

CLEARFIELD CITY COUNCIL AND  
PLANNING COMMISSION AGENDA  
June 16, 2020 – WORK SESSION

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.

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<https://us02web.zoom.us/j/84885788302>

Meeting ID: 848 8578 8302

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**6:00 P.M. JOINT CITY COUNCIL AND PLANNING COMMISSION**

Discussion on the Clearfield Station Master Development Plan

***\*\*ADJOURN THE JOINT CITY COUNCIL/PLANNING COMMISSION WORK SESSION  
AND IMMEDIATELY RECONVENE IN A CITY COUNCIL WORK SESSION \*\****

**CITY COUNCIL WORK SESSION**

Discussion on the Fiscal Sustainability Study by Zions Bank

Discussion on Amendments to the Fiscal Year 2020 Budget

Quarterly Code Enforcement Update

***\*\*ADJOURN THE CITY COUNCIL WORK SESSION AND IMMEDIATE RECONVENE  
AS THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) \*\****

**CDRA WORK SESSION**

Discussion on Updating the Mabey Place Survey Resolution

***\*\*CDRA ADJOURN\*\****

Dated this 11<sup>th</sup> day of June, 2020.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Spencer W. Brimley, Community Development Director  
**MEETING DATE:** Tuesday, June 16, 2020  
**SUBJECT:** Joint Work Session – Clearfield Station Draft Master Development Plan (MDP)

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### **RECOMMENDED ACTION**

This will be an opportunity to discuss and provide feedback on the draft Clearfield Station Master Development Plan (MDP). No decision is requested at this time.

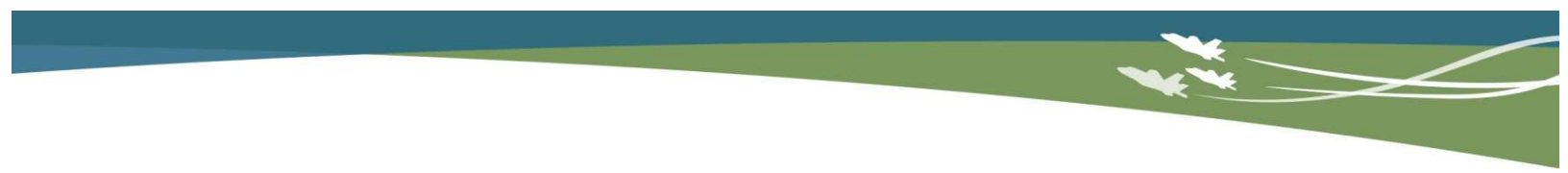
### **DESCRIPTION / BACKGROUND**

In December of 2019, representatives from UTA, Stack Real Estate, Hamilton Partners, and Arch/Nexus met with the Commission and City Council for an introduction to the new Clearfield Station Project. Since that time staff has been meeting bi-weekly to work through the master development plan (MDP) and master development agreement (MDA). At this point in the process, City staff has provided a draft version of the MDP to the Commission and Council.

Staff has included, as an attachment, the concept plan from the MDP. The project contains three office towers close to the platform consisting of approximately 450,000 square feet of Class A office space, apartment buildings (mixed use), townhouses, retail space, two parking structures and acres of trails, public and private recreational opens space. The MDP is split into 8 chapters, including two appendices; Appendix A addresses parking and Appendix B is the Traffic Impact Study for the station. The development team utilized the Clearfield Station Small Area Plan as a base line for the MDP. Many of the elements and features of the draft plan were directly pulled from the approved station area plan as well as other features and design elements that have been included.

Staff has spent a great deal of time working with the development team on the MDP and MDA. This work session is meant to allow the Council and Commission to ask questions and provide important feedback on the MDP prior to the formal hearing process. MDA will be forth coming to the Council for review, but has not been completed at this time.

In addition to the items listed below it is important that elements of urban design and form are addressed properly. Chapters 4 and 5 of the MDP are essential to create a sense of place and opportunities for cohesive development across the remaining 56 acres.

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1. Mixed use residential is being proposed on the north side of the station entrance. This is a change from the concept plan that was originally proposed to the site. However, the intention with this “MU Residential D” area is for a meaningful portion of the street level to be restricted for commercial use. This would be specifically addressed in the Master Development Agreement.
  2. Connections for the station entrance and a new connection at 1450 S and State Street would provide for greater connectivity into the site and circulation for the site. In order to accomplish these two new signalized intersections at State Street, the intersection at 1000 East would be restricted to right turns only (a raised median would prohibit north/south thru traffic and left turns). Also, the main intersection at Station Boulevard would likely allow only right-in / right-out on the east side (1150 South).
  3. Property owned by UTA (bus station, kiss and ride, plat form and restrooms) would be maintained by UTA.
  4. Parking structures are planned for later phases of the project development.
  5. Page 70 outlines the basic concept that a phase of residential development needs to be paired with a phase of office or commercial development (or, alternatively, a true vertically mixed-use building), so that there is balance in the buildout of the site. With these parameters, there is no need for lot-specific phasing or sequencing.

#### **CORRESPONDING POLICY PRIORITY (IES)**

This item corresponds directly to the policy priority of Improving Clearfield’s Image, Livability, and Economy.

#### **FISCAL IMPACT**

Staff are scheduled to meet with UDOT and our Financial Advisor to discuss the primary State Street intersection to discuss bonding for the public improvements (expected to cost about \$15M, not including a parking structure).

#### **LIST OF ATTACHMENTS**

Concept/Framework Plan

LEGEND

- ① PLAYGROUND & PAVILION
- ② REGIONAL TRAIL CONNECTION
- ③ OPEN SPACE AMENITY
- ④ STREET EXTENSION (OFF-SITE IMPROVEMENTS)
- ⑤ SIGNALIZED INTERSECTION
- ⑥ VEHICLE CANOPY
- ⑦ STORMWATER BASIN
- ⑧ BIOSWALE/RAIN GARDEN
- ⑨ NEW MEDIAN, REMOVE SIGNAL
- ⑩ TRANSIT PLAZA
- ⑪ TOWN SQUARE
- ⑫ PUBLIC PARK





## STAFF REPORT

**To:** Mayor Shepherd and City Council Members  
**From:** Rich Knapp, Finance Manager  
**Meeting Date:** June 16, 2020  
**Subject:** Fiscal Sustainability Analysis

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### **Recommended Action**

Presentation and discussion only.

### **Description / Background**

The final model and presentation were not available for the packet.

The City and Zions Public Finance, Inc., are nearing completion of a financial sustainability model that builds on the City's current General Fund budget (including capital projects) to forecast net revenues over the next 10 years. This model provides the City with the ability to forecast varying growth scenarios, with specific fiscal impacts of various development types (i.e., residential v. commercial). Sensitivity analysis can be conducted by changing numerous inputs, including:

- Inflation rates
- Property tax increases
- Revenue growth rates (i.e., sales tax revenues, road funds, etc.)
- Growth in personnel and department costs
- Development absorption rates
- Market values of various types of development
- Fixed v. variable costs
- Timing of capital improvement projects

The information gained from this complex model is summarized on a "Summary" tab in Excel and includes the following benefits to the City in its decision making:

- Net operating revenues by year
- Debt service coverage ratios (i.e., when bonds can be issued, capacity to issue bonds)
- Capital improvement projects – timing and cost
- Fiscal impacts of new development types
- Cash balances by year - net revenues, net revenues after debt service, beginning and year-end cash balances after all costs (including general fund-related capital improvements)
- Property tax increases or bonding necessary to cover costs



### **Corresponding Policy Priorities**

### **Fiscal Impact**

Financial projections for decision making.

### **Alternatives**

### **Schedule / Time Constraints**

### **List of Attachments**

- A presentation will come later



## STAFF REPORT

**To:** Mayor Shepherd and City Council Members  
**From:** Rich Knapp, Finance Manager  
**Meeting Date:** June 16, 2020  
**Subject:** Fiscal Year 2020 Proposed Budget Amendments

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### **Recommended Action**

Staff recommends the City Council consider the FY 2020 proposed budget amendments.

### **Description / Background**

The attached table is draft only. New amendment proposals may be added before the meeting.

The attached table lists proposed expenditures that do not have or exceed FY 2020 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Section 124 to 129.

The attached is a draft list of amendments.

### **Corresponding Policy Priorities**

### **Fiscal Impact**

The proposed General Fund amendments net use of unrestricted fund balance total \$168,200. This would bring the total budgeted use of General Fund reserves/available cash for FY20 to \$2,904,627.

### **Alternatives**

Do not pass any or all budget amendments.

### **Schedule / Time Constraints**

### **List of Attachments**

- FY2020 Budget Amendment Items Worksheet (draft)

## FY2020 Budget Amendment Items

| Fund                                | Division | Account | Expense Account Title  | Expense Adjust | Description                                        | Source Account Title | Source Adjustment |
|-------------------------------------|----------|---------|------------------------|----------------|----------------------------------------------------|----------------------|-------------------|
| Division                            | #        | Account | Expense Account Title  | Adjust         | Description                                        | Title                | Adjustment        |
| <b>General Fund</b>                 |          |         |                        |                |                                                    |                      |                   |
| Police Admin                        | 104211   | 631006  | Contracted Services    | 12,500         | Animal Care & Control increase- Jan 1, 2020        | Fund Balance         | 12,500            |
| Patrol                              | 104212   | 613301  | Health Insurance       | 21,100         | Two officers opted in to Health Insurance          | Fund Balance         | 21,100            |
| Dispatch                            | 104215   | 625002  | Equipment Purchases    | 12,600         | Hold over from 2018 911 phone system upgrade       | Fund Balance         | 12,600            |
| Comm Serv Admin                     | 104511   | 631006  | Contracted Services    | 21,000         | Community Services fee study                       | Fund Balance         | 21,000            |
| 4th of July                         | 104514   | 645001  | Special Dept Allowance | 16,500         | Match actual-better expense tracking               | Fund Balance         | 16,500            |
| Parks                               | 104521   | 631006  | Contracted Services    | 2,850          | Freeport storage increased from \$1,650 to \$4,500 | Fund Balance         | 2,850             |
| Cemetery                            | 104591   | 673001  | Capital Project        | (250,000)      | Cemetery Expansion Ph 1-Move to Cap Proj Fund      | Fund Balance         | -250,000          |
| PARAT                               | 104570   | 673001  | Capital Project        | 350,000        | Pickleball Court Expansion, total budget \$700k    | PARAT Balance        | 350,000           |
| CED Admin                           | 104611   | 645001  | Special Dept Allowance | 10,000         | Airshow Donation                                   | Fund Balance         | 10,000            |
| CED Admin                           | 104611   | 631004  | Bank Fees              | 1,650          | Trustee Fee for 2018 Bond                          | Fund Balance         | 1,650             |
| Inspections                         | 104642   | 631006  | Contracted Services    | 70,000         | Contracted Plan Review                             | Fund Balance         | 70,000            |
| Transfers to Other Funds            | 104810   | 691004  | Trnf GF                | 250,000        | Cemetery Expansion Ph 1-Move to Cap Proj Fund      | Fund Balance         | 250,000           |
| Capital Projects                    | 450000   | 381004  | Trnf from GF           | 250,000        | Cemetery Expansion Ph 1-Move to Cap Proj Fund      | Fund Balance         | 250,000           |
| Capital Projects-Parks              | 454521   | 673001  | Capital Projects       | 250,000        | Cemetery Expansion Ph 1-Move to Cap Proj Fund      | Fund Balance         | 250,000           |
| Total New Use of Fund Balance Items |          |         |                        | 168,200        |                                                    |                      |                   |

| Fund                       | Division | Account | Expense Account Title | Expense Adjust | Description                                                                     | Source Account Title | Source Adjustment |
|----------------------------|----------|---------|-----------------------|----------------|---------------------------------------------------------------------------------|----------------------|-------------------|
| Division                   | #        |         |                       |                |                                                                                 |                      |                   |
| Water, Sewer, Storm, Fleet |          |         |                       |                |                                                                                 |                      |                   |
| Water                      | 515110   | 673001  | Capital Projects      | 35,000         | 5% match for 8" water main 800 N STIP w/ Sunset Storm portion already in budget | Fund Balance         | 35,000            |
| Storm                      | 535310   | 673001  | Capital Projects      | 45,000         | 5% match for 15" storm drain line 800 N STIP w/ Sunset                          | Fund Balance         | 45,000            |



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Community Development Staff  
**MEETING DATE:** Tuesday, June 16, 2020  
**SUBJECT:** Quarterly Code Compliance Update

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### **DESCRIPTION / BACKGROUND**

Ordinance/Code Enforcement is part of the general services expected to be provided by the City on behalf of residents, businesses, and those visiting our City. The primary purpose is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs.

### **CODE ENFORCEMENT UPDATE**

Each quarter code compliance staff will update the Council on outreach campaigns, current projects, and statistics related to the code compliance efforts.

Staff has created a PowerPoint presentation to illustrate efforts and accomplishments of the division. It is difficult to adequately illustrate the great work of the code officers, but it is the hope that this quarterly meeting will keep the Council informed on efforts being made in this division for the benefit of the City. Furthermore we look forward to any feedback on ways to refine and improve our effort and the process. Staff has been working to fulfill the Policy Priority of “improving Clearfield’s Image, Livability and Economy” by focusing on *beautification* of the community through enforcement and increasing community *pride, investment, and involvement*. These efforts, outlined in the Strategic Plan for the City are essential to continue the resurgence of Clearfield as an essential hub of activity and opportunity along the Wasatch Front.

# Clearfield City Council Work Session

June 16, 2020





# Code Compliance Division

Juan Salazar  
Shane Crowton

**"SAFETY AND BEAUTIFICATION IS OUR MISSION,  
COMPLIANCE IS OUR GOAL"**



## Presentation Agenda

- 2020 Case Statistics
- 2020 in Pictures - Before & After
- Raising the Bar.....still

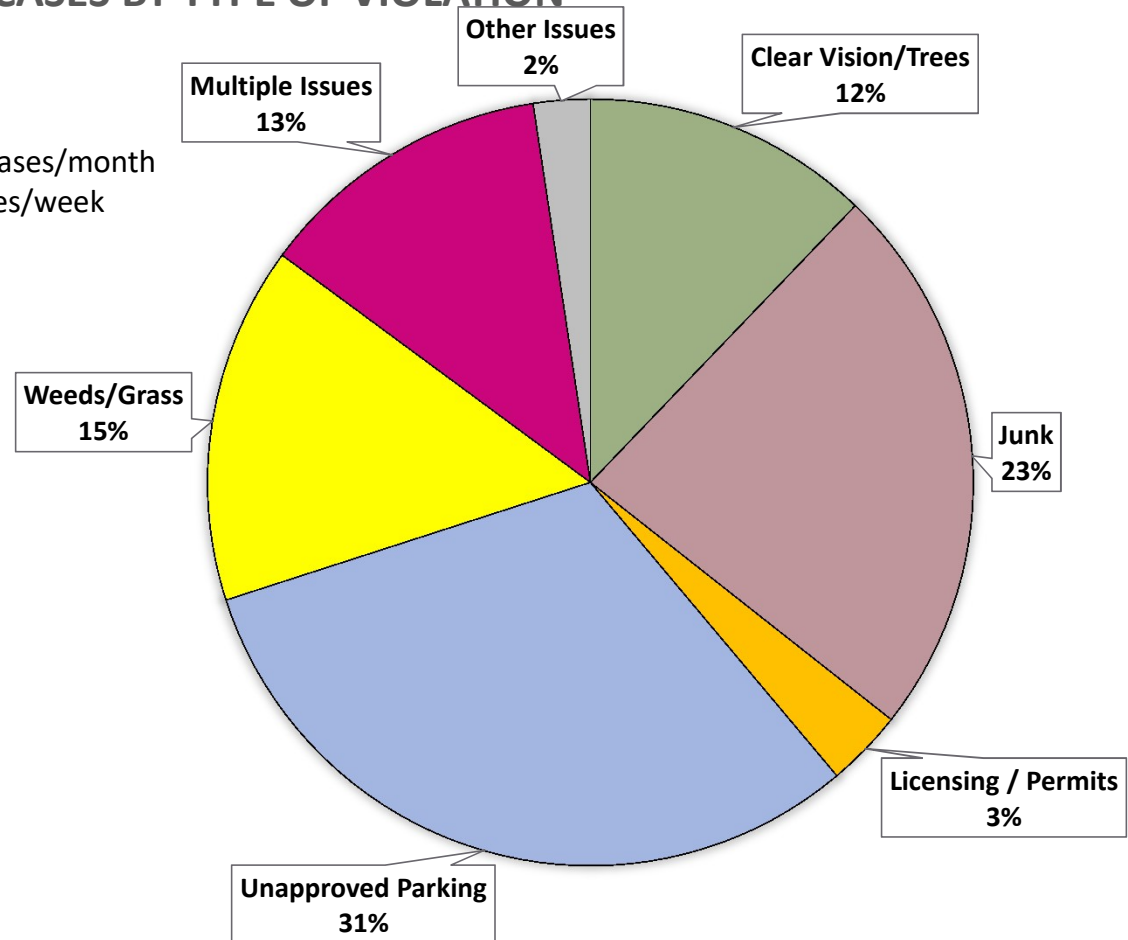
**“SAFETY AND BEAUTIFICATION IS OUR MISSION,  
COMPLIANCE IS OUR GOAL”**

# 2020 Statistics

(As of June 1, 2020)

## CASES BY TYPE OF VIOLATION

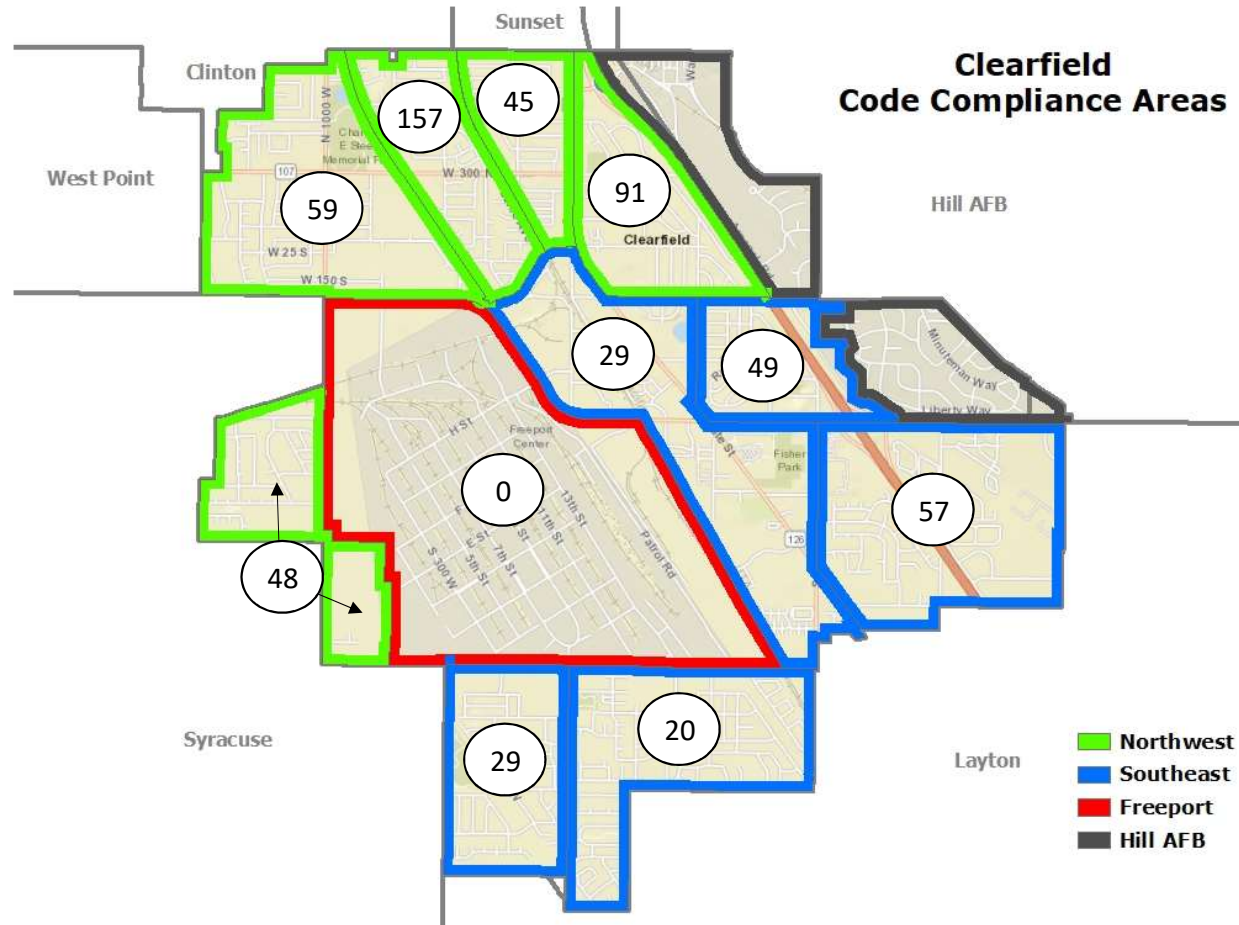
- Total cases: 584
  - Average of 117 (+10) new cases/month
  - Average of 27 (+3) new cases/week



# 2020 Statistics

(As of June 1, 2020)

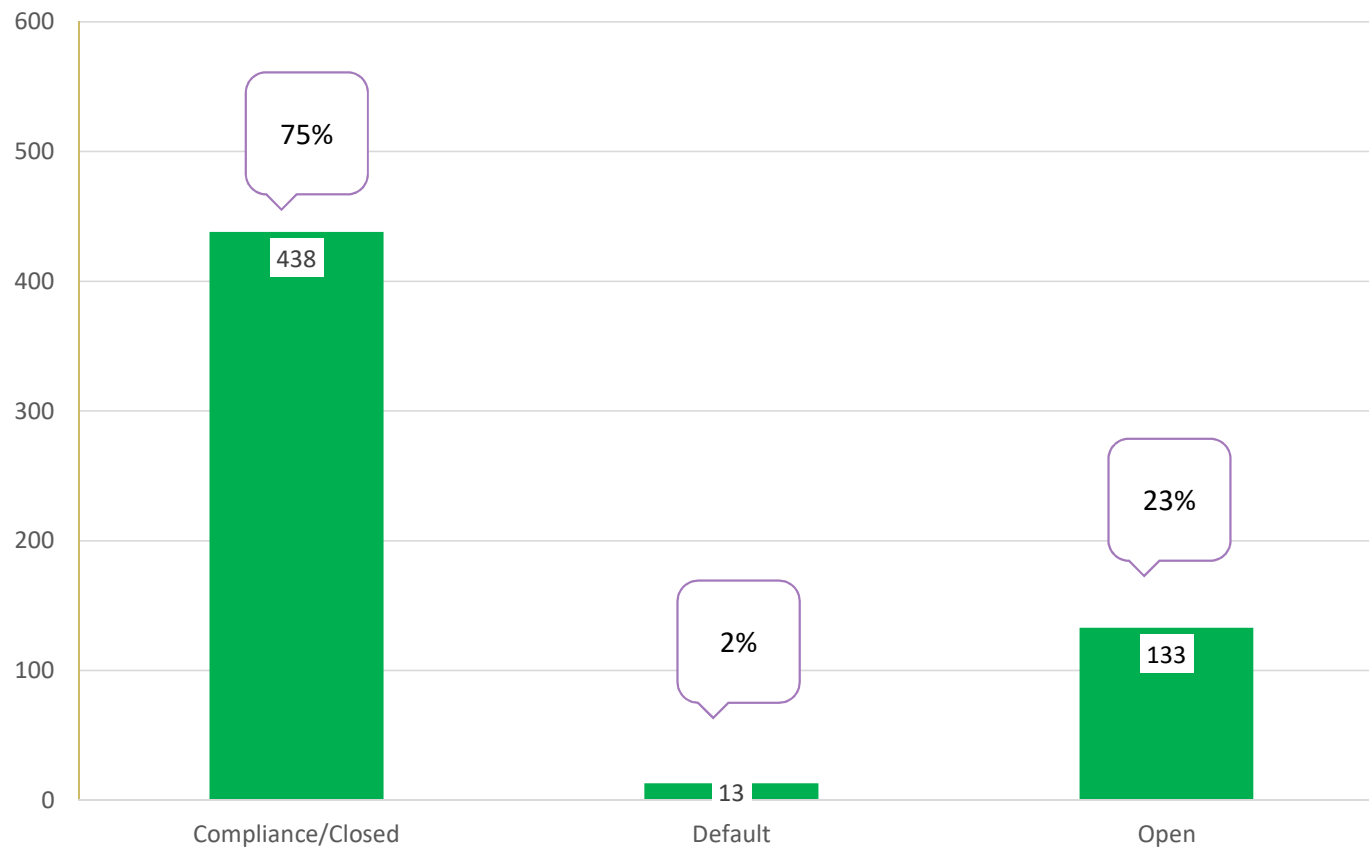
## CASES BY LOCATION



# Calendar Year 2020 Statistics

*(As of June 1, 2020)*

## CASES BY STATUS



## Before & After



## Before & After



## Before & After



## Before & After



## Before & After



# Raising the Bar

## Eliminating Discrepancies and Improving the Code

5-1-3.A22. To fail to maintain the height of weeds and lawn grass less than six inches (6"), including on adjacent parking strip(s), alley(s), and street edge(s).

- a. Undeveloped properties, that are greater than .75 acres, shall maintain the height of weeds less than six inches (6") to a thirty foot (30') setback from the curb line along any street/right-of-way sides and to a twenty foot (20') setback along all other property lines. Any remaining interior areas shall have the height of weeds maintained at less than thirty-six inches (36").
  - i. Any contiguous properties that are undeveloped, owned by the same property owner, and are greater than .75 acres combined, are not required to adhere to the setback requirement along common/interior property lines but are required to maintain the exterior property lines according to the setbacks mentioned previously.
- b. Areas designated by the city as natural habitat/open space shall maintain the height of weeds less than eighteen inches (18").



"SAFETY AND BEAUTIFICATION IS OUR MISSION,  
COMPLIANCE IS OUR GOAL"

Thank You!





## STAFF REPORT

**TO:** Chairman Bush and CDRA Board Members  
**FROM:** Summer Palmer, Assistant City Manager  
**MEETING DATE:** June 16, 2020  
**SUBJECT:** Mabey Place CRA Survey Resolution

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### **RECOMMENDED ACTION**

Approve the Updated Resolution to create the survey area for the Mabey Place CRA

### **DESCRIPTION / BACKGROUND**

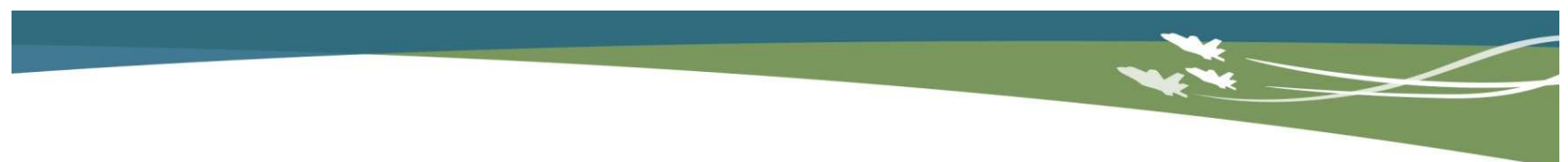
***UPDATE: In February of 2019 the CDRA Board approved a Survey Resolutions for the creation of the Mabey Place CRA. For various reasons the creation of this CRA has been delayed. The attached Survey Resolution updates the timeframe for the CRA Plan so we can move forward. In addition to the date changes, new legislation now eliminates the TEC option for CRAs. The plan will now take us through the normal interlocal agreement process. Below is the original staff report for the Mabey Place CRA Survey Resolution for your reference.***

Last week the City Council approved a budget amendment to contract with Lewis Young Robertson & Burningham (LYRB) to assist in the creation of the Mabey Place CRA. This CRA designation will be essential to achieving the vision we have for Clearfield's downtown as it will not only provide development incentives, but also give the CDRA the power of eminent domain should that become necessary.

~~This CRA creation will be a bit different than the traditional CRA method we have taken in the past. In order to have the option of eminent domain, the CRA will need to be created through the Taxing Entity Committee (TEC) route. The first step in this process is a determination of blight in the survey area. This resolution, if approved, will designate the survey area that will be used to determine blight. If blight is determined to exist in the survey area, then the CDRA will be granted the power of eminent domain, if the TEC or other Taxing Entities then approve the proposed CRA's Project Area Plan and Budget.~~

### **FINANCIAL IMPACT**

The blight study, project area plan and budget will be completed by LYRB for the previously amended budgeted amount of \$42,550.



### **CORRESPONDING POLICY PRIORITY (IES)**

Council has already made a major investment in this area by purchasing and clearing the CMHP. This is the next step to acquiring the necessary remaining properties to complete our vision. We believe the approval of this resolution will help us to ***Improve Clearfield's Image, Livability and Economy*** by promoting a ***high quality economic development*** opportunity in the heart of Clearfield's downtown. This project will be instrumental in changing the image of Clearfield by creating an urban, walkable destination for the region that will drive activity by providing housing, retail, restaurants, gathering spaces and amenities.

### **ALTERNATIVES**

The CDRA Board may decide not to approve the survey area resolution which will inhibit our ability to move forward with the blight study necessary to complete the CRA creation ~~on the TEC track~~. The board will not have the power of eminent domain to assist in the acquisition of additional properties surrounding the former Clearfield Mobile Home Park which are necessary to complete the vision of the downtown area.

### **SCHEDULE / TIME CONSTRAINTS**

Once this resolution has been approved we will commission the blight study. The next step will be the creation of the CRA plan and budget. Those items will come back to you for your review and approval. I will update you on timeframes once they become available.

### **LIST OF ATTACHMENTS**

- Updated Mabey Place CRA Survey Resolution

# **CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY**

## **RESOLUTION 2020R-03**

### **A RESOLUTION INITIATING THE PROCESS OF ADOPTING ONE OR MORE COMMUNITY REINVESTMENT PROJECT AREA PLANS BY DESIGNATING A SURVEY AREA KNOWN AS THE MABEY PLACE SURVEY AREA.**

**WHEREAS** the City of Clearfield, Utah (the “City”), created the Clearfield Community Development and Renewal Agency (the “Agency”) pursuant to the provisions of, and the Agency continues to operate under, Title 17C of the Utah Code, known as the Community Reinvestment Agencies Act (the “Act”), for the purposes of conducting community reinvestment activities within the City, as contemplated by the Act; and

**WHEREAS** the Agency desires to initiate the process of adopting one or more community reinvestment project area plans by adopting this resolution establishing the boundaries of the Mabey Place Survey Area. The boundaries of the Mabey Place Survey Area are depicted on the map attached to this resolution as **Exhibit A**. The Mabey Place Survey Area is located entirely within the Agency’s boundaries.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY AS FOLLOWS:**

1. The Mabey Place Survey Area requires study to determine whether project area development is feasible within one or more proposed community reinvestment project areas within the Mabey Place Survey Area. Agency staff, consultants and legal counsel are authorized and instructed to conduct such study.
2. If needed, Agency staff, consultants and legal counsel are authorized to conduct a study to determine whether a development impediment exists within any portion of the Mabey Place Survey Area in accordance with Utah Code Ann. § 17C-5-403.
3. Agency staff, consultants and legal counsel are authorized to prepare a proposed community reinvestment project area plan, and accompanying project area budget, for each proposed community reinvestment project area designated by them in the Mabey Place Survey Area, and to conduct any examination, investigation, or negotiation regarding each proposed community reinvestment project area that they consider appropriate, and to take all other actions under the Act which may be appropriate for the successful establishment of any proposed project area(s), including, without limitation, discussions with taxing entities, the preparation for all necessary hearings, the preparation, publication, and/or mailing of statutorily required notices, and the preparation, presentation, and negotiation of any and all interlocal cooperation agreements and related documents.

4. The *above* recitals, and all attached Exhibits, are by this reference made part of this resolution. This resolution takes effect upon adoption.

**APPROVED AND ADOPTED** this 23<sup>rd</sup> day of June 2020.

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*Chair*

***Attest:***

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*Secretary*

**EXHIBIT A**  
**MAP OF MABEY PLACE SURVEY AREA BOUNDARIES**

