CLEARFIELD CITY COUNCIL AGENDA AND SUMMARY REPORT June 22, 2021 – POLICY SESSION

City Council Chambers 55 South State Street Third Floor Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER: Mayor Shepherd
OPENING CEREMONY: Councilmember Peterson
APPROVAL OF MINUTES: June 8, 2021 – Policy Session

PUBLIC HEARING:

1. <u>PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO</u>
THE FISCAL YEAR 2021 BUDGET

<u>BACKGROUND</u>: Staff has identified expenditures necessary for City operations which were not included in its current budget. Rich Knapp, Finance Manager, has prepared the proposed amendments for the Fiscal Year 2021 budget. State law requires a public hearing before the City Council approves amendments to the City budget.

RECOMMENDATION: Receive public comment.

2. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A REQUEST TO AMEND THE CITY'S GENERAL PLAN FUTURE LAND USE MAP DESIGNATING THE PROPERTIES LOCATED AT APPROXIMATELY 1455, 1525, 1527, 1543, 1550 SOUTH 1000 WEST AND 942, 922 WEST 1600 SOUTH (TINS: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, AND 12-391-0023) FROM COMMERCIAL TO RESIDENTIAL

BACKGROUND: The applicant is requesting the proposed general plan amendment and the following zoning map amendment for the subject properties to be combined for the purpose of single-family residential development. The vision for the development is to provide a unique single-family development that would be the first of its kind in Davis County and only has been constructed in the Daybreak community in South Jordan. The developer is requesting approval of the general plan and zoning map amendments subject to a development agreement that outlines the future development of the subject properties consistent with the proposed concept. Previously the developer requested a general plan amendment and zoning map amendment for the purpose of developing the subject properties with townhomes. The requests were withdrawn prior to the City Council taking action. The Planning Commission heard the request on June 2, 2021 and recommended approval.

RECOMMENDATION: Receive public comment.

3. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A REQUEST TO REZONE PROPERTIES LOCATED AT APPROXIMATELY 1455, 1525, 1527, 1543, 1550 SOUTH 1000 WEST AND 942, 922 WEST 1600 SOUTH (TINS: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, AND 12-391-0023) FROM A-1 (AGRICULTURAL) AND C-2 (COMMERCIAL) TO R-3 (RESIDENTIAL)

BACKGROUND: The applicant is requesting the proposed preceding general plan amendment and this zoning map amendment for the subject properties to be combined for the purpose of single-family residential development. The vision for the development is to provide a unique single-family development that would be the first of its kind in Davis County and only has been constructed in the Daybreak community in South Jordan. The developer is requesting approval of the general plan and zoning map amendments subject to a development agreement that outlines the future development of the subject properties consistent with the proposed concept. Previously the developer requested a general plan amendment and zoning map amendment for the purpose of developing the subject properties with townhomes. The requests were withdrawn prior to the City Council taking action. The Planning Commission heard the request on June 2, 2021 and recommended approval with the condition that a development agreement be executed with the City ensuring the development is in accordance with the proposed conceptual plan.

RECOMMENDATION: Receive public comment.

4. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A ZONING TEXT
AMENDMENT FOR TITLE 11, CHAPTER 3, SECTION 3 – DEFINITIONS AND
TITLE 11, CHAPTER 11, ARTICLE A, SECTION 3 – COMMERCIAL ZONE C-1
CONDITIONAL USES AS IT RELATES TO ASSISTED LIVING FACILITIES

BACKGROUND: The applicant is requesting approval for a zoning text amendment to change the definition for "Assisted Living Facility" and allow this type of facility as a conditional use in the C-1 (Commercial) Zone. As stated in the application materials, "the current definition (for assisted living facility) under the city ordinance could potentially by misconstrued to allow for "Independent Living Facilities." An independent living facility would be an apartment building for seniors that does not require state licensure. Alternatively, an assisted living facility or nursing home are licensed facilities with the Utah State Department of Facility Licensing. Clearfield City Code only differentiates between assisted living facilities and nursing or rest home facilities in how occupants are able to respond to an emergency situation.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

5. OPEN COMMENT PERIOD

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic. To be considerate of everyone at this meeting, public comment will be limited to three minutes per person. Participants are to state their names for the record. Comments, which cannot be made within these limits, should be submitted in writing to the City Recorder at nanoy.dean@clearfieldcity.org.

The Mayor and City Council encourage civil discourse for everyone who participates in the meeting.

6. <u>CONSIDER APPROVAL OF RESOLUTION 2021R-12 AUTHORIZING</u> AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET

<u>RECOMMENDATION</u>: Approve Resolution 2021R-12 authorizing amendments to the fiscal year 2021 budget and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF ORDINANCE 2021-01 AMENDING THE CITY'S GENERAL PLAN FUTURE LAND USE MAP DESIGNATION FOR THE PROPERTY LOCATED AT APPROXIMATELY 1455, 1525, 1527, 1543, 1550 SOUTH 1000 WEST AND 942, 922 WEST 1600 SOUTH (TINS: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, AND 12-391-0023) FROM COMMERCIAL TO RESIDENTIAL

<u>RECOMMENDATION</u>: Approve Ordinance 2021-01 Amending the City's General Plan Future Land Use Map Designation for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) from Commercial to Residential and authorize the Mayor's signature to any necessary documents.

8. CONSIDER APPROVAL OF ORDINANCE 2021-02 REZONING PROPERTIES
LOCATED AT APPROXIMATELY 1455, 1525, 1527, 1543, 1550 SOUTH 1000 WEST
AND 942, 922 WEST 1600 SOUTH (TINS: 12-065-0005, 12-065-0086, 12-065-0091,
12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022,
AND 12-391-0023) FROM A-1 (AGRICULTURAL) AND C-2 (COMMERCIAL) TO
R-3 (RESIDENTIAL)

RECOMMENDATION: Approve Ordinance 2021-02 Amending the City's General Plan Future Land Use Map Designation for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Residential) and authorize the Mayor's signature to any necessary documents.

9. CONSIDER APPROVAL OF ORDINANCE 2021-09 AMENDING TITLE 11, CHAPTER 3, SECTION 3 – DEFINITIONS AND TITLE 11, CHAPTER 11, ARTICLE A – COMMERCIAL ZONE C-1 CONDITIONAL USES AS IT RELATES TO ASSISTED LIVING FACILITIES

<u>RECOMMENDATION</u>: Approve Ordinance 2021-09 amending Title 11, Chapter 3, Section 3 – Definitions and Title 11, Chapter 11, Article A – Commercial Zone C-1 Conditional Uses as it relates to Assisted Living Facilities and authorize the Mayor's signature to any necessary documents.

10. <u>CONSIDER APPROVAL OF RESOLUTION 2021R-13 ESTABLISHING AN AUDIT COMMITTEE</u>

<u>BACKGROUND</u>: The Office of the State Auditor has developed a risk assessment model entitled "Fraud Risk Assessment" that provides a basic evaluation of an entity's fraud risk based on the required separation of duties and recommended measures. The Fraud Risk Assessment includes a recommendation that governmental entities create an Audit Committee to assist the governing body in its financial oversight responsibilities; and

<u>RECOMMENDATION</u>: Approve Resolution 2021R-13 establishing an Audit Committee and authorize the Mayor's signature to any necessary documents.

11. <u>CONSIDER APPROVAL OF THE FINAL SUBDIVISION PLAT FOR WOODS</u> COURT SUBDIVISION LOCATED AT APPROXIMATELY 245 NORTH 1000 WEST

<u>BACKGROUND</u>: The applicant is requesting final subdivision plat approval to subdivide the subject properties for a 14-lot single-family subdivision. The proposed subdivision will have a public residential cul-de-sac street that will connect to 1000 West. The Planning Commission heard the request on May 5, 2021 and recommends approval with conditions.

<u>RECOMMENDATION</u>: Approve the Final Subdivision Plat for Woods Court Subdivision located at approximately 245 North 1000 West with the conditions set by the Planning Commission and authorize the Mayor's signature to any necessary documents.

12. <u>CONSIDER APPROVAL OF THE FINAL SUBDIVISION PLAT FOR PINES</u> <u>SUBDIVISION LOCATED AT APPROXIMATELY 1345 SOUTH STATE STREET</u>

<u>BACKGROUND</u>: The applicant is requesting final subdivision plat approval to combine and subdivide subject properties into a 2-lot commercial subdivision. The proposed subdivision does not include new roads or access points for the 2 lots but is simply to combine properties and provide separation for the different business uses. The Planning Commission heard the request on May 5, 2021 and recommends approval with conditions.

<u>RECOMMENDATION</u>: Approve the Final Subdivision Plat for Pines Subdivision located at approximately 1345 South State Street with the conditions set by the Planning Commission and authorize the Mayor's signature to any necessary documents.

13. CONSIDER THE AWARD OF BID FOR THE 500 WEST WATER AND SEWER LINE CONSTRUCTION PROJECT

BACKGROUND: Clearfield City is working with Syracuse City to extend 500 West near Antelope Drive. Phase One of the project includes the installation of the utilities for the 500 West roadway. The scope of the project includes extending the current 10" water main on Antelope Dr. south to the existing 8" water main currently paralleling Barlow Park on 500 West. The project will also include extending the water mains into Jenny Lane and 1900 South. The new water main will be dividing two pressure zones. The contractor will be constructing and installing a new Pressure Reducing Valve Station (PRV Station) to accommodate the two pressure zones. The sewer utilities will be extended from the north end of Barlow Park to about 1850 South allowing for future service connections. Bids were solicited and SkyView Excavation and Grading Inc. was the lowest responsible bidder.

<u>RECOMMENDATION</u>: Approve the award of bid for the 500 West Water and Sewer Line Construction Project to SkyView Excavation and Grading Inc. for the bid amount of \$399,600 with a contingency of \$80,674, for a total project cost of \$480,274; and authorize the Mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report City Councils' Reports City Manager's Report Staffs' Reports

ADJOURN AS THE CITY COUNCIL AND RECONVENE AS THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)

COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) AGENDA

1. <u>CONSIDER APPROVAL OF THE MINUTES FROM THE JUNE 8, 2021 POLICY SESSION AND JUNE 15, 2021 WORK SESSION</u>

PUBLIC HEARING:

2. <u>PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO</u> THE FISCAL YEAR 2021 BUDGET

<u>BACKGROUND</u>: Staff has identified expenditures necessary for CDRA operations which were not included in its current budget. Rich Knapp, Finance Manager, has prepared some proposed amendments for the 2021 fiscal year budget. State law requires a public hearing before the Board approves amendments to the CDRA budget.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

3. <u>CONSIDER APPROVAL OF RESOLUTION 2021R-03 AUTHORIZING AN</u> AMENDMENT TO THE FISCAL YEAR 2021 BUDGET

<u>RECOMMENDATION</u>: Approve Resolution 2021R-03 authorizing an amendment to the fiscal year 2021 budget and authorize the Chair's signature to any necessary documents.

ADJOURN AS THE CDRA

Dated this 17th day of June, 2021.

/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.

CLEARFIELD CITY COUNCIL MEETING MINUTES 7:00 P.M. POLICY SESSION June 8, 2020

City Building 55 South State Street Clearfield City, Utah

PRESIDING: Mark Shepherd Mayor

PRESENT: Kent Bush Councilmember

Vern Phipps Councilmember
Tim Roper Councilmember
Karece Thompson Councilmember

EXCUSED: Nike Peterson Councilmember

STAFF PRESENT: JJ Allen City Manager

Summer Palmer Assistant City Manager

Stuart Williams City Attorney Kelly Bennett Police Chief

Curtis Dickson Community Services Deputy Dir.
Spencer Brimley Community Development Director

Rich Knapp Finance Manager

Trevor Cahoon Communications Coordinator

Nancy Dean City Recorder

EXCUSED: Adam Favero Public Works Director

Eric Howes Community Services Director

VISITORS: Michael Bybee, Aubrie Miller, Matthew Mangum, Paul Nielson, Jenny Nielson, Megan Ratchford, Kathryn Murray

Mayor Shepherd called the meeting to order at 7:03 p.m.

Mayor Shepherd informed the audience that if they would like to comment during the Public Hearing or Open Comment Period there were forms to fill out by the door.

Councilmember Bush led the opening ceremonies.

PUBLIC HEARING TO ALLOW PUBLIC INPUT REGARDING (A) THE ISSUANCE AND SALE OF NOT MORE THAN \$19,500,000 AGGREGATE PRINCIPAL AMOUNT OF SALES TAX REVENUE BONDS, SERIES 2021 (THE "BONDS") AND (B) ANY POTENTIAL ECONOMIC IMPACT THAT THE PROJECT DESCRIBED HEREIN TO BE FINANCED WITH THE PROCEEDS OF THE BONDS ISSUED UNDER THE ACT MAY HAVE ON THE PRIVATE SECTOR; AND ALL RELATED MATTERS

JJ Allen, City Manager, explained on May 11, 2021, the City Council approved Resolution 2021R-08 announcing its intent to issue and sale not more than \$19,500,000 aggregate principal amount of Sales Tax Revenue Bonds, Series 2021. He stated the staff report had been included in the agenda packet and there was an email that was sent to the Council prior to the meeting which had additional information. He noted the issuance of bonds was planned for two purposes which included a majority of it being spent for the infrastructure improvements at the Clearfield Station area to prepare it for private development and an additional \$2,000,000 for beautification and landscaping of the City's freeway interchanges.

Mr. Allen stated staff had initially underestimated the costs associated with the infrastructure improvements; therefore, better cost estimates were received, and a supplement parameters resolution was prepared which would be considered later on the agenda for another \$3,500,000 to make the needed improvements. The purpose of the public hearing was to receive public input on the bond issuance and its potential impact.

Mayor Shepherd opened the public hearing at 7:07 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Roper moved to close the public hearing at 7:08 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

APPROVAL OF THE MINUTES FROM THE MAY 11, 2021 POLICY SESSION

Councilmember Phipps moved to approve the minutes from the May 11, 2021 policy session; as written, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS TO FILL THE VACANCIES ON THE PLANNING COMMISSION

Mayor Shepherd stated the City Council interviewed individuals to fill the Planning Commission vacancies on May 25, 2021. He reported Planning Commissioner Brett McAllister resigned in April 2021 creating a vacancy for a regular member and Commissioner Brogan Fullmer was recently appointed as a regular member which created a vacancy for an alternate position. Mayor Shepherd recommended appointing Megan Ratchford to fill the regular member vacancy and Michael Bybee to fill the remaining term for the alternate member vacancy.

Nancy Dean, City Recorder, swore Megan Ratchford and Michael Bybee into office as members of the Planning Commission.

Councilmember Thompson moved to approve and consent to the Mayor's appointment of Megan Ratchford as a regular member of the Planning Commission with a term expiring February 2025 and Michael Bybee as an alternate member of the Planning Commission with a term expiring February 2022; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

<u>APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS TO</u> FILL THE VACANCIES ON THE PARKS AND RECREATION COMMISSION

Mayor Shepherd indicated the Parks and Recreation Commission currently had three regular member vacancies and one alternate member as well as a vacancy of the Youth Commission representative. He explained the City Council interviewed individuals to fill the Parks and Recreation Commission vacancies on May 25, 2021. He recommended appointing Alyssa Belford, Matthew Mangum and Anthony DeMille to fill the regular members vacancies; Paul Nielson to fill the alternate member vacancy; and Aubrie Miller as the Youth Commission representative.

Nancy Dean, City Recorder, swore Matthew Mangum, Anthony DeMille, Paul Nielson, and Aubrie Miller into office as members of the Parks and Recreation Commission.

Councilmember Phipps moved to approve and consent to the Mayor's appointment of Alyssa Belford as a regular member of the Parks and Recreation Commission with a term expiring December 31, 2022; Matthew Mangum with a term expiring December 31, 2023, and Anthony DeMille with a term expiring December 31, 2023 as regular members of the Parks & Recreation Commission; Paul Nielson as an alternate member of the Parks & Recreation Commission with a term expiring December 31, 2023; and Aubrie Miller as the new Youth Commission representative with a term expiring December 31, 2022; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

APPROVAL OF ORDINANCE 2021-08 AMENDING THE CITY'S CONSOLIDATED FEE SCHEDULE TO ADJUST THE WATER UTILITY RATES AND THE CURBSIDE RECYCLING FEE

Rich Knapp, Finance Manager, stated during budget discussions with the Council, staff identified fees where the City's subsidy was growing year over year. He noted historically the City had been raising water rates every January by three percent; however, Weber Basin Water had been increasing its rates to the City by about seven percent over the past five years. He mentioned the rate increase for water base rate fees would help to keep up with increased costs.

Mr. Knapp commented the City was currently working on a rate fee study which should be available to assist the Council with its decisions regarding rates and recommended increases prior to January 2022. He indicated Waste Management had increased its fee for curbside recycling cans; thus, staff recommended the City's rates for curbside recycling be increased beginning July 1, 2021.

Councilmember Phipps reiterated the fee increases were not a money-making issue but the City needed to increase those fees or it would be losing money. Mr. Knapp stated that was correct. Mayor Shepherd explained the challenge associated with the City's contract for water through the Weber Water Basin District. He acknowledged the State's current water crisis and encouraged residents to conserve water when possible.

Councilmember Bush moved to approve Ordinance 2021-08 amending the City's Consolidated Fee Schedule to amend fees for water utility rates and curbside recycling fees; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

AWARD OF BID FOR THE RESTROOM FACILITIES AT STEED PARK PROJECT

Curtis Dickson, Community Services Deputy Director, stated the City's capital budget for Fiscal Year 2021 (FY21) was recently amended to reappropriate funds to install a new restroom at the pickleball complex at Steed Park. He explained staff solicited bids to install the sewer line and make connection to the main line at 300 North. Three bids were submitted. He acknowledged the lowest responsible bidder was Thurgood Construction with a bid amount of \$104,998.

Mr. Dickson reported the City Council discussed the project during its work session on June 1, 2021. He mentioned there was a draining issue that was discussed, and staff was planning to have the needed work done so the parking lot would drain onto 300 North. He indicated the option was preferred rather than addressing drainage later in the process because it was the best approach for a timely completion after consulting with the City's Public Works department. Mr. Dickson noted based on the work session discussion the project would be completed using the remaining budgeted funds as well as PARAT Tax funds so the project could be finalized as quickly as possible. He reviewed staff's recommendation for the bid award of \$104,998 with contingency of \$21,002 and a total project cost of \$126,000.

Councilmember Bush wondered if the bid award included the storm drain. Mr. Dickson responded yes it would.

Councilmember Roper moved to approve the award of bid for the Restroom Facilities at Steed Park Project to Thurgood Construction for the amount of \$104,998 with a contingency of \$21,002 for a total project cost of \$126,000; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

ADOPTION OF A SUPPLEMENTAL RESOLUTION 2021R-11 OF THE CITY COUNCIL OF CLEARFIELD CITY, UTAH (THE "CITY"), AUTHORIZING THE ISSUANCE AND SALE OF AN ADDITIONAL AMOUNT OF NOT MORE THAN \$3,500,000 AGGREGATE PRINCIPAL AMOUNT OF SALES TAX REVENUE BONDS, SERIES 2021; AND RELATED MATTERS

JJ Allen, City Manager, stated originally when the Council approved the parameters resolution, staff thought the total infrastructure cost including right-of-way acquisition at Clearfield Station would be about \$16 million; however, soon thereafter it was realized the costs would be a few million dollars more. He reported the purpose for the supplement resolution of \$3.5 million was to obtain the additional funds needed. Mr. Allen explained Johnathan Ward, Zions Public Finance, was present via Zoom if there were any questions. He noted the latest information from Zions Public Finance was shared with the Council earlier by email which laid out the anticipated debt schedule. He stated it was not anticipated that the cap of \$23 million would be maxed out because the debt schedule currently planned to bond for a total of \$21,756.00.

Mayor Shepherd asked if the City would have the ability to pay back borrowed funds early if desired. Mr. Allen answered yes, the buyer of the bonds would allow the City to pay back funds not used for construction, on a one-time basis, and it would be allocated proportionately throughout the life of the bonds.

Johnathan Ward, Zions Public Finance, added once the prepayment option was utilized the City would have the option to prepay it in full or in part.

Councilmember Phipps expressed appreciation for the email. He mentioned there had not been time to review it thoroughly, but it had been helpful. Mr. Allen explained many of the details would be worked out with the designated officer; however, he felt the information was worth sharing because of the Council's interest in the matter. He continued it might be another couple of months before everything was wrapped up, but things were looking good.

Councilmember Roper moved to approve Resolution 2021R-11 of the City Council of Clearfield City, Utah authorizing the issuance and sale of not more than \$3,500,000 aggregate principal amount of Sales Tax Revenue Bonds, Series 2021; and related matters; and authorize the Mayor's signature to any necessary documents, seconded by

Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

COMMUNICATION ITEMS

Mayor Shepherd

- 1. Attended the flag lowering ceremony for South Clearfield Elementary in recognition that the school's rebuild was complete. He mentioned Utah Military Academy assisted with the ceremony. He toured the school thereafter with Councilmember Roper.
- 2. Provided an update on the City's Fourth of July parade.

Councilmember Bush

- 1. Participated in awarding the Hope of America Awards to recipients of a few of the City's elementarys for the Kiwanis Club.
- 2. Announced the Kiwanis Club would hold its annual fundraiser golf tournament at Glen Eagle on September 9, 2021.
- 3. Reported on the progress of the North Davis Sewer Board towards awarding a contract for the project to add a new outfall that would discharge directly into Gilbert Bay rather than Farmington Bay.
- 4. Spread woodchips with other councilmembers at Hoggan Park on May 28, 2021

Councilmember Phipps

- 1. Participated in spreading wood chips at Hoggan Park on May 28, 2021.
- 2. Welcomed new appointees.
- 3. Updated the Council on Wasatch Integrated. He reported the recycling market was currently not very good for plastics. He reminded the mattress shredding was planned to resume again in the fall.

Councilmember Roper – thanked new appointees and reported the Youth Commission was a phenomenal group.

Councilmember Thompson

- 1. Announced he would be the moderator for a Town Hall meeting for Juneteenth on Friday, June 11, 2021 at the Weber State University Davis Campus.
- 2. Reported the Mosquito Abatement District Davis needed sprayers.

STAFF REPORTS

JJ Allen, City Manager

- 1. Thanked new appointees of the Commissions for their service.
- 2. Announced the Monthly Report would be sent soon.
- 3. Reminded the Council of the Retreat planned for Friday, June 18, 2021.
- 4. Requested the Council's responses to the code enforcement survey to aid in preparations for the retreat.
- 5. Wished Mayor Shepherd an early happy birthday since it would be tomorrow, June 9th.

Nancy Dean, City Recorder –reviewed the Council's schedule:

- Work Session on June 15, 2021
- Retreat Meeting on June 18, 2021
- Policy Session on June 22, 2021
- No meeting on June 29, 2021

Councilmember Bush moved to adjourn as the City Council and reconvene as the CDRA in policy session at 7:48 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None. Councilmember Peterson was not present for the vote.

The minutes for the CDRA are in a separate location





STAFF REPORT

To: Mayor Shephard and City Council Members

From: Rich Knapp, Finance Manager

Meeting Date: June 22, 2021

Subject: Fiscal Year 2021 Proposed Budget Amendments

Recommended Action

Staff recommends the Mayor and City Council consider the FY2021 proposed budget amendments.

Description / Background

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

The attached table lists proposed expenditures that do not have budget authority, or which exceed FY 2021 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Section 124 to 129.

Corresponding Policy Priorities

- Providing Quality Municipal Services
- Improving Clearfield's Image, Livability, and Economy
- Maintaining a Highly Motivated and Well-Trained Workforce

Hedgehog Score

These amendments were not scored.

Fiscal Impact

The proposed General Fund amendments net use of unrestricted fund balance total \$68,750. This would bring the total budgeted use of General Fund reserves/available cash for FY21 to \$2,318,750. The FY20 ending available cash was \$3.6 million over the 25%.

Alternatives

Some of the recommended amendments are due to expenditures that have already been incurred and/or authorized consistent with previous discussions with the City Council and should consequently be approved. Others are recommended for approval but are more discretionary and could be removed from the final list.

Schedule / Time Constraints

The budget is typically amended in December or January, and again in June.

List of Attachments

- FY2021 Budget Amendment Items Worksheet
- Resolution 2021R-12

FY2021 Budget Amendment Items

Fund Division	Division #	Account	Expense Account Title	Expense Adjust	Description	Hoglet High 18-24	Source Account Title	Source Adjustment
General Fund								
IΤ	104142	674003	Equipment Purchases	20,000	Unforseen camera repair or replace in several parks Kiwanis, Steed, Fisher, Rail Trail, Barlow		Fund Balance	20,000
Patrol and Investigations	104212	674003	Vehicle Replacement	48,750	Totaled police vehicle		Fund Balance	48,750
Parks	104521	673001	Capital Project	26,824	Central Irrigation Control- (offsetting revenue) rebate monies to finish the project		Revenue	28,824
Parks	100000	369001	Capital Project	(26,824)	Central Irrigation Control Rebate		Revenue	(26,824)
General Fund	100000	364001	Sale of Assets	(691,223)	Higher land sale price than budget (current \$1.99M) total land sale revenue =\$2,703,425			(691,223)
CDRA Fund EDA #3	204623	673001	Capital Project	120,000	UTA Match Clearfield Station Frontrunner Trail		EDA Balance	120,000

CLEARFIELD CITY RESOLUTION 2021R-12

A RESOLUTION APPROVING AND ADOPTING AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

WHEREAS, Clearfield City has identified some expenditures that are necessary for City operations which were not included in its current budget; and

WHEREAS, the Utah State Code allows the City Council to make adjustments to the budget; and

WHEREAS, after providing proper notice, a public hearing concerning this matter was held and the public was given an opportunity to be heard; and

WHEREAS, the City Council has carefully evaluated and considered the proposed budget amendments and finds them to be prudent and necessary for the good of the City;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that the amendments to the Clearfield City budget beginning July 1, 2020 and ending June 30, 2021 (FY21) as set forth in Exhibit "A", which is attached hereto and incorporated herein by this reference, are hereby authorized and approved.

The Mayor is further authorized to sign any documents reflecting those amendments.

Passed and adopted at the Clearfield City Council meeting held on Tuesday, June 22, 2021.

ATTEST	CLEARFIELD CITY CORPORATION
Nancy R. Dean, City Recorder	Mark R. Shepherd, Mayor
<u>VC</u>	OTE OF THE COUNCIL
AYE:	
NAY:	



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: Tuesday, June 15, 2021

SUBJECT: Discussion on **GPA 2021-050035**, a general plan amendment request by John Warnick

with Destination Homes to change the designation on approximately 4.73 acres of the subject properties from Commercial to Residential. **Location:** 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023). **Total Project Area:** 12.193 Acres. **Staff:** Brad McIlrath

(Legislative Action).

Discussion on **RZN 2021-050035**, a zoning map amendment request by John Warnick with Destination Homes to rezone the subject properties from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Residential). **Location:** 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023). **Total Project Area:** 12.193 Acres. **Staff:** Brad McIlrath

(Legislative Action).

PLANNING COMMISSION RECOMMENDATION

On June 2, 2021, the Clearfield Planning Commission forwarded a recommendation of approval of **GPA 2021-050035** and **RZN 2021-050035** for the proposed general plan amendment and zoning map amendment as requested. The zoning map amendment was made conditional upon approval of a development agreement, but the general plan amendment did not include the condition of a development agreement as the Planning Commission was comfortable with the land use designation change regardless of the zoning. With the R-3 Zone designation change, the Planning Commission did want to ensure with a development agreement, that the proposed project concept be what is constructed.

DESCRIPTION / BACKGROUND

The applicant is requesting the proposed general plan and zoning map amendments for the subject properties to be combined for the purpose of single-family residential development. The vision for the development is to provide a unique single-family development that would be the first of its kind in Davis County and only has been constructed in the Daybreak community in South Jordan. The concept with development standards is attached to this report. The developer is requesting approval of the general plan and zoning map amendments subject to a development agreement that outlines the future development of the subject properties consistent with the

proposed concept. Previously the developer requested a general plan amendment and zoning map amendment for the purpose of developing the subject properties with townhomes. The applicant withdrew the requests prior to the City Council taking action and reevaluated the proposal and is now proposing small-lot single-family homes instead of townhomes.

General Plan Amendment

The Clearfield City General Plan designates the future land use for the central area of the request as residential with the parcels along 1600 South and those with 1000 West frontage designated as commercial. Except for the two parcels along 1600 South, all the properties included in this general plan amendment and rezone include residential uses and each property at some point has been used for agricultural purposes. The two commercial parcels have been vacant and undeveloped for several years. At this time, they are mostly used as storage for the agricultural uses to the north which are under common ownership and use.

The general plan supports continual evaluation of future land use designations and zones based on a comprehensive understanding of the area and the potential impacts of future uses. The future use of these properties as residential rather than commercial is supported by development trends and a decreased need for commercial/retail land. These parcels are located north of the commercial area developed around the intersection of Antelope Drive and 1000 West (entirety of commercial area is in both Clearfield and Syracuse. Northeast corner in Clearfield and the South and Southwest corners in Syracuse). With limited visibility from the commercial corridor of Antelope Drive and the need to support commercial areas with nearby residential households, the requested general plan amendment for the project area is supported by the goals and objectives of the Clearfield City General Plan.

Zoning Map Amendment (Rezone)

The zoning map amendment portion of this request is to rezone the subject properties from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Residential). The R-3 zone allows a density of sixteen (16) units to the acre and allows single-family, two-family, and multi-family dwellings. The intent to develop this project area with small lot single-family dwellings at a density of 8.28 units to the acre would be a consistent land use pattern for low-medium density residential on the periphery of this commercial area to the south.

As stated above, staff believes the construction of additional housing in this area will support the existing commercial uses. This residential development pattern at the edges of the commercial area will support the commercial area and serve as a compatible transition between the commercial to the low-density single-family neighborhoods in the area.

Based upon this analysis of the general plan amendment and zoning map amendment, staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the general plan amendment and the zoning map amendments.

PUBLIC COMMENT

A property notice was posted on May 17, 2021 with mailed notices also sent May 20, 2021. A public hearing notice legal ad was posted on the Utah State public notice website and in the local newspaper the weekend of May 22nd and 23rd. To date, one concern from a Syracuse resident along 1000 West was submitted online regarding the future access for the development. The resident recommends that any new street connections to 1000 West be in line with 1475 South to the west.

At the Planning Commission Public Hearing, the owner of the childcare business to the south, Monica Gailey, along with one of her employees voiced opposition to the proposed amendments and project concept. The opposition included concerns for child safety and security for the business.

The business manager of the 7-Eleven located at the corner of 1000 West and Antelope Drive voiced his support of the amendments and project concept. He indicated that additional households in this area will support the local businesses.

GENERAL PLAN ANALYSIS

The Clearfield City General Plan outlines the overall community vision and provides land use guidelines located in Chapter 2 - Land Use Element, which should be followed throughout the City. Chapter 3 – Transportation, addresses goals and policies to ensure balance between future transportation needs that come with future land use development. The following three sections are an analysis of the land use guidelines, the applicable land use goal and policy, and transportation aspects of the General Plan.

A. Land Use Guidelines

Land Use Guideline Staff Analysis The proposed general plan and zoning map amendments will allow for additional housing 1. The identity of Clearfield City opportunities that will be within proximity of the should be strengthened by land commercial area to the south. The additional housing uses which improve the image will allow greater access for pedestrians and of the community and foster a encourages walkability to the commercial center. positive, healthy living Development consistent with the proposed concept environment conducive to longwould improve the image of the community and term residency. foster a healthy living environment that is conducive to long-term residency.

2.	The relationship of planned uses should reflect consideration of existing development, environmental conditions, service and transportation needs, and fiscal impacts.	The proposes low to medium density single-family development will be supportive of local businesses in the area. The walkable design of the neighborhood helps improve the environmental conditions by reducing the need for automobile transportation and the associated air pollution. Locating housing near commercial areas provides a horizontal mixed-use area that further supports walkability and lessens the impact on the transportation infrastructure.
3.	Redevelopment should emphasize the reuse of developed areas and existing community resources in such a way as to increase the livability and aesthetics of the City.	The mix of housing types and uses in this area provides an increased level of livability for residents and supports the long-term viability and sustainability of this area of the City.
4.	The Land Use Plan should provide for a full range and mix of land uses including residential, commercial, manufacturing, and public use areas.	Rezoning this property will continue the support of mixing land uses in this area with a mix of housing options along to support the local businesses and services.
5.	Transitions between differing land uses and intensities should be made gradually with compatible uses, particularly where natural or man-made buffers are not available. Adequate screening and design should be provided to protect existing residential areas form more intense land uses.	The transition of single-family low density residential to medium-density single-family residential and eventually medium-density residential adjacent to the commercial area is supported by this land use guideline. The development standards of the zoning ordinance as well as standards that can be articulated in a development agreement can ensure appropriate buffering and screening between the transitions of these different land uses.
6.	Development approval should be tied to the construction of culinary water, sewer, storm	If the rezone is approved, the specific design and location of utility connections for this type of development would be reviewed for approval with submittal of construction documents. Clearfield City

drainage, and circulation systems.	would likely require the looping of the culinary water lines and providing proper circulation to improve water quality for the area and this development. Based upon a review of the existing infrastructure in the area, the additional housing units and utility improvements can be supported.
7. Density increases should be considered only after adec infrastructure and resource availability have been sufficiently demonstrated.	accommodate the current and future residences in this area. As with every development, infrastructure improvements may be required of the developer to
8. An interconnecting public space system should be provided, including pedest linkages, recreational area natural areas, on-road cyclestics, and drainage was	space system. Residential development of this property may serve as a catalyst to support additional open space and trail connections along the Utah Power and Light corridor. The concept proposal
9. Commercial and manufact uses should be highly acce clustered near the center of their service areas, and developed in harmony wit uses and character of surrounding districts.	Not applicable. The commercial uses in this area are clustered to the center of the service area as much as
10. The Land Use Plan should promote and encourage louse patterns that provide quality of life to all and offichoice in mobility and transportation.	a high and transportation. Due to the location of the

	commercial businesses promotes a high quality of life.
11. The remaining vacant properties in the City should be developed at their highest and best use to maximize their value to the landowner and the City.	The highest and best use of property is driven by market demands and realities. Development with medium-density single-family residential uses will maximize the value of the property for the landowner and will provide a greater tax base for fiscal sustainability for the City. This development type will be more efficient in the use of public utilities and will provided additional housing opportunities than if developed with large-lot low-density single-family homes.
12. The quality and usefulness of parks and open space should be maximized. Open spaces that are small, inaccessible, difficult to maintain, or encumbered by utilities, drainage basins, or excessive slopes should not be encouraged.	Development of the property at this scale will provide additional housing opportunities along with privately owned open spaces that will serve the development. Additional housing in this area can lead to the support of additional trails and open spaces in the area.
13. Manufacturing and industrial activities should be limited to those areas already zoned for such uses.	Not applicable.
14. Properties registered with the County or State for agricultural or industrial protection should be recognized by the City to allow such land uses.	The properties have been used residentially and for agricultural purposes. The majority landowner has sought to develop the agricultural land for some time and as such is willing to discontinue the agricultural use of the land.
15. Land use decisions should be based on a comprehensive understanding of their effects on the environment and surrounding areas.	Development of a mix of residential densities and commercial, civic, and open space intensities in centers is highly encouraged and supported by the Wasatch Choice 2050 Vision. Development of mixed-use neighborhood centers encourages walkability,

B. Goals and Policies of Land Use

The General Plan includes four land use goals with policies and implementation measures associated with each. Out of the four goals, Goal 4 most closely aligns with the general plan and zoning map amendment requests and is provided as part of the following analysis.

Goal 4: Revitalize Neighborhoods and Commercial Districts with a focus on a Downtown Core.

Policy: Encourage redevelopment and renovation of deteriorating neighborhoods and commercial districts.

<u>Implementation Measure #1:</u> Facilitate the redevelopment of downtown Clearfield City through public-private partnerships. Continue funding of the Façade and Site Improvement Grant program for downtown businesses. Incentivize redevelopment of the downtown area by using tax increment financing.

<u>Implementation Measure # 2:</u> Create land use ordinances that allow and encourage infill redevelopment. Envision downtown as public places that have the potential to become destinations for pedestrians.

<u>Implementation Measure #3:</u> Prioritize code enforcement and property maintenance throughout the City. Hold regular coordination meetings with code enforcement and the planning office, to ensure compliance with City ordinances.

<u>Implementation Measure #4:</u> Adopt small area (district) plans to focus on neighborhoods and provide specific goals and strategies to enhance the positives and improve upon those items of concern.

<u>Implementation Measure #5:</u> Encourage the mixing of uses along a corridor, including jobs and housing in close proximity to one another.

This goal, policy, and implementation measure has a specific focus on creating a downtown core but also encourage redevelopment and investment to local neighborhoods and commercial districts. The policy associated with this goal is applicable to this neighborhood as there is a need to support existing and future residential uses with neighborhood commercial uses. Although households in the area cannot be forced to support the local commercial, with additional housing

opportunities coming to this area the viability for long-term sustainability of local businesses will increase.

CORRESPONDING POLICY PRIORITY (IES)

Improving Clearfield's Image, Livability and Economy

The proposed general plan and zoning map amendments will improve *Clearfield's Image, Livability, and Economy* by providing an additional residential opportunities and an improvement to an undeveloped property. The additional households will support the local economy with proximity to the commercial center to the south. The proposed change is consistent with the area and surrounding land uses.

STAFF RECOMMENDATION; FININDS & CONCLUSION

Based upon analysis of the request and the Clearfield City General Plan, Planning Commission recommends that the City Council **APPROVE** the proposed general plan and zoning map amendments. The Planning Commission recommendation is based upon the analysis outlined in the staff report and the following findings:

- 1. The proposed general plan and zoning map amendment is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan.
- 2. The proposed general plan and zoning map amendments are necessary to encourage the highest and best use of the land.
- 3. Development of this property with a low to medium-density residential use is consistent with the development patterns in the area.
- 4. This development pattern will provide additional households within a closer distance to supportive commercial uses in the area further supporting the local economy and reducing travel distances for residents of the residential development.
- 5. Sections 11-1-16 and 11-9E-13 D of Clearfield Municipal Code allows for the use of developments agreements to further outline development standards and allow for some modifications of existing zoning standards if deemed necessary by the Planning Commission and City Council.

FISCAL IMPACT

None

ALTERNATIVES

The City Council may discuss and/or recommend an alternative to that of the Planning Commission's recommendation.

SCHEDULE / TIME CONSTRAINTS

The proposed changes are scheduled for review by the City Council in the Policy Session on June 22, 2021.

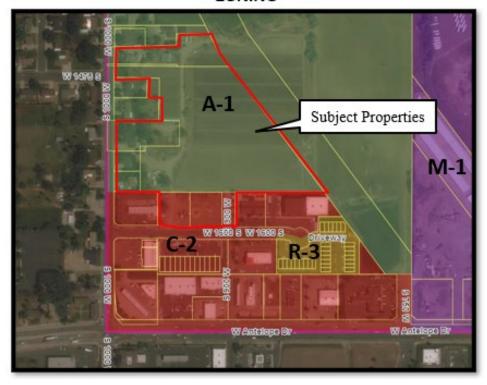
LIST OF ATTACHMENTS

- 1. General Plan Map
- 2. Zoning Map
- 3. Legal Description
- 4. Title Survey
- 5. Single-Family Development Concept Plans
- 6. Online Comment Form

GENERAL PLAN



ZONING





SURVEYOR'S CERTIFICATE

I, Keith R. Russell, do hereby represent that I am a Professional Land Surveyor and that I hold Certificate no. 164386 as prescribed by the laws of the State of Utah and I have made a survey of the following described property. The Basis of Bearing is as noted on the drawing portion of this survey from a found Davis County Witness Corner for the Southwest Corner of Section 11 and a back site to the West Quarter Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian.

To: Discovery Development, L.L.C., a Utah limited liability company, Steven Frey and Janet Frey, Con Jared Wilcox and Michelle E. Wilcox, husband and wife as joint tenants; Con L. Wilcox and Jerilyn Wilcox, aka Jerilyn J. Wilcox, husband and wife as joint tenants; and Wilcox Farms, L.C., all as their respective interests may appear, Cottonwood Title Insurance Agency, inc., and Old Republic Title:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items: 1, 4, 8, 11 and 13 of Table A thereof. The field work was completed on September 30, 2020 with a subsequent site visit on October 13,

Date of Plat of Map: Keith R. Russell License no. 164386

Deed Parcel Descriptions

Deed Parcel 1: Wilcox Farms LC Legal Description

2020.

Tax ID Parcel No. 12-391-0011 All of Lot 11, Wilcox Farms Amended, a Subdivision recorded on May 22, 2000, as Entry No. 1593382, in Book 2650 at Page 920 in the office of the Davis County Recorder.

Contains 25,814 square feet, 0.593 acres.

Deed Parcel 2: Wilcox Farms LC Legal Description Tax ID Parcel No. 12-391-0012

All of Lot 12, Wilcox Farms Amended, a Subdivision recorded on May 22, 2000, as Entry No. 1593382, in Book 2650 at Page 920 in the office of the Davis County Recorder.

Contains 25,953 square feet, 0.596 acres.

Deed Parcel 3: Wilcox Farms LC Legal Description

Tax ID Parcel No. 12-391-0015

All of Lot 15, Wilcox Farms Amended, a Subdivision recorded on May 22, 2000, as Entry No. 1593382, in Book 2650 at Page 920 in the office of the Davis County Recorder.

A portion of Lot 15, Wilcox Farms Amended described as follows: Beginning at an interior corner of said Lot 15, said point being North 0°07'41" East 868.65 feet, (868.00 feet by deed) along the section line and South 89°52'19" East 159.00 feet to and along the south line of said Lot 15 from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running; Thence North 0°07'41" East 22.00 feet along a west line to a Northwest Corner of said Lot 15;

Thence South 89°52'19" East 24.00 feet along a north line of said Lot 15; Thence South 0°07'41" West 22.00 feet;

Thence North 89°52'19" West 24.00 feet to the point of beginning.

Lot 15 Contains 365,356 square feet less Exception Parcel of 528 square feet or 364,831 square feet, 8.375 acres.

Deed Parcel 4:

Con and Jerilyn Wilcox Tax ID Parcel No. 12-391-0023

A portion of Lot 15, Wilcox Farms Amended described as follows: Beginning at an interior corner of said Lot 15, said point being North 0°07'41" East 868.65 feet, (868.00 feet by deed) along the section line and South 89°52'19" East 159.00 feet to and along a south line of said Lot 15 from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running; Thence North 0°07'41" East 22.00 feet along a west line to a Northwest Corner of said Lot 15;

Thence South 89°52'19" East 24.00 feet along a north line of said Lot 15; Thence South 0°07'41" West 22.00 feet;

Thence North 89°52'19" West 24.00 feet to the point of beginning.

Contains 528 square feet, 0.012 acres

Deed Parcel 5:

Con Jared and Michelle E. Wilcox

Tax ID Parcel No. 12-065-0005 Beginning at a point 868 feet North from the Southwest Corner of the Southwest Quarter of Section 11, Township 4 North, Range 2 West, Salt Lake Meridian, and running;

Thence East 159 feet; Thence North 22 feet:

Thence East 190 feet;

Thence North 123 feet; Thence West 349 feet;

Thence South 145 feet to the point of beginning. Contains 46,425 square feet, 1.066 acres.

Deed Parcel 6:

Con and Jerilyn Wilcox Tax ID Parcel No. 12-065-0186

Beginning at a point on a south line of Lot 15, Wilcox Farms Amended, a Subdivision recorded on May 22, 2000, as Entry No. 1593382, in Book 2650 at Page 920 in the office of the Davis County Recorder, said point being North 0°07'41" East 1219.79 feet along the section line to the extension of a south line of said Lot 15 and South 89°52'19" East 190.31 feet to and along a south line of said Lot 15 from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running;

Thence South 89°52'19" East 59.68 feet along a south line to an interior corner of said Lot 15; Thence South 0°07'41" West 96.14 feet along a west line of said Lot 15;

Thence North 89°52'19" West 59.68 feet;

Thence North 0°07'41" East 96.14 feet to the point of beginning.

Contains 5,738 square feet, 0.132 acres.

Deed Parcel 7: Con and Jerilyn Wilcox

Tax ID Parcel No. 12-065-0086 Beginning at a Northwest Corner of Lot 15, Wilcox Farms Amended, said point being on the east line of 1000 West Street North 0°07'41" East 1275.79 feet, (1275.70 feet by deed) along the section line and

South 89°52'19" East 33.00 feet from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running; Thence North 0°07'41" East 4.00 feet along the east line of 1000 West Street:

Thence South 89°52'19" East 303.00 feet;

Thence South 0°07'41" West 4.00 feet to the north line of said Lot 15; Thence North 89°52'19" West 303.00 feet along the north line of said Lot 15 to the point of beginning.

Contains 1,212 square feet, 0.028 acres. Deed Parcel 8:

Con and Jerilyn Wilcox

Tax ID Parcel No. 12-065-0104

Beginning at a point on the east line of 1000 West Street, said point being North 0°07'41" East 1279.79 feet, (1279.70 feet by deed) along the section line and South 89°52'19" East 33.00 feet from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running;

Thence North 0°07'41" East 87.26 feet along the east line of 1000 West Street; Thence South 88°25'20" East 303.91 feet;

Thence North 0°07'41" East 55.43 feet: Thence North 89°38'30" East 158.55 feet to the westerly line of the Utah Power and Light Company Corridor; Thence South 27°09'00" East 92.14 feet along the westerly line to an angle point in the westerly line of the Utah Power and Light Company Corridor,

Thence South 36°41'00" East 96.04 feet along the westerly line of the Utah Power and Light Company Corridor to the Northeast Corner of said Lot 15; Thence North 89°52'19" West 258.32 feet along the north line of said Lot 15;

Thence North 0°07'41" East 4.00 feet;

Thence North 89°52'19" West 303.00 feet to the point of beginning. Contains 60,531 square feet, 1.390 acres.

Deed Parcel 9:

Jason R. and Shelby Holmes Tax ID Parcel No. 12-065-0096

Beginning at a point North 0°07'41" East 769.4 feet along the section line and South 89°52'19" East 33.00 feet from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Meridian, and running;

Thence South 89°52'19" East 125 feet; Thence North 0°07'41" East 98.59 feet;

Thence North 89°52'19" West 125 feet to the east line of a street;

Thence South 0°07'41" West 98.59 feet along said street to the point of beginning. Contains 12,324 square feet, 0.283 acres.

Deed Parcel 10:

Steven and Janet Frey Tax ID Parcel No. 12-065-0091

Beginning at a point North 0°07'41" East 768.4 feet and East 33.00 feet from the Southwest Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Meridian, and running;

Thence South 0°07'41" West 98.59 feet; Thence East 125 feet;

Thence North 0°07'41" East 98.59 feet;

Thence West 125 feet to the point of beginning Contains 12,323 square feet, 0.283 acres.

Total Parcel Description to Destination Homes (Combined Description of All Deed Parcels

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Less a Portion of 12-065-0005, 12-065-0086 and 12-065-0104)
Beginning at the Northwest Corner of Lot 10, Wilcox Farms Amended, a Subdivision recorded on May 22, 2000, as Entry No. 1593382, in Book 2650 at Page 920 in the office of the Davis County Recorder,
said point being North 0°07'41" East 670.81 feet along the section line to the extension of the north line of said Lot 10 of Wilcox Farms Amended and South 89°52'19" East 33.00 feet from the Southwest
Corner of Section 11, Township 4 North, Range 2 West, Salt Lake Base and Meridian, and running;
Thence North 0°07'41" East 197.84 feet along the east line of 1000 West Street;
Thence North 89°52'19" West 33.00 feet to the center line of 1000 West Street and being on the section line;
Thence North 0°07'41" East 145.00 feet along the center line of 1000 West Street and the section line to the extension of a north line of Lot 15 of said Wilcox Farms Amended;
Thence South 89°52'19" East 250.00 feet to and along the north line to an interior corner of Lot 15 of said Wilcox Farms Amended;
Thence North 0°07'41" East 110.00 feet along a west line of Lot 15 of said Wilcox Farms Amended;
Thence North 89°52'19" West 59.68 feet:
Thence North 0°07'41" East 96.14 feet to a south line of Lot 15 of said Wilcox Farms Amended;
Thence North 89°52'19" West 157.31 feet along the south line to a Southwest Corner of Lot 15 of said Wilcox Farms Amended and being on the east line of 1000 West Street;
Thence North 0°07'41" East 147.26 feet along the west line of said Wilcox Farms Amended and beyond, also being on the east line of 1000 West Street to a fence line;
Thence North 88°17'51" East 303.91 feet along a fence line to a fence corner post;
Thence North 0°07'41" East 55.32 feet along a fence line to a fence corner post;
Thence North 89°32'25" East 158.16 feet along a fence line to the westerly line of the Utah Power and Light Company Corridor;
Thence South 27°09'00" East 91.16 feet along the westerly line to an angle point in the westerly line of the Utah Power and Light Company Corridor;
Thence South 36°41'00" East 851.68 feet along the westerly line of the Utah Power and Light Company Corridor and also to and along the easterly line to the Southeast Corner of Lot 15 of said Wilcox
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Thence southwesterly 23.56 feet along the arc of a 15.00 foot radius curve to the right, (center bears North 89°59'50" West and long chord bears South 45°00'10" West 21.21 feet, with a central angle of 90°00'00") along the southeasterly line of Lot 12 of Wilcox Farms Amended and the west line of 900 West Street to the north line of 1600 South Street: Thence North 89°59'50" West 206.51 feet along the south line of Lot 12 to and along the south line of Lot 11 of said Wilcox Farms Amended and being on the north line of 1600 South Street; Thence northwesterly 40.20 feet along the arc of a 270.275 foot radius curve to the right, (center bears North 0°00'10" East and long chord bears North 85°44'12" West 40.16 feet, with a central angle of 8°31'16") along the south line of Lot 11 of said Wilcox Farms Amended and also being on the north line of 1600 South Street;

8°31'16") along the south line to the Southwest Corner of Lot 11 of said Wilcox Farms Amended and also being on north line of 1600 South Street; Thence North 0°00'10" East 161.62 feet along the west line to the Northwest Corner of Lot 11 of said Wilcox Farms Amended and being on the south line of Lot 15 of said Wilcox Farms Amended; Thence North 89°52'19" West 210.68 feet along the south line of Lot 15 and beyond, also being on the north line of Lot 10 of said Wilcox Farms Amended to the point of beginning. Contains 555,205 square feet, 12.746 acres.

Thence northwesterly 49.04 feet along the arc of a 329.725 foot radius curve to the left, (center bears South 8°31'26" West and long chord bears North 85°44'12" West 48.99 feet, with a central angle of

Thence North 89°52'19" West 492.90 feet along the south line of Lot 15 to the Northeast Corner of Lot 12 of said Wilcox Farms Amended and being on the west line of 900 West Street;

Thence South 0°00'10" West 152.56 feet along the east line of Lot 12 of said Wilcox Farms Amended and also being on west line of 900 West Street;

Notes:

NEED AN UPDATED TITLE REPORT OF ALL DEED PARCELS FOR FINAL REVIEW BEFORE STAME AND SIGNATURE CERTIFICATION CAN BE ADDED. FEBRUARY 15, 2021.

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1) For conditions of record not shown hereon as well as specific references to items in the title report, please refer to a Title Report provided by Cottonwood Title Insurance Agency, Inc., under File
  Number 134538-JCP, dated September 16, 2020. Also a Title Report provided by Cottonwood Title Insurance Agency, Inc., under File Number 135333-TOF, dated October 7, 2020.
2) Title Report provided by Cottonwood Title Insurance Agency, Inc., under File Number 134538-JCP, dated September 16, 2020. See notes below from no. 3 to no. 27.
3) Schedule B-2, items no. 1 -8 are general exception notes and cannot be plotted on the drawing.
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4) 3) Schedule B-2, item no. 9 refers to property taxes and cannot be plotted on the drawing. 5) Schedule B-2, item no. 10 states that the land is included within the boundaries of Clearfield City, Weber Basin Water Conservancy District, Davis County Mosquito Abatement District, North Davis Sewer District, North Davis Fire District, and is subject to any and all charges and assessments levied thereunder and cannot be plotted on the drawing.

6) Schedule B-2, item no. 11 refers to minerals of whatsoever kind, surface and sub-surface and cannot be plotted on the drawing. 7) Schedule B-2, item no. 12 refers to the claim, right, title or interest to water of water rights and cannot be plotted on the drawing.

8) Schedule B-2, item no. 13 refers to Easements of record that are shown on the recorded plat of Wilcox Farms Amended, recorded on May 22, 2000 as Entry no. 1593382 in Book 2650 at Page 920 of

9) Schedule B-2, item no. 14 refers to the effect, if any, of easements and rights-of-way for existing roads, streets, alleys, ditches, reservoirs, utilities, canals, pipelines and power, telephone, sewer, gas or water lines, which may be ascertained by an inspection or survey of the subject Land. Such items observed during the field work, inspection and preparation of the Map of Survey are shown hereon. 10) Schedule B-2, items no. 15 is a Right of Way in favor of Pacificorp, an Oregon corporation, d/b/a Rocky Mountain Power and is plotted on the drawing. 11) Schedule B-2, item no. 16 refers to a Declaration of Restrictions and cannot be plotted on the drawing. This document is a Blanket Easement which includes Lot 11 and 12 within the recorded plat of Wilcox Farms Amended

12) Schedule B-2, item no. 17 is south of the property adjacent to 1700 South Street and is not within the subject property. Therefore nothing is plotted on the survey.

13) Schedule B-2, item no. 18 is south of the property and is not within the subject property. Therefore nothing is plotted on the survey. 14) Schedule B-2, item no. 19 is south of the property and is not within the subject property. Therefore nothing is plotted on the survey.

15) Schedule B-2, item no. 20 is south of the property and is not within the subject property. Therefore nothing is plotted on the survey.

16) Schedule B-2, item no. 21 refers to a Declaration of Restrictions and cannot be plotted on the drawing. This document is a Blanket Easement which includes Lot 11 and 12 within the recorded plat of Wilcox Farms Amended.

17) Schedule B-2, item no. 22 refers to a Declaration of Restrictions and cannot be plotted on the drawing. This document is a Blanket Easement which includes Lot 11 and 12 within the recorded plat of Wilcox Farms Amended. 18) Schedule B-2, item no. 23 refers to a Declaration of Restrictions and cannot be plotted on the drawing. This document is a Blanket Easement which includes Lot 11 and 12 within the recorded plat of

19) Schedule B-2, item no. 24 refers to a Declaration of Restrictions and cannot be plotted on the drawing. This document is a Blanket Easement which includes Lot 11 and 12 within the recorded plat of

Wilcox Farms Amended. 20) Schedule B-2, item no. 25 if Notice of Interest claim and the portion of this notice that is within the property is shown on the drawing.

21) Schedule B-2, items no. 26 - 28 refer to the 1969 Farmland Assessment Act and cannot be plotted on the drawing. 22) Schedule B-2, item no. 29 refers to a missing document reference in Affidavit of Survivorship and cannot be plotted on the drawing.

23) Schedule B-2, item no. 30 is a Deed of Trust and cannot be plotted on the drawing. 24) Schedule B-2, item no. 31 is a Deed of Trust and cannot be plotted on the drawing.

25) Schedule B-2, item no. 32 refers to Rights of tenants in the Land and cannot be plotted on the drawing.

26) Schedule B-2, item no. 33 refers to discrepancies, conflicts in the boundary lines, shortages in area, encroachments, or any other facts which an ALTA / NSPS Survey may disclose. 27) Schedule B-2, item no. 34 refers to past due taxes and cannot be plotted on the drawing.

28) Title Report provided by Cottonwood Title Insurance Agency, Inc., under File Number 135333-TOF, dated October 7, 2020. See notes below from no. 29 to no. 34.

29) Number 1 refers to property taxes and cannot be plotted on the drawing.

30) Number 2 states that the land is included within the boundaries of Clearfield City, Weber Basin Water Conservancy District, Davis County Mosquito Abatement District, North Davis Sewer District,

North Davis Fire District, and is subject to any and all charges and assessments levied thereunder and cannot be plotted on the drawing. 31) Number 3 refers to the effects, if any, of easements and rights-of-way for existing roads, streets, alleys, ditches, reservoirs, utilities, canals, pipelines, and power, telephone, sewer, gas or water lines,

which be ascertained by an inspection or survey of the subject Land. The items referenced above know by inspection of the land or of record are shown on the drawing. There may be effects of the items referenced above that are not know by either record or inspection. 32) Number 4 refers to Right of Way and Utility Easement, including any presumed right, privilege and authority benefiting the corresponding Utility Company for overhead transmissions lines (including

all appurtenant posts, poles, anchors, cables, guy wires and fixtures), to construct, operate, maintain and remove equipment and other facilities, from time to time, upon, over and along the Westerly boundary of the subject Land, as evidenced by a visual inspection and those items visible by physical inspections on the Westerly boundary of the subject property are shown on the drawing. 33) Number 5 refers to a Right of Way Easement in favor of Mountain States Telephone and Telegraph Company recorded October 24, 1918, as Entry no. 27693, in Book F, at Page 302 and cannot be plotted on the drawing not being specifically disclosed in the document. 34) Number 6 refers to a Deed of Trust and cannot be plotted on the drawing.

35) The below items 36 - 40 reference Table A of the ALTA NSPS Land Title Survey Requirements. 36) Item no. 1 of Table A; Property Corners have been set on all angle points of boundary lines on this survey.

37) Item no. 4 of Table A; The gross land area is 495,815 square feet, or 11.382 acres.

38) Item no. 8 of Table A: Substantial features observed are shown on the drawing. 39) Item no. 11 Observed evidence of utilities are shown on the drawing.

40) Item no. 13 of Table A; Names of adjoining owners and tax id no.'s are shown on the drawing.



LAYTON 919 North 400 West Layton, UT 84041

Phone: 801.547.1100 SALT LAKE CITY

TOOELE Phone: 435.843.3590

Phone: 801.255.0529

CEDAR CITY Phone: 435.865.1453 RICHFIELD

Phone: 435.896.2983

WWW.ENSIGNENG.COM

DESTINATION HOMES 67 South Main Street, Suite 300 LAYTON, UT 84041 JOHN WARNICK

PHONE: 801-593-9993

ERTY PROPI RVE S **TION HOME** 500 AND **DESTIN** NSPS 2

CRIDDLE

ALTA/NSPS LAND TITLE SURVEY PARCEL MAP

2/19/21 A.SHELBY K.RUSSELL

PROJECT MANAGER C.PRESTON



LAYTON 919 North 400 West Layton, UT 84041 Phone: 801.547.1100

SALT LAKE CITY Phone: 801.255.0529

TOOELE Phone: 435.843.3590 CEDAR CITY

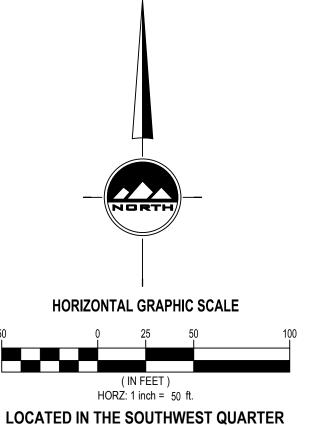
Phone: 435.865.1453 RICHFIELD Phone: 435.896.2983

WWW.ENSIGNENG.COM

DESTINATION HOMES 67 South Main Street, Suite 300 LAYTON, UT 84041 CONTACT: JOHN WARNICK

PHONE: 801-593-9993

PROPERTY RVEY **ATION HOMES** AND AND DESTINA NSPS L 2 CRIDDLE AL



OF SECTION 11

TOWNSHIP 4 NORTH, RANGE 2 WEST

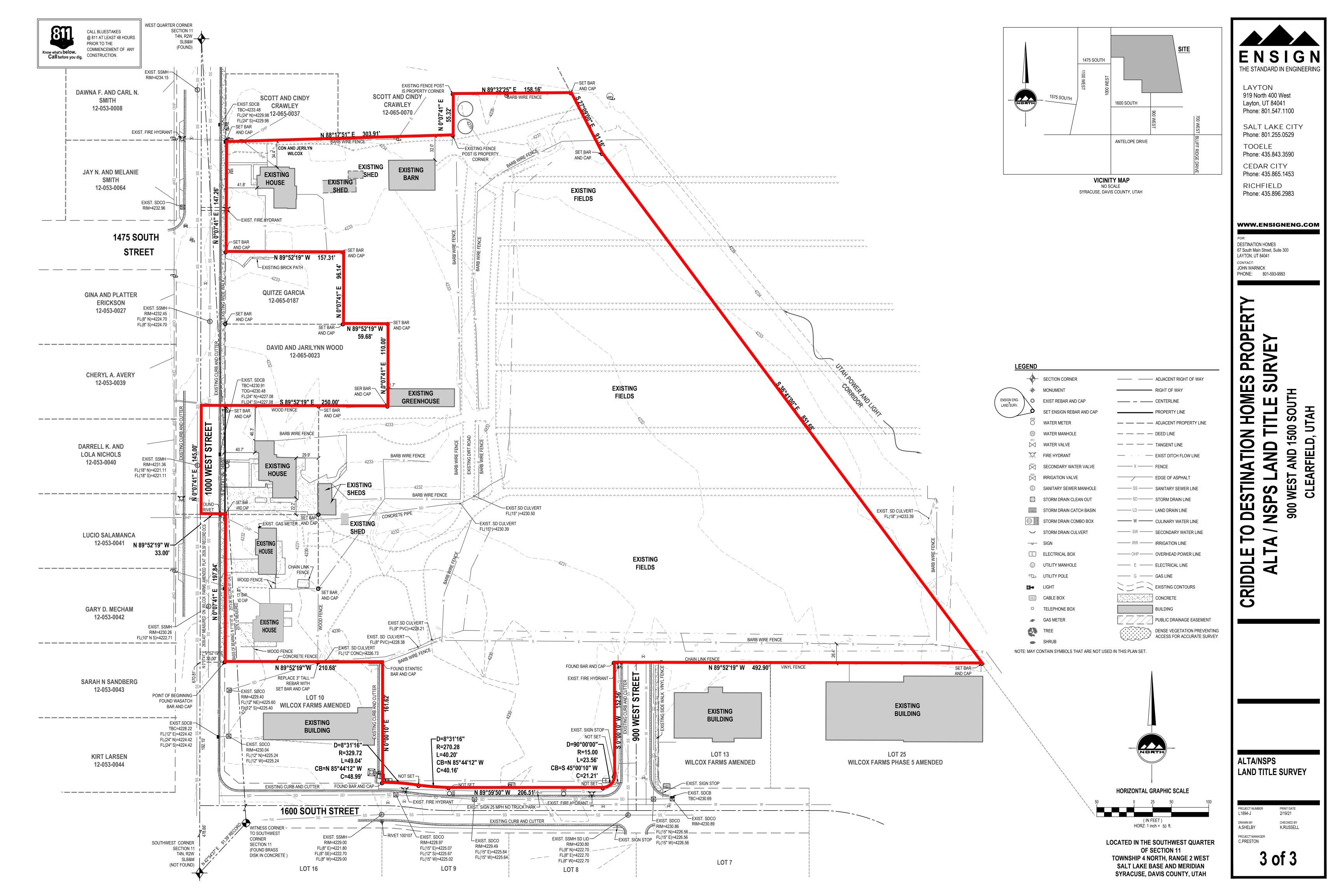
SALT LAKE BASE AND MERIDIAN

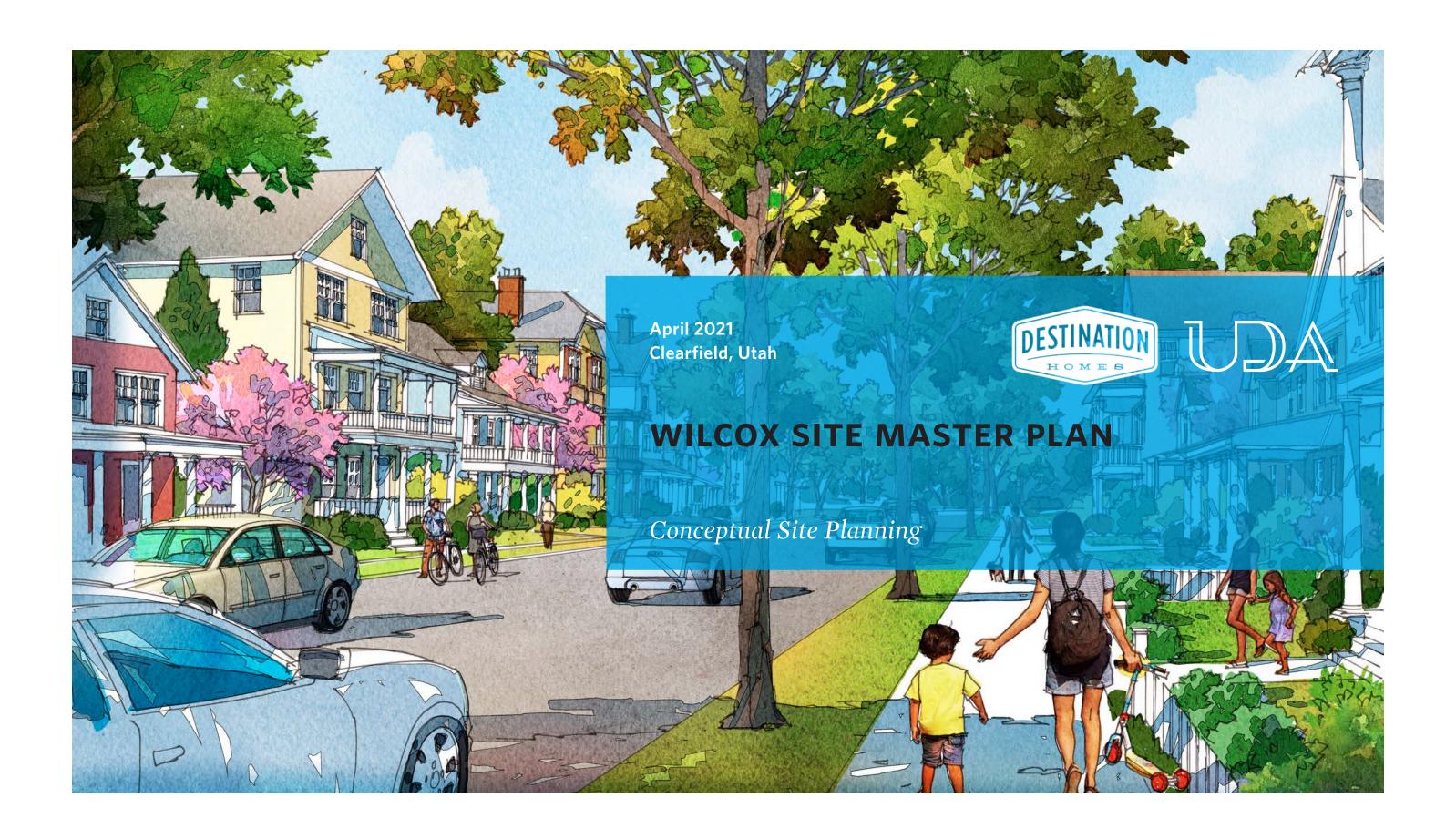
SYRACUSE, DAVIS COUNTY, UTAH

ALTA/NSPS LAND TITLE SURVEY PARCEL MAP

L1894-J 2/19/21 CHECKED BY A.SHELBY K.RUSSELL PROJECT MANAGER

C.PRESTON





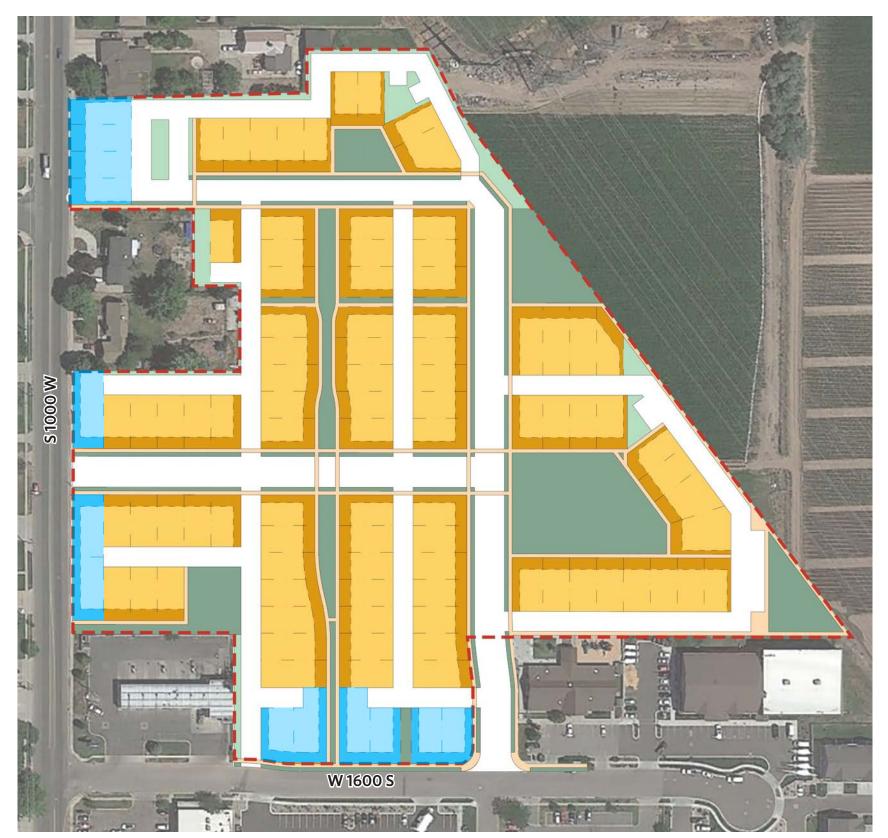


SITE LOCATION MAP



Unit Count: 101

MASTER PLAN

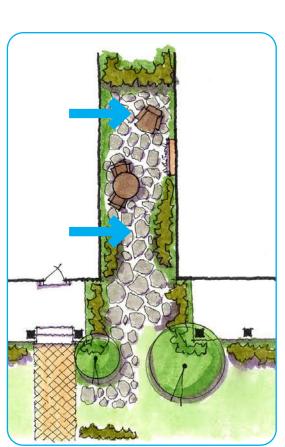


PLAN SCRIPTING

Plan scripting is a technique that establishes a distinctive architectural character unique to a particular neighborhood while avoiding overly repetitious building plan and type selection. These standards detail the recommended frequency and proportion of various styles and building plans in order to create diverse, yet harmonious, neighborhoods of character.

GENERAL STANDARDS

- Maximum of two Victorian-style elevations in a row
- Maximum of four Arts & Crafts, Colonial Revival, or English Romantic-style elevations in a row
- Maximum of three 3-story elevations in a row
- Two story elevations shall be located in the indicated plan locations



CONCEPTUAL SIDEYARD USE EASEMENT

- The image to the left is a conceptual illustration to show how side yard use easements can allow for larger side yards for a homeowner
- Scripting of selected lot placement can allow for these special conditions throughout the plan

UNIT COUNT

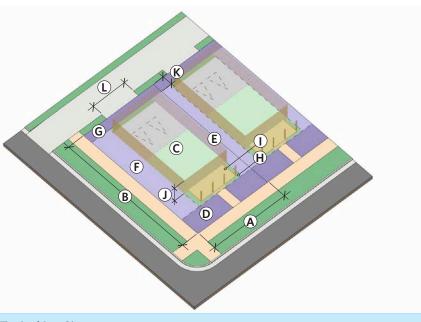
	Count
Hartford Series (35-40x70)	101
Total	101

PROJECT BOUNDARY

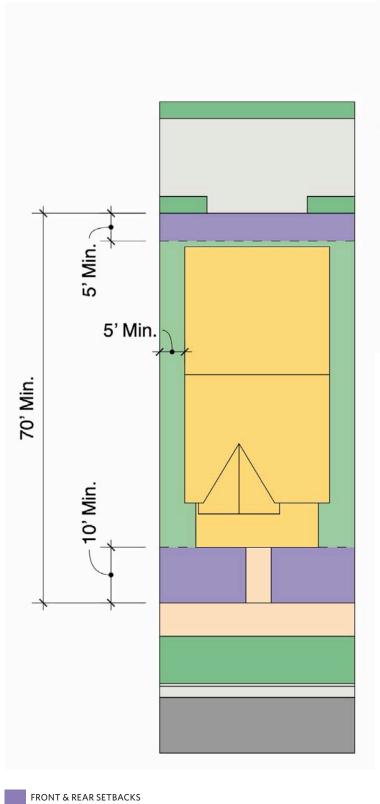
REQUIRED TWO STORY ELEVATION LOCATION

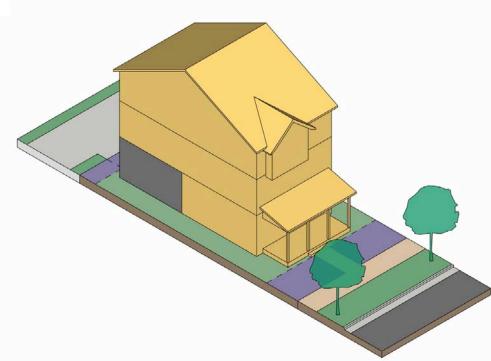
Illustrative Plan: 1" = 120'

MASTER PLAN SCRIPTING



		Typical Lot Size
Α	Width	35 — 45 ft.
В	Depth	70 ft. min.
С	Area	2,450 sf min.
		Setbacks
D	Front	10 ft. min.
E	Side	5 ft. min.
F	Corner Side	10 ft. min.
G	Rear	5 ft. min. — 7 ft. max.
		Facade Zone
Н		10 ft.
		Porch Encroachments
I		2 ft.
		Height
J		2 - 3 stories
		Garage Setback
K		5 ft. min.
		Maximum Driveway Approach Cut Width
L		20 ft.
		Above Ground Livable Area
		1,100 sf min.







Building Placement Example

BUILDING PLACEMENT GUIDELINES

ROOFS

- Roof penetrations and flat skylights may be placed on a roof not facing a public thoroughfare, maximum of two skylights per roof plane
- Roof vents of any kind must be painted to match the roof shingles
- 30-year asphalt architectural shingles
- Other roofing materials may be approved by Architectural Review Board

SOFFITS

Common Material

Aluminum soffits and fascia materials are permitted

Custom Material

Smooth fiber-cement boards

GUTTERS AND DOWNSPOUTS

 Downspouts must be located away from prominent corners, and must drain away from window wells

TRIM

 Transitions between materials must be trimmed and flashed in a manner appropriate to the style

BASE

 Foundations may be covered with plaster, stucco, brick, or stone

CLADDING

- Cement board, siding, shingles, stucco, brick, or stone may be used in a manner appropriate to the style
- T-1-11, vinyl, or aluminum siding materials are not allowed

SIDING

Only smooth siding permitted

SHINGLES

 Weave at corners or terminate with appropriate corner trim board

MASONRY/BRICK

 Never terminate at an outside corner or in the middle of a wall; masonry must terminate at an inside corner

- Trim with an appropriate masonry water table detail
- Headers or lintels must span openings

MASONRY/STUCCO

- Stucco must be a smooth sand pebble fine finish
- Quartz stone finish is not allowed
- Windows, doors, and other openings within a stucco wall must be trimmed with cement board or stucco trim.
- Other trims may be approved by Architectural Review Board

CHIMNEYS

- Stucco or brick on all sides
- Siding is not allowed on chimneys

COLUMNS AND RAILINGS

- Rails must be attached to porch columns
- Four-inch maximum distance between porch pickets

COLOR

 Color must be approved by the Architectural Review Board and shifts are limited to the following locations: inside corners; horizontal breaks and changes in material; breaks between trim and wall plane; gable ends and accent panels; plane changes

LIGHTING

- Porches must be lighted
- Provide flanking fixtures on garage doors located in lanes



APPROVED MATERIALS

CONCEPTUAL RENDERING OF HOMES FRONTING S 1000 W



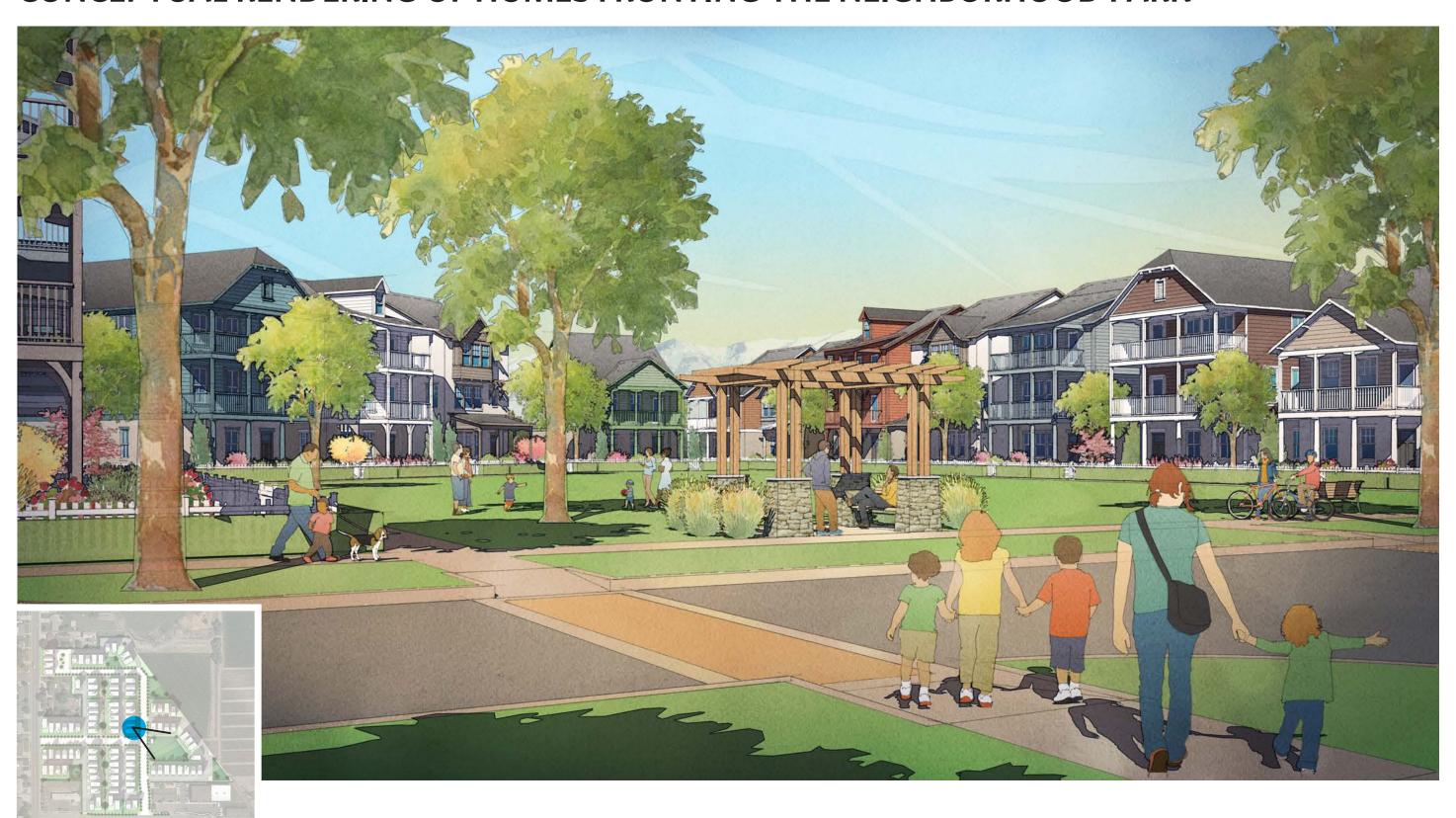
WILCOX SITE MASTER PLAN / CLEARFIELD, UTAH / APRIL 2021

CONCEPTUAL RENDERING OF HOMES FRONTING A PASEO



WILCOX SITE MASTER PLAN / CLEARFIELD, UTAH / APRIL 2021

CONCEPTUAL RENDERING OF HOMES FRONTING THE NEIGHBORHOOD PARK



WILCOX SITE MASTER PLAN / CLEARFIELD, UTAH / APRIL 2021

From: Nancy Dean

To: Spencer Brimley; Brad McIlrath

Cc: Wendy Page

Subject: FW: New Public Comment Form (ID #8173) Entry

Date: Wednesday, May 19, 2021 1:22:37 PM

Wanted to forward this on for consideration but there is no public comment right now.

From: bounce+pr=clearfieldcity.org@b.atomicsites.net <bounce+pr=clearfieldcity.org@b.atomicsites.net> On

Behalf Of Clearfield City Corporation **Sent:** Tuesday, May 18, 2021 8:08 PM

To: Nancy Dean <nancy.dean@clearfieldcity.org>
Subject: New Public Comment Form (ID #8173) Entry

Name Gary Mecham Are you a: Non-Resident Date 05/18/2021 Telephone Number Public Hearing Item 1525 S 1000 W in Clearfield

Comments

I can't find anything on this property. My biggest concern is putting a road just up from the car wash. It will create and unsafe situation for those of us who live right across the street. If there is a road onto 1000 west it should be straight across from 1475 S in Syracuse. Traffic flow would be easier and much safer. Creating a road at 1525 is much to close to the car wash road. 1000 W is very busy and very congested at times. Especially around 5:00. In my opinion the road should be at 1475 which would effect Con Wilcox property and this next door neighbor (house removal). That would be the safest place to put the road.

CLEARFIELD CITY ORDINANCE 2021-01

AN ORDINANCE AMENDING THE CLEARFIELD CITY GENERAL PLAN FUTURE LAND USE MAP

PREAMBLE: This Ordinance changes the land use classification from Commercial to Residential in the Clearfield City General Plan Future Land Use Map for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023).

WHEREAS, the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) consists of approximately 4.73 acres and currently has a land use designation of Commercial in the Clearfield City General Plan Future Land Use Map; and

WHEREAS, the property owner has requested an amendment to the Future Land Use Map of the General Plan to change the land use designation for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) from Commercial to Residential; and

WHEREAS, all but two parcels along 1600 South include residential uses and each property at some point has been used for agricultural purposes; and

WHEREAS, the two commercial parcels along 1600 South have been vacant and undeveloped for several years and currently used for the storage of agricultural uses; and

WHEREAS, the applicant believes the residential designation would be highest and best use for the property because of its limited visibility from the commercial corridor of Antelope Drive and the need to support commercial areas with nearby residential households; and

WHEREAS, after a public hearing on the matter, the Clearfield City Planning Commission recommended the Clearfield City Council approve the applicant's request to change the future land use from Commercial to Residential for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023); and

WHEREAS, after its public deliberation and careful consideration, the Planning Commission recommended the request be approved because it is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan; and

WHEREAS, the Clearfield City Council received and reviewed the changes recommended for approval by the Clearfield City Planning Commission; and

WHEREAS, following proper notice, as set forth by State Law, the City Council held a public hearing on the matter and received input thereon; and

WHEREAS, after the public hearing, the City Council carefully considered any comments made during the public hearing as well as the Planning Commission's recommendations of approval regarding the proposed modifications; and

WHEREAS, following its public deliberation, the City Council has determined that changing the future land use classification on the Future Land Use Map of the City's General Plan from Commercial to Residential for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) is in the best interests of Clearfield City and its residents;

NOW THEREFORE BE IT ORDAINED, by the Clearfield City Council that:

Section 1. General Plan Amendment: The future land use classification for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West and 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, and 12-391-0023) be changed from Commercial to Residential and that said change be incorporated into and reflected by the City's General Plan and its Future Land Use Map.

<u>Section 2. Effective Date:</u> This Ordinance shall become effective only upon its posting in three public places within Clearfield City.

City Council.	
	CLEARFIELD CITY CORPORATION
	Mark R. Shepherd, Mayor
ATTEST	
Nancy R. Dean, City Recorder	
<u>:</u>	VOTE OF THE COUNCIL
AYE:	
NAY:	

DATED this 22nd day of June, 2021, at the regularly scheduled meeting of the Clearfield

CLEARFIELD CITY ORDINANCE 2021-02

AN ORDINANCE REZONING PROPERTIES LOCATED AT APPROXIMATELY 1455, 1525, 1527, 1543, 1550 SOUTH 1000 WEST & 942, 922 WEST 1600 SOUTH (TINS: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023) FROM C-2 (COMMERCIAL) AND A-1 (AGRICULTURAL) TO R-3 (MULTI-FAMILY RESIDENTIAL) AND AMENDING THE CLEARFIELD CITY ZONING MAP ACCORDINGLY.

PREAMBLE: This Ordinance rezones the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023) from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Multi-family Residential) and amends the City's Zoning Map to reflect the change.

WHEREAS, pursuant to an application received by the City's Community Development office, the City Council must consider a change in the zoning for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023); and

WHEREAS, after a public hearing on the matter, the Clearfield City Planning Commission recommended to the Clearfield City Council that the rezone be approved contingent on a fully executed development agreement between the City and the rezone applicant that is recorded against the properties because it is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan; and

WHEREAS, following proper notice, as set forth by state law and the City's Land Use Ordinance, the City Council held a public hearing on the application for a change in the zoning for the property and allowed for public comment thereon; and

WHEREAS, after the public hearing, the City Council carefully considered any comments made during the public hearing, the landowner's position, as well as the Planning Commission's recommendations regarding the proposed rezone; and

WHEREAS, following its public deliberation, the City Council has determined the zoning change listed below is in the best interests of Clearfield City and its residents and will most effectively implement the City's planning efforts while allowing the subject property to be put to its highest and best use;

NOW, THEREFORE, be it ordained by the Clearfield City Council that:

Section 1. Zoning Changes: Contingent on a fully executed development agreement between the City and the rezone applicant that is recorded against the properties, the zoning for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023) in Clearfield City, Davis County, Utah, is hereby changed from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Multi-family Residential).

Section 2. Amendments to Zoning Map: Contingent on a fully executed development agreement between the City and the rezone applicant that is recorded against the properties, the zoning for the properties located at approximately 1455, 1525, 1527, 1543, 1550 South 1000 West & 942, 922 West 1600 South (TINs: 12-065-0005, 12-065-0086, 12-065-0091, 12-065-0096, 12-065-0104, 12-065-0186, 12-391-0011, 12-391-0012, 12-391-0022, & 12-391-0023) in Clearfield, Davis County, Utah, will be rezoned from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Multi-family Residential).

<u>Section 3. Effective Date:</u> This Ordinance shall become effective immediately upon its posting in three public places within Clearfield City.

Dated this 22nd day of June, 2021, at the regularly scheduled meeting of the Clearfield City Council.

	CLEARFIELD CITY CORPORATION
	Mode D. Charlend Maria
	Mark R. Shepherd, Mayor
ATTEST	
Nancy R. Dean, City Record	er
	VOTE OF THE COUNCIL
AYE:	
NAY:	



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: Tuesday, June 22, 2021

SUBJECT: Discussion on ZTA 2021-040034, a zoning text amendment request by David

Clayton with Modal Services, LLC to amend zoning regulations relating to assisted living facilities in Clearfield City and within the C-1 (Commercial) Zone

specifically.

RECOMMENDED ACTION

On June 2nd, 2021 the Planning Commission forwarded a recommendation of approval for **ZTA 2021-040034** a zoning text amendment request by David Clayton with Modal Services, LLC to amend the zoning regulations relating to assisted living facilities in Clearfield City and within the C-1 (Commercial) Zone specifically. This recommendation was based upon an additional change by the Planning Commission made to the staff recommendation as outlined in this report.

DESCRIPTION / BACKGROUND

The applicant is requesting approval for a zoning text amendment to change the definition for "Assisted Living Facility" and allow this type of facility as a conditional use in the C-1 (Commercial) Zone. As stated in the application materials, "the current definition (for assisted living facility) under the city ordinance could potentially by misconstrued to allow for "Independent Living Facilities." An independent living facility would be an apartment building for seniors that does not require state licensure. Alternatively, an assisted living facility or nursing home are licensed facilities with the Utah State Department of Facility Licensing. Clearfield City Code only differentiates between assisted living facilities and nursing or rest home facilities in how occupants are able to respond to an emergency situation.

ASSISTED LIVING FACILITY: A building or structure, or portion thereof, in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

NURSING OR REST HOME: A building or structure, or portion thereof, in which people are cared for or live in a supervised environment, having physical or mental limitations because of

health or age. The occupants are not capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

As communities continue to plan for their residents the concept of "aging in place" is one that advocates for allowing persons to stay within his/her living environment despite physical or mental decline which may occur with the process of aging. This does not necessarily mean that they stay in the same residence, but that they are able to stay within their community. Much of the aging generations are able to care for themselves but simply need assistance with what is called "activities of daily living."

"Activities of Daily Living" are divided into two subcategories;

- 1) Activities of Daily Living (ADLs), which are everyday activities such as bathing, grooming, eating, toileting, and dressing; and
- 2) Instrumental Activities of Daily Living (IADLs), which is assistance with day-to-day tasks such as preparing meals, shopping, managing money, taking medication, and housekeeping.

Unlike a senior apartment/independent living facility, an assisted living facility is a state-licensed facility that offers services that include meals, laundry, housekeeping, medication reminders, and assistance with ADLs and IADLs. Most assisted living facilities do provide a level of nursing care but that is much less intensive and is generally one to two steps below skilled nursing or rest home level of care. Alternatively, a nursing or rest home (aka Skilled Nursing Facility) is also licensed by the state but provides 24-hour nursing care and activities for convalescent residents with chronic and/or long-term care illnesses.

APPLICANT PROPOSAL

As stated previously, the applicant is proposing the following changes to further differentiate an assisted living facility from a nursing or rest home and independent living facilities (aka senior apartments).

The applicant proposes the following ordinance changes:

A. TITLE 11, CHAPTER 11, ARTICLE A, SECTION 11-11A-3: CONDTIONAL USES:

The following buildings, structures, and uses of land shall be allowed in the C-1 commercial zone upon compliance with the requirements set forth in this code and upon obtaining a conditional use permit as specified in chapter 4 of this title:

Behavior, drug, or alcohol treatment facilities.

Churches.

Colleges and universities.

Convalescent facilities.

Daycare facilities.

Hospitals.

Nursing or rest homes.

Assisted living facility.

Preschools, commercial.

Public uses.

Schools.

Specialized schools.

Vocational and technical training facilities.

B. TITLE 11, CHAPTER 3, SECTION 11-3-3: TERMS DEFINED:

ASSISTED LIVING FACILITY: A building or structure, or portion thereof meeting the following description:, in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

Assisted living is described as an arrangement where an individual(s) is/are assisted in the "Activities of Daily Living" in a custodial setting. The Activities of Daily Living are those actions or endeavors which are part of an individual's normal routine, and which allow him or her to remain functioning independently in a home type environment. Assisted Living activities/services may include: supervision, bathing, dressing, eating, ambulation, recreation, socialization, medication reminders, grooming, personal hygiene, medical and other appointments, clothes washing, and so forth.

Assisted Living Facility An "Assisted Living Facility" is a structure wherein 'assistance' in the activities of daily living is provided by professional staff with the goal of helping the resident population maintain as much "Life Independence" as might be possible. An Assisted Living Facility must be licensed by the Utah State Department of Health and is classified as a Healthcare Facility. When the licensed capacity exceeds 17 beds (in one structure), an Assisted Living Facility is also classified as an I-Occupancy per the International Building Code (IBC). An Assisted Living Facility does not provide either Medical or Nursing Services on a 24 hour basis, but rather may provide those services by independent outside consultants on an "as needed" or consulting basis. Residents needing Nursing or Medical services on a 24 hour basis may not be admitted to or remain residing in an Assisted Living Facility.

Site and Physical Structure of an Assisted Living Facility may be as follows:

Site.

Assisted Living Facilities my be comprised of one or more structures on a single site or contiguous parcels. Assisted Living Structures that provide services to more than 17 residents must be built to comply to (IBC) Institutional Occupancy Standards.

Structural Components.

Assisted Living Facilities may be composed of Private rooms, Semi-Private rooms or Apartments. Each room or apartment must be equipped with a kitchen or kitchenette, assemble toileting and bathing, the means for providing privacy, storage space(s), and room for personal furniture that the resident may want to bring from home.

Resident Qualifications.

Where apartments are provided, couples may occupy an apartment. One spouse of each couple must qualify as a "resident" and require Assistance in the Activities of Daily Living. The other spouse may be continuing the pursuit of normal live activities, going to work, professional endeavors, etc., while the facility staff look after the spouse needing custodial care or supervision. Residents of Assisted Living Facilities are typically seniors. Children are not allowed other than for normal visitation.

Parking.

Residents occupying private and semi-private rooms typically no longer drive. One spouse of those couples occupying the apartments may still drive. While parking is typically a local zoning decision, we suggest: one space per each 3 private or semi-private rooms or one space for each apartment, plus one space for each staff member on the busiest shift.

STAFF PROPOSED CHANGES TO APPLICANT PROPOSAL

In addition to learning the differences between assisted living facilities and nursing or rest home (skilled nursing facilities), staff has recognized the need to also define other types of facilities that include these serves as well as what constitutes a senior housing or apartment facility. Those other definitions such as a, "Continuing Care Retirement Community (CCRC)," "Independent Living or Senior Apartment," and "Skilled Nursing Facility" may be important to add to the city code following further research and analysis of those different facilities. There is an ongoing need to make updates to our ordinance that better reflect and accommodate the demands we see in our community. Staff supports the addition of assisted living facilities to the C-1 Zone either as a permitted or a conditional

use as proposed by the applicant. In addition to adding this as an allowed use in the C-1 Zone, it may be worth looking at the C-2 Zone and other commercial zones to determine the need for assisted living in those areas. Following review of the applicant proposal and other municipal and industry standard definitions (see attachments), Staff proposes the following alternative definition for an assisted living facility.

TITLE 11, CHAPTER 3, SECTION 11-3-3: TERMS DEFINED:

ASSITED LIVING FACILITY: A congregate residential facility for elderly persons who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). The facility is licensed with the State of Utah and provides services that may include but are not limited to meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreational activities, hairdressing, and other services allowed by the state license, building or structure, or portion thereof meeting the following description: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are generally capable of responding to an emergency situation without physical assistance from staff. An assisted living facility may be comprised of one or more buildings on a single site or contiguous parcels. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

PLANNING COMMISSION RECOMMENDATION

TITLE 11, CHAPTER 3, SECTION 11-3-3: TERMS DEFINED:

ASSITED LIVING FACILITY: A congregate residential facility for elderly persons, having physical or mental limitations because of health or age, who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). The facility is licensed with the State of Utah and provides services that may include but are not limited to meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreational activities, hairdressing, and other services allowed by the state license. building or structure, or portion thereof meeting the following description: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are generally capable of responding to an emergency situation without physical assistance from staff. An assisted living facility may be comprised of one or more buildings on a single site or contiguous parcels. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

CITY COUNCIL WORK SESSION DICUSSION – JUNE 15, 2021

On June 15, 2021, the Clearfield City Council reviewed the applicant's request, staff proposal, and the Planning Commission recommendation regarding assisted living facilities. The City Council indicated that they are comfortable with the addition of assisted living facilities to the C-1 Zone as a conditional use. Following a conversation about state licensing and height regulations, the City Council indicated that the following proposed definition would be acceptable. The proposed definition below includes a height limitation, specification of state licensing, and emphasizing that an assisted living facility is for the elderly.

TITLE 11, CHAPTER 3, SECTION 11-3-3: TERMS DEFINED:

ASSITED LIVING FACILITY: A congregate residential facility for elderly persons, having physical or mental limitations because of health or age, who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). The facility is licensed with the State of Utah as a Type II facility and provides services that may include but are not limited to meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreational activities, hairdressing, and other services allowed by the state license, building or structure, or portion thereof meeting the following description: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are generally capable of responding to an emergency situation without physical assistance from staff. An assisted living facility may be comprised of one or more buildings on a single site or contiguous parcels and is limited to a maximum height of two stories. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

PUBLIC COMMENT

Public notice was placed in the newspaper on May 23, 2021, on the State of Utah public notice website, and on the City's website. No public comment has been received to date.

GENERAL FINDINGS

Zoning Ordinance Text Amendment

Clearfield Land Use Ordinance Section 11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff's evaluation are outlined below:

	Review Consideration	Staff Analysis
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed amendments are in accordance with the General Plan which encourages continual evaluation and modifications to adopted ordinances as circumstances require.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	With changes in local and national markets and the desire to provide "aging in place" for our residents, it is necessary to allow assisted living as a conditional use in the C-1 Zone and modify the definition to more clearly articulate what type of facility it is.

FINDINGS AND CONCLUSION

Based upon a review of the existing and proposed ordinance standards Staff concludes the following:

- 1. Assisted living facilities are an appropriate use in the C-1 Zone with like uses such as nursing or rest homes, and medical offices as allowed uses.
- 2. It is necessary to update the City Code to address current needs for senior housing and care facilities in Clearfield.
- 3. Assisted living facilities provide a service that is less intense than a nursing or rest home but necessary to assist individuals with activities of daily living.
- 4. Assisted living facilities are state licensed facilities that are a commercial congregate residential facility not a senior apartment facility.
- 5. Allowing assisted living facilities as a conditional use in the C-1 Zone will help support "aging in place" for residents in the community.

CORRESPONDING POLICY PRIORITY (IES)

The proposed ordinance text amendments address the Policy Priorities of *Providing Quality Municipal Services* and *Improving Clearfield's Image, Livability, and Economy* in the following ways.

• The first policy priority emphasized "continuous improvement through innovation." By updating the land use ordinance definitions for assisted living facilities and allowing the use as a conditional use in the C-1 Zone, the City is continuously improving to address current industry standards and market demands to serve Clearfield residents.

 The second policy priority is being met by amending our ordinance to reflect current industry standards for assisted living as well as providing additional opportunities for "aging in place" for Clearfield residents. These changes along with existing development regulations will encourage "high quality economic development."

SCHEDULE / TIME CONSTRAINTS

The proposed changes are scheduled for review by the City Council in the Policy Session on June 22, 2021.

LIST OF ATTACHMENTS

- Applicant Text Amendment Narrative
- Assisted Living Definitions Staff Research
- Senior Housing and Care Glossary of Terms Staff Research

Modal

Modal Services, LLC

132 S. State St

Salt Lake City, UT 84111

Phone: 801.413.4268

E-Mail: david@livemodal.com Web: http://www.livemodal.com

Proposed Text Amendment Narrative

To:

Clearfield City Planning Department

From:

David Clayton, AIA

CC:

Date:

April 20, 2021

Re:

Clearfield Assisted Living

To the Staff of Clearfield City Planning Department:

This document is intended to provide supporting documentation for the proposed zoning ordinance text amendment that would affect the parcel ID #'s: 090220167 and 090220166.

The legal description for 090220167:

BEG AT THE SE COR OF LOT 180, VAHALLA ESTATES NO. 5 SUB, SD PT BEING ON THE N LN OF 1450 SOUTH STREET & BEING S 0^06'05" W 1259.17 FT ALG THE SEC LN & E 1917.52 FT FR THE W 1/4 COR OF SEC 7-T4N-R1W, SLM, & RUN; TH N 0^31'30" E 345.04 FT ALG THE E LN TO AN ANGLE PT IN THE E LN TO AN ANGLE PT IN THE E LN TO FE SUB; TH N 8^13'15" W 328.82 FT ALG THE E LN TO AN ANGLE PT IN THE E LN OF SD VALHALLA ESTATES NO. 5 SUB; TH N 0^31'30" E 59.93 FT ALG THE E LN TO THE NE COR OF LOT 188, OF SD VALHALLA ESTATES NO. 5 SUB, SD PT ALSO BEING ON THE S LN TO THE W'LY LN OF 1300 SOUTH STREET AS PLATTED ON SD VALHALLA ESTATES NO. 7 SUB; TH S 89^33'19" E 73.84 FT, (S 34^42'22" E 73.84 FT BY DEED); TH SE'LY 58.42 FT ALG THE ARC OF A 38.50 FT RAD CURVE TO THE LEFT, (CENTER BEARS N 55^31'19" E & LC BEARS S 77^57'03" E 52.98 FT, WITH A CENTRAL ANGLE OF 86^56'43", (CENTRAL ANGLE 86^56'31" BY DEED); TH S 0^16'51" W 166.43 FT; TH N 89^3'19" W 60.00 FT; TH S 0^16'51" W 146.37 FT; TH S'LY 70.52 FT ALG THE ARC OF A 9970.00 FT RAD CURVE TO THE RIGHT, (CENTER BEARS N 89^43'09" W & LC BEARS S 0^29'01" W 70.52 FT, WITH A CENTRAL ANGLE OF 0^24'19"); TH S 0^41'10" W 24.82 FT; TH S 89^24'59" E 60.00 FT; TH S 0^41'10" W 247.04 FT TO THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET; TH S 89^49'32" W 324.70 FT ALG THE N LN OF 1450 SOUTH STREET TO THE POB.

The legal description for 090220166:

BEG AT A PT S 0^06'05" W 1010.55 FT ALG THE SEC LN & E 2184.74 FT FR THE W 1/4 COR OF SEC 7-T4N-R1W, SLM, & RUN; TH N 0^41'10" E 24.82 FT; TH N'LY 70.52 FT ALG THE ARC OF A 9970.00 FT RAD CURVE TO THE LEFT, (CENTER BEARS N 89^18'50" W & LC BEARS N 0^29'01" E 70.52 FT, WITH A CENTRAL ANGLE OF 0^24'19"); TH N 0^16'51" E 146.37 FT; TH S 89^33'19" E 199.92 FT; TH S 0^31'24" W 242.19 FT; TH N 89^24'59" W 199.32 FT TO THE POB. CONT 1.11 ACRES

Proposed Text Amendment:

The following section under Chapter 11, Article A concerning Commercial Zone (C-1) shall be amended to read:

SECTION 11-11A-3: CONDITIONAL USES:

The following buildings, structures, and uses of land shall be allowed in the C-1 commercial zone upon compliance with the requirements set forth in this code and upon obtaining a conditional use permit as specified in chapter 4 of this tltle:

Behavior, drug, or alcohol treatment facilities.

Churches.

Colleges and universities.

Convalescent facilities.

Daycare facilities.

Hospitals.

Nursing or rest homes.

Assisted Living Facilities

Preschools, commercial.

Public uses.

Schools.

Specialized schools.

Vocational and technical training facilities. (Ord. 2009-36, 11-24-2009; amd. Ord. 2010-06, 1-26-2010; Ord. 2011-08, 8-23-2011; Ord. 2014-16, 7-8-2014)

The following section under Chapter 3, Section 11-3-3: TERMS DEFINED shall be amended to read:

ASSISTED LIVING FACILITY: A building or structure, or portion thereof, meeting the following description:

Assisted Living is described as an arrangement where an individual(s) is/are assisted in the "Activities of Daily Living" in a custodial setting. The Activities of Daily Living are those actions or endeavors which are part of an individual's normal routine and which allow him or her to remain functioning independently in a home type environment. Assisted Living activities/services may include: supervision, bathing, dressing, eating, ambulation, recreation, socialization, medication reminders, grooming, personal hygiene, medical and other appointments, clothes washing, and so forth.

Assisted Living Facility An "Assisted Living Facility" is a structure wherein 'Assistance" in the activities of daily living are provided by professional staff with the goal of helping the resident population maintain as much "Life Independence" as might be possible. An Assisted Living Facility must be licensed by the Utah State Department of Health and is classified as a Healthcare Facility. When the licensed capacity exceeds 17 beds (in one structure), an Assisted Living Facility is also classified as an I-Occupancy per the IBC. An Assisted Living Facility does not provide either Medical or Nursing Services on a 24 hour basis, but rather may provide those services by independent outside consultants on an "as needed" or consulting

basis. Residents needing Nursing or Medical services on a 24 hour basis may not be admitted to or remain residing in an Assisted Living Facility.

Site and Physical Structure of an Assisted Living Facility may be as follows:

Site.

Assisted Living Facilities may be comprised of one or more structures on a single site or contiguous parcels. Assisted Living Structures that provide services to more than 17 residents must be built to comply to (IBC) Institutional Occupancy Standards.

Structural Components.

Assisted Living Facilities may be composed of Private rooms, Semi-Private rooms or Apartments. Each room or apartment must be equipped with a kitchen or kitchenette, assessable toileting and bathing, the means for providing privacy, storage space(s), and room for personal furniture that the resident may want to bring from home.

Resident Qualifications.

Where apartments are provided, couples may occupy an apartment. One spouse of each couple must qualify as a "resident" and require Assistance in the Activities of daily living. The other spouse may be continuing the pursuit of normal life activities, going to work, professional endeavors, etc., while the facility staff look after the spouse needing custodial care or supervision. Residents of Assisted Living Facilities are typically seniors. Children are not allowed other than for normal visitation.

Parking. Residents occupying private and semi-private rooms typically no longer drive. One spouse of those couples occupying the apartments may still drive.

Justification for proposed text amendments:

The first section to be amended is the section of the Clearfield City zoning ordinance which lists allowable uses with a conditional use permit in the C-1 Commercial zone of the city. The amendment proposes to add "Assisted Living Facilities" to the list of conditional uses. The list already contains compatible and similar uses such as convalescent facilities and nursing or rest homes.

The second section to be amended is Section 11-3-3 under Chapter 3 which defines terms used in the Clearfield City zoning ordinance text. The proposed change would further refine the definition of "ASSISTED LIVING FACILITY" by adding text stating that these facilities shall conform to the Utah Administrative Code, Rule R710-3.

The reason for the definition clarification is that the current definition under the city ordinance could potential be misconstrued to allow for "Independent Living Facilities" which is an unlicensed facility. Assisted Living Facilities are licensed by the Utah state Department of Facility Licensing which has jurisdiction over medical facilities. Because Assisted Living Facilities are licensed as medical facilities, it would be prudent for the city to clarify the intent of the definition seeing as there is a clear intent already in the text of the C-1 zoning ordinance and its list of conditional uses to exclude "residential" facilities.

With the aim of the C-1 zone to prioritize commercial, medical, educational, and other similar uses, it is important to clarify that an Assisted Living Facility is NOT a residential facility though it has the appearance of such due to the way in which these sorts of facilities are marketed. It is typical in the Assisted Living Facility industry to design these facilities with a "homey" and "residential" feel because it is often loved ones of the patients being admitted who bear the responsibility of selecting a facility. The aim of this architectural goal of making Assisted Living Facilities feel less "institutional" and more "residential" is to provide comfort to the patients who come to dwell in these facilities. While these patients are typically physically capable of exiting without assistance, they do require assistance with the activities of daily living. If they did not require such assistance, they would not come to a facility such as this and would just continue to live in their regular homes. Usually, the individuals needing this sort of facility are those whose closest responsible family members are either unavailable, unable, or overwhelmed in the care of these individuals and find themselves needing to place their loved one in these facilities.

Parking is also of concern. While not part of this proposed text amendment, we foresee the city council wanting to have the staff study and advise on a recommended parking requirement for the land usage type within the city. Currently, we believe this is best handled through a "case by case" scenario with the applicant proposing a reasonable parking strategy and then city staff and city planning commission would review and approve or deny based on the merits of the proposed strategy and how it appropriately satisfies the overall traffic management strategies of the city.

The applicant proposes this text amendment with the desire to bring a top-notch high-quality facility to the parcels indicated above. It is their full intent to work with the city and the community to create an architectural design that enhances and embraces the community and supports the community. The applicant further wishes to clarify that they understand the desire of the the city and the community to retain some control and power to review and influence the designs and uses that come through the planning commission to ensure that a proposed facility does not negatively impact the community. This is why the proposed text amendment simply adds Assisted Living Facility to the list of "Conditional Uses" for the C-1 zone rather than adding it to the "Permitted Uses" list. By clarifying that Assisted Living Facilities are to be licensed under the Utah Administrative Code, Rule R710-3, the applicant further wishes to acknowledge the city's longstanding desire to not allow purely residential uses within the C-1 zone.

ASSISTED LIVING FACILITY, NURSING/REST HOME, & INDEPENDENT LIVING

CLEARFIELD:

ASSISTED LIVING FACILITY: A building or structure, or portion thereof, in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility"

NURSING OR REST HOME: A building or structure, or portion thereof, in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are <u>not</u> capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

BOUNTIFUL:

ASSISTED LIVING FACILITY: Commonly referred to as "residential care", "assistive living" or "personal care community". A residential facility with common area in which services are available to residents who may still live independently within the facility itself. Help is generally offered in day-to-day tasks such as taking medicine, bathing, dressing, using the bathroom, getting to appointments, or preparing meals. A variety of services and amenities such as dining room service, group outings, and recreational and social programs are usually available.

CONTINUING CARE RETIREMENT COMMUNITY (CCRC): A residential facility that provides different levels of care ranging from independent living units to skilled nursing care in an affiliated nursing home, based on the residents' needs. The objective is to allow residents the maximum amount of independence as they age while meeting their changing housing, social, and medical needs. Residents may move from one setting to another, but continue to remain part of the overall development.

INDEPENDENT LIVING FACILITY: An age restricted residential facility with common area, which may be comprised of houses, townhouses, or stacked units. A-la-carte services such as housekeeping, meals, recreational programs, etc., are provided based on the desires of the occupants. Some incidental medical services may be provided. Residents typically do not require assistance with everyday tasks.

NURSING HOME: An intermediate care/nursing facility or a skilled nursing facility licensed by the state of Utah, for the care of individuals who, due to illness, advanced age, disability, or impairment require assistance and/or supervision on a twenty four (24) hour per day basis. Such a facility does not include an adult daycare facility or adult daycare provider in conjunction with residential facilities for elderly persons or a residential facility for persons with a disability.

RETIREMENT HOME or RETIREMENT FACILITY: A residential facility designated, occupied, and intended for residents fifty (50) years of age or older where common facilities for cooking and dining are available to all residents and independent facilities are provided for living, sleeping, and sanitation. For purposes of calculating density, three (3) beds shall constitute one (1) dwelling unit.

SENIOR LIVING UNIT: Commonly referred to as "senior apartments," "senior condominiums," or "retirement community." An age restricted residential development where residents live independently and do not require assistance with day-to-day activities.

LAYTON:

"Assisted Living": A residential setting that provides either routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons, most typically providing separate living quarters for residents, and centralized services such as dining, housekeeping, social and physical activities, medication administration, and communal transportation.

"Elderly Apartment": Multi-family dwelling units occupied by elderly persons. In the case of double occupancy of a unit, only one resident is required to be at least 62 years of age. The housing must be self-contained and physically accessible to elderly citizens. The housing may include limited medical, recreational, and commercial services if such services are limited to residents and their guests.

"Nursing Home": Any residential development providing dwelling units with common dining, recreation, and medical or nursing facilities for elderly persons or people with physical disabilities. A nursing home must: (a) be licensed and staffed for skilled care; (b) contain common kitchen and dining facilities; (c) have call button monitoring systems; (d) have on-premise physical therapy; and (e) have on-premise personal services, library, educational, social, and available transportation.

SYRACUSE:

"Assisted-living facility" means a single-family residential dwelling unit, consistent with single-family residential zoning and structural appearance, occupied on a 24-hour-per-day basis by elderly persons in a family-type arrangement under the supervision of one or more resident dwelling managers. The facility provides assistance with activities of daily living and social care to residents who require protected living arrangements and are capable of achieving mobility sufficient to exit the facility without the assistance of another person. In addition, residents may receive intermittent nursing care, administration of medication from licensed providers, and support services promoting residents' independence and self-sufficiency. The dwelling shall comply with all state standards governing health and safety. Furthermore, the dwelling shall have a license from the State of Utah Department of Health as an assisted living Type I facility and shall operate as a Type I facility.

MURRAY:

ASSISTED LIVING FACILITY: A congregate residential facility for elderly persons (55 years of age or older), regardless of legal relationship, who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). This type of facility is licensed by the State of Utah and as such provides an array of coordinated supportive personal and health care services, available twenty four (24) hours a day, to residents who have been assessed under Utah Department of Health or Utah Department of Human Services rules to need any of those services. Services provided include meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreation activities, hairdressing, and other services allowed within the state licensure for assisted living facilities. Units may be attached, single or double occupancy, and may include limited or full kitchen facilities.

CONTINUING CARE RETIREMENT COMMUNITY: A housing development designed to provide a full range of accommodations and services for elderly persons (55 years of age or older) including independent

living, assisted living and skilled full time nursing or medical care. Residents may move from one level of care to another as needs change.

INDEPENDENT LIVING: Multi-unit senior housing development that provides services (e.g., housekeeping, transportation, meals, social/recreational activities, etc.) as part of a monthly fee or rental rate. The community includes common dining facilities, social and recreational amenities. Residents may receive home healthcare services provided by an outside agency or an affiliate of the property management. Independent living does not include assisted living or skilled nursing, but may be included as part of assisted living or skilled nursing facilities.

NURSING HOME: An institution other than a hospital for the care of human illness or infirmity in which care, rather than diagnosis or treatment, constitutes the principal function. The term "nursing home" shall also include "rest home" and "convalescent home".

RETIREMENT FACILITY: A facility designed for permanent residency by persons of retirement age who are ambulatory and require no nursing care. These facilities do not provide inpatient care for human illness or infirmity. These facilities customarily provide on site recreational, educational support services, and retirement lifestyle amenities for the convenience of the occupants, and are designed with a strong residential style of architecture when located in residential areas. Residential facilities may provide transportation for residents to regularly scheduled healthcare facilities, shopping, church, etc. For purposes of determining housing density, every three (3) beds shall constitute one dwelling unit.

SKILLED NURSING FACILITY (Also Known As NURSING HOME, CONVALESCENT HOME OR LONG TERM CARE FACILITY): A residential inpatient healthcare facility licensed by the State that provides twenty four (24) hour nursing care, personal care, and/or rehabilitation services over a long period of time for persons who are chronically ill, aged or disabled and who need ongoing health supervision but not hospitalization.

ASSISTED LIVING, and ASSISTED LIVING FACILITY

Assisted Living is described as an arrangement where an individual(s) is/are assisted in the "Activities of Daily Living" in a custodial setting. The Activities of Daily Living are those actions or endeavors which are part of an individual's normal routine and which allow him or her to remain functioning independently in a home type environment. Assisted Living activities/services may include: supervision, bathing, dressing, eating, ambulation, recreation, socialization, medication reminders, grooming, personal hygiene, medical and other appointments, clothes washing, and so forth.

Assisted Living Facility An "Assisted Living Facility" is a structure wherein 'Assistance" in the activities of daily living are provided by professional staff with the goal of helping the resident population maintain as much "Life Independence" as might be possible. An Assisted Living Facility must be licensed by the Utah State Department of Health and is classified as a Healthcare Facility. When the licensed capacity exceeds 17 beds (in one structure), an Assisted Living Facility is also classified as an I-Occupancy per the IBC. An Assisted Living Facility does not provide either Medical or Nursing Services on a 24 hour basis, but rather may provide those services by independent outside consultants on an "as needed" or consulting basis. Residents needing Nursing or Medical services on a 24 hour basis may not be admitted to or remain residing in an Assisted Living Facility.

Site and Physical Structure of an Assisted Living Facility may be as follows:

Site.

Assisted Living Facilities may be comprised of one or more structures on a single site or contiguous parcels. Assisted Living Structures that provide services to more than 17 residents must be built to comply to (IBC) Institutional Occupancy Standards.

Structural Components.

Assisted Living Facilities may be composed of Private rooms, Semi-Private rooms or Apartments. Each room or apartment must be equipped with a kitchen or kitchenette, assessable toileting and bathing, the means for providing privacy, storage space(s), and room for personal furniture that the resident may want to bring from home.

Resident Qualifications.

Where apartments are provided, couples may occupy an apartment. One spouse of each couple must qualify as a "resident" and require Assistance in the Activities of daily living. The other spouse may be continuing the pursuit of normal life activities, going to work, professional endeavors, etc., while the facility staff look after the spouse needing custodial care or supervision. Residents of Assisted Living Facilities are typically seniors. Children are not allowed other than for normal visitation.

Parking. Residents occupying private and semi-private rooms typically no longer drive. One spouse of those couples occupying the apartments may still drive. While parking is typically a local zoning decision, we suggest: one space per each 3 private and semi-private rooms and one space for each apartment, plus one space for each staff member on the busiest shift.

CLEARFIELD CITY ORDINANCE 2021-09 AN ORDINANCE AMENDING TITLE 11 OF THE CLEARFIELD CITY CODE

PREAMBLE: This Ordinance amends Title 11, Chapter 3, Section 3 – Definitions and Title 11, Chapter 11, Article A, Section 3 – Commercial Zone C-1 Conditional Uses by amending regulations related to assisted living facilities.

BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:

Section 1. Enactment:

Title 11, Chapter 3, Section 3 – Definitions is hereby amended specific to "Assisted Living Facility" to read as follows:

APPLICANT'S REQUEST

ASSISTED LIVING FACILITY: A building or structure, or portion thereof <u>meeting the</u> <u>following description</u>: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are capable of responding to an emergency situation without physical assistance from staff. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

Assisted living is described as an arrangement where an individual(s) is/are assisted in the "Activities of Daily Living" in a custodial setting. The Activities of Daily Living are those actions or endeavors which are part of an individual's normal routine, and which allow him or her to remain functioning independently in a home type environment. Assisted Living activities/services may include: supervision, bathing, dressing, eating, ambulation, recreation, socialization, medication reminders, grooming, personal hygiene, medical and other appointments, clothes washing, and so forth.

Assisted Living Facility An "Assisted Living Facility" is a structure wherein 'assistance' in the activities of daily living is provided by professional staff with the goal of helping the resident population maintain as much "Life Independence" as might be possible. An Assisted Living Facility must be licensed by the Utah State Department of Health and is classified as a Healthcare Facility. When the licensed capacity exceeds 17 beds (in one structure), an Assisted Living Facility is also classified as an I-Occupancy per the International Building Code (IBC). An Assisted Living Facility does not provide either Medical or Nursing Services on a 24 hour basis, but rather may provide those services by independent outside consultants on an "as needed" or consulting basis. Residents needing Nursing or Medical services on a 24 hour basis may not be admitted to or remain residing in an Assisted Living Facility.

Site and Physical Structure of an Assisted Living Facility may be as follows:

Site.

Assisted Living Facilities may be comprised of one or more structures on a single site or contiguous parcels. Assisted Living Structures that provide services to more than 17 residents must be built to comply to (IBC) Institutional Occupancy Standards.

Structural Components.

Assisted Living Facilities may be composed of Private rooms, Semi-Private rooms or Apartments. Each room or apartment must be equipped with a kitchen or kitchenette, assemble toileting and bathing, the means for providing privacy, storage space(s), and room for personal furniture that the resident may want to bring from home.

Resident Qualifications.

Where apartments are provided, couples may occupy an apartment. One spouse of each couple must qualify as a "resident" and require Assistance in the Activities of Daily Living. The other spouse may be continuing the pursuit of normal live activities, going to work, professional endeavors, etc., while the facility staff look after the spouse needing custodial care or supervision. Residents of Assisted Living Facilities are typically seniors. Children are not allowed other than for normal visitation.

Parking.

Residents occupying private and semi-private rooms typically no longer drive. One spouse of those couples occupying the apartments may still drive. While parking is typically a local zoning decision, we suggest: one space per each 3 private or semi-private rooms or one space for each apartment, plus one space for each staff member on the busiest shift.

PLANNING COMMISSION RECOMMENDATION

ASSISTED LIVING FACILITY: A congregate residential facility for elderly persons, having physical or mental limitations because of health or age, who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). The facility is licensed with the State of Utah and provides services that may include but are not limited to meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreational activities, hairdressing, and other services allowed by the state license, building or structure, or portion thereof meeting the following description: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are generally capable of responding to an emergency situation without physical assistance from staff. An assisted living facility may be comprised of one or more buildings on a single site or contiguous parcels. This definition shall not include any building or structure which meets the definition of a "group home

for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

CITY COUNCIL RECOMMENDATION

ASSISTED LIVING FACILITY: A congregate residential facility for elderly persons, having physical or mental limitations because of health or age, who receive assistance with activities of daily living or instrumental activities of daily living (ADLs or IADLs). The facility is licensed with the State of Utah as a Type II facility and provides services that may include but are not limited to meals, laundry, housekeeping, medication reminders and/or administration of medication, intermittent nursing care, transportation, social/recreational activities, hairdressing, and other services allowed by the state license, building or structure, or portion thereof meeting the following description: , in which people are cared for or live in a supervised environment, having physical or mental limitations because of health or age. The occupants are generally capable of responding to an emergency situation without physical assistance from staff. An assisted living facility may be comprised of one or more buildings on a single site or contiguous parcels and is limited to a maximum height of two stories. This definition shall not include any building or structure which meets the definition of a "group home for the elderly", "group home for persons with a disability", or "detention or rehabilitation facility".

Title 11, Chapter 11, Article A, Section 3 – Commercial Zone C-1 Conditional Uses is hereby amended to read as follows:

11-11A-3: CONDITIONAL USES:

The following buildings, structures, and uses of land shall be allowed in the C-1 commercial zone upon compliance with the requirements set forth in this code and upon obtaining a conditional use permit as specified in chapter 4 of this title:

Behavior, drug, or alcohol treatment facilities.

Churches.

Colleges and universities.

Convalescent facilities.

Daycare facilities.

Hospitals.

Nursing or rest homes.

Assisted living facility.

Preschools, commercial.

Public uses.

Schools.

Specialized schools.

Vocational and technical training facilities.

<u>Section 2. Repealer</u>: Any provision or ordinances that are in conflict with this ordinance are hereby repealed.

<u>Section 3. Effective Date:</u> This Ordinance shall become effective immediately upon its posting in three public places within Clearfield City.

DATED this 22 nd day of June, 2021, at the regularly scheduled meeting of the Clearfield City Council.		
	CLEARFIELD CITY CORPORATION	
	Mark R. Shepherd, Mayor	
ATTEST		
Nancy R. Dean, City Recorder		
VC	OTE OF THE COUNCIL	
AYE:		
NAY:		



STAFF REPORT

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Finance Manager

Meeting Date: June 22, 2021

Subject: Establish an Audit Committee

Recommended Action

Staff recommends the City Council approve Resolution 2021R-13 establishing a formal Audit Committee and authorize the Mayor to sign any necessary documents.

Description / Background

Mission & Objective

The Audit Committee will provide independent advice, assistance, and recommendations to the Mayor and City Council in the oversight of the internal and external audit functions of the City. The Committee will help reduce the risk of undetected fraud, abuse, and noncompliance.

Composition and Meetings

The Committee will have no more than two City Council members. If a unanimous decision is not reached the Mayor will cast the tie-breaking vote. The Committee will be assigned a staff liaison but is not a member of the Committee.

The Committee will meet as necessary. At minimum, meetings will take place to discuss the selection of the external auditor, and the review of the annual audit.

Reporting

The Committee reports its activities to the Mayor and Council as needed, but not less than annually. Items reported include their 1) review of the annual audit report, 2) suspected fraud, waste or abuse, or significant internal control issues, and 3) material non-compliances with laws or City policy.

Hedgehog Analysis

The hoglet score is 15. Much of the push to establish the Audit Committee is externally driven. There is benefit to the City, and it is a recommend best practice. The use of time and money is minimal.

Corresponding Policy Priorities

An Audit Committee enhances quality municipal services by reducing fraud, inefficient use of resources, and/or financial mismanagement.

Fiscal Impact

As proposed, no additional direct cost is needed to establish and run the Committee.

Schedule / Time Constraints

To receive a better fraud risk score for FY21, ideally the Committee will be established before the end of the fiscal year—June 30.

Alternatives

Wait and review further.

List of Attachments

• Resolution 2021R-13

CLEARFIELD CITY RESOLUTION 2021R-13

A RESOLUTION ESTABLISHING THE CLEARFIELD CITY AUDIT COMMITTEE, A LEGISLATIVE COMMITTEE TO ADVISE THE CITY COUNCIL ON MATTERS RELATING TO THE ANNUAL FINANCIAL AUDIT AND THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR), AND ADOPTING AN AUDIT COMMITTEE CHARTER ESTABLISHING RULES AND PROCEDURES FOR THE COMMITTEE

WHEREAS, the Office of the State Auditor has developed a risk assessment model entitled "Fraud Risk Assessment" that provides a basic evaluation of an entity's fraud risk based on the required separation of duties and recommended measures; and

WHEREAS, the Fraud Risk Assessment includes a recommendation that governmental entities create an Audit Committee to assist the governing body in its financial oversight responsibilities; and

WHEREAS, an Audit Committee will ensure the integrity of the organization's financial statements and internal controls by reviewing the qualifications and performance of the independent auditor, reviewing the organization's risk management efforts and overall governance process, and ensuring compliance with all legal and regulatory requirements; and

WHEREAS, establishing a formal Audit Committee will also increase transparency relating to the City's finances for Clearfield residents;

NOW, THEREFORE, be it resolved by the Clearfield City Council that the Clearfield City Audit Committee is formally established to advise the City Council on matters relating to the annual financial audit and to review the Comprehensive Annual Performance Review (CAFR). The City Council further resolves to establish an Audit Committee Charter to outline the duties, powers, processes, and procedures for Committee operations and to authorize other pertinent responsibilities consistent with the Audit Committee Charter attached herein as 'Exhibit A.'

DATED this 22 nd day of June, 2021.	
ATTEST:	CLEARFIELD CITY CORPORATION
Nancy R. Dean, City Recorder	Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

Audit Committee Charter

Audit Committee Authority

Pursuant to resolution number 2021R-13, dated June 22, 2021, the Mayor and City Council of Clearfield City has established the Clearfield City Audit Committee ("Audit Committee") to assist the Mayor and City Council in the oversight of both the internal and external audit functions.

Mission

The Mayor and City Council of Clearfield City has established the Audit Committee to provide independent advice, assistance, and recommendations to the Mayor and City Council in the oversight of the internal and external audit functions of the City.

Composition and Requisite Skills

The Audit Committee is comprised two members of the City Council. The composition of the Audit Committee is intended to ensure that investigations regarding the work of the Audit Committee remains confidential until reports are made public to the Mayor & City Council, or until such time records are subject to the Utah Governmental Records Access Management Act.

Committee members collectively should possess the knowledge in accounting, auditing, and financial reporting needed to understand and evaluate Clearfield City's financial statements, the external audit, and the entity's internal audit activities. Accordingly, the Audit Committee's members, collectively, should, through training or experience:

- 1) Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers and the Mayor and City Council.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.
 - a. If no Audit Committee members have sufficient personal internal control or finance knowledge, the committee should gain this knowledge via a financial expert (either volunteer or paid) advisor.
 - i. The financial expert advisor must:
 - 1. Be independent of management (including a non-employee)
 - 2. Be present for meetings
 - 3. Not be a member of the Audit Committee
 - 4. Not vote on committee actions

The Audit Committee may augment the committee by obtaining the support of external sources. Those additional sources will not be considered members of the Committee for reporting or other purposes and will not have any voting capabilities. The Audit

Committee may make these additional staffing acquisitions in accordance with established budgets and City policies and practices.

Duties and Responsibilities

The duties and responsibilities of the Audit Committee include the following:

1) External Audit Focus

- a. Provide recommendations regarding the selection of an external auditor (independent of the Audit Committee).
- b. Meet with the external auditor prior to commencement of an audit to, among other things, review the engagement letter.
- c. Review and discuss with the external auditor any risk assessment of the entity's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- d. Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the entity's system of internal controls, and, working directly with the external auditor, assist the Mayor and City Council in interpreting such documents.
- e. Make a recommendation to the Mayor and City Council on accepting the annual audit report.
- f. Review every corrective action plan developed by management and assist the Mayor and City Council in the implementation of such plans.

2) Internal Audit Focus

- a. Make recommendations to the Mayor and City Council regarding internal audit best practices.
- b. Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
- c. Review recommendations and findings of any internal audits.
- d. Monitor management's implementation of internal audit recommendations and the internal audit work plan.
- e. Participate in the evaluation of the performance of the internal audit function.
- f. Make necessary recommendations to the Mayor and City Council regarding audit findings that may require legislative action.

3) Hotline

- a. Provide guidance and support for managing the independent hotline.
- b. Oversee and objectively address hotline complaints independent of City management.

- c. Review available evidence to support an evaluation.
- d. Determine if further investigation is merited.
- e. Approve findings and recommendations resulting from complaints.
- f. Ensure the findings and recommendations are addressed.
- g. Feedback provided to the complainant, if requested.
- 4) Administrative Matters
 - a. Hold regularly scheduled meetings.
 - b. Review and recommend revisions to the Audit Committee Charter, as necessary.

Membership

The membership duties of the Audit Committee include the following:

- Good Faith Members of the Audit Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Audit Committee and the City with such care as a generally prudent person in a similar position would use under similar circumstances.
- 2) Independence An individual may not serve on the Audit Committee if he or she:
 - a. Is employed by the entity (other than the Mayor and City Council members).
 - b. Currently provides, or within the prior two years, has provided, goods or services to the entity.
 - c. Is a family member of an employee.
 - d. Is the owner of or has a direct and material interest in a company providing goods or services to the City.
- 3) Confidentiality During the exercise of duties and responsibilities, the Audit Committee members may have access to confidential information. The Audit Committee shall have an obligation to maintain the confidentiality of such information.

Meetings

The Audit Committee shall meet as often as necessary to advise the Mayor and City Council concerning selection of the external auditor, to review of the annual audit, and to conduct business related to other items under their oversight.

Decision-Making Process

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present. In the case that a quorum consists of two Audit Committee members and a unanimous decision is not reached, a subsequent meeting shall be held as soon as reasonably possible with the Mayor, who shall consider the issue(s) and cast the tie-breaking vote.

A City staff member is assigned to the Audit Committee as a liaison primarily to ensure access by the Audit Committee to all necessary City records and to provide technical expertise and coordination with the City staff. The City staff liaison is not an Audit Committee member.

Reporting Requirements

The Audit Committee has the duty and responsibility to report its activities to the Mayor and City Council as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Mayor and City Council on key decisions and responsibilities. If significant findings are discovered that require legislative action or are important for the function of the City, the Audit Committee should engage the Mayor and City Council promptly. The Audit Committee's reporting requirements are to:

- 1) Periodically report on the scope and breadth of committee activities so that the Mayor and City Council is kept informed of its work and any significant results.
- 2) Report on their review of the City's draft annual audit report and accompanying management letter and their analysis of significant findings.
- 3) Promptly report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- 4) Promptly report on indications of material or significant non-compliances with laws or City policies and regulations and provide recommendations.
- 5) Report on any other matters that the committee believes should be disclosed to the Mayor and City Council.

Charter Review

The Audit Committee shall assess and report to the Mayor and City Council on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Mayor and City Council in writing for their review and action.



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: Tuesday, June 22, 2021

SUBJECT: Discussion on **FSP 2021-020028**, a final subdivision plat request by

Spencer Barber for a 14-lot single-family subdivision at the subject location. **Location:** 245 North 1000 West (TIN's: 12-024-0017 & 12-024-

0018). Total Parcel Area: 3.16 acres. Zone: R-1-6 (Residential).

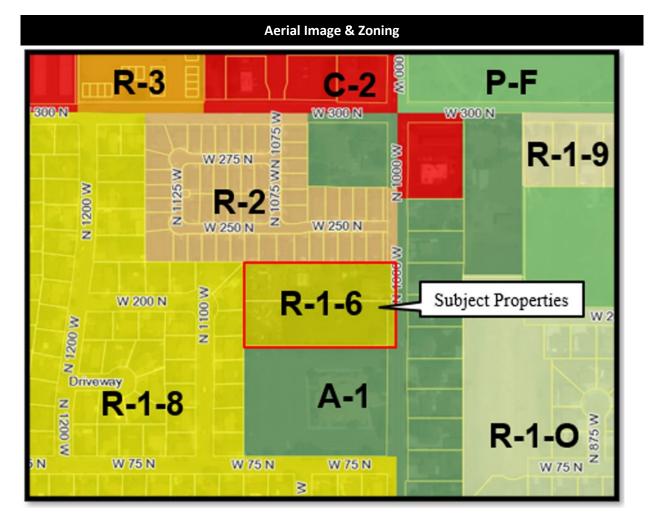
PLANNING COMMISSION RECOMMENDATION

On May 5th, 2021, the Planning Commission forwarded a recommendation of **APPROVAL** to the Clearfield City Council for **FSP 2021-020028**, a final subdivision plat request by Spencer Barber for a 14-lot single-family subdivision for the properties located at 245 North 1000 West (TIN: 12-024-0017 & 12-024-0018).

PROJECT SUMMARY

Project Information					
Project Name	Woods Court				
Site Location	245 North 1000 West				
Tax ID Numbers	12-024-0017 & 12-024-0018				
Applicant	Spencer Barber				
Owners	Troy Barber				
Proposed Actions	Final Subdivision Plat Approval				
Zoning	R-1-6				
General Plan Land Use Classification	Residential				
Gross Site	3.16 Acres				

Surrou	nding Properties and Uses:	Current Zoning District	General Plan Land Use Classification		
North	Residential Single-Family	R-2 (Residential)	Residential		
East	Residential Single-Family	A-1 (Agricultural)	Residential		
South	Religious	A-1 (Agricultural)	Residential		
West	Residential Single-Family	R-1-8 (Residential)	Residential		



DESCRIPTION/BACKGROUND

The applicant is requesting final subdivision plat approval to subdivide the subject properties for a 14-lot single-family subdivision. The proposed subdivision will have a public residential cul-desac street that will connect to 1000 West. The proposed subdivision includes a storm water detention basin in the southwest corner that will be part of lot 7 with a restricted easement recorded on the lot for the use of that basin. Lot 14 of the subdivision will be created for the existing home to remain and will have an area of 15,022 square feet. All the other lots have areas ranging from the zoning minimum of 6,000 feet (lots 2, 3, & 4) to 11,576 square feet (lot 7). The average lot size for the subdivision is 7,558 square feet. The cul-de-sac has more of a square shape design that is allowed as part of the Clearfield City Public Works Standards. A review of the lot dimensions and setbacks will be provided in the next section of this report.

Since the Planning Commission approval, the plat and plans have been revised to meet all engineering comments and have engineering approval (see attached approval letter).

FINAL SUBDIVISION PLAT REVIEW

The final subdivision plat submission includes the final plat, demolition plan, site plan, grading plan, utility plan, erosion control plan, and the plans for the city street design (plan and profile). The plat and improvement drawings were shared for review by City Planning, Engineering, and Public Works Staff as well as the North Davis Fire District and North Davis Sewer District. The Clearfield City Engineer has reviewed the final plat and improvement drawings and provided comments in a review letter dated 14 April 2021. The North Davis Fire District has provided a review letter dated 27 April 2021. The applicant has also submitted a geotechnical report and an environmental site assessment for review by the City Engineer and Building Inspector.

Lot Area, Frontage, and Setback Regulations

The R-1-6 Zone requires that each lot have a minimum area of 6,000 square feet, a lot width of sixty feet (60') for interior lots and seventy feet (70') for corner lots, with a minimum lot frontage of fifty feet (50'). The difference between the frontage requirement and width requirement is that the frontage standard is measured at the front property line and the width is measured at the front setback line. All proposed lots comply with the area requirement of the R-1-6 Zone.

The R-1-6 Zone requires the following building setbacks:

Front Yard: Twenty feet (20')

Side Yard: Six feet (6')

Side Yard, Corner Lots: Twenty feet (20')

Rear Yard: Twenty feet (20')

The site plan improvement drawing includes setbacks and potential home footprints. Based upon staff measurements, the lots comply with the required lot area, width, frontage, and setback regulations of the R-1-6 Zone.

Roadway Design and Access

As outlined in the Public Works Construction and Development Standards as well as the Subdivision Ordinance (Title 12), a residential street is required to have a right-of-way width of sixty feet (60'). The residential street includes a road width from top back of curb to top back of curb of forty-one feet (41'), a four and a half foot (4 1/2') park strip, and a four foot (4') wide sidewalk. The proposed street complies with these standards. The cul-de-sac or street bulb as referred to in ordinance complies with the Clearfield City Standards referenced above.

PUBLIC COMMENT

A public notice sign was posted on February 19th, 2021 along the 1000 West frontage for the preliminary subdivision plat review. At that time phone calls and emails were received with concerns about the future street with relation to the neighborhood to the west. Most residents were concerned that the road will connect to 1100 West and be a through-street. There were also concerns about increased traffic in the area that would come with the new single-family lots.

A public notice sign was posted on April 23rd, 2021 for the final subdivision plat review. As of the date of this report, no comments have been received by staff.

CORRESPONDING POLICY PRIORITY (IES)

The proposed subdivision will improve *Clearfield's Image, Livability, and Economy* by providing additional single-family residential uses and an improvement to an underdeveloped property. The Zoning designation for the residential property is consistent with the surrounding uses and will contribute to the image of the City.

FISCAL IMPACT

None

ALTERNATIVES

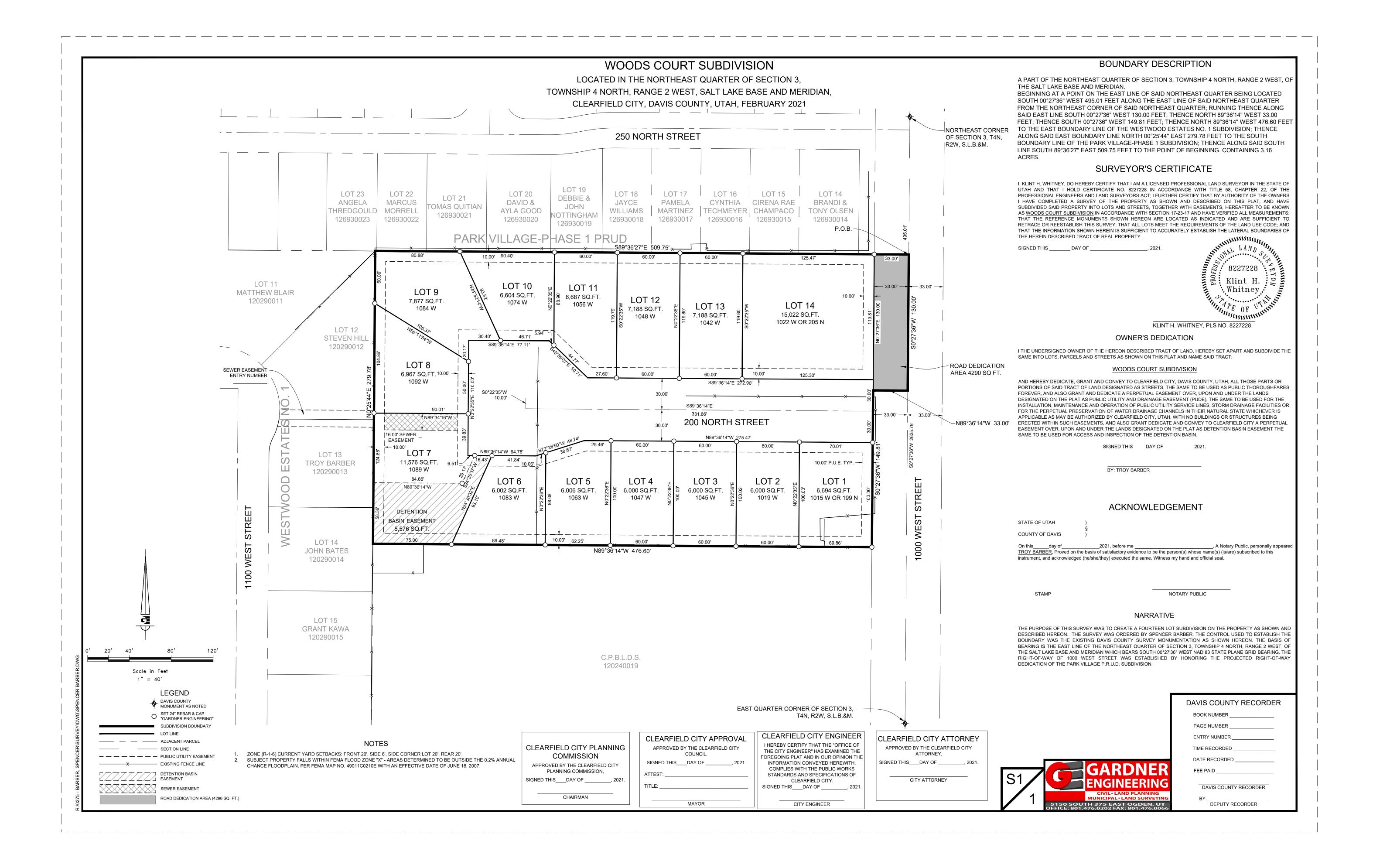
None

CONDITIONS OF APPROVAL

- 1) Plans shall be revised to address Clearfield City Engineering requirements.
- 2) Plans shall be revised to address comments of the North Davis Fire District.
- 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.
- 4) 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 12-4-6.

LIST OF ATTACHMENTS

- 1. Subdivision Plat & Improvement Plans
- 2. Engineering Approval Letter dated 12 May 2021
- 3. North Davis Fire District Review Letter dated 27 April 2021



WOODS COURT SUBDIVISION

CONSTRUCTION DOCUMENTS CLEARFIELD CITY, DAVIS COUNTY, UTAH

TRAFFIC CONTROL & SAFETY NOTES

1. BARRICADING AND DETOURING SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE CURRENT STATE OF UTAH DEPARTMENT OF TRANSPORTATION MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE WORK ZONES, AND THE CURRENT CITY STANDARD DRAWING, AND SHALL BE APPROVED BY THE CITY ENGINEER PRIOR TO ANY WORK.

2. NO STREET SHALL BE CLOSED TO TRAFFIC WITHOUT WRITTEN PERMISSION FROM THE CITY TRAFFIC ENGINEER, EXCEPT WHEN DIRECTED BY LAW ENFORCEMENT OR FIRE OFFICIALS.

3. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROVIDE FOR SMOOTH TRAFFIC FLOW AND SAFETY. ACCESS SHALL BE MAINTAINED FOR ALL PROPERTIES ADJACENT TO THE WORK.

4. DETOURING OPERATIONS FOR A PERIOD OF SIX CONSECUTIVE CALENDAR DAYS, OR MORE, REQUIRE THE INSTALLATION OF TEMPORARY STREET STRIPING AND REMOVAL OF INTERFERING STRIPING BY SANDBLASTING. THE DETOURING STRIPING PLAN OR CONSTRUCTION TRAFFIC CONTROL PLAN MUST BE SUBMITTED TO THE CITY TRAFFIC ENGINEER FOR REVIEW AND APPROVAL

5. ALL TRAFFIC CONTROL DEVICES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE END OF THE WORK TO THE SATISFACTION OF THE CITY TRAFFIC ENGINEER

6. TRAFFIC CONTROL DEVICES (TCDs) SHALL REMAIN VISIBLE AND OPERATIONAL AT ALL TIMES.

UTILITY DISCLAIMER

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THOSE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF CONTRACTOR'S FAILURE TO VERIFY LOCATIONS OF EXISTING UTILITIES PRIOR TO BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT.

NOTICE TO CONTRACTOR

ALL CONTRACTORS AND SUBCONTRACTORS PERFORMING WORK SHOWN ON OR RELATED TO THESE PLANS SHALL CONDUCT THEIR OPERATIONS SO THAT ALL EMPLOYEES ARE PROVIDED A SAFE PLACE TO WORK AND THE PUBLIC IS PROTECTED. ALL CONTRACTORS AND SUBCONTRACTORS SHALL COMPLY WITH THE "OCCUPATIONAL SAFETY AND HEALTH REGULATIONS: OF THE U.S. DEPARTMENT OF LABOR AND THE STATE OF UTAH DEPARTMENT OF INDUSTRIAL RELATIONS CONSTRUCTION SAFETY ORDERS". THE CIVIL ENGINEER SHALL NOT BE RESPONSIBLE IN ANY WAY FOR CONTRACTORS AND SUBCONTRACTORS COMPLIANCE WITH SAID REGULATIONS AND ORDERS.

CONTRACTOR FURTHER AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB-SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE CIVIL ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.

SANITARY SEWER GENERAL NOTES

- 1. ALL SANITARY SEWER CONSTRUCTION SHALL BE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS
- 2. ALL GRAVITY SANITARY SEWER LINES SHALL BE SDR-35 PVC MATERIAL. SEWER LINE CONSTRUCTION AND MATERIALS SHALL CONFORM TO ASTM STANDARDS AND SPECIFICATIONS.

3. DISTANCES SHOWN ON PLANS ARE APPROXIMATE AND COULD VARY DUE TO VERTICAL ALIGNMENT.

- 4. RIM ELEVATIONS SHOWN ARE APPROXIMATE ONLY AND ARE NOT TO BE TAKEN AS FINAL ELEVATION. PIPELINE CONTRACTOR SHALL USE PRECAST CONCRETE ADJUSTMENT RINGS, GROUT AND STEEL SHIMS TO ADJUST THE MANHOLE FRAME TO THE REQUIRED FINAL GRADE IN CONFORMANCE WITH THE STANDARD SPECIFICATIONS. ALL FRAMES SHALL BE ADJUSTED TO FINAL GRADE.
- 5. ALL SANITARY SEWER MAIN TESTING SHALL BE IN ACCORDANCE WITH THE CITY STANDARDS AND SPECIFICATIONS. COPIES OF ALL TEST RESULTS SHALL BE PROVIDED TO THE PUBLIC WORKS SANITARY SEWER DEPARTMENT HEAD PRIOR TO FINAL ACCEPTANCE.
- 6. COMPACTION TESTING OF ALL TRENCHES WITH THE PROJECT SITE MUST BE ATTAINED AND RESULTS SUBMITTED TO THE CITY ENGINEER PRIOR TO FINAL ACCEPTANCE.
- 7. CONTRACTOR IS RESPONSIBLE TO PROTECT ALL EXISTING STRUCTURES AND IMPROVEMENTS DURING INSTALLATION OF SANITARY SEWER LINE.
- 8. WHERE CONNECTION TO EXISTING UTILITY IS PROPOSED, CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION AND NOTIFY OWNER/ENGINEER IF LOCATION AND ELEVATION OF EXISTING UTILITY VARIES FROM THE DESIGN.

9. CAMERA TESTING AND PRESSURE TESTING PER CITY STANDARD.

LEGEND **BOUNDARY LINE** MONUMENT LINE / CENTER LINE EXISTING OVERHEAD POWER LINE EXISTING POWER LINE EXISTING CULINARY WATER PIPE EXISTING SANITARY SEWER PIPE EXISTING COMMUNICATION LINE EXISTING GAS IRRIGATION VALVE FIRE HYDRANT WATER METER WATER VAI VE SANITARY SEWER MANHOLE CLEANOUT **EXISTING CONTOUR AND ELEVATION** DESIGN CONTOUR AND ELEVATION NEW SANITARY SEWER LINE **NEW STORM DRAIN LINE NEW WATER LINE** ASPHALT PAVING

GENERAL NOTES

- 1. ALL MATERIALS, WORKMANSHIP AND CONSTRUCTION OF SITE IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS SET FORTH BY THE CITY ENGINEER, PLANNING, CODES AND SPECIFICATIONS AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND SPECIFICATIONS, OR ANY APPLICABLE STANDARDS, THE HIGHER QUALITY STANDARD SHALL APPLY.
- 2. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND OR ELEVATION OF EXISTING UTILITIES, AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PERTINENT LOCATIONS AND ELEVATIONS, ESPECIALLY AT THE CONNECTION POINTS AND AT POTENTIAL UTILITY CONFLICTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.
- 3. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL NOTIFY THE DESIGNATED PUBLIC WORKS INSPECTOR AT LEAST 48 HOURS PRIOR TO THE START OF ANY EARTH DISTURBING ACTIVITY. OR CONSTRUCTION ON ANY AND ALL PUBLIC IMPROVEMENTS.
- 4. THE CONTRACTOR SHALL COORDINATE AND COOPERATE WITH THE CITY AND ALL UTILITY COMPANIES INVOLVED WITH REGARD TO RELOCATIONS OR ADJUSTMENTS OF EXISTING UTILITIES DURING CONSTRUCTION AND TO ASSURE THAT THE WORK IS ACCOMPLISHED IN A TIMELY FASHION AND WITH A MINIMUM DISRUPTION OF SERVICE.
- 5. THE CONTRACTOR SHALL HAVE ONE (1) COPY OF APPROVED PLANS, AND ONE (1) COPY OF THE APPROPRIATE STANDARDS AND SPECIFICATIONS AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB, ON SITE AT ALL TIMES.
- 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY INCLUDING BUT NOT LIMITED TO, EXCAVATION, TRENCHING, SHORING, TRAFFIC CONTROL, AND SECURITY.
- 7. IF DURING THE CONSTRUCTION PROCESS CONDITIONS ARE ENCOUNTERED BY THE CONTRACTOR, HIS SUBCONTRACTORS, OR OTHER AFFECTED PARTIES, WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE ENGINEER IMMEDIATELY.
- 8. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF THE INTENDED IMPROVEMENTS SHOWN ON THESE DRAWINGS OR DESIGNATED TO BE PROVIDED, INSTALLED, CONSTRUCTED, REMOVED AND RELOCATED UNLESS SPECIFICALLY NOTED OTHERWISE.
- 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS AND DIRT TRACKED FROM THE SITE.
- 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT DRAWINGS ON A SET OF RECORD DRAWINGS KEPT AT THE CONSTRUCTION SITE, AND AVAILABLE TO THE CITY INSPECTOR AT ALL TIMES.
- 11. THE CONTRACTOR SHALL SEQUENCE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO MINIMIZE POTENTIAL UTILITY CONFLICTS. IN GENERAL. STORM SEWER AND SANITARY SEWER SHOULD BE CONSTRUCTED PRIOR TO INSTALLATION OF WATER LINES AND DRY UTILITIES.
- 12. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL UTILITY RELOCATIONS CONSISTENT WITH THE CONTRACTORS SCHEDULE FOR THIS PROJECT. WHETHER SHOWN OR NOT SHOWN AS IT RELATES TO THE CONSTRUCTION ACTIVITIES CONTEMPLATED IN THESE PLANS

SWPPP GENERAL NOTES

- 1. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AS REQUIRED BY THE CITY AND STATE
- 2. ALL STRUCTURAL EROSION MEASURES SHALL BE INSTALLED AS SHOWN ON THE SWPP PLAN. PRIOR TO ANY OTHER GROUND-DISTURBING ACTIVITY. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN GOOD REPAIR BY THE CONTRACTOR. UNTIL SUCH TIME AS THE ENTIRE DISTURBED AREAS ARE STABILIZED WITH HARD SURFACE OR LANDSCAPING.

STORM SEWER GENERAL NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:
- A)OBTAIN ALL REQUIRED PERMITS FROM THE CITY OR REGULATORY AGENCIES, INCLUDING PERMITS TO WORK IN THE RIGHT-OF-WAY. B)RESTORATION OF EXISTING IMPROVEMENTS INCLUDING BUT NOT LIMITED TO FENCES, SOD, LANDSCAPING, PAVEMENT, SPRINKLER C) VERIFICATION AND PROTECTION OF ALL EXISTING IMPROVEMENTS WITHIN THE LIMITS OF CONSTRUCTION.
- D)PROVIDING AS-BUILT DRAWINGS TO THE CITY AND THE ENGINEER.
- E) ALL PERMITTING, DEVELOPMENT, LOCATION, CONNECTION AND INSPECTION AND SCHEDULING FOR SUCH.
- 2. ALL STORM SEWER CONNECTIONS SHALL BE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS
- 3. RIM ELEVATIONS SHOWN ARE APPROXIMATE ONLY AND ARE NOT TO BE TAKEN AS FINAL ELEVATION. PIPELINE CONTRACTOR SHALL USE PRECAST CONCRETE ADJUSTMENT RINGS, GROUT, AND STEEL SHIMS TO ADJUST THE MANHOLE FRAME TO THE REQUIRED FINAL GRADE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS AND PLANS. ALL FRAMES SHALL BE ADJUSTED TO FINAL GRADE PRIOR TO PLACEMENT OF ASPHALT PAVING.
- 4. COMPACTION OF ALL TRENCHES WITHIN THE PROJECT SITE MUST BE ATTAINED AND COMPACTION RESULTS SUBMITTED TO THE ENGINEER AND THE CITY PRIOR TO FINAL ACCEPTANCE.
- 5. ALL STORM DRAIN PIPES IN THE CITY RIGHT-OF-WAY SHALL BE RCP CL III.
- 6. ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH THE PAVEMENT AND SHALL HAVE TRAFFIC BEARING LIDS. ALL STORM SEWER LIDS SHALL BE LABELED "STORM DRAIN".
- 7. WHERE CONNECTION TO EXISTING UTILITY IS PROPOSED, CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION AND NOTIFY OWNER/ENGINEER IF LOCATION AND ELEVATION OF EXISTING UTILITY VARIES FROM THE DESIGN.

GENERAL GRADING NOTES

- 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST APWA STANDARDS AND SPECIFICATION FOR PUBLIC WORKS AND THE CITY STANDARDS. CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE AWAY FROM BUILDING FOUNDATIONS AND ENTRIES. FINISHED GRADE AT FOUNDATION FOR WOOD FRAMED STRUCTURES SHALL BE 8 INCHES BELOW TOP OF FOUNDATION AND DRAINAGE SHALL BE A MINIMUM OF 5% WITHIN 10 FEET FROM THE BUILDING.
- 2. MAXIMUM SLOPES SHALL BE 3:1 FOR CUT AND FILL UNLESS OTHERWISE NOTED.
- 3. COMPACTION REQUIREMENTS AND TESTING SHALL BE PERFORMED TO MEET THE CITY STANDARDS
- 4. NO FILL SHALL BE PLACED UNTIL VEGETATION HAS BEEN REMOVED AND SUB-GRADE PREPARED PER THE SOILS REPORT
- 5. DUST SHALL BE CONTROLLED BY WATERING OR OTHER APPROVED METHODS
- 6. CONTRACTOR SHALL COMPLY WITH STORM WATER POLLUTION PREVENTION PLAN BY INSTALLING BMP'S PRIOR TO COMMENCEMENT OF EXCAVATION ACTIVITIES. CONTACT THE CITY INSPECTOR FOR INSPECTION.
- 7. ALL RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND ALL SUBSEQUENT REPORTS, ADDENDUM ETC. SHALL BE CONSIDERED A PART OF THIS GRADING PLAN AND SHALL BE COMPLIED WITH.
- 8. THE CONTRACTOR SHALL CONTACT BLUE STAKES FOR LOCATION MARKING PRIOR TO COMMENCING EXCAVATION ACTIVITIES.
- 9. CITY MAY REQUIRE A PRE-CONSTRUCTION MEETING BEFORE A PERMIT IS ISSUED.
- 10. STREETS ADJACENT TO THE PROJECT SHALL BE CLEAN AT ALL TIMES
- 11. CONTRACTOR IS RESPONSIBLE FOR ARRANGING FOR ALL REQUIRED INSPECTIONS.
- 12. PRIOR TO TAKING WATER FROM A CITY FIRE HYDRANT, THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE WATER UTILITY TO OBTAIN A WATER METER.

CULINARY WATER GENERAL NOTES

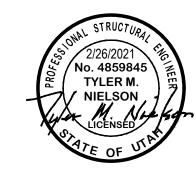
- ALL INSTALLATION AND MATERIALS SHALL CONFORM TO WATER UTILITY STANDARDS, SPECIFICATIONS AND PLANS. CULINARY SERVICE LATERALS TO BE TYPE K COPPER. 3/4-INCH.
- 2. THRUST BLOCKING IS REQUIRED AT ALL BENDS AND FITTINGS. TIE RODS SHALL BE USED AT ALL BENDS AND FITTINGS WHERE THRUST BLOCKS DO NOT BEAR AGAINST UNDISTURBED SOIL
- 3. ALL WATERLINES AT SEWER CROSSINGS SHALL BE LOCATED ABOVE AND HAVE AN 18-INCH VERTICAL SEPARATION FROM THE SEWER PIPE. IF THIS IS NOT PROVIDED, THE WATERLINE SHALL BE INSTALLED WITH 20 L.F. OF CONCRETE CASING CENTERED OVER THE SEWER PIPE.
- 4. DISINFECTION TESTS SHALL BE PERFORMED BY THE WATER UTILITY WITH COOPERATION FROM THE CONTRACTOR IN PERFORMING ANY NECESSARY EXCAVATION AND SUBSEQUENT BACKFILLING AT NO COST TO THE CITY.
- 5. CHLORINATION OF COMPLETED WATER LINE. THE NEW WATER LINES SHALL BE DISINFECTED BY CHLORINATION. THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL RELATED COSTS AND FEES RELATED TO THE CHLORINATION OF THE COMPLETED WATER LINE. THIS TEST SHALL BE PERFORMED PRIOR TO CONNECTION OF THE NEW WATER LINES TO THE EXISTING WATER SYSTEM. THE CONTRACTOR SHALL NOTIFY THE WATER UTILITY AT LEAST 24 HOURS BEFORE THE CHLORINATION IS DESIRED.
- 6. A MINIMUM HORIZONTAL CLEARANCE OF 10 FEET SHALL BE MAINTAINED FROM SANITARY SEWER MAINS.
- 7. UNLESS OTHERWISE SPECIFIED, ALL WATERLINES SHALL BE AWWA C900 PVC CLASS 150, PER ASTM D2241.
- 8. CONTRACTOR SHALL LOCATE VALVES PRIOR TO CONNECTION WITH EXISTING SYSTEM, BUT SHALL NOT OPERATE ANY VALVE WITHOUT PERMISSION FROM THE WATER UTILITY.
- 9. ALL WATER MAINS, VALVES, FIRE HYDRANTS, SERVICES AND APPURTENANCES SHALL BE INSTALLED, TESTED, AND APPROVED PRIOR TO
- 10. THERE SHALL BE A WATER SUPPLY TO THE DEVELOPMENT BEFORE ANY WOOD CONSTRUCTION STARTS.
- 11. THE WATER UTILITY REQUIRES THE USE OF CORROSION RESISTANT MATERIALS FOR ALL CULINARY WATER IMPROVEMENTS. SPECIFICALLY, ROMAC BLUE BOLTS OR STAINLESS STEEL BOLTS MUST BE USED ON ALL FITTINGS. FURTHER, ALL METAL FITTINGS SHALL BE POLY WRAPPED.

DEVELOPER:

SUNRISE CONSTRUCTION SPENCER BARBER Spencertbarber@gmail.com 801-368-6460 2277 W 1300 N CLINTON, UT 84015

CE1-00 - DEMOLITION PLAN CE1-01 - SITE PLAN CE1-02 - GRADING PLAN CE1-03 - UTILITY PLAN CE1-04 - EROSION CONTROL PLAN (SWPPP) CE2-01 - PLAN AND PROFILE CE2-02 - PLAN AND PROFILE CE5-01 - STANDARD DETAILS CE5-02 - STANDARD DETAILS CE5-03 - STANDARD DETAILS

C0-01 COVER SHEET

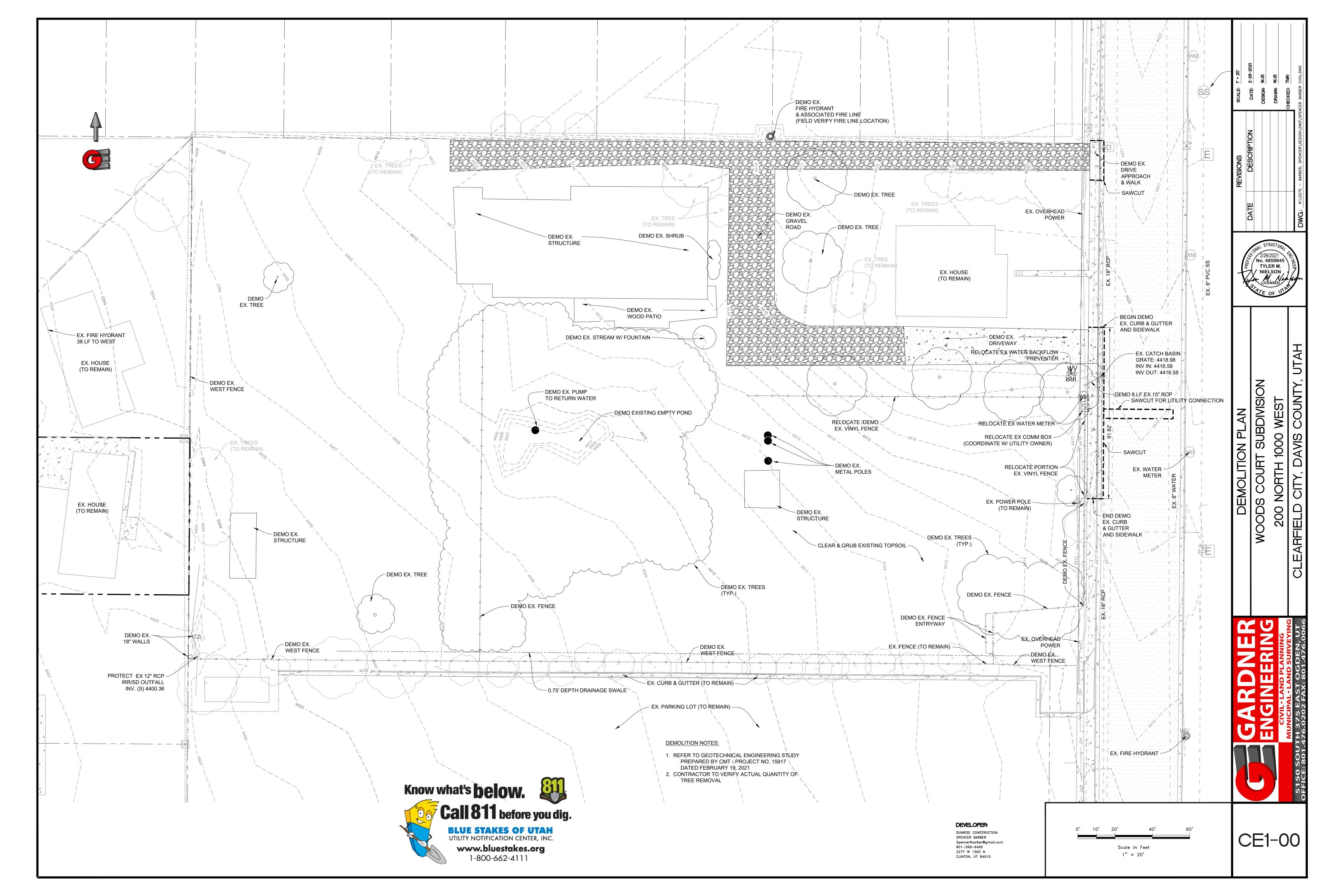


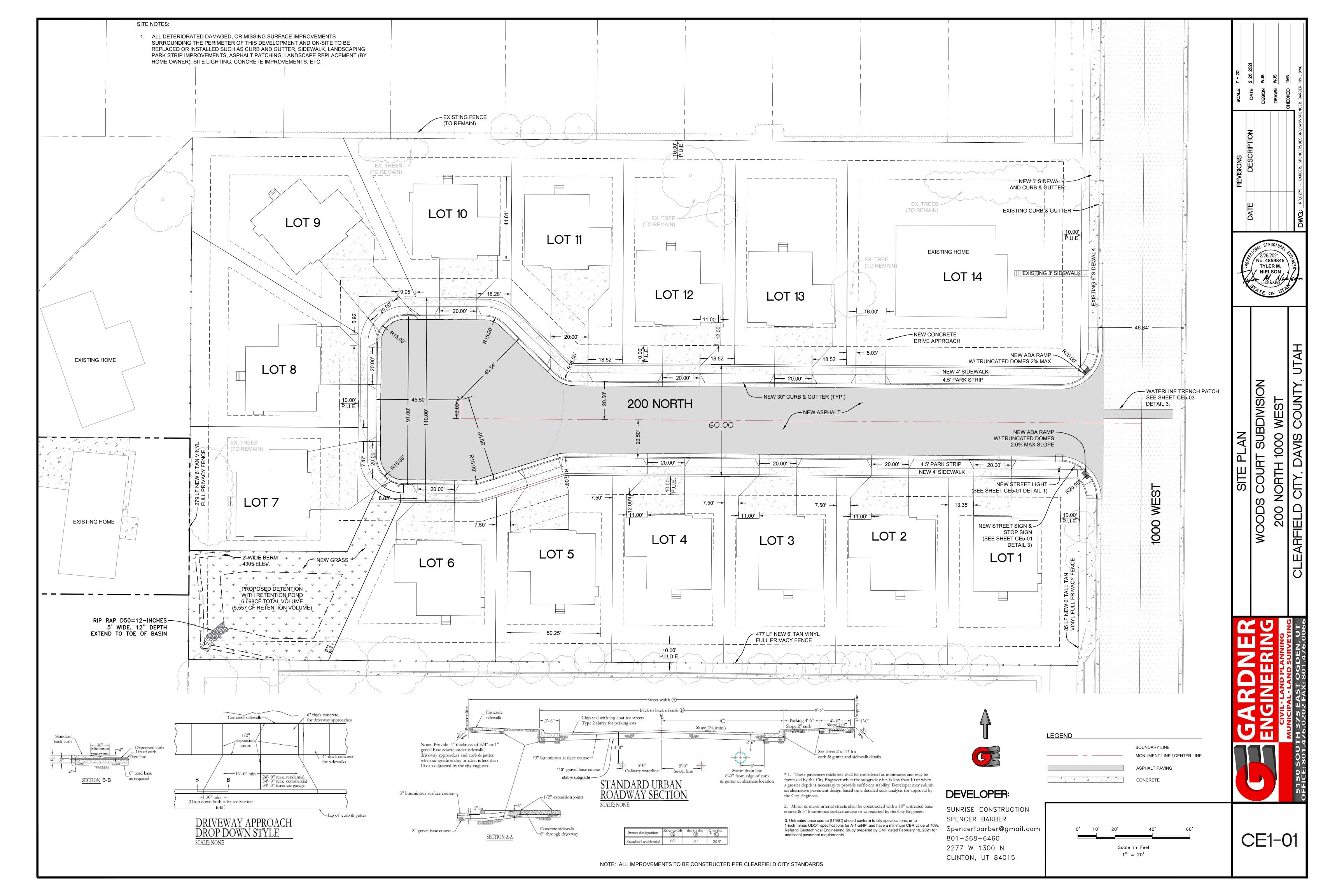
ALL IMPROVEMENTS TO CONFORM TO CURRENT CITY STANDARDS AND SPECIFICATIONS

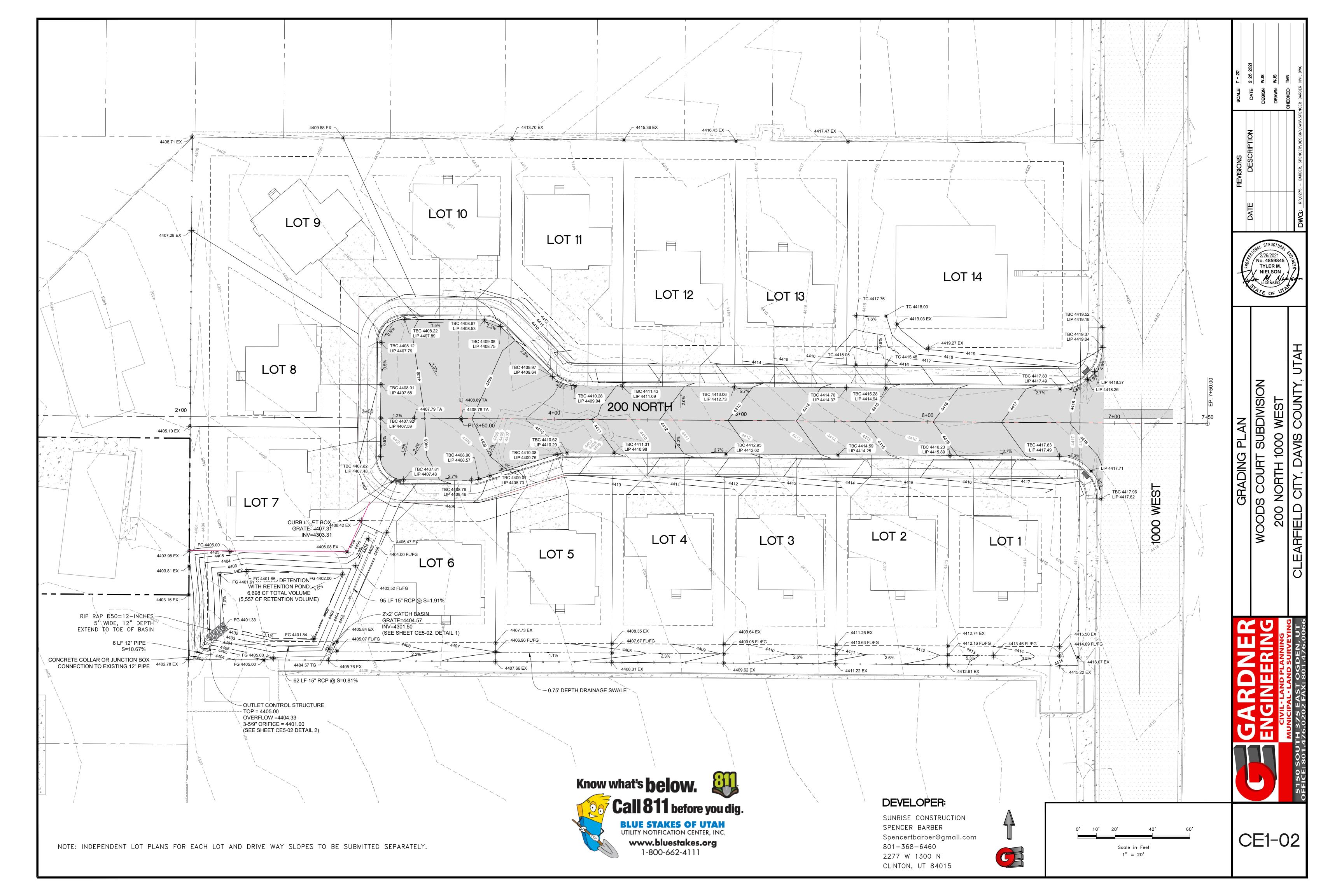
CULINARY WATER IMPROVEMENTS TO CONFORM TO THE WATER UTILITY'S STANDARDS AND SPECIFICATIONS

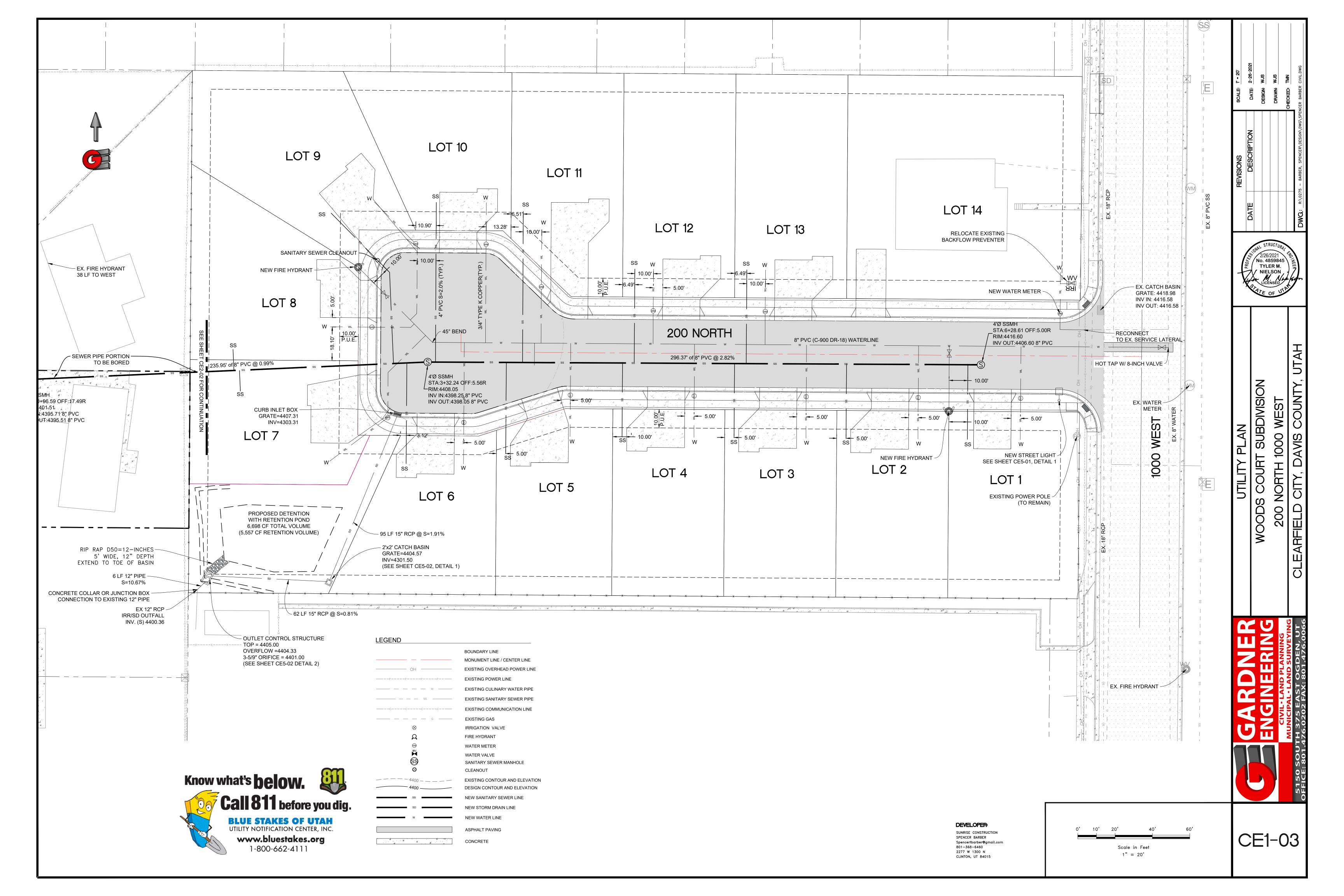
SECONDARY WATER TO BE CONNECTED WITH BACKFLOW PREVENTER OFF THE CULINARY SERVICE





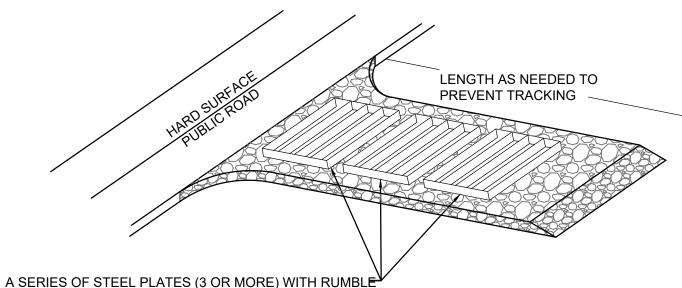






EROSION CONTROL NOTES:

- 1. SANDBAGS WILL BE PLACED AT DISCHARGE LOCATIONS TO CONTAIN AND DIVERT STORM WATER THROUGH THE INLET PROTECTION.
- 2. AN EARTHEN BERM 6" HIGH WILL BE CONSTRUCTED TO CONTAIN THE STORM WATER AND DIVERT IT TO DISCHARGE AREAS.
- 3. STORM WATER WILL BE DISCHARGED INTO AN EXISTING DRAINAGE SYSTEM. EXISTING LINES SHALL BE INSPECTED PRIOR TO CERTIFICATE OF OCCUPANCY AND CLEANED IF NECESSARY.
- 4. THE STORM WATER POLLUTION PREVENTION PLAN SHALL CONFORM TO ALL STATE DIVISION OF ENVIRONMENTAL PROTECTION REGULATIONS.



STRIPS OR MIN. 3" COARSE AGGREGATE.

ENTRANCE STABILIZATION NOTES:

- 1. SEDIMENTS AND OTHER MATERIALS SHALL NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS SHALL BE STABILIZED SO AS TO PREVENT SEDIMENTS FROM BEING DEPOSITED INTO THE STORM DRAIN SYSTEMS. DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS INTO THE STORM DRAIN SYSTEM.
- 2. STABILIZED CONSTRUCTION ENTRANCE SHALL BE:
- a. LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE TO OR FROM A PUBLIC RIGHT-OF-WAY, STREET, ALLEY AND SIDEWALK OR PARKING AREA.
- b. A SERIES OF STEEL PLATES WITH "RUMBLE STRIPS", AND/OR MIN. 3" COARSE AGGREGATE WITH LENGTH, WIDTH AND THICKNESS AS NEEDED TO ADEQUATELY PREVENT ANY TRACKING ONTO PAVED SURFACES.
- 3. ADDING A WASH RACK WITH A SEDIMENT TRAP LARGE ENOUGH TO COLLECT ALL WASH
- WATER CAN GREATLY IMPROVE EFFICIENCY.

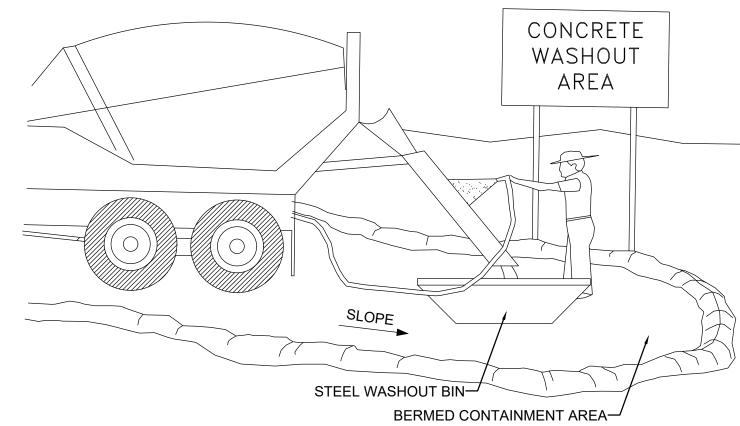
 4. ALL VEHICLES ACCESSING THE CONSTRUCTION SITE SHALL UTILIZE THE STABILIZED CONSTRUCTION ENTRANCE SITES.

STREET MAINTENANCE NOTES:

- REMOVE ALL SEDIMENT DEPOSITED ON PAVED ROADWAYS IMMEDIATELY.
- 2. SWEEP PAVED AREAS THAT RECEIVE CONSTRUCTION TRAFFIC WHENEVER SEDIMENT BECOMES VISIBLE.
- 3. PAVEMENT WASHING WITH WATER IS PROHIBITED IF IT RESULTS IN A DISCHARGE TO THE STORM DRAIN SYSTEM.

NOTE

CONTRACTOR SHALL COMPLETE AND SUBMIT A STATE NOTICE OF INTENT (NOI) AND A STORM WATER POLLUTION PREVENTION PLAN BOOKLET



NOTES:

1. EXCESS AND WASTE CONCRETE SHALL BE DISPOSED OF OFF SITE OR AT DESIGNATED AREAS ONLY.

- 2. EXCESS AND WASTE CONCRETE SHALL NOT BE WASHED INTO THE STREET OR
- INTO A DRAINAGE SYSTEM.

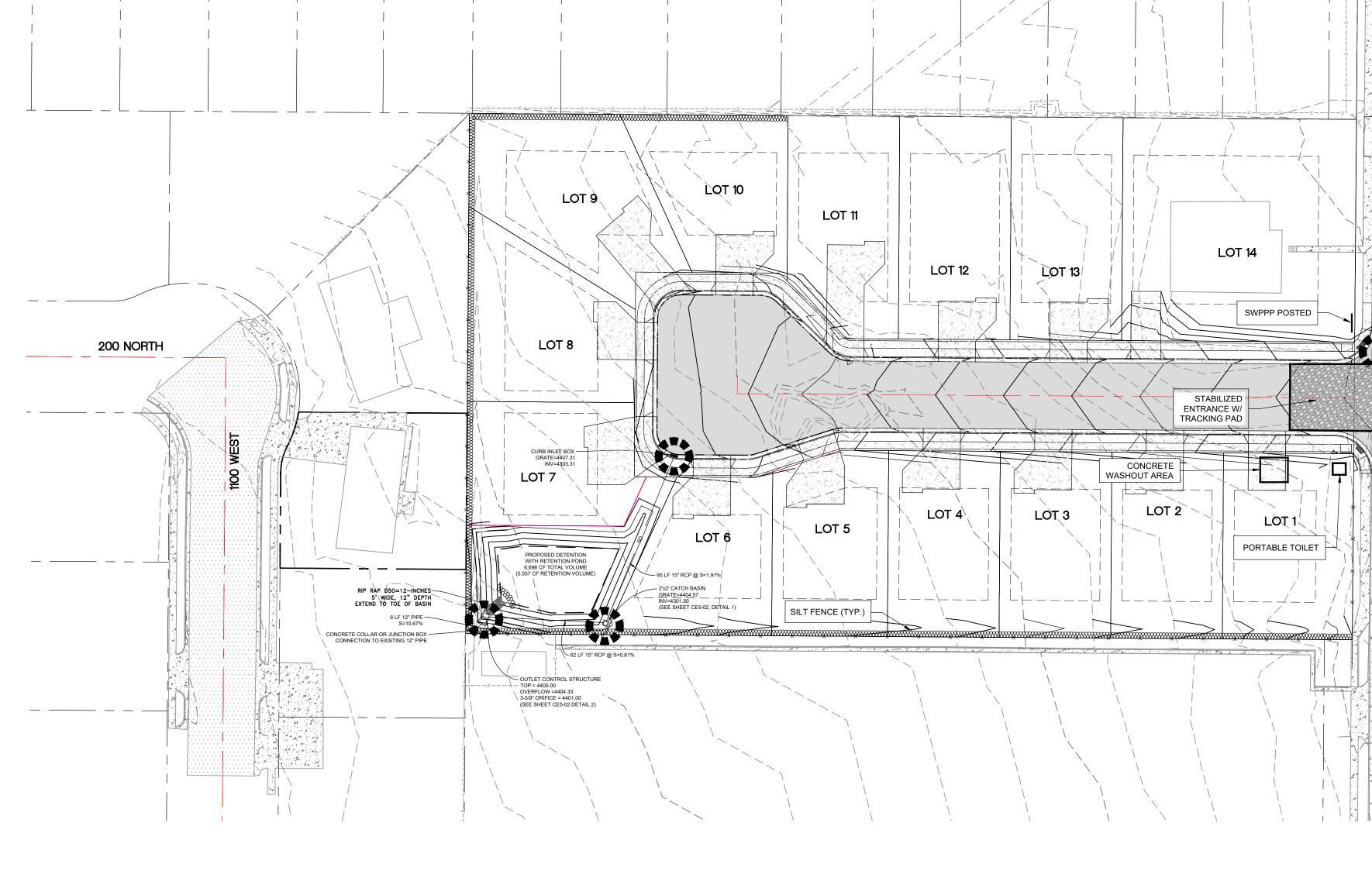
 3. FOR WASHOUT OF CONCRETE AND MORTAR PRODUCTS ONSITE, A DESIGNATED CONTAINMENT FACILITY OF SUFFICIENT CAPACITY TO RETAIN LIQUID AND SOLID
- WASTE SHALL BE PROVIDED.
 4. ONSITE CONCRETE WASHOUT CONTAINMENT FACILITY SHALL BE A STEEL BIN OR
- APPROVED ALTERNATE.
 5. SLURRY FROM CONCRETE AND ASPHALT SAW CUTTING SHAL BE VACUUMED OR CONTAINED, DRIED, PICKED UP AND DISPOSED OF PROPERLY.



INLET PROTECTION (EITHER OPTION)

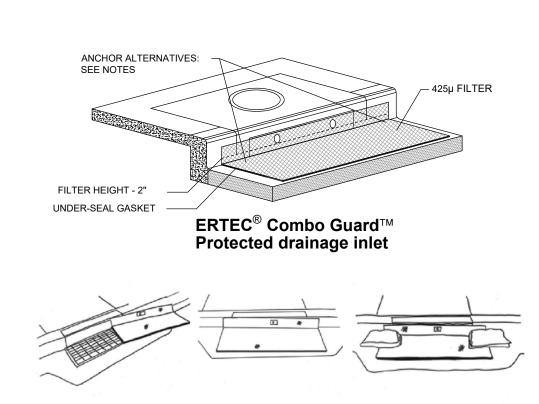
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SILT FENCE

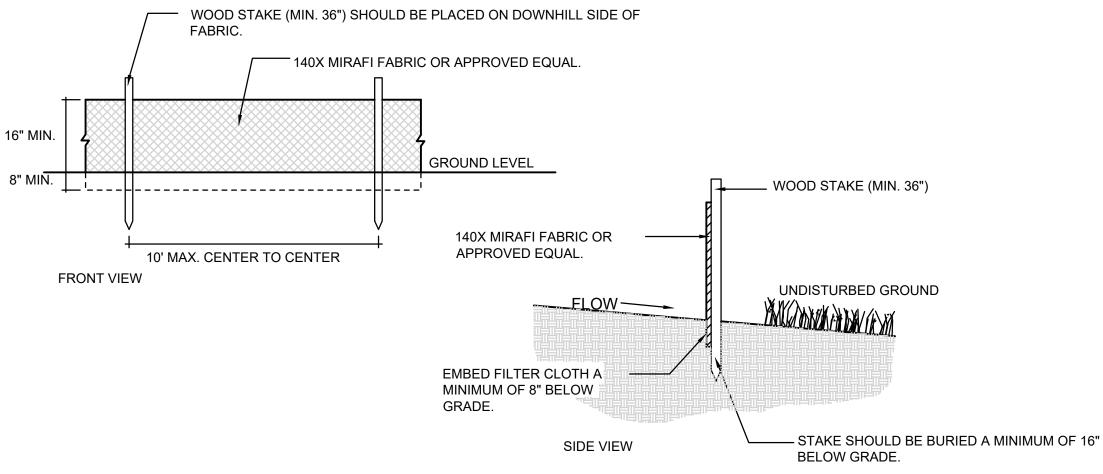


INSTALLATION NOTES

- 1. PLACEMENT: PLACE CG TIGHTLY AGAINST CURB OPENING AND COVER ENTIRE GRATE. CG SHOULD EXTEND AT LEAST 2 INCHES PAST GRATE TOWARDS STREET.
- 2. OVERLAP FOR LONG OPENINGS: OVERLAP CG UNITS AT LONGER OPENINGS.
- 3. ANCHOR: ANCHOR CG SO THAT WATER CANNOT FLOW BEHIND IT.
- 4. ALTERNATE ANCHOR METHODS: A) INSTALL GRAVEL BAGS AT EACH SIDE OF CG HALF-ON AND HALF-OFF THE EDGES. USE HALF-FILLED GRAVEL BAGS (15 OR 20 LBS). ROUND ROCK IS RECOMMENDED. OR B) ATTACH WITH 16 GAUGE TIE-WIRE. CUT WIRE TO 18" LENGTH. AT EACH CORNER OF CG, FEED ONE END OF WIRE DOWN THROUGH CG, AROUND GRATE BAR, AND BACK UP THRU CG. ABOVE GROUND, TWIST WIRES SEVERAL TIMES, CUT-OFF EXCESS. OR C) FASTEN WITH CONCRETE ANCHORS/NAILS AT THE OUTSIDE EDGES OF CG.



Scale: NTS

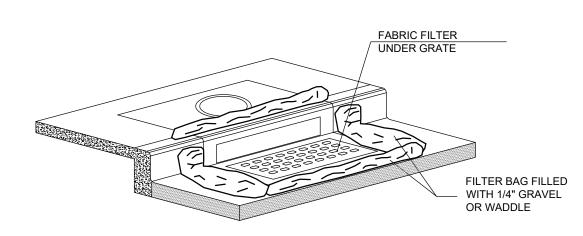




2 SILT FENCE

Scale: NTS



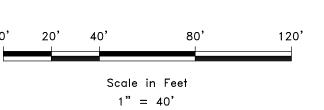




SUNRISE CONSTRUCTION
SPENCER BARBER
Spencertbarber@gmail.com
801-368-6460
2277 W 1300 N

DEVELOPER:

CLINTON, UT 84015

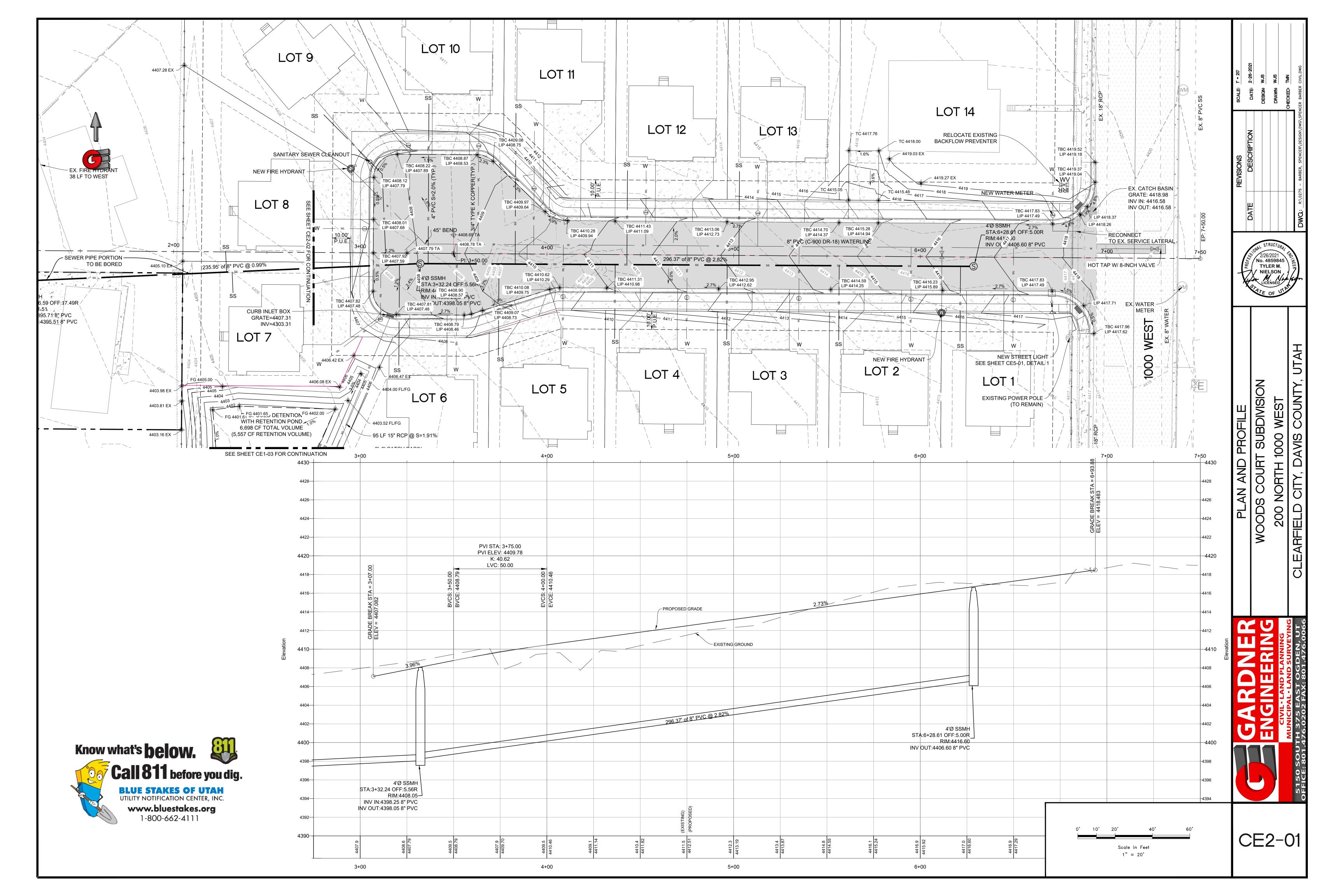


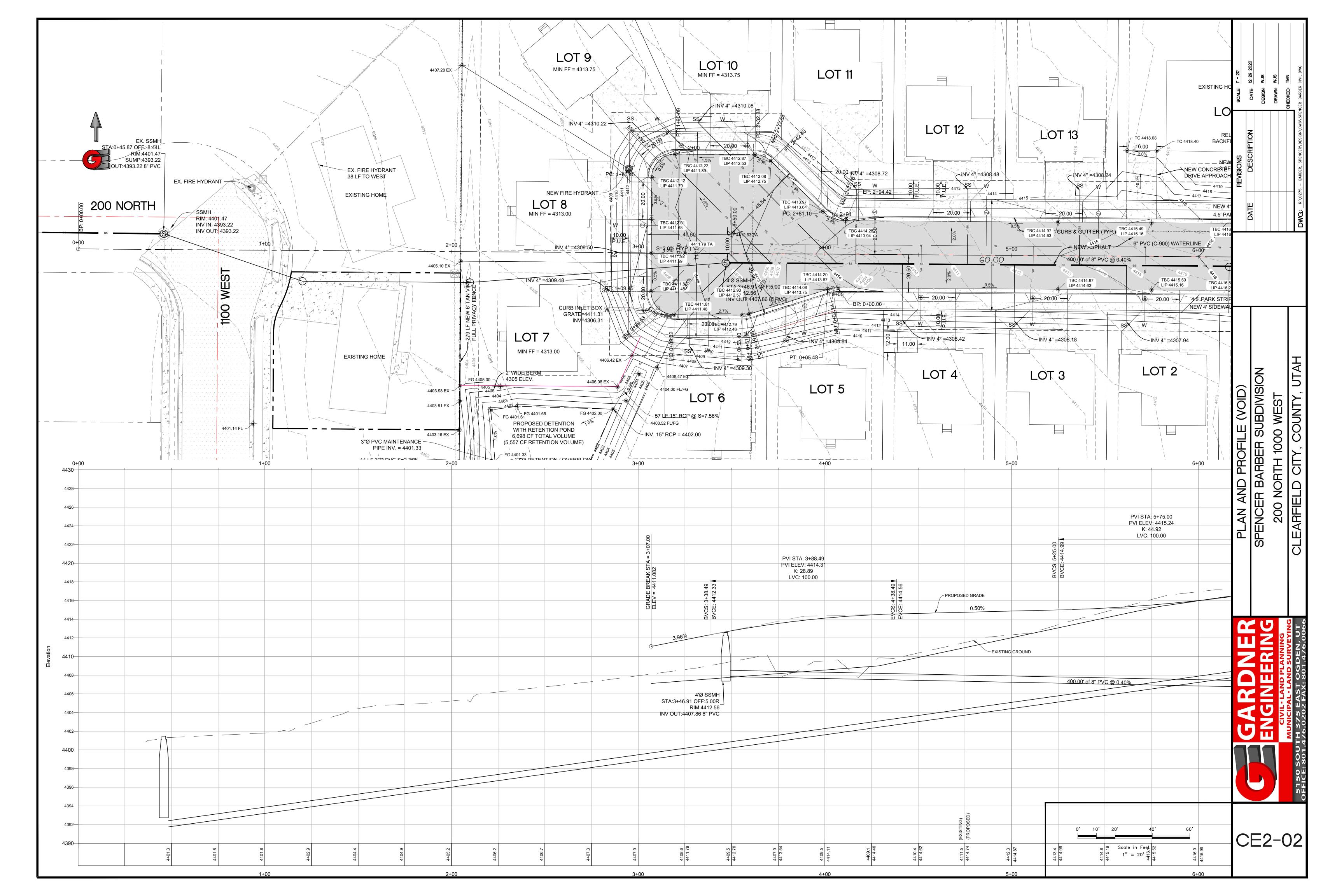
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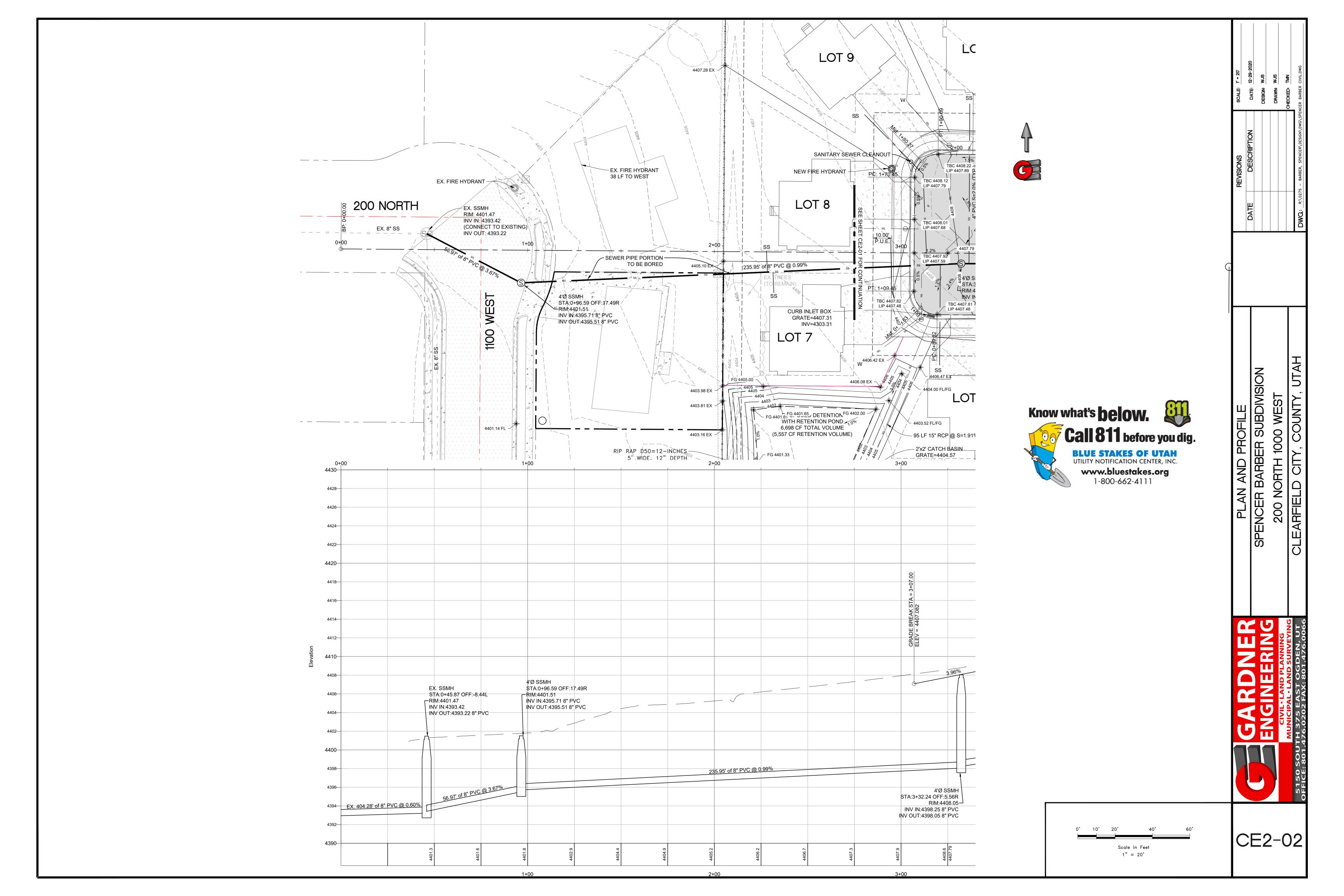


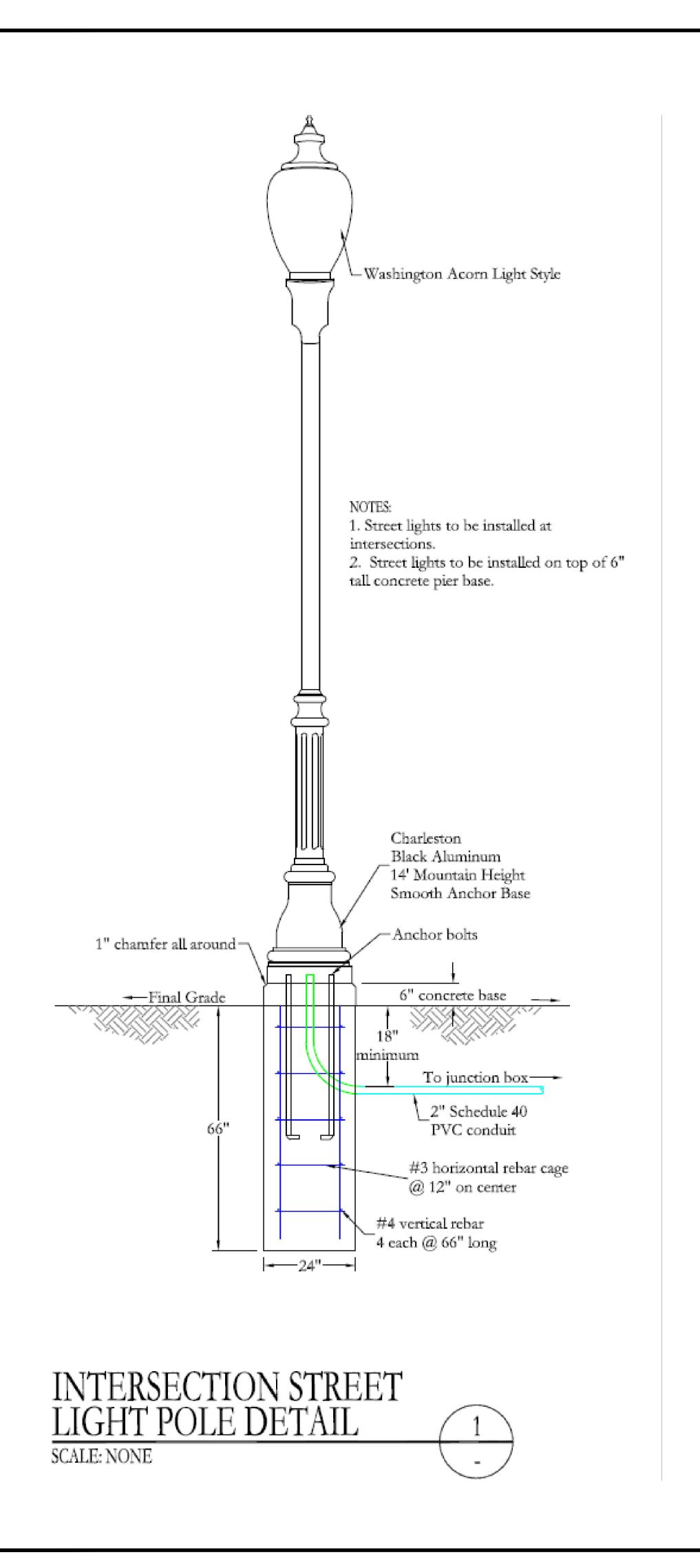
2/26/2021 No. 4859845

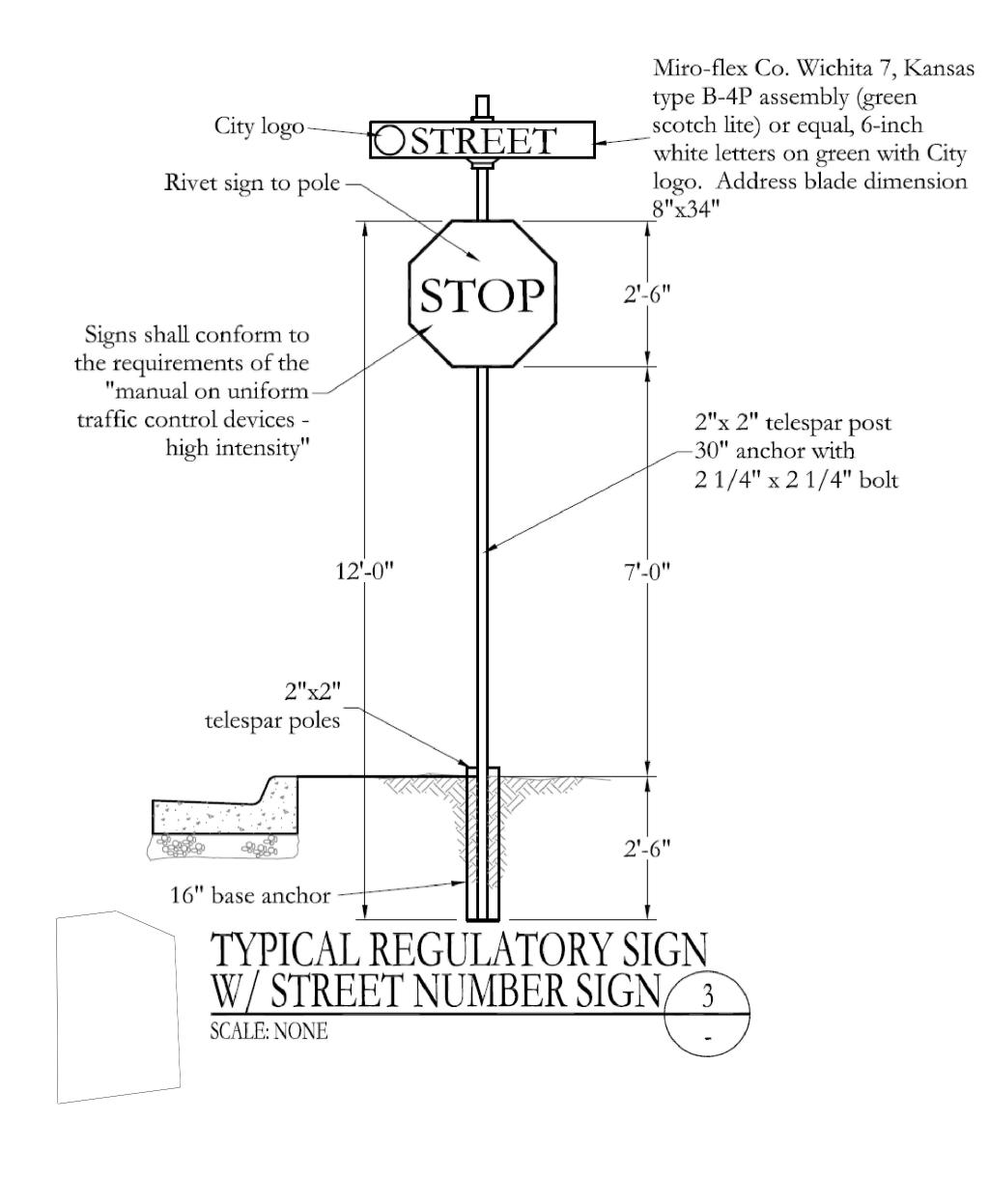
TYLER M.
NIELSON



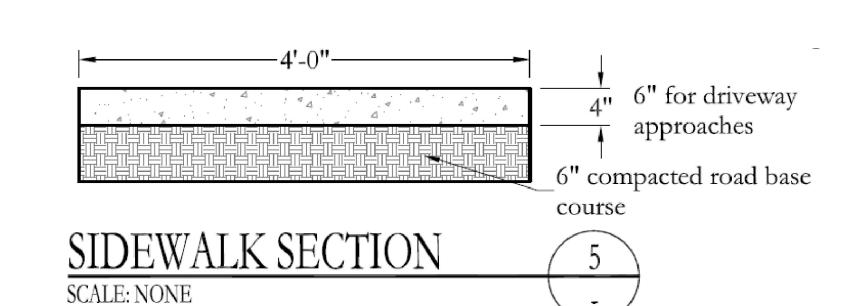


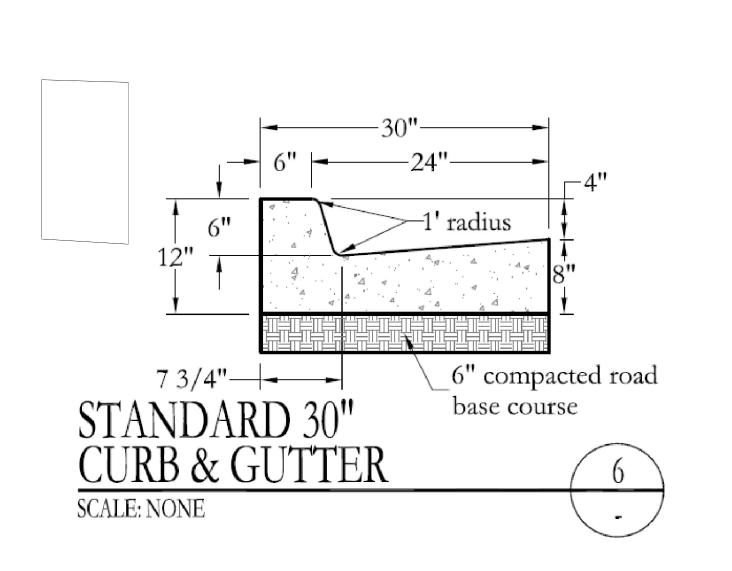






NOTE: ALL IMPROVEMENTS TO BE CONSTRUCTED PER CLEARFIELD CITY STANDARDS. REFER TO SHEET CE1-01 FOR ADDITIONAL RELATED SITE DETAILS



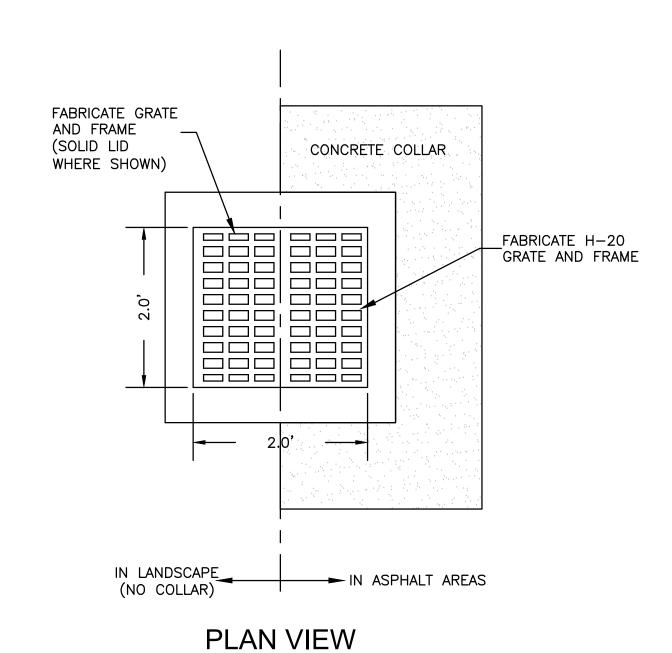


NOTE: Sidewalks curb & gutter and cross drains shall be constructed with class "B" concrete (3500 psi 28 day compressive strength)



DARD DETAILS COURT SUBDIVIS

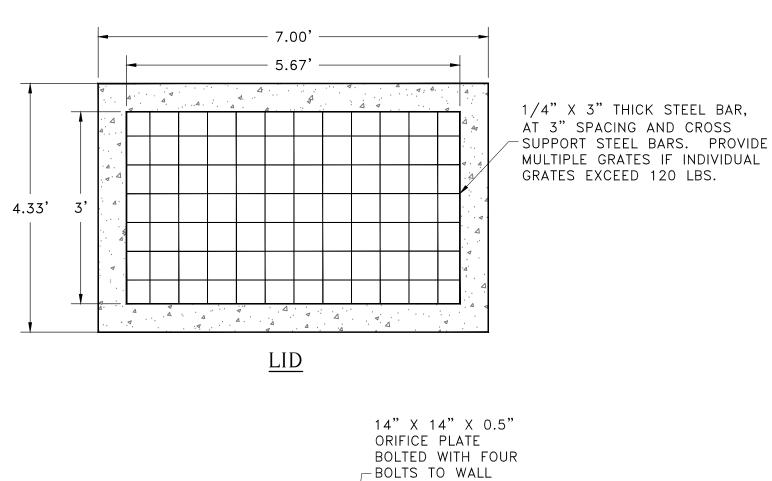
CE5-01

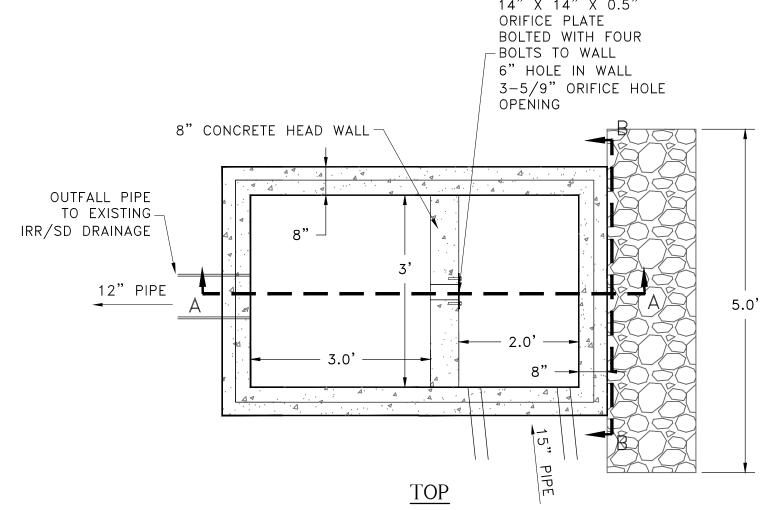


FABRICATED -GRATE (SOLID LID CONCRETE COLLAR FABRICATED WHERE SHOWN) ALL AROUND GRATE REINFORCE BOX WITH #4 BARS @12" O.C. BOTH DIRECTIONS AT CENTER OF WALLS AND FLOORS IN LANDSCAPE_ →N HARD SURFACE (NO COLLAR)

SECTION VIEW

24-INCH CATCH BASIN BOX DETAIL Scale: (NOT TO SCALE)



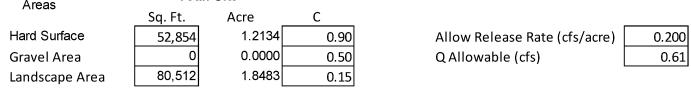


Woods Court Subdivision Clearfield City Utah



0.61 cfs

100 YR DRAINAGE VOLUME



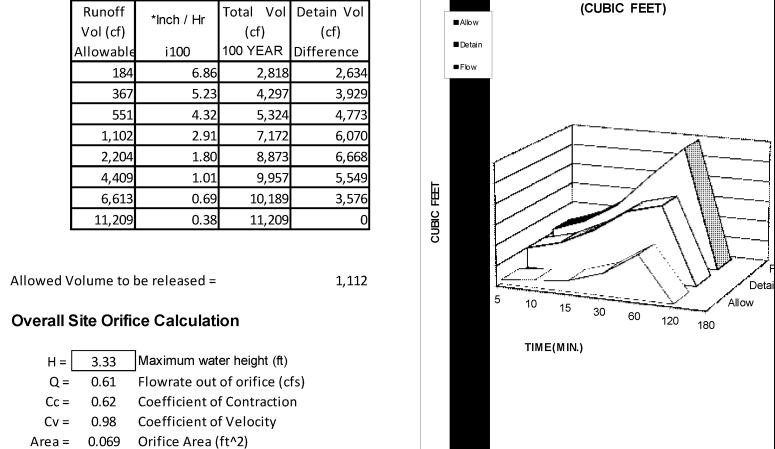
LID Volume (0.5 inches) =	5,557 CF	Retained Onsite
(80th percentile storm)		

3.0616

133,366

Total/Weighted

100 yr (NOAA At	las 14)				
		Runoff	*Inch / Hr	Total Vol	Detain Vol	
		Vol (cf)	1110117111	(cf)	(cf)	
MIN		Allowable	i100	100 YEAR	Difference	
5		184	6.86	2,818	2,634	
10		367	5.23	4,297	3,929	
15		551	4.32	5,324	4,773	
30		1,102	2.91	7,172	6,070	
60		2,204	1.80	8,873	6,668	
120		4,409	1.01	9,957	5,549	
180		6,613	0.69	10,189	3,576	
360		11,209	0.38	11,209	0	



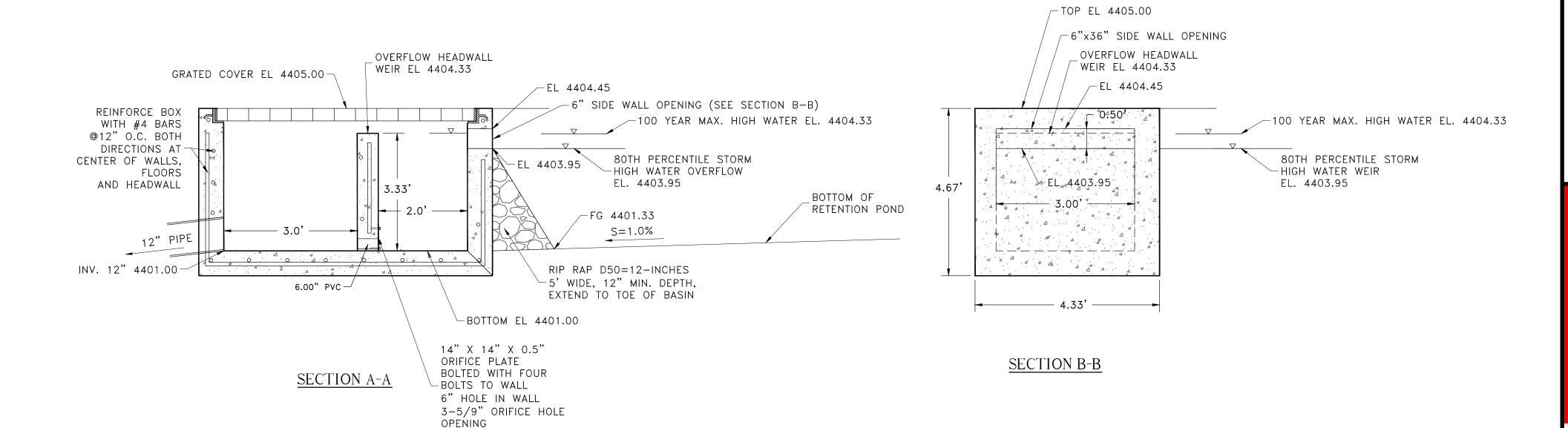
Total Allowed Release

Percolation Rate (from Geotech		35 min/inch	
Bottom Area Basin percolation			
Percolation Rate Basin 1 =	3.96825E-05	cfs/SF	(40 min/inch)
SF Bottom of Basin =	1,910	SF	
Percolation Basin =	0.075793651	cfs	
Hours to Percolate 80% Storm=	20	Hours	

g = 32.17 Gravitational Constant d = 3.55 Orifice Diameter (in)

 $\Pi = 3.14$

d = 3 5/9 Orifice







2/26/2021 No. 4859845 TYLER M. NIELSON

CE5-02



5141 South 1500 West Riverdale City, Utah 84405 801-866-0550

12 May 2021

Clearfield City 55 South State Street Clearfield City, Utah 84015

Attn: Brad McIlrath, Senior Planner Proj: Wood Court Subdivision

Subj: Site Plan Review – Recommended Approval

Dear Brad,

I have completed my review of the recently submitted Plat, Improvement Drawings, Storm Water Calculations, Sanitary Sewer Easement and Cost Estimate items from the Developer's Design Engineer. The review comments in my last review letter dated the 14th of April 2021 have all been resolved. In my opinion the drawings and calculations now reflect the Standards of Clearfield City.

I herewith recommend approval of the Plat, Improvement Drawings, Storm Water Calculations, the Sanitary Sewer Easement, and the Cost Estimate for the installation of public improvements.

I agree with the "Engineers Cost Estimate" for the quantities and costs associated with the installation of the required improvements. In my opinion the "Engineers Estimate – Escrow Amount" including the 10% warranty amount should be \$358,386.50.

Should you have any questions feel free to contact me at my office. Sincerely,

CEC, Civil Engineering Consultants, PLLC.

N. Scott Nelson, PE., SE.

City Engineer

Cc. Adam Favero, Public Works Director

Braden Felix, PE., Deputy Public Works Director

Brad Wheeler, Street Superintendent Kenny England, Utilities Superintendent Dayton Newell, Public Works Technician



From the Desk of Deputy Chief John Taylor

NORTH DAVIS FIRE DISTRICT 381 NORTH 3150 WEST OFFICE: (801) 525-2850 FAX: (801) 525-6935 EMAIL: JTAYLOR@NOFIRES.ORG

TO: Spencer Barber / Developer

Brad McIlrath / Clearfield City Planner

FROM: John Taylor / Fire Marshal

RE: Woods Court Subdivision

DATE: April 27, 2021

I have reviewed the 2nd site plan submitted for the above referenced project. The Fire Prevention Division of this Fire District has the following comments/concerns. All of the items noted in my letter dated 02/08/2021 have been addressed except for those noted in red.

- 1. The site plan shows 1 single hydrant at the back of the cu-de-sac. The distance from the proposed hydrant to the intersection with 1000 West is 400 feet long. The 2018 International Fire Code requires that the maximum distance from any point on the street or road frontage to a hydrant cannot exceed 250 feet. The hydrants on the east side of 1000 west will not be allowed into this measurement due to the street being a major thoroughfare and a supply hose stretched across the street and into this development would create major traffic issues. An additional hydrant is required near the entrance to the development. Additional hydrant has been added between lots 1 and 2.
- An application and site plan review fee are required before final approval can be granted. As of today's date, our office has not received an NDFD Application for plan review and the corresponding review fee. Please submit these items to our office before final approval can be granted.
- 3. The minimum fire flow requirement is 1000 gallons per minute for 60 consecutive minutes for residential one- and two-family dwellings. Fire flow requirements may be increased for residential one and two family dwellings with a building footprint equal to or greater than 3,600 square feet or for buildings other than one and two family dwellings. Provide documentation that the fire flow has been confirmed through the Clearfield City water dept.
- 4. Fire hydrants and access roads shall be installed prior to construction of any buildings. All hydrants shall be placed with the 4½" connection facing the point of access for Fire Department Apparatus. Provide written assurance that this will be met.

- 5. Prior to beginning construction of any buildings, a fire flow test of the new hydrants shall be conducted to verify the actual fire flow for this project. The Fire Prevention Division of this Fire District shall witness this test and shall be notified a minimum of 48 hours prior to the test.
- 6. All fire apparatus access roads shall be a minimum all-weather, drivable and maintainable surface. There shall be a minimum clear and unobstructed width of not less than 26 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. Dead-end roads created in excess of 150 feet in length shall be provided with an approved turn-around.
- 7. If grades exceed 8%, approval from the City Engineer and the Fire District is required.

These plans have been reviewed for Fire District requirements only. Other departments must review these plans and will have their requirements. This review by the Fire District must not be construed as final approval from Clearfield City.



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: Tuesday, June 22, 2021

SUBJECT: Discussion on FSP 2021-040029, a final subdivision plat request by Jeff

Layton for a 2-lot subdivision at the subject location. **Location:** 1345 South State Street (TIN's: 09-022-0154, 09-022-0155, 09-022-0040, & 09-

022-0005). Total Parcel Area: 8.34 acres. Zone: C-2 (Commercial).

PLANNING COMMISSION RECOMMENDATION

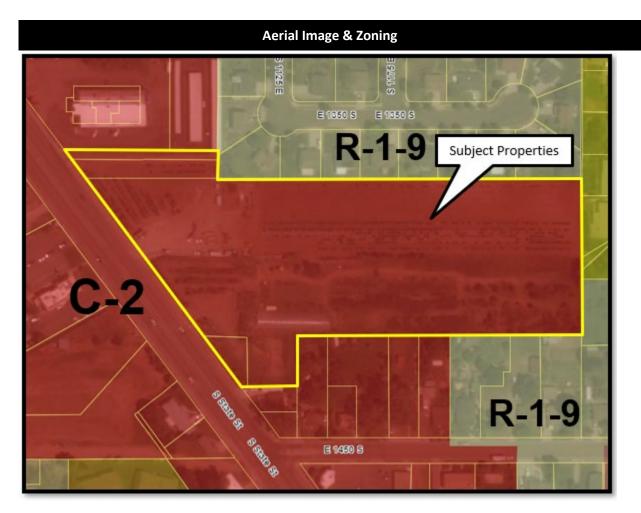
On May 5th, 2021, the Planning Commission forwarded a recommendation of **APPROVAL** to the Clearfield City Council for **FSP 2021-020028**, a preliminary and final subdivision plat request by Jeff Layton with Laytonscape, Inc. for a 2-lot single-commercial subdivision for the properties located at 1345 S. State Street (TIN: 09-022-0005, 09-022-0040, 09-022-0154, & 09-022-0155).

PROJECT SUMMARY

Project Information					
Project Name	The Pines Subdivision				
Site Location	1345 S. State Street				
Tax ID Numbers	09-022-0005, 09-022-0040, 09-022-0154, & 09-022-				
Tax ID Numbers	0155				
Applicant	Jeff Layton, Laytonscape, Inc.				
Owners	Jeff Layton and Larry Layton				
Proposed Actions	Preliminary & Final Subdivision Plat Approval				
Zoning	C-2 (Commercial)				
General Plan Land Use Classification	Commercial				
Gross Site	8.28 Acres				

Surrou	nding Properties and Uses:	Current Zoning District	General Plan Land Use Classification
North	Commercial/Retail & Residential Single-Family	C-2 (Commercial) & R-1-9 (Residential)	Commercial & Residential
East	Residential Single-Family	R-1-8 & R-1-9 (Residential)	Residential

South	Residential Single-family	C-2 (Commercial)	Commercial	
West	Commercial/Retail &	C-2 (Commercial)	Commercial	
west	Residential Single-Family	C-2 (Collinercial)		



DESCRIPTION/BACKGROUND

The applicant is requesting preliminary and final subdivision plat approval to combine and subdivide subject properties into a 2-lot commercial subdivision. The proposed subdivision does not include new roads or access points for the 2 lots but is simply to combine properties and provide separation for the different business uses. The proposed lots comply with the minimum standards for the C-2 Zone. A review of the engineering standards and changes needed are provided in the plat review section of this report.

FINAL SUBDIVISION PLAT REVIEW

The final subdivision plat submission was shared for review by City Planning, Engineering, and Public Works Staff as well as the North Davis Fire District and North Davis Sewer District. The Clearfield City Engineer has reviewed the proposed subdivision plat and provided comments in a review letter dated 12 April 2021. The review includes corrections/changes needed to language on the plat to comply with City standards or provide the right language. A ten foot (10') wide public utility easement will be required around the perimeter of the subdivision and between the two lots as well as addresses will need to be provided for the two separate lots. All of the comments in the review letter are standard comments and involve workable solutions.

PUBLIC COMMENT

A public notice sign was posted on April 23rd, 2021 for the preliminary and final subdivision plat review. As of the date of this report, no comments have been received by staff.

CORRESPONDING POLICY PRIORITY (IES)

The proposed subdivision will improve *Clearfield's Image, Livability, and Economy* by providing separation of the site ownership and uses to better long-term maintenance and management of the businesses.

FISCAL IMPACT

None

ALTERNATIVES

None

CONDITIONS OF APPROVAL

- 1) Plans shall be revised to address Clearfield City Engineering requirements prior to the submittal of plans for Final Plat review and approval.
- 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.

LIST OF ATTACHMENTS

- 1. Subdivision Plat
- 2. Engineering Review Letter dated 12 April 2021
- 3. North Davis Fire District Review Letter dated 27 April 2021

THE PINES SUBDIVISION LOCATED IN THE SOUTHWEST QUARTER OF SECTION 7. TOWNSHIP 7 NORTH, RANGE 1 WEST, SUBDIVISION BOUNDARY DESCRIPTION SALT LAKE BASE AND MERIDIAN, DAVIS COUNTY, UTAH CENTER OF SECTION 7. NORTHWEST CORNER OF THE TOWNSHIP 4 NORTH, RANGE 1 WEST, MARCH 2021 SOUTHWEST QUARTER SECTION 7, TOWNSHIP 4 NORTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN SALT LAKE BASE & MERIDIAN N89°43'40"E 2635.33' RECORD THENCE SOUTH 0°17'10" EAST 56.70 FEET; THENCE EAST 793.28 FEET; THENCE CONTAINS 360,874.71 SQ. FT. OR 8.82 ACRES OWNER'S DEDICATION I THE UNDERSIGNED OWNER OF THE HEREON DESCRIBED TRACT OF LAND, HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS, PARCELS AND STREETS AS SHOWN ON THIS PLAT AND NAME SAID TRACT: THE PINES SUBDIVISION 578°49'41"E 2685.94' (MEASURED) (2685.70' RECORD) BASIS OF BEARING AND HEREBY DEDICATE, GRANT AND CONVEY TO CLEARFIELD CITY, DAVIS COUNTY, UTAH ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS STREETS, THE SAME TO BE USED AS PUBLIC THOROUGHFARES FOREVER, AND ALSO GRANT AND DEDICATE A PERPETUAL EASEMENT OVER, UPON AND UNDER THE LANDS DESIGNATED ON THE PLAT AS PUBLIC UTILITY, THE SAME TO BE USED FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF PUBLIC UTILITY SERVICE LINES, STORM DRAINAGE FACILITIES OR FOR THE PERPETUAL PRESERVATION OF WATER DRAINAGE CHANNELS IN THEIR NATURAL STATE WHICHEVER IS APPLICABLE AS MAY BE AUTHORIZED BY CLEARFIELD CITY, UTAH, WITH NO BUILDINGS OR STRUCTURES BEING ERECTED WITHIN SUCH EASEMENTS SET REBAR & CAP BY: LARRY LAYTON BY: JEFF LAYTON WITNESS CORNER TO THE CENTER OF SECTION 7. TOWNSHIP 4 NORTH, RANGE 1 WEST ACKNOWLEDGEMENT SALT LAKE BASE & MERIDIAN STATE OF UTAH SET REBAR COUNTY OF DAVIS 190°00'00"E 793.28 & CAP SET REBAR & CAP -S0°17'10"E 56.70'-SET REBAR JEFF LAYTON LOT 1 190,077.11 SQ. FT. SET REBAR & CAP N90°00'00"E 962.62 NOTARY PUBLIC STAME SET REBAR & CAP-LARRY LAYTON LOT 2 170,797.60 SQ. FT. P.O.B. 3.92 ACRES SET REBAR SET REBAR & CAP & CAP N90°00'00"W 618 76 N 90°00'00" W 136.06' SET REBAR & CAP 1450 SOUTH STREET SURVEYOR'S CERTIFICATE VICINITY MAP I, WILLIS D. LONG, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF I, MILLIS D. LONG, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH AND THAT I HOLD CERTIFICATE NO. 1079888 IN AGCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS! HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS RECORD OF SURVEY PLAT IN ACCORDANCE WITH SECTION 17-23-20 AND HAVE VERIFIED ALL MEASUREMENTS. THAT THE REFERENCE MONUMENTS SHOWN ON THIS RECORD OF SURVEY PLAT ARE LOCATED AS INDICATED AND ARE SUFFICIENT TO RETRACE OR REESTABLISH THIS SURVEY; AND THAT THE INFORMATION SHOWN HEREIN IS SUFFICIENT TO ACCURATELY ESTABLISH THE LATERAL BOUNDARIES OF THE HEREIN DESCRIBED THACT OF REAL PROPERTY. SIGNED THIS 7TH DAY OF APRIL, 2021. NOT TO SCALE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER SECTION 7. TOWNSHIP 4 NORTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN (CALCULATED) 4/7/2021 WILLIS D SOUTHWEST CORNER SECTION 7, NOTES TOWNSHIP 4 NORTH, RANGE 1 WEST ZONE C-2 CURRENT YARD SETBACKS: 10' FRONT // 10' SIDE // NONE AT REAR SUBJECT PROPERTY FALLS WITHIN FEMA FLOOD ZONE "X" - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN. PER FEMA MAP NO. 49011C0210E WITH AN EFFECTIVE DATE OF JUNE 18TH, 2007. SALT LAKE BASE & MERIDIAN COUNTY RECORDER **S**1 LEGEND NARRATIVE ARRY LAYTON ♦ DAVIS COUNTY MONUMENT AS NOTED THE PURPOSE OF THIS SURVEY WAS TO CREATE A TWO LOT SUBDIVISION ON THE PROPERTY AS SHOWN AND DESCRIBED HEREON. THE SURVEY WAS ORDERED BY JEFF LAYTON. THE CONTROL USED TO ESTABLISH THE BOUNDARY WAS THE EXISTING DAVIS COUNTY SURVEY MONUMENTATION AS SHOWN AND NOTED HEREON THE BASIS OF BEARING IS THE IS SOUTH 78"494"1" EAST FROM MONUMENTS SHOWN HEREON THE BASIS OF BEARING IS THE IS SOUTH 78"494"1" EAST FROM MECONDED DEEDS, RECORDS OF ILED FOR AND RECORDED O SET 24" REBAR AND CAP MARKED LAYTON SURVEYS CLEARFIELD CITY APPROVAL CLEARFIELD CITY IN BOOK CLEARFIELD CITY PLANNING CLEARFIELD CITY COMMISSION **ENGINEER** ATTORNEY SUBDIVISION BOUNDARY RECORDS, PAGE ____ VED BY THE CLEARFIELD CITY PROVED BY THE CLEARFIELD CITY ENGINEER, APPROVED BY THE CLEARFIELD CITY LAYTON SURVEYS SIGNED THIS___DAY OF SURVEYS, PLATS AND PHYSICAL EVIDENCE OBTAINED IN THE FIELD. ALL EVIDENCE HAS BEEN CONSIDERED IN THE ESTABLISHMENT OF THE BOUNDARY AS SHOWN ADJACENT PARCEL COUNTY RECORDER --- SECTION LINE CITY ENGINEER CITY ATTORNEY SURVEY COMPLETED: 8 MARCH 2021 ---- EASEMENT



5141 South 1500 West Riverdale City, Utah 84405 801-866-0550

12 April 2021

Clearfield City 55 South State Street Clearfield City, Utah 84015

Attn: Brad McIlrath, Senior Planner

Proj: The Pines Subdivision

Subj: Review #1 – Review comments for Plat

Dear Brad,

Attached is our review of the above referenced Plat for your consideration. The following comments will need to be resolved prior to receiving recommended approval from our office.

General Notes:

Please request the Developer or his Engineer, submit a response letter with their resubmittal of drawings answering all Engineering review comments contained herein.

Plat

- 1. Upon final approval and the printing of the mylar Plat, we want to request the date Month & Year be added under the "Subdivision Title".
- 2. The "Boundary Description" has the incorrect acreage and square footage shown. The boundary description does close to the tolerances required by the City.
- 3. In the "Boundary Description" on the fifth line from the top the word "Highway" must be called out per its State number and the City name.
- 4. In the "Owners Description" since no streets are being dedicated the language needs to be modified to state what is taking place.
- 5. Around the entire boundary there needs to be shown a 10' wide Public Utility Easement and between the two lots.

- 6. There are three parcels shown within the subdivision boundary with their tax identification numbers. The parcels should be described as being combined into the whole of the Plat if that is the intent.
- 7. There is a note to set a property corner on the northeasterly corner of the parcel with the tax identification number of 09-022-0005. We need to know the reasons for this action?
- 8. Lot Addresses are needed to be shown for each lot.
- 9. The approval signature block needs to be corrected at the bottom of the document for the "City Engineer" to sign the final mylar plat document. The language for the "Clearfield City Engineer" approval/compliance signature block shall be written to match the following:

I hereby certify that the "Office of the City Engineer" has examined the foregoing Plat and in our opinion the information conveyed herewith, complies with the Public Works Standards and Specifications of Clearfield City.

- 10. The right-of-way width of U.S. Highway 91 / State Street will need to be placed on the Plat.
- 11. The City is presently improving the frontage of this subdivision along U.S. Highway 91 / State Street and the measurement width of the park strip is needed in order to place the sidewalk in the correct position. Please forward to our office asap the measurements from the existing curb & gutter to the property line in 4-locations along U.S. Highway 91 / State Street.
- 12. The tie corner description call-out is missing the word "of" prior to ... Section 7...

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

CEC, Civil Engineering Consultants, PLLC.

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

City Engineer

Cc. Adam Favero, Public Works Director
Braden Felix, PE., Deputy Public Works Director
Brad Wheeler, Street Superintendent
Kenny England, Utility Superintendent



From the Desk of Deputy Chief John Taylor

North Davis Fire District 381 North 3150 West Office: (801) 525-2850 Fax: (801) 525-6935

Mobile: (801) 510-1895 Email: jtaylor@nofires.org

TO: Brad McIlrath / Clearfield City Planner

FROM: John Taylor / Fire Marshal

RE: The Pines Subdivision

DATE: April 27, 2021

I have reviewed the site plan submitted for the above referenced project. The Fire Prevention Division of this Fire District has the following comments/concerns.

1. It appears that this subdivision is to create 2 large lots for undetermined purposes. In the event that any structures are to be built on either lot, a review for approval would need to be made by our office to ensure the distance from any possible structure to a fire hydrant does not exceed IFC requirements.

These plans have been reviewed for Fire District requirements only. Other departments must review these plans and will have their requirements. This review by the Fire District must not be construed as final approval from Clearfield City.



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Adam Favero, Public Works Director

MEETING DATE: June 22, 2021

SUBJECT: Award of Bid – Utility Installation Project on 500 West from 2010 South to 1700

South (Antelope Dr.), Project: #270

RECOMMENDED ACTION

Approve the award of bid for the 500 West Water and Sewer Line Construction Project to SkyView Excavation and Grading Inc. for the bid amount of \$399,600 with a contingency of \$80,674, for a total project cost of \$480,274; and authorize the Mayor's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Staff has been working on this project for several years now. It is nice to see we will be starting Phase I of the construction process. Phase I includes the installation of the utilities for the 500 West roadway project. The scope of the project includes extending the current 10" watermain on Antelope Dr. south to the existing 8" watermain currently paralleling Barlow Park on 500 West. The project will also include extending the watermains into Jenny Lane and 1900 South. The new watermain will be dividing two pressure zones. The contractor will be constructing and installing a new Pressure Reducing Valve Station (PRV Station) to accommodate the two pressure zones. The sewer utilities will be extended from the north end of Barlow Park to about 1850 South to allow for future service connections.

CORRESPONDING POLICY PRIORITY (IES)

Providing Quality Municipal Services

- With the future extension of 500 West, it is imperative the Public Works Department install the utilities to loop the City's systems and to provide services to future users.
- The utilities being installed with this project will provide the needed services for the adjacent property owners as the area develops. Once the utilities are complete the current schedule is to start construction on the extension of the 500 West roadway. The extension of 500 West will benefit the region for years to come.

Improving Clearfield's Image, Livability and Economy

• Anytime the City adds or replaces an asset, it improves Clearfield's image. It shows the residents that Clearfield City is committed to a better future.

FISCAL IMPACT

Current Budgeted Amounts:

 Water Division:
 \$302,500.00

 Sewer Division:
 \$242,500.00

Total Budget: \$545,000.00 Project Cost: \$480,274.00

Budget Surplus: \$64,726.00

SCHEDULE / TIME CONSTRAINTS

The project is anticipated to begin the first part of July and continue until completed in September 2021. There is some pressure to make sure this project stays on schedule because of Phase II, the construction of the 500 West roadway.

LIST OF ATTACHMENTS

- Project Map
- Bid Tab

PROJECT AREA MAP



Clearfield 500 West || Water and Sewer Lines

Engineers Estimate 5/10/2021

Item	Description	Quantity	Unit	Unit Price	Total Price
Water					
1	8" C900 Water Line	1840	LF	\$75.00	\$138,000.00
2	8" Gate Valve	7	EA	\$2,500.00	\$17,500.00
3	Tie To Exisitng	4	EA	\$950.00	\$3,800.00
4	Fire Hydrant Assembly	4	EA	\$5,500.00	\$22,000.00
5	8" Tee	2	EA	\$1,850.00	\$3,700.00
6	8" Bend	2	EA	\$1,851.00	\$3,702.00
7	8" Pipe Loop	2	EA	\$4,250.00	\$8,500.00
8	Relocate Meter Box	1	EA	2,800.00	2,800.00
9	Reconstruct Valve Box	1	EA	1,000.00	1,000.00
10	PRV Vault	1	LS	\$35,000.00	\$35,000.00
				Water Sub-total:	\$236,002.00
Sewer					
11	8" PVC SDR-35	1280	LF	\$95.00	\$121,600.00
12	Manhole	5	EA	\$4,500.00	\$22,500.00
13	SS Tie to Existing	1	EA	\$1,250.00	\$1,250.00
				Sewer Sub-total:	\$145,350.00
			В	id Items Subtotal:	\$381,352.00
		Mobilization	, Traffic Cor	trol, Survey, etc.:	\$45,762.24
			C	ontingency (15%):	\$57,202.80
			C	onstruction Total:	\$484,317.04
			De	esign Engineering:	\$29,740.00
				Survey	\$3,000.00
				CM Engineering:	11,970.00
				Project Total:	529,027.04
				•	

Bid Results 6/1/2021

Skyview Excavation			Paragon Construction			CT Davis Excavation					
Un			al Price	ıU	nit Price	Tot	al Price	Un	it Price	Tot	tal Price
	50	\$	92,000		65	\$	119,600		57.95	\$	106,628
	2100	\$	14,700		1971	\$	13,797		2912	\$	20,384
	1200	\$	4,800		4665	\$	18,660		5440	\$	21,760
	6500	\$	26,000		5645	\$	22,580		8452	\$	33,808
	2000	\$	4,000		1802	\$	3,604		2082	\$	4,164
	1200	\$	2,400		1022	\$	2,044		1485	\$	2,970
	7000	\$	14,000		6022	\$	12,044		5325	\$	10,650
	1600	\$	1,600		2856	\$	2,856			\$	-
	34000	\$	34,000		420	\$	420		1200	\$	1,200
	24000	\$	24,000		48125	\$	48,125		63204	\$	63,204
\$	217,500			\$	243,730			\$	264,768		
\$	237,500			\$	270,507			\$	280,018		
	95	\$	121,600		90	\$	115,200		95.8	\$	122,624
	3500	\$	17,500		3868	\$	19,340		6020	\$	30,100
	3000	\$	3,000		3783	\$	3,783		3500	\$	3,500
\$	142,100			\$	138,323			\$	156,224		
\$	162,100			\$	165,100			\$	171,474		
		\$	40,000			\$	53,554			\$	30,500
\$	399,600.00	\$	399,600.00	\$	435,607.00	\$	435,607.00	\$	451,492.00	\$	451,492.00

Mobilization Split

Mobilization Split

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY MEETING MINUTES

7:00 P.M. POLICY SESSION

June 8, 2021

(This meeting was held following a City Council policy session.)

City Building 55 South State Street Clearfield City, Utah

PRESIDING: Karece Thompson Vice-Chair

EXCUSED: Nike Peterson Chair

PRESENT: Kent Bush Director

Vern Phipps Director
Tim Roper Director
Mark Shepherd Director

STAFF PRESENT: JJ Allen City Manager

Summer Palmer Assistant City Manager

Stuart Williams City Attorney Kelly Bennett Police Chief

Curtis Dickson Community Services Deputy Dir.
Braden Felix City Engineer/PW Deputy Director
Spencer Brimley Community Development Director

Brad McIlrath Senior Planner Rich Knapp Finance Manager

Trevor Cahoon Communications Coordinator

Nancy Dean City Recorder

EXCUSED: Eric Howes Community Services Director

Adam Favero Public Works Director

VISITORS PRESENT: Michael Bybee, Aubrie Miller, Matthew Mangum, Paul Nielson, Jenny Nielson, Megan Ratchford, Kathryn Murray

Vice-Chair Thompson called the meeting to order at 7:48 p.m.

APPROVAL OF THE MINUTES FROM THE JANUARY 5, 2021, WORK SESSION AND MAY 11, 2021 POLICY SESSION

Director Shepherd moved to approve the minutes from the January 5, 2021 work session and May 11, 2021 policy session, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None. Director Peterson was not present for the vote.

<u>PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2022</u> BUDGET

Vice-Chair Thompson indicated Utah Code required a public hearing regarding the adoption of the upcoming fiscal year budget. He stated City staff prepared and submitted to the Board a balanced budget for the fiscal year 2022 which would begin July 1, 2021 and ended June 30, 2022. He noted the submitted tentative budget was adopted on May 11, 2021.

Vice-Chair Thompson opened the public hearing at 7:49 p.m.

There were no public comments.

Director Shepherd moved to close the public hearing at 7:50 p.m., seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None. Director Peterson was not present for the vote.

ADOPTION OF THE BUDGET FOR FISCAL YEAR 2022

Director Shepherd moved to adopt the CDRA budget for fiscal year 2022, seconded by Director Roper. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None. Director Peterson was not present for the vote.

There being no further business to come before the Community Development and Renewal Agency, Director Roper moved to adjourn at 7:52 p.m., seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None. Director Peterson was not present for the vote.

^{**}The City Council policy session minutes are in a separate location. **

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY MEETING MINUTES

6:00 P.M. WORK SESSION

June 15, 2021

(This meeting was held following the City Council work session.)

City Building 55 South State Street Clearfield City, Utah

PRESIDING: Nike Peterson Chair

PRESENT: Kent Bush Director

Vern Phipps Director
Tim Roper Director
Mark Shepherd Director
Karece Thompson Director

STAFF PRESENT: JJ Allen City Manager

Summer Palmer Assistant City Manager

Stuart Williams City Attorney
Kelly Bennett Police Chief

Eric Howes
Community Services Director
Curtis Dickson
Community Services Deputy Dir.
Spencer Brimley
Community Development Director

Brad McIlrath Senior Planner

Braden Felix City Engineer/PW Deputy Director
Trevor Cahoon Communications Coordinator

Nancy Dean City Recorder

VISITORS: Megan Ratchford

Chair Peterson called the meeting to order at 7:48 p.m.

DISCUSSION ON CDRA BUDGET AMENDMENTS FOR THE FISCAL YEAR 2021 (FY21)

JJ Allen, City Manager, stated the plan to forgive the CDRA loan of \$1,134,177 from the Utility Admin Fund had been discussed earlier during the City Council work session. He reviewed the budget amendment from Economic Development Area (EDA) 3 for \$120,000 to match the Utah Transportation Authority (UTA) grant money for trail connections on the north and south at the Clearfield Frontrunner Station. The budget amendments were planned for consideration by the Board on June 22, 2021.

Director Shepherd moved to close the meeting at 7:50 p.m. for the purpose of discussing the purchase, exchange, or lease of real property Utah Code Ann. § 52-4-204 and § 52-4-205(1)(e), seconded by Director Thompson. The motion carried upon the following vote:

$\begin{tabular}{ll} \textbf{Voting AYE-Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO-None.} \end{tabular}$

The minutes for the closed session are kept in a separate location.

The Board adjourned at 8:14 p.m.

The City Council work session minutes are in a separate location.



CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

RESOLUTION 2021R-03

A RESOLUTION APPROVING AND ADOPTING AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

WHEREAS, Clearfield Community Development and Renewal Agency (CDRA) has identified expenditures that are necessary for CDRA operations, which were not included in its current budget; and

WHEREAS, Utah state code allows the Board to make adjustments to the budget; and

WHEREAS, proper notice of the public hearing for this matter was given; and

WHEREAS, Clearfield Community Development and Renewal Agency has considered and approved the amendments;

NOW, THEREFORE, be it resolved by the Clearfield Community Development and Renewal Agency that the amendments to the Clearfield Community Development and Renewal Agency budget beginning July 1, 2020 and ending June 30, 2021 (FY21) as set forth in Exhibit "A" which is attached hereto and incorporated herein by this reference, are hereby authorized and approved.

The Chair is authorized to sign any documents reflecting those amendments.

NAY:

Passed and adopted at the Community Development and Renewal Agency Board meeting held on June 22, 2021.

ATTEST	CLEARFIELD COMMUNITY DEVELOPMEN' AND RENEWAL AGENCY				
Nancy R. Dean, Secretary	Nike Peterson, Chair				
	VOTE OF THE BOARD				
AYE:					