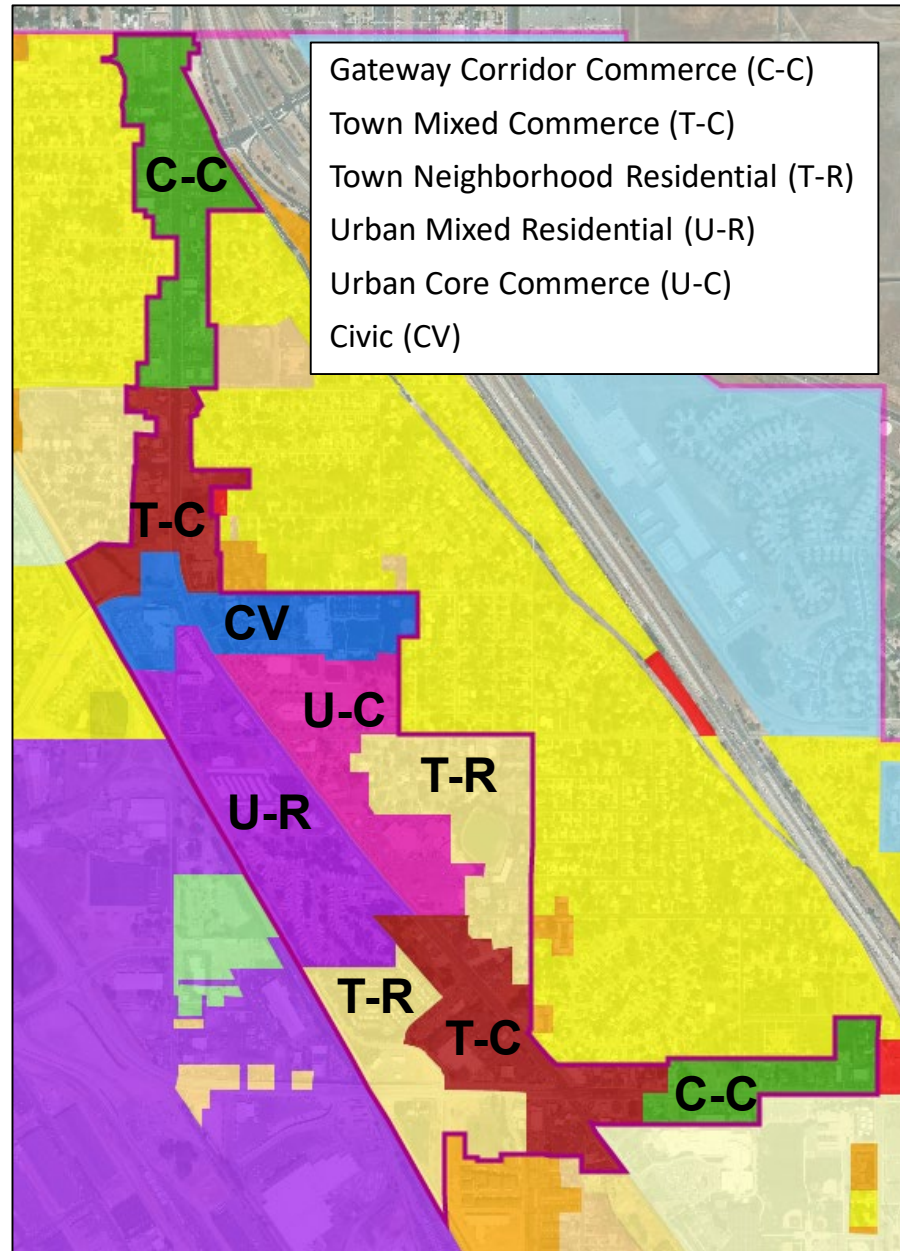
Title 11 – Land Use Ordinance “Zoning Ordinance”



- Agricultural (A-1)
- Buffer (B-1)
- Commercial (C-1)
- Commercial (C-2)
- Commercial Residential (C-R)
- Downtown Redevelopment (D-R)
- Hill AFB (HAFB)
- Manufacturing (M-1)
- Mixed-Use (M-U)
- Public Facilities (P-F)
- Residential Single-Family Open (R-1-O)
- Residential Single-Family (R-1-9)
- Residential Single-Family (R-1-8)
- Residential Single-Family (R-1-6)
- Residential Multi-Family (R-2)
- Mobile Home Residential (R-3)

<http://www.clearfieldcity.org>

Downtown Clearfield Form-Based Code

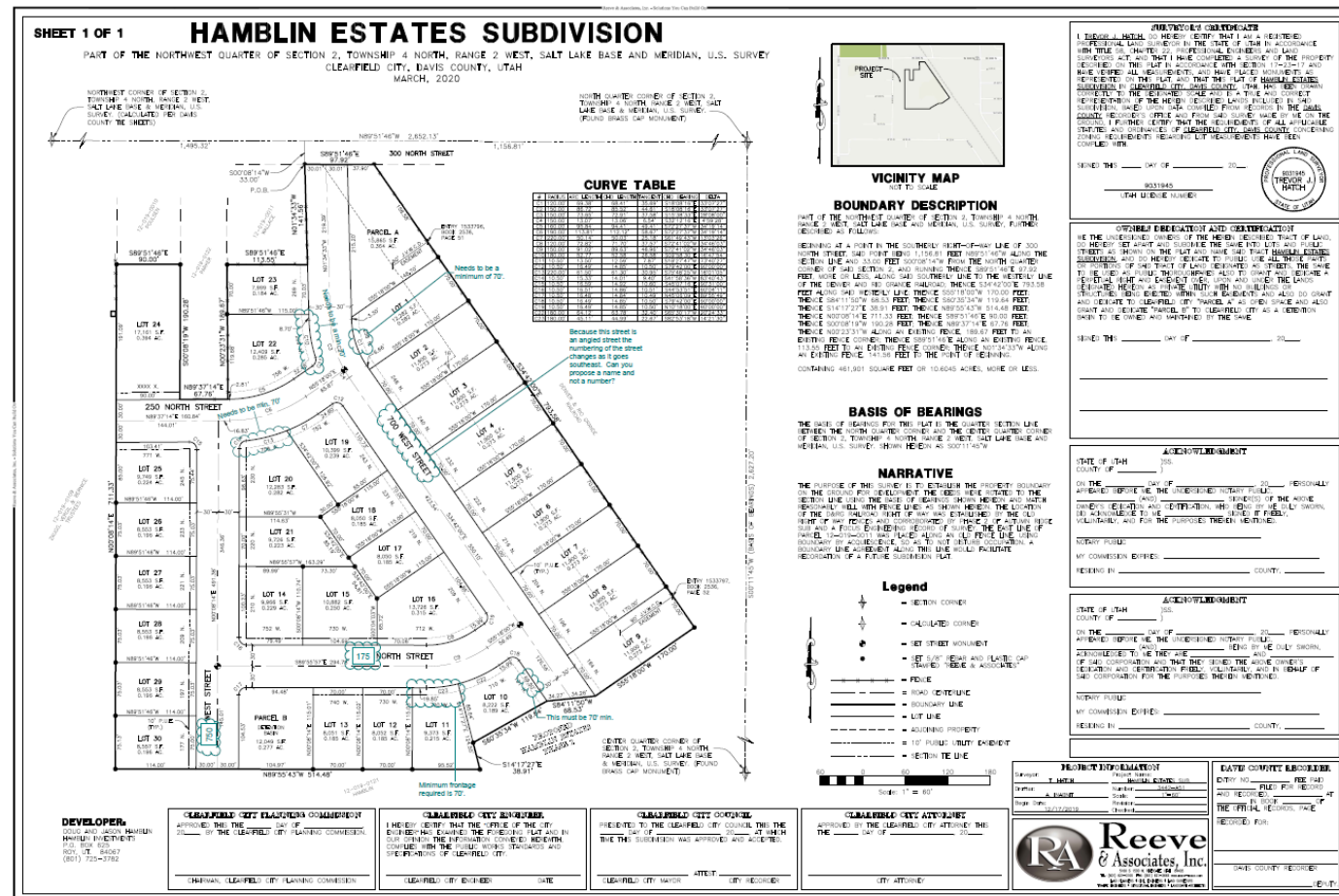


Clearfield City Downtown Form Based Code



Adopted January XX, 2020

FINAL REVIEW DRAFT: 01.30.2020





Clearfield Planning Commission Rules and Regulations

Resources

Land Use Academy of Utah - <https://luau.utah.gov/>

By the Utah League of Cities and Towns



Utah Municipal Code - https://le.utah.gov/xcode/Title10/10.html?v=C10_1800010118000101

Land Use, Development, and Management Act is Chapter 9a of this code.

Clearfield Municipal Code – <https://www.clearfieldcity.org>



I WANT TO → View → City Code → Sterling Codifiers → Title 11 Land Use & Title 12 Subdivisions

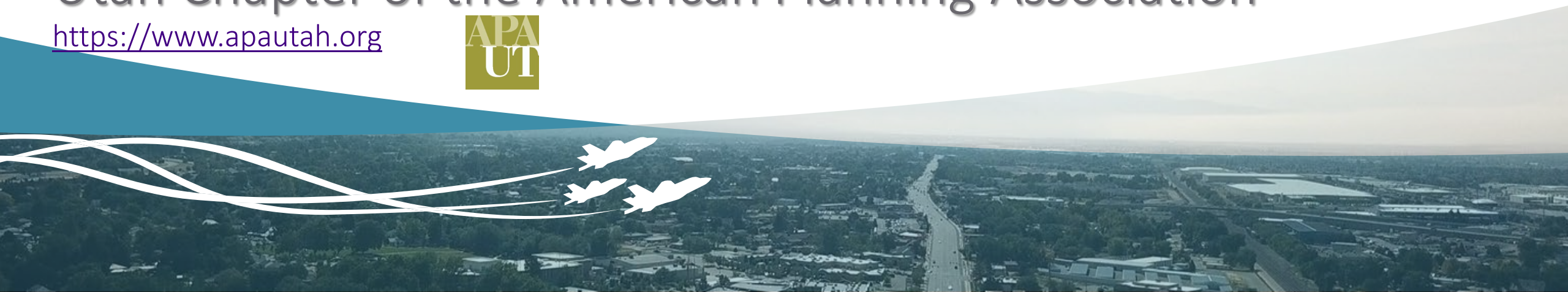
American Planning Association – <https://www.planning.org>



American Planning Association
Creating Great Communities for All

Utah Chapter of the American Planning Association –

<https://www.apautah.org>



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 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.

B. Commissioners

1. Commissioners:
 - a. The City will attempt at all times to have a minimum of seven Commissioners appointed to the Planning Commission.
2. Appointment:
 - a. Pursuant to Clearfield City Code, Title 3, Chapter 2, a minimum of seven Commissioners shall be appointed by the Mayor, subject to the advice and consent of the City Council.
3. Minimum Qualifications:
 - a. Commissioners must reside within the jurisdictional boundaries of the City.
 - b. 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. 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 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 (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. 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 Commissioners

1. Number of Alternate Commissioners:

- a. The City should attempt at all times to have two appointed Alternate Commissioners.
2. Appointment:
 - a. Pursuant to Clearfield City Code, Title 3, Chapter 2, each of the two Alternate 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 Alternate Commissioners must reside within the City.
4. Length of Appointment:
 - a. Alternate 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 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 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 Commissioner is sitting as a regular member of the Planning Commission due to an absence, then that Alternate 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 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.
 - b. Vice-Chairperson
 - i. All commissioners, 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.
11. Recognize the Youth Ambassador and solicit input from them regarding items on the agenda.
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.

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 youth 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 of the Planning Commission in the exercise of duties.

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 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. 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 as 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 minimum of the four (4) appointed planning commission members, which may include alternate members 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~~ With all items a simple majority is required to pass, deny, or table an item.

B. Tie-Votes

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

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 of the appointed members. Such shall take effect immediately after successful vote to adopt or amend.