CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
October 26, 2021 – POLICY SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Multipurpose Room
55 South State Street
Second Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Discussion on the Fiscal Year 2022 Capital Construction Projects

Discussion on Memorandum of Understanding with Cowley Real Estate Partners for Lakeside Square Development

(Any item not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the 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 Roper
APPROVAL OF MINUTES:	November 3, 2020 – Work Session March 23, 2021 – Work Session May 4, 2021 – Joint Work Session June 22, 2021 – Policy Session September 7, 2021 – Work Session September 28, 2021 – Policy Session October 5, 2021 Work Session

PRESENTATION:

1. SWEARING-IN OF NEW CLEARFIELD POLICE OFFICER JACKSON D. DUNLEAP

2. PRESENTATION OF THE YARD OF THE YEAR AWARDS

   BACKGROUND: The Parks and Recreation Commission selected the winners for the annual "Yard of the Year Contest." Staff and Council are pleased to recognize the winners for doing their part in beautifying our community. Bob and Larue Hawthorn were selected as the first place winners, with Tom and Judy Rickeberg and Greg and Bev Jones as runners up.

PUBLIC HEARINGS:

3. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM RELATED TO ITS REHABILITATION PROGRAM, CITIZEN'S PARTICIPATION PLAN, 2021-2022 ONE-YEAR ACTION PLAN, AND DOWN PAYMENT ASSISTANCE PROGRAM

BACKGROUND: Staff discussed changes to the City's CDBG program with the City Council during its work session on September 7, 2021. Staff is proposing amendments to the following programs: updates to the Rehabilitation Program; updates to the Citizen's Participation Plan, amendments to the 2021-2022 One-Year Action Plan, and amending the Down Payment Assistance program. The proposed amendments require a public hearing to open a 30-day public comment period which will be followed by a public hearing to conclude the comment period. The purpose of this public hearing is to open the 30-day comment period.

RECOMMENDATION: Receive public comment.

4. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FORM BASED CODE'S DEVELOPMENT STANDARDS

BACKGROUND: The City Council recognized the need for periodic review and evaluation of the Form Based Code when it was updated and adopted in February 2020. Staff has tracked potential document changes as well as development standard changes identified through its enforcement. A comprehensive list including seventeen proposed updates was presented to the Planning Commission for review at its meeting on October 6, 2021. The Planning Commission recommends the proposed changes. The City Council reviewed the amendments during its work session on October 19, 2021 and recommended one additional amendment.

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 nancy.dean@clearfieldcity.org.

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

6. CONSIDER APPROVAL OF ORDINANCE 2021-16 AMENDING TITLE 11, CHAPTER 19 – FORM BASED CODE

RECOMMENDATION: Approve Ordinance 2021-16 amending Title 11, Chapter 19 – Form Based Code and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF ORDINANCE 2021-14 AMENDING TITLE 11 OF THE CITY'S CODE BY ENACTING CHAPTER 21 – INTERNAL ACCESSORY DWELLING UNITS

BACKGROUND: Staff, Planning Commission, and the City Council held many meetings to discuss the implementation of an ordinance that would allow for Accessory Dwelling Units (ADUs). During the 2021 legislative session the State Legislature enacted new requirements mandating all municipal agencies adopt regulations to allow Internal Accessory Dwelling Units (IADUs). The State Code requires communities to address housing affordability; therefore, IADUs have been identified as a priority. The ordinance amends Title 11 of the Clearfield City Code by enacting Chapter 21 – Internal Accessory Dwelling Units and its consideration was tabled at the meeting on September 26, 2021.

RECOMMENDATION: Approve Ordinance 2021-14 amending Title 11 of the City's Code by enacting Chapter 21 – Internal Accessory Dwelling Units and authorize the Mayor's signature to any necessary documents.

8. CONSIDER APPROVAL OF THE FINAL SUBDIVISION PLAT FOR THE HERITAGE EAST SUBDIVISION LOCATED AT APPROXIMATELY 1100 SOUTH 1000 WEST

BACKGROUND: Fieldstone Homes is requesting final subdivision plat approval for a 57-lot single-family subdivision located at approximately 1100 South 1000 West. The proposed subdivision will have two phases with phase one being mostly on the north side of the property and phase two on the south. There will be a residential street that will connect to 1000 West on the east and the existing stub street at 1150 South on the west, which will allow access into the existing subdivision to the west.

RECOMMENDATION: Approve the Final Subdivision Plat for the Heritage East Subdivision located at approximately 1100 South 1000 West and authorize the Mayor's signature to any necessary documents.

9. CONSIDER APPROVAL OF A PROCLAMATION DECLARING NOVEMBER 27, 2021 AS SMALL BUSINESS SATURDAY IN CLEARFIELD

BACKGROUND: Clearfield City celebrates local small businesses and the contributions they make to our local economy and community. Small businesses are responsible for approximately 65 percent of the net new jobs created from 2000 to 2019 and employ approximately 47 percent of the employees in the private sector. Advocacy groups, as well as public and private organizations have endorsed the Saturday after Thanksgiving as Small Business Saturday.

RECOMMENDATION: Approve a proclamation declaring November 27, 2021 as Small Business Saturday in Clearfield and authorize the Mayor's signature to any necessary documents.

10. FINANCIAL UPDATE ON THE 2022 FISCAL YEAR BUDGET

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. CONSIDER APPROVAL OF THE MINUTES FROM THE JUNE 22, 2021 POLICY SESSION, SEPTEMBER 28, 2021 WORK SESSION AND OCTOBER 19, 2021 WORK SESSION

SCHEDULED ITEMS:

2. CONSIDER APPROVAL OF RESOLUTION 2021R-04 AUTHORIZING THE EXTENSION OF THE COLLECTION OF TAX INCREMENT FOR TWO YEARS IN THE CDRA'S LIFETIME PRODUCTS COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY

   BACKGROUND: The Lifetime Products Community Reinvestment Area (CRA) qualified for the extension of the collection of tax increment revenue due to recent legislation. The project has been delayed by the COVID-19 pandemic causing delays to construction. Agencies interested in extending the project area plans need to have a resolution in place prior to the end of the calendar year 2021.

   RECOMMENDATION: Approve Resolution 2021R-04 authorizing the extension of the collection of tax increment for two years in the CDRA's Lifetime Products Community Reinvestment Project Area due to the COVID-19 emergency and authorize the Chair's signature to any necessary documents.

3. CONSIDER APPROVAL OF RESOLUTION 2021R-05 AUTHORIZING THE EXTENSION OF THE COLLECTION OF TAX INCREMENT FOR TWO YEARS IN THE CDRA'S CLEARFIELD STATION COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY

   BACKGROUND: The Clearfield Station Community Reinvestment Area (CRA) qualified for the extension of the collection of tax increment revenue due to recent legislation. The project has been delayed by the COVID-19 pandemic causing delays to construction. Agencies interested in extending the project area plans need to have a resolution in place prior to the end of the calendar year 2021.

   RECOMMENDATION: Approve Resolution 2021R-05 authorizing the extension of the collection of tax increment for two years in the CDRA's Clearfield Station Community Reinvestment Project Area due to the COVID-19 emergency and authorize the Chair's signature to any necessary documents.

*****ADJOURN AS THE CDRA*****

Dated this 21st day of October, 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.

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Curtis Dickson, Community Services Deputy Director

MEETING DATE: October 26, 2021, Work Session

SUBJECT: FY22 Capital Construction Projects

RECOMMENDED ACTION

None. Work Session

DESCRIPTION / BACKGROUND

In the FY22 Fiscal Year Budget there are multiple small projects. Due to the size of many of these projects it would likely prove difficult and more expensive overall to bid each project out individually. Staff had the idea of combining all these projects into one large project to garner more interest and better pricing. It will reduce the costs for mobilization and combine like projects for better quantity pricing. Additionally, by combining these projects together, it will utilize staff's time more effectively. Community Services, Records, Legal, Risk Management, and the Mayor and Council will only have to work through one bid proposal process, one contract and work with one contractor versus several. Below is a list of all of the projects being combined together with a brief overview of the work to be done. The combined budget for all of these projects is $922,000. Below is a list of all of the projects and a brief overview of what each project will entail.

1. Clearfield City Hall (55 S. State St.)
   - West Entrance Remodel
     - Remove and replace stairs
     - Update monument signage
     - Replace stucco and add "Clearfield City Hall" lettering to building
     - Add flagpoles
     - Replace stairs on Southwest and South side of building
   - Multi-purpose room kitchen remodel
     - Remove and replace cabinets and countertops
     - Paint where old cabinets were
   - Tile Re-grouting
     - Re-grout tile floor on first floor and the main stairwell and landings

2. Clearfield Aquatic and Fitness Center (825 S. State St.)

- Sidewalk repair and leveling
    - Replace or level broken concrete along main walkway/entrance
- Replace electronic sign board
- Outdoor vehicle gate/fence repair
    - Remove the existing gate and column and replace with new matching non-scalable gate
- Partial interior door slab replacement
    - Replace door slabs in the locker room/pool area
- Daycare area countertops
    - Replace/repair countertops and cabinets in daycare area
    - Re-key building

3. Steed Park (300 N 1000 W)

- Roof and siding replacement
    - Replace roof with metal roof and replace siding with vinyl siding
- Commercial range hood replacement
    - Remove and replace the existing range hood in the concessions area
- Ballfield and pickleball court sound systems
    - Ballfield sound system need to be able to be used on all 3 fields individually or all 3 fields together. Also, have Bluetooth capabilities for music, a wireless mic and a mic for the concessions area
    - Pickleball courts needs to be Bluetooth capable for music and a wireless mic
- North Steed Restroom Renovation
    - Exterior
        - New metal roof with skylight tubes
        - Brick and hardy board façade
    - Interior
        - Metal fireproof paneling (Halifax or equivalent)
        - LED Lighting
        - Stainless steel vandal resistant fixtures
- Parking lot curb and gutter, asphalt, and striping
    - Re-grade, asphalt, strip, and curb and gutter current millings parking lot.
    - Install parking lot lighting
- Pickleball complex pavilions and bench installations
    - Install pavilions and benches on concrete areas.

4. Fisher Park (934 S 1000 E)
    - Ballfield sound system
        - Ballfield sound system need to be able to be used on all 3 fields individually or all 3 fields together. Also, have Bluetooth capabilities for music, a wireless mic and a mic for the concessions area

5. Two (2) outdoor digital marquee monument signs and landscaping
    - Steed Park (300 N 1000 W)
    - Cornerstone Park (South Main St. and Gentile St.)

6. Kiwanis Park (300 N Vine St.)
    - Restroom renovation
        - Exterior
            - New metal roof with skylight tubes
            - Brick and hardy board façade
        - Interior
            - Metal fireproof paneling (Halifax or equivalent)
            - LED Lighting
            - Stainless steel vandal resistant fixtures

7. Islandview Park (1800 S. South Main St.)
    - Restroom renovation
        - Exterior
            - New metal roof with skylight tubes
            - Brick and hardy board façade
        - Interior
            - Metal fireproof paneling (Halifax or equivalent)
            - LED Lighting
            - Stainless steel vandal resistant fixtures
        - Disc golf course installation
            - Install concrete “Tee” boxes and disc golf baskets

8. Central Park (300 E Center St.)
    - Restroom utility and pad site prep
        - Prepare restroom site with sewer line, power, rough plumbing, sub and final grade, and final connections for a CXT restroom

9. Barlow Park (2100 S 500 W)
    - Dog Park equipment installation

10. Trail side fitness equipment installation

The model/idea of using this method come from Energy Performance Contract Project with McKinstry back in 2017/2018.The concept for this proposal is to select a contractor based on the criteria laid out in the bid proposal because typically the materials used for the project are going to be about the same for every contractor. The difference in submitted proposals, typically, is found in their business model (i.e., overhead, profit, salaries, benefits, etc.). The Request for Proposals was based upon qualifications, strategic plan, schedule, profit margin, work previously done for the City, overhead, hourly rates, and the amount of work to be done by sub-contractors. This is the same type of criteria the State had laid out for how we bid for an energy performance project. If the City decides to enter into a contract with the proposer, staff will work with the proposer to prioritize the projects and work through the list until everything is completed, or the funding runs out. The evaluation committee scored the submitted proposal and feel they have met the qualifications of the bid proposal.

If the City chooses to enter into a contract with the proposer, we will approach each project on an individual basis and work with the contractor to stay within the approved budget for each project. For example, the City Hall West Entrance Project has an approved budget of $250,000. Before we start this project, staff will have a meeting with the contractor and go over the plan, budget, and cost of materials to do everything reasonably possible to stay within that budget and meet the scope of the project. The contractor will provide submittals to the City for all of the materials used so we can ensure quality products are used for a quality final project. If there are instances where we are able to save some costs in one project, we may use those savings towards a project that we can't keep in budget due to the rise in the cost of materials. For example, if we are able to do the sound system and Fisher Park for less than the budgeted $10,000, we could potentially use those savings to help finish the monument signs, if they prove to be more than the budgeted $150,000.

HEDGEHOG ANALYSIS

These projects were all scored during the budget process and had scores ranging from 19-22.

CORRESPONDING POLICY PRIORITY (OR PRIORITIES)

Providing Quality Municipal Services: These projects continue the path of continuous improvement, fiscal responsibility and having well planned facilities and infrastructure. These projects will help the continual improvement of the City's properties and facilities across the city.

FISCAL IMPACT

The fiscal impact is a maximum price contract of $922,000. These projects funds are a combination of PARAT Tax and the General Fund.

ALTERNATIVES

- Move forward with the projects as outlined
- Divide the projects out and do them individually
- If the funds do not allow for all of the projects to be done, staff will come to Council with options to fund the remaining projects from additional General Fund, PARAT Tax or other funding. The Mayor and Council can also direct staff to roll the projects over to a different fiscal year or not complete them.

SCHEDULE / TIME CONSTRAINTS

Staff will work to get this in a policy session as soon as possible and work with Legal, and the Recorders Office to execute a contract. Work would commence in November. The projects would be scheduled to be finished by June 30, 2022, as agreed upon in the contract.

LIST OF ATTACHMENTS

Request for Proposal Evaluation

1	**Qualifications** **(Respond with "Yes" or "No")**	**Cinnamon Creek Construction**	
	Section 1 Totals (1 pt. for "Yes", 0 pts for "No")		
1a	Mandatory site visit	**Yes**	
1b	Company Profile	**Yes**	
1c	Corp. or Legal Entity	**Yes**	
1d	Person is authorized to sign	**Yes**	
1e	Contact info of key contacts	**Yes**	
1f	Contact info of respondent	**Yes**	
1g	Licensed	**Yes**	
	Section 1 Totals	**7**	

2	**Letter of Commitment** **(Respond with rating 1-5. 1 being worst, 5 being best)**	**Cinnamon Creek Construction**	
2a	Less that 2 pages	**5**	
2b	Key staff members for project duration	**5**	
2c	Read and understand RFP	**5**	
2d	Letter signed	**5**	
	Section 2 Totals	**20**	

3	**Proposer Qualifications** **(Respond with rating 1-5. 1 being worst, 5 being best)**	**Cinnamon Creek Construction**	
3a	3 example projects	**5**	
3b	Projects completed on time and on budget	**4**	
3c	Job references (3 minimum)	**3**	
3d	Staff of projects identified	**5**	
3e	Past project history with Clearfield City	**5**	
	Section 3 Totals	**22**	

4	**Methods and Strategic Plan**		
	(Respond with rating 1-5. 1 being worst, 5 being best)	**Cinnamon Creek Construction**	
4a	Provide a comprehensive description of proven methods and plans to carry our the scope of the various projects.	**4**	
4b	Philosophical approach of individuals and teamwork .	**4**	
	Section 4 Totals	**8**	

5	**Additional items**		
	(Respond with rating 1-5. 1 being worst, 5 being best)	**Cinnamon Creek Construction**	
5a	Why business is a good match for the project	4	
5b	Cost saving ideas/suggestions	4	
5c	Clearfield projects and results of those projects	4	
	Section 5 Totals	**12**	

6	**Schedule**		
	(Respond with rating 1-5. 1 being worst, 5 being best)	**Cinnamon Creek Construction**	
6a	Timeline	4	
6b	Start Date	4	
6c	Advisory Group	4	
6d	Construction kickoff date	4	
6e	Final construction completion date	4	
	Section 6 Totals	**20**	

7	**Cost Proposal**		
	(Respond with rating 1-5. 1 being worst, 5 being best)	**Cinnamon Creek Construction**	
7a	Total base fee	3	15% profit, $138,300
7b	Hourly rate schedule	3	$65 PM, $50 Sup, $35 Wkr, /hr
7c	Anticipated reimbursable and estimated costs	3	Mat., lbr., fuel, ins, O&P, ins, equip rent
7d	Detailed list of overhead	3	Acct, truck, phone, office
7e	Anticipated profit	3	$138,300
7f	Percent of work to be contracted out (max of 49%)	3	70%
	Section 7 Totals	**18**	

8	**Warranty**		
	(Respond with rating 1-5. 1 being worst, 5 being best)	**Cinnamon Creek Construction**	
8a	Minimum 1 year warranty	4	
	Section 7 Totals	**4**	

GRAND TOTAL **111**

STAFF REPORT

TO:	City Council
FROM:	Stuart Williams, City Attorney
	Spencer W**.** Brimley, Community Development Director
MEETING DATE:	Tuesday, October 26, 2021
SUBJECT:	Memorandum of Understanding with COWLEY REAL ESTATE PARTNERS

RECOMMENDED ACTION

Approve the Memorandum of Understanding (MOU) with COWLEY REAL ESTATE PARTNERS for redevelopment of the Mabey Place area and authorize the Mayor Pro Tem's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Staff has met with Cowley Real Estate Partners in order to discuss the development of the area known as Mabey Pond. The discussion commenced in September of this year and have progressed very quickly. The developer and staff discussed the process and the anticipated need for a development agreement for the development of the site. After reviewing a draft agreement, and in consideration of the developer's timetable for acquisitions staff felt it would be more efficient to enter into an MOU with the developer, to allow both parties a level of comfort in order to proceed. Cowley Real Estate Partners has been considering the site—with great excitement and anticipation—for several months, and they are now proposing to enter into a Memorandum of Understanding (MOU) with the City.

An MOU is a document that lays out an initial understanding and next steps, and is generally not meant to be contractually binding. In this case, Cowley Real Estate Partners is seeking to partner with the City as essentially the sole developer of the East side of the Mabey Place project—with the project occurring in two phases.

Phase 1 would include the northern portion of the property currently known as Lakeside Square/Mabey Place. Phase 2 would include the remaining portion of the site, along with some additional parcels, which is proposed to include the future headquarters for a major avionics company. The MOU outlines, generally the make of each phase, which will expire on August 1, 2022. This will allow the developer and the City to craft the development agreement appropriate for the development of the project.

Under the MOU, Cowley Real Estate Partners would:

1. Property acquisition of the site for the development of a mixed-use project; and

2. Coordinate entitlements, financing, design, and planning, closings, etc.; and

3. Acquire adjacent properties, as desired; and

4. Fund pre-development engineering and design costs such as site planning, infrastructure plans, etc.; and

5. Develop street, architectural, and site development standards to be applied to the Project to the extent these elements are not addressed in the FBC; and

6. Provide public open space at Mabey Pond consistent with the Plaza Requirements set forth in Chapter 8.5 of the FBC, and provide adequate public parking, anticipated to be 8 to 12 parking stalls, unless agreed upon by the parties through the development agreement; and

7. Provide an art plaza on the corner of Waterfront Way and State Street.

Under the MOU, the City would:

1. Maintain the pond using aquascape best management practices, to be included within or attached to the development agreement; and

2. Allow modifications to the FBC standards through the execution of a development agreement to include, at a minimum, those modifications as set forth in Attachment 3; and

3. Allow a pedestrian path from Marilyn Drive, located on the north side of the Project Site (in lieu of a road); and

4. Allow the construction of a private road, Waterfront Way, which shall terminate at the pond; and

5. No longer require the Project's Site to contain any further private or public roadways as described in Chapter 4.0, Street & Block of the FBC or shown on the FBC Street Network map, which in turn may result, dependent on a Utah Department of Transportation determination, in the loss of ability to signalize the intersection of Bowen Blvd. and Waterfront Way at State Street; and

6. Provide for the rental of the bandstand and management of the programming; and

7. Consider an offset of park impact fees for landscaping, irrigation, and civic open space improvement costs adjacent to Mabey Pond.

Regardless of who the developer is, to accomplish the vision for Mabey Place, a public-private partnership will be required. The MOU allows the parties to take the next steps forward—begin to negotiate and craft the development agreement, preparing site and architectural plans, etc. If either party doesn't like the way things are progressing, then the MOU can be terminated with a simple notice.

IMPACT

a. FISCAL

The City would anticipate increased revenues as a result of redevelopment. The timing and type of revenues remains to be seen (depending on CRA creation and the collection of tax increment), but in the long run, the City would benefit from redeveloped properties that are put to their highest and best use.

Common with projects of this size and complexity are incentives. The MOU does not include language for or about incentive, but staff felt it appropriate to mention these resources as something that is under consideration by the developer and their potential office tenant. As a part of their due diligence the developer will be meeting with EDCUtah and will be inquiring about state incentives for the location of their tenant. This negotiation may necessitate an incentive from the City, but anything anticipated would be based on what is provided by the State and be post performance for the tenant. Staff is hopeful that any TIF for this area could be applied to needs for public improvements, parking structures, etc.

b. OPERATIONS / SERVICE DELIVERY

This MOU would be a step toward the accomplishment of the vision for Mabey Place, and for the State Street corridor in general. The Elected and Appointed officials, residents, and staff have devoted significant time and effort to affecting change in the City. Efforts put into the Downtown Small Area Plan, a study by Better City, and the Form Based Code adoption has allowed the City to get to this point. The MOU would be effective until August 1, 2022 or until the developer and City are able to agree on the development agreement for the project.

ALTERNATIVES

The Council may choose not to enter into an MOU for the development of this site and may require the developer to make application for development of the site in accordance with FBC regulations.

The Council may require the developer to draft the development agreement in full including the proposed modifications and make application for land use approval on phase 1.

The Council may elect to require the developer begin phase 1 and 2 at the same time and that development and occupancy will be paired appropriately, require commercial to be approved, developed, or occupied before residential is developed.

SCHEDULE / TIME CONSTRAINTS

At this point there was a draft schedule discussed at the work session on October 5th, but no final schedule has been included in with the MOU. It will likely take several months to draft and finalize a development agreement, prepare site plans, undertake studies, develop pro formas, etc. As we move forward, we will provide the Council with updates that clarify the timing of the project and identify additional needs or issues that arise.

LIST OF ATTACHMENTS

- Cowley Real Estate Partners MOU
    - Attachment 1 – Assessor Parcel Numbers (APN)
    - Attachment 2 – Site Plan
    - Attachment 3 – FBC Modifications

LAKESIDE DEVELOPMENT

CLEARFIELD UTAH

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter "Memorandum") is entered into on October ___, 2021, by and between Cowley Real Estate Partners or assigns ("Developer") and Clearfield City (hereinafter "City") (collectively the "Parties)" for the purpose of achieving various aims and objectives relating to the redevelopment of 10.5 acres, currently known as Lakeside Square (along with adjacent or proximate parcels acquired by the Developer described by their Assessor Parcel Numbers (APN's) in Attachment 1) (the "Project") located in Clearfield City and generally bounded in part by State Street and 450 South (the "Site").

WHEREAS, the Parties desire to enter into this Memorandum in which they will work together in good faith to conceptualize and approve the Project including issues related to roadways, buildings, infrastructure, recreation, pedestrian and community needs; and

WHEREAS, the Parties desire to allow for certain modifications from selected standards in the Form Based Code (FBC), adopted on February 11, 2020; and

WHEREAS, the Parties enter into this Memorandum to set forth the arrangements that each of the Parties agree are necessary to develop the Project in an efficient and effective manner; and

WHEREAS, the City anticipates that the Project will be developed in a manner that projects a high-quality image and achieves the goals and objectives of the City's FBC design guidelines and zoning ordinances. In addition, the City desires to have a number of elements included in the Project to create community vibrancy and provide a community gathering place. These elements include a mix of residential and commercial uses, public gathering space, pedestrian promenades, and a bandstand to accommodate community programming. Such elements and their design are to be mutually agreed upon by the Parties; and

WHEREAS, the City's staff has reviewed a preliminary site plan (Attachment 2) identifying appropriate land uses, amenities and programming for the Project, which will include a mixed-use environment including mid-rise multi-family housing, live-work space, restaurants, retail, office and other commercial opportunities, and civic open space including access to a fresh water pond and a bandstand; and

WHEREAS, the Developer intends to plan, design, construct and manage residential, retail, office and other commercial components along with attendant open space, amenities and parking; and

WHEREAS, there is no contractual relationship created between the Parties by this Memorandum; and

WHEREAS, the City can only be bound by action of the Clearfield City Council;

NOW THEREFORE, this Memorandum is to provide the framework for a future development agreement regarding the Project. The Parties agree to work together in good faith to ensure that there is a united and responsive leadership team for the Project and demonstrate willingness to enter into financial, administrative, and managerial commitments by providing the following services, subject to necessary approvals by Cowley Real Estate Partners and the City Council of Clearfield City.

OBLIGATIONS

Section 1. The activities and services for the Project shall include Cowley Real Estate Partners providing the following:

1. Property acquisition of the site for the development of a mixed-use project;
2. Coordinate entitlements, financing, design, and planning, closings, etc.;
3. Acquire adjacent properties, as desired; and
4. Fund pre-development engineering and design costs such as site planning, infrastructure plans, etc.; and
5. Develop street, architectural, and site development standards to be applied to the Project to the extent these elements are not addressed in the FBC; and
6. Provide public open space at Mabey Pond consistent with the Plaza Requirements set forth in Chapter 8.5 of the FBC, and provide adequate public parking, anticipated to be 8 to 12 parking stalls, unless agreed upon by the parties through the development agreement; and
7. Provide an art plaza on the corner of Waterfront Way and State Street.

Section 2. The value provided by the City will include:

1. Maintain the pond using aquascape best management practices, to be included within or attached to the development agreement; and
2. Allow modifications to the FBC standards through the execution of a development agreement to include, at a minimum, those modifications as set forth in Attachment 3; and
3. Allow a pedestrian path from Marilyn Drive, located on the north side of the Project Site (in lieu of a road); and
4. Allow the construction of a private road, Waterfront Way, which shall terminate at the pond; and
5. No longer require the Project's Site to contain any further private or public roadways as described in Chapter 4.0, Street & Block of the FBC or shown on the FBC Street Network map, which in turn may result, dependent on a Utah Department of Transportation determination, in the loss of ability to signalize the intersection of Bowen Blvd. and Waterfront Way at State Street; and
6. Provide for the rental of the bandstand and management of the programming; and
7. Consider an offset of park impact fees for landscaping, irrigation, and civic open space improvement costs adjacent to Mabey Pond.

SCHEDULE AND TERM OF MEMORANDUM

The Parties agree to work together to formalize a draft development agreement for consideration by the Clearfield City Council for the Project Site, and that this Memorandum shall expire on the date the development agreement is executed for the Project Site, or on August 1, 2022.

The Parties may agree to an extension of this Memorandum in writing.

Either party may terminate its participation in writing to the other party.

LIABILITY

No liability will arise or be assumed between the parties as a result of this Memorandum.

UNDERSTANDING

It is mutually agreed upon and understood among the parties that this Memorandum does not restrict the parties from participating in similar projects with other organizations.

IN WITNESS THEREOF, each party to this Memorandum has caused it to be executed on the date indicated below.

Cowley Real Estate Partners

_____ _____

Charles F. Cowley III — Date
Authorized Signatory

CLEARFIELD CITY

_____ _____

Vern R. Phipps — Date
Mayor Pro Tempore

Attest:

_____

Nancy R. Dean, City Recorder

Approved as to form:

_____

City Attorney

Lakeside Development

MOU – Attachment 1

APN's of Subject property and adjacent and proximate properties

12-003-0283

12-003-0282

12-003-0220

12-003-0077

12-003-0292

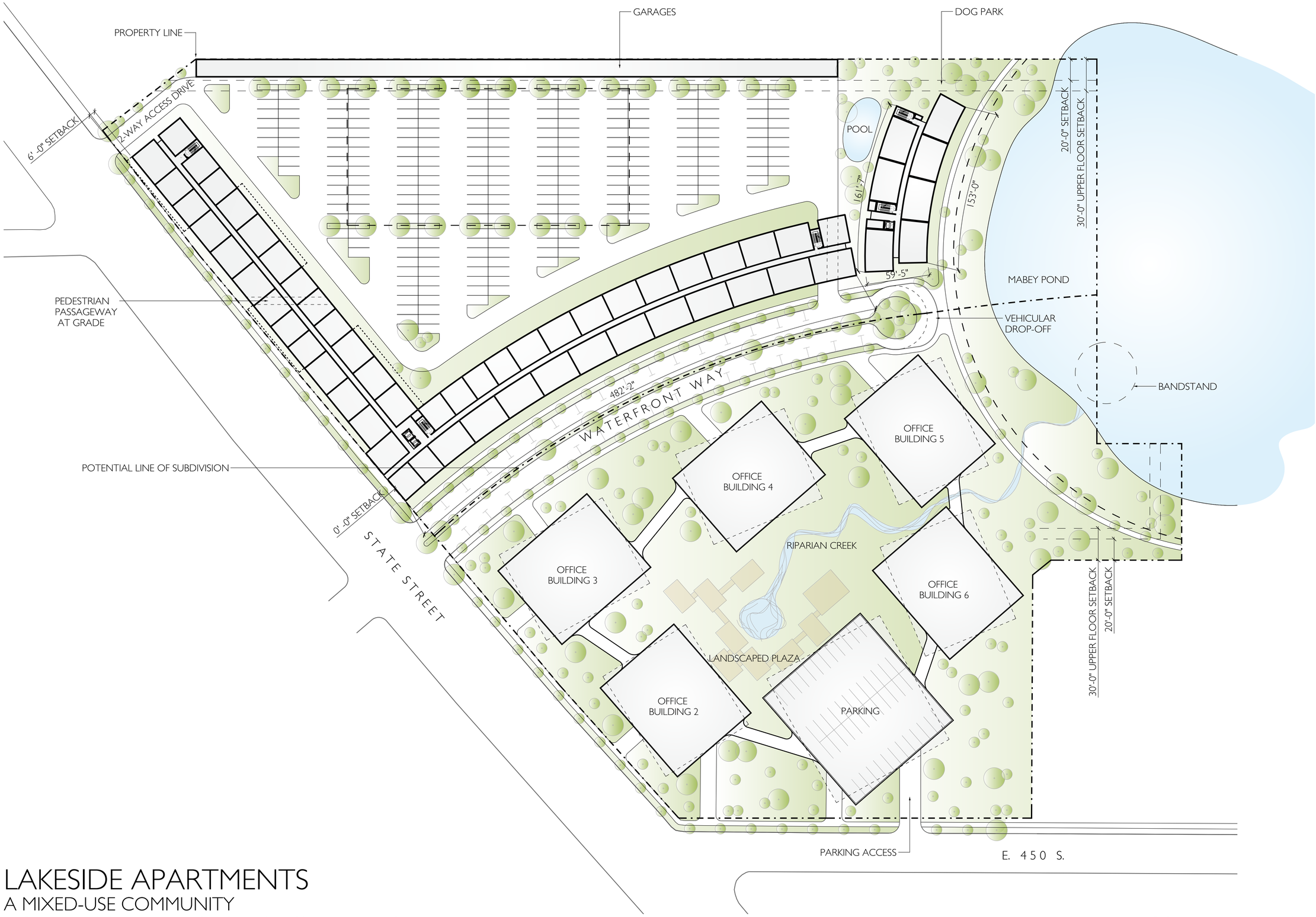
12-003-0122

12-003-0218

12-003-0058

12-003-0056

12-003-0057



LAKESIDE APARTMENTS

A MIXED-USE COMMUNITY
NORTH & SOUTH PHASE OF LAKESIDE DEVELOPMENT
MIXED-USE NORTH PHASE WITH SOUTH PHASE OF OFFICE PARK

COWLEY REAL ESTATE PARTNERS
BERNS PROPERTIES

A. Building Location (FBC 6.3)

Standard	Requested Modification
Front Build to Zone 0-5 feet	0–25-foot setback or as otherwise approved.
Front Build to Zone with Plaza or Porte Cochere up to 25 feet	0-50 feet at corners of building or as otherwise approved.
Corner Build-to Zone 0-5 feet	0-50 feet at corners of building or as otherwise approved.
Front Property Line Coverage 90%	80% consistent with office bldg. scheme or as otherwise approved.

B. Building Massing (FBC 6.4)

Standard	Requested Modification
Building Stepbacks: Mixed-use buildings taller than four stories shall have a façade that steps back of a minimum of ten feet, at the top of the fourth story. The stepback is required on street frontages only. (See FBC figure 6.3 (7))	Stepback not required, consistent with office bldg. scheme.

C. Street Facade Articulation/Details (FBC 6.5)

Standard	Requested Modification
Vertical Facade Divisions every 25 feet	Vertical Facade Divisions every 50 feet or as otherwise approved.

D. Building Fenestration (FBC 6.6)

Standard	Requested Modification
Principal Entrance Location front facade	Principal Entrance Location front façade or side, corner facade or as otherwise approved.
Required Number of Street Entrances 1 per each 75'	1 per each 100 feet consistent with Office Bldg. scheme or as otherwise approved

E. Building Uses (FBC 6.7 and table 3.3(2))

Standard	Requested Modification
Ground Story: retail, service, office	Ground Story: retail, service, office and live work for space not fronting State Street.

F. Signage Table 10.2 (1). Permitted Quantity of Signage by District

Standard	Requested Modification
3 square feet per 1 linear foot of lot width with a maximum of 150 square feet (Table 10.2.1 – FBC p. 116)	3 square feet per 1 linear foot of lot width/street frontage, consistent with code for smaller width lots

G. Accessory Structure (FBC 7.3 District Transition Buffer and Table 7.3)

Standard	Requested Modification
District Transition Lot Buffer requirements	Allow for the construction of single-story garage accessory structure (garages) along northern most property line

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
November 3, 2020

City Building
55 South State Street
Clearfield City, Utah

No physical meeting location was available for the public due to the statewide public health emergency which might present a substantial risk to the health and safety of others. The meeting was held for the public electronically via Zoom Meeting address:

Zoom Meeting
https://us02web.zoom.us/j/86182104860
Meeting ID: 861 8210 4860

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
PRESENT VIA ZOOM:	Nike Peterson	Councilmember
EXCUSED:	Vern Phipps	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Teresa Allen	Victim Services Coordinator
	Melissa Kometscher	Victim Housing Advocate
	Kelly Bennett	Police Chief
	Devin Rogers	Police Assistant Chief
	Scott Manookin	Police Lieutenant
	Heather Arnell	Police Officer/VAWA Investigator
	Adam Favero	Public Works Director
	Braden Felix	City Engineer/Deputy PW Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Trevor Cahoon	Communications Coordinator
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

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VISITORS PRESENT VIA ZOOM: Paul Drake – Utah Transit Authority (UTA), Jordan Swain – UTA, Nathan Ricks – Stack Real Estate, Tim Merrill – UTA, Doug Thimm – Arch Nexus, Ken Shields – Hamilton Partners, Bruce Bingham – Hamilton Partners, Trevor Evans, Stack Real Estate

Mayor Shepherd called the meeting to order at 6:03 p.m.

UPDATE ON THE CITY'S VIOLENCE AGAINST WOMEN ACT (VAWA) PROGRAM

Heather Arnell, Community Service Officer/VAWA Investigator, stated the City had applied for and been awarded grant money from the Violence Against Women Act (VAWA) to match funding for a program providing officer involvement in assisting victims of domestic violence. She indicated her salary was 50 percent funded by the VAWA grant and at least half of her time was spent on domestic violence investigations.

Officer Arnell reviewed the City's VAWA program goals which included:

- Collaboration with allied agencies to improve services to victims of the community.
- The VAWA Investigator working to improve victim's confidence and trust in law enforcement.
- The VAWA Investigator working collaboratively with allied agencies to provide training to agencies serving VAWA eligible victims.

Officer Arnell reviewed the VAWA statistics from January 1, 2020 to October 15, 2020. She reported there were 502 total cases reviewed, 422 victims referred to other services/programs, 69 cases screened with prosecutors; 201 protective order assistance; and 51 victims referred to Davis Behavioral Health, Division of Child and Family Services, or others.

Officer Arnell highlighted the collaboration and training efforts to date which included:

- Assisting in policy change with the jail.
- Implemented jail release agreement (JRA) procedures.
- Provided all Clearfield Police Department officers with four-hour mandatory training.
- Provided domestic violence training for other agencies.

Officer Arnell shared a success story about the services provided and help that was available to assist a victim of domestic violence. She thanked the Mayor and Council for their continued support of her position.

UPDATE ON THE CITY'S VICTIM SERVICES AND DAVIS AREA VICTIM HOUSING ASSISTANCE PROGRAMS

Teresa Allen, Victim Services Coordinator, introduced Melissa Kometscher the new housing advocate. She reminded the Council of the goals of the Victims Of Crime Act (VOCA) Grant which included:

- Reduce trauma to victims of domestic violence and other violent crimes in Clearfield City.

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- Enhance victim services by assisting victims in locating resources and by providing services through the use of volunteers.
- Provide support and advocate for victims of crime prosecuted in the Clearfield City Justice Court.

Ms. Allen reviewed service statistics for the 2019/2020 fiscal year. She reported there were 658 individual victims served; 1,568 direct victim contacts; 677 provided case notification or criminal justice updates; 43 crisis assistance, 25 protection order assistance; and 52 provided crime victims' reparation assistance. She explained most victims served were victims of domestic violence.

Councilmember Thompson arrived at 6:20 p.m.

Ms. Allen stated the Davis Area Victim Housing Assistance (DAVHA) program for the City had been coordinated by Melissa Kometscher. Ms. Kometscher reviewed the service statistics for the 2019/2020 fiscal year. She reported there were 129 individual victims served; 277 direct victim contacts; 57 flexible funding assistance totaling $44,191.70, 27 mobile services provided; 27 mobile services provided; and 95 referrals received. She noted 81 percent of the victims served were victims of domestic violence.

DISCUSSION ON A CHANGE ORDER FOR THE LEGEND HILLS UTILITY INFRASTRUCTURE PROJECT

Adam Favero, Public Works Director, stated Public Works was ready to start construction on Phase B of the Towers at Legend Hills Culinary Water and Storm Water Piping Project. He reported since the last meeting where the original contract was discussed in March, Public Works staff had been working with the Bravada 193 Development Group to design a Storm Water detention pond adequate in size to hold the appropriate amount of storm water during wet weather events. He mentioned the change order consisted of earth work around the current detention pond to increase its capacity; installation of new 18" reinforced concrete piping; installation of several storm water boxes; open canal construction; construction of inlet and outlet structures of pond; and, the reconstruction of walking trail where the project would cross.

Mr. Favero explained the City was coordinating with the developer on the project. He pointed out that the contractor planned to start work for the change order in mid-November and was planning on a six to eight week build time, weather permitting. He acknowledged the only time constraint related to the project was having the work completed before the Bravada 193 development needed to tie into the detention pond.

Mr. Favero reviewed the following costs associated with the change order bid proposal.

Storm Drain Improvements:	$237,331.00
Contingency and Engineering:	$ 47,466.20
Total Cost:	$284,797.20

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Mr. Favero pointed out that even with the additional expense of the change order, the City would be under the amount outlined in the Storm Water budget. He asked if there were any questions or concerns with the change order dollar amount. There were no concerns expressed.

DISCUSSION ON THE PURCHASE AGREEMENT WITH JERRY BYINGTON FOR PROPERTY LOCATED AT APPROXIMATELY 921 SOUTH 1000 WEST FOR 1000 WEST INFRASTRUCTURE IMPROVEMENTS

Braden Felix, City Engineer/Deputy Public Works Director, stated staff had been negotiating with property owners along 1000 West to purchase property so the City could acquire property for rights-of-way. He indicated the staff report included with the agenda was regarding the purchase agreement prepared for the Byington property located at approximately 921 South 1000 West. He noted the purchase amount negotiated was for $6,253.67 which would be for a road dedication of a 66-foot right-of-way.

Mr. Felix explained the recorded property line was down the middle of 1000 West, so a survey was preformed to find the property corners and existing road boundaries. He stated if the City were able to purchase the property it could install the curb, gutter, and sidewalk needed on that minor collector road for better drainage, road maintenance, and pedestrian safety. He noted there was currently a 290-foot gap in roadside improvements in that area.

Mr. Felix mentioned the neighbor's property located at 907 South 1000 West was recently negotiated with the owner, Dennis Burton, for a purchase price of $2,949.81. He indicated it was not finalized prior to the preparation of the current agenda packet so it had not been included. He asked if the Council was comfortable considering both purchase agreements during the policy session on November 10, 2020, or if there would be a desire to have a work session discussion regarding the Burton property purchase agreement prior to the policy session. The consensus of the Council was to provide the information with the staff report, and then both could be considered during the policy session.

Councilmember Bush wondered where the money would come from for the rights-of-way purchases. Mr. Felix responded the funds would come from the funds budgeted for the 1000 West project that were set aside for the year.

Councilmember Bush asked if there would be enough money remaining to cover the additional costs for the curb, gutter, and sidewalk. Mr. Felix answered the estimates received from contractors for the work were so high that staff requested grant funding for safe routes to schools and if awarded those funds then they could be utilized to fund the completion of the work or funds could be requested in the upcoming fiscal year budget. He added the City should know later in the month if those funds were approved from the safe routes to schools' grant.

JJ Allen, City Manager, asked if there would be a match on the safe routes to schools' grant. Mr. Felix replied no match would be required.

Councilmember Bush commented it would be great to have safer sidewalks and wished it could be done for those that travel on 800 North too. Mr. Felix indicated staff would be looking into

those other similar areas and situations where there were no curb and gutter, and the rights-of-way were in the middle of the road. It would be good to work with a consultant to have designs done and ownership in the City's name and then apply for the grant funding to complete the work.

DISCUSSION ON THE CLEARFIELD STATION MASTER DEVELOPMENT PLAN AND AGREEMENT

Master Development Agreement (MDA)

Mayor Shepherd explained the current discussion's purpose was to tie up questions the Council might have about the Master Development Agreement (MDA) and Master Development Plan (MDP) for the Clearfield Station site prior to their consideration at an upcoming City Council meeting. JJ Allen, City Manager, added staff wanted to hit on some points that needed further discussion.

Mr. Allen stated comments and questions received during the previous work session on the Clearfield Station MDA and MDP had been submitted to UTA and the developers for review. He added additional questions had arisen from members of the Council in the interim that needed to be addressed. The following were some of the points of discussion for the MDA.

- Anchor commercial tenant
- The difference between City Code and City laws. Stuart Williams, City Attorney, explained both were listed in the agreement to be more encompassing than just land use regulations.
- There was a suggestion to include an elected official in the Clearfield Station Group. Bruce Bingham, Hamilton Partners, stated the developer had no objection to that suggestion.

Tim Merrill, UTA counsel, interjected the comments from the previous work session had been reviewed and there were no concerns with any of the proposed revisions except the number of residential units, which needed further discussion with all the parties.

- The agreement's reference to the "Act" is specific to the Land Use Development Management Act (LUDMA).
- There was no definition provided for Transportation Demand Strategies and was still forthcoming.
- A definition had been added for Transportation Facilities.
- There was a Council comment that the City had a lot of risk attached to the requirement for bond proceeds. Mr. Allen acknowledged that was true; there was a lot of risk associated with the bonding.
- There was a request to make the language in the MDA consistent with the language in the MDP.
- A discussion was need regarding the number of residential units that should represent build out for the project: 1000 residential units versus 800 residential units.

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Mr. Merrill explained the intent of the MDA was for the developers to achieve entitlements. He continued language allowing the developer to come back and ask for additional residential units did not constitute an entitlement. He stated it was important for the developers to understand the entitlements in order to project future financial investments that would be needed. He pointed out that the number of residential units allowed needed to be locked in with the approval of the agreement.

Mayor Shepherd commented 800 residential units was the number the City Council was comfortable with at the current stage of the negotiations. Mr. Bingham explained the developers originally were going to propose a not to exceed number of units; however, as potential growth was considered it appeared more appropriate to define a specific number. He added the developers were looking for the number of residential units that provided certainty and flexibility without creating a larger footprint but addressed potential growth. He commented the developers had to convince its financial partners there was sustainability that warranted the investment. He suggested a compromise might be 900 units.

Councilmember Bush expressed his concern for how additional units would require additional parking availability. He wanted to know how the developers would ensure there was sufficient parking without residents parking on the streets or in defined open spaces.

Mr. Bingham responded there was some surface and podium parking planned. He agreed that parking was the constraint on the number of residential units that could be built. He added there would need to be a balance to the equation of residential units and provided parking spaces. He continued there was no intention by the developers to allow residential parking on the streets. Mayor Shepherd asked if the intent was to provide podium parking for the project or only if the City agreed to the higher number of residential units. Mr. Bingham responded it would be a combination and contingent upon the costs involved. Ken Shields, Hamilton Partners, explained if the residential count remained at 800 units the parking would largely be surface and tuck under parking; however, if the residential count were increased the hope was for surface and podium. He added all residential parking would be on the site for the complex and not provided on the streets.

Mayor Shepherd suggested it be written in the agreement that if the count was 800 residential units the parking would be surface and tuck under. Doug Thimm, Arch Nexus, explained if the residential count increased to 1000 units parking would likely be podium style, a wrapped structure, or structured parking of some kind. Mr. Allen suggested if the Council agreed to 1000 residential units there needed to be an addition to the agreement that addressed the parking would be contained within the site however that was accomplished. Councilmember Bush reiterated he didn't want to take open space from the project to surface park. Mr. Allen indicated the open space requirements were defined in the agreement. Summer Palmer, Assistant City Manager, commented that additional residential created by taller buildings had the potential to increase the tax increment revenue that could be used to make the infrastructure bond payments. Mayor Shepherd agreed. He commented density was as much of an issue as the availability of parking and the flow of traffic. Mayor Shepherd commented he was comfortable with wording that stipulated the parking would be contained within the footprint of the complex. Councilmembers Roper and Bush commented they were comfortable with the wording proposed.

Councilmember Thompson wondered if the resources would be available to maintain the infrastructure system. Mayor Shepherd suggested the long-term outlook for property tax revenue generated by the site appeared strong enough. Mr. Allen added economists strategized that the denser the development the more sustainable it would be across the board. He added if the intent was to increase density by taking the building vertical it would be more sustainable for parks and other systems overall.

Councilmember Peterson understood the logic; however, stated she was not a fan for political reasons meaning that maintaining trust with the residents was paramount to her decision. Councilmember Bush agreed.

Councilmember Thompson was uncertain. He asked how additional units would spur the overall economic development of the site. Spencer Brimley, Community Development Director, stated the residential development would be done in phases and that not all 1,000 residential units would be built at once. Councilmember Thompson stated he understood that but wondered how 1,000 residential units met the economic piece of the overall development. Mayor Shepherd explained the phased approach and how an anchor tenant had to be in place before the first residential building was built then from there residential and commercial would develop together. Mr. Bingham agreed. He stated there was sequencing in place that included the construction of one residential complex until there was a commensurate amount of commercial or office; therefore, the construction would be balanced at the discretion of the Council. Councilmember Roper commented the balanced phasing was why he was comfortable with the proposal. Councilmember Thompson commented if 1,000 residential units were approved the balancing sequence had to be in place for residents to see the vision for the site. Mr. Allen explained the balanced sequencing. He stated the only way the development would reach 1,000 residential units was after the third or fourth office building was completed.

Mr. Allen addressed the economics of the site relating to paying for the infrastructure bonds. He explained that the tax increment revenue was conservatively modeled and was based on the completion of two office or commercial buildings and not much retail. The model indicated there would be enough revenue to service the bonds.

Mr. Allen referred to parking on the street and comments from the Council about how it would be affected by the winter parking ordinance. He explained that staff did not see a conflict because residential parking would be on the complex site. He reminded the Council the winter parking ordinance was specific to overnight parking and parking on the street was an ancillary use of the commercial and residential development.

- Anchor Commercial Tenant

Mr. Allen explained the MDA required a sales agreement be signed with an anchor tenant before construction began on the first residential complex. Mayor Shepherd commented it was important to specify a time frame for the anchor tenant to be in place and operating. Mr. Allen suggested there would be no construction of a second residential complex until the anchor location or a commercial building were built. Mr. Bingham agreed that suggestion had been

discussed as well as the alternating sequencing and it was fair for both parties while being sensitive to the desires of the Council.

Trevor Evans, Stack Real Estate, explained an anchor tenant would want other uses in place before building to know that its services would be supported. Mayor Shepherd expressed concern that the number of residential units needed to satisfy an anchor tenant might be higher than the City was willing to allow in the first phase. He reminded the group there were already several complexes in place in the area. Mr. Evans commented the anchor tenant currently being negotiated with would like to see as many residential units as possible at the site. He expressed hesitation with the language being proposed especially considering the current pandemic. He suggested the anchor tenant might not come first but rather in tandem or even after the first residential complex was started. He stated the developer knew it would happen but the timeframe was somewhat problematic.

Councilmember Bush commented there were a lot of existing residential units within a quarter mile radius of the site. Mr. Allen agreed.

Mr. Allen asked the Council if it was comfortable with the latest revision to the agreement. Mayor Shepherd commented he was unsettled with the proposal given the current pandemic. He wanted to see a signed agreement in place before the residential was built. Mr. Allen explained that was the current requirement in the agreement. Mayor Shepherd asked to add a settlement deadline not to exceed two years. Mr. Allen asked the development team if that settlement date was acceptable. Mr. Evans commented he had concerns about establishing a deadline, but it did get the agreement closer to what was needed. He added it took longer to construct a multi-family use as opposed to a commercial use. He asked if that timeframe allowed the developer to start on the first phase of residential only. Mr. Allen stated that was the understanding. Mr. Bingham asked for a summarization of the changes being proposed. Mr. Allen summarized the language as "Purchase and Sale Agreement shall include a settlement deadline not to exceed 24 months beyond the date the Agreement is executed." Mr. Bingham asked if that meant a residential complex could not be built until a purchase and sale agreement was entered into with an anchor tenant. Mr. Allen responded yes. Mr. Bingham was vehemently opposed to that scenario. He stated the residential developer could not be held hostage to the signing of the agreement with a commercial tenant. Mr. Allen responded that construction phase had always been in the MDA; the only new part was the 24 months. Mr. Evans was okay with the change but cautioned the anchor tenant might not be ready to give the 24-month commitment right away. Mr. Allen explained the City wanted the assurance that an anchor tenant was coming while not forcing them to be the first thing out of the ground and the signed purchase and sale agreement would be that assurance.

Jordan Swain, UTA, proposed a third scenario. He suggested language that would allow a certain amount of time to get a tenant, if it was not the business currently expected, while construction began on the first residential component. Mr. Allen explained that would be a revision to the paragraph that might not be amendable to the Council. Councilmember Peterson agreed with Mr. Allen's summation. She understood that the bond payments might be made with a strictly residential piece going vertical first; however, residents were concerned about the site being strictly residential and ultimately the Council was looking out for the residents' concerns. She

reiterated there needed to be a balanced approach not just with the phasing but with the risk assumption. She commented an anchor tenant facilitated and drove development to the site, which was a different approach than a complementary feature for the development. She stated the flexibility being proposed by Mayor Shepherd on the timeline was a generous compromise.

Mr. Bingham asked what was meant by Step 2 in the paragraph about the anchor tenant. Mr. Allen explained Step 1 was the horizontal improvements the City would be installing and Step 2 was the private construction of the development and buildings.

- Mixed-Use Residential Commercial Overlay

Mr. Allen stated concerns were expressed about the mixed-use residential commercial overlay being allowed up to 14,500 square feet. He explained the agreement was referring to the corners of the buildings that could be mixed-use. He suggested rather than having a maximum square feet the requirement be changed to a minimum 4,000 square feet. He added there was nothing in the development that was predicated on the development of those spaces but rather something all parties wanted to happen. Councilmember Bush suggested the minimum be 5,000 square feet. Councilmembers Roper and Peterson were fine with either designation. Council Peterson wanted to make sure the language in the MDP remained the same in that the contemplation of mixed-use be declared at the time of permit not converted later so it was understood how that would fit as far as phasing. Mr. Allen indicated that language had been stricken in a previous version because implementation was going to be complicated. He stated nothing depended on the overlay areas. Mr. Thimm asked what would trigger it and could it be at the end of the project. He continued those types of commercial uses depended on there being enough rooftops in place to support them. He added the viability of those uses would be greater toward the end of the project. He stated it was important to avoid empty storefronts. He added if there were no triggers it could be market driven and implemented in increments and phrased as such.

Mr. Swain asked if the use needed to be defined at permitting or was there a possibility of building a residential complex with some ground floor flexibility. Mr. Allen responded the ground floor flexibility was a concept discussed in a different version and was stricken from the current draft of the agreement all together. Mr. Evans cautioned it would be difficult to predict the market at the time the units were built. He commented that was why there needed to be flexibility driving the sizing of those spaces. Mr. Allen suggested instead of tying it to square footage might it be distinguished as two retail spaces. Councilmember Peterson stated it was only important to her that it be required by the agreement. She expressed concern that it be tied to market driven because it might never come to fruition. Mayor Shepherd liked the idea of requiring two commercial spaces in those areas and not tying it to a square footage component. Mr. Evans asked if it could be a conversion at the build out of the project. Mr. Allen responded yes. Mr. Thimm added changing the language to specify two spaces made more sense.

- Sequencing

Mr. Allen asked if the sequencing language had been resolved. He summarized that the first vertical construction could be residential only if an anchor tenant had signed a purchase and sale

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agreement. He continued from that point forward there would need to be balance to the development.

- Zoning and Vested Rights

Mr. Allen explained the attorneys were working to clarify some of the language in that paragraph.

- Public Improvements

Mr. Allen explained a definition had been added for 'Transportation Facilities.' He stated the agreement also included a reference to incorporating the necessary design and construction that would accommodate UTOPIA and other telecommunication providers at the site.

Mr. Allen commented the agreement clarified that the open space shall consist of meaningful areas that promoted the goals and objectives of the City as described in the MDP. He also pointed out two places where the wording was changed from 'oversee' to 'collaborative.'

Mr. Allen also commented some language had been removed requiring a public hearing for the vacation of a right-of-way and substituted with the Utah Code Annotated reference on the subject.

Mr. Allen addressed the number of parking stalls being planned for at 700. He stated there had been a question about whether that number was definite. Mr. Swain explained the not to exceed number was 700 and might end up being even less. He stated that UTA looked at the capacity of park and ride lots conservatively. It was important to provide adequate space without having a lot of empty spaces. He further explained that UTA worked with communities and developer to incentivize bicycle, UBER, and LYFT usage to cut down on the demand for the park and ride lots.

- Miscellaneous Provisions

Tim Merrill, counsel for UTA, explained the assignability clause in the agreement. He stated the City might consent to the assignment of the agreement to a third party; however, that consent would not be needed if the agreement were assigned to an affiliate. An affiliate would have commonality of ownership with the developer but might be working under a different name. He explained in that instance consent would not be needed because both entities would be owned by the same people.

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Master Development Plan (MDP)

Spencer Brimley, Community Development Director, reviewed several areas of the MDP with the group.

Page 26

Mr. Brimley indicated that Section 4 contained the design guidelines and was more regulatory and would contain language consistent with "shall." Doug Thimm, Arch Nexus, clarified that Section 4 provided the guidelines that reached the goals for the development and Section 5 provided the regulatory requirements for land use and building development that would bring the aspirations of Section 4 to regulatory requirement.

Page 29

Mr. Brimley indicated there had been a question about allowing concrete or glassfiber reinforced concrete (GFRC) panels in the materials list of the design guidelines. He asked the Council how it felt about that type of industrial material. Mr. Thimm explained architectural concrete could add beauty and flavor to the area. He continued not being allowed to use that type of material would detract from the overall look of the project. He stated the hope was to provide an industrial feel that had a level of refinement when used with other materials. There appeared to be consensus in allowing it to remain a possible material.

Page 36

Mr. Brimley referred to the Street Typology Plan and asked for mid-block connection and pathways to be distinguished more clearly. Mr. Thimm offered to add a parenthetical comment that more clearly defined the points.

Mr. Brimley commented that the document referred to alleys in the townhome section but it was not defined in the street type list. Mr. Thimm consented to add clarification on that issue. Mr. Brimley suggested some language be added that addressed parking and setbacks to make sure it was not confusing.

Page 52

Mr. Brimley pointed to the second paragraph on the page referring to 'adequate density.' He asked if the language should just be 'density.' The Council suggested striking the word 'adequate.' Mr. Thimm agreed.

Page 54

Mr. Brimley suggested it might not be necessary to include sequencing in that section because it was already included on Page 66. Mr. Thimm agreed to remove it so there was no overlapping direction.

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Mr. Brimley also explained a recommendation from the Council about requiring the building heights be a minimum of four stories for the mixed-use residential buildings. Mr. Shields wanted to run that request by the architect. Mr. Thimm responded the two-story requirement was intended to provide variety to the overall development as it was currently written. There appeared to be consensus to leave the language as drafted requiring a minimum of two stories.

Page 55

Mr. Brimley commented the required street parking might have already been addressed earlier in the meeting. Councilmember Bush mentioned there was a section that required on-street parking. Mr. Allen explained the streets were being built with on-street parking. He continued the on-street parking was an important feature for a Transit-Oriented Development (TOD) district, but it was not counted toward minimum parking requirements for any of the residential or commercial uses. Councilmember Bush suggested a working change that explained streets shall be built to accommodate some on-street parking but was not part of the overall parking requirements. Mr. Allen explained the section was in the mixed-use residential land use. He stated it could be reworded to clarify the purpose of the on-street parking. Mr. Thimm explained the intent was to create an urban solution and urban solutions had complete streets that accommodated convenient parking along their length.

Brad McIlrath, Senior Planner, suggested a change to the residential parking section clarifying that 1.2 off-street parking stalls were required, then it would be clear that the on-street parking could not count toward the minimum parking requirements. He suggested it would make it easier for the City to explain. Mr. Thimm stated that language would be consistent with the intent, and he would make the change.

Page 57

Mr. Brimley referred to a question from the Council specific to Alternative Required Parking in Section 5.2 where it stated, "…Parking ratios for Office Land Use may be adjusted based on shared parking standards and a parking analysis…" The question was would the decision for that be administrative or a Council determination, if allowed. Mayor suggested it could be a staff decision. It was agreed to add staff to the language.

Councilmember Bush pointed out that each section had the same wording about on-street parking being required. Mr. Thimm agreed to add clarification to protect all the parties.

Page 58

Mr. Brimley commented there had already been a discussion about removing alley streets and calling them local streets. He stated there had been a question about the setback requirements for the local street. He suggested the local street setback be a maximum of 50 feet from the right-of-way line. Mr. Thimm agreed to make the change. Councilmember Bush pointed out the section still referred to on-street parking being required. Mr. Brimley responded that type of parking would not work in that area because of the 22-foot right-of-way so it needed to be changed.

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Mr. Brimley also mentioned the Council was concerned about the requirement for three to four story heights in the low-medium density and wanted to see step backs adjacent to neighboring properties like the requirements in Form Based Code (FBC) creating less of an impact. The concern was specific to the northern border of the TOD. Mr. Thimm felt like three stories provided a good transition and buffer to the development. Mr. Thimm explained that continuity of product was important to the market and having a requirement for two-story when three or four was allowed elsewhere in the development was a potential problem for the development. He suggested the limitation be based on number of feet rather than number of stories and additionally requiring landscaping along the edge. He suggested defining it as 36 feet.

Councilmember Bush asked if there was a rear setback along the property line. Mr. McIlrath stated there were only side setback requirements. Mr. Thimm offered a minimum setback of fifteen feet on that northern boundary, which would create a good ratio for a 36-foot height. Mr. Brimley asked the Council if there was a separation that would be amenable to it. Councilmember Bush asked if there would be easements around the perimeter. Mr. Brimley responded there would be easements, but those drawings were not ready yet. Councilmember Bush commented those were usually nine to ten feet. Mr. McIlrath agreed and commented no less than 15 feet setback would likely be appropriate for the area. Councilmember Bush and Mayor Shepherd were comfortable with that suggestion. Councilmember Peterson commented she was more comfortable with two stories but not more than three stories. She explained there would always be an open space on that northern edge. She agreed that landscaping between the homes and property lines would reduce the impact; however, there was a need to create a blending effect and two stories were preferred just along the northern border of the project. She commented she was absolutely against four stories in that area. Mayor Shepherd agreed about the four stories and liked the idea of blending the heights. Councilmember Peterson pointed to the Council's experience with FBC and how residents had expressed there was a critical need to blend uses. She commented it would be a more intentional approach to how the uses were massed. Mr. Thimm explained the four-story proposal included a roof deck as the fourth story. He was amendable to limiting the northern border to three stories with the 36-foot height suggestion. There appeared to be consensus on establishing the height restriction of 36 feet with 15-foot rear yard setbacks.

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Mr. Brimley asked if the Council was comfortable with the changes suggested to the MDA that addressed Commercial Overlay zones relative to commercial square footage and uses. Mr. Allen reminded the Council that discussion changed the requirement from a square footage minimum to a minimum of two spaces. He also pointed out on the drawing the two corners believed to be the most viable for the use. Councilmember Bush asked if the wording needed to change to 'as much as 14,500 square feet.' Mr. Allen commented the MDA approached it differently than the MDP. Mr. Thimm explained the MDP was a regulatory requirement and was intended to set a maximum and was not inconsistent with the MDA. Councilmember Peterson commented she would rather keep the documents consistent by referencing two spaces or both. Mayor Shepherd agreed the two documents should be consistent. Mr. Thimm said he would add the requirement for two tenant spaces and maintain the regulatory requirement.

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Mr. Brimley referred to Section 5.6 Parking Land Use Regulations. He reiterated all residential parking would be self-contained and not a combination with street parking. He referred to the sentence that said, "To help business achieve the overall parking necessary, street stalls may be used to achieve the minimum stall count that is required." He mentioned there was a question from the Council about whether that statement ran contrary to the winter parking ordinance and city standards. Mr. Brimley explained that parking for commercial uses was not intended to be overnight parking and the winter parking ordinance was specific to overnight parking. He asked if the Council wanted that language changed in any way. Mayor Shepherd suggested he just wanted to make sure the ordinances were enforced equally throughout the City. Mr. Thimm suggested a parenthetical reference to winter parking requirements in that section. There appeared to be consensus on that point.

Councilmember Bush asked if the Utah Department of Transportation (UDOT) had approved the designs. Mayor Shepherd acknowledged that UDOT had been involved in the discussions.

Mr. Brimley informed the Council that a public hearing on the documents had been scheduled for November 10, 2021; however, if the discussed amendments were not ready for that night the hearing could be continued until November 24, 2021.

OPEN MEETING TRAINING

Nancy Dean, City Recorder, and Wendy Page, Deputy Recorder, provided a training exercise for the Council to review and discuss open meeting law in accordance with State Law. There was a discussion about the 2020 amendments to the Open and Public Meeting Act that allowed for a long-term solution addressing the physical meeting space of public meetings if there was a substantial risk to health and safety.

Councilmember Bush moved to adjourn at 8:48 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Roper, and Thompson. Voting NO – None. Councilmember Phipps was not present for the vote.

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CLEARFIELD CITY COUNCIL AND PLANNING COMMISSION
JOINT MEETING MINUTES
6:00 P.M. WORK SESSION
March 23, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Brie Brass	Assistant City Attorney
	Scott Manookin	Police Lieutenant
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Nancy Dean	City Recorder

PLANNING COMMISSION MEMBERS: Chris Uccardi – Chair, Kathryn Murray, David Bloomfield, Karen Blackwood

VISITORS: Wilf Sommerkorn

Mayor Shepherd called the meeting to order at 6:03 p.m.

DISCUSSION ON PLANNING COMMISSION AND CITY COUNCIL ROLES, RESPONSIBILITIES, AND VISION

Spencer Brimley, Community Development Director, welcomed Wilf Sommerkorn, Member of the Land Use Academy of Utah (LUAU). He noted Mr. Sommerkorn would be facilitating the training for the Council and Planning Commission to address the different roles of each body and how those roles worked together, with support from staff, to best create a balance intended to support the overall vision of the City.

Mr. Sommerkorn reviewed the land use process: General Plan (vision for city or town), ordinances (govern and regulation rules), application (process to gain permissions), permits (development begins). He explained land use was governed by State Code with the Land Use

Development and Management Act (LUDMA). He noted land use decisions were generally either administrative or legislative and each process had rules to follow. Mr. Sommerkorn pointed out there was also a quasi-judicial process for appeals. He reviewed the following examples of administrative and legislative actions:

Legislative actions

- Adoption or amendment of General Plan
- Adoption or amendment of land uses ordinances
- Zonings or rezoning of properties
- Annexations

Administrative actions

- Issuance of building permits
- Site plan reviews
- Conditional use permits
- Subdivision plats
- Land use application approvals

Mr. Sommerkorn highlighted the following key players and roles of those involved in the land use process:

Council

- Set the tone
- Deciders on policy/legislative items
- Adopt General Plan and ordinances
- Appoints the other players
- Only body that could do all this!
- Actions could be "referended"

Planning Commission

- Required by LUDMA
- Policy/legislative – advisory only
- Prepare, recommend:
    - General Plan
    - Land use regulations
    - Amendments/rezones
    - Public hearing required
    - Council cannot act without
    - Required land use training (2021)

Commissioner Blackwood confirmed the Council did not have to take the recommendation of the Planning Commission, but it was required to receive it. Mr. Sommerkorn replied yes. He suggested the Council could provide an explanation if the direction taken was contrary to the recommendation. Councilmember Roper commented the Council valued the Planning Commission's input even if another direction was chosen.

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Mr. Sommerkorn continued his review of the following players and roles in the land use process:

Land Use Authority

- Council designates
- Could be more than one:
  - Planning Commission (most common)
  - Staff (could be for some actions)
  - Council (not recommended)
- Make land use "decisions"
- Administrative actions
- Decisions based on evidence
- Public hearing not required
- Decisions subject to appeal

Mr. Sommerkorn stated the most common land use authority was the Planning Commission. He explained the Land Use Authority was the entity that made the decisions in the administrative process. He noted most cities had staff as the land use authority for some of the administrative actions. He mentioned it would not be a good idea to have the City Council as the land use authority because it was the body that adopted the regulations so it could be problematic if they also ensured those regulations were being followed.

Councilmember Bush commented if the request did not meet the ordinance requirements the land use authority was justified in denial and could explain the reasons supported by Code.

Brad McIlrath, Senior Planner, asked who the final land use authority was when it came to the interpretation of Code. Mr. Sommerkorn responded decisions were based on evidence. He explained it would be good to discourage using subjective language in ordinances which created difficulty and cause for interpretation. He noted the first step in interpretation was the land use authority because they would review and decide if the evidence provided met the requirements of the ordinance.

JJ Allen, City Manager, asked how the courts looked on the process of interpretation and if there was a bias. Mr. Sommerkorn answered there was a plain language provision recently added to State Code. He noted it stated if a reasonable person could look at a provision and reasonably come to different conclusions or see the interpretation could go either way then the courts decided a tie would go to the landowner.

Mr. Sommerkorn explained many communities were moving away from having an Appeal Board or Board of Adjustments to a hearing officer. He continued his review of the following players and roles in the land use process:

Appeal Authority

- Council designates
- Could be more than one:
  - Hearing officer

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    - Board
    - Council or Planning Commission (not recommended)
- Hear appeals of land use "decisions"
- Hear variance requests
- Quasi-judicial process
- Decisions could be appealed to the courts

Staff

- Not mentioned in LUDMA

Mr. Sommerkorn explained staff was able to help the Planning Commission and City Council because they were knowledgeable about planning processes and current legislation. He added staff helped keep governing bodies on track legally and could assist them to see a variety of options available related to land use issues.

Mr. Allen shared some of the difficulty recently with staff recommendations and interpretations. He pointed out staff tried to address how a reasonable person might interpret a standard and also protect the City even though it might conflict with what they knew had been the Council's vision. He acknowledged information in the staff report could be causing the noted irritation, but it was likely there to keep the land use authority out of trouble which was difficult to communicate in a staff report. Mr. Sommerkorn asked what the Planning Commission and Council wanted to hear from staff in the staff reports.

Commissioner Blackwood commented it would be best to know what the General Plan said because that was the guiding document for decisions not the will of the Council. She pointed out the Planning Commission's recommendation should be based on whether it met the requirements of the General Plan and City Code and then the Council could accept or reject that recommendation.

Mr. Sommerkorn stated staff should examine the General Plan to determine if the requested land use either fit or did not, and then provide the recommendation to the Planning Commission. He acknowledged the City Council did not have to follow the General Plan. He explained in Utah plans were advisory not mandatory, but land use ordinances were mandatory. He noted if the Council did not want to follow the General Plan then it would need to be changed.

Mr. McIlrath stated developers sometimes used staff and its recommendation as a pawn to influence the Planning Commission or Council in its decisions. Mr. Sommerkorn recalled having worked for various groups of elected officials where the General Plan was followed closely or others that did not. He suggested if the policy or plan was going to mean anything it was better to stick to it. He explained plans could be out of date and needing revisions based on the current vision for the community. Councilmember Phipps commented sometimes it was hard to articulate what the vision was in a document; thus, a request could meet the wording of the plan but the vision behind it might not have been expressed very well. He noted the difficulty in trying to express a concept in writing that could stand up in Code and not be a misinterpretation of the vision. Mr. Sommerkorn acknowledged the challenge.

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Mr. Sommerkorn stated staff was helpful and knowledgeable to make sure applications met all the standards in the ordinances and generally compiled the information into a staff report. He explained staff had the expertise and was an extension of the land use authority. He indicated the staff report would have a lot of evidence for how a request met the ordinance requirements or did not. Mr. Sommerkorn acknowledged there might be times when the land use authority disagreed with staff's recommendation. He suggested if the land use authority denied staff's recommendation it would be appropriate to cite the information included in the staff report where there was disagreement. He stated this approach would be helpful if a decision were ever appealed and the evidence would be under review. He commented if the land use authority felt the information of the staff report was subjective then that should be communicated to staff so more information or evidence could be retrieved before a decision was made. He indicated staff could be designated as the land use authority as well.

Mayor Shepherd thanked Mr. Sommerkorn for the training and the Planning Commission for its participation.

There being no further business to come before the Council and the Commission, **Councilmember Peterson moved to adjourn the joint work session and reconvene as the City Council in policy session at 7:00 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

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CLEARFIELD CITY COUNCIL AND DAVIS COUNTY COMMISSIONERS
JOINT MEETING MINUTES
2:45 P.M. WORK SESSION
May 4, 2021

Davis County Administration Building
61 South Main Street
Room 306
Farmington Utah

Joint Work Session Google Meeting

Meeting ID meet.google.com/apv-vwjo-iiv
Phone Numbers
(US)+1 909-687-0234
PIN: 829 311 813#

The Davis County Commission invited the governing body to attend a meeting where the use of the old Davis County Library property was being discussed. Clearfield City noticed the meeting so that a quorum could be present, if the members of the Council so desired. Not all members were able to attend and there was not a quorum present; however, a brief discussion of the meeting is provided here as a record of the meeting.

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
EXCUSED:	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager

DAVIS COUNTY COMMISSIONERS PRESENT: Bob J Stevenson – Chair, Randy B. Elliott – Vice-Chair, Lorene Miner Kamalu

DAVIS COUNTY STAFF PRESENT:	Shairise Bills	Deputy Clerk/Auditor
	Neal Geddes	Chief Civil Deputy Attorney
	Curtis Koch	Clerk/Auditor
	Janet Hanson	Commission Office
	Josh Johnson	Library Director
	Lane Rose	Facilities Director
	Chris Bone	Human Resource Director

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The meeting commenced at 2:45 p.m.

DISCUSSION WITH THE DAVIS COUNTY COMMISSION ON THE LIBRARY LAND SWAP

The Clearfield Northern Library Branch was built in 1975 and paid for by the county taxpayers using Library funds. The Clearfield Community Development and Renewal Agency (CDRA) currently owned the land and leased it to Davis County for $1 annually. Several years ago, Clearfield City purchased some property on Main Street to use for commercial development. When the County decided to build a new Northern Branch, Clearfield City wanted to keep the library in Clearfield, so they proposed a land swap with the County. Clearfield would give the County the land on Main Street to build the new library, and in exchange, the County would give the City the current Northern Branch library building. Once the new library was complete, the County would demolish the old library at its expense, and Clearfield City would take possession of the land. It was to be a simple, clean land for clean land swap without any appraisals done. The cost to remove the asbestos, demolish the building, and backfill the dirt was estimated to be about $500,000. The County was willing to incur the cost because the location of the new law was ideal and was an upgrade to the existing location. There was never any consideration given to selling the old library building once the new one was built due to its age and condition.

Recently, there had been some third-party interest in purchasing the property, as is, and using it as a church with the understanding they would have to get approved financing. The City was considering the sale because of the strong community partnership with the church. The demolition costs were estimated at $500,000, so selling it would save the County the cost of tearing it down.

Josh Johnson, Library Director, said the building was assessed at $725,260 (not market value). He explained selling the property would possibly create inequity of value between the two properties. He mentioned while it would save the County the cost of demolition, they would lose the benefit of any profit made from the sale. He said the new land value had steadily decreased while developing it due to the unforeseen costs to the County for environmental remediation. He noted this changed the value of the property from what they initially considered “clean land.”

Commissioner Stevenson asked Mayor Shepherd if he would agree to split any profit from the sale. Mayor Shepherd answered it would not be worth it. Mayor Shepherd explained the City planned to use the money to remodel their outdoor amphitheater, and if they split the profits, it would not leave much with which to do anything.

Neal Geddes, County Attorney, said the contract would have to be amended and a justification made to sell to a selected buyer. He assured some middle ground could be found to amend the agreement.

Curtis Koch, Clerk/Auditor, said it would be fair to make the taxpayers whole. He asked why the profits would not go back to the countywide taxpayers. He encouraged the City, Library Board, and the Commission to come to an equitable arrangement. He indicated every dollar saved or recouped should go back into the library system for the benefit of all county residents. Mr. Koch

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said, for the record, the lesson moving forward when doing land swaps similar in nature would be to ensure it did not happen until the building opened.

Commissioner Elliott said more negotiations needed to take place to find out what was equitable to both parties. He could see the value in having the church buy it but would like to see the current valuation of the building.

Commissioner Kamalu said she was glad that the City was willing to have the conversation even after seeing the valuation. She wanted to ensure fairness to the County and transparency to the taxpayers was considered while the negotiations continued.

Councilmember Bush said there was another opportunity here to help the church that benefited the community. He noted the goodwill of doing that should come into play.

Mayor Shepherd stated he did not think anything could be done until a current property appraisal was done. He indicated he needed it to take to the City Council and see if the church was willing and able to pay that value, and if so, then negotiations could happen.

The next steps would be to obtain a current property valuation of the old library. Depending upon the results, more negotiations and possible contract amendments could follow. The County Assessor might have some recent information on valuations of the property that could be useful.

The joint discussion adjourned.

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CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
June 22, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Wendy Brimhall	Dispatch Supervisor
	Eric Howes	Community Services Director
	Adam Favero	Public Works Director
	Brad McIlrath	Senior Planner
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder
EXCUSED:	JJ Allen	City Manager
	Spencer Brimley	Community Development Director

VISITORS: Mark Becraft – North Davis Fire District Chief, John Taylor – North Davis Fire District Assistant Chief, Bobbie Uno, Tab Uno, Norah Baron, Don Baron, Nicole Stoddard, Bob Stevens, David Clayton – Modal Services, Steve Frey, Janet Frey, Holly Sutliff, Bill Sutliff, Kaytlan Smith, Amy Roskelley, Spencer Barber

Mayor Shepherd called the meeting to order at 7:00 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 Peterson led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE JUNE 8, 2021 POLICY SESSION

Councilmember Thompson moved to approve the minutes from the June 8, 2021 policy session; as written, seconded by Councilmember Peterson. The motion carried upon the

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

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET

Lee Naylor, accountant, stated staff had identified expenditures necessary for the City's operations which were not included in its current budget. He mentioned the proposed General Fund budget amendments would use $68,750 of the unrestricted fund balance. He noted this would bring the total budgeted use of the General Fund reserves/available cash for FY21 to $2,318,750.

Mr. Naylor reviewed the following proposed budget amendments for the fiscal year 2021 (FY21) budget:

- $20,000 – Equipment purchases for camera repairs at several parks
- $48,750 – Vehicle replacement due to the accident and loss of a police vehicle
- $26,824 – Capital project for the Parks' central irrigation control project (offset to revenue for rebates)
- ($26,824) – Capital project for the Parks' central irrigation control project rebates
- ($691,223) – Sale of assets; higher land sale price than budgeted

Mayor Shepherd opened the public hearing at 7:03 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Thompson moved to close the public hearing at 7:04 p.m. seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

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

Brad McIlrath, Senior Planner, stated he would present the information for both the proposed General Plan amendment and the proposed rezone. He noted the proposed General Plan amendment would change the Future Land Use Map in the General Plan for the properties from Commercial to Residential. He explained the applicant had submitted a prior request which had been withdrawn; however, the current request for a General Plan Amendment and the additional request to rezone the properties from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Residential) would be for the development of a small lot single-family subdivision. Mr.

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McIlrath reviewed the concept plan for the proposed development which would be tied to a development agreement, so the properties were developed as proposed. He noted some concerns had been expressed by neighboring property owners about the plan for egress and ingress to the development.

Mr. McIlrath acknowledged the Planning Commission had reviewed the General Plan Amendment request on June 6, 2021, and recommended its approval. He noted the rezone request was also reviewed by the Planning Commission and it was recommended for approval with the condition of a development agreement to limit the future use to the single-family detached concept provided in the conceptual site planning materials.

Mayor Shepherd expressed appreciation for the developer's efforts to create a detailed plan as part of the Development Agreement.

Mayor Shepherd opened the public hearing at 7:10 p.m.

Mayor Shepherd asked for public comments.

PUBLIC COMMENTS:

Tab Uno, resident, complimented the developer's efforts to articulate the design and hoped it could create the quality development presented in concept. Mayor Shepherd responded the City would require a development agreement to ensure the development happened as proposed. Councilmember Bush explained the City would hold the developer to the details in the development agreement.

Councilmember Bush moved to close the public hearing at 7:12 p.m. seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

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)

Brad McIlrath, Senior Planner, provided the background for the rezone request from A-1 (Agricultural) and C-2 (Commercial) to R-3 (Residential) with the previous General Plan Amendment request for the same properties.

Mayor Shepherd opened the public hearing at 7:13 p.m.

Mayor Shepherd asked for public comments.

PUBLIC COMMENTS:

Brad McIlrath, Senior Planner, explained Gary Mecham, resident of Syracuse City, and his wife had spoken with staff earlier in the day about concerns they had related to traffic and access to the development. He noted Mr. Mecham had also submitted an online comment form but was unable to attend the meeting and wanted his concerns part of the official record.

John Warnick, Destination Homes, stated the development would be built as proposed in the concept plans and was excited for the opportunity.

Councilmember Peterson moved to close the public hearing at 7:15 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

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

Brad McIlrath, Senior Planner, stated there was a need to better articulate Assisted Living Facility in the current City Code. He reviewed current definitions in Title 11, Chapter 3, Section 3 - Definitions and the proposed changes requested by the applicant which included adding assisted living as a permitted or conditional use to the C-1 zone. He mentioned the Planning Commission heard the request on June 2, 2021, made some changes to the applicant's request, and recommended approval with those changes. Mr. McIlrath acknowledged the City Council discussed the issue in work session on June 15, 2021, and discussed the height of the buildings and other items. He reported the City Council further suggested changes to the presented language.

Mayor Shepherd asked for clarification on the areas of the City that were zoned C-1 and subject to the proposed amendments. Mr. McIlrath responded one location was in the vicinity of 1450 South, north of the Davis Hospital and Medical Center; and the other was located on the south side of Antelope Drive near the main entrance to the Freeport Center for the specific parcel owned by Thatcherbrook Rehabilitation and Care Center.

Mayor Shepherd opened the public hearing at 7:21 p.m.

Mayor Shepherd asked for public comments.

PUBLIC COMMENTS

Tab Uno, resident, asked how elderly was defined. Mayor Shepherd explained the U.S. Department of Housing and Urban Development (HUD) defined elderly as 55 years of age and older.

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David Clayton, Modal Services, stated he represented the developer who had previously attempted to rezone the property; however, recognizing the concerns of the City Council the property owner brought the current proposal to the City which sought to clarify the facility would need to be licensed with the State. He noted the Type II facility language would be good and felt the developer would be comfortable with elderly defined as 55 and older. He wondered if there would be any effects on marketability of the project due to the age limitations where there could be some disabled persons that were under the age of 55 years.

Mr. Clayton wondered what the aim was for limiting the heights at two stories. Mayor Shepherd responded the concern was not about the use but adjacent residential areas. Mr. Clayton indicated that if an office building were built at the same location, it could be three stories. Councilmember Peterson addressed the comment about the intensity that a three-story office building would bring; however, a care facility with a residential component was more dense and functioned fundamentally different than an office building. She acknowledged there were residents in the community who needed the care provided by such facilities and welcomed them; however, the facility would become a primary residence for those individuals. She expressed her opinion that such a facility built at three stories would create significant impacts to the residential uses it abutted. She explained the definition changes proposed by the Council recognized such a residential facility would have fundamentally different impacts than an office building and those residential uses should be consistent and respectful of surrounding use.

Mr. Clayton requested the Council reconsider the language limiting the building height at two stories. Mayor Shepherd pointed out that the Council had discussed the issue at length and there was a willingness to consider the use but with specific restrictions. Mr. Clayton acknowledged the developer would be disappointed about the height restrictions but ultimately happy to see their vision realized for a parcel purchased years ago that would bring a high-quality facility to the City. He expressed appreciation for the efforts made to address the matter.

Councilmember Bush moved to close the public hearing at 7:27 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

Councilmember Roper joined the meeting at 7:29 p.m.

OPEN COMMENT PERIOD

Don Baron, resident, stated residents had come to the Council many years ago to address the difficulty with Villa Drive related to emergency vehicle access and parking. He explained the challenges experienced during a recent fire that limited traffic. He recognized it was an older neighborhood and was not sure what solutions were available. He suggested one option to consider was making Villa Drive a one-way street with parking on only one side of the street. He requested the Council take a serious look at the situation.

Norah Baron, resident, explained the challenges associated with traffic and parking on Villa Drive. She shared an email from another resident on Villa Drive, Lori Eggleston, which

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supported parking restrictions on Villa Drive. She reported the road was too narrow to be safely navigated. She referenced the recent house fire and asked for the Council to consider specific restrictions which had been emailed to them previously.

Holly Sutliff, resident, expressed her concerns with parking on Villa Drive and not having the fire hydrants marked in red along the road. She mentioned people park in front of the hydrants and referenced the challenges experienced because of it during the recent house fire on the street.

Nicole Stoddard, resident, stated she had been talking with neighbors about solutions for the challenges associated with Villa Drive. She reported many felt removing the sidewalks would be the best solution to widen the road so emergency services could make it quickly through the street. She described the challenges with traffic and parking. She requested consideration for some action to help bring the road up to code in some way.

Mayor Shepherd appreciated the residents bringing the issue to the attention of the Council. He explained it was a very challenging issue to address. He recognized people purchased their homes with the understanding there would be parking available. He agreed the fire was in the worst possible location. He invited comments from the North Davis Fire District (NDFD).

John Taylor, NDFD Deputy Chief and Fire Marshall, reported tactically NDFD was able to get in to address the recent fire on Villa Drive. He explained the road was measured at 26 feet in width which met the code. He mentioned the road was built prior to updates to the code which currently would not permit parking on a roadway of that width. He commented the NDFD had no authority to restrict parking and because the road was grandfathered, it was not required to meet the current parking restrictions. He admitted the resident's concerns related to parking and traffic along Villa Drive were valid. He acknowledged NDFD knew where the hydrants were in the City because each was mapped; however, other responding agencies might not have known. He reported street markings of red paint were not required along Villa Drive because the new rules only applied to those since the standards were updated.

Mayor Shepherd acknowledged the City Council would work to address the issue during a future work session.

Bobbie Uno, resident, shared a video of fireworks near her home last year that caused a fire and damages to her home and belongings as well as injuries to several of her neighbors. She explained people were hurt and four fire trucks were needed to fight the fire and get control of the situation. She expressed disappointment from the interaction when she called the Council last year to report the issue. She voiced her frustration with the lack of action taken by police, City officials, and local legislators.

Tab Uno, resident, thanked the City Council for the parking strips on 1000 West north of Antelope Drive and the realignment of left-hand turn lanes north and south on 1000 West at the 300 North intersection. He was told by Sherri Stevens, Manager of Fireworks for the State Fire Marshall, that local cities could ban fireworks. He explained the fireworks that started the fire at his home last year were lit in the public right-of-way and he assumed a police officer would be able to cite someone for improper use because it was a public road and safety issue.

Mayor Shepherd commented lighting fireworks in the road was not illegal. Mr. Uno asked if the City Council would have the power to be able to address the issue. Mayor Shepherd indicated the Council would look at what could be done, since the current year fireworks would be risky because of the drought. He acknowledged the Council would be holding a Facebook Live with NDFD following the meeting to discuss fireworks and safety.

APPROVAL OF RESOLUTION 2021R-12 AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET

Councilmember Bush moved to approve Resolution 2021R-12 authorizing amendments to the Fiscal Year 2021 budget and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

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

Councilmember Thompson moved to 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, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

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)

Councilmember Phipps expressed his excitement to see the project as presented. Mayor Shepherd explained the project was dense, but it would be for single family detached with open space. Councilmember Peterson appreciated the ingress and egress designed for the proposed development. She expressed appreciation for the Planning Commission's efforts, vetting, and recommendation of tying the rezone to a development agreement.

Councilmember Thompson confirmed the condition of a development agreement was included in the language of the drafted ordinance. Nancy Dean, City Recorder, responded the ordinance included that the rezone was conditioned upon a development agreement.

Councilmember Thompson moved to 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, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

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

Councilmember Phipps suggested the wordsmithing done by the Council during its work session on the first sentence defining Assisted Living Facility might have caused some redundancy by inserting the word "elderly;" therefore, it might be good to strike the word "age" from the sentence. There was a discussion about the most appropriate language. The consensus of the Council was to strike "because of health or age" from the first sentence of the definition.

Councilmember Phipps requested to be reminded of the differences between Type I and Type II facilities. David Clayton, Modal Services, responded the facilities that were Type I allowed 16 beds or fewer and Type II allowed for 16 beds and higher. Brad McIlrath, Senior Planner, added experience and education were also a difference in the types but the size was the main difference. Councilmember Phipps thanked the developer's representative and staff for the explanation.

Councilmember Peterson moved to approve Ordinance 2021-09 with the definition of Assisted Living Facility as recommended by the City Council thereby 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 with one exception to strike the phrase "because of health or age" from the definition 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, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2021R-13 ESTABLISHING AN AUDIT COMMITTEE

Lee Naylor, accountant, stated the Office of the State Auditor had developed a risk assessment model entitled "Fraud Risk Assessment" that provided a basic evaluation of an entity's fraud risk based on the required separation of duties and recommended measures. He explained the Fraud Risk Assessment included a recommendation that governmental entities create an Audit

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Committee to assist the governing body in its financial oversight responsibilities. He reviewed the reasoning for establishing an audit committee and the associated responsibilities.

Mayor Shepherd pointed out that when the item was originally discussed with the Council, there were several concerns mentioned by Councilmember Phipps. He asked if the drafted document had addressed those concerns and reflected his requested changes. Councilmember Phipps responded he had met with Rich Knapp, Finance Manager, and been able to work things out and was comfortable with what was presented in the Audit Committee Charter included as an exhibit to the Resolution.

Mayor Shepherd identified the language which specified the need for the mayor to settle a tie vote if the audit committee consisted of two members and could not reach a unanimous decision. Councilmember Phipps stated there was quite a bit of latitude in the structure of the committee. He explained if the situation were encountered where the mayor was needed to help in the decision-making process then the meeting could be paused until the mayor could be brought in at the earliest convenience so that regular meeting attendance would not be necessary.

Councilmember Phipps moved to approve Resolution 2021R-13 establishing an Audit Committee and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE FINAL SUBDIVISION PLAT FOR WOODS COURT SUBDIVISION LOCATED AT APPROXIMATELY 245 NORTH 1000 WEST

Brad McIlrath, Senior Planner, stated the applicant was requesting final subdivision plat approval to subdivide the subject properties for a 14-lot single-family subdivision. He mentioned all the engineering concerns regarding the subdivision plat had been addressed. He commented the property had been rezoned from A-1 (Agricultural) to R-1-6 (Residential) on February 21, 2021. Mr. McIlrath indicated the preliminary plat approval had been granted by the Planning Commission on March 3, 2021. He acknowledged the proposed subdivision would have a public residential cul-de-sac street that complied with the City's standards and would connect to 1000 West. He reviewed the existing conditions, subdivision plat, and plans which included a detention basin on Lot 7. He indicated the Planning Commission heard the request on May 5, 2021, and recommended approval with conditions.

Councilmember Bush wondered if the applicant was aware that Lot 14 needed to have the driveway width accommodate two vehicles. He noticed it had not been corrected on the plat after the work session discussion on the matter. Mr. McIlrath answered the information was communicated to the applicant and it would be something they would address. Mayor Shepherd asked if it was something that had been included on the prepared subdivision plat. Mr. McIlrath responded it had not been included on the plat because it had already been prepared and approved prior to the discussion; however, it was something that staff could ensure happened.

Councilmember Bush questioned if the address numbering for Lot 14 would be changed to 205 North instead of keeping it as 245 North which was how it was numbered previously. Mr. McIlrath stated the applicant had not desired to change the address so it would be left as 245 North. Councilmember Bush mentioned it was currently showing 205 North on the plat. Mr.

McIlrath reviewed the plat and acknowledged the plat did show Lot 14 with 1022 West or 205 North for the address numbering. He acknowledged the numbering for Lot 14 could be stricken and 245 North added so it remained as the original address and would ensure the correction.

Councilmember Bush asked if all the addresses had been checked for proper sequencing and order. Mr. McIlrath indicated all addresses had been checked and verified.

Councilmember Roper moved to 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 the additional correction to the address numbering of Lot 14 as discussed 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, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE FINAL SUBDIVISION PLAT FOR PINES SUBDIVISION LOCATED AT APPROXIMATELY 1345 SOUTH STATE STREET

Brad McIlrath, Senior Planner, stated the applicant was requesting final subdivision plat approval to combine and subdivide subject properties into a 2-lot commercial subdivision. He indicated the proposed subdivision did not include new roads or access points for the two lots but was simply to combine properties and provide separation for the different business uses. He acknowledged the Planning Commission heard the request on May 5, 2021, and recommended approval with two conditions.

Councilmember Thompson moved to 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, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE 500 WEST WATER AND SEWER LINE CONSTRUCTION PROJECT

Adam Favero, Public Works Director, stated the City was working with Syracuse City to extend 500 West near Antelope Drive. He noted Phase One of the project included the installation of the utilities for the 500 West roadway. He reviewed the scope of the utility project which included extending the current 10-inch water main on Antelope Dr. south to the existing 8-inch water main currently paralleling Barlow Park on 500 West. He noted there would be a small change order to the project that would accommodate water connections for the recently installed dog park at Barlow Park. Mr. Favero mentioned the new water main would be dividing two pressure zones. He stated the contractor would be constructing and installing a new pressure reducing valve station (PRV station) to accommodate the two pressure zones. He indicated the sewer utilities would be extended from the north end of Barlow Park to about 1850 South allowing for future service connections.

Mr. Favero stated the City solicited bids and SkyView Excavation and Grading Inc. was the lowest responsible bidder. He pointed out the project was within the budgeted amount, so it was

not presented to the Council previously during work session. He mentioned the project originally was estimated for a completion date in September, but unfortunately the contractor had notified staff of its challenges with obtaining some of the materials so completion would be delayed until later in the fall. He acknowledged the project's next phase would be delayed possibly until Spring of 2022.

Mr. Favero noted staff recommended awarding the bid 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. He asked if there were any questions.

Councilmember Bush wondered if the sewer line needed to be extended farther than 1850 to the north. Mr. Favero answered the sewer line there was stubbed out far enough to capture the lot there and the utilities should reach far enough for the future development of that area to the north.

Councilmember Bush asked if a lateral line would be run into the vacant field so it would not need to be done in the future as it developed. Mr. Favero responded no there would not be any lateral lines put in or any meters because the City was not certain when or how it would be developed in the future.

Councilmember Peterson commented she was pleased to hear staff was working with the Community Services Department to get water piped to the dog park. She noted the dog park was very well used and the water would be appreciated.

Councilmember Phipps moved to 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, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Clarified it was illegal to light fireworks in the street. Stuart Williams, City Attorney, mentioned enforcement would be at the discretion of officers and fire personnel. Chief Becraft indicated although true it was illegal, there were arguments it would be safer to light fireworks in the cul-de-sac than in the front yard. He acknowledged it was a quandary that even the State Fire Marshall continuously questioned who would police it and how. He mentioned the North Davis Fire District would respond to calls. Mayor Shepherd acknowledged if the City were to ban fireworks, it would be a challenge for any type of enforcement on the Fourth of July weekend. There was a discussion about hypothetical situations and what other communities were doing to face the challenges with fireworks, drought, and enforcement. Mayor Shepherd asked residents to use extreme caution and discretion when using fireworks. He stated the City would prefer residents use common sense if fireworks were lit. Chief Becraft stated education was important. He indicated those lighting fires were liable for the cost of suppression or damages due to the fires started through reckless or intentional means.
2. Met with Clearfield Job Corps recently. Mayor Shepherd shared an update on the Center and its current openings for students.

3. Provided an update regarding the Fourth of July parade.

Councilmember Bush
1. Attended a meeting at Job Corps earlier in the day. He said it was nice to be back in-person and see people again.
2. Expressed appreciation for the retreat meeting on June 18, 2021.
3. Provided an update on the North Davis Sewer District's effluent pipeline project.

Councilmember Peterson
1. Echoed appreciation for the retreat meeting.
2. Invited participation from the Mayor and Council at the combined City Council and Youth Commission float building day on Saturday, June 26, 2021 at 8 a.m.
3. Thanked staff in advance for the Fourth of July efforts and preparation of the City's celebration.

Councilmember Phipps
1. Shared personal experiences of having bushes start on fire three times from fireworks in the past.
2. Expressed appreciation for the retreat meeting.

Councilmember Roper
1. Thanked North Davis Fire District (NDFD) Chiefs for attending the meeting and for all the work they did.
2. Updated the Council regarding the NDFD progress of transitioning paramedics and consideration to acquire a new station.

Councilmember Thompson – reported on the Juneteenth celebration held in Ogden. He expressed appreciation for all the communities who participated.

STAFF REPORTS

Summer Palmer, Assistant City Manager
1. Echoed comments about the retreat. Expressed appreciation for the Council's support. Thanked Nancy Dean, City Recorder, and Wendy Page, Deputy Recorder, for all the preparation and setup.
2. Announced JJ Allen, City Manager, would be out of the office until July 4, 2021.
3. Invited the Council to attend the employee food truck lunch June 23, 2021 from 11 a.m. to 1 p.m. at the Maintenance and Operations Center.

Trevor Cahoon, Communications Manager – highlighted the following events planned for the City's Fourth of July celebration:

- June 25, 2021 – Paint the Center Street Bridge
- July 2, 2021 – Movie in the Park and Pool Party
- July 3, 2021 – Fun Run; Parade; Food Truck Breakfast at parking lot of Kent's Market; Freedom Festival, Concert, and Fireworks
- July 4, 2021 – Patriotic Concert at 7:30 p.m. at Bicentennial Park

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

- No meeting on June 29, 2021
- No meeting on July 6, 2021
- Policy Session on July 13, 2021
- Work Session on July 20, 2021
- Policy Session on July 27, 2021

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Councilmember Thompson moved to adjourn as the City Council and reconvene as the CDRA in policy session at 8:59 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

Mayor Shepherd and the City Council members participated in a Facebook Live immediately following the meeting to address drought conditions, water conservation, and the careful use of fireworks during the upcoming holiday.

The minutes for the CDRA are in a separate location

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CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
September 7, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
PRESENT VIA ZOOM:	Nike Peterson	Councilmember
EXCUSED:	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Shawn Robinson	Assistant City Attorney
	Melissa Kometscher	Victim Housing Advocate
	Kelly Bennett	Police Chief
	Eric Howes	Community Services Director
	Adam Favero	Public Works Director
	Spencer Brimley	Community Development Director
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS PRESENT: Morgan Roberts, Chris Uccardi – Planning Commission Chair

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2020/2021 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

Melissa Kometscher, Victim Housing Advocate, stated the Consolidated Annual Performance Evaluation Report (CAPER) was an overview of the accomplishments during the 2020/2021 program year. She explained the City recently transferred the Community Development Block Grant (CDBG) program's administration to the legal department so the reporting would be for a period prior to that transition.

Ms. Kometscher highlighted the following services or programs along with the uses of funding that was included in the CAPER:

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- Open Doors – Circles Program: allocated amount was $15,051; funds used by the program totaled $14,990.99; the funds were used to pay salaries for the employees that work on the program and for supplies and services rendered; and 84 were served.
- Safe Harbor: allocated amount was $5,000; funds used by the program totaled $5,000; the funds were used to pay for support staff in the shelter; and 52 were served.
- Davis Community Learning Center: allocated amount was $12,887; funds used by the program totaled $11,160.19; the funds were used to support the pay for two family support specialists at Holt and Wasatch elementaries; and 95 were served.
- Down Payment Assistance Program: allocated amount was $54,408; funds used by the program totaled $5,500; the funds were used to help a person in Clearfield with down payment assistance and for administrative cost to Davis Community Housing Authority to manage the program; and one was served.
- Housing Rehabilitation Program: allocated amount was $78,327; funds used by the program totaled $51,706; the funds were used to help those in the City to rehabilitate their home and for administrative cost of Davis Community Housing Authority to manage the program; and 12 were served.
- North Davis Senior Center: allocated amount was $10,000; funds used by the program totaled $10,000; the funds were used to update the facility which included Americans with Disabilities Act (ADA) improvements to better serve their clients' needs; and 41 were served.

Councilmember Bush questioned if there were more that had applied for down payment assistance but did not qualify. Ms. Kometscher responded yes there were more that applied but could not get qualified. Mayor Shepherd indicated the next item on the agenda would address the concerns in more detail.

Councilmember Bush wondered why Safe Harbor was included twice as a funding recipient but was identified as Safe Harbor and Safe Harbor – CV. Ms. Kometscher answered Safe Harbor was recognized differently to help identify the difference in funding sources. She explained the additional label "CV" was to identify the CDBG funding received from the Coronavirus Aid, Relief, and Economic Security (CARES) Act available for expenses related to the COVID-19 pandemic.

DISCUSSION ON PROPOSED CHANGES TO THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Shawn Robinson, Assistant City Attorney, introduced himself to the Mayor and Council. He noted the staff report had included four recommended actions for the City's current Community Development Block Grant (CDBG) program. He apologized one recommendation was not listed so there were actually five that should be considered. He highlighted the following proposed five recommendations of staff after they had consulted with the CDBG Steering Committee.

1. Update the Housing Rehabilitation Program to include repairs and improvements designated in 24 CFR§570.202. The proposed recommendation was included with the staff report as Exhibit A. Mr. Robinson highlighted the proposed changes.
2. Define the term "substantial," as it applied to CDBG funds, within the Consolidated Plan to mean an amount greater than $10,000. The proposed

recommendation was included with the staff report as Exhibit B. Mr. Robinson reviewed the recommended definition.

3. Amend the One-Year Action Plan by reallocating $87,491.36 from the current Down Payment Assistance Program to the Resident Housing Rehabilitation Program. The proposed recommendation was included with the staff report as Exhibit C.
4. Amend the Down Payment Assistance amount from $5,000 to $7,500 and increase the purchase price limit from $325,000 to $400,000. The proposed recommendation was included with the staff report as Exhibit D.
5. Reallocate CDBG Cares Act Funds intended for use towards housing and rental assistance resulting from the COVID-19 pandemic to create, expand, or enhance public parks and public spaces by providing exercise stations along existing trails within the City. The proposed examples of types of equipment were included with the staff report as Exhibit E.

There was a discussion about the City's CDBG program which included topics related to federal regulations, program qualifications and requirements, how the proposed changes could better meet the needs of qualifying residents, current housing market conditions, and the ability to shift funding resources to those programs that would best produce the desired improvements within the community. The consensus of the Council was for staff to proceed with the necessary processes to implement the recommended changes to the CDBG program.

DISCUSSION ON THE REQUEST BY CASTLE CREEK HOMES TO REZONE THE PROPERTIES LOCATED AT APPROXIMATELY 951 WEST 300 NORTH (TIN:12-019-0131, 12-019-0133, & 12-019-0134) FROM A-1 (AGRICULTURAL) TO R-1-6 (RESIDENTIAL)

Spencer Brimley, Community Development Director, stated the City had received multiple high-density requests for the property previously which was located at 951 West 300 North. He indicated the current request was for a rezone of the property from A-1 (Agricultural) to R-1-6 (Residential). He reviewed the General Plan and current zoning along with the findings and conclusions of staff. He reported the Planning Commission recommended approval of the rezone request because it was consistent with the land use guidelines, goals, and objectives of the General Plan and it would encourage the highest and best use of the land.

Mayor Shepherd asked if the developer was Castle Creek Homes. Mr. Brimley responded yes.

Councilmember Bush asked if the existing parcel with the home should have a lot number. Mr. Brimley answered the concept plan did not have that lot identified with the number for the rezone; however, it would be added during the plat process.

Councilmember Bush questioned where the water would go and what detention was planned. Mr. Brimley explained detention would be addressed during the site plan process. Mayor Shepherd noted the developer had worked out some of those issues with the developer just south of the project.

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Councilmember Bush wondered what the setback was for lots in the R-1-6 zone. Mr. Brimley recalled it was 20-foot front and rear setbacks for the R-1-6 zone but he would check and verify it.

Councilmember Peterson commented many of her questions were site plan related. She worried about the type of houses that could fit on the lots, but glad to see an R-1-6 zone proposal since that was the preferred infill zone for development of old agricultural lots. She expressed her opinion the proposal was a step in the right direction, but felt it had significant questions that would need to be hammered out during the land use process.

Mayor Shepherd acknowledged the lot was not wide but deep and complimented the developer for figuring things out and allowing for the existing house to remain.

Councilmember Peterson stated there were several questions that would need to be explored during the site planning process such as public roads with appropriate widths for the fire trucks. She noted the encumbrance would be on the developer to meet the City's requirements for the R-1-6 zone.

Councilmember Phipps questioned if a home and detention basin would be allowed on Lot 3 as shown in concept. Mr. Brimley responded the concept showed in theory the number of lots and where detention could exist. He continued the details of the development would be worked out during the plat and site plan process. He added the City would not recommend the detention to be on private property.

Councilmember Peterson suggested the City have a mechanism in place as it continued to look at proposals with tiny detention or open space areas for infill projects that ensured maintenance would happen. She noted the City had experienced problems with that in the past and hoped to find a way to stay out in front of additional problems. Mr. Brimley appreciated the suggestion.

<u>DISCUSSION ON THE REQUEST TO REZONE THE PROPERTIES (LIBRARY AND BICENTENNIAL PARK) LOCATED AT APPROXIMATELY 526 SOUTH 1000 EAST (TIN: 12-004-0153) AND (TIN: 12-004-0145) FROM R-1-8 (RESIDENTIAL) TO P-F (PUBLIC FACILITIES)</u>

Spencer Brimley, Community Development Director, stated the City was requesting to rezone two parcels from R-1-8 (Residential) to P-F (Public Facilities). He indicated the two properties under consideration included the existing Davis County Library site at 526 South 1000 East and Bicentennial Park for a total of 5.9 acres. He noted the library property was obtained through a land swap between the City and County for the purpose of constructing a new Davis County Library in the downtown core, near City Hall. Mr. Brimley reviewed the General Plan and zoning maps. He acknowledged the Planning Commission reviewed the request on September 1, 2021 and recommended its approval.

Councilmember Bush asked if staff was looking at all City parks so each could be rezoned to P-F within the City. Mr. Brimley responded yes that was the goal and staff would be working with the Community Services department throughout the process.

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Mayor Shepherd wondered what zones other church buildings were located in throughout the City and if any were in the P-F zone. Mr. Brimley explained churches were a permissible use in a variety of zones and mostly in the C-2 zone; however, churches were a permissible use in the P-F zone.

Councilmember Peterson disclosed receiving a phone call from a resident about the rezone request. She acknowledged the Reed family lived near the parcel and was not opposed to the rezone but had been curious when looking at the old residential designation and had been concerned it would be developed as high-density housing. She expressed her desire to let the Council be aware the comment had come in and would note it during the policy session for the record. Mr. Brimley reported staff had not received any comments to date; however, there were some individuals in attendance at the Planning Commission meeting, but no public comments were made during the meeting.

DISCUSSION ON THE CLEARFIELD PARK AT ANTELOPE SUBDIVISION DEVELOPMENT AGREEMENT FOR THE PROPOSED TOWNHOME DEVELOPMENT TO BE LOCATED AT APPROXIMATELY 1608 SOUTH 1000 EAST

Spencer Brimley, Community Development Director, mentioned the current zoning of the property located at 1608 South and 1000 East was A-1 (Agricultural) and C-2 (Commercial). He stated the City Council approved the rezone from A-1 to R-3 to develop townhomes but it was contingent upon the execution of a development agreement. He acknowledged the developer had been undergoing the platting process of subdividing the three existing parcels into two. He noted the preliminary plat was approved by the Planning Commission on August 18, 2021. He pointed out the final plat would be considered by the Council at its meeting on September 14, 2021.

Mr. Brimley stated the Legislature had changed its process for development agreements which allowed amendments to Code standards. He recognized before the process was administrative; however, currently a development agreement required a public hearing process similar to the process for ordinance changes prior to the Council's consideration and action.

Mr. Brimley reviewed the zoning map and proposed concept plan. He explained the portion of the property to the west would not change its zoning and remain A-1 (Agricultural). He pointed out that the developer planned to develop the City's storm water detention basin into a City park which was an allowed use in the A-1 zone. Councilmember Bush noted the park area would be a good candidate for P-F zoning.

Mr. Brimley highlighted the following key components of the development agreement:

- Development agreement provided developers duties, obligations, and outlined standards for development of the project.
- Developer's contribution for park maintenance of $30,000 annually.
- Developer cost breakdown included costs for grass, irrigation, tree installation.
- Park proposal for three-acre storm detention basin.

Mr. Brimley explained there had been multiple meetings between staff and the developer in working towards a Development Agreement. He noted the developer had proposed to pay all the park impact fees for the project but requested that a percentage of the impact fees be reallocated towards the park's development. He acknowledged staff throughout the process felt it would be important to maintain control of a City park. He stated language was added to the development agreement which would allow the City at any point to cease with the development of the park and continue its use as a storm water basin at which time the developer's contribution would also cease. He reported the developer had requested counter language for the development agreement requiring an open public meeting by the Council prior to the City making the decision to stop maintaining the three acres as a park or removing its amenities.

Mr. Brimley reviewed the following highlights from additional park analysis done by staff following some concerns that were expressed by the Planning Commission at its meeting on September 1, 2021:

- The storm water basin was not included in any capital plans for the City.
- Excessive slopes of the basin might cause difficulty in maintenance of park/basin.
- Per the Clearfield Capital Facilities Plan a park that was approximately 3.74-acres would require a one million dollar investment (full build out with amenities).
- Park impact fee might only cover a portion of remaining expenses for construction
    - Developer proposal - $373,000.
    - City portion - $627,000.
    - Potential park impact fee collected through permits - $132,000.
    - Balance of funding needed if 100 percent of park impact fees applied for the park - $495,000.
- Maintenance (staff resource): 1 full-time, 1 part-time, and 1 seasonal part-time (driven by staff resource/availability).
- Watering season: 4 million gallon increase each season the park existed.
- The ability to follow through with and maintain $30,000 annual developer contribution for maintenance.
- Rehab costs for park remediation were not covered in developer $30,000 contribution nor was staff sure of the costs.

Mr. Brimley acknowledged the concerns previously mentioned were staff concerns and those had not been addressed with the Planning Commission during its meeting but were formulated following the meeting as additional discussions were held among staff. He reviewed the current proposed capital improvements plan for parks, the existing service area for neighborhood parks, and the areas not served with walkable parks. He explained there were many parks already in close proximity to the proposed park; however, the developer continued to articulate the need to develop a park for the project in the various meetings held with staff throughout the process.

JJ Allen, City Manager, commented staff saw no compelling reason to require the park as part of the development. He indicated if the Council felt the project was worthwhile then staff was of the opinion the project could stand on its own without the park. Mayor Shepherd agreed but thought if there were no park then there should be amenities within the development. Mr. Brimley responded the developer at no point was trying to use the park towards its 25 percent open space requirement and should meet those requirements without the park.

Mayor Shepherd stated the proposed park was not something the City had required or desired as a use for the storm water basin. He expressed his opinion he would much rather see amenities included on site such as a pool or playground equipment for the use of its residents. He estimated the developer would be saving about $373,000 if the park were removed from the project; therefore, he hoped those funds would be put towards more amenities.

Councilmember Peterson acknowledged the developer would not be saving money as proposed because a large portion of the funds to develop the park were proposed to be allocated from park impact fees. She expressed her concerns about using a large portion of park impact fees towards one site rather than as a benefit to parks city-wide. She noted the spot for the proposed park was not great because of its use as a storm water detention basin. She agreed with Mayor Shepherd that the developer should have amenities on site. There was a discussion about amenities, resources, and cost savings to both the City and developer if the park were not part of the project.

Mr. Brimley reiterated the proposed park was not included in any capital plan so the City would have to amend its plans before it could even be able to allocate any impact fee funding as requested by the developer. Councilmember Bush wondered what the concept plan showed on the west end of the development. Mr. Brimley explained it was generally outlined as clubhouse pool space, an amenity for the site.

Councilmember Phipps expressed his cynicism from the beginning, so he was not surprised. He voiced his desire to look at the project without associating a park with it. He liked Mayor Shepherd's idea that the developer should go back and design a great livable development with something that would work, and it should not include a City park. Mayor Shepherd remarked the development and its amenities should have a significant impact to the project.

Councilmember Peterson recalled during initial meetings when the developer approached the City, there was a response from the Council for the developer to show how it would accomplish the development of a park in that area. She continued there were challenges discussed initially and felt the developer had not demonstrated it could be done successfully, but instead the evidence was to the contrary. She explained the storm water basin was a regional detention basin at capacity. She acknowledged the only thing the developer offered was to put sod on the bottom with some irrigation and then ask for $500,000 worth of money from the City. She mentioned there were several things to consider when questioning whether a City park should be included with the project. She expressed concerns related to priority ranking of projects, current drought conditions and water conservation, the needed function of the storm water basin, and the burdens of staff for additional park maintenance. She acknowledged there were some difficult questions that should be asked before the development agreement was hammered out.

Mayor Shepherd recommended the park be removed from the development agreement. He expressed his opinion based on everything heard during the discussion and heard by the Planning Commission it was not in the City's best interest to develop the park.

Councilmember Roper commented the Council thought the development agreement was supposed to show that a park could be supported.

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Mayor Shepherd said when the park was originally presented to the Council there were pickleball courts, a soccer field, and playground equipment which turned into grass and sprinklers. He noted it would be helpful to explain to the developer that the City's studies showed the park would not make sense to do and it was not wanted. He acknowledged it should be communicated also about the City's expectation for significant, high-quality amenities to be added to supplement the development from the cost savings.

Councilmember Phipps stated when the developer was asked about the drainage issues, they said they could make it work; however, based on review of the proposal it seemed a park would not be best. He recommended to take out the park and add significant amenities within the development.

Councilmember Bush expressed his concern that if the storm water basin was filled with water 70 percent of the time that it could be a danger and present risks if used as a park. Eric Howes, Community Services Director, noted there was a fence surrounding the basin. Mr. Brimley responded there was not a visual barrier but there was a fence. Councilmember Bush questioned if the fence should be improved. Mr. Brimley responded the developer could put in screening but there was no requirement for the developer to provide a fence. Mayor Shepherd suggested language should be added to the development agreement requiring fencing so it was not assumed the developer would want to screen it.

Chris Uccardi, Planning Commission Chair, reported the Planning Commission's vote was five for and three against recommending approval of the development agreement. He expressed his opinion if the Planning Commission would have been presented with the information the Council had received about staff's additional analysis their vote would have been different. He noted two issues that concerned the Planning Commission were beautification and safety related to the park. He explained another factor that played into the Planning Commission's recommendation was the developer's investment into the project which they liked, but he still felt the vote would have been different if the additional information had been known.

Mr. Brimley acknowledged the Planning Commission's recommendation was not based on whether the park should be included. He explained if the Council agreed and felt the park was not an essential component of the development agreement, then section seven could be removed along with all affiliated references to the park. Mayor Shepherd recommended language also be added calling for amenities and fencing. Mr. Brimley responded the developer would be required to meet the development and design standards of the R-3 zone. Stuart Williams, City Attorney, responded staff could work with the developer to make the requested changes and have a draft for the Council to consider prior to taking any action. Mayor Shepherd asked that any ambiguity be removed and fencing and amenities be specified. Mr. Allen indicated currently there were two versions of the development agreement but staff would work with the developer on a third iteration based on the new direction of the Council. Mr. Williams added the public hearing and consideration could be tabled if there was not sufficient time for the Council to review and make a decision on the revised agreement.

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Mr. Brimley reviewed the exhibits to the development agreement. He noted the Planning Commission recommended approval of the development agreement Draft A with language that would permit the City to cease maintaining or continuing with the use of the storm water basin as a park. He indicated based on the direction during the meeting, staff would work to make the additional changes to the development agreement as discussed. Mayor Shepherd expressed his optimism the developer would agree to the removing the park from the project.

Mr. Allen asked if the plat had been approved. Mr. Brimley indicated it had been discussed with the Council and would be considered during the policy session scheduled for September 14, 2021. Mr. Allen wondered if the access easements that had been planned so the City would have access to the park would be necessary based on the decision to remove the park from the proposed development. Mr. Brimley responded the access easements would allow for the City's access if needed.

Councilmember Peterson asked if there would be any reason to continue to allow the easements for the City's access or if the access from Antelope Drive to the storm water detention basin would be available. Mr. Brimley answered it would be good to keep those access easements in place on the project so there would be access to the City's sewer line which the developer had recently allowed to go through the parking lot and run through the project.

Councilmember Phipps commented the City currently accessed the detention basin from an access off Antelope Drive and wondered if it would continue to be accessible. Mr. Brimley responded yes that access would be needed and available.

Councilmember Roper moved to adjourn at 7:18 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

Planning Commission Chair Uccardi reported his wife requested he invite the Mayor and City Council to participate in a trunk or treat activity at Wasatch Elementary that the parent, teacher, association (PTA) was sponsoring. He explained there were three options for participation, and he could send more information if desired. Mayor Shepherd requested the information be sent by email to the elected officials and acknowledged there would be some participation from the body at the school's event.

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CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
September 28, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Melissa Kometscher	Victim Housing Advocate
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Shaundra Rushton	Communications Manager
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder

VISITORS: Jacqueline Gentry, Craig Widmier – US Development, Kathryn Murray, Matt Bridenstine – US Development, Scott Harwood – Oz Development

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 Peterson led and invited Jackie Gentry to participate in the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE SEPTEMBER 14, 2021 POLICY SESSION

Councilmember Roper moved to approve the minutes from the September 14, 2021 policy session; as written, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

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PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED DEVELOPMENT AGREEMENT WITH ANTELOPE PARK REAL PROPERTY LLC FOR THE PROPOSED MIXED-USE DEVELOPMENT LOCATED AT APPROXIMATELY 1608 SOUTH 1000 EAST

Spencer Brimley, Community Development Director, stated the developer had been working with staff, the Planning Commission, and City Council and proposed to develop a mixed-use subdivision at 1608 South 1000 East. He explained the proposed development planned to include a three-acre City park, C-store, townhomes, and live/work units along 1000 East. He noted the City Council approved the General Plan amendment and rezone requests, subject to an executed development agreement. He mentioned the development agreement was crafted to address the proposed City park that was planned within the City's current storm water basin and any other standard deviations.

Mr. Brimley stated the Planning Commission reviewed the request and recommended approval of Draft A of the development agreement. He explained Draft B included language recommended by the developer that would permit the City to cease maintaining or continuing with the use of the storm water basin as a park only after a public hearing with the City Council. Mr. Brimley reviewed the exhibits to the proposed agreement. He mentioned the City Council held a work session to discuss the Planning Commission's recommendation and determined there were significant issues with the proposal to use a storm water detention basin as a park. He indicated staff told the developer the Council had asked that the proposed park be removed from the development agreement and the investment by the developer be transferred to increased amenities and fencing. Mr. Brimley reviewed Draft A of the development agreement which had been revised along with the exhibits with the Council's requested changes.

Mayor Shepherd opened the public hearing at 7:13 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Peterson moved to close the public hearing at 7:14 p.m. seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AN AMENDMENT TO TITLE 11 – LAND USE TO ALLOW FOR INTERNAL ACCESSORY DWELLING UNITS

Spencer Brimley, Community Development Director, stated the Planning Commission and City Council began discussions on allowing Accessory Dwelling Units in July 2019 and asked for additional research on the topic. He indicated the Legislature passed House Bill 82 during the 2021 legislative session mandating all municipal agencies adopt regulations to allow Internal Accessory Dwelling Units (IADUs) within municipal boundaries. He mentioned a subsequent discussion was held with the City Council in August 2021 which included the identification of important elements that needed to be included in the proposed ordinance. He acknowledged the Planning Commission reviewed the request on September 15, 2021 and recommended its

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approval. Mr. Brimley noted the City Council reviewed the amendments during a subsequent work session and requested additional review and evaluation be done to address concerns expressed relating to parking and dwelling unit occupancy. He mentioned staff was working on an application that would be part of the process which would not include a fee but help to obtain the needed information to have a better understanding of what a site had and what its abilities were to better understand how to apply the Code to it.

Mr. Brimley stated there was a discussion with the Planning Commission about lot size and it was recommended to adopt the ordinance; however, the City Council had a similar discussion about lots sizes and if it was the desire of the Council to increase the lot size to 6,500 square feet it would need to be part of the motion.

Mayor Shepherd opened the public hearing at 7:17 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Thompson moved to close the public hearing at 7:18 p.m. seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

Mayor Shepherd asked for public comments.

There were no public comments.

APPROVAL OF ORDINANCE 2021-15 AUTHORIZING A PROPOSED DEVELOPMENT AGREEMENT WITH ANTELOPE PARK REAL PROPERTY LLC FOR THE PROPOSED MIXED-USE DEVELOPMENT LOCATED AT APPROXIMATELY 1608 SOUTH 1000 EAST

Councilmember Peterson expressed her appreciation for staff efforts in articulating the concerns related to the park. She recommended the third option for the Council to approve the Ordinance and remove all references and exhibits related to the construction of a City park, and replace them with language requiring specific project amenities and fencing

Mayor Shepherd commented elimination of the park would be wise given the challenges with its current function and the need for water conservation. He voiced his opinion the amenities proposed by the developer were laid out well. Councilmember Roper agreed.

Councilmember Phipps felt it would be a good place to live and liked the buffet of amenities.

Councilmember Thompson voiced not being comfortable with trying to take back something and making that a Council process. He was not a fan of including the park.

Councilmember Bush liked the amenities. He felt the proposed amenities could be completed sooner than the holding pond could be improved.

Councilmember Peterson moved to approve Ordinance 2021-15 authorizing the Development Agreement DRAFT A with Antelope Park Real Property LLC for the proposed mixed-use development located at approximately 1608 South 1000 East with removing all references and exhibits related to the construction of a City park, and replacing them with language requiring specific project amenities and fencing, as presented by Staff, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF ORDINANCE 2021-14 AMENDING TITLE 11 – LAND USE TO ALLOW FOR INTERNAL ACCESSORY DWELLING UNITS

Councilmember Peterson expressed her concern that parking was an issue and wanted some time to see if it could be properly addressed in the ordinance drafted.

Councilmember Peterson moved to table consideration of Ordinance 2021-14 amending Title 11 – Land Use to allow for Internal Accessory Dwelling Units until Tuesday, October 26, 2021 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, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2020/2021 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

Melissa Kometscher, Victim Housing Advocate, stated the Council was provided a copy of the 2020/2021 Community Development Block Grant Consolidation Annual Performance Evaluation Report (CAPER). She explained the report was an overview of the accomplishments that were met during the previous program year. She noted that residents were given the opportunity to review the plan at the Customer Service Center from August 30, 2021 to September 20, 2021. She acknowledged there had been no comments received. She reviewed the key highlights of the plan as discussed during work session on September 14, 2021.

Councilmember Phipps moved to approve the Community Development Block Grant (CDBG) 2020/2021 Consolidated Annual Performance Evaluation Report (CAPER) 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, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

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APPROVAL OF THE FINAL SUBDIVISION PLAT FOR THE SECOND AND STATE APARTMENTS SUBDIVISION LOCATED AT APPROXIMATELY 49 EAST 200 SOUTH; 230, 246, AND 260 SOUTH STATE STREET (TIN: 12-003-0173, 12-003-0275, 12-003-0273, 12-003-0084, 12-003-0085, AND 12-003-0003)

Brad McIlrath, Senior Planner, stated the applicant, Oz Development, was proposing a two-lot subdivision to consolidate the existing parcels of land at approximately 49 East 200 South; 230, 246, and 260 South State Street and divide them into two separate lots. He indicated the proposed purpose was to develop a 116-unit multi-family development on one lot and the second lot would be for the Northern Utah Counseling business. He acknowledged the Planning Commission reviewed the plat at its meeting on September 1, 2021, and recommended its approval based on three conditions.

Mr. McIlrath reviewed the plat and the conditions recommended by the Planning Commission. He indicated the Council had discussed the plat during its work session on September 14, 2021 and concerns were mentioned about the access and the island it would create for the corner piece of property. He noted the applicant had worked to acquire the neighboring parcel, but it was not affordable so currently that had not been an option.

Councilmember Bush asked about Depot Street and if curb and gutter would be required there. Mr. McIlrath answered that would be addressed when Northern Utah Counseling redeveloped.

Councilmember Thompson questioned the opacity of the deck area for each unit. Mr. McIlrath responded Form Based Code (FBC) when originally adopted did not have any opacity requirements for railings; however, it was amended and the current requirement was for it to have opacity of fifty percent. He indicated at ground level nothing was proposed originally; however, one of the conditions of the site plan approval was to have some type of solid wall for security and privacy on the ground units.

Councilmember Bush asked if that was an area where the City required trees and street lights along State Street. Mr. McIlrath answered yes, and the requirements would be the same along 200 South.

Councilmember Peterson moved to approve the Final Subdivision Plat for the Second & State Subdivision located at 49 East 200 South; 230, 246, & 260 S. State Street with the three conditions recommended by the Planning Commission and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. Councilmember Bush asked if the items listed in the City engineer's letter had been done or were needing to be completed. Mr. McIlrath reported those items listed had been completed but the developer had not yet resubmitted the updated plans. Councilmember Phipps noted condition number one of the Planning Commission was for the plat to be revised to comply with the comments outlined in the engineering review letter dated August 18, 2021. **The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

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COMMUNICATION ITEMS

Mayor Shepherd
1. Attended a luncheon at Job Corps with Councilmember Bush and Officer Arnell. He reported the Center was back to accepting students on campus.
2. Attended the Wasatch Front Regional Council meeting earlier in the day and reported it was good.
3. Reported there was a good chance the federal government would come to a standstill because of an infrastructure bill.

Councilmember Bush
1. Attended the Kiwanis meeting last week. He reported the golf tournament had cleared over $1,600 to help kids.
2. Looked forward to the Utah League of Cities and Towns (ULCT) conference the rest of the week.
3. Reported he would be in Chicago the week of October 19, 2021 at the water conference and not able to attend the City Council meeting.

Councilmember Peterson
1. Welcomed Shaundra Rushton the new communications manager.
2. Announced the City's Night Out Against Crime event would be held at Steed Park the evening of September 30, 2021. She mentioned Circles would be having a fishing event in tandem with the City.

Councilmember Phipps – nothing to report.

Councilmember Roper – reported on the North Davis Fire District (NDFD) bond. He announced the NDFD sent its first paramedics to paramedic school. He stated the District was busy making preparations to move the Clearfield fire station to the freeport center while its new facility was built.

Councilmember Thompson – met with the Black Roundtable and much of the meeting was spent breaking down a report addressing impacts of minority communities in the State of Utah.

STAFF REPORTS

JJ Allen, City Manager
1. Held a department head retreat on September 27, 2021 and appreciated the time to work on the team. He acknowledged it was time well spent.
2. Looked forward to seeing everyone at ULCT meetings the remainder of the week.
3. Reported he and Summer Palmer, Assistant City Manager, would be attending the International City Manager Association (ICMA) conference in Portland from October 4, 2021 through October 6, 2021.
4. Announced recent updates had necessitated a City Council work session be held next week on October 5, 2021 to discuss the Lakeside Development.

Nancy Dean, City Recorder –reviewed the Council's schedule:
- Work Session on October 5, 2021
- No meeting on October 12, 2021
- Work session on October 19, 2021
- Policy Session on October 26, 2021

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There being no further business to come before the City Council, **Councilmember Thompson moved to adjourn as the City Council and immediately reconvene as the Community Development and Renewal Agency (CDRA) Board in work session at 7:45 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

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CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
October 5, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
PRESENT VIA ZOOM:	Karece Thompson	Councilmember
STAFF PRESENT:	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
Brad McIlrath	Senior Planner	
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder
STAFF PRESENT VIA ZOOM:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager

VISITORS: Chuck Cowley – Cowley Real Estate Partners, Todd Weiler, Adam Berns – Berns Properties

Mayor Shepherd called the meeting to order at 6:02 p.m.

DISCUSSION ON A MEMORANDUM OF UNDERSTANDING (MOU) FOR LAKESIDE DEVELOPMENT

Mayor Shepherd announced he had a perceived conflict and would not be participating in the discussion.

Spencer Brimley, Community Development Director, stated the purpose of the meeting was to discuss the project concept in general, obtain the Council's feedback, evaluate if the City was willing to enter into an memorandum of understanding (MOU) with the developer for the project, and address general areas of concern or modifications to the Form Based Code (FBC) to be in a future development agreement. He indicated there were some handouts which had not

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been provided in the agenda packet previously for the phasing and development program, FBC modification request table, and concept designs.

Mr. Brimley reviewed the proposed programming and schedule for the project. He explained the project was proposed in two phases. He highlighted the following proposed development and schedule for the northern phase of the project:

Phase Programming:

- 200 to 300 residential units; and
- 16,000 to 24,000 square feet of retail, commercial, office; and
- Parking counts per FBC
- FBC modifications as proposed

Phase Schedule:

- Design and permitting: 12 months from December 2021 to January 2022
- Construction: 21 months from January 2023 to September 2024
- Lease-up: 12 months from October 2025 to September 2025
- Schedule Contingency: 3 months October 2025 to December 2025

Mr. Brimley acknowledged the schedule for the proposed southern phase would be determined as the project moved forward and there could be some FBC modifications similar to the northern phase. He highlighted the following proposed development for the southern phase of the project:

Phase Programming:

- Minimum of 50,000 to 350,000 square feet of office space; or
- Minimum of 100 to 250 lodging units; or
- 200 to 400 residential units; and
- 8,000 to 24,000 square feet of retail, commercial or office; and
- Parking counts per FBC

Mr. Brimley reviewed the area maps and surrounding developments. He noted the development would be located in the Urban Core Commerce (UC) zone. He highlighted the concept plans which included parking, amenities, and usage of space. There was a discussion about the development area, amenities being considered, a parking lot included in the first phase, the roadway owned by two different entities that bifurcated the sites, and how the units would be for rent. Mr. Brimley invited the developer to introduce himself and the company to provide some background for the Council.

Chuck Cowley, Cowley Real Estate Partners, stated his company in partnership with Berns Properties had been interested in the Lakeside Square properties since March. He mentioned the company specialized in mixed use developments and had been developing projects in Los Angeles, California, for about 25 years. He highlighted some of the company's prior prominent projects and spoke of its goal to create high quality projects that had a feel of a community within a community.

Mr. Brimley called attention to the FBC modification request table. Brad McIlrath, Senior Planner, stated the developer had requested a standard deviation to the building location allowing for a variation to setbacks and other standards to allow for exterior dining areas and creation of a plaza to accomplish the overall design concept proposed for the development. He indicated each

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of the proposed standard deviations was planned for the purpose of allowing modifications which would aid in the accomplishment of designed concepts rather than avoiding the standards.

Councilmember Bush questioned if the street proposed for the project would be a City street. Mr. Brimley responded the street was proposed as a private street which would allow public access to the public park space. Mr. Cowley stated the civic open space requirement for the development was for ten percent of the size of the lot which would be just over one acre. He continued the main piece of the open space would be along Mabey Pond. He expressed his excitement for the pond and had designed a concept of a band stand over the water. Mr. Cowley mentioned the street was preferred to stay in private hands but could agree with the City to provide public access along the roadway.

Councilmember Bush suggested a parking area be located within close proximity to the pond to accommodate that use. Mr. Cowley mentioned everything south of the roadway was very general in concept and would be adjusted once additional negotiations were made with a prospective tenant. He stated the point was well taken and could be considered as the southern phase developed.

Councilmember Phipps asked if the developer had a backup plan for the southern phase if it did not develop as the desired office space. Mr. Cowley explained there were several backup plans but if the office park did not materialize it would likely be developed as be a mixed-use project.

Councilmember Peterson requested the developer explain why a private roadway was proposed. Mr. Cowley responded a private road would allow the developer control so it could be kept up to their specifications and be first class.

Councilmember Peterson commented typically a private street was smaller. She mentioned the pond parcel was one the residents would want to access for use of the amenity and private streets gave the appearance of exclusivity. Mr. Cowley responded exclusivity was not trying to be accomplished. He commented through a development agreement it could be figured out how to have the roadway accessible year-round. He noted a narrower boulevard was desired so it calmed traffic and there would be parallel parking along both sides which would provide access for those entering the development for various uses. Mr. Cowley felt confident working with staff the civic open space could be addressed through some type of agreement.

Mr. McIlrath acknowledged the civic open space would be addressed as part of a development agreement. He explained it would be a unique space and there was not currently anything like it anywhere else downtown. Councilmember Peterson expressed her appreciation for using traffic calming measures and voiced her concerns that the parking orientation of the concept design did not appear to include a public parking area in close proximity to the pond. Mr. Cowley explained the concept plan had been designed in accordance with the parking requirements of FBC. He explained all the parking details could be flushed out and agreements could address the needs of the City if there were particular civic open space concerns. Councilmember Peterson noted parking was part of the site plan process but requested the parking for public users be addressed in the development agreement, so it was not a forgotten piece of the development.

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Councilmember Thompson worried if Plan A which included an office space on the southern phase did not develop and it was developed as mixed use the residents would not see the project as a win. He wondered if there would be any way to consider major commercial tenants. He voiced his opinion the mixed use on the north worked well but hoped the office would develop on the south side rather than mixed use. Councilmember Phipps noted FBC did not delineate what would go there and mixed use was allowed in the UC zone.

Adam Berns, Berns Properties, stated the preference of the developer would be for Plan A. He explained building spec office in the current market was not good but building to suit was a great option and what the developer hoped to accomplish. Mr. Cowley responded the northern parcel was being proposed as 24,000 square feet of commercial so there would be enough space to meet the needs of most retailers. He noted there were already discussions to relocate some of the current retailers at Lakeside Square to the commercial space and there would be plenty of opportunity for many others. There was a discussion about how the developer was working towards acquiring tenants and making connections with retailers to use the retail spaces, the designing of spaces surrounding the pond would be coordinated with a landscape architect, and the project planned to have bike racks located in the development for alternate transportation users.

Councilmember Phipps explained the Council had envisioned the parcel as a regional attraction where people would come and that it would be a destination for families. He pointed out to the Council the proposed development would abandon that concept for which the Council had invested time and set aside funding for its future development as a regional destination. He explained the proposed development was more focused on residents and office.

Councilmember Roper commented there would be a draw to the retail space. He noted the City needed that type of development in the downtown corridor.

Councilmember Peterson appreciated the developer coming to share the proposal with the Council. She expressed her opinion the pieces of the development were a good start, and she had no concerns with the density. She liked the good faith attempt to bring commercial to the ground floor and liked many of the features of the project. She explained the Council had been working with residents and asked for their trust as stewards. She voiced her concern the proposed project masked the incredible asset of Mabey Pond. She felt the pieces were there but was uncomfortable with the configuration on the north because it was not centered around the existing community space. She stated it felt like the City's asset was underutilized.

Councilmember Phipps agreed and saw the pond as a community asset. He voiced his excitement for offices because he felt that had been a missing part of the community and it would complement the needs of Hill Air Force Base (HAFB). He expressed his opinion it would be good to take a better shot at making the development a community asset in addition to the office and retail.

Councilmember Peterson explained to the developer that residents would ask the Council what it was doing to protect and engage the residents already in the community rather than continually focusing on development for attracting new residents and businesses. She wondered if it could be

configured differently to create a place for residents, employees, and businesses and better utilize the public space so it was not concealed and the project was more community based.

Councilmember Roper acknowledged in prior discussions about development of the Mabey Pond area it was centered around creating a place for the community.

Mr. Cowley acknowledged the project had been designed in such a way that the pond was more accessible and open with an acre of land surrounding it and additional amenities which would help create an enhancement for the community. He apologized the Council did not see it was designed that way. There was a discussion about the components of the project and the need to have usable spaces that complimented and capitalized on the community features which already existed. Councilmember Phipps commented the thoughts seemed reasonable and worked towards what FBC was supposed to do.

Mr. McIlrath acknowledged the discussion was relevant to all the stakeholders and provided a better understanding of the desires for the development. He stated the southern portion of the project was general in its conception and wondered what the Council felt needed to happen there.

Eric Howes, Community Services Director, acknowledged the development team had included an acre of community space surrounding the pond; however, its visibility and accessibility appeared to be the missing elements. He noted if there were some minor readjustments to the proposed configuration it could allow for more visibility. He indicated parking was very distant from the pond area; therefore, if someone were to bring a paddleboard to the pond the current configuration proposed would create challenges.

Mr. Cowley indicated the roadway was designed as a curved approach to have a sense of alignment and compliment the development which allowed for a graceful arrival at the pond. He indicated it was well thought out and apologized the Council had not seen it that way. He acknowledged something else could be designed.

Councilmember Peterson commented in response to staff's question about desires for the development that she was not concerned about the type of road curved or straight, or how many stories were developed because it would be located in the urban portion of the City. She expressed concern about its current configuration. She suggested the south side would be great as an office park. She expressed her desire not to have a sea of asphalt, but understood the additional expense involved with having structured parking. She acknowledged she would love to see more density as a tradeoff for more structured parking rather than only having surface parking. She stated the northside felt like it was missing the public visibility and access to the pond.

Mr. Berns mentioned there would be plenty of parking available near the pond until the southern end developed and the design of the second phase could be reconfigured to have the parking closer to the pond. Mr. McIlrath acknowledged the proposed concept included the open space central in a centralized area which was likely attractive to tenants of the office space. There was a discussion about using the pieces of the development to create a project which incorporated accessibility, visibility, and more cohesiveness throughout the project by making adjustments to

the design which would include a portion of public parking near the pond to accommodate its users.

Mr. Brimley stated the community knew the pond existed and one of the fears was that the opportunity could be lost to capitalize on it as one of the City's assets. There was a discussion about creating an inclusive and inviting development which enhanced the community and its assets. Mr. Cowley reviewed the area map and concept plan and discussed the ideas for existing tenants of Lakeside Square and their relocation to the retail spaces once the northern portion developed.

Mr. Brimley reported the discussion was meant to provide input related to the concept and move closer to the development of an MOU. Councilmember Peterson wondered what an MOU would entail. Stuart Williams, City Attorney, indicated the MOU would articulate that the City was working with the developer to create a development agreement for the proposed project. He stated the developer needed an MOU for its own purposes, but it would have no legal binding effect but would indicate the City's willingness to work towards some of the concepts of a mixed-use development project.

Councilmember Peterson wondered if there were some specific asks that the City agreed to other than the fact that both the City and developer were on the same page and would work towards figuring out the details of the development. Mr. Cowley indicated there were asks and those were articulated in the FBC modification request table and were important to the project's development. Mr. Williams indicated the proposed modifications were reviewed with the developer earlier in the day and it was helpful in understanding the concept for the overall project. Mr. Brimley stated staff better understood what the developer was trying to create and see the vision for the development. He explained the scale and mass of the project created a need for some modification to FBC.

Councilmember Peterson indicated after a cursory look at the proposed FBC modifications there was nothing glaring, and it seemed like it was working towards what the FBC was designed to do.

Councilmember Phipps asked about the modification related to accessory structure - parking structure. Mr. McIlrath explained the developer planned to meet the minimum standards of FBC but the requested modification was more of a modification to the buffer area rather than the parking structure itself.

Mr. McIlrath mentioned staff had discussed with the developer a FBC modification that would be desired as the southern portion developed regarding the roadway and access. He reviewed the overlay map and explained FBC had a roadway and accesses that were incorporated to allow for a road with an access at 400 South and 450 South into the project. Mr. Cowley added the roadway planned in FBC would be counter to the design and the roadway running east to west which would be more suited for public access to the pond. He continued there was planned to be an access to the pond from 450 South as well. He noted the architect felt the roadway going through the project would cut off the pond from the rest of the area.

DRAFT

Mr. Brimley stated unless the Council was not wanting to move forward, staff would proceed in preparations of an MOU that could be considered during the October 26, 2021 policy session. The consensus of the Council was to have an MOU prepared that could be considered in a future policy meeting.

Councilmember Bush moved to adjourn at 7:34 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

DRAFT

STAFF REPORT

TO:	Mayor Shepherd and City Council Members
FROM:	Eric Howes, Community Services Director
MEETING DATE:	October 26, 2021, Policy Session
SUBJECT:	2021 Yard of the Year Winners

RECOMMENDED ACTION

Present the winners of the Yard of the Year contest with certificates and engraved landscaping stones.

DESCRIPTION / BACKGROUND

The Parks & Recreation Commission has selected the winners of the annual "Yard of the Year Contest" and staff and Council are pleased to recognize and award these residents for their efforts in doing their part and beautifying our community. Bob & LaRue Hawthorne have been selected the first-place winner, with Tom & Judy Rickeberg and Greg & Bev Jones as runners up.

STAFF REPORT

TO:	Mayor Shepherd and City Council Members
FROM:	Shawn Robinson, Assistant City Attorney Melissa Kometscher, CDBG Coordinator
MEETING DATE:	October 26, 2021
SUBJECT:	Four Proposed Changes to our Current CDBG Programs

RECOMMENDED ACTION

Staff is moving forward with the processes to amend portions of the City's CDBG program consistent with the direction provided by the CDGB Steering Committee and the Council following its work session discussion on September 7, 2021. Staff has properly noticed that the City will hold its first Public Hearing on October 26, 2021 at 7:00 p.m. to receive public comment and begin a 30-day comment period regarding the following changes to the current CDBG Programs:

- **(A)** Update Rehabilitation Program to include repairs and improvements designated in 24 CFR §570.202.
- **(B)** Update the Citizen's participate plan to include comment period of any Citizen Participation Plan amendment, define a substantial amendment, include amendments to the Annual Action Plan, and clarify any change must hold two public hearings.
- **(C)** Amend the One Year Action Plan by reallocating $87,491.36 from the current Down Payment Assistance Program to the Resident Housing Rehabilitation Program.
- **(D)** Amend the Down Payment Assistance amount from $5,000.00 to $7,500 and increase the purchase price limit from $325,000 to $400,000.

Following a 30-day comment period, a second Public Hearing will be held on December 14, 2021 at 7:00 p.m. The Council will then consider action on the recommended changes.

DESCRIPTION / BACKGROUND

A. Changes to Current Rehabilitation Program

24 CFR §570.202 outlines eligible repairs and improvements through the Rehabilitation Program that must meet HUD guidelines. The proposed changes include a list of eligible repairs and improvements that address safety concerns, efficient use of water and efficient use of energy. Eligible improvements and repairs to address safety concerns include the installation of security devices, smoke detectors and dead bolt locks. Eligible repairs and replacement for the efficient use of water include replacement of faucets and shower heads and repairing water leaks and plumbing. Efficient energy improvements and repairs include the installation of new windows, doors, siding, wall and attic insulation heating

and cooling equipment and electrical repairs. Property owners can also repair or improve unsafe sidewalks.

All other previous requirements for consideration of approval remain the same. As such, it is anticipated that any smaller qualifying improvement, such as a door lock or minor water improvement would be an accompanying improvement, along with a larger qualifying improvement as required in Federal Regulations.

B. Citizens Participation Plan ("CPP")

24 CFR §570.431 requires the City to develop and follow a detailed citizen participation plan (CPP) and to make the plan public. The CPP must include the criteria by which grantees determine whether an amendment to the Consolidated Plan constitutes a "substantial" amendment, requiring additional public notice and comment. Currently, the term "substantial" is undefined as it applies to CDBG funds. HUD recommends that we define this term (numeric or percentage) to avoid unnecessary delay in the utilization of grant awarded funds. Staff recommends that "substantial," as it applies to CDBG funds within the Consolidated Plan to mean an amount greater than $10,000. See Exhibit B. As a result, a change of funding from one eligible activity to another less than $10,000 is not considered a substantial amendment to the Consolidated Plan and may be moved administratively. To update the Citizen Participation Plan to include the requirements of a substantial change to the Annual Action Plan and the amount of days citizen's get to comment on and substantial changes to the Citizen Participation Plan.

Allocation of funding for certain activities, i.e., Public Service or Administration is at all times limited by HUD requirements.

C. Changes to the One Year Action Plan

The City received $209,997 in CDBG funds for the July 1, 2021 to June 30, 2022 funding cycle and program year. This amount is $3050 dollars more than the $206,947 originally anticipated. As such, it is necessary to amend the total amount awarded in the One Year Action Plan. See Exhibit C.

For the reasons more fully stated in paragraph D below, Staff recommends that the Down Payment Assistance funds be reduced from $122,491.36 to $35,000, and that the difference of $87,491.36, plus the revised amount of $3050, to be reallocated into the Housing Rehabilitation Program that will increase from $122,492 to $ 210,680.61. See Exhibit C

D. Changes to Current Down Payment Assistance Program

The City's current grant amount for qualified first-time home buyers under the City's Down Payment Assistance (CCDP) is $5,000. Under the current plan, the cost of a home to qualify for down payment assistance cannot exceed $325,000. With the significant increase in values of homes and real property in Clearfield City, Staff is recommending, with the support of the Davis Community Housing Authority,

an increase from $5,000 to $7,500 for the down payment assistance and an increase from $325,000 to $400,000 in real property value. See Exhibit D.

Although the current housing market is difficult for CDBG qualifying individuals to enter (1 down payment assistance awards in past grant cycle), Staff is hopeful that the proposed changes will provide a greater opportunity to qualifying individuals. However, Staff believes that it is unlikely that we will receive a significant increase in down payment assistance awards. Thus, Staff proposed changes outlined in paragraph C, above, to reallocate a portion of the current CDBG funding from the CCDP to the Housing Rehabilitation Program.

FISCAL IMPACT

The proposed changes to currently funded CDBG Programs, as outlined above, will not have a negative fiscal impact on the City.

CORRESPONDING POLICY PRIORITY (OR PRIORITIES)

Use of CDBG funds as identified above will create better public spaces for Clearfield City residents. It will make homes and dwellings safer, more water efficient and more energy efficient.

LIST OF ATTACHMENTS

Exhibit A – Rehabilitation Program Application

Exhibit B – Citizen Participation Plan

Exhibit C – One Year Action Plan

Exhibit D –Down Payment Assistance Program

Clearfield City
Rehabilitation Grant Program (RGP)
Information & Application

Objective:

Clearfield City has established the Rehabilitation Grant Program (RGP) to provide assistance for home improvements that eliminate blight, conserve energy, improve property values, and preserve the housing community within the city limits of Clearfield City. The RGP is available to low to moderate income homeowners.

Clearfield City will allow the RGP to provide up to $8,000.00 in the form of a grant to eligible homeowners within the limits of Clearfield City. The grant may be used to correct present home problems, accessibility modifications, code violations of health and safety concerns and/or energy improvements.

Target Population:

Funds are targeted to assist single family homes that are owner-occupied which have a household income at or below 80% of the area median income as determined by the U.S. Department of Housing and Urban Development (HUD) and adopted by Clearfield City. Townhomes and/or condominiums do not qualify.

HOUSEHOLD SIZE	MAXIMUM INCOME
~~1 Person~~	~~$48,350~~
~~2 Persons~~	~~$55,250~~
~~3 Persons~~	~~$62,150~~
~~4 Persons~~	~~$69,050~~
~~5 Persons~~	~~$74,600~~
~~6 Persons~~	~~$80,100~~
~~7 Persons~~	~~$85,650~~
~~8 Persons~~	~~$91,150~~

80% Area Median Income Limits (AMI) FY 2021*

Household Size	Maximum Yearly Gross Income
1 Person	$50,750
2 Person	$58,000
3 Person	$65,250
4 Person	$72,500
5 Person	$78,300
6 Person	$84,100
7 Person	$89,900
8 Person	$95,700

*Income limits are established by HUD and change yearly. For the most up to date income limits visit https://www.huduser.gov/portal/datasets/il.html

Eligible Applicants:

- The applicant must have owned and lived in the home for at least one year prior to requesting assistance.
- Home must continue to be owner-occupied at least two years after final inspection; otherwise funds received are required to be paid back.
- The applicant's home must be deficient in at least one aspect of the Uniform Housing Code (UHC), or must fall below the minimum Housing Quality Standards (HQS).
- Each applicant is eligible once in a lifetime to receive RGP assistance, regardless of change of addresses and/or grant status.
- Homeowner must be current on mortgage payments and taxes.
- No liens on the property.
- The property must be the applicants' primary residence.
- All applicants must meet income guidelines as specified above.

Eligible Repairs:

Eligible repairs/improvements through this program must meet HUD guidelines as designated in CFR §570.202 and are limited to the following:

✓ Requested Repairs/Improvements (**one or more is required**):
- ☐ Accessibility modifications
- ☐ Safety concerns
  - Security devices
  - Smoke detectors
  - Dead bolt locks
- ☐ Efficient use of water
  - Faucets
  - Shower heads
  - Water leaks
  - plumbing
- ☐ Efficient energy
  - Installation of windows
  - Installation of doors
  - Siding
  - Installation of wall and attic insulation
  - Heating and cooling equipment (Including solar energy equipment)
  - Electrical
- ☐ Code violations of health and safety concerns (ex: electrical, plumbing, leaking water heater, etc.)
- ☐ New energy efficient windows
- ☐ New siding
- ☐ New stucco
- ☐ New roof
- ☐ New water and/or sewer lateral.

✓ Optional Repairs/Improvements:
- ☐ New landscaping
- ☐ New attached garage
- ☐ New driveway
- ☐ Sidewalks

~~✓ Requested Repairs/Improvements (**one or more is required**):~~

- ☐ ~~Accessibility modifications~~
- ☐ ~~Code violations of health and safety concerns (ex: electrical, plumbing, leaking water heater, etc.)~~
- ☐ ~~New energy efficient windows~~
- ☐ ~~New siding~~
- ☐ ~~New stucco~~
- ☐ ~~New roof~~
- ☐ ~~New water and/or sewer lateral.~~

✓ ~~Optional Repairs/Improvements:~~

- ☐ ~~New landscaping~~
- ☐ ~~New attached garage~~
- ☐ ~~New driveway~~

Funding:

The fiscal year for the RGP grant program begins July 1st of each year. Funds are processed and disbursed on a first come, first served basis until the fiscal year's funds are depleted.

Grants from the RGP shall not exceed $8,000, and will be awarded on a 1 to 4 matching ratio (i.e. a $1,000 match from the applicant will qualify for a $4,000 grant; and to qualify for the maximum $8,000 grant, the applicant must contribute $2,000).

The sum of all mortgages/liens plus all rehabilitation funds provided by Clearfield City cannot exceed 95% of the Market Value as determined by the Davis County Assessor's Office.

Forgiveness Period and Repayment:

The grant will be secured by a Deed of Trust. The Deed of Trust, Notice of Default and Promissory Note will be notarized, recorded and filed at the Davis County Recorder's Office and a copy will be placed in the applicant's file. Any funds received through this program will need to be repaid to Clearfield City if the owner sells, changes title, refinances, or moves or sells within two (2) years of the date of final inspection. During the required time of residency, 50% of the grant will be forgiven one year after the date of final inspection and the remaining 50% will be forgiven after the full two years. To receive these credits, grant recipient(s) will be required to provide proof of residency in the form of utility billings and property tax notices for each year. No credit will be awarded without proof of residency as described above.

Application Process:

Applicant must complete and submit the following application to the Davis Community Housing Authority. This application will assist the Davis Community Housing Authority staff to evaluate your eligibility to participate in this program. Incomplete applications will not be accepted. Please provide the most accurate information possible, all information is subject to verification. Applications will be processed on a first come, first served basis.

Once your application is completed, please call (801) 939-9198 to schedule an appointment with the Special Programs Administrator. The Special Programs Administrator will review your application, explain the program and answer any questions. Notification of program acceptance or denial normally occurs within two weeks of the appointment.

Clearfield City
Rehabilitation Grant Program Process

1) Once all requested information has been received and the applicant is notified of program eligibility, a first inspection of the home will be scheduled. All items that require repair or replacement and any Uniform Housing Code (UHC) or Housing Quality Standards (HQS) violations will be listed on the Description of Work document.

2) A description of Work, based on the inspection, will be written by the City Building Official. The Description of Work will be discussed and confirmed with the homeowner before sending out contractors for bids. A minimum of three licensed contractors will be invited to bid.

3) A second visit to the home will be scheduled for a contractor walk through. Bid submittal deadline will be approximately one week after contractor walk through.

4) The Special Programs Administrator will review all qualified bids with the homeowner. The contract will be awarded to the lowest bidder unless the homeowner is willing to pay the difference between the lowest bid and the chosen contractor.

5) After the homeowner has chosen the contractor, the contract will be signed by the homeowner, contractor and the Davis Community Housing Authority.

6) Once the documents are signed, the contractor will start work and submit bills for payment to the Davis Community Housing Authority.

7) Once all work has been completed, the homeowner, Special Programs Administrator and Building Official will conduct a Final Inspection to ensure all work has been completed satisfactorily.

8) A 1-year warranty period starts after successful Final Inspection on **all grants**.

Please sign below stating that this information was reviewed to you and or spouse by the Davis Community Housing Authority's Special Programs Administrator and you understand the requirements and procedures of the Home Rehabilitation Grant.

_____	_____
Applicant/Date Date	Co-Applicant/Date Date
_____	_____
Household Member over 18 Date	Household Member over 18 Date

Rehabilitation Grant Program Application (RGP)

The information collected below will be used to determine whether you qualify for this program and will only be used for verification pertaining to this application.

Applicant Information			**Date:**
Applicant's Name (Last)	First	(MI)	Home Phone ( )
Address (include Zip Code):			Number of Years Owned:
Name and Address of Employer:			Self-Employed: YES NO
Business Phone No. ( )		No. of Yrs. On Job:	Yrs. In this line of work:
Name and Address of Previous Employer (if less than 2 yrs.)		No. of Yrs. on job	Business Phone: ( )
Co-Applicant Information:			
Applicant's Name (Last)	First	(MI)	Home Phone ( )
Address (include Zip Code):			Number of Years Owned:
Name and Address of Employer:			Self-Employed: YES NO
Business Phone No. ( )		No. of Yrs. on Job:	Yrs. In this line of work:
Name and Address of Previous Employer (if less than 2 yrs.)		No. of Yrs. on job	Business Phone: ( )

Household Members:

Name	Relationship	Date Of Birth	Age	Sex	Social Security Number
	Head Of Household				

NOTE: All household members 18 years and older who receive an income must supply the information listed below:

Monthly Income

Source	Applicant	Co-Applicant	Other Household Members 18 or Older	TOTALS
Salary				
Overtime Pay				
Commissions				
Fees				
Tips				
Bonuses				
Interest/Dividends				
Social Security				
Net Business Income				
Net Rental Income				
Pension/ Retirement				
Unemployment Benefits				
Workers Compensation				
Alimony, child Support				
Welfare Payments				
Other:				
TOTALS:				

Assets

Type	Cash Value	Type	Cash Value
Checking Account		Other	
Savings Account		Other	
Stocks/Bonds, IRA'S		Other	
Recreational Items		Other	
Home Equity		**Total**	**$**

Liabilities

List current obligations (debts) including auto loans, credit cards, charge accounts, credit union loans, personal loans, etc. **NOTE: All household members 18 years or older must disclose information also.**

Creditor	Original Balance	Current Balance	Monthly Payment	Past Due Amount
1st Mortgage				
2nd Mortgage				
Car Payment				
Student Loan				
Consolidation Loan				
Credit Card				
Other				
Other				
Other				
Other				
Total:				

Eligible Repairs Requested

Eligible repairs through this program must meet HUD guidelines as designated in CFR §570.202 and are limited to the following:

- ✓ Requested Repairs (**one or more is required**):
  - ☐ Accessibility modifications
  - ☐ Code violations of health and safety concerns (ex: electrical, plumbing, leaking water heater, etc.)
  - ☐ New energy efficient windows
  - ☐ New siding
  - ☐ New stucco
  - ☐ New roof
  - ☐ New water and/or sewer lateral.

- ✓ Optional Repairs:
  - ☐ New landscaping
  - ☐ New attached garage
  - ☐ New driveway

I certify under penalty of perjury that the information in this application is true and correct to the best of my knowledge. I hereby authorize the Davis Community Housing Authority to verify all information provided using whatever verification methods and documentation as necessary. I understand that false or misleading information provided by me may cause this application to be denied and or legal action may be taken against me. I understand that if any false or misleading information provided in this application is discovered after the work is completed that I will be held personally and financially liable for the cost of the work performed plus interest at twelve percent (12%) per annum plus any additional attorney's fees.

In addition, I hereby certify that I have not received any financial assistance from other Clearfield City Grant Program(s) within the last twelve (12) months.

Applicant/Date Date	Co-Applicant/Date Date
Household Member over 18 Date	Household Member over 18 Date

WARNING: Section 1001 of Title 18 of the U.S. Code making it a criminal offense to make willful false statements or misrepresentations to any department or agency of the U.S. as to any matter within its jurisdiction.

DOCUMENTS REQUIRED:

Please attach the following documents to this application. Incomplete applications will not be processed. All information will be presented to the Davis Community Housing Authority's Special Programs Administrator.

- ☐ Government issued photo ID for each adult household member 18 years and older
- ☐ Completed Clearfield City Application
- ☐ Current Property Tax Statement
- ☐ Mortgage Statement
- ☐ Proof of Income for the previous **60 days** (Possible source of income include, but are not limited to: Pay stubs, SSI/SSA yearly statement, Profit & Loss Statement (if self-employed), child support, alimony, etc.)
- ☐ Copy of Checking & Savings Account Statements (**last 2 months)**
- ☐ Proof of Homeowners Insurance
- ☐ Federal Tax Returns (complete) for **last two years**
- ☐ Divorce Decree (if applicable)

NOTE: All household members 18 years and older who receive an income must supply the information listed below. All requested information will be used solely to determine applicant and property qualification.

REQUIRED INFORMATION:

Information for Government Monitoring Purposes	
Please read this statement before completing the box below: The following information is requested by the federal government for loans/grants related to CDBG funded programs, in order to monitor the City's compliance with equal credit opportunity and fair housing laws. You are required to furnish this information. The law provides that the City/Housing Authority may neither discriminate on the basis of this information. However, if you choose not to furnish it, under federal regulations the City/Housing Authority is required to note race and sex on the basis of visual observation or surname. The City/Housing Authority must review the above material to ensure that the disclosures satisfy the requirements to which the City is subject under applicable state law for the program applied for.	
Applicant/<u>Mark all that apply</u>	**Co-Applicant/<u>Mark all that apply</u>**
Ethnicity: o Hispanic o Non-Hispanic **Race/National Origin:** o White o Black/African American o Asian o Native Hawaiian/Other Pacific Islander o American Indian/Alaskan Native o Other/Multi-Racial **Sex:** o Male o Female **Marital Status** o Married o Separated o Unmarried (incl. single, divorced, widowed)	**Ethnicity:** o Hispanic o Non-Hispanic **Race/National Origin:** o White o Black/African American o Asian o Native Hawaiian/Other Pacific Islander o American Indian/Alaskan Native o Other/ Multi-Racial **Sex:** o Male o Female **Marital Status** o Married o Separated o Unmarried (incl. single, divorced, widowed)

COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN PARTICIPATION PLAN

UPDATED December 2021~~JUNE 2020~~

CITIZEN PARTICIPATION PLAN

Clearfield City, Utah

~~June 2020~~December 2021

PURPOSE OF THE CITIZEN PARTICIPATION PLAN

The purpose of the Citizen Participation Plan is to encourage all citizens of Clearfield City, especially those citizens who live in areas where Community Development Block Grant (CDBG) funds are to be used, to participate in the development of the City's Consolidated Plan, and the Annual Action Plan, any substantial amendments to the Consolidated Plan, or changes to the Annual Action Plan, the Grantee Performance Report and the Annual Performance Report.

Residents of public and assisted housing developments, predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons and persons with disabilities are especially encouraged to participate in the development and implementation of the Consolidated Plan and Annual Action Plan.

CITIZEN COMMENT

This Citizen Participation Plan (CCP) will be available for citizen review and comment at the Clearfield City Customer Service Center during regular City business hours. Notice of the availability of this Citizen Participation Plan will be published in the *Standard Examiner*. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*.

Substantial amendments to the Citizen Participation Plan will be made available for a minimum of thirty (30) days for citizen to review and comment. The Citizen Participation Plan will be available for review ~~Substantial amendments to the Citizen Participation Plan will be made available for citizen review and comment~~ at the above-stated location and will be published in the *Standard Examiner*. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*. The Citizen Participation Plan will be made available, upon request, in a format accessible to persons with disabilities.

CITIZEN PARTICIPATION PLAN

In order to qualify for CDBG funds through the Department of Housing and Urban Development (HUD), Clearfield City must develop a Consolidated Plan that details how the City will use the funds. The city recognizes that citizen input and participation is vital to the development of this plan. Prior to adoption of the Consolidated Plan, the City will make available to citizens, public agencies and other interested parties, the amount of federal assistance the City expects to receive from HUD, and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. This information will be available for review in the Clearfield City Customer Service Center and will be published in the legal notice section of the *Standard Examiner*. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*.

Two public hearings will be held during the course of the CDBG Program year and the development of the Consolidated Plan. The first public hearing will be to consider the range of activities to be funded by the CDBG program before the proposed Consolidated Plan is published. The second public hearing will be to consider the actual activities/programs to be funded and the amount of funds to be allocated to these activities/programs. These meetings will especially focus on the needs of low- and moderate-income persons. Citizens will be given at least fourteen (14) days' notices of the date, time, and location of these public hearings. Notices will appear in the *Standard Examiner*, and notices will be sent to the appropriate housing and social service organizations in the city. These public meetings will be held in a location accessible to disabled persons. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*.

The proposed Consolidated Plan shall be made available for public review and comment. A summary of the proposed Consolidated Plan will be published in the *Standard Examiner*, giving citizens a minimum of thirty (30) days to review the document before submission to the U.S. Department of Housing and Urban Development. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*. Copies of the proposed Consolidated Plan will be available for review at the Clearfield City Building Department Office and will be available in hard copy or disk format. Upon request, The Consolidated Plan will be made available in a format accessible to persons with disabilities.

Citizen review and comment of the proposed Consolidated Plan is encouraged. Citizen comments must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and must be received prior to the end of the thirty (30) day comment period. A summary of all citizen comments and views received and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the final Consolidated Plan submitted by Clearfield City.

The Clearfield City Council will hold a public hearing to review and adopt the proposed Consolidated Plan prior to its submission to the U.S. Department of Housing and Urban Development (HUD). The date, time, and location of that public hearing will be published in the Legal Notices section of the *Standard Examiner*, no less than fourteen (14) days prior to the date of the hearing. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*.

For the public hearings, Clearfield City will provide special accommodations for persons with disabilities upon advance request, and an interpreter if it can be reasonably expected that a significant number of non-English speaking residents will participate. Times and locations will be convenient to potential and actual beneficiaries by holding meetings at the Clearfield City Hall during non-business hours.

CONSOLIDATED PLAN AMENDMENTS

Proposed changes to the Consolidated Plan, and Annual Action Plan, that would substantially change the priorities, activities, or amount of CDBG funds, (greater than $10,000) from one eligible activity to another will constitute a substantial amendment to the Consolidated Plan. Two public hearings must be held for each new substantial change.

Clearfield City will publish a summary of the all proposed substantial amendments, and the dates of the two public hearings to the Consolidated Plan, or Annual Action Plan, ~~Clearfield City will publish a summary of the proposed, substantial, amendments to the Consolidated Plan~~ in the *Standard Examiner*, giving citizens a minimum of thirty (30) days to review the proposed substantial amendments before they are implemented. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*. The proposed substantial amendments to the Consolidated Plan will be available for public review at the Clearfield City Customer Service Center. Free copies of the proposed substantial amendments will be available in hard copy or disk format through the Clearfield City Customer Service Center, upon request.

Citizen comments regarding the proposed substantial amendments to the Consolidated Plan must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and received prior to the end of the thirty (30) day comment period. A summary of all citizen comments and all citizen comments not accepted, and the reasons therefore, will be attached to the final substantial amendments to the Consolidated Plan.

PERFORMANCE REPORTS

Clearfield City will publish a notice of availability of the City's Consolidated Annual Performance Evaluation Report (C.A.P.E.R.) in the *Standard Examiner*. In addition to the newspaper the public notice and hearings will be posted at the *Clearfield Post Office, Clearfield Branch Library ~~Davis North Library Branch~~, Freeport Center Post Office,* as well as *City Hall*. A minimum of fifteen (15) days will be provided for citizens to review the Performance Report before submission to the U.S. Department of Housing and Urban Development. The Performance Report will be available in hard copy or disk format through the Clearfield City CDBG Coordinator. The Performance Report will be made available in a format accessible to persons with disabilities, upon request.

Citizen comments regarding the Performance Report must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and received prior to the end of the fifteen (15) day comment period. A summary of all citizen comments and a summary of any comments not accepted, and the reasons therefore, will be attached to the Consolidated Plan Performance Report submitted by Clearfield City.

EXCEPTIONS TO PUBLIC CONSULTATION AND NOTICE REQUIRMENTS

Clearfield City, when provided the authority from the U. S. Department of Housing and Urban Development (HUD), may utilize any flexibilities or statutory waivers provided by HUD as they relate to the CDBG program. Waivers are typically provided in the event of disaster and/or emergency declaration, though waivers may be available at other times specified by HUD.

Disaster/Emergency Events:

A declared disaster or emergency may include but is not limited to the following:

1. Man-Made Disaster
2. Natural Disaster
3. Terrorism
4. Infectious Disease or Pandemic
5. National Emergency

If waivers are available from HUD to assist in expediting available additional resources and/or any plan modifications, Clearfield City may take full advantage of offered exceptions to standard citizen participation requirements outlined herein.

Reasonable notice and opportunity for public comment will be considered the minimum standard outlined and provided in any HUD waivers.

AVAILABILITY OF RECORDS

All records and information pertaining to the Clearfield City's CDBG Consolidated Plan and the use of federal assistance under the programs of the U.S. Department of Housing and Urban Development will be available for review by the citizens of Clearfield City. Interested persons may contact the Clearfield City Building Department and request to review this information.

All materials will be provided upon forty-eight (48) hours notice and can be viewed at the Clearfield City Customer Service Center.

TECHNICAL ASSISTANCE

Clearfield City will provide technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan.

COMPLAINTS

Citizens wishing to submit a complaint regarding any portion of the citizen participation process and/or development of the CDBG application, Consolidated Plan, Performance Report or amendments to the Consolidated Plan, may do so according to the following procedure:

1. Formal complaints should be submitted in writing to:
   Clearfield City
   Legal Department~~Community Development Office~~
   55 South State Street
   Clearfield, Utah 84015

   The Development Services Manager will refer the complaint to the appropriate City staff member for written response regarding the complaint. The written response will be mailed within fifteen (15) business days of receipt of the complaint.

2. If the complainant is not satisfied with the City staff's response, the complainant can appeal

the decision to the Clearfield City Manager or his/her designee. The City Manager will have thirty (30) business days to take further action as deemed necessary to address the complainant's concerns.

3. If the complainant is not satisfied with the response of the Clearfield City Manager, a formal complaint may then be addressed directly to the Rocky Mountain office of the Department of Housing and Urban Development at:

U.S. Department of Housing and Urban Development
Community Planning & Development
1670 Broadway
Denver, CO 80202

ANTI-DISPLACEMENT/RELOCATION PLAN

It shall be the declared policy of Clearfield City to establish and follow the plan described below to minimize the adverse impacts on persons of low- and moderate-income resulting from acquisition and relocation activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. This plan does not replace, but is supplementary to, the acquisition and relocation requirements stated in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as well as the Utah Relocation Assistance Act.

I. **Replacement of Dwelling Units**

A. Clearfield City will replace all occupied and vacant occupiable low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.496a.(b)(1) on a one-for-one basis, unless a written waiver has been received as provided for in 24 CFR 570.496a.(b)(1)(III).

B. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, Clearfield City will make public and submit to the HUD Rocky Mountain Office the following information in writing:

1. A description of the proposed assisted activity;

2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;

4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

5. The source of funding and a time schedule for the provision of replacement dwelling units; and

6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

II. **Relocation Assistance**

Clearfield City will provide relocation assistance, as described in 24 CFR 570.496a.(b)(2) to each low-moderate-income household displaced by the demolition of housing or by the conversion of a low-moderate-income dwelling to another use as a direct result of assisted activities.

III. **Displacement Strategy**

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, as amended, Clearfield City will take the following steps to minimize the displacement of persons from their homes:

A. Stage the rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, rehabilitation of empty units to allow the shifting of tenants during rehabilitation of occupied units;

B. Provide counseling to assist homeowners and renters to understand the range of assistance options available, utilizing existing housing counseling programs to the greatest extent possible;

C. Give priority in assisted housing units in the neighborhood to area residents facing displacement;

D. Target Section 8 existing program certificates to households being displaced, and recruit area landlords to participate in the program;

E. Provide counseling and referral services to assist displaced homeowners and renters find alternative housing in the affected neighborhood; and

F. Work with area landlords and real estate brokers to locate vacancies for households facing displacement.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Clearfield City will receive $209,997 ~~***$206,947***~~ in Community Development Block Grant (CDBG) funds for the ***July 1, 2021 to June 30, 2022*** funding cycle and program year. This is based on a letter from the Department of Housing and Urban Development indicating the available funds for the 2021-2022 program year. In addition to the annual allocation, $118,114.61 ~~**$120,467.36**~~ of unused funds from prior program years will be reallocated for use during this program year. The total amount of funding that will be used during this program year is $328,111.61~~**$327,414.36**~~**.** No other federal, state or county funds are anticipated. Over the next year CDBG funds will be utilized as follows:

- **Open Doors - $14,042** Circles Program for low-income families to obtain job skills.
- **Davis Community Learning Center - $12,000** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS work directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - $5,000** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Open Doors - $10,000** These funds are to support upgrades to the Family Support Program playground. Funds are also being provided by Davis County and Layton City for the upgrades.
- **Housing Rehabilitation - $210,680.61~~$122,492~~** Funds will be used towards a housing rehabilitation program for Clearfield residents.
- **Down Payment Assistance - ~~$35,000~~~~$122,491.36~~ –** Funds will be used towards the down payment assistance program for Clearfield residents.
- **Administration - $41,389** Administrative expenses for staffing, noticing, and advertising of programs.

2. Summarize the objectives and outcomes identified in the Plan

The Strategic Plan outlines the following priority needs. These needs are based on the information from the needs assessment and market analysis that was conducted in 2020.

Consolidated Plan Priority Needs:

- Provide Decent Housing
- Create a Suitable Living Environment
- Expand Opportunities for Low and Moderate Income (LMI) Persons

3. Evaluation of past performance

Each year, Clearfield City reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The most recent CAPER was for the 2019-2020 program year which was part of the 2015 Consolidated Plan. The CAPER is submitted to HUD within 90 days after the start of each new program year. At that time, HUD reviews the CAPER report and feedback is provided. The most recent feedback provided as the 2019 Annual Community Assessment indicated "the activities undertaken" by Clearfield City "are consistent with your HUD-approved Consolidated Plan, and the City continues to make progress in meeting its housing and community development goals."

4. Summary of Citizen Participation Process and consultation process

Clearfield City has adopted a Citizen Participation Plan that is implemented in conjunction with the One Year Action Plan. The Citizen Participation Plan is designed to provide for public input into the allotment of CDBG funds granted to Clearfield City. Notice of the public hearing is published in the Ogden Standard-Examiner, which is the local newspaper. Anyone can freely attend the public hearing and give comment on the One Year Action Plan. The City Council reviewed a draft of the One Year Action Plan on April 13, 2021. The required 30 public comment period was held from April 11, 2021 until the public hearing with the City Council on May 11, 2021. The City Council reviewed the final draft of the One Year Action Plan for approval and adoption on May 11, 2021.

The notice of the public hearing was published in the newspaper at least 14 days before the hearing. In addition to the publication, public notices are posted at the Clearfield Post Office, Davis North Library Branch, Freeport Center Post Office, Clearfield City Hall, and on the City's website. Prior to adoption of the One Year Action Plan, the City informed the public of the anticipated amount of federal funds expected from HUD, and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income. This information is always available in the Community Development Department of City Hall.

Residents of public and assisted housing developments, predominantly moderate or low income neighborhoods, minorities, non-English speaking persons, and persons with disabilities are especially encouraged to participate in the One Year Action Plan.

5. Summary of public comments

The public comments received through the Community Needs Assessment Survey, which was conducted in 2020, can be found in the Citizen Participation section this plan. Public comments received for this One Year Action Plan are as follows:

30-day comment period from April 11, 2021 to May 11, 2021:

- None

Public hearing held on May 11, 2021:

- None

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments received are listed above.

7. Summary

This most recent Consolidated Plan used broad participation and outreach efforts in order to identify the City's future housing, community, and economic development needs. All of the comments from the Community Needs Assessment Survey, which was conducted in 2020, were reviewed and categorized into common or recurring themes in order to help establish funding priorities and goals.

This Plan also outlines a strategy for implementing the goals and objectives identified in the Plan. The City will utilize CDBG funds to leverage other public and private investments to implement priority goals.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CLEARFIELD	Legal Department

Table 1 – Responsible Agencies

Narrative (optional)

Clearfield City's Community Development Department is the lead agency for preparing and administering the Consolidated Plan, One Year Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER). Beginning the 2021-2022 Program Year, the Clearfield City Legal Department will be the lead agency for administration of the Clearfield City Community Development Block Grant program.

Consolidated Plan Public Contact Information

CURRENT CONTACT
Clearfield City Corporation
Legal Department
55 South State Street
Clearfield, UT 84015
Telephone: (801)525-2777
Email: melissa.kometscher@clearfieldcity.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City encourages a high level of agency consultation in an effort to best identify and address priority needs. This process ensures the participation of nonprofit organizations and private citizens along with public agencies in a collaborative effort. The City, in consultation with local partners, prioritized the community's needs.

The City of Clearfield conducted outreach and consultation efforts with citizens, local municipal officials, non-profit agencies, public housing agencies, governmental agencies, private organizations, and the Continuum of Care in preparing this Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

In order to enhance coordination efforts between the City and the public housing providers, private industry, governmental health, mental health, and other service agencies, the City sought their feedback and suggestions. The City incorporated these suggestions into the Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Clearfield City is part of the Balance of State Continuum of Care. The City is supportive of existing and future efforts and activities that are accomplished through the following service providers that address the needs of homeless persons: Balance of State Continuum of Care, Family Connection Center, and the Davis Community Housing Authority. One such effort is the Regional Coordinated Assessment Plan. The plan allows for a coordinated effort among providers in order to prioritize the needs of their clients across organizational boundaries. Each provider uses the same assessment tool when individuals and families are in need of services. All persons are assessed by acuity. Those persons with the highest need, or that have the most vulnerability, are prioritized. Those with the highest priority of need are given the first opportunity to receive housing with supportive services. The providers in Davis County that currently participate include: Family Connection Center, Safe Harbor, Davis Behavioral Health, and the Davis Community Housing Authority.

Clearfield City does not operate any homeless facilities or provide homeless services directly. However, in addition to the efforts above, the City supports the programs and

facilities offered by other local and state agencies through sales tax re-distribution. The City levies 1% sales and use tax on all transactions in the City. The state withholds a small portion of this tax from Clearfield City to be distributed for the benefit of emergency food and shelter programs. Additionally, the City participates in the County's Local Homeless Coordinating Committee (LHCC) meetings. This will help ensure that local and regional goals and objectives are met, efforts are not duplicated, and communication is improved.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Clearfield City does not receive ESG funds.

In Utah, membership of the Balance of State Continuum of Care (of which Davis County is a member) is comprised of Local Homeless Coordinating Councils (LHCC) of which Clearfield City participates. Each region's LHCC is inclusive of stakeholders committed to the goal of ending homelessness. These include prevention, outreach, shelter, housing providers, ESG recipients and funders, faith organizations, government agencies, and law enforcement. Needs, service trends, HMIS and PIT data, HEARTH requirements, and goals are also discussed. CoC priorities and goals are discussed and information is provided to CoC leadership to incorporate into CoC wide plans. CoC staff provide training and support to the LHCCs to ensure that the makeup of the Council is reflective of the local community.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Refer to table 2 below.

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	DAVIS COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Davis County Housing Authority (DCHA), is a Public Housing Authority (PHA), that has served the Davis County community since 1972. DCHA administers a wide variety of programs in a continuing effort to meet our local need for affordable housing. They own and manage several apartment complexes and single-family dwellings throughout the county, as well as administer federal housing programs for the Department of Housing and Urban Development (HUD), including the Public Housing program and Section 8 Housing Choice Vouchers. DCHA coordinates with community partners in actively seeking solutions to address the needs of individuals and families experiencing homelessness in our community. City representatives communicate regularly regarding the City's CDBG program. DCHA is a subrecipient of the Housing Rehabilitation Program and the Downpayment Assistance Program.
2	**Agency/Group/Organization**	Balance of State Continuum of Care
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless Other government - State Continuum of Care

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth HOPWA Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives to discuss the Market Analysis and Needs Assessment portions of the Consolidated Plan. The City works continues to work closely with the Davis County Local Homeless Coordinating Committee.
3	**Agency/Group/Organization**	Davis County Health Department
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Davis County Health Department provided key information for the Market Analysis, insight into the needs of low- and moderate-income residents, and data on the County's Health Plan.
4	**Agency/Group/Organization**	Davis County Chamber of Commerce
	Agency/Group/Organization Type	Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Davis County Chamber of Commerce provided information on the economic development initiatives within the county, the needs of business owners, and the forecast for future development within the region.

5	**Agency/Group/Organization**	Hill Airforce Base
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment Services - Victims Other government - Federal Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Hill Air Force Based provided information on the housing resources that are available on-base and the challenges that airmen face when they look to find housing in the community. Additionally, Hill Air Force Base provided information on their mental health, domestic violence, health clinics, and general information on resources available on the base.
6	**Agency/Group/Organization**	CLEARFIELD
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Service-Fair Housing Services - Victims Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local Planning organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed with the City of Clearfield's Victims' Services team the available resources and support that is available through the City, police, and local non-profits for families experiencing domestic violence. City of Clearfield provided information on the need for broadband buildout in the community and the planned buildout of Utopia Fiber. They City also provided documents on the planning for natural disasters and flood prone areas.
7	**Agency/Group/Organization**	Archway Youth Services
	Agency/Group/Organization Type	Services-Children Child Welfare Agency Publicly Funded Institution/System of Care Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed with Archway Youth Services the resources that are available to families and children who are in crisis. Archway Youth Services is a part of Utah Department of Human Services, Juvenile Justice Services. Services provided include: detention, long term secure care, case management, and day skills intervention.

8	**Agency/Group/Organization**	DAVIS BEHAVIORAL HEALTH
	Agency/Group/Organization Type	Health Agency Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Davis Behavioral Health began in 1972 as a Davis County mental health agency and later incorporated as a 501(c)(3) non-profit. Davis Behavioral Health provides mental and behavioral health assistance to roughly 10,000 deserving individuals who have the courage to seek help.
9	**Agency/Group/Organization**	FAMILY CONNECTION CENTER
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Family Connection Center provides a (1) crisis respite nursery, (2) parent education, (3) therapy. 24-hour Crisis/Respite Nurseries provide free and confidential emergency care day and night for children 0-11 years of age for parents in distress, giving children a safe haven while parents work to create a more stable, healthy home environment. Family Support Case Management focuses on the prevention of crisis in at-risk families through weekly visits and parent education classes, providing parenting skills, training and literacy enhancement leading to family stability and children's educational success. Therapy services provide free counseling treatment to families dealing with domestic violence, child abuse and other traumas to improve mental health, strengthen relationships, enhance functioning, and prevent re-victimization
10	**Agency/Group/Organization**	SAFE HARBOR
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Safe Harbor, a non-profit organization, provides shelter, supportive services and advocacy to survivors of domestic violence and sexual assault, as well as education, awareness and resources to our community.

Identify any Agency Types not consulted and provide rationale for not consulting

The City worked to consult with all agencies that are required for the Consolidated Plan process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Utah Balance of State, Continuum of Care	State of Utah Strategic Plan on Homelessness (2019). The goals of the Strategic Plan on Homelessness are (1) To make homelessness rare (2) To make homelessness brief (3) To make homelessness non-recurring (4) Collaboratively. (5) To address homelessness in all of Utah. The City of Clearfield's Consolidated Plan goals align with these goals. They City is working with Safe Harbor Crisis Center to help support domestic violence survivors and to ensure that they have access to permanent housing. The City works collaboratively with the City's in the region and Davis County to help ensure that the economic development, transportation, and other initiatives are done in a concerted way to benefit all residents.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Citizen participation includes actively encouraging citizens, particularly the low and moderate-income population, to participate in the planning process for the five-year Consolidated Plan, the Annual Action Plan, the submission of Substantial Amendments and the development of the Consolidated Annual Performance Report (CAPER). All notices of public meetings relating to this process are published in the local newspaper prior to the public meeting. The Consolidated Plan and First-Year Action Plan draft was posted on the city's website, made known to grant sub-recipients, made available at the customer service center, and noticed in the local newspaper according to HUD guidelines.

All public meetings are held in a location convenient to residents, particularly those who are potential or actual beneficiaries. Meetings are held at times to provide maximum flexibility for an array of citizen schedules. Attention is given to ensure meeting times increase the probability of maximum citizen participation.

Citizen participation played a vital role in the needs assessment, market analysis, and the construction of the goals and priorities featured in the Consolidated Plan. The City provided two surveys to residents to gather input on the Consolidated Plan process and the updated Assessment of Impediments to Fair and Affordable Housing (AI). The Consolidated Plan survey had 286 responses and the AI survey had 741 responses.

Additionally, the Consolidated Plan and Action Plan can be made available, upon request, in Spanish. All Public Hearings and Comment Periods are advertised in the local newspaper of general circulation. The City held a 30-day comment period from June 7, 2020 - July 14, 2020.

Citizen Participation Outreach

See table 4 below.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	The Consolidated Plan and First-Year Action Plan draft was posted on the city's website, made known to grant sub-recipients, made available at the customer service center, and noticed in the local newspaper according to HUD guidelines. The public comment period ran from June 9, 2020 - July 14, 2020.	No Comments were received.	The City accept and records all comments. No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Housing Survey	Non-targeted/broad community	The City utilized a housing survey to gather input from residents on the priorities, goals, and activities for the Consolidated Plan. The City received 286 unique responses.	All comments and data from the survey was received and recorded.	All comments and data from the survey was received and recorded.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Housing Survey	Non-targeted/broad community	City utilized a Fair Housing survey to gather input from residents on access to fair and affordable housing. Data was utilized for the City's updated Assessment to Fair and Affordable Housing but also help inform the Consolidated Plan process. The City received 741 unique responses.	All comments and data from the survey was received and recorded.	All comments and data from the survey was received and recorded.	
4	Public Hearing	Non-targeted/broad community	Public hearing was held on July 7, 2020.	No Comments were received.	The City accept and records all comments. No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	Public hearing was held on July 14, 2020.	No Comments were received.	The City accept and records all comments. No comments were received.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The following anticipated resources from the CDBG program will be available during the 2021-2022

program year.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	209,997~~2 06,947~~	30,349~~0~~	118,114.61 ~~120,467.36~~	358,460.61 ~~327,414.36~~	671,417	It is difficult to project the amount of future CDBG funding. However, based on past funding appropriations, the City can expect to receive about $200,000 per year.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Though matching funds are not required in order to receive CDBG dollars the public service projects leverage additional resources. See below for a more detailed description of the funding resources.

Open Doors total project cost for the Circles Program is $351,405. Open Doors will leverage the $14,042 Clearfield CDBG dollars with $22,000 from State programs, $44,000 from Cities and $260,000 from private donors. In all, Open Doors leveraged $326,000 in additional resources.

Open Doors total project cost for the playground improvements is $52,333. Open Doors will leverage the $10,000 Clearfield CDBG dollars with $25,000 from Davis County, $10,000 from Layton City, $5,000 from the Department of Workforce Services, TANF grant funding, and $2,333 from private donors. In all, Open Doors leveraged $42,333.

Davis Community Learning Center's total project cost is $24,741.74 and the Clearfield CDBG program will fund $12,000 of the project. The additional funding will need to be leveraged with other sources or the scope of project will be adjusted to fit in with the funding amount.

Safe Harbor's total project cost is $43,243. Safe Harbor will leverage the $5,000 Clearfield CDBG dollars with $11,567.82 from other federal sources, $13,809.64 from the State of Utah, $4,152.20 from other Cities, $10,642.58 from private donors, and $10,875.43 will be others. In all Safe Harbor leveraged $51,047.67 in additional resources.

In all, the leveraged resources totaled $419,380.67.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

Not Applicable

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Affordability and Rehabilitation	2020	2024	Affordable Housing	Citywide	Provide Decent Housing Create a Suitable Living Environment	CDBG: $244,983.36	Homeowner Housing Rehabilitated: 20 Households Assisted Direct Financial Assistance to Homebuyers: 20 Households Assisted
2	Facility Improvements	2020	2024	Non-Housing Community Development	Citywide	Create a Suitable Living Environment	CDBG: $10,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 210 Children

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Services	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs	Citywide	Provide Decent Housing Create a Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: $31,287	Public service activities other than Low/Moderate Income Housing Benefit: 680 Persons
4	Administration	2020	2024	Program Administration	Citywide	Provide Decent Housing Create a Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: $41,716	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	**Housing Affordability and Rehabilitation**
	Goal Description	**The City will continue to revitalize the community through helping to increase the availability of decent, affordable housing.** • The City will continue to fund the rehab of housing occupied by LMI households and other activities that provide affordable housing to residents. • The City will help support LMI households to have stable, safe, and affordable housing. The City will help support home ownership assistance for LMI homebuyers. **Outcomes** • The housing rehabilitation program is anticipated to assist 20 households during the program year. • The down payment assistance program is also anticipated to assist 20 households during the program year. • The households assisted will qualify as low – and moderate-income households.
2	**Goal Name**	**Facility Improvements**

	Goal Description	**The City is in continual need of updating its infrastructure, which includes ADA improvements, sidewalks, trails, curb, gutter, parks, water/sewer lines, and other projects eligible under this designation.** **Outcomes** • Clearfield City will assist Open Doors with playground improvements for the Family Support Program located in Clearfield off 1450 South.
3	**Goal Name**	**Public Services**
	Goal Description	**The City will continue to support the public services providers that provide a range of benefit to City residents that provide a wide range of benefits to City residents. Some of these services may include case management and supportive services to single, low-income persons; supporting the domestic violence shelter, and community learning.** **Outcomes** • Open Doors – Circles Program anticipates assisting 180 individuals and families. Individuals and families will receive course training in job skills, financial literacy, etc. • Davis Community Learning Center anticipates benefitting 400 people through the funding of two resource coordinators (family support specialists). The project will assist with the administrative expenses for providing ESL, GED Completion, parent involvement classes, citizenship, and computer classes. The support specialists also connect families with food and clothing resources for those families in need of help. • Safe Harbor anticipates providing services to 100 persons and families experiencing domestic violence.
4	**Goal Name**	**Administration**

	Goal Description	**Program administration may include planning, general program administration, indirect costs, public information, fair housing activities, submission of applications for Federal Programs, CDBG funding of administrative costs, and other eligible expenses under program administration.**

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Through the Housing Rehabilitation the City estimates the following families to be served based upon the previous program year results:

Extremely Low -Income: 1

Low-Income: 4

Moderate-Income: 15

AP-35 Projects – 91.220(d)

Introduction

The following projects will be funded in 2021 using CDBG dollars:

- **Open Doors - $14,042** Circles Program for low-income families to obtain job skills.
- **Davis Community Learning Center - $12,000** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS work directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - $5,000** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Open Doors - $10,000** These funds are to support upgrades to the Family Support Program playground. Funds are also being provided by Davis County and Layton City for the upgrades.
- **Housing Rehabilitation -** $210,680.61 ~~$122,492~~ Funds will be used towards a housing rehabilitation program for Clearfield residents.
- **Down Payment Assistance -** ~~$35,000~~~~$122,491.36~~ **–** Funds will be used towards the down payment assistance program for Clearfield residents.
- **Administration - $41,389** Administrative expenses for staffing, noticing, and advertising of programs.

#	Project
1	Open Doors Circles Program
2	Davis Community Learning Center
3	Safe Harbor
4	Open Doors Playground Improvements
5	Housing Rehabilitation
6	Down Payment Assistance
7	Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

The funding priorities have not changed from those outlined in the Strategic Plan. The City does not foresee any obstacles in addressing the needs of the underserved.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	**Project Name**	Open Doors Circles Peer Mentoring
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $14,042
	Description	Open Doors Circles Program aids low-income individuals to carry out community economic development through job training and teaching job retention skills. The Circles Program supports low-income families and individuals with the relationship, confidence, and knowledge required to reach financial stability. The program connects community members with low-income families and individuals on their journey out of poverty. This is done by providing classes: teaching job skills, financial literacy, and how to survive not utilizing social services.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The program intends to provide support for 180 individuals and families. A new cohort of 20 individuals begins every three months.
	Location Description	525 East 200 South and 1360 East 1450 South, Clearfield, Utah

	Planned Activities	Individuals/families will be assisted by receiving course training in job skills, financial literacy, etc.
2	**Project Name**	Davis Community Learning Center
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Job Creation and Retention Public Services Case Management and Supportive Services
	Funding	CDBG: $12,000
	Description	The Davis Community Learning Center project will fund the salaries of two volunteer and resource coordinators at Wasatch and Holt Elementary schools, both Title 1 schools. The project will assist with the administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. - (05 Public Services General)
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The Davis Community Learning Center expects to assist 400 people through this program.
	Location Description	Holt and Wasatch Elementary Schools

	Planned Activities	The project will fund two resource coordinators, one at Holt Elementary School and one at Wasatch Elementary School. Schools are Title 1 schools, Holt elementary is a "focus" school that struggles academically and was the lowest performing elementary school in the district in FY2013. The coordinators will work to support the families in crisis and increase volunteerism. They will connect families in need or crisis with various resources in the community and then follow-up with the clients to ensure they received the right services. They will work closely with the school principals to identify the needs of the families. They will provide the following services to low-income students and families: tutoring, assisting with after-school programs, tutoring English as a second language, Sub for Santa program, collection and distribution of coats, backpacks, school supplies, shoes, etc.
3	**Project Name**	Safe Harbor
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $5,000
	Description	The Safe Harbor project will provide funds that will allow for case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence. - (05G Battered and Abused Spouses)
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Safe Harbor expects to assist 100 persons during the program year.

	Location Description	Crisis Center, 660 West Mutton Hollow Road, Kaysville, Utah
	Planned Activities	Safe Harbor will use the CDBG funds to offer support services, shelter, intervention, and education to victims of domestic violence. The Center's clients will have access to the following services: protective shelter, case management, psycho-educational groups, 24-hour crisis services, safety planning, outreach services, children's services, food, clothing, and all other services that the Center offers designed to assist in ending the cycle of domestic violence.
4	**Project Name**	Open Doors Playground Improvements
	Target Area	
	Goals Supported	Facility Improvements
	Needs Addressed	Facility Improvements
	Funding	CDBG: $10,000
	Description	The City will assist Open Doors with the playground improvements needed for the Family Support Program.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Open Doors anticipates that 210 children will benefit from the playground upgrades.
	Location Description	Clearfield City
	Planned Activities	The Family Support Program assists families with crisis/respite nursery needs.
5	**Project Name**	Housing Rehabilitation
	Target Area	

	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: $210,680.61~~$122,492.00~~
	Description	The City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The housing rehab program is expected to assist 20 households during the program year.
	Location Description	Clearfield City
	Planned Activities	The program will assist local residents in the rehabilitation of their homes for public safety purposes and aesthetic appeal.
6	**Project Name**	Down Payment Assistance
	Target Area	
	Goals Supported	Housing Opportunity
	Needs Addressed	Affordable Housing - Extremely and Very Low Income
	Funding	CDBG: $35,000~~$122,491.36~~
	Description	Clearfield City will contract with the Davis Community Housing authority for administration of the down payment assistance program. CDBG funds are leveraged with funds of homebuyers for a low to moderate income family.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	Clearfield City expects to serve 15 household through this program.
	Location Description	Clearfield City
	Planned Activities	Clearfield City will use funds to aid in the purchase of homes for qualified low-mod income families.
7	**Project Name**	CDBG Administration
	Target Area	
	Goals Supported	Planning/Administration of CDBG Program
	Needs Addressed	
	Funding	CDBG: $41,389
	Description	Clearfield City will use CDBG funds to cover the planning and administrative expenses related to administering the CDBG program.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Clearfield City will allocate $41,389 to cover the planning and administrative expenses related to administering the CDBG program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City did not identify a geographic target area as a basis for funding allocation priorities.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City did not identify a geographic target area as a basis for funding allocation priorities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Clearfield City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services. This program is not reflected below as the services will not support rental assistance, nor the acquisition of units, new units, or rehabilitation of units.

One Year Goals for the Number of Households to be Supported	
Homeless	100
Non-Homeless	0
Special-Needs	0
Total	100

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	20

Table 12 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

Clearfield City does not have action items planned in 2021 to address public housing needs.

Actions planned during the next year to address the needs to public housing.

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership.

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.

Not applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City would like to work closely with and collaborate with the region's Local Homeless Coordinating Council and Continuum of Care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including.

See below for the specific actions that the City will take to reduce and end homelessness.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The homeless person Point in Time Count, which was completed in January 2020, shows the total headcount as 82, during 2019 the total headcount was 61 and in 2018 it was 63. Therefore, the total headcount has been consistent with a slight increase during the past three years. Although the latest count was in January 2020, this was prior to the COVID 19 pandemic, so the increase could not be attributed to the pandemic. The Davis County section of the 2020 State of Utah Annual Report on Homelessness is the basis of this information. Over the next year, City staff may coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.

Addressing the emergency shelter and transitional housing needs of homeless persons

Victims of domestic violence are the primary type of person in need of an emergency shelter and transitional housing. Therefore, the City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population. In addition to the services provided by Safe Harbor, the Legal Department's Victim Advocate and Housing Advocate will continue to work together to address shelter and housing needs for those they come in contact with.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and

unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Clearfield City will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. The City will continue its efforts with victim advocacy and housing advocacy to help prevent homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Clearfield City will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2021 funding toward this activity.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The following barriers have been identified via conversation with the local public housing authority as well as based on data from the Regional Analysis of Impediments to Fair Housing Choice - Davis County and the City's former consolidated plan.

- The current Redevelopment Agency policy no longer requires that new developments include an affordable housing piece. Only one of the three RDA programs, the Urban Renewal Areas (URA) program, whose purpose is to remove blight sets aside a portion of the tax increment financing for affordable housing.
- The City's current ordinance does not allow for group homes, nursing homes, accessory dwelling units, or single room occupancy units.
- The City does not have a standard or requirement for new housing to be accessible, i.e. accessible or 'visit-able' by persons with disabilities.

The City's Good Landlord program has pros and cons. The program gives discounts on a required rental license to landlords that participate in "good landlord" training. The training provides information on fair housing topics and laws. However, some view the program as an impediment for certain persons to not receive fair housing opportunities, such as persons convicted of crimes.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In 2017 the City Council of Clearfield approved and adopted the Clearfield City Downtown Small Area Plan as a part of a long- term strategy for revitalizing the downtown area of the City. This regulatory change paved the way for new construction in housing options, and commercial space and office space all in an accessible manner. The downtown area has been rezoned to the following Form Based Code zoning designations that will continue to reduce, mitigate, and eliminate barriers to housing. The zoning that has been implemented along the corridor allows for and encourages the mixing of uses and increases densities along the State Street (SR 126) corridor. The City is currently exploring regulations for the use of Accessory Dwelling Units and continues to allow for Flag Lot development and residential infill subdivisions in all single-family residential zones. In addition, the City continues to allow for high density multi-family projects close to transit opportunities, and

along major corridors, that include pedestrian and multi-modal components.

The City Council has adopted or modified several ordinances to encourage moderate income housing. The single most important modification has been the addition of Form Based Code's zones which allow for higher density housing along the transportation corridors and other larger project-based developments. Clearfield City is considering an accessory dwelling unit code to allow for more dwelling units throughout the City in single family residentially zoned areas. The City currently provides tax dollars to incentivize diverse housing types, which in turn increases affordability options for a larger range of people. One unique characteristic to Clearfield City is a lack of market-rate multi-family developments. One of the recently completed projects known as City Centre, is a market rate development that is for rent. As of the end of July 2018, the development has an occupancy rate of ninety-eight percent (98%). The City has several other projects that are under constructions or will be constructed in the next 12-18 months that are rental products at market rates. With the addition of market-rate and affordable housing projects under construction, the City will provide a variety of housing options, including townhomes, apartments, and condominiums. The City collaborated for the construction of a single-family home with Have a Heart, a nonprofit foundation for the benefit of a single low-moderate income family. The City's current zoning includes several zones to encourage a mixture of uses without residential density limits or height restrictions. Since 2014, Clearfield City has permitted and/or approved over 750 multi-family units, including 1, 2, and 3-bedroom apartments, condos, and townhomes. These units are all located within walking distance to major transit corridors (bus lines). City staff continues to promote commercial development to serve these residential areas as well. The City also recently purchased a mobile home park for the purpose of infill/redevelopment. Clearfield has targeted the two (2) underserved census tracts for reinvestment activities such as rehabilitation and, as necessary, demolition of vacant housing and the construction of replacement housing. These areas are located along SR-126 (State/Main) that run through the heart of the City.

The City has continued to work collaboratively with other communities by serving on regional planning committees addressing moderate income housing needs, transit, and future growth along the Wasatch Front. The City will also continue to collaborate with the Utah League of Cities and Towns, Envision Utah, and the Wasatch Front Regional Council on these issues.

Discussion:

The City does not have specific programs that deal with affordable housing, but rather has implemented programs to maintain current housing stock within the City. Additionally, the City is pursuing or is interested in pursuing programs to meet the demands for housing in the city. Being open to new programs to expand housing choices, while maintain current stock will help Clearfield to the meet existing and future needs. Below is a list of programs

currently being utilized by the City.

AP-85 Other Actions – 91.220(k)

Introduction

The City plans to undertake the following activities in order to carry out the strategies outlined in the plan.

- Review the results from the AI and work toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population.
- Work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.
- Continue investing in the improvement and rehabilitation of older housing stock.
- Work toward creating more housing opportunities throughout the City to ensure housing is available to persons no matter their life cycles.
- Fund Open Doors which will allow the center to provide emergency food and case management to at-risk and low income families along with financial and work related training.
- Fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary.
- Fund Safe Harbor in order to provide case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
- Reach out to the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, Open Doors, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources.

Actions planned to address obstacles to meeting underserved needs

Clearfield City updated its Analysis of Impediments in 2020. The City is reviewing the results from the AI and working toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population. Additionally, the Community Development Department will work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.

Clearfield Moderate Income Housing Plan

The Housing Element of the City's General Plan is required to be updated every five years. This update also is in conformance with the new requirements imposed by SB 34, which was passed by the Utah State Legislature in their 2019 Session. Such mandate requires cities to facilitate a reasonable opportunity for a variety of housing, including moderate income housing.

The City has identified a list of identified programs or policies identified as "potential

housing tools" which may be useful for future development of housing within the City.

Bonding for Infrastructure Development - Some communities use this tool to accelerate installation of or reconstruction of above and underground utilities and infrastructure (implements Goal #1-4).

Density Bonus - Density bonus programs can be a resource used by developers to leverage additional density than current zoning ordinances allow, they are also commonly used to complement the use of (LIHTC) low-income housing tax credits. A density bonus can provide an increase in the number of dwelling units per acre, overall height, or floor area ratio with the ultimate goal of more units being built on a single parcel. Density programs can allow for a percentage of increase in baseline permitted density in exchange for affordable housing units (implements Goal #1-3).

Accessory Dwelling Units (ADU) - This would be a valuable option for those who desire to age in place, or others in need of income in the past the prime of their wage-earning years. The zoning code currently prohibits accessory dwelling units (ADU) in all residential zones. Within the past year the City studied the idea of allowing ADUs, however, concerns over cost of conversion given the construction codes for adding a small dwelling unit to an existing home seemed problematic. Additionally, the parking demand for both the primary and ADU raised potential concerns. Allowing for ADUs in single family residents could be used as a strategy to increase the supply of affordable rental housing, by allowing those owning homes an option to use under-utilized portions of their property.

Actions planned to foster and maintain affordable housing

The City will continue investing in the improvement and rehabilitation of older housing stock, both owner and renter occupied households. The City will also work toward creating more housing opportunities throughout the City to ensure housing is available to persons no matter their life cycles.

The City does not have specific programs that deal with affordable housing, but rather has implemented programs to maintain current housing stock within the City. Additionally, the City is pursuing or is interested in pursuing programs to meet the demands for housing in the city. Being open to new programs to expand housing choices, while maintain current stock will help Clearfield to the meet existing and future needs. Below is a list of programs currently being utilized by the City.

Good Landlord Program - Clearfield City began this program in 2008. All landlords are required to obtain a rental license for their residential properties. They can choose to join the Good Landlord Program, but it is not mandatory. However, there are some benefits to joining such as: reduced licensing fee, and notification of police calls to their rentals. In

addition, they must attend a Good Landlord training class every two years as well as review a training presentation online. If they choose to join the program, they must submit a signed Good Landlord Program Agreement.

Community Development Block Grant (CDBG) Programs - The Davis County Housing Authority assists the City with the implementation and management of this program. Through CDBG funding, matching grants can be provided to qualifying households within the City. The City's housing rehab programs help low- to moderate-income residents stay in their homes while also preserving the character of the City's neighborhoods.

Housing Rehab - Homeowners can receive up to $8,000 to correct present home problems, accessibility modifications, code violations of health and safety concerns and/or energy improvements.

Emergency Home Repair - Clearfield City has established the Emergency Home Repair (EHR) Program to provide lower income homeowners up to $3,000 in grant money to immediately correct an emergency condition that presents an imminent danger to health and safety of the occupants.

Down Payment Assistance - This program is administered by Davis Community Housing Authority, a nonprofit organization. The agency provides a set amount of money (predetermined by the City of Clearfield) to qualified homebuyers. Homebuyers can use the money to cover their down payment or closing costs. Participants of the program are required to agree to a term of residency in the home and is required to use it as their principal residence.

Low-Income Housing Tax Credits (LIHTC) - LIHTC is a federal low-income housing tax credit program that will provide a subsidy for the construction of affordable rental units serving residents at 60% area median income or below. Developers can utilize a 4% IRS credit. The Utah Housing Corporation manages the LIHTC program in Utah and ensures compliance with IRS requirements and long-term deed restrictions. LIHTC has been a successful tool used on a national and local level to build and sustain the moderate-income housing stock (implements Goal #1-3). • Land Acquisition - Many communities use land acquisition as a means to incentivize developers to create moderate-income housing stock. This tool creates a public-private partnership in which the City owns land and, through a competitive process, "grants" the land to a qualified developer to build a housing product that addresses the needs of the community. This program helps reduce the parcel purchase cost for the developer

Actions planned to reduce lead-based paint hazards

The City will reach out to the County Health Department to identify a one-year strategy that

could be implemented in 2021.

Actions planned to reduce the number of poverty-level families

The City will fund Open Doors which will allow the center to provide emergency food and case management to at-risk and low-income families. The funding will provide emergency assistance and educational efforts that will help youth, elderly, and low-income persons escape poverty and homelessness.

The City will also fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary. The resource coordinators will connect families in need or in crisis with various resources in the community. The coordinators will then follow up with the clients to ensure they received the services they needed. Some of the services include: tutoring, After School programs, tutoring English Language learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

Actions planned to develop institutional structure

The City is committed to continuing their education and understanding of HUD CDBG program funding. The City will continue to work with community stakeholders, area non-profits, residents, and City Council to ensure that funds are utilized in an efficient and effective manner. When reasonable, the City will send staff to training and participate in webinars. The City will continue to update and receive feedback from the City Council on the status of projects and the progress of meeting program goals. Institutional transparency and communication with the community are a top priority for all City projects. City staff will continue evaluating and improving programs to ensure the needs of the community are being met with the available funding and resources.

Actions planned to enhance coordination between public and private housing and social service agencies

In order to enhance the coordination between public and private housing and social service agencies, the City will reach out the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, Open Doors, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources. City staff will coordinate internally to identify programs and other resources that can be coordinated in order to achieve common goals.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Clearfield City plans to do the following actions in 2021:

- The City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services.
- The City staff will connect and coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.
- The City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.
- The City will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with service providers, the City does not plan to allocate 2021 funding toward this activity.
- Clearfield City will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2021 funding toward this activity.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0.00**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

Clearfield City's Down Payment Assistance Program

Administered by Davis Community Housing Authority

December 2021~~July 2020~~

The Davis Community Housing Authority (DCHA) will be administering Clearfield City's Down Payment Assistance (CCDP) funds. This program is a federally funded grant program that will assist qualified first time home buyers with a maximum grant amount, as needed, shall not exceed $7,500~~$5,000~~ to first time home buyers who are in need of assistance to purchase a home. The home must be a detached single family dwelling, townhome, or condominium. Other attached multiple-family residences are not eligible. ~~The home must be a detached single-family dwelling; townhomes, condominiums, and other attached multiple-family residences are not eligible.~~ The home must be located in Clearfield City and must be owner occupied.

Applicants must be at or below the applicable income limits and be first time home buyers. Definition of a first time home buyer is an individual, and his or her spouse who have not owned a home during the 3-year period ending on the date of purchase of property. The term first-time home buyer also includes a displaced homemaker or a single parent who has only owned a home with a spouse.

Applicants who meet the necessary qualifications will receive their grant on a first come, first serve basis. In order to qualify, the applicant must complete all requirements as outlined in the application instructions.

Grants from the CCDP shall not exceed $7,500~~$5,000~~, and will be awarded on a 1 to 1 matching ratio (i.e. a $1,000 match from the applicant will qualify for a $1,000 grant; and to qualify for the maximum $7,500~~$5,000~~ grant, the applicant must contribute $7,500~~$5,000~~). Applicants must contribute a minimum match of $1,000 of their own money towards the purchase of the home. Earnest money and any buyer pre-paid costs are considered applicant provided funds. The applicant provided funds must be reflected on the settlement statement.

As previously stated, the maximum grant that can be obtained from the CCDP is $7,500~~$5,000~~. These funds may only be used for 1) A maximum of ½ of required down payment; 2) Reasonable closing costs not paid by others, and/or 3) Required up-front mortgage insurance.

Repayment requirements: Any funds received through this program will be forgiven at a declining rate over a seven-year residency requirement period. During the required time of residency, 10% for each year of residency will be forgiven over a period of six years with the remaining 40% balance credited after the full seven years of residency is completed. To receive these credits, Buyer(s) will be required to provide proof of residency in the form of utility billings and property tax notices for each year. No credit will be awarded without proof of residency as described above.

The applicant must complete a Housing and Urban Development (HUD) approved homebuyer education class and provide a certificate of completion.

An applicant must receive an approved fixed-rate FHA, VA, or conventional loan. The applicant's Title Company or closing agent must be willing to execute and provide the DCHA with all the real estate documents. A list of instructions will be provided to the agency responsible for conducting the closing transaction. It is the applicant's responsibility to ensure that all documents are properly prepared and forwarded to the DCHA in a timely manner.

The grant provided through this program shall be repaid, to Clearfield City, by the buyer(s), as described above, if the buyer(s) sell, exchange, transfer title, obtain a second mortgage, or decide to refinance for any reason. All grants are non-assumable and no subordinations subsequent to initial financing. **Clearfield City must hold second priority trust deed on the property.** Exceptions: under some circumstances the home owner may qualify for refinancing, with prior authorization from the Clearfield City CDBG Coordinator.

A Visual Assessment must be completed by the DCHA on all homes for health and safety concerns, and for Lead Based Paint concerns for homes built prior to 1978, as outlined in "Attachment A", if the home was built prior to 1978 a representative from DCHA shall perform a Visual Assessment to determine whether there are deteriorated paint surfaces present that could be a potential hazard to occupants. If potential hazardous Lead Based Paint conditions exist, the Seller and/or Buyer must take actions to remove the hazardous conditions, pursuant to HUD guidelines. The Visual Assessment is required by the federal government in order to alert homebuyers to potential health and safety concerns as well as potential lead-based paint dangers prior to the closing. Federal funds may be withheld if certain problems exist and the seller and/or buyer do not wish to mitigate them. The seller or buyer, however, is free to complete the transaction without federal assistance. The homebuyer is encouraged to have a professional inspection regardless of the visual assessment conducted by the DCHA. The visual assessment is not intended to determine the nature and extent of health and safety problems, nor does it determine if unseen problems exist in the home.

Clearfield City's Down Payment Assistance
Eligibility Criteria

1. Complete all of the attached CCDP application instructions.

2. Applicant's total annual household income must be equal to or less than 80% of the current area median income as established by HUD. Gross income from **all** household members 18 years or older is counted regardless of who is listed on the title and/or mortgage. Gross income is not limited to job earnings and includes all income such as self-employment, social security, child support, pensions, VA benefits, unemployment income, military pay, etc. Household income is calculated by "a snapshot" of current income at the time the application is submitted and projected for the next 12 months. All known and/or anticipated income that will be received during this time including bonuses, pay increases, etc. must be counted.

80% Area Median Income Limits (AMI) FY 2021*~~0~~

Household Size	Maximum Yearly Gross Income
1 Person	~~$48,350~~ $50,750
2 Person	~~$55,250~~ $58,000
3 Person	~~$62,150~~ $65,250
4 Person	~~$69,050~~ $72,500
5 Person	~~$74,600~~ $78,300
6 Person	~~$80,100~~ $84,100
7 Person	~~$85,650~~ $89,900
8 Person	~~$91,150~~ $95,700

*Income limits are established by HUD and change yearly. For the most up to date income limits visit https://www.huduser.gov/portal/datasets/il.html

3. Applicant(s) must be a U. S. Citizen or Permanent Resident Alien and be 18 years of age or older.

4. Must be a first-time homebuyer. A first-time home buyer is an individual, and his or her spouse who have not owned a home during the 3-year period ending on the date of purchase of property. The term first-time home buyer also includes a displaced homemaker or a single parent who has only owned a home with a spouse. The home shall also be owner occupied.

5. Eligible Boundaries: Within Clearfield City.

6. Eligible properties must be zoned for residential use only and are limited to a detached single- family dwelling; townhomes, condominiums, and other attached multiple-family residences are not eligible. New construction, including never-occupied homes are not eligible.

7. Grants from the CCDP shall not exceed $7,500~~$5,000~~, and will be awarded on a 1 to 1 matching ratio (i.e. a $1,000 match from the applicant will qualify for a $1,000 grant; and to qualify for the maximum $7,500~~$5,000~~ grant, the applicant must contribute $7,500~~$5,000~~). Applicants must contribute a minimum match of $1,000 of their own money towards the purchase of the home. Earnest money and any buyer pre-paid costs are considered applicant provided funds. The applicant provided funds must be reflected on the settlement statement.

8. Applicants who meet the eligibility requirements may receive grants, based on need, up to $7,500~~$5,000~~. The down payment assistance funds can only be used for:

   A. No more than ½ of the down payment required for the loan to purchase the home.
   B. Reasonable closing costs not covered by others.
   C. Up-front premium for mortgage insurance.

9. Any funds received from this program must be applied to the down payment and/or closing costs. Any funds received through this program will need to be repaid to Clearfield City if the owner moves within 7 years of the date of closing. During the required time of residency, 10% for each year of residency will be forgiven over a period of six years with the remaining 40% balance credited after the full seven years of residency is completed. To receive these credits, Buyer(s) will be required to provide proof of residency in the form of utility billings and property tax notices for each year. No credit will be awarded without proof of residency as described above.

10. The purchase of said property must not lead to the displacement of any individual other than the seller and his/her immediate family.

11. Applicant must secure a fixed rate FHA, VA, or conventional financing for property purchase. No variable rate, adjustable rate, interest only, balloon payment or 80/20 split will be allowed.

12. Real property must not exceed $400,000~~$325,000~~

13. A Visual Assessment must be completed by the DCHA on all homes for health and safety concerns and for Lead Based Paint concerns for homes built prior to 1978.

14. At least one applicant must complete a **HUD approved** buyer education course and provide a home buyer certificate of course completion. (See attached list of approved courses)

SIGNATURES

Davis Community Housing Authority:

_____ _____
Signature of DCHA Representative Date

_____
Name of DCHA Representative

Homebuyer(s):

_____ _____
Buyer Signature Date

_____
Buyer Name (Please Print)

_____ _____
Buyer Signature Date

_____
Buyer Name (Please Print)

Address of Property to be Purchased:

_____
Address

Clearfield, Utah, 84015
City, State, Zip

Clearfield City's Down Payment Assistance
Applicant Instructions

1. An applicant will be considered for the CCDP Program once they have entered into a contract with the seller and have submitted the following to the DCHA:

   A. Completed and signed CCDP Application, signed by all adult household members.

   B. Seller Affidavit attesting that purchasing the selected property does not lead to displacement of any current tenants.

   C. Copy of applicant's Real Estate Purchase Contract with Seller.

   D. Copy of previous year's tax return and four most current pay stubs and verification for any other source of income for applicant/co-applicant and any family member 18 years or older. If an applicant/co-applicant did not file a previous year's tax return, they must submit a letter stating why there was no tax return filed for the previous year.

   E. Signed and notarized First Time Homebuyer's Affidavit.

   F. Identification Documentation; a copy of birth certificate, passport, naturalization certificate, or resident alien card and valid Utah driver's license or identification card.

   G. Signed Program Summary Page.

   H. Signed Original Letter of Commitment.

   I. Completed Visual Assessment form.

2. Upon receipt, review and approval of the above, the DCHA upon request, will issue a Letter of Commitment. The applicant must also submit the following documents:

   A. A copy of the Preliminary Title Report stating property appears free and clear for sale to Applicant.

   B. The completed Lender Affidavit which states the lender agrees to the terms of the CCDP Program.

   C. The completed Preliminary Credit Approval form from the Lender, stating that the Applicant has received preliminary credit approval and information regarding verification of current income.

   D. Copy of Real Estate Appraisal.

   E. Homebuyer Education Certificate from a HUD approved course or counseling agency.

NOTE: **The DCHA must be informed of any participation by a co-owner, co-borrower or co-signer that will be participating in the purchase of the home whose name does not appear on the initial DCHA application. This must be done in writing, including name, relationship to applicant, and in what capacity they will be participating in the purchase. The DCHA must be informed and approve of their participation before closing.**

A representative of the DCHA must perform a Visual Assessment for the presence of health and safety concerns, and the presence of potential lead-based paint dangers in homes built prior to 1978. If any potentially hazardous lead based paint conditions exist, they must be mitigated (responsibility of Seller and/or Buyer) before the DCHA can approve. The procedure outlined in "Attachment A" must be followed.

3. Upon acceptance of the required documents, the DCHA will issue a check made payable to the Title Company, to be disbursed according to a letter of instruction. The DCHA must be notified at least 10 working days prior to the date of closing. After closing, the escrow agent is to return to the DCHA all the completed documents described in the Letter of Instruction to the Escrow Agent. These documents include:

   A. Promissory Note - This document states that the Applicant agrees to repay Clearfield City the grant amount if they should move, sell or refinance the property. Please note that the City will not subordinate to second mortgages.

   B. Trust Deed - This document states Clearfield City is a beneficiary whereby Clearfield City has a lien on the purchased property until the grant is repaid.

   C. Notice of Default - This document states that the first mortgage holder will notify Clearfield City if and when the Applicant defaults on payments and property goes to foreclosure.

   D. Copy of the final Title Report or copy of Title Insurance policy issued to Buyer.

If you have any questions or concerns regarding the application process, please call Mary Swanstrom at (801) 939-9198.

MAIL OR DELIVER DOCUMENTS TO: **OR** **EMAIL TO:**

Davis Community Housing Authority
P.O. Box 328
352 South 200 West Suite 1
Farmington, Utah 84025
FAX: 801-451-6484

shelly@daviscommunityhousing.com

Clearfield City's Down Payment Assistance Program (CCDP)
First Time Home Buyer Application

Primary Applicant Name: _____

Present Address: _____
Street Address City Zip Code

Phone: Home_____ Cell _____ Email _____

Co-Applicant Name: _____

Present Address: _____
(if different) Street Address City Zip Code

Phone: Home_____ Cell _____ Email _____

All additional person(s) who will occupy the property as their primary residence:

Name	Relationship	Social Security #	Age	UNITED STATES
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO
				❑ YES ❑ NO

The following information is for survey purposes only, and does not affect an Applicant's eligibility.

Is the head of household: ❑ Male ❑ Female Is any member of the household disabled?: ❑ Yes ❑ No

Ethnicity ❑ Hispanic or Latino or ❑ Not Hispanic or Latino

Race *(please check one or more of the following)***:**

❑ American Indian/Alaskan Native ❑ Asian ❑ Black/African American ❑ Native Hawaiian/Other Pacific Islander
❑ White

Monthly Gross Income

Source	Applicant	Co-Applicant	Other Household Member over 18	Total
Wages including overtime				
Commission/Tips/Bonuses				
Military Pay				
Net Business Income				
VA Benefits				
Social Security				
Pension/Retirement				
Alimony, Child Support				
Unemployment Benefits				
Workers Compensation				
Other				
TOTALS:				

I have fully disclosed all current household income of those 18 and older and all household members who will be full time residents in the subject property.

I have not owned a home in the past three years.
I am a United States citizen or have permanent resident status.
I understand I must live in the home for seven (7) years in order for the grant to be fully forgiven.
I have been pre-approved to purchase a home for $_____

I understand the grant is designed for first time home buyers who would not be able to purchase or afford a home without assistance and applicants must demonstrate a need for the grant funds. DCHA at its sole discretion may deny funds for applicants.

I have $_____to be used toward the purchase of the home.

Authorization of the Release of Information: *I authorize the release of any information, including documentation and other materials pertinent to the eligibility for participation in the Clearfield City Down Payment Assistance Program, which is being administered by the DCHA. Individuals from organizations that may release information include my lender, realtor and providers of my income.*

_____ _____

Applicant Signature Date Applicant Signature Date

Equal Opportunity

In accordance with the provisions of the Equal Opportunity Act and the Program's policies, there will be no discrimination against an applicant for these funds on the basis of age, source of income, sex, race, marital status, sexual orientation, national origin, religion or handicap.

I certify under penalty of perjury that the information in this application is true and correct to the best of my knowledge. I understand that false or misleading information may result in the rejection of this application.

Warning: *Section 1001 of Title 18 of the U.S. Code making it a criminal offense to make willful false statements or misrepresentations to any department or agency of the U.S. as the any matter within its jurisdiction.*

I hereby apply for a $_____ CCDP grant, which is administered by the Davis Community Housing Authority, to assist with the down payment and closing costs. I agree to comply with all terms and conditions related to the grant.

_____ _____

Applicant Signature Date Applicant Signature Date

Clearfield City's Down Payment Assistance Program (CCDP)

Property Information

The following information pertains to the property to be purchased.

Applicant:_____ Co-Applicant:_____

Property Address to be purchased: _____ Clearfield Utah
Street Address City State

Purchase Price: $_____ Appraised Value: $_____ Year home was built _____

Down Payment Amount from buyer(s): $_____

Name of Mortgage Company: _____ Phone Number: _____

Name of Loan Officer: _____ Estimated Closing Date:_____

Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, "Protect Your Family From Lead In Your Home", informing me of the potential risk of lead hazard exposure from a home built before January 1978.

_____ _____
Applicant Signature Date Applicant Signature Date

A representative of the DCHA must perform a visual assessment for the presence of health and safety concerns, and the presence of potential lead-based paint dangers in homes built prior to 1978.

The representative will be contacting the buyer's realtor to make arrangements to inspect the home. The inspection should take place at least a week prior to the closing date.

Please provide the information below:

Realtor:_____ Cell #:_____

Company Name:_____ Office #:_____

Home is currently occupied ❑ Home is vacant ❑

AFFIDAVIT OF FIRST-TIME HOMEBUYER

STATE OF UTAH)
: ss
COUNTY OF DAVIS)

AFFIANT, being first duly sworn, states and represents that:

1. Affiant is a first-time homebuyer* and has signed a Real Estate Purchase Contract to purchase the property located at:

_____ Clearfield _____
Street Address *City*

Definition of a first time home buyer is an individual, and his or her spouse who have not owned a home during the 3-year period ending on the date of purchase of property. The term first-time home buyer also includes a displaced homemaker or a single parent who has only owned a home with a spouse.

2. Affiant acknowledges that in order to qualify for these funds they must occupy the above-mentioned residence for a minimum of 7 years. During the required time of residency, 10% for each year of residency will be forgiven over a period of six years with the remaining 40% balance credited after the full seven years of residency is completed. To receive these credits, Buyer(s) will be required to provide proof of residency in the form of utility billings and property tax notices for each year. No credit will be awarded without proof of residency as described above.

_____ _____
Date *Signature of Affiant (Homebuyer)*

_____
Printed Name of Affiant (Homebuyer)

_____
Signature of Affiant (Homebuyer))

_____
Printed Name of Affiant (Homebuyer)

SUBSCRIBED and sworn to before me on this _____ day of_____, 20_____.

(Stamp) _____
Notary Public

CLEARFIELD CITY'S DOWN PAYMENT ASSISTANCE PROGRAM
LETTER OF COMMITMENT FROM DCHA

Whereas _____ have/has provided the following:
Buyer(s)

1. A completed Clearfield City grant application.
2. A copy of an executed purchase agreement for the purchase of a single family dwelling located within the eligible area.
3. A signed and notarized Seller Affidavit.
4. A copy of applicant's previous year's tax return and current pay stubs.
5. A signed and notarized First-Time Homebuyer Affidavit.
6. Documentation of Citizenship Status and Age.

And whereas the Davis Community Housing Authority has reviewed the application and found it to meet all program requirements, the Grantee hereby acknowledges application for a grant of $_____and agrees to adhere to the requirements and procedures specified in this letter. Signature of the closing documents for the purchase, including the Grantor's Trust Deed and Promissory Note, will constitute the Grantee's acceptance of the grant on the terms specified in this Letter of Commitment.

COMMITMENT

Subject to the Grantee's following all procedures described in this Letter of Commitment, and fulfilling all requirements described herein, and upon the execution of the Trust Deed, Promissory Note, Notice of Default and obtaining the execution of the Lender's Affidavit, the Grantor hereby agrees to provide a grant of $_____to the undersigned Grantee(s), and acknowledges that said property is located at:

	Clearfield	Utah	84015
Address	City	State	Zip

This commitment of grant funds shall terminate forty-five (45) days from the date of the Letter of Commitment.

REQUIREMENTS

1. Buyer shall have a period of forty-five (45) days from the date of the Letter of Commitment to close on the property. A fixed-rate FHA, VA or other conventional first mortgage financing shall be allowed. There shall be no seller financing.

2. After receiving this Letter of Commitment and before any funds can be released, the buyer(s) shall provide to the DCHA:

   a. A copy of a preliminary title report covering the property listed above.

      IF THIS IS TO BE A SPLIT CLOSING WITH TITLE COMPANIES, THE DAVIS COMMUNITY HOUSING AUTHORITY MUST BE GIVEN THE INFORMATION FOR BOTH THE SELLER'S AND THE BUYER'S TITLE COMPANIES.

   b. Preliminary credit approval from the lender and verification of current household income reflecting applicant's total household income does not exceed eligibility criteria.

   c. An executed Lender's Affidavit.

   d. A copy of the appraisal for the property to be purchased.

3. After receipt of the above listed documents, our office will require **10** business days before funds can be issued.

4. Before funds can be released the DCHA must complete a Visual Assessment of the home for the presence of lead based paint dangers in homes built prior to 1978.

5. At the time of closing the Buyer will be required to sign a Visual Assessment Disclaimer acknowledging that the DCHA accepts no responsibility for any problems disclosed or not disclosed in their Visual Assessment Report.

6. At the time of closing, title must be vested in fee simple interest of the buyer(s), and the Trust Deed and Notice of Default securing the interest of Clearfield City is properly recorded. **Clearfield City must hold second priority trust deed on the property.**

7. The grant provided by CCDP to the buyer(s) cannot exceed 50% of the down payment required for the loan to purchase the home. In addition to down payment assistance, the grant can be used for any closing costs not paid by others and/or the up-front mortgage insurance premiums. Grant funds cannot be used for loan reduction, realtor's commissions, cash back or to buy down points.

8. The grant provided by Clearfield City to the buyer(s) must be used by the buyer(s) for down payment and/or closing costs only. Home buyers must provide the remaining required down payment that is not provided by the CCDP grant. Buyers must contribute a minimum of $_____of personal funds toward the purchase of the home.

9. If the buyer(s) sell, exchange, transfer title, obtain a second mortgage, or cease using the purchased property as their primary residence, the grant funds provided shall be repaid to Clearfield City, based on the agreement.

10. The grant shall be disbursed at time of closing and duly recorded on the closing settlement statement. These funds shall only be disbursed after the Promissory Note, Trust Deed, Request for Notice of Default, and Visual Assessment Disclaimer Affidavit are executed and notarized.

11. The residence to be purchased must be zoned for residential use only and is limited to a detached single-family dwelling; townhomes, condominiums, and other attached multiple-family residences are not eligible.

12. The buyer(s) must occupy the property to be acquired as the buyer(s)' primary personal residence

13. No Member of the Board of Directors, staff member of the DCHA or Clearfield City shall have any interest in the transaction with the buyer(s).

SIGNATURES

Davis Community Housing Authority:

_____ _____
Jan Winborg Date
Executive Director

_____ _____
Shelly Pace Date
Rehab Specialist

Homebuyer(s):

_____ _____
Buyer Signature Date

_____
Buyer (Print Name)

_____ _____
Buyer Signature Date

_____
Buyer (Print Name)

Address of Property to be Purchased:

_____
Property Street Address

Clearfield, Utah 84015
City, State, Zip code

CLEARFIELD CITY'S DOWN PAYMENT ASSISTANCE
VISUAL ASSESSMENT FORM

Applicant:

Please provide the information listed below. A representative of the DCHA must perform a Visual Assessment for the presence of health and safety concerns, and the presence of potential lead-based paint dangers in homes built prior to 1978. **Year home was built _____ .**

Applicant is aware that a Davis Community Housing Authority representative will be contacting them or their realtor to make arrangements to inspect the home. The inspection should take place at least a week prior to the closing date.

Address of home to be purchased: _____
Street
Clearfield, UT 84015
City, State, Zip

Estimated Closing Date: _____

Applicant's Name: _____
Telephone #'s: Home _____
Work _____
Cell _____

Name of Homebuyer's Realtor: _____

Company Name: _____

Telephone #'s: Home _____
Work _____
Cell _____

Name of Seller's Realtor: _____

Company Name: _____

Telephone #'s: Home _____
Work _____
Cell _____

DATE: _____

CLEARFIELD CITY'S DOWN PAYMENT ASSISTANCE
AFFIDAVIT OF SELLER

STATE OF UTAH)
: ss
COUNTY OF DAVIS)

AFFIANT, being first duly sworn, states and represents that:

1. Affiant is the owner, or an interest holder in a partnership, or an officer and shareholder of a corporation, which owns property located at: _____ Clearfield, Utah
Street *City, State*
hereafter referred to as "the property".

2. Affiant has entered into an agreement to sell the property with:

_____
Buyer(s)

3. Affiant's purchaser has made application to the Davis Community Housing Authority (DCHA) to obtain a grant of $_____from the Clearfield City Down Payment Assistance Program to apply toward the purchase of the property.

4. Affiant is hereby notified that neither Clearfield City, DCHA nor the homebuyer has power of eminent domain and therefore, if negotiations fail to result in an amicable agreement, the DCHA and/or Clearfield City shall not acquire said property.

5. Affiant hereby acknowledges that the DCHA will be allowed to inspect the home if the home was built prior to 1978; the home will be inspected for the presence of lead based paint dangers.

6. Affiant, or the partnership or corporation which Affiant represents, currently owns and has owned the property for a period of _____months, _____ years.

7. Affiant represents that:

Other than the Affiant and Affiant's immediate family, no persons have resided at the property during the previous six or more months, OR,

If any person other than the Affiant and Affiant's immediate family has been a tenant residing at the property during the last six or more months, the tenancy of any such person in the property has not been terminated as a result of the planned sale to Affiant's purchaser.

Complete the table below for all individuals that have occupied the property or stored personal property there from ninety (90) days prior to the date of the purchase offer to the present date:

Last Name	First Name	Owner? Y/N	Currently residing at or utilizing the property? Y/N

8. As indicated in the purchase offer, no additional tenant may be permitted to occupy the property without first being issued a prospective tenant notice.

I hereby acknowledge my responsibilities under the preceding statement and declare the occupancy list to be accurate to the best of my knowledge and belief. I understand this information is submitted for the purpose of preventing conflict with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. If I fail to provide accurate occupancy information for the above mentioned property, Clearfield City may hold me liable for the cost of all relocation claims and legal costs relating to persons omitted from the occupancy list.

_____

Affiant Signature (Seller)

_____

Print Name

_____

Co-Affiant Signature (Co-Seller)

_____

Print Name

SUBSCRIBED and sworn to before me on this_____ day of _____, 20____.

(STAMP)

_____

NOTARY PUBLIC

PRELIMINARY CREDIT APPROVAL

To: Davis Community Housing Authority
P.O. Box 328, 352 South 200 West Suite 1
Farmington, Utah 84025

Re: _____ Date: _____
Buyer's Name(s)

The above named individual(s) has/have received preliminary credit approval to purchase a home located at:

Address	City	State
	Clearfield	Utah

The appraised value of the home is: $_____ ❑ Not Available at this time

The current household income for the above referenced Buyer(s), has been verified and the total gross annual household income has been calculated to be: $_____

The buyer (s) will provide $_____ (50% of required down payment, $1,000 minimum) of his/her own money toward the purchase of the above home. These funds must be documented by the buyer.

The grant amount requested is $_____

This preliminary credit approval is contingent on the Buyer(s) meeting all requirements of our lending institution for closing. The anticipated closing date is _____.

The buyer(s) above will be receiving the following type of loan interest rate:

Type of Loan: FHA ❑ VA ❑ Conventional ❑ Loan Interest Rate _____

Buyer's Title Company: _____ Phone_____

Address City State Zip

Seller's Title Company: _____ Phone_____

_____ _____
Lending Officer Signature *Name of Lending Institution*

_____ _____
Lending Officer - Print Name *Address*

_____ _____
Telephone *City* *Zip*

CLEARFIELD CITY'S DOWN PAYMENT ASSISTANCE
LENDER AFFIDAVIT

STATE OF Utah }
: ss
COUNTY OF Davis }

THE UNDERSIGNED OFFICER, BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT:

1. The Undersigned represents the Lender responsible for issuing the purchase money loan (in first position) for the purchase of the residence located at:

_____ Clearfield Utah ,
Street Address *City* *State*

and issued to _____ as Buyer (s).

2. The Undersigned has read the "Clearfield City Down Payment Assistance Program Summary" and Letter of Commitment executed between Davis Community Housing Authority, on behalf of Clearfield City, and the Buyer(s), with respect to the grant being made to help finance down payment and closing costs associated with the above residence.

_____
Name of Lending Institution

_____
Address

_____
Phone Number

_____
Signature of Lender's Representative

_____
Name of Lender's Representative *Title*

On the _____ day of _____, 20___, personally appeared before me _____, who being first duly sworn says that they executed the above instrument and that said person was authorized to make the representations by the above lending institution, and that said instrument was signed on behalf of the above lending institution.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Stamp) _____
Notary Public

HUD Approved Homebuyer Education Courses

Online Homebuyer Course

Community Development Corporation of Utah
http://www.cdcutah.org $75 fee

Utah State University Extension
http://extension.usu.edu/hbe/ $45 fee

Neighborhood Works Salt Lake
http://www.nwsaltlake.org $99 fee

Classroom Courses

Community Development Corporation of Utah
Check website for class schedules and locations
Salt Lake City, Utah 84105
Phone: 801-994-7222
www.cdcutah.org $50 fee

Utah State University Extension
501 East 1700 South
Various locations
Salt Lake City, Utah
Phone: 801-477-7391

Check website for schedule
http://extension.usu.edu/hbe $35 fee

ATTACHMENT A
Lead Based Paint Procedures

New regulations from the Department of Housing and Urban Development (HUD: 24 CFR Part 35 subpart K) require increased activities concerning possible lead based paint hazards in homes built before 1978. The primary reason why HUD and its grantees are addressing lead based paint hazards is to protect families and children. When deteriorated lead based paint surfaces are present, children under the age of 6 are in danger of being poisoned through the ingestion or inhalation of lead based paint dust, paint chips and/or lead based paint contaminated soil around the exterior of the home.

The following procedures are required for all homes built prior to 1978 before down payment assistance to a family purchasing such a home can be approved.

1- Notification
   a. Pamphlet and Disclosure.
   b. Notice of Lead Hazard Evaluation or Presumption, if applicable.
   c. Notice of Lead Hazard Reduction Activity.
   This printed information will be part of the initial application packet.

2- Lead Hazard Evaluation
   a. Visual Assessment.
   A visual assessment will be performed by DCHA personnel to determine whether there are deteriorated paint surfaces that could constitute a hazard to the occupants. Potentially hazardous paint surfaces are defined as more than 2 square feet of deteriorated surface on the interior of a home and more than 20 square feet of deteriorated surface on the exterior of a home. The cost to mitigate lead based paint problems will be the responsibility of the seller and/or buyer.

3- Lead Hazard Reduction
   a. Paint stabilization
   b. Safe Work Practices
   c. Clearance
   If a home fails the Visual Assessment, the deteriorated surfaces must be repaired and stabilized. This work must be performed by a State of Utah Certified Lead Based Paint Contractor using Safe Work Practices as required by HUD, the EPA and OSHA. Following the completion of Paint Stabilization, a Clearance Test must be completed by a Certified Lead Based Paint Inspector or Risk Assessor to verify that the stabilization work has been successful and that the home is clean of hazardous residues.

The home seller could choose to have the home tested to determine whether lead based paint is present. The DCHA will accept this test report if it is performed by a Certified Lead Based Paint Inspector or Risk Assessor following HUD guidelines. The cost for private testing will be solely the responsibility of the seller.

FILE CHECK LIST

√ - boxes below for submitted documents

INITIAL APPLICATION

	Completed & Signed Application		Real Estate Purchase Contract
	Latest Year Tax Return		Visual Assessment Form
	Current Pay Stubs		Copy of Birth Certificates (Adults Only)
	Other Income		Copy of Picture ID (Adults Only)
	Seller's Affidavit		Homebuyer Education Certificate
	First Time Homebuyer Affidavit		
	Program Summary Signature page		Co-Signer Documentation (if applicable)
	Letter of Commitment with buyer signature(s)		

SUPPORT DOCUMENTS

	Preliminary Credit Approval		**To be completed by Housing Authority**
	Lender Affidavit		Visual Inspection
	Preliminary Title Report		Environmental Review
	Copy of Appraisal		Property Tax Evaluation
			Lead Based Paint Pamphlet Given to Buyer
			Confirmation of lead-based paint pamphlet
			Year Home Built _____ Verified_____

STAFF REPORT

TO:	Mayor Shepherd and City Council Members
FROM:	Brad McIlrath, Senior Planner
MEETING DATE:	Tuesday, October 26, 2021
SUBJECT:	Discussion and Possible Action on **ZTA 2021-080040,** a zoning text amendment proposal by Clearfield City to amend development standards of the Downtown Clearfield Form Based Code. **Staff:** Brad McIlrath **(Legislative Matter).**

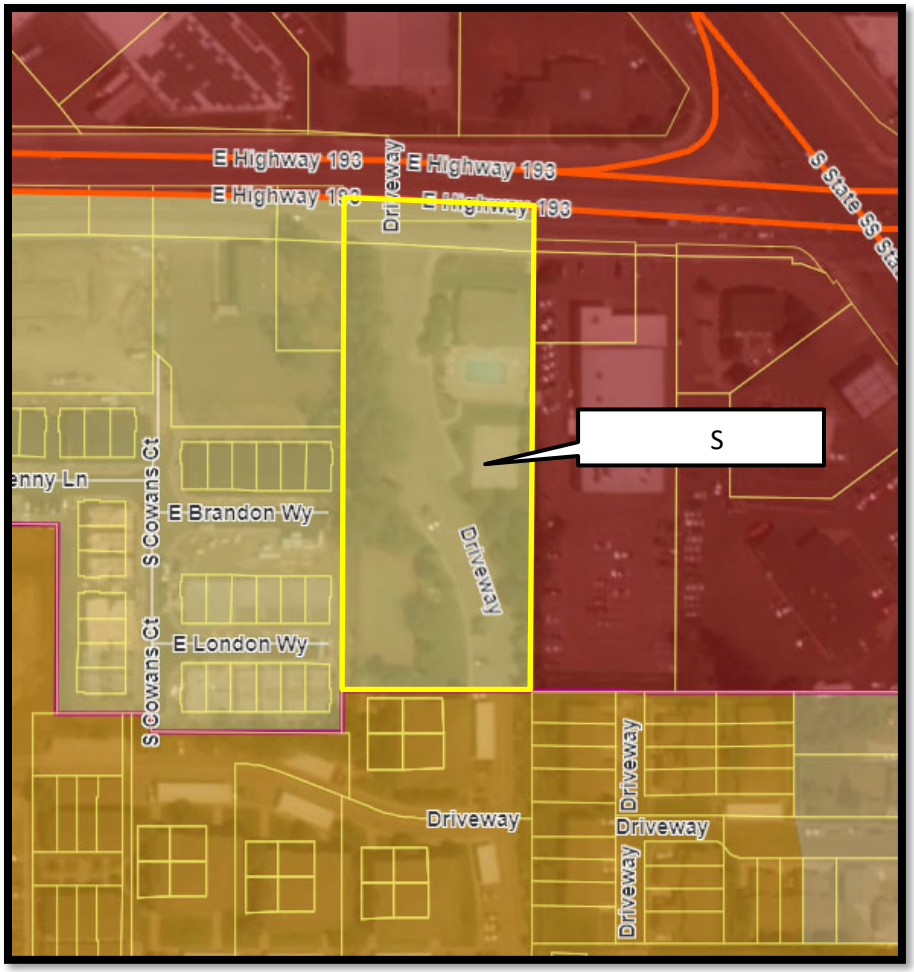
PLANNING COMMISSION RECOMMENDATION

On October 6, 2021, the Planning Commission reviewed the proposed amendments and forwarded a recommendation of **APPROVAL** to the Clearfield City Council for **ZTA 2021-080040** as proposed. The vote of approval was 7-0.

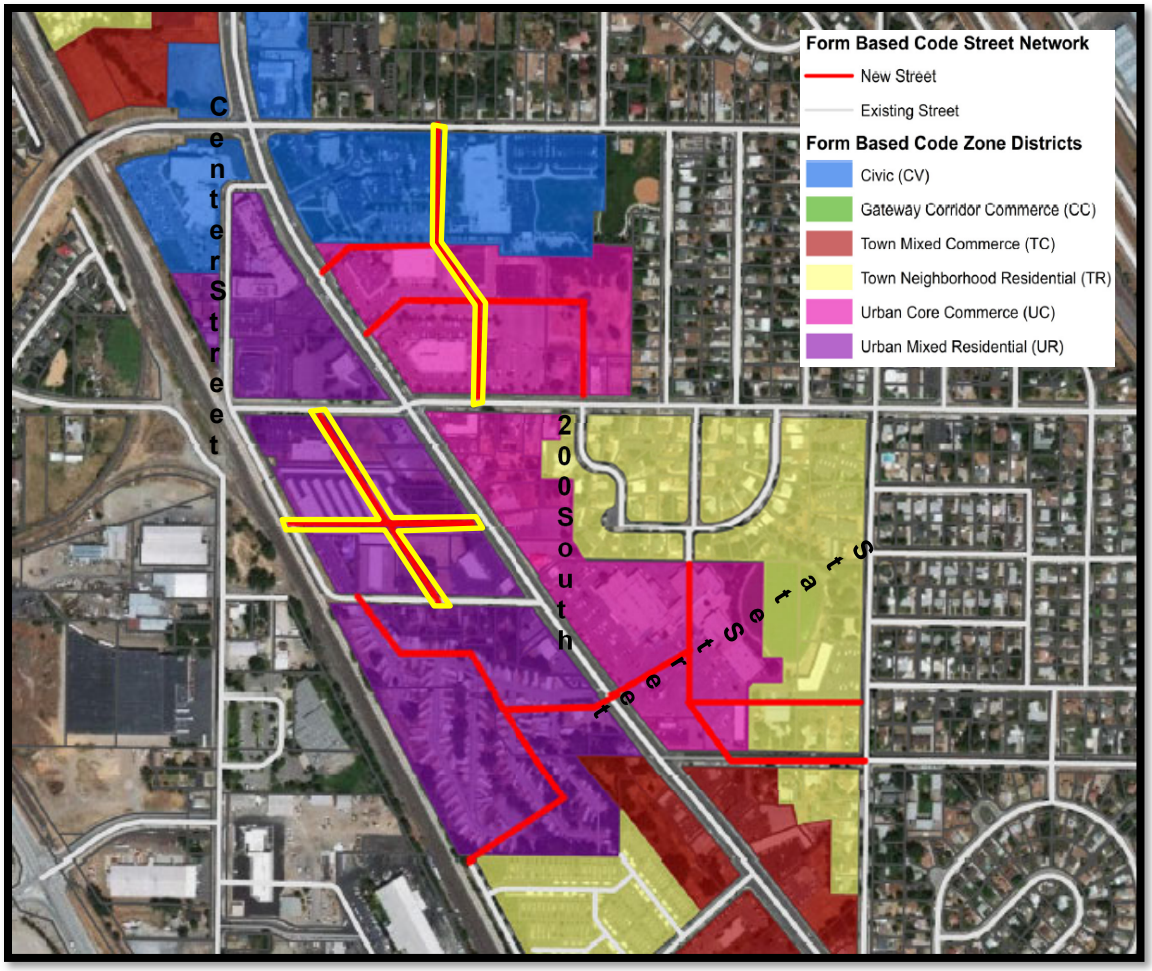
DESCRIPTION / BACKGROUND

With the update and adoption of the Downtown Clearfield Form-based Code (FBC) in February 2020, the City Council recognized the need for periodic review and evaluation of the code which may bring about amendments from time to time. With this direction, Staff has worked to track potential document changes as well as development standard changes identified through the literal enforcement of the FBC. As a very comprehensive code and with the ever-changing landscape of land use in the State of Utah, Staff anticipates the need for periodic evaluations of the code and is working to track needed changes and present them to the Planning Commission and City Council when necessary. The following sections of this report provide the proposed changes and an analysis/reasoning for each change.

1. **Reduction of the FBC Area Boundary (Page 6):** The Meadows Condominiums located on the south side of 700 South (SR 193) at 490 East 700 South are predominantly located in the R-3 Zone. The clubhouse and amenities were rezoned to T-R (Town Neighborhood Residential) as part of the adoption of the FBC in February 2020. To ensure that the amenities remain in place for the condominiums, staff proposes that the map of the FBC be modified to rezone this parcel back to R-3 to match entirety of the development. If approved as part of these amendments, the rezone of the property will follow with proper noticing and a public hearing.



2. **<u>Street and Block Network (Pages 6 & 24):</u>** Staff recommends the removal of the following new streets shown on the regulating plan map (page 6) and the street hierarchy diagram (page24). This reduction is based upon staff's analysis of the need for these future streets along with the likelihood of completion of those streets. Streets that are not recommended for removal are seen as likely future connections that can be addressed with redevelopment of those areas.



3. **<u>Urban Mixed Residential Zone (U-R) & Multi-Family Building Type (Page 10):</u>** Staff proposes that only the mixed-use building type be allowed along State Street in the U-R Zone. This proposed change is to have a similar street building façades on both sides of State Street in this area of the downtown. The multi-family building type is currently allowed on all street types in the U-R Zone, including State Street.

4. **<u>Urban Core Commerce Zone (U-C) & Multi-Family Building Type (Page 11):</u>** Staff proposes that the multi-family building type only be allowed in the U-C zone on a secondary street and as part of a mixed-use development. The multi-family building type is currently allowed on secondary streets in the U-C Zone but should only be allowed in the U-C zone as part of a mixed-use development and only on secondary streets.

5. **Minor Text and Formatting Corrections (Pages 35, 37, 45, 56, 62, 85 & 116):** To support continual improvements of the code, minor grammatical, reference or other edits are recommended by staff. (Pages 35, 37, 45, 56, 62, 85 & 116). None of these edits change the regulation or code language but would help clean up minor items for a cleaner document.

6. **Block Layout Requirements (Pages 27 & 112):** Staff proposes that this section of the FBC be modified to reference the road network shown on the regulating plan and street hierarchy diagram and not impose additional standards for block lengths or perimeter except for new blocks that are not addressed in the road network on the regulating plan or the street hierarchy diagram.

   Under the "Block Connectivity" section, access points for residential developments are addressed for the number of units constructed. At a minimum two (2) access points are required for each development unless the development meets one of the following three parameters:

   (1) For Single- and Two-Family Dwellings: Any subdivision and/or development of 20 or fewer dwellings;
   (2) For Multiple-Family Dwellings or Mixed-Use Projects: Any subdivision and/or development of 75 or fewer dwelling units;
   (3) A subdivision and/or development that is less than 4 acres.

   These standards should be moved to the access standards found in the parking chapter of the FBC and have the development size of less than 4 acres removed from the code as an allowable parameter to not have a second access. The proposed changes are outlined below clarifying language for the building types added based upon the work session discussion with the City Council on October 19, 2021. To ensure compliance with International Fire Code (IFC) and North Davis Fire District standards, additional language has also been added to address those standards in addition to the access point standards listed above.

   Section 9.5.5 (Former Section 4.4.4): To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two **(2)** access points is required for each development site unless the site meets the following parameters:

   (1) For Single ~~and~~, Two-Family ~~Dwellings,~~ and Townhome Building Types: Any subdivision and/or development of 20 or fewer dwellings;

(2) For Multiple-Family ~~Dwellings~~ or Mixed-Use Building Types ~~Projects~~: Any subdivision and/or development of 75 or fewer dwelling units;

~~(3) A subdivision and/or development that is less than 4 acres.~~

As part of these access standards, any subdivision and/or development shall comply with the minimum access point requirements of the International Fire Code (IFC) and standards of the North Davis Fire District.

7. **Fire Access (Pages 29 & 37):** In coordination with the North Davis Fire District, staff proposes that this section be revised to specifically call out Appendix D of the International Fire Code and state, "The minimum total width of all travel lanes for vehicular street types shall be 20 feet of drivable surface. Developments shall comply with all current adopted fire code standards. For a complete list of access standards refer to International Fire Code (IFC) Appendix D." The table standards for an Alley will also be modified to refer to this new language. Conflicts between the FBC language and IFC language necessitate this need to defer to the IFC for fire access standards.

8. **Street Type Standards (Pages 37 - 42):** Some tables and the associated cross-sections have conflicting measurements. Staff proposes that these tables and cross-sections be corrected to remove the conflicts and provide greater clarity in the code so that the tables and the cross-sections match. There are also some minor edits needed to align the lines for the cross-section for the commercial street type.

9. **Access Road Street Type (Page 38):** This is a private street type intended to be a low-capacity drive for access to shopping centers or residential complexes. The FBC requires Public Works approval to use the street type. Following recent developments within the FBC area, staff proposes removal of this street type to ensure all streets in the FBC area are public and meet at a minimum the standards required for the residential street type.

10. **Urban Core Arterial and Gateway Corridor Arterial (Pages 41 – 42):** Updates will be required for these code sections following final UDOT approval and execution of a corridor agreement for SR 126. Staff is working to complete this agreement within the coming year.

11. **Impervious Coverage Percentages (Pages 53 – 60):** Based upon current application of these standards, staff sees there is a need and is recommending that these current amounts be increased a little to allow more design flexibility for developments in the FBC. Several projects in the FBC area have found it difficult to comply with site design

standards given the permeable vs. impermeable requirements. Each building type in the FBC has a maximum allowed impervious coverage for building site as well as an additional semi-pervious coverage. These percentages change by building type and by zone with the most urban zones (U-C & U-R) allowing the highest percent of impermeability with lower amounts of impermeability allowed for the neighborhood and commercial zones (T-C, T-R, C-C, CV). The purpose of impermeable coverage regulations is to reduce the amount of storm water demand on the city system as well as provide for landscaped open space on a site. Staff proposes the following changes in percentages based upon building type and zoning:

- *Mixed-Use/Core Commercial Building Type: Increase from 70% to 80% in the U-R Zone;*
- *Multi-Family Residential Building Type: Increase from 65% to 70% for the U-C & U-R Zones;*
- *Office Building Type: Increase from 70% to 80% in the U-R Zone; &*
- *Civic Building Type: Increase from 60% to 70% in the U-R Zone.*

12. **Townhome Front Build-to-Zone (not facing a street) (Page 64):** Staff proposes that the front build-to-zone be increased from 10 to 15 feet for the U-R and T-C zones and from 10 to 20 feet for the T-R zone. Staff believes this will encourage more open space between townhomes facing a common non-automobile passageway.

13. **Townhome Unit Count (Pages 63 & 64):** Staff proposes that additional language and standards be added to the FBC for the Townhome building type to define a townhome as three or more connected vertical units. The code currently does not have a minimum number of connected units leading to two attached vertical units allowed under the townhome standards. This type of unit configuration is typically defined as a duplex or twin-home. To avoid the construction of duplexes and twin-homes in the FBC area, a minimum unit count of three connected vertical units would be added to the development standards table.

14. **Drive-Through Structures (Page 78):** Based upon development interest for new businesses in the FBC area and the impediment to development these standards cause, staff proposes that the code limit drive-through structures and stacking lanes on the rear and sides of buildings. The FBC only allows drive-through structures or canopies on the rear façade of a building. The structure is also not allowed to be visible from any Primary Street. The stacking lanes for the drive-through are also required to be located behind the building. To ensure street presence and pedestrian connections, it is not

recommended that a drive-through structure or stacking lanes be allowed in the front yard area or between the building and a street.

15. **Covered Parking (Page 107; Table 9.2 (1)):** The FBC currently does not include a standard for the amount of covered parking that must be provided for residential developments. The previous standards was 50% and staff proposes that 50% of total parking must be covered with a minimum of 1 covered space per unit.

16. **Design Review (Pages 130 -131):** With the complexity and breadth of regulations that the FBC covers, staff recommends that an additional step be added to the application process. This is to allow initial staff and agency review and feedback for the applicants prior to having finalized plans resubmitted for review by the Planning Commission. Staff and agency representatives will review the initial plan set and provide comments to be addressed on a revised set of plans that will then be scheduled for Planning Commission review. Once the applicant has revised the initial plans to meet substantial compliance with FBC and agencies standards, the project will be placed on a Planning Commission agenda.

17. **Urban Core Arterial Streetscape Paver (Appendix A.1):** Due to changes in production, the Harvest Blend Holland Paver has been replaced with the Toscana Holland Paver. The color is very similar and will match the existing pavers that have been constructed as part of the Urban Core Arterial Streetscape. Staff recommends that the streetscape specification included as Appendix A.1 be updated to callout the manufacturer and style as the Belgard Toscana Holland Paver. Additionally, to ensure that the pavers are installed in a uniform design and standard, staff recommends that the manufacturer construction detail provided by Belgard be added to the appendix.

PUBLIC COMMENT

Public notice was placed in the newspaper the weekend of September 11th, 2021, on the State of Utah public notice website, and on the City's website. A public hearing notice sign was placed in front of Clearfield City Hall on September 23rd, 2021. 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.	As part of the continual evaluation of the Form-Based Code the proposed amendments improve the design and overall character of Downtown Clearfield.

FINDINGS AND CONCLUSION

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

1. The Downtown Clearfield Form Based Code should be continually evaluated to address local needs identified through code implementation and downtown redevelopment.
2. The proposed changes encourage high quality landscaping design, beautification, and code clarification needed for Downtown Clearfield.
3. The proposed changes provide for more clear and effective enforcement of code standards.

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 continually evaluating and updating landscaping FBC standards as needed to improve the quality of development and redevelopment in Downtown Clearfield, the City is continuously improving to better serve the community.

- The second policy priority is being met by proposing code standards that will improve development design to support the improvement the community image, livability, and economy.

SCHEDULE / TIME CONSTRAINTS

If the City Council chooses to table the item to direct staff to perform research for further information on proposed amendments, the item will need to be tabled to a date specific to comply with public hearing notice requirements.

LIST OF ATTACHMENTS

1. Ordinance 2021-16
2. Exhibit A- Downtown Clearfield Form Based Code – Proposed Changes
3. Exhibit B- Paver Construction Detail
4. PowerPoint Presentation

CLEARFIELD CITY ORDINANCE 2021-16

AN ORDINANCE AMENDING TITLE 11 OF THE CLEARFIELD CITY CODE

PREAMBLE: This Ordinance amends Title 11, Chapter 19 – Form Based Code of the Clearfield City Code.

BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:

Section 1. Enactment:

Title 11, Chapter19 is hereby amended in its entirety as identified in the attached Exhibit "A."

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

Section 3. Effective Date: These amendments shall become effective immediately upon passage and posting.

Passed and adopted by the Clearfield City Council this 26th day of October, 2021.

CLEARFIELD CITY CORPORATION

_____
Mark R. Shepherd, Mayor

ATTEST:

_____
Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

Clearfield City
Downtown Form Based Code

Adopted February 11, 2020

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Chapter 1.0
INTRODUCTION

1.0 Introduction

1.1 Purpose

1. Intent

The purpose of the Downtown Clearfield Form-based Code is to allow for a variety of uses with a consistency of form to create a vibrant, mixed-use downtown that is oriented to people in the public realm. The Downtown will serve the community with a mix of shopping, dining, entertainment, office, civic, and residential opportunities set within a walkable setting. A variety of streets will be built or redesigned to safely accommodate multiple modes of transportation, including vehicular, bicycle, and pedestrian.

The planning document *Creating Downtown Clearfield* and the associated planning process developed the vision framework for the character of Downtown's future. It may be used as a guiding reference for the purpose and intent of this code document and its standards.

2. Context

The location of Downtown Clearfield offers proximity and easy access from surrounding residential neighborhoods and major transportation corridors, including Interstate 15 and the FrontRunner commuter rail station. Downtown is centered on a major arterial that is also a state highway (Hwy 126). This major arterial, State Street/Main Street, links a series of nodes that comprise Downtown. The regulations of the Downtown Clearfield Form-based Code serve as a means for connecting these nodes by establishing a consistent streetscape and urban form.

1.2 General Requirements

1. Applicability

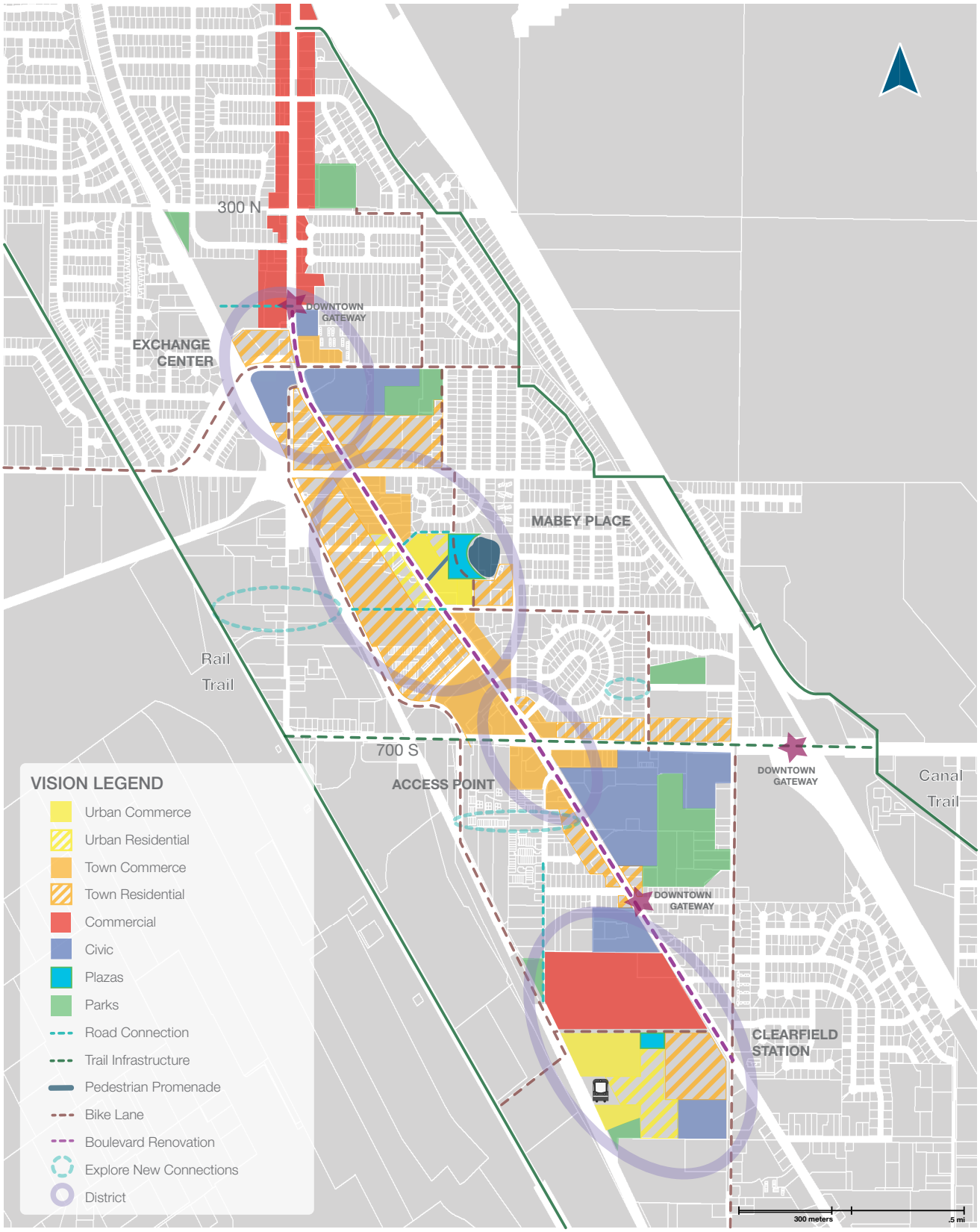
The standards in this Form-Based Code apply to all lots, parcels, and vehicular rights-of-way within all districts in the Clearfield Downtown area unless otherwise specified in the chapters of this code.

2. Definitions

Any terms not defined in this code (Chapter 11 - Administration) or Clearfield City Code Title 11, Chapter 3 shall be clarified with the Zoning Administrator during the plan review process.

opposite page: Downtown Clearfield Vision Map. For more information and details, refer to *Creating Downtown Clearfield Small Area Plan.*

chapter 1.2 The Downtown Vision



Chapter 2.0
ZONING DISTRICTS

2.0 Zoning Districts

2.1 Purpose

1. Intent

The Downtown Clearfield area contains six zoning districts that provide a mix of building types and uses at a range of scales. This mix of residential, commercial, and civic uses is intended to offer opportunities for Downtown to include income-producing properties integrated with rooftops to generate demand for commerce and services for residents.

2.2 General Requirements

1. Regulating Plan Mapped Districts

The location and boundaries of the zoning districts in sections 2.3 are indicated on the Regulating Plan and included on the city's official Zoning Map.

2.3 Zoning District Standards

The Downtown contains six distinct zoning districts that reflect a diversity of building types and scales.

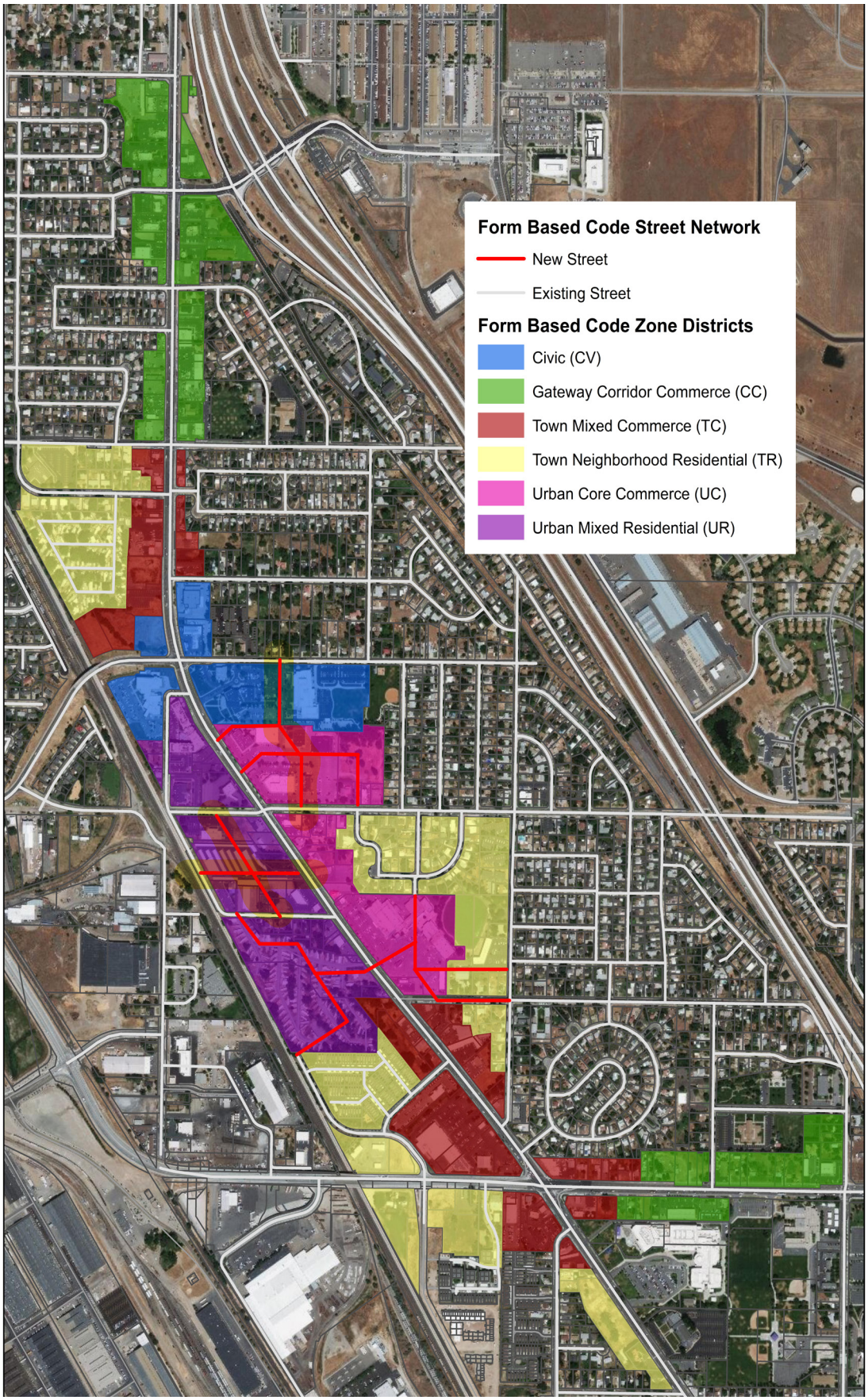
- Civic (CV)
- Gateway Corridor Commerce (CC)
- Town Mixed Commerce (TC)
- Town Neighborhood Residential (TR)
- Urban Core Commerce (UC)
- Urban Mixed Residential (UR)

1. Primary Street

Each District has one or more Street Types that function as the primary street for development. Primary street designation may regulate building types, uses, and/or building type standards.

2. Secondary Street

Each District may have one or more Street Types that function as secondary streets for development. Secondary street designation may regulate building types, uses, and/or building type standards.


Form Based Code Street Network
New Street
Existing Street
Form Based Code Zone Districts
Civic (CV)
Gateway Corridor Commerce (CC)
Town Mixed Commerce (TC)
Town Neighborhood Residential (TR)
Urban Core Commerce (UC)
Urban Mixed Residential (UR)

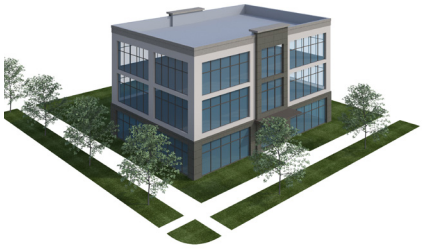
2.4 Gateway Corridor Commerce

1. Description & Intent

The Gateway Corridor Commerce is intended to provide a consistent streetscape signaling the arrival into Downtown Clearfield, while allowing building types and uses that are more oriented to automobile traffic from the Interstate and along the State Highways 126 and 193.

Table 2.4 (1) Gateway Corridor Requirements

Primary Street(s)	Gateway Corridor Arterial
Secondary Street(s)	Commercial; Neighborhood
Typical Scale	One to Three Stories
Primary Street - Permitted Building Types	
Civic	
Commercial	
Office	
Secondary Street - Permitted Building Types	
Civic	
Commercial	
Office	



Civic Building Type

Commercial Building Type

Office Building Type

2.5 Town Mixed Commerce

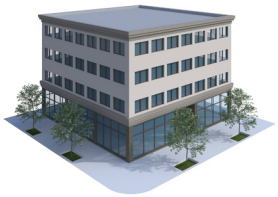
1. Description & Intent

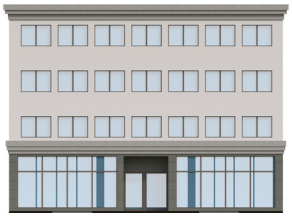
The Town Mixed Commerce is intended to provide a transition in building types and scale on the edges of Downtown with a mix of uses, including retail and residential. Allowed Building Types will vary based on which type of street they face. Townhouse Building Types will generally be allowed only when facing side streets.

Table 2.5 (1) Town Mixed Commerce Requirements

Primary Street(s)	Gateway Corridor Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Four Stories
Primary Street - Permitted Building Types	
Civic	
Commercial	
Mixed-Use/Core Commercial	
Office	
Secondary Street - Permitted Building Types	
Civic	
Commercial	
Mixed-Use/Core Commercial	
Office	
Townhouse	

Civic Building Type





Mixed-Use Building Type

Office Building Type

Townhouse Building Type

Commercial Building Type

2.6 Town Neighborhood Residential

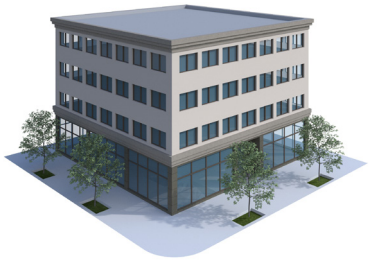
1. Description & Intent

The Town Neighborhood is intended to primarily be a Residential area on the edges of Downtown Clearfield, providing a transition to surrounding residential neighborhoods. A mix of building types will provide opportunities for small-scale retail, office, or mixed-use to be integrated into the neighborhoods.

Table 2.6 (1) Town Neighborhood Residential Requirements

Primary Street(s)	Commercial; Gateway Corridor Arterial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Four Stories
Primary Street - Permitted Building Types	
Mixed-Use/Core Commercial	
Townhouse	
Secondary Street - Permitted Building Types	
Townhouse	
Garden Court	

Garden Court Building Type



Mixed-Use Building Type

Townhouse Building Type

2.7 Urban Mixed Residential

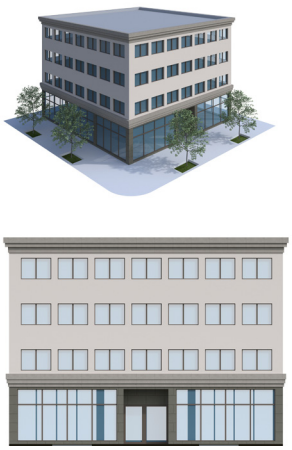
1. Description & Intent

The Urban Mixed Residential is intended to activate the core of Downtown and provide a concentrated population base through primarily residential buildings, with a mix of uses and building types allowed.

Civic Building Type

Table 2.7 (1) Urban Mixed Residential Requirements

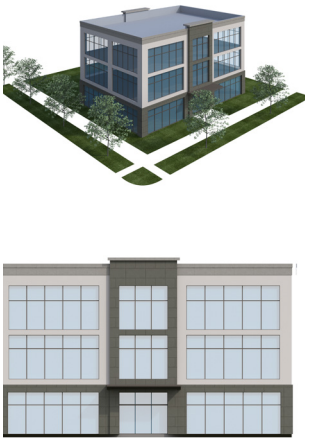
Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Civic	
Mixed-Use/Core Commercial	
Multi-Family Residential	Remove
Office	
Secondary Street - Permitted Building Types	
Civic	
Mixed-Use/Core Commercial	
Multi-Family Residential	
Office	
Townhouse	



Mixed-Use Building Type

Multi-Family Building Type

Townhouse Building Type



Office Building Type

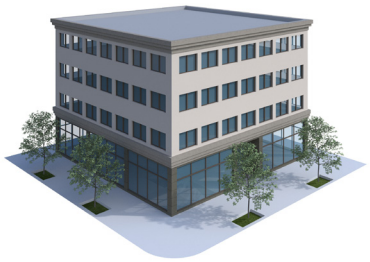
2.8 Urban Core Commerce

1. Description & Intent

The Urban Core Commerce is intended to be the heart of activity and intensity in Downtown Clearfield with a mix of building types. Allowed Building Types will vary based on which type of street they face. Multi-Family Residential Building Types will ~~generally~~ **only** be allowed ~~only~~ when facing side streets ~~or~~ **and** as part of a mixed-use project. Live-Work is considered residential, rather than mixed-use.

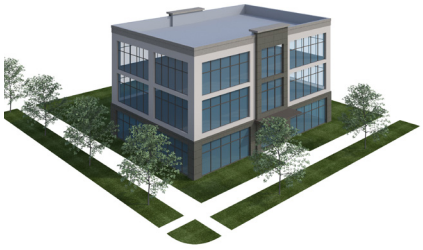
Table 2.6 (1) Urban Core Commerce Requirements

Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Mixed Use/Core Commercial	
Office	
Secondary Street - Permitted Building Types	
Mixed Use/Core Commercial	
Multi-Family Residential	as part of a mixed-use development
Office	



Mixed-Use/Core Commercial Building Type

Multi-Family Building Type



Office Building Type

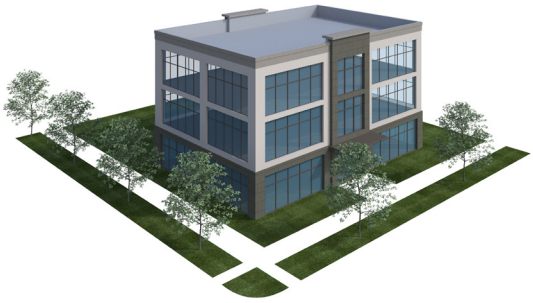
2.9 Civic

1. Description & Intent

The Civic district is intended to provide a civic and office campus in the core of Downtown Clearfield. This district will activate daytime use of the Urban Core areas in Downtown.

Table 2.5 (1) Civic Requirements	
Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Civic	
Office	
Secondary Street - Permitted Building Types	
Civic	
Office	

Civic Building Type



Office Building Type

Chapter 3.0
USES

3.0 Uses

3.1 Purpose

1. Intent

Downtown Clearfield is intended to have a broad mix of uses intermingled in a consistent urban form. As such, the focus is on regulating building form (Chapter 6.0) while being flexible in the uses allowed to occur in the Downtown zones.

3.2 General Requirements

The following general requirements apply to the uses outlined in this section.

1. Permitted Uses

(1) A lot/parcel may contain more than one use.

(2) Each of the uses may function as either a principal use or accessory use on a lot, unless otherwise specified.

(3) Permitted uses are defined both by zoning district AND building type. Allowed building types in each zoning district may be permitted only on some Street Types.

(4) Uses are permitted by-right (Permitted Uses – "P") upon compliance with the requirements set forth in this code; or permitted by-right with specific development or design standards (Uses with Development Standards – "D") and upon obtaining a development standards permit as set forth in Chapter 11.0 - Administration.

(5) Each use shall be located within a permitted Building Type (refer to Chapter 6.0 - Building Types) or an existing structure, unless otherwise specified. Some uses are permitted by-right only in the upper stories of some building types (Upper Story Uses – "U").

(6) Each use may have both indoor and outdoor facilities, unless otherwise specified in this Chapter or in Chapter 6.0 - Building Types.

(7) Uses may be subject to Supplementary Regulations as set forth in 11-13 of Clearfield City Code.

2. Unspecified Uses/Uses Not Listed

Determination as to the classification of uses not specifically listed in this title shall be made by the planning and zoning administrator and shall be subject to appeal to the planning commission as set forth in section 11-1-12 of Clearfield City Code. These uses shall be determined as either an Unlisted Similar Use or an Unlisted Dissimilar Use and assessed as follows:

(1) Unlisted Similar Use. If a use is not listed but is determined to be similar in nature and impact to a use permitted within a zoning district, the Zoning Administrator shall interpret the use as permitted.

  (a) The unlisted use will be subject to any development standards applicable to the similar permitted use.

(2) Unlisted Dissimilar Use. If a use is not listed and cannot be interpreted as similar in nature, then the use is not permitted and may only be approved through an amendment of this ordinance.

3. Use Categories

Use categories are established to streamline the permitted use evaluation component of the Downtown Form-based Code. Uses are grouped into the following ten categories:

- Residential & Lodging
- Civic
- Retail
- Service
- Office
- Craft Industry
- Parking
- Utility/Infrastructure
- Agricultural
- Accessory

Additional subcategories and/or types of uses are listed in 3.3 Uses by Cateogry. Refer to Table 3.3 (1) to determine the permitted uses (P), uses permitted with development standards (D), and uses permitted as upper story uses only (U) by zone district. Refer to Table 3.3 (2) to determine the permitted uses (P), uses permitted with development standards (D), and uses permitted as upper story uses only (U) by building type. See section 3.4 for standards for uses permitted with development standards (D).

3.3. Use Type Standards

The uses listed for each category are permitted uses (P), uses with development standards (D), and/or uses permitted as upper story uses only (U). See section 3.4 for standards for uses permitted with development standards (D).

Definitions for uses are found in either Chapter 11 - Administration of this Form-Based Code or in Clearfield City Code, Title 11, Chapter 3. Uses not listed or defined are determined by the procedure outlined in section 3.2.2 - Unspecified Uses/Uses Not Listed.

1. Residential and Lodging Uses

A category of uses that includes several residence types and lodging for temporary or permanent residents.

Residential:

- Single-Family Dwellings
- Two-Family Dwellings
- Multiple-Family Dwellings
- Senior Housing (i.e. Age 55+ Community)

Lodging:

- Hotels/Motels
- Inns
- Bed & Breakfast

Group/Shared Residential:

- Group Homes for the Elderly [Subject to City Code 11-13-21]
- Group Homes for Persons with a Disability [Subject to City Code 11-13-21]

2. Civic Uses

A category of uses related to fulfilling the needs of day-to-day community life including assembly, public services, educational facilities, parks and open space, and offices.

- Auditoriums
- Churches
- Colleges and Universities
- Parks and Open Space
- Public Uses
- Schools

3. Retail Uses

A category of uses involving the sale of goods or merchandise to the general public for personal or household consumption. Retail uses may be further categorized by Neighborhood Retail or General Retail, as established by the size of space they occupy.

- Bakeries
- Convenience Stores
- Floral Shops
- Mobile Food Vendors
- Motor Vehicle Sales
- Pawn and Secondhand Businesses [Subject to City Code 11-13-35]
- Produce Sales
- Retail Stores
- Retail Tobacco Specialty Businesses [Subject to City Code 11-13-30]
- Sexually Oriented Businesses [Subject to City Code 11-13-22]
- Temporary or Seasonal Merchants

(1) Neighborhood Retail. A use in this category occupies a space of less than 12,000 square feet.

(2) General Retail. A use in this category includes all Neighborhood Retail uses occupying a space of 12,000 square feet or greater.

4. Service

A category of uses that provide patrons services and limited retail products related to those services. Service uses may be further categorized by Neighborhood Service or General Service, as established by the size of space they occupy.

- Amusement and Recreation Facilities
- Assisted Living Facilities
- Automobile Repair Shops
- Business Services
- Convalescent Facilities [does not include Behavior, Drug, or Alcohol Treatment Facilities]
- Daycare Facilities
- Daycares, Residential
- Dry Cleaning Facility
- Fireworks Stands [Subject to City Code 11-13-26]
- Non-depository Lending Establishments [Subject to City Code 11-13-29]
- Nursing or Rest Homes
- Personal Services
- Pet Grooming Facilities
- Physical Therapy Facilities
- Preschools, Commercial
- Preschools, Residential
- Restaurants
- Specialized Schools
- Tattoo or Body Piercing Establishments [Subject to City Code 11-13-31]
- Taverns
- Taxidermists
- Theaters
- Veterinary Services
- Vocational and Technical Training Facilities

(1) Neighborhood Service. A use in this category occupies a space of less than 12,000 square feet.

(2) General Service. A use in this category includes all Neighborhood Service uses occupying a space of 12,000 square feet or greater.

5. Office Uses

A category of uses for businesses that involve the transaction of affairs of a profession, service, industry, or government, including finance and research.

- Laboratories
- Hospitals
- Medical Clinics
- Offices

6. Craft Industry

The category of uses for businesses that involve the production, distribution, or storage of products, including food and drink.

- Art/Film/Music Studios
- Food & Beverage
- Furniture/Textiles/Woodworking
- Jewelry/Watches/Clocks
- Printing & Publishing
- Printmaking/Sculpting/Welding Studios

7. Parking

A lot that does not contain a permitted building or Open Space Type and is solely used for the short or long-term storage of vehicles.

- Parking Lot, Stand-alone
- Parking Structure, Stand-alone

8. Utility/Infrastructure

A lot that is primarily utilized for the City's infrastructure needs. Utility and infrastructure needs include such uses as electric or gas services, sewage treatment, water treatment and storage, and energy conversion systems.

- Public Utility Facilities

9. Agricultural

A use of land or buildings for food or plant production purposes.

- Beekeeping/Apiaries
- Greenhouses
- Community Gardens

10. Accessory Uses

A category of uses that are not permitted to serve as the principal use on a lot.

- Home Occupations
- Outdoor Storage and Display of Goods [Subject to City Code 11-13-12]

Table 3.3 (1) Permitted Uses by Zone

Uses	Zones					
	UC	UR	TC	TR	CV	CC
Residential	D	P	D	P		
Lodging	D	P	D	P		P
Group/Shared Residential	D	P	P	P		
Auditorium/Library/Museum/Post Office (no distribution)	P	P	P	P	P	P
Police & Fire	P	P	P	P	P	P
School	P	P	P	P	P	P
Open Space	P	P	P	P	P	P
Neighborhood Retail	P	P	P	P	P	P
General Retail	P	P	P	D	D	P
Motor Vehicle Sales w/ Outdoor Sales Lot			D			D
Neighborhood Service	P	P	P	P	P	P
General Service	P	P	P	D	D	P
Residential Care	D	P	P	P		P
Vehicle Service/Automobile Repair			D			D
Hospital & Clinic	P	P	P	P	P	P
Office	P	P	P	P	P	P
Craft Industries	D	D	D	D	D	D
Parking Lot/Parking Structure	D	D	D	D	D	D
Public Utility Facility						P
Beekeeping/Greenhouses	P	P	P	P	P	P
Community Garden	D	D	P	P	P	P
Home Occupation	P	P	P	P	P	P
Outdoor Display of Goods	D	D	D	D	D	D

P = Permitted

U = Permitted in Upper Stories Only

D = Permitted with Development standards.

Blank = Not Permitted

UC = Urban Core Commerce

UR = Urban Mixed Residential

TC = Town Mixed Commerce

TR = Town Neighborhood Residential

CV = Civic

CC = Gateway Corridor Commerce

Table 3.3 (2) Permitted Uses by Building Type

Uses	Building Types						
	MU	MF	OF	CM	CV	TH	GC
Residential	U	P				P	P
Lodging	U	P	P	P		P	P
Group/Shared Residential	U	P		P		P	P
Auditorium/Library/Museum/Post Office (no distribution)	P		P	P	P		
Police & Fire	P		P	P	P		
School	P		P	P	P		
Open Space	P		P	P	P	P	P
Neighborhood Retail	P		D	P	D	D	D
General Retail	P			P			
Motor Vehicle Sales w/ Outdoor Sales Lot				D			
Neighborhood Service	P		P	P	D	D	D
General Service	P			P			
Residential Care	D	P	P	P		P	P
Vehicle Service/Automobile Repair				D			
Hospital & Clinic	P		P	P	D		
Office	P		P	P	D	D	D
Craft Industries	D		D	D			
Parking Lot/Parking Structure	D		D	D	D		
Public Utility Facility							
Beekeeping/Greenhouses	P	P		P	P	P	P
Community Garden	D	D		P	P	P	P
Home Occupation	P	P				P	P
Outdoor Display of Goods	D	D	D	D	D	D	D

P = Permitted

U = Permitted in Upper Stories Only

D = Permitted with Development standards.

Blank = Not Permitted

MU = Mixed Use/Core Commercial

MF = Multi-Family Residential

OF = Office

CM = Commercial

CV = Civic

TH = Townhouse

GC = Garden Court

3.4 Use Development Standards

The uses as permitted with development standards (D), shall meet the following requirements

1. Development Standards by Use Category

(1) Residential and Lodging Uses

(a) Townhouses and Multi-Family building types shall only be allowed on secondary or side streets in the TC and UC districts.

(2) Retail Uses

(a) Pawn and secondhand businesses are limited to a maximum of 5,000 square feet of retail space in the TR zone. This includes pawn and secondhand businesses for general merchandise, military surplus, precious metals and/or gems dealers/processors.

(b) Motor vehicle sales shall have a 1 acre minimum lot size; a permanent on-site office is required. No cars may be displayed outside within 10 feet of the primary street right of way.

(3) Service Uses

(a) Vehicle Services

(i) Vehicle repair is only allowed as a secondary use to vehicle sales.

(ii) Use Limitation. Repair and wash facilities for semi-trucks, recreational vehicles, boats, and other oversized vehicles are not permitted.

(iii) Service Bays. Vehicular service bays, including garages and car wash bays, shall not be located on the front facade, unless otherwise permitted by the Building Type. Service bay doors shall be transparent.

(iv) Outdoor Storage. Disabled or inoperable vehicles and those awaiting pick-up may be stored outdoors if:

i. Vehicles are not stored for more than two days.

ii. The storage area is located in the rear yard and screened from view of the front lot line and/or corner lot line.

ii. The storage area is screened using the Side & Rear yard buffer outlined in 7.0 Landscape, regardless of the adjacent land uses.

(v) Outdoor Activities

i. All repairs or washing activities must occur inside a structure.

ii. Vacuuming activities may occur outdoors, but must be located in the side or rear yards, screened from the front lot line.

iii. Temporary outdoor display of seasonal items, such as windshield wiper fluid or salt, is permitted during business hours under the canopy and adjacent to the principal structure.

(vi) Fuel pumps must be in rear or side of building

(b) Resdiential Care

(i) The first 40' of the ground floor shall be used for administrative and/or shared common spaces, such as an activity room, dining room, or offices.

(ii) Residential dwelling units shall not be located in the first 40' of the ground floor.

(4) Craft Industry Uses

(a) All work shall be performed within an enclosed building.

(b) All outside storage shall be screened from view from public streets and adjacent properties.

(5) Parking Uses

(a) Corner Lots. A corner lot shall not be used for a parking lot or structure unless the structure meets the standards of one of the allowed Building Types (refer to Chapter 6.0).

(b) Adjacent Parking Lots. Two parking facilities (lots or structures) cannot be located directly adjacent to one another.

(c) Distance. The parking lot or structure must be within 1,300 feet of the principal entrance to the associated use unless:

(i) At least 75% of the spaces are dedicated for public use.

(ii) An approved parking agreement is in place (refer to Chapter 9.0 Parking).

(d) Pedestrian Access. Must be connected to the associated use by a dedicated, public pedestrian pathway.

(e) Commercial Vehicles. Parking structures for commercial vehicles are not permitted.

(6) Accessory Uses

(a) Outdoor Storage and Display of Goods. Outdoor storage areas shall be located in the rear or side yard of the lot. Display of goods during business hours only, such as sidewalk displays, are not subject to these standards.

(i) Loose materials shall not be stacked higher than six feet.

(ii) Loose materials shall at a minimum be stored in a three-sided shelter and shall be covered.

(iii) Materials shall be set back a minimum of five feet from any lot line.

(iv) All outdoor storage areas shall be screened from view of adjacent parcels and vehicular rights-of-way using the landscape buffer, refer to 7.0 Landscape Requirements for Side and Rear Buffer.

(v) Accessory storage that is not considered "display" includes storage containers. Such storage requires a minimum 6' visual barrier.

Chapter 4.0
STREET & BLOCK NETWORK

4.0 Street & Block Network

4.1 Purpose

1. Intent

The intent of the provisions of this chapter are to create livable, connected neighborhoods in Downtown Clearfield. The street network, blocks, and lot configuration will establish the urban form framework for Downtown Clearfield. A cohesive, connected, and consistent urban form allows incremental developments of a range of sizes to collectively build a vibrant Downtown.

2. Applicability

The following lot, block, and street network requirements are applicable to all public and private rights-of-way in all zones and districts of Downtown Clearfield.

4.2 Street Types

The street network of Downtown Clearfield is comprised of a hierarchy of Street Types to support a diversity of building and frontage types, scales, and uses.

The following Street Types are part of the Downtown Clearfield Street Network. Standards for the configuration of each Street Type are found in Chapter 5.0 Street & Streetscape Standards.

(1) Urban Core (Arterial)

(2) Gateway Corridor (Arterial)

(3) Commercial (Collector)

(4) Neighborhood (Local)

(5) Access Road (Private Local)

(6) Alley (Public or Private)

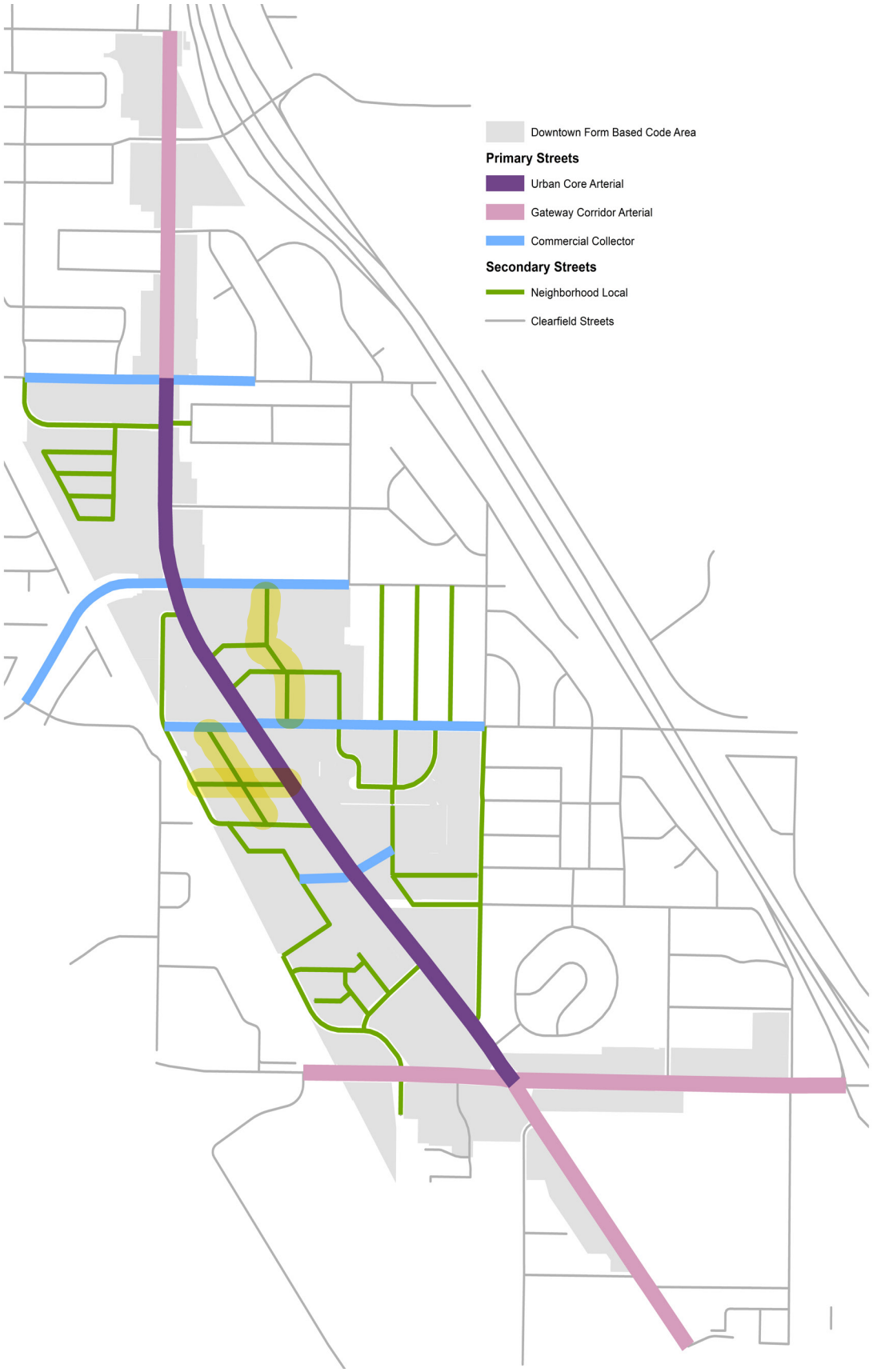


Figure 4.2 (1). Street Hierarchy Diagram.

4.3 Street Layout Requirements

1. Street Network

The following standards apply to all new streets or newly platted vehicular Rights-of-Way whether public or privately held.

(1) Interconnected Network. The network of streets shall form an interconnected pattern with multiple intersections.

(2) Existing Streets. The arrangement of streets shall provide for the continuation of existing streets from adjoining areas into new subdivisions and developments.

(a) Existing stub streets adjacent to a proposed subdivision and/or development shall be connected.

(b) Existing half streets adjacent to a proposed subdivision and/or development shall be completed with the dedication of the remaining right-of-way and the complete construction of the street with the development of said proposed subdivision and property development.

(3) Treatment of Natural Features. Streets shall be designed to respect natural features, such as waterways, trees, or slopes, by following rather than interrupting or dead ending at the feature.

(4) Dead-end Streets. Cul-de-sac and dead-end streets are not permitted.

2. Disconnected Streets

Disconnected streets may take the following form:

(1) Stub Streets. Where adjoining areas are not subdivided, streets in new subdivisions and developments shall extend to the boundary line of the tract to make provision for the future connection of streets into adjacent areas.

(a) Stub streets shall be provided at intervals no greater than the maximum block length and width specified in Section 4.3 Block Requirements.

(2) Half Streets. Half Streets are prohibited unless approved by the Clearfield City Engineer in unusual circumstances where they are deemed essential and where satisfactory assurances are provided for dedication of the remaining half of the street.

(a) Proposed half streets shall have no less than one-half of the right-of-way dedicated and constructed. The half street shall include the vehicular and pedestrian realm elements for the portion of the right-of-way dedicated and constructed, as specified by the Street Type (Chapter 5.0).

(3) Cul-de-Sac Streets. Cul-de-sac streets are not permitted except where site impediments prohibit a connected street for accessing the location. Site impediments may include: canals, water bodies, steep slopes greater than 30%, and railroad lines. The following parameters shall be incorporated when the exception is allowed:

(a) The Cul-de-sac shall not be more than 300 feet in length as measured along the centerline from the closest intersection.

(b) The Cul-de-sac shall have a maximum outside turning radius of 50 feet.

(c) The vehicular and pedestrian realm of the cul-de-sac shall follow the cross-section standards for the Neighborhood Street type (see Chapter 5.0). The remaining center of the cul-de-sac shall be landscaped and function as a curbed bioswale. Refer to Figure 4.2 (1).

(d) A pedestrian sidewalk connection shall be provided from the cul-de-sac to the next closest street or pedestrian right-of-way. Refer to Figure 4.2 (2).

Figure 4.2 (1). Bio-retention cul-de-sac

Figure 4.2 (2). Pedestrian sidewalk connection from cul-de-sac

3. Pedestrian Crossings

1) Crosswalks shall meet the following requirements:

   (a) Dimensions. Crosswalks shall be a minimum of 6 feet in width, measured from mid-stripe to mid-stripe, per the Manual on Uniform Traffic Control Devices (MUTCD).

   (b) Markings. Crosswalks shall be appropriately indicated on the finished street surface with painted or thermoplastic markings and/or textured or colored pavement.

   (c) Crossing Distances. Crosswalks shall not extend a distance greater than 36 feet without a landscaped median, bulb-out(s), and/or other pedestrian refuge to increase pedestrian safety and comfort. Refer to Figures 4.3 (1) and 4.3 (2).

   (d) Accessible ramps and warning panels, per the American Disabilities Act or any more stringent state requirement, are required where all sidewalks or trails terminate at a crosswalk or curb.

   (e) Ramp Orientation. Ramps shall be oriented perpendicular to traffic, requiring two ramps per corner at intersecting streets.

(2) Bulb-outs. Bulb-outs may be utilized at all intersections, and are required at intersections where on-street parking is present, unless otherwise required by the Clearfield Public Works Department and UDOT. Refer to Figure 4.3 (2).

   (a) The depth of the bulb-out shall match the utilized on-street parking, either the width of the parallel space or the depth of the diagonal space. If on-street parking is not present, bulb-outs shall accommodate bicycle traffic with a pass-through lane.

   (b) The radius of the bulb-out shall match the requirements for the intersection.

   (c) Bulb-outs may be installed on one side of the intersection only, if the decreased crossing distance is less than 36 feet.

(3) Mid-block crossings. Mid-block crossing shall incorporate bulb outs and pedestrian crosswalks.

   (a) Mid-block crossings are required on all non-UDOT streets when block lengths or sections between intersections are longer than 600 feet. The crossing should generally occur in the middle third of a block face. Typical pedestrian crosswalks standards apply. Refer to Figure 4.3 (3).

   (b) Mid-block crossings may be off-set to improve visibility between pedestrians and traffic.

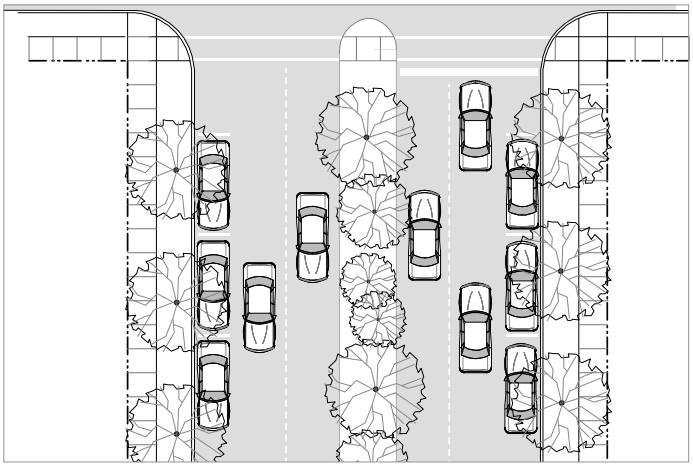


Figure 4.3 (1). Wide Street Crossing with Pedestrian Refuge Median

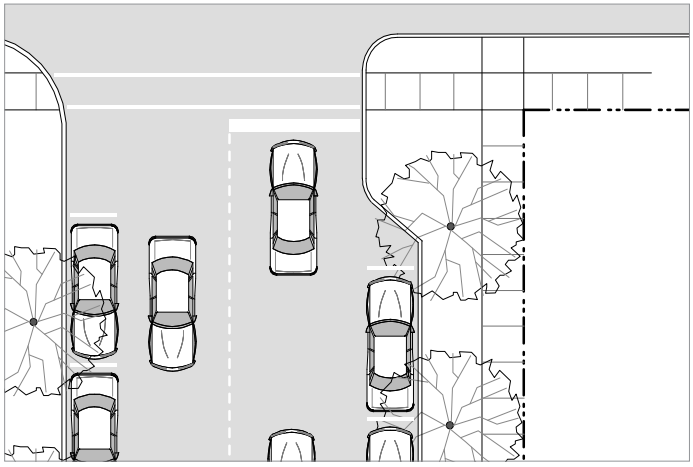


Figure 4.3 (2). Bulb Out on one side where on-street parking is present.

Figure 4.3 (3). Mid Block Crossing

4.4 Block Layout Requirements

1. Block Configuration

(1) New blocks not specified on the Regulating Plan shall generally be rectangular but may vary due to natural features or other site constraints.

(2) Newly formed blocks may include existing lots within a zoning district outside the Downtown Clearfield area.

2. Maximum Block Size

Block sizes for new development and redevelopment That is not on the regulating plan shall be formed by a maximum perimeter of 2400 linear feet.

(1) Where natural constraints or adjacency to parcels outside the Downtown area impact the block configuration, an exception may be granted from the maximum block size.

(2) Access Roads and/or Pedestrian-only Walkways may form up to two sides of the block perimeter if they meet the Street Type Standards in Chapter 5.

3. Block Access

Vehicular access to blocks along Urban Arterial streets shall be from secondary streets perpendicular to the Urban Arterial streets. If secondary streets do not exist and are not feasible for proposed new developments, alternative access shall be coordinated with the City Engineer and requires UDOT approval.

4. Block Development Connectivity

To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two access points is required for each development site unless the site meets the following parameters:

(1) For Single- and Two-Family Dwellings: Any subdivision and/or development of 20 or fewer dwellings;

(2) For Multiple-Family Dwellings or Mixed-Use Projects: Any subdivision and/or development of 75 or fewer dwelling units;

(3) A subdivision and/or development that is less than 4 acres.

5. Block Access Configuration

(1) Access to blocks shall be aligned with the access for blocks across the street to create an intersection.

(2) Mid-Block Pedestrian Ways. Mid-block Pedestrian Ways are required on blocks longer than 600 feet.

(a) Mid-block Pedestrian Ways shall generally be located in the middle third of a block face.

(b) Mid-block Pedestrian Ways shall align with Mid-block street crossings. Refer to section 4.3.3.

6. Block Layout

Blocks shall be fronted with lots on at least two faces. Lots shall be oriented along the longer street faces to the extent feasible.

(1) Blocks containing open space may vary from the lot configuration requirements.

(2) Blocks may include an alley that separates the lots.

4.5 Lot Layout Requirements

1. Typical Lot Configuration

All lots shall have frontage along a public street unless otherwise specified in 6.0 Building Type requirements.

(1) Lot Shape. To create regular, rectangular lots, side property lines shall be perpendicular to the vehicular right-of-way to the extent practical.

(2) Through Lots. Through lots fronting on two parallel streets are not permitted except for a lot covering 50 percent or more of a block and the two longest parallel street faces are treated as front property lines per building type requirements (refer to 6.0 Building Types).

(3) Corner Lots. Corner lots have a front yard along one street and a corner yard along a second street. The front yard of a corner lot should be consistent with one adjacent Parcel.

(a) The rear yard of a corner lot is typically the yard against an alley or another lot's rear yard.

(b) The side yard of a corner lot is adjacent to another lot.

(c) Flag Lots. Flag lots are prohibited.

2. Lot Orientation

For increased energy efficiency, the recommended lot orientation is typically along an east-west longitudinal axis. For single buildings, this lot orientation will usually encourage development of buildings with smaller east and west facades, allowing for energy efficiency.

MOVE TO PARKING CHAPTER. RENUMBER REMAINING SECTIONS

Figure 4.5 (1). Lot orientation along east-west axis

Chapter 5.0
STREET & STREETSCAPE STANDARDS

5.0 Street & Streetscape Standards

5.1 Purpose

1. Intent

The standards outlined in this section are intended to:

(1) Create complete streets that address all modes of travel, including pedestrian, bicycle, transit, and vehicular traffic.

(2) Address all features of the street right-of-way, including sidewalks, parkways, traffic lanes, bicycle lanes, and medians.

(3) Create streets appropriate for their context in residential, commercial, or mixed-use districts and that are designed to encourage travel at appropriate volumes and speeds.

(5) Create streets and public rights-of-way that result in stormwater runoff quantity reduction and improve the quality of stormwater runoff.

(6) Develop enhanced streetscapes that support a vibrant and successful downtown by undergrounding utilities and installing consistent site amenities.

2. Applicability

The standards in this section apply to all vehicular rights-of-way within the Clearfield Downtown Form-based Code area.

5.2 General Requirements

1. Dedicated Vehicular Rights-of-Way

All proposed streets, landscape or furnishings zones, and sidewalks shall be located in dedicated vehicular Rights-of-Way.

(1) Street Types. All new vehicular rights-of-way shall match one of the street types in Section 5.5, whether publicly dedicated or privately held. The Street Types defined in this section outline the standard street configurations for Downtown Clearfield. New streets shall be designed using the principles and characteristics defined by each street type.

  (a) Graphics. The graphics illustrating each street type reflect the standard configuration of that street type. Other configurations may be allowed if the standards are met and agreed upon with Clearfield City.

(2) Public Use. All streets shall be available for public use at all times. Gated streets and streets posted as private are not permitted.

(3) Public Right of Way Dedication. Clearfield City may require additional right-of-way, pavement width, or additional street elements depending on unique site characteristics.

  Wherever an existing public right of way fronting a lot, parcel, or development is less than the specified width for a Street Type, the additional width shall be dedicated in order to achieve a continuous streetscape.

2. Street Construction Specifications

All construction in the right-of-way shall follow specifications defined by Clearfield Public Works or as stated by this Form-based Code.

3. Fire Access

~~Street configurations have been calculated to provide fire truck access. The minimum total width of all travel lanes for vehicular street types shall be 20 feet of drivable surface. If adjacent buildings are taller than 30 feet the minimum total width is 26 feet. If a fire hydrant is present the minimum width is 26 feet, or can be 20 feet with an approved widening to 26 feet for the 20 feet prior and 20 feet after the fire hydrant. Refer to International Fire Code (IFC). REMOVE~~

Development within the Clearfield Downtown Form-based Code area shall comply with all current adopted fire codes. Refer to International Fire Code (IFC) Appendix D for a complete list of access standards.

4. Intersections

(1) Turning Radii. The following turning radii and curb radii shall be utilized unless otherwise authorized by the Clearfield City Engineer. Minimum actual turning radii shall be determined by the fire code official.

(a) Intersections should be designed for actual turning radius of the typical design vehicle as opposed to the maximum design vehicle. Small curb radii at intersections shorten pedestrian crossing distances and reduce vehicle turning speeds, thereby balancing the ease of travel of vehicles and pedestrians. Refer to Figure 5.2 (2).

(b) Neighborhood Streets. At the intersection of any street with a Neighborhood Street, the following curb radii shall be utilized.

(i) With on-street parking on both intersecting streets, a 10-foot radius may be utilized.

(ii) Without on-street parking, a 15-foot radius is required.

(c) Commercial Streets. At the intersection of any street with a Commercial Street, the following curb radii shall be utilized.

(i) With on-street parking on both intersecting streets, a 15-foot radius is required.

(ii) Without on-street parking, a 25-foot radius is required.

(d) Arterial Streets. For arterials streets, the curb radii shall be designed according to Clearfield City and UDOT standards.

(e) Alley Intersections. At the intersection of any street with an Alley, the curb radii shall be no greater than 10 feet.

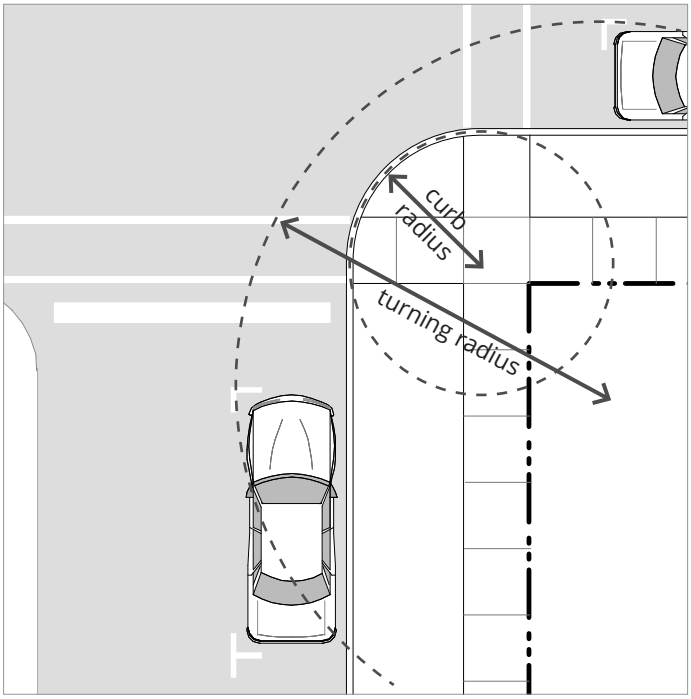


Figure 5.2 (2) Curb Radius vs. Actual Turn Radius with On-Street Parking.

5.3 Street Type Standards

1. Permitted Districts

(1) Adjacent Building Types

(2) Typical Right of Way

2. Typical Street Elements

Typical street elements are divided into the vehicular realm and pedestrian realm. Refer to Figure 5.3 (1): Typical Right-of-Way Elements. Each street type specified in this chapter outlines which elements are applicable. Refer to Section 5.5 of this Chapter.

(1) Pedestrian Realm. The pedestrian realm is comprised of pedestrian facilities and a street buffer area that is landscaped and/or furnished with street furniture.

(2) Vehicular Realm. The vehicular realm is comprised of the travel lanes, on-street parking spaces, and bicycle travel facilities.

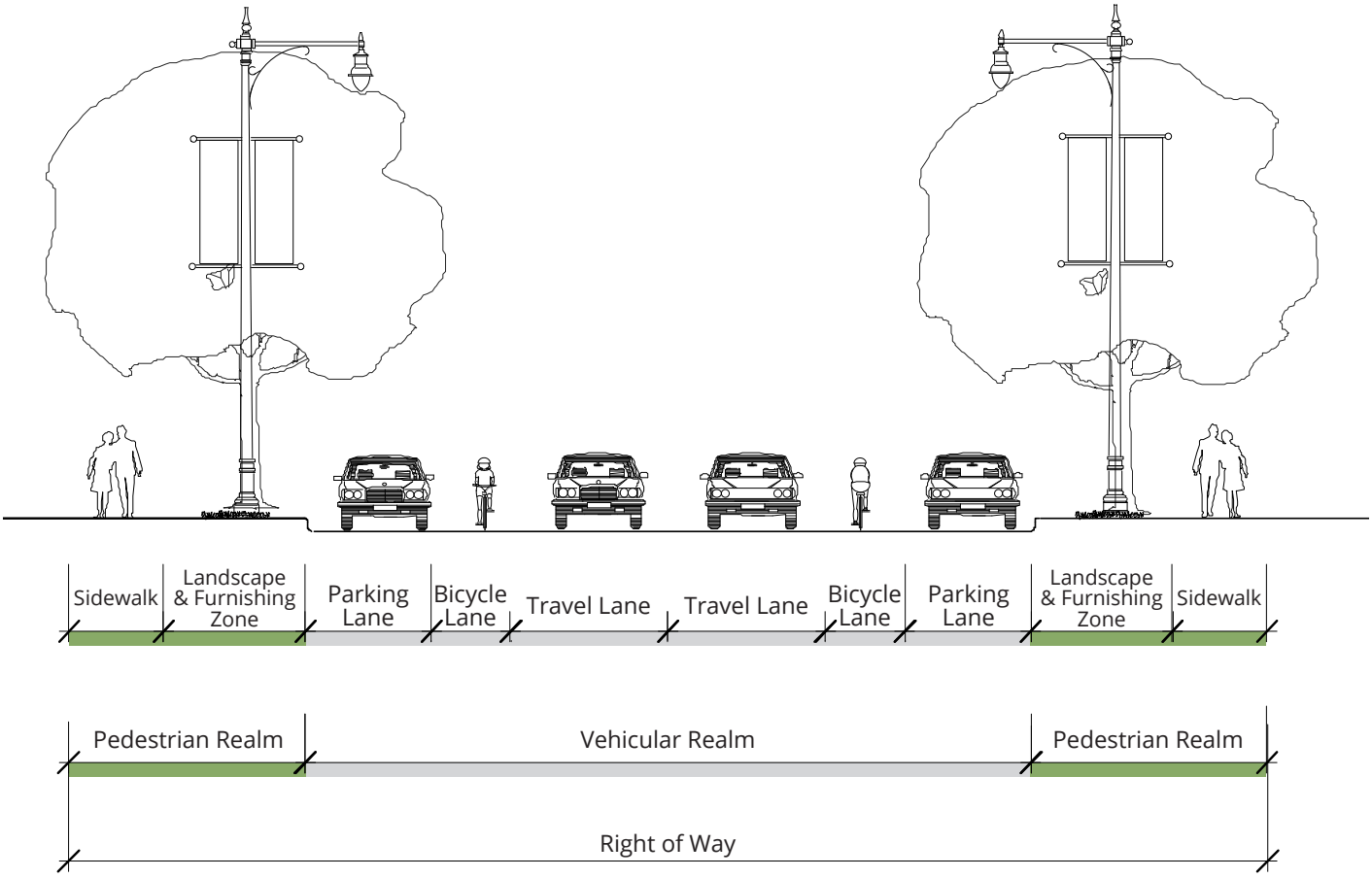


Figure 5.3 (1). Typical Right-of-Way Elements.

5.4 Pedestrian Realm

1. Pedestrian Travel Facilities

The type and width of pedestrian travel facilities, such as sidewalks, paths/trails, or off-street bicycle paths, are determined by Street Type.

2. Street Buffer Areas

The street buffer area, consisting of a landscape zone and/or furnishings zone, serves to buffer pedestrians from the movements of higher speed vehicles in the vehicular realm. The type and width of the Street Buffer area is determined by Street Type. Refer to Figure 5.4 (1).

(a) Landscape Zone. A landscaped area between the back of curb to the sidewalk in which street trees, vegetation/ plantings, bioswales, lighting, and signage may be located.

(b) Furnishings Zone. A hardscaped area between the back of curb or edge of pavement to the sidewalk in which street trees, street furniture, lighting, and signage may be located.

Figure 5.4 (1). Street Buffer Examples.

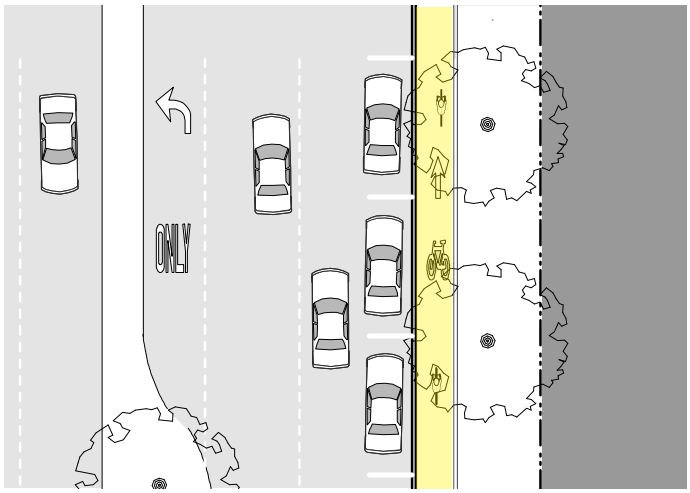


Figure 5.5 (1). On-Street Cycle Track/Protected Bike Lane

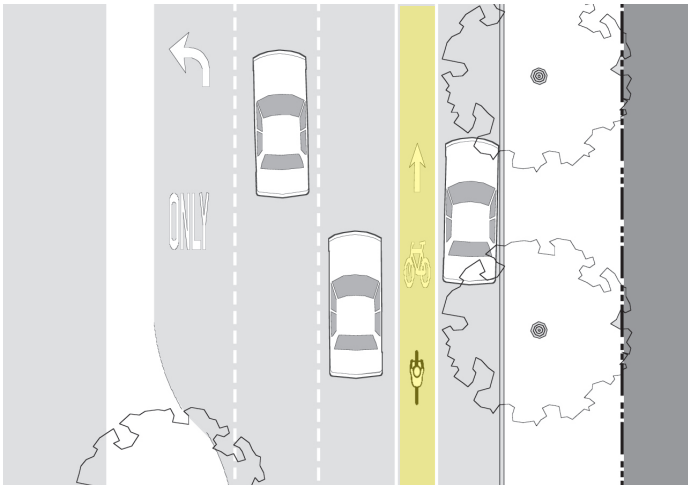


Figure 5.5 (2). On-Street Dedicated Bicycle Lane

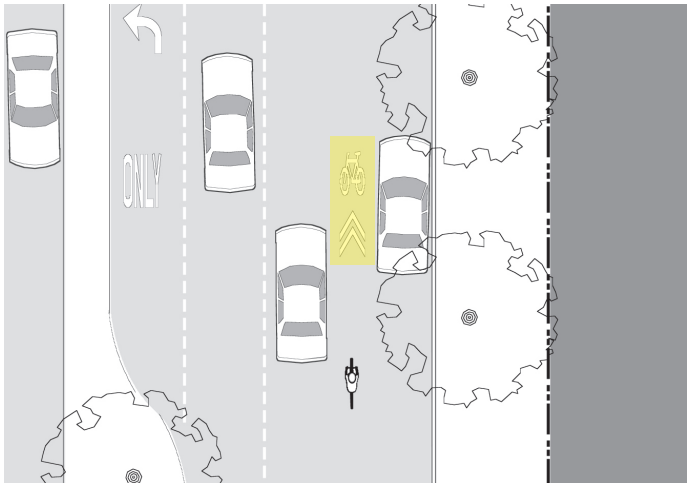


Figure 5.5 (3). On-Street Designated Shared Lane or "Sharrow"

5.5 Vehicular Realm

1. Vehicular Travel Lanes

The number and width of vehicular travel lanes are determined by Street Type.

2. Vehicular On-Street Parking

If permitted, the type and configuration of on-street parking is determined by Street Type.

(1) Vehicular Parking Space Dimensions. The dimensions for on-street parking spaces are outlined in Table 5.5 (1).

3. Bicycle Travel Facilities

The following types of bicycle travel facilities are permitted in the vehicular realm per Street Type. Refer to Figures 5.5 (1), 5.5 (2), and 5.5 (3).

(1) Cycle Track/Protected Bike Lane. A cycle track is a separate on-road bicycle facility that is typically adjacent to, but physically separated from, vehicular traffic and parking by a barrier.

(2) Dedicated Bicycle Lane. Dedicated bicycle lanes are striped lanes on the outside of the outermost travel lanes that are designated for bicycle use only.

(3) Designated Shared Lane. A designated shared lane is a travel lane that is shared between vehicles and bicycles. This lane is typically wider than a standard vehicular lane in order to accommodate both types of users, and includes a painted bicycle marker combined with a double arrow (known as a "sharrow").

(4) Shared Lane. A shared lane refers to a street where the speed and configuration of the street is such that bicycles can comfortably share lanes with traffic without a dedicated bicycle lane or designated shared lane.

Table 5.5 (1) On-Street Parking Space Dimenstions

0º	20	7	7
45º	12	9	17
60º	10	9	18
90º	9	9	18

Figure 5.5 (4). Signage may be used to indicate On-Street Designated Shared Lane or "Sharrow"

5.6 Streetscape Design

1. Intent

The streetscape design standards are intended to create a sense of identity for all streets in Downtown Clearfield using a consistent and appropriate planting of street trees based on context and other streetscape elements.

2. Applicability

The requirements herein apply to all new development in the Downtown Clearfield districts.

3. Streetscape Design Submittal

A consistent streetscape design shall be submitted for approval of all new streets within the development. See Appendix A for Streetscape Specification Standards. All Streetscape Design Plans shall be stamped by a Licensed Landscape Architect. At a minimum, the submittal shall include the following:

(1) Utilities. All utilities and power lines shall be placed underground within the Pedestrian Realm and specified.

(2) Street Lighting. Pedestrian and vehicular lighting shall be specified, and locations and quantities noted. Street lighting shall comply with Public Works Standards.

(3) Street Trees. Trees meeting the minimum requirements of 7.7.5 shall be included in the streetscape design. Details related to tree planting must meet the requirements of 7.7.5 Tree Installation.

(4) Sidewalk Pavement Design. Sidewalk paving materials shall be set for each street type.

(5) Street Furnishings. Benches, seatwalls, planters, planter fences, trash receptacles, and bicycle racks shall be specified and quantities and locations listed for each street type. Benches are required every 200 feet on commercial and arterial streets in the UC, UR, TC, and CV districts.

(6) Landscape . Ground plane vegetation shall be designated for any landscape bed areas, planter areas, and tree wells as applicable.

(7) Identity Elements. Any other elements designed to establish the identity of each street, such as banners, pavement markers, artwork, or signage, shall be included in the streetscape design submittal.

4. Utilities Requirements

All new and existing utilities and power lines shall be placed underground within the Pedestrian Realm.

(1) Cost. Cost to underground utilities and power lines shall be the responsibility of the developer.

(2) Maintenance. Maintenance costs for all utilities in public rights of way henceforth shall be the responsibility of Clearfield City

5. Street Lighting Requirements

Decorative street lighting is required on all streets (except an alley) within the Clearfield Downtown. The following standards apply to the installation of street light fixtures. (See Appendix A for streetlight specifications.)

(1) Location. Street light fixtures shall be located in either a Landscape Zone or a Furnishings Zone.

(2) Light Fixture Standard. All Street Lights within Downtown Clearfield shall use the Clearfield City Standard. See Appendix A for Street Lighting Specification Standards.

(3) Light Fixture Spacing. Light fixture spacing shall follow minimum and maximum spacing based on Street Type.

(a) Minimum Spacing.

(i) Arterial Street Types. Light fixtures shall be spaced a minimum of 60 feet apart on center.

(ii) Non-arterial Street Types. Light fixtures shall be spaced a minimum of 40 feet apart on center.

(b) Maximum Spacing.

(i) Arterial Street Types. Light fixtures shall be spaced a maximum of 90 feet on center.

(ii) Non-arterial Street Types. Light fixtures shall be spaced a minimum of 80 feet on center.

Figure 5.6 (1) Clearfield City Decorative Street Light. See Appendix A for Specification Standard.

6. Street Tree Requirements

Street trees are required along all street frontages, except for the Alley. Each Lot is required to have a minimum of one street tree as long as minimum spacing requirements can be met with existing trees planted on the adjacent lot(s). The following standards apply to the installation of street trees.

(1) Location. Street trees shall be located in the Street Buffer in either a Landscape Zone or a Furnishings Zone.

(2) Street Tree Types. Street trees shall be selected based on width of the Street Buffer and/or specific streetscape design standards. Refer to tables 5.6 (1), 5.6 (2), and 5.6 (3) for an approved list of permitted large, medium, and small street trees.

  (a) For Street Buffers 6 feet and less small and/or medium trees may be used.

  (b) For Street Buffers wider than 6 feet medium and/or large trees may be used.

(3) Street Tree Spacing. Street trees shall follow minimum and maximum spacing based on tree size. Trees shall be located such that minimum spacing requirements are met with existing trees planted on the adjacent lot(s).

  (a) Medium and small trees shall be spaced a minimum of 20 and a maximum of 40 feet on center.

  (b) Large trees shall be spaced a minimum of 40 and a maximum of 60 feet on center.

(4) Clear Branch Height. Minimum clear branch height is 7 feet.

(5) Limited Distance between Curb and Sidewalk. Where the distance from the back of the curb to the edge of the right-of-way or property line is less than nine feet with a sidewalk, the Clearfield City Urban Forester/Arborist must approve the tree species. Applicant shall work with the Clearfield City Urban Forester/Arborist to determine the appropriate tree species.

(6) Tree Wells. In commercial districts, where the sidewalk extends from the back of curb to the property line, tree wells with tree grates shall be utilized.

  (a) The opening in a tree grate for the trunk must be expandable.

(7) Tree Species and Diversity. Streets shall have the same combination of tree species per block on both sides of the streets with changes at intersections. However, tree diversity is important to reduce the risk of catastrophic tree loss due to pests. To promote tree diversity overall in Downtown Clearfield, street tree installations shall work to achieve a diversity as specified in Table 5.6 (4).

Table 5.6 (1) Permitted Large Street Trees

Sycamore Maple	*Acer pseudoplatanus*
Emerald Queen Maple	*Acer platanoides 'Emerald Queen'*
Catalpa	*Catalpa speciosa*
Hackberry	*Celtis occidentalis*
Riversii Beech	*Fagus sylvatica 'Riversii'*
Gingko	*Gingko biloba 'Princeton Sentry'*
Honeylocust	*Gleditsia triacanthos*
Kentucky Coffeetree	*Gymnocladus dioicus*
London Planetree	*Platanus x acerifolia*
Japanese Pagodatree	*Sophora japonica*
Sterling Silver Linden	*Tilia tomentosa 'Sterling'*
Accolade Elm	*Ulmus carpinifolia 'Accolade'*

Table 5.6. (2) Permitted Medium Street Trees

Fairview Maple	*Acer platanoides 'Fairview'*
Briotii Horsechestnut	*Aesculus x carnea 'Briotii'*
Chinese Fringetree	*Chionanthus retusus*
Yellowwood	*Cladrastis kentukea*
Goldenraintree	*Koelreuteria paniculata*
Fruitless Mulberry	*Morus alba 'Fruitless'*
Mayday Tree	*Prunus padus*
Lacebark Elm	*Ulmus parvifolia*
Frontier Elm	*Ulmus parvifolia 'Frontier'*
Japanese Zelkova	*Zelkova serrata*
Chanticleer Pear	*Pyrus calleryana 'Chanticleer'*

Table 5.6 (3) Permitted Small Street Trees

Japanese Tree Lilac	*Syringa reticulata*
Flowering Crabapple	*Malus spp. Various*
Eastern Redbud	*Cercis canadensis*
American Smoke Tree	*Cotinus obovatus*
Winter King Hawthorn	*Crataegus viridis*
Tricolor Beech	*Fagus sylvatica*
Flowering Plum, Krauter Vesuvius	*Prunus cerasifera*
Summer Sprite Linden	*Tilia cordata*
City Sprite Zelkova	*Zelkova serrata*

Table 5.6 (4) Street Tree Diversity in Downtown

Species	*No more than 10% of any one species*
Genus	*No more than 20% of any one genus*
Family	*No more than 30% of any one family*

5.7 Alley

1. Intent

The Alley is a very low capacity drive located at the rear of lots or development parcels. From the Alley, access to parking facilities, loading facilities, and service areas, such as refuse and utilities, is possible without a curb cut or driveway interrupting a street type. Refer to the typical plan and section in Figure 5.7 (1).

2. General Requirements

Alleys shall be developed using the standards in Table 5.7 (1). A rolled curb shall be used to provided the necessary travel surface width for fire access.

Table 5.7 (1) Alley Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	20' to 26' (one-way or two way)
Vehicular Realm	
Travel Lanes	1 or 2
Lane Width	Varies (see Travel Surface Width) 8' lanes if two-way; 16' lane if one-way
Center Turn Lanes	None
Parking Lanes	None
Travel Surface Width See Section 5.2.3 for fire access standards. ------>	Minimum 20' ~~(one-way traffic only if Fire Access is provided and/or buildings are fire sprinkled.) REMOVE~~ ~~Minimum 26' if buildings are higher than 30 feet or a fire hydrant is present REMOVE~~
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Travel lanes are shared among drivers, pedestrians, and bicyclists
Street Buffer	None required

REMOVE

5.8 Access Road (Private)

1. Intent

The Access Road is a very low capacity drive for access to shopping centers or residential complexes. Clearfield City Public Works must approve the use of the Access Road street type. Refer to the typical plan and section in Figure 5.8 (1).

2. General Requirements

The Access Road shall be developed using the standards in Table 5.8 (1). A rolled curb is permitted. If development is constructed on one side only the Pedestrian Realm ROW width must be preserved on the undeveloped side, but Pedestrian Facilities need not be constructed until development happens on that side of the street.

Table 5.8 (1) Access Road Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	40′ to 47′
Vehicular Realm	
Travel Lanes	2
Lane Width	9.5′ to 11′
Center Turn Lanes	None
Parking Lanes	None; Parallel optional on one side
Back of Curb to Back of Curb Width	Minimum 24′ (without parking); 32′ (with parking on one side) Maximum 27′ (without parking); 35′ (with parking on one side)
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Minimum 5′ (sidewalk is not required to be installed on both sides if buildings are on one side of road only; ROW width must be preserved for future changes)
Street Buffer	Minimum 4′; Minimum of 5′ if Street Trees are planted (required on both sides)

5.9 Neighborhood Street

1. Intent

The Neighborhood Street is a low capacity street designed for slow speeds with a standard right-of-way. It primarily serves those residences or businesses directly adjacent to it. Refer to the typical plan and section, Figure 5.9 (1).

2. General Requirements

The Neighborhood Street shall be developed using the standards in Table 5.9 (1).

Table 5.9 (1) Neighborhood Street Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	Multi-Family Residential, Townhouse, Garden Court
Typical Right-of-Way Width	~~57' to 61'~~ 61'to 65'
Vehicular Realm	
Travel Lanes	2 lanes NO REFERENCE TO CC.
Lane Width	8' for TR district on one or both sides up to 10' for TC, UC, UR, or CV
Allowable Turn Lanes	Not applicable
Parking Lanes	Parallel; 10' striped and shared with bicycles
Pavement Width	~~37'~~ 36' to 41'
Median	none required
Bicycle Facilities	Shared with Parking Lane
Pedestrian Realm	
Pedestrian Facilities	Minimum 5' wide clear sidewalk on both sides
Street Buffer	Minimum 5' width - street trees require urban root treatment or 7' width

5.10 Commercial Street

1. Intent

The Commercial Street is designed first for pedestrians, buildings, street life and second for vehicular traffic, see Figure 5.10 (1). The street is intended for slow speeds and high pedestrian traffic. Sidewalks are wide and have the capacity for on street dining, shopping and street life.

2. General Requirements

The Commercial Street shall be developed using the standards in Table 5.10 (1).

Table 5.10 (1) Commercial Street Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All
Typical Right-of-Way Width	71-99′
Vehicular Realm	
Travel Lanes	2
Lane Width	10′
Allowable Turn Lanes	Turning Lane at Intersections
Parking Lanes	Diagonal (17′) or Parallel (7′) allowed on both sides; gutter extends parking area Center diagonal (18′) allowed *TR District allowed Parallel only
Pavement Width	Minimum ~~49′~~ 44' Maximum ~~69′~~ 64' if 45° parking both sides
Median	Turning Lane at Intersections
Bicycle Facilities	Dedicated Bike Lane - 5′
Pedestrian Realm	
Pedestrian Facilities	Minimum 6′
Street Buffer	Minimum 5′ width - street trees require urban root treatment or 7′ width

5.11 State/Main Street Highway 126 - Urban Core Arterial

1. Intent

This Street Type is for State/Main, which is State Highway 126, in the Urban Core of Downtown Clearfield between 300 North and 700 South. This is a high capacity regional thoroughfare, that acknowledges the Downtown Clearfield context. Figure 5.11 (1).

2. General Requirements

State/Main Street - Urban Core shall be developed using the standards in Table 5.11 (1).

Table 5.11 (1) Urban Core Arterial Requirements

Permitted Adjacent Districts	UC, UR, CV, TC
Permitted Adjacent Building Types	Civic , Mixed-Use, Multi-Family, Office
Typical Right-of-Way Width	~~103'~~ 107'
Vehicular Realm	
Travel Lanes	2 lanes in each direction
Lane Width	11'
Turn Lanes	Per UDOT corridor agreement
Parking Lanes	Optional Parallel, as ROW allows
Pavement Width	~~72'~~ 82'
Median	12' Planted Median with turn lane pockets (includes 1' shy distance on each side of median)
Bicycle Facilities	7.5' Protected Bike Lanes (2' buffer; 5.5' travel lane)
Pedestrian Realm	
Pedestrian Facilities	Minimum 8' wide clear sidewalk
Street Buffer	Minimum 7.5' hardscape

5.12 700 South; State/Main - Gateway Corridor

1. Intent

This Street Type is for State/Main, which is State Highway 126, in the areas leading into the Urban Core of Downtown Clearfield (north of 300 North and South of 700 South), and for 700 South Street, which is State Highway 193. These roads are high capacity regional thoroughfares, see Figure 5.12 (1).

2. General Requirements

700 South shall be developed using the standards in Table 5.12 (1).

Table 5.12 (1) Gateway Corridor Arterial Requirements

Permitted Adjacent Districts	TC, TR, CC
Permitted Adjacent Building Types	Civic, Commercial, Mixed-Use, Office
Typical Right-of-Way Width	~~108′ - 110′~~ 117'-122'
Vehicular Realm	
Travel Lanes	2 lanes in each direction
Lane Width	12′ on 700 South (Hwy 193) 11′ - 12′ on State/Main (Hwy 126)
Turn Lanes	Per UDOT corridor agreement
Parking Lanes	Optional Parallel, as ROW allows
Pavement Width	~~78′ - 82′~~ 84'-89'
Median	14′ Planted Median with turn lane pockets (includes 1′ shy distance on each side)
Bicycle Facilities	7.5′ Protected Bike Lanes (2′ buffer; 5.5′ travel lane)
Pedestrian Realm	
Pedestrian Facilities	Minimum 6′ wide clear sidewalk
Street Buffer	Minimum 8′ planted

Chapter 6.0
BUILDING TYPES

6.0 Building Types

6.1. Purpose

1. Intent

The standards are intended to outline the required building types and standards for new construction within the Downtown Clearfield Districts defined in Chapter 2.0.

6.2. General Requirements

All Building Types must meet the following requirements.

(1) Zoning Districts. Each Zoning District shall only contain the Building Types permitted. Refer to Table 6.2 (1) Permitted Building Types by Districts.

(2) Uses. Each Building Type can house a variety of uses depending on the district in which it is located. Refer to 3.0 Uses for uses permitted per district. Some Building Types have additional limitations on permitted uses.

(3) No Other Building Types. All new buildings constructed must meet the requirements of one of the Building Types permitted within the zoning district in which the lot is located.

(4) Permanent Structures. All buildings constructed shall be of permanent construction without a chassis, hitch, or wheels, or other features that would make the structure mobile, unless otherwise noted.

(5) Accessory Structures

(a) Attached accessory structures are considered part of the principal structure.

(b) Detached accessory structures are permitted per each Building Type and shall comply with all setbacks except the following:

(i) Detached accessory structures are not permitted in the front yard and shall be located behind the principal structure in the rear yard or set behind the principal structure in the side yard.

(ii) Detached accessory structures shall not exceed the height of the principal structure.

(6) Residential Amenities. All multi-family and mixed-use buildings containing residential units must provide a mix of amenities to ensure quality development and livability for tenants. Refer to Section 6.13.8. NEED TO MAKE TEXT BLACK

Table 6.2 (1) Permitted Building Types by Districts

		Districts					
		Urban Core Commerce	Urban Mixed Residential	Town Mixed Commerce	Town Neighborhood Residential	Civic	Gateway Corridor Commerce
Building Types	Mixed-Use/Core Commercial	P	P	P	P		
	Multi-Family Residential	P[1]	P				
	Office	P	P	P		P	P
	Civic	P	P	P		P	P
	Commercial			P			P
	Townhouse		P	P	P		
	Garden Court				P		

P = Permitted

Footnotes:

[1] Only permitted as part of a master development and/or permitted on secondary streets in the Urban Core (UC) District.

6.3 Building Type Standards

The following explains and further defines the standards for Building Types. All standards may not apply to all Building Types.

1. Building Site

(1) Minimum Lot or Unit Width. The minimum width of a lot, measured at or parallel to the front property line. Or, the minimum width of a unit.

(2) Maximum Lot or Unit Width. The maximum width of a lot, measured at or parallel to the front property line. Or, the maximum width of a unit.

(3) Maximum Impervious Coverage. The maximum percentage of a lot permitted to be covered by impervious surfaces, including principal structures, accessory structures, pavement, and other impervious surfaces.

(4) Additional Semi-Pervious Coverage. The additional percentage of a lot beyond the Maximum Impervious Coverage, which may be surfaced in a semi-pervious material, including permeable pavers or semi-pervious landscaped roofs.

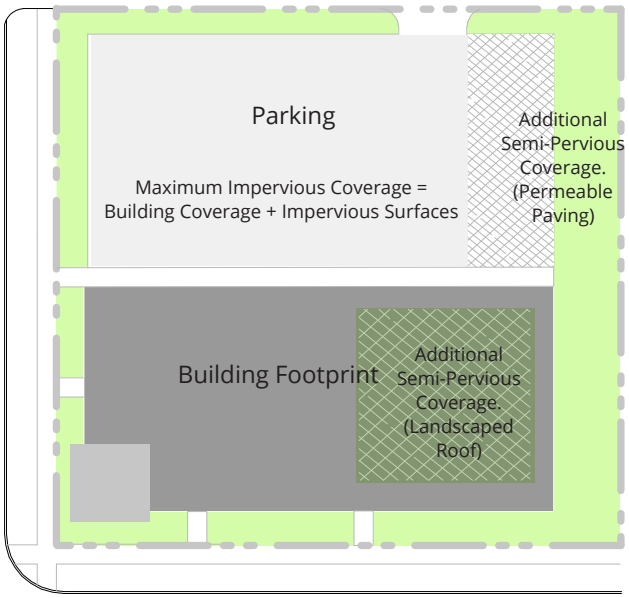


Figure 6.3 (1). Maximum Impervious & Additional Semi-Pervious Coverage

Figure 6.3 (2). Pervious and Semi-Pervious Coverage

2. Site Access & Parking

(1) Parking and Loading Location. The yard or structure in which a parking lot, detached garage, attached garage, loading/ unloading, and associated driveways is permitted.

(a) Lots wider than 140 feet are permitted one double-loaded aisle of parking (maximum width of 72 feet), located perpendicular to the front property line, which is exempt from front property line coverage. See Figure 6.3 (3).

(2) Vehicular Access. The permitted means of vehicular ingress and egress to the lot.

(a) Alleys, when present, shall always be the primary means of vehicular access. See Figure 6.3 (4).

(b) When alleys are not present, a driveway may be permitted per Building Type and, if an alternative street is available, shall not be located off a Primary Street.

(c) When a driveway access is located off a Primary Street the driveway is not counted toward Front Property Line coverage percentage. See Figure 6.3 (3).

(d) Driveways shall meet the dimension requirements of Clearfield City Public Works standards.

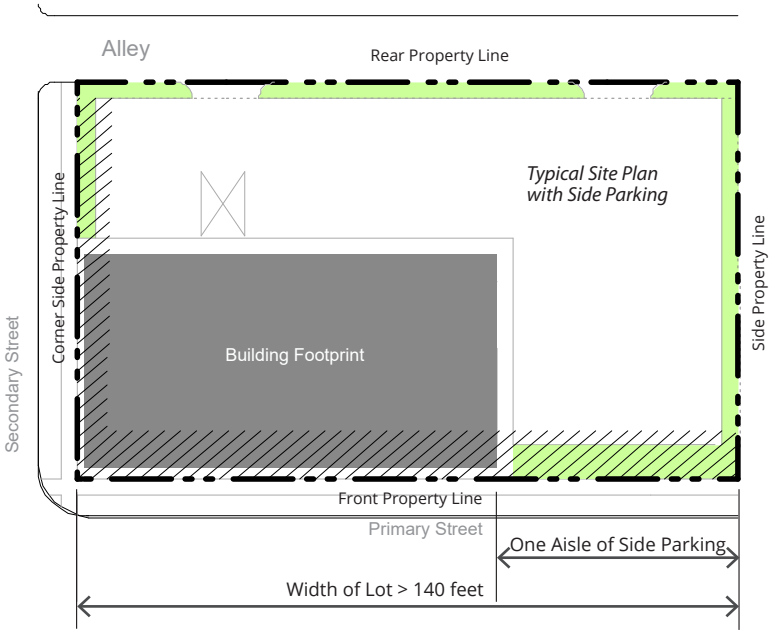


Figure 6.3 (3). One aisle of side parking is allowed when lots are wider than 140 feet.

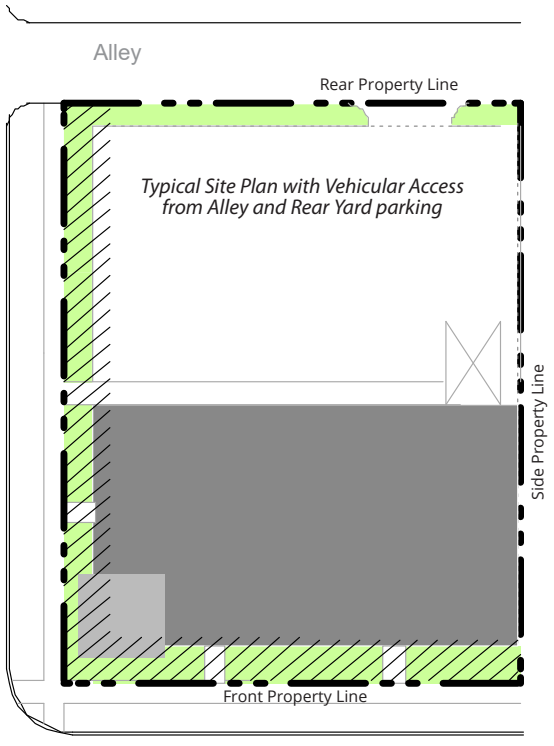


Figure 6.3 (4). Vehicular Access from Rear Alley

3. Building Location

(1) Multiple Principal Structures. The allowance of more than one principal structure on a lot.

(2) Front Build-to Zone. The build-to zone defines the minimum and maximum building setback parallel to the front property line. Building components, such as awnings or signage, are permitted to encroach out of the build-to zone, including over the public right of way, if they meet clearance standards.

(a) All build-to zone and setback areas not covered by building must contain either landscape, patio space, or sidewalk space.

(3) Corner Build-to Zone. The build-to zone or setback parallel to the corner property line.

(a) All build-to zone and setback areas not covered by building must contain either landscape, patio space, or sidewalk space.

(4) Occupation of Corner. A principal structure shall occupy the intersection of the front and corner build-to zones.

(5) Front Property Line Coverage. This Measurement defines the minimum percentage of building facade required to be along the front property line. The measurement is calculated by dividing the width of the principal structure(s) (as measured within the front build-to zone) by the width of the front build-to zone (BTZ).

(a) Certain buildings may have a second measurement in order to allow the development of a courtyard or plaza along the front property line.

(b) When a driveway is permitted from the street, the driveway width is excluded from the measurement calculation.

(6) Minimum Side Yard Setback. The minimum required setback along a side property line.

(7) Minimum Rear Yard Setback. The minimum required setback along a rear property line.

(8) Transition Setbacks. To provide compatibility with adjacent lower density neighborhoods, additional setback distances and height transitions shall be required for lots directly adjacent to these neighborhoods. See Figure 6.3 (6).

(a) Distance Transition. Any building type in any district adjacent to an existing single-family home or single-family residential zone shall have a minimum 20 foot setback from the adjacent lot.

(b) Height Transition. The maximum height for the building within 30 feet from the property line shall be 35 feet. The height can transition beginning at 30 feet from the property line, with one foot of additional vertical building height allowed for every two feet in additional horizontal distance from the property line.

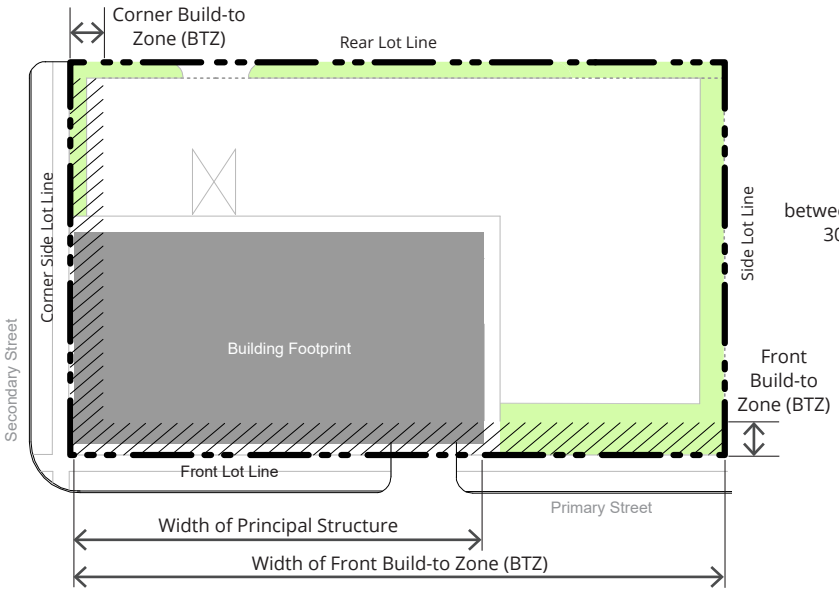


Figure 6.3 (5). Build to Zones

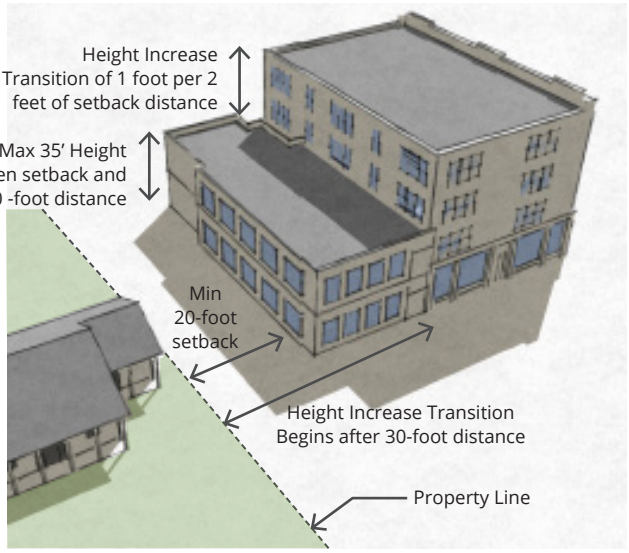


Figure 6.3 (6). Building Transition Setback Requirements

4. Building Massing

The following explains the line item requirements for each Building Type.

(1) Minimum Building Width. The minimum building or unit width measured at or parallel to the front property line.

(2) Maximum Building Width. The maximum building or unit width measured at or parallel to the front property line.

(3) Minimum Number of Stories. The minimum stories required for the building, located within the build-to zone; stories above the required minimum height may be stepped back from the facade.

(4) Maximum Number of Stories. The maximum stories allowed for the building.

(a) Half stories. Partial stories located either completely within the roof structure with street-facing windows or in a visible basement exposed a maximum of one half-story above grade.

(b) A building incorporating both a half story within the roof and a visible basement shall count the height of the two half stories as one full story.

(c) To allow for atriums, vaulted ceilings, or upper clerestory stories, full stories may exceed the maximum height as specified by building type but shall be counted as two or more stories.

(5) Stepbacks. Some Building Types require a building facade to step back as its height increases. If required, the upper stories of any building facade with street frontage shall step back a designated amount beyond the building facade of the lower stories.

(6) Ground Story Minimum and Maximum Height (Measuring Height). The permitted range of height in feet for each story. Additional information is as follows:

(a) Floor height is measured in feet between the floor of a story to the ceiling of a story (e.g. clear height).

(b) For single story buildings and the uppermost story of a multiple story building, floor to floor height shall be measured from the floor of the story to the tallest point of the ceiling.

(7) Upper Story, Minimum and Maximum Height (Measuring Height). The permitted range of height in feet for each story. Additional information is as follows:

(a) Floor height is measured in feet between the floor of a story to the ceiling of a story (e.g. clear height).

(b) For single story buildings and the uppermost story of a multiple story building, floor height shall be measured from the floor of the story to the tallest point of the ceiling.

(8) Roof Types

(a) Permitted Roof Type. The roof type(s) permitted for a given Building Type. Refer to 6.12. Roof Types for specific requirements.

(b) Tower. A vertical building extension that may be permitted in conjunction with another roof type on certain Building Types. Refer to 6.12. Roof Types.

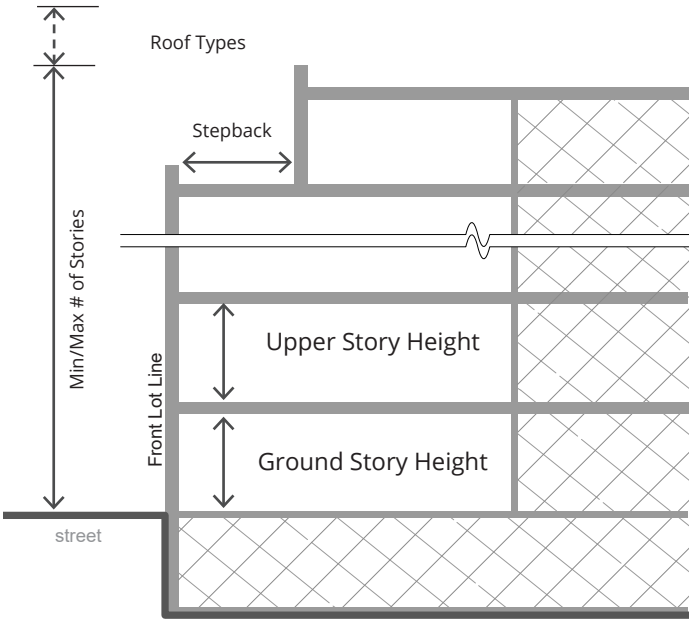


Figure 6.3 (7). Building Massing Requirements

5. Facade Articulation & Details

Facade Requirements apply to all facades facing a public or private right-of-way.

(1) Blank Wall Limitations. The amount of windowless area permitted on a facade with street frontage. If required, the following shall both be met for each story:

  (a) No rectangular area greater than 30% of a story's facade, as measured from floor to floor, may be windowless; and

  (b) No horizontal segment of a story's facade greater than 15 feet in width may be windowless.

(2) Vertical Facade Divisions. The use of a vertically oriented expression line or form to divide the facade into increments no greater than the dimension shown, as measured along the base of the facade. Elements may include a column, pilaster, or other continuous vertical ornamentation a minimum of one and one-half inch depth.

(3) Horizontal Facade Divisions. The use of a horizontally oriented expression line or form to divide portions of the facade into horizontal divisions. Elements may include a cornice, belt course, molding, string courses, or other continuous horizontal ornamentation a minimum of one and a half inch depth. A change in architectural material should also be articulated with a horizontal facade division element.

(4) Street Frontage and Entrance Type. The Street Frontage and Entrance Type(s) permitted for the entrance(s) of a given Building Type. Refer to 6.11 Street Frontage Types for specific requirements.

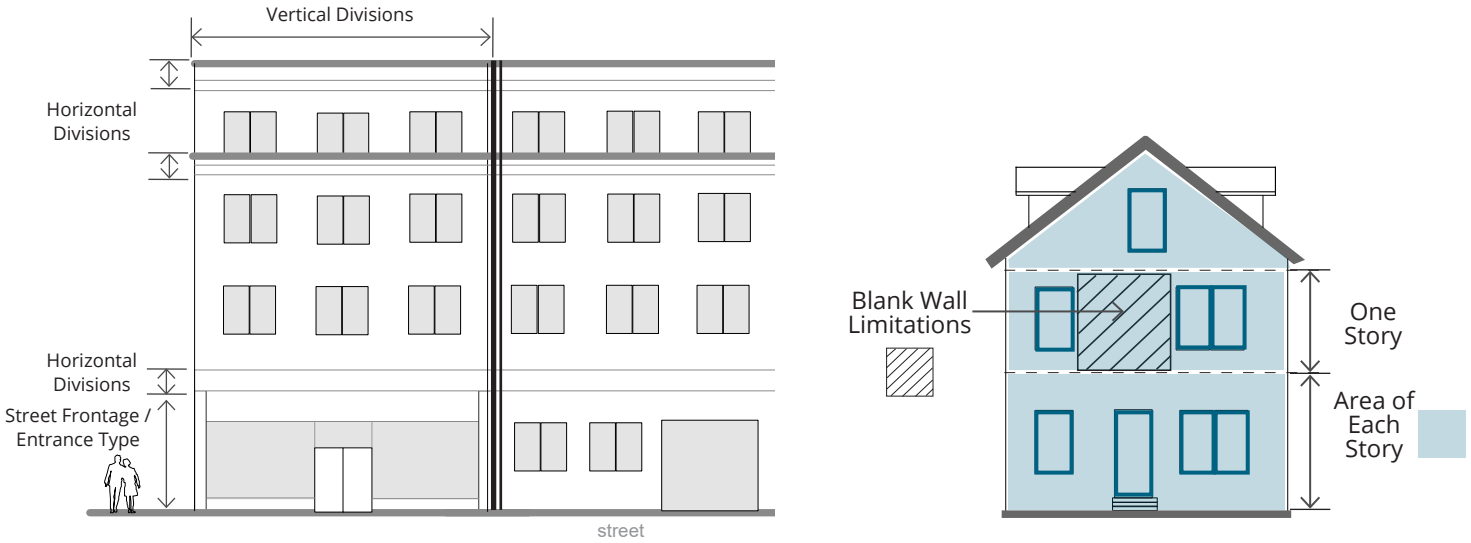


Figure 6.3 (8). Facade Requirements.

6. Building Fenestration

(1) Minimum Ground Story Transparency. The minimum amount of transparency required on the ground story of facades with street frontage. Transparency is any glass in windows and/or doors, including any mullions, that is highly transparent with low reflectance.

(i) Ground Story Transparency shall be measured between two feet and eight feet from the average grade at the base of the front facade.

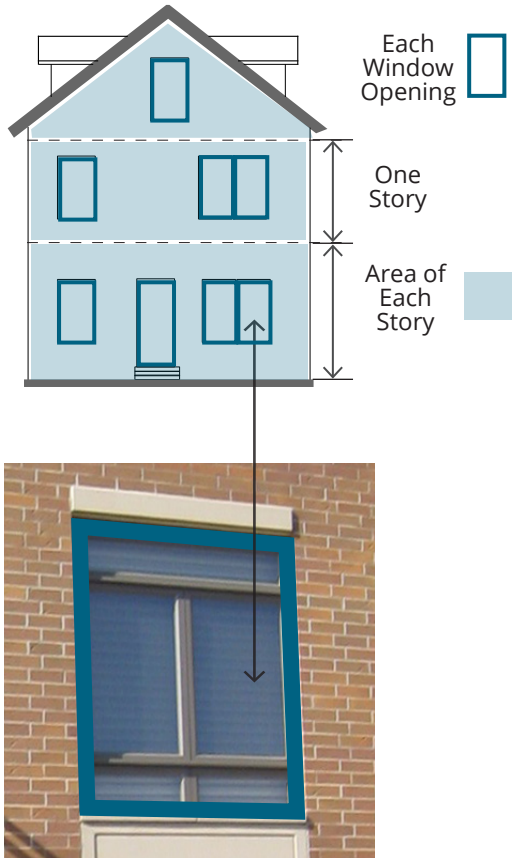
(ii) A general Minimum Transparency requirement shall be measured from floor to floor of each story.

(2) Minimum Upper Story Transparency. The minimum amount of transparency required on the upper stories of facades with street frontage. Transparency is any glass in windows and/or doors, including any mullions, that is highly transparent with low reflectance.

(i) Upper Story Transparency shall be measured between floor to floor of each story.

(3) Required Number of Street Entrances. The minimum number of and maximum spacing between entrances on the ground story of facades with street frontage.

(4) Principal Entrance Location. The facade on which the primary building entrance is to be located.



Measuring Transparency on Each Story

Measuring Ground Floor Transparency on a Storefront base.

Figure 6.3 (9). Building Fenestration Requirements.

7. Uses

The use and function requirements within the building type.

(1) Ground Story Uses. The general category of uses which may occupy the ground story of a building.

(2) Upper Story Uses. The general category of uses which may occupy the upper story of a building.

(3) Parking Within Building. The area(s) of a building in which parking is permitted within the structure.

(4) Required Occupied Space. The area(s) of a building that shall be designed as occupied space. Occupied space is defined as interior building space regularly occupied by the building users and is measured from inside wall to inside wall. It does not include storage areas, utility space, or parking.

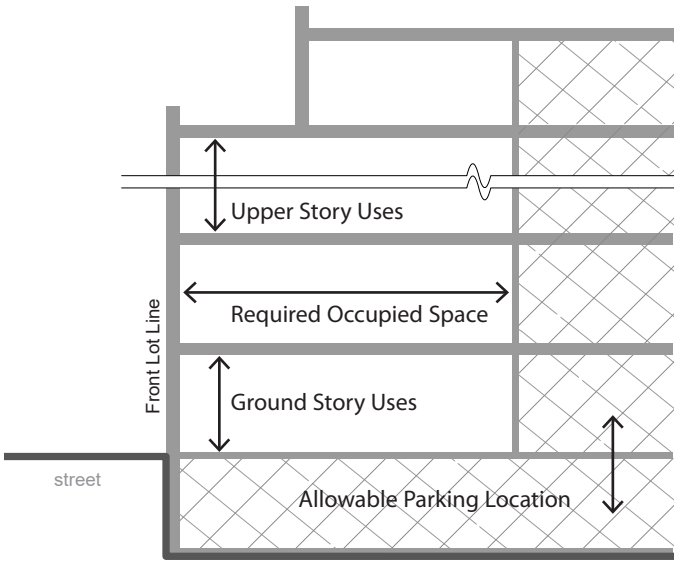


Figure 6.3 (10). Building Use Requirements.

6.4 Mixed-Use/Core Commercial Building

1. Description & Intent

The Mixed-Use/Core Commercial Building is intended to be located close to the front property line with parking typically in the rear or side of the lot. Parking garages and underground parking are highly encouraged.

The key facade element is large amounts of glass and regularly spaced entrances on the main floor.

This building is available for different levels of urban intensities, depending on the district within which it is located. For example, minimum and maximum heights are highest in the UC District and lowest in the TR District.

2. Regulations

Regulations for the Mixed-Use/Core Commercial Building Type are defined in the adjacent table.

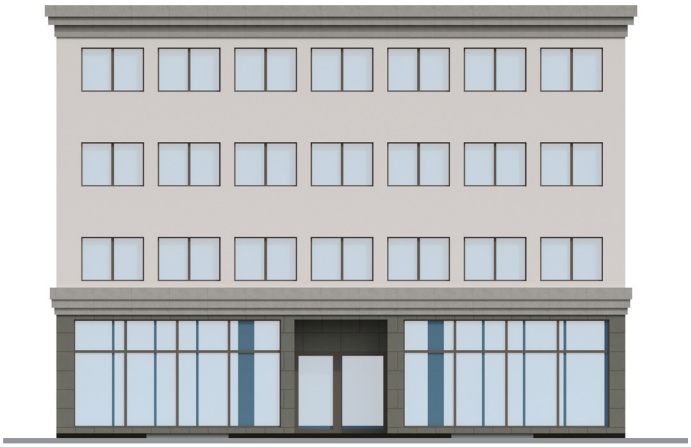


Table 6.4 (1) Mixed Use Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	none	none	none	none		
Maximum Lot Width	none	none	none	none		
Maximum Impervious Coverage	80%	~~70%~~ 80%	70%	70%		
Additional Semi-Pervious Coverage	10%	15%	10%	10%		
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear yard	rear yard	rear & side yard	rear & side yard		
Vehicular Access	Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements					
Building Location Refer to 6.3.3						
Multiple Principal Buildings	not permitted	not permitted	permitted	not permitted		
Front Build-to Zone	0'-5'	0'-10'	0'-20'	5'-20'		
with Plaza or Porte Cochere	up to 25'	up to 25'	up to 25'	up to 25'		
Corner Build-to Zone	0' to 5'	0' to 10'	0'-20'	0'-20'		
Occupation of Corner	required	required	required	required		
Front Property Line Coverage	90%	90%	75%	70%		
Minimum Side Yard Setback	0'	0'	5'	5'		
Minimum Rear Yard Setback	5'	5'	5'	5'		
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story	2 story	2 story		
Maximum Overall Height	No maximum	6 stories	4 stories	4 stories		
Building Stepback	minimum of 10' at top of 4th story		not required			
Ground Story: Minimum Height	12'	12'	12'	12'		
Maximum Height	30'	24'	24'	18'		
Upper Stories: Minimum Height	9'	9'	9'	9'		
Maximum Height	14'	14'	14'	14'		
Permitted Roof Types	parapet, flat	parapet, flat	parapet, flat	parapet, flat		
Tower	permitted	permitted	permitted	permitted		
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	required per floor refer to 6.3.4 6.3.5					
Vertical Facade Divisions	every 25' of facade width	every 30' of facade width	every 50' of facade width	every 30' of facade width		
Horizontal Facade Divisions	required within 3' of the top of the ground story and at the top of the highest story					
Front Facade Entrance Type	Arcade, Contemporary, Mixed-Use					
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	65%	65%	50%	50%		
Minimum Upper Story Transparency	25%	25%	25%	25%		
Principal Entrance Location	front facade	front facade	front or corner facade	front facade		
Required Number of Street Entrances	1 per each 75'	1 per each 75'	1 per each 100'	1 per each 75'		
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	retail, service, office					
Upper Story	retail, service, office, residential					
Parking within Building	permitted fully in basement; permitted in rear portion of all other floors					
Required Occupied Space	40' deep on all full floors					

6.5 Multi-Family Residential Building

1. Description & Intent

The Multi-Family Residential Building Type is limited in terms of uses by the district within which it is located, generally housing and/or residential uses. The Multi-Family Residential building is intended to be built close to the front and corner property lines allowing easy access to passing pedestrians and transit riders. Parking may be provided in the rear of the lot, internally in the building, or, in some cases, one double loaded aisle of parking is permitted in the interior or the side yard at the front property line.

2. Regulations

Regulations for the Multi-Family Residential Type are defined in the adjacent table.

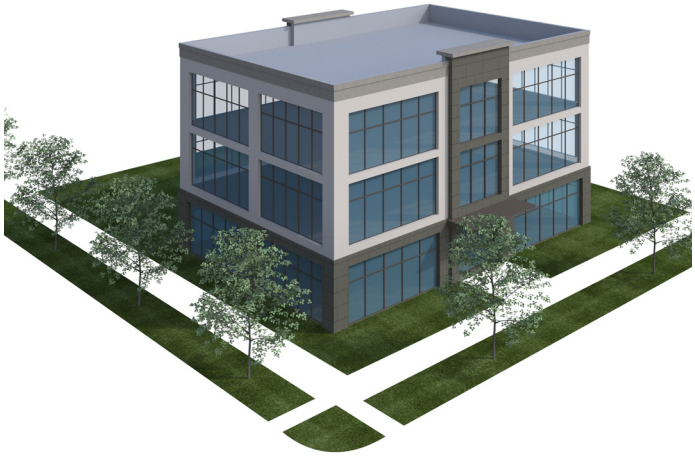
Table 6.5 (1) Multi-Family Residential Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	80′	80′				
Maximum Lot Width	none	none				
Maximum Impervious Coverage	~~65%~~ 70%	~~60%~~ 70%				
Additional Semi-Pervious Coverage	10%	15%				
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear or side yard					
Vehicular Access	Alley; if no alley a maximum 1 per 200 feet frontage or per UDOT requirements					
Building Location Refer to 6.3.3						
Multiple Principal Buildings	permitted					
Front Build-to Zone	5′-20′					
with Plaza or Porte Cochere	up to 25′					
Corner Build-to Zone	5′-20′					
Occupation of Corner	required					
Front Property Line Coverage	80%					
Minimum Side Yard Setback	0′					
Minimum Rear Yard Setback	5′					
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story				
Maximum Overall Height	No maximum	6 stories				
Building Stepback	minimum of 10′ at top of 4th story					
Ground Story: Minimum Height	9′	9′				
Maximum Height	18′	18′				
Upper Stories: Minimum Height	9′	9′				
Maximum Height	14′	14′				
Permitted Roof Types	parapet, pitched, flat					
Tower	permitted	permitted				
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	required per floor refer to ~~6.3.4~~ 6.3.5					
Vertical Facade Divisions	every 25′ of facade width	every 30′ of facade width				
Horizontal Facade Divisions	required within 3′ of the top of any visible basement, within 3′ of the top of the ground story and at the top of the highest story. The division at the top of the ground story may be replaced with a division at the bottom of the highest story; however, a division at top of the ground story is the preferred location.					
Front Facade Entrance Type	Contemporary, Mixed-Use, Porch, Stoop					
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	30%	30%				
Minimum Upper Story Transparency	25%	25%				
Principal Entrance Location	front facade	front facade				
Required Number of Street Entrances	1 per each 100′ of front facade	1 per each 100′ of front facade				
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	residential alone; residential with retail, service, or office as accessory uses					
Upper Story	residential					
Parking within Building	permitted fully in basement; permitted in rear portion of all other floors					
Required Occupied Space	40′ deep on all full floors					

6.6 Office Building

1. Description & Intent

The Office Building Type is widely used in the Clearfield downtown districts. It is intended to be built close to the front and corner property lines allowing easy access to passing pedestrians and transit riders. Parking may be provided in the rear or side yard of the lot. The minimum and maximum heights of this Building Type depend on the district within which it is located: taller heights in the UC and UR, with lower heights in the other districts.



2. Regulations

Regulations for the Office Building Type are defined in the adjacent table.

Table 6.6 (1) Office Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	50′	50′	50′		50′	50′
Maximum Lot Width	none	none	none		none	none
Maximum Impervious Coverage	80%	~~70%~~ 80%	70%		70%	70%
Additional Semi-Pervious Coverage	10%	15%	10%		15%	15%
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear yard	rear or side yard	rear or side yard		rear or side yard	rear or side yard
Vehicular Access	Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements				Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements	
Building Location Refer to 6.3.3						
Multiple Principal Buildings	not permitted	permitted	permitted		permitted	permitted
Front Build-to Zone with Plaza or Porte Cochere	0′-10′ up to 25′	0′-10′ up to 25′	5′-20′ up to 25′		0′-20′ up to 25′	5′-20′ up to 25′
Corner Build-to Zone	0′-10′	0′-10′	5′-20′		5′-20′	5′-20′
Occupation of Corner	required	required	required		required	required
Front Property Line Coverage	80%	80%	70% [1]		60% [1]	60% [1]
Minimum Side Yard Setback	0′	0′	0′		0′	0′
Minimum Rear Yard Setback	5′	5′	10′		10′	10′
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story	1 story		1 story	1 story
Maximum Overall Height	No maximum	6 stories	4 stories		4 stories	4 stories
Building Stepback	not required				not required	
Ground Story: Minimum Height Maximum Height	12′ 18′	12′ 18′	12′ 18′		12′ 18′	12′ 18′
Upper Stories: Minimum Height Maximum Height	9′ 14′	9′ 14′	9′ 14′		9′ 14′	9′ 14′
Permitted Roof Types	parapet, flat				parapet, flat	
Tower	permitted				permitted	
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	required per floor refer to ~~6.3.4~~ 6.3.5				required per floor refer to ~~6.3.4~~ 6.3.5	
Vertical Facade Divisions	every 25′ of facade width	every 25′ of facade width	every 30′ of facade width		every 30′ of facade width	every 30′ of facade width
Horizontal Facade Divisions	required within 3′ of the top of the ground story and at the top of the highest story				required within 3′ of the top of the ground story and at the top of the highest story	
Front Facade Entrance Type	Contemporary, Mixed-Use, Porch, Stoop				Contemporary, Mixed-Use, Porch, Stoop	
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	60%	60%	50%		50%	50%
Minimum Upper Story Transparency	50%	50%	40%		40%	40%
Principal Entrance Location	front facade	front facade	front facade		front facade	front facade
Required Number of Street Entrances	1 per each 100′ of front facade	1 per each 100′ of front facade	1 per each 100′ of front facade		1 per each 100′ of front facade	1 per each 100′ of front facade
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	office alone; office with retail or service					
Upper Story	office					
Parking within Building	permitted fully in basement; permitted in rear portion of all other floors					
Required Occupied Space	40′ deep on all full floors					

6.7 Civic Building

1. Description & Intent

The Civic Building is the most flexible Building Type intended only for civic and institutional types of uses. These buildings are distinctive within the urban fabric created by the other Building Types and could be designed as iconic structures. In contrast to most of the other Building Types, a minimum setback line is required instead of a build to zone, though this setback is required to be landscaped. Parking is limited to the rear in most cases. The minimum and maximum heights of this Building Type depend on the district within which it is located.

2. Regulations

Regulations for the Civic Building type are defined in the adjacent table.

Table 6.7 (1) Civic Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	50′					
Maximum Lot Width	none					
Maximum Impervious Coverage	70%	~~60%~~ 70%	60%	60%	60%	60%
Additional Semi-Pervious Coverage	10%	15%	10%	10%	15%	15%
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear yard		rear & interior side yard			
Vehicular Access	Alley only; if no alley exists, 1 driveway is permitted per non-primary street					
Building Location Refer to 6.3.3						
Multiple Principal Buildings	permitted					
Front Build-to Zone	5′-20′	5′-20′	15′-30′	15′-30′	15′-30′	15′-30′
with Plaza or Porte Cochere	up to 50′	up to 50′	up to 50′	up to 50′	up to 50′	up to 50′
Corner Build-to Zone	0′-20′	0′-20′	5′-20′	5′-20′	5′-20′	5′-20′
Occupation of Corner	not required					
Front Property Line Coverage	not required					
Minimum Side Yard Setback	5′	5′	5′	5′	5′	5′
Minimum Rear Yard Setback	5′	5′	5′	5′	5′	5′
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story	1 story	1 story	1 story	1 story
Maximum Overall Height	No maximum	6 stories	6 stories	4 stories	6 stories	4 stories
Building Stepback	not required					
Ground Story: Minimum Height	12′	12′	12′	12′	12′	12′
Maximum Height	24′	24′	24′	24′	24′	24′
Upper Stories: Minimum Height	10′	10′	10′	10′	10′	10′
Maximum Height	20′	20′	20′	20′	20′	20′
Permitted Roof Types	parapet, pitched, flat					
Tower	permitted					
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	not required					
Vertical Facade Divisions	not required					
Horizontal Facade Divisions	not required					
Front Facade Entrance Type	Arcade, Stoop					
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	60%	60%	50%	50%	50%	50%
Minimum Upper Story Transparency	20%	20%	20%	20%	20%	20%
Principal Entrance Location	front or corner facade					
Required Number of Street Entrances	1 per each 100′ of front facade	1 per each 150′ of front facade				
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	civic alone; civic with office, retail, or service					
Upper Story	civic alone; civic with office					
Parking within Building	permitted fully in basement; permitted in rear portion of all other floors					
Required Occupied Space	30′ deep on all full floors					

6.8 Commercial Building

1. Description & Intent

The Commercial Building Type permits a lower level of ground floor Mixed-Use facade. A wider range of uses can also be accommodated within this Building Type, including craftsman industrial uses. This Building Type is still intended to be built close to the front and corner property lines allowing easy access to passing pedestrians and transit riders. Parking may be provided in the rear of the lot, internally in the building, or one double loaded aisle of parking is permitted in the interior or the side yard at the front property line. The minimum and maximum heights of this Building Type depend on the district within which it is located.

2. Regulations

Regulations for the Commercial Building Type are defined in the adjacent table.

Table 6.8 (1) Commercial Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width			20′			20′
Maximum Lot Width			none			none
Maximum Impervious Coverage			70%			70%
Additional Semi-Pervious Coverage			20%			20%
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location			rear & interior side yard			rear & interior side yard
Vehicular Access			Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements			Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements
Building Location Refer to 6.3.3						
Multiple Principal Buildings			not permitted			not permitted
Front Build-to Zone			0′-15′			0′-15′
with Plaza or Porte Cochere			up to 25′			up to 25′
Corner Build-to Zone			0′-10′			0′-10′
Occupation of Corner			required			required
Front Property Line Coverage			50%			50%
Minimum Side Yard Setback			5′			5′
Minimum Rear Yard Setback			5′			5′
Building Massing Refer to 6.3.4						
Minimum Overall Height			1 story			1 story
Maximum Overall Height			4 stories			4 stories
Building Stepback			not required			not required
Ground Story: Minimum Height			12′			12′
Maximum Height			24′			24′
Upper Stories: Minimum Height			9′			9′
Maximum Height			14′			14′
Permitted Roof Types			parapet, pitched, flat			parapet, pitched, flat
Tower			permitted			permitted
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations			required per floor refer to ~~6.3.4~~ 6.3.5			required per floor refer to ~~6.3.4~~ 6.3.5
Vertical Facade Divisions			every 25′ of facade width			every 25′ of facade width
Horizontal Facade Divisions			required within 3′ of the top of the ground story for all buildings over 2 stories			required within 3′ of the top of the ground story for all buildings over 2 stories
Front Facade Entrance Type			Contemporary, Mixed-Use, Stoop			Contemporary, Mixed-Use, Stoop
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency			55%			55%
Minimum Upper Story Transparency			20%			20%
Principal Entrance Location			front or corner facade			front or corner facade
Required Number of Street Entrances			1 per each 150′ of front facade			1 per each 150′ of front facade
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story			retail, service, office, craft industry			retail, service, office, craft industry
Upper Story			retail, service, office, craft industry			retail, service, office, craft industry
Parking within Building			permitted fully in basement; permitted in rear portion of all other floors, plus one service bay width at ground floor			permitted fully in basement; permitted in rear portion of all other floors, plus one service bay width at ground floor
Required Occupied Space			30′ deep on all full floors			30′ deep on all full floors

6.9 Townhouse Building

1. Description & Intent

The Townhouse Building is a building typically comprised of multiple vertical units, each with its own entrance to the street. The Townhouse Type may be organized as townhouses or rowhouses, or can incorporate live/work units where such uses are permitted.

Parking is required to be located in the rear yard and may be incorporated either into a detached garage or in an attached garaged accessed from the rear of the building. However, when the garage is located within the building, a minimum level of occupied space is required on the front facade to ensure that the street facade is active.

2. Regulations

Regulations for the Townhouse Building type are defined in the adjacent table. Townhouses must face onto a primary or secondary street as allowed by district. Townhouses may only front onto a non-automobile passageway or courtyard when part of a complex with an additional set of Townhouses or other building type fronting the other side. Refer to photo examples below.

Townhouses may face and have front loaded garages on an alley or access road in areas where they cannot front a primary or secondary street or do not face another set of townhouses on the other side of a passageway or courtyard. If a front loaded garage is utilized, a pedestrian entrance door is required separate from the garage door. The garage door must be recessed a minimum of 3 feet from the entrance door or other vertical facade articulation.

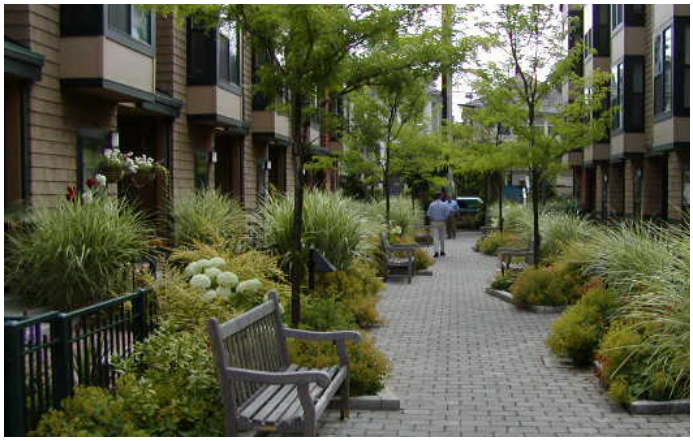


Table 6.9 (1) Townhouse Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Unit Width		20′	20′	20′		
Maximum Building Width (Or # of Units)		120′ (Or 6 units)	130′ (Or 6 units)	140′ (Or 6 units)		
Maximum Impervious Coverage		70%	60%	60%		
Additional Semi-Pervious Coverage		20%	20%	20%		
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location		rear yard/rear facade; front facade as noted in 6.9.2				
Vehicular Access		From alley; if no alley exists, 1 driveway per building per street frontage (garage must be recessed behind entrance)				
Building Location Refer to 6.3.3						
Multiple Principal Buildings		permitted	permitted	permitted		
Front Build-to Zone		5′ to 15′ (~~10′~~ 15′ min if not facing a street)		5′ to 20′ (~~10′~~ 20′ min if not facing a street)		
Corner Build-to Zone		0′ to 10′	5′-15′	5′-15′		
Occupation of Corner		not required				
Front Property Line Coverage		80%	65%	65%		
Minimum Building Side Yard Setback		5′				
Minimum Rear Yard Setback		5′				
Building Massing Refer to 6.3.4						
Minimum Overall Height		2 stories (1 story allowed for ADA units)				
Maximum Overall Height		3 stories				
Building Stepback		not required				
Ground Story: Minimum Height		9′	9′	9′		
Maximum Height		14′	14′	14′		
Upper Stories: Minimum Height		9′	9′	9′		
Maximum Height		14′	14′	14′		
Permitted Roof Types		parapet, pitched, flat				
Tower		not permitted				
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations		required per floor refer to 6.3.5				
Vertical Facade Divisions		Between Units				
Horizontal Facade Divisions		Per entrance type requirements				
Front Facade Entrance Type		Contemporary, Stoop, Porch	Stoop, Porch			
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency		25%	20%	20%		
Minimum Upper Story Transparency		20%	20%	20%		
Principal Entrance Location		front or corner facade				
Required Number of Street Entrances		1 per unit				
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story		residential, retail, office, service	residential	residential		
Upper Story		residential	residential	residential		
Parking within Building		permitted fully in basement and in rear of the ground floor				
Required Occupied Space		30′ deep on all full floors				

6.10 Garden Court Building

1. Description & Intent

The Garden Court Building is primarily a residential building built as part of a collection of multiple units oriented to a common open space. Parking and detached garages are located to the rear with preferred access from an alley. The Garden Court Building typically includes 1 to 4 units per building, with no more than 2 units side by side.

The Garden Court Building can be utilized in newly developing locations to create traditional neighborhood development patterns at a slightly higher intensity, or as a buffer to existing neighborhoods.

2. Regulations

Regulations for the Garden Court Building Type are defined in the adjacent table.

Table 6.10 (1) Garden Court Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width				100′		
Maximum Lot Width				200′		
Maximum Impervious Coverage				60%		
Additional Semi-Pervious Coverage				20%		
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location				rear yard and/or detached garage		
Vehicular Access				From alley; if no alley exists, 1 shared driveway per street frontage		
Building Location Refer to 6.3.3						
Multiple Principal Buildings				permitted		
Front Build-to Zone				10′ to 20′		
Corner Build-to Zone				5′-15′		
Occupation of Corner				not required		
Front Property Line Coverage				65%		
Minimum Side Yard Setback (interior side yard AND lot side yard)				8′		
Minimum Rear Yard Setback				5′		
Building Massing Refer to 6.3.4						
Minimum Overall Height				1 stories		
Maximum Overall Height				3 stories		
Building Stepback				not required		
Ground Story: Minimum Height				9′		
Maximum Height				14′		
Upper Stories: Minimum Height				9′		
Maximum Height				14′		
Permitted Roof Types				parapet, pitched, flat		
Tower				not permitted		
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations				required per floor refer to 6.3.5		
Vertical Facade Divisions				not required		
Horizontal Facade Divisions				not required		
Front Facade Entrance Type				Stoop, Porch		
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency				20%		
Minimum Upper Story Transparency				15%		
Principal Entrance Location				front, corner, or corner side facade		
Required Number of Street Entrances				1 per unit		
Building Uses. Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story				residential		
Upper Story				residential		
Parking within Building				not permitted		
Required Occupied Space				100% occupied except basement		

6.11 Street Frontage Types

1. Intent

To guide the design of the ground story of all buildings to relate appropriately to pedestrians on the street. Treatment of other portions of the building facades is detailed in each Building Type standard (refer to Building Types 6.4 through 6.10).

2. Applicability

The entire ground story street-facing facade(s) of all buildings shall meet the requirements of at least one of the permitted entrance types, unless otherwise stated.

3. General Requirements

Frontage type standards apply to the ground story and visible basement of front facades of all Building Types as defined in this Section. Refer to the Building Type Table Requirements, Sections 6.4 through 6.10.

The following provisions apply to all entrance types.

(3) Measuring Transparency. Refer to 6.3.4 Building Type Standards - Fenestration, for information on measuring building transparency.

Table 6.11 (1) Permitted Frontage Types by Building

		Frontage Types				
		Mixed Use/Recessed	Arcade	Contemporary	Stoop	Porch
Building Types	Mixed-Use/Core Commercial	P	P	P		
	Multi-Family Residential	P		P	P	P
	Office	P		P	P	
	Civic		P		P	
	Commercial	P		P	P	
	Townhouse			P	P	P
	Garden Court				P	P

P = Permitted

4. Mixed-Use Frontage Type

The Mixed-Use frontage type is a highly transparent ground story treatment designed to serve primarily as the display area and primary entrance for retail or service uses. Refer to Figure 6.11 (1).

Mixed-Use Frontage Requirements	
(1) Dimensions	
Maximum Recessed Width	8 feet if recessed entrance is behind front build to zone
Minimum Recessed Depth	3 feet
Maximum Recessed Depth	8 feet
(2) Transparency	
Unenclosed	by building type
Enclosed	Minimum 40% transparency
(3) Elevation	
Without visible basement	0'-0" to 1'-0" above adjacent sidewalk
With visible basement	not permitted
Horizontal Facade Division	Required above ground story
Entrance Door	Recessed
(4) Permitted Building Types	
Mixed-use; Multi-Family; Office; Commercial	

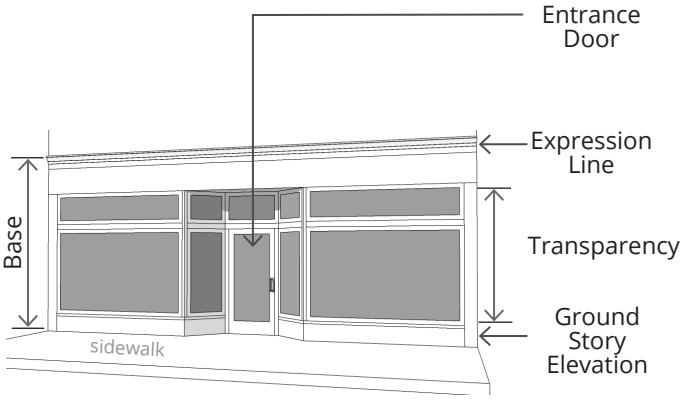


Figure 6.11 (1). Mixed-Use Frontage Type

5. Arcade Frontage Type

An Arcade frontage type is a covered open air pedestrian walkway recessed into the ground story of a building. When the Arcade is utilized, the outside face of the Arcade shall be considered the front facade, located within the required build-to zone. Refer to Figure 6.11 (2).

The Arcade depth can vary along the street frontage and the average depth will be used for measuring maximum arcade depth. [insert image example of an angled arcade along a diagonal street]

Arcade Frontage Requirements	
(1) Dimensions	
Maximum Width	No maximum
Minimum Arcade Depth	8 feet
Maximum Average Arcade Depth	15 feet (up to 30 feet for Civic building types)
(2) Transparency	
Column Spacing	10 to 12 feet on center
Column Width	Minimum 1'-8" Maximum 2'-6"
Arcade Openings	Minimum of 1'-0" below interior ceiling of arcade
(3) Elevation	
Without visible basement	0'-0" to 1'-0" above adjacent sidewalk
With visible basement	not permitted
Horizontal Facade Division	Required
Entrance Door	Flush with frontage or Recessed
(4) Permitted Building Types	
Mixed-use; Civic	

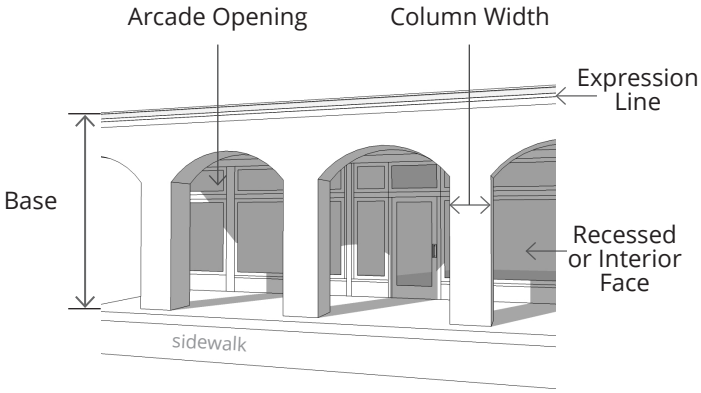


Figure 6.11 (2). Arcade Frontage Type

6. Contemporary Frontage Type

The Contemporary frontage type is a highly transparent ground story treatment that is usually flush with the facade of the building. It can serve as a multi-functional entrance type for office, residential, entertainment, or as the display area and primary entrance for retail or service uses. Refer to Figure 6.11 (3).

Contemporary Frontage Requirements	
(1) Dimensions	
Maximum Width	none
Minimum Recessed Depth	0 feet
Maximum Recessed Depth	5 feet
(2) Transparency	
Unenclosed	by building type
Enclosed	not applicable
(3) Elevation	
Without visible basement	0'-0" to 1'-0" above adjacent sidewalk
With visible basement	not permitted
Horizontal Facade Division	Required above ground story
Entrance Door	Flush with frontage or Recessed
(4) Permitted Building Types	
Mixed-use; Multi-Family; Office; Commercial; Townhouse	

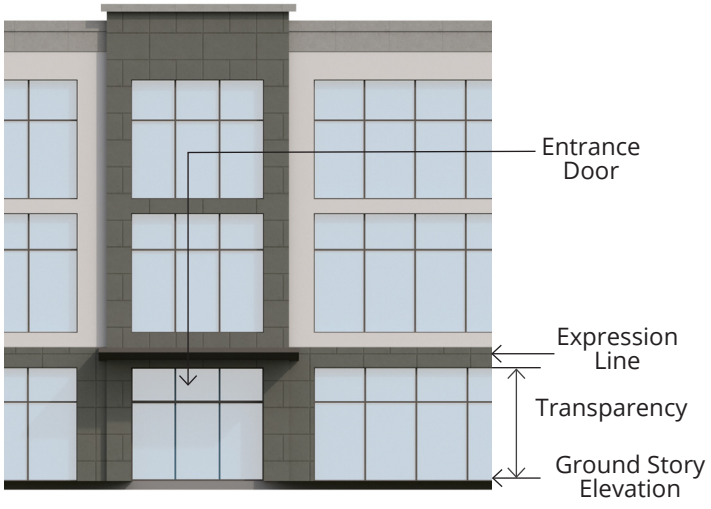


Figure 6.11 (3). Contemporary Frontage Type

6. Stoop Frontage Type

A stoop is an unroofed, open platform, which may be covered by an awning or canopy. Refer to Figure 6.11 (4).

Stoop Frontage Requirements	
(1) Dimensions	
Minimum Width	6 feet
Minimum Depth	3 feet
Maximum Height	2 stories - upper story may be used as balcony
(2) Transparency	
Unenclosed	by building type
Enclosed	not applicable
(3) Elevation	
Without visible basement	0'-0" to 2'-6" above adjacent sidewalk
With visible basement	0'-0" to 4'-6" above adjacent sidewalk
Horizontal Facade Division	between basement and ground story
Entrance Door	Located on the stoop; Flush with building frontage
(4) Permitted Building Types	
Multi-Family; Office; Civic; Commercial; Townhouse; Garden Court	

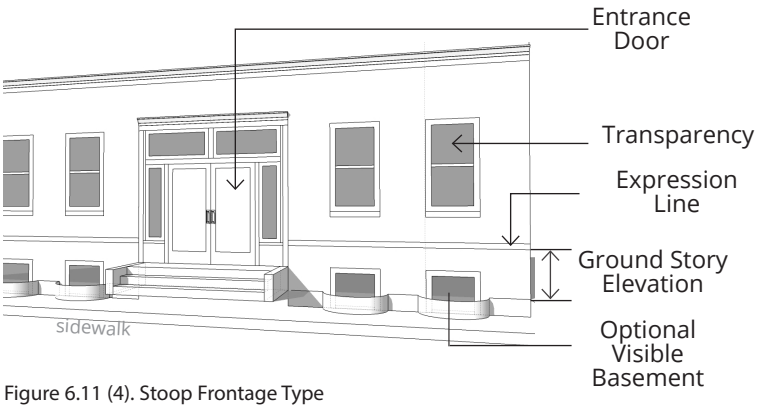


Figure 6.11 (4). Stoop Frontage Type

7. Porch Frontage Type

A porch is a raised, roofed platform that may or may not be enclosed on all sides. Refer to Figure 6.11 (5).

Porch Frontage Requirements	
(1) Dimensions	
Minimum Width	8 feet
Minimum Depth	5 feet
Maximum Height	2 stories - upper story may be used as balcony
(2) Transparency	
Unenclosed	by building type
Enclosed	Minimum 40% transparency
(3) Elevation	
Without visible basement	0'-0" to 2'-6" above adjacent sidewalk
With visible basement	0'-0" to 4'-6" above adjacent sidewalk
Horizontal Facade Division	between basement and ground story
Entrance Door	Located on the porch; Flush with building frontage
(4) Permitted Building Types	
Multi-Family; Townhouse; Garden Court	

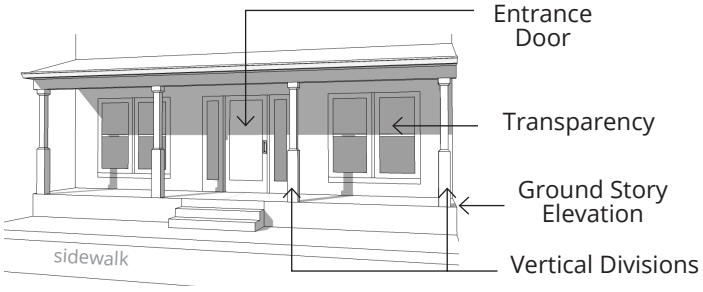


Figure 6.11 (5). Porch Frontage Type

6.12 Roof Types

1. Intent

To guide the design of the cap of all buildings.

2. Applicability

All buildings shall meet the requirements of one of the roof types permitted for the Building Type. Roof type standards apply to the roof and cap of all Building Types as defined in this Section. Refer to the Building Type Table Requirements, Sections 6.4 through 6.10.

3. General Provisions

The following provisions apply to all roof types.

(1) Other Roof Types. Other building caps not listed as a specific type may be made by a request to the Zoning Administrator with the following requirements:

(b) The shape of the Roof Type shall be significantly different from those defined in this section 6.12 Roof Types, i.e. a dome, spire, vault.

(c) The building shall warrant a separate status within the community from the fabric of surrounding buildings, with a correspondence between the form of the roof type and the meaning of the building use.

(2) Rooftop mechanical equipment. Rooftop mechanical equipment shall be screened to limit the view from public rights of way and the view from adjacent structures at or below the height of the rooftop.

4. Pitched Roof Type

This roof type has a sloped or pitched roof. Slope is measured with the vertical rise divided by the horizontal span or run. Refer to Figure 6.12 (1), Pitched Roof Type.

(1) Pitch Measure. The roof may not be sloped less than a 4:12 (Rise:Run) or more than 14:12.

(a) Slopes less than 4:12 are permitted to occur on second story or higher roofs. Refer to Figure 6.12 (1) Pitched Roof.

(2) Allowable Pitched Configurations.

(a) Hipped, gabled, and a combination of hips and gables with or without dormers are permitted.

(b) Gambrel, butterfly and mansard roofs are not permitted.

(3) Parallel Ridge Line. When the ridge line runs parallel to the front lot line a gabled end or perpendicular ridge line shall occur at least every 100 feet of roof.

(4) Roof Height. Roofs without occupied space and/or dormers shall have a maximum height on street-facing facades equal to the maximum floor height permitted for the Building Type.

(5) Occupied Space. Occupied space may be incorporated behind this roof type.

Table 6.12 (1) Permitted Roof Types by Building

		Roof Types			
		Parapet	Pitched	Flat	Tower
Building Types	Mixed-Use/Core Commercial	P		P	P
	Multi-Family Residential	P	P	P	P
	Office	P		P	P
	Civic	P	P	P	P
	Commercial	P	P	P	P
	Townhouse	P	P	P	
	Garden Court	P	P	P	

P = Permitted

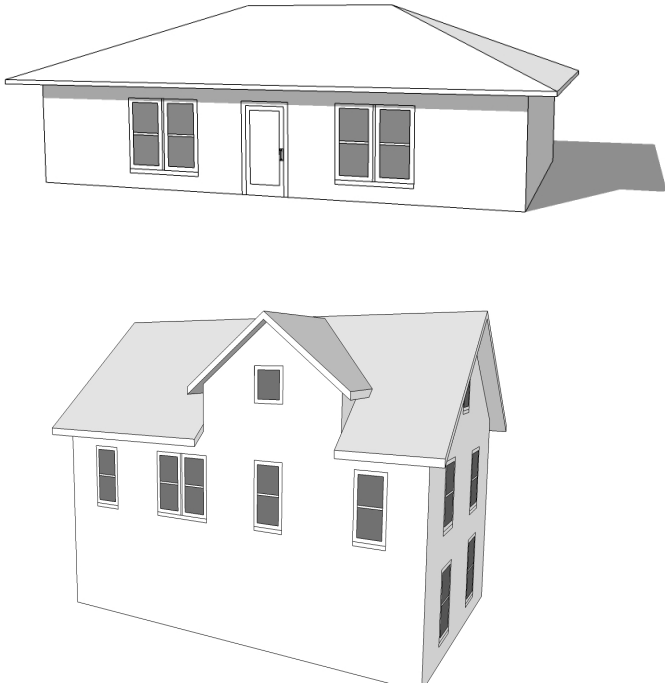


Figure 6.12 (1). Pitched Roof Type

5. Parapet Roof Type

A parapet is a low wall projecting above a building's roof along the perimeter of the building. It can be utilized with a flat or low-pitched roof and serves to limit the view of the roof and rooftop mechanical systems. Refer to Figure 6.12 (2), Parapet Roof Type.

(1) Parapet Height. Height is measured from the top of the upper story to the top of the parapet.

  (a) Minimum height is two feet with a maximum height of six feet.

  (b) The parapet shall be high enough to screen the roof and any roof appurtenances from view.

(2) Horizontal Expression Lines. An expression line shall define the parapet from the upper stories of the building on all sides and shall also define the top of the cap.

(3) Perimeter. Parapets shall be used for the entire perimeter of the building, even when multiple roof types are used.

(4) Occupied Space. Occupied space shall not be incorporated behind this roof type.

6. Flat Roof Type

This roof type has a flat roof with overhanging eaves. Refer to Figure 6.12 (3), Flat Roof Type.

(1) Configuration. Roofs with no visible slope are acceptable. Eaves are required on all street facing facades.

(2) Eave Depth. Eave depth is measured from the building facade to the outside edge of the eave. Eaves shall have a depth of at least 14 inches.

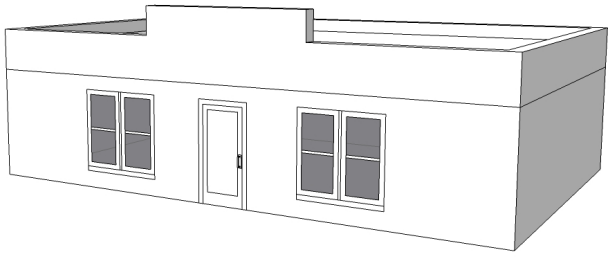


Figure 6.12 (2). Parapet Roof Type

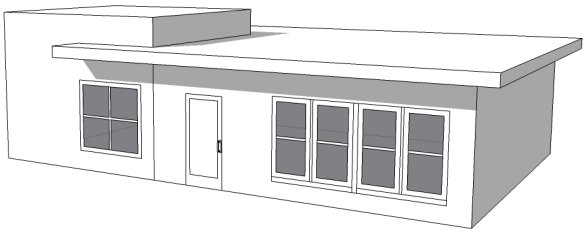


Figure 6.12 (3). Flat Roof Type

(3) Eave Thickness. Eave thickness is measured at the outside edge of the eave, from the bottom of the eave to the top of the eave. Eaves shall be a minimum of 8 inches thick.

(4) Interrupting Vertical Walls. Vertical walls may interrupt the eave and extend above the top of the eave with no discernible cap.

  (a) No more than one-half of the front facade can consist of an interrupting vertical wall.

  (b) Vertical walls shall extend no more than four feet above the top of the eave.

(3) Occupied Space. Occupied space shall not be incorporated behind this roof type.

7. Towers

A tower is a rectilinear or cylindrical, vertical element, that must be used with other roof types. Refer to Figure 6.12 (4). Tower.

(1) Quantity. All Building Types, except for the Civic Building, are limited to one tower per building.

(2) Tower Height. Maximum height, measured from the top of the parapet or eave to the top of the tower, is the equivalent of the height of one upper floor of the building to which the tower is applied.

(3) Tower Width. Maximum width along all facades is one-third the width of the front facade or 30 feet, whichever is less.

(4) Horizontal Expression Lines. An expression line shall define the tower from the upper stories, except on single family or attached house residential Building Types.

(5) Occupied Space. Towers may be occupied by the same uses allowed in upper stories of the Building Type to which it is applied.

(6) Application. May be combined with all other roof types.

(7) Tower Cap. The tower may be capped by the parapet, pitched, low pitched, or flat roof types, or a spire may cap the tower.

Figure 6.12 (4). Tower

6.13 Building Design Standards

1. Intent

The Design Standards are intended to establish a high quality appearance of buildings, enhance the pedestrian experience, and create a cohesive character for Downtown Clearfield.

2. Materials

(1) Primary Facade Materials. Primary materials shall be used for a minimum of 75% of each facade for buildings in the Urban Core Commerce, Urban Mixed Residential, and Civic Districts. Primary materials shall be used for a minimum of 60% of each facade for buildings in the Town Mixed Commerce, Town Neighborhood Residential, and Gateway Corridor Commerce Districts. For facades over 500 square feet, more than one primary material may be used. Refer to Figure 6.13 (1).

(a) Permitted Primary Materials. Primary building materials shall include high quality, durable, natural materials.

(i) Stone

(ii) Brick

(iii) Wood Siding

(iv) Fiber Cement Board (lapped, shingled, panels)

(v) Glass

(b) Non-Permitted Primary Materials. Primary building materials may not include vinyl siding or aluminum slat siding.

(2) Secondary Facade Materials. Secondary materials are used to highlight details and/or provide accents and architectural variety. Secondary materials shall be used for a maximum of 25% of each facade for buildings in the Urban Core Commerce, Urban Mixed Residential, and Civic Districts. Secondary materials shall be used for a maximum of 40% of each facade for buildings in the Town Mixed Commerce, Town Neighborhood Residential, and Gateway Corridor Commerce Districts.

(a) Permitted Secondary Materials. Secondary building materials shall include high quality, durable, natural and synthetic materials.

(i) All primary materials may be used as secondary materials.

(ii) Fiber reinforced materials for trim and cornice elements, including:

i. Glass Fiber Reinforced Concrete (GFRC)

ii. Polymer-modified Glassfiber Reinforced Gypsum (PGRG)

iii. Fiberglass Reinforced Plastic (FRP)

iv. Glassfiber Reinforced Gypsum (GRG)

(iii) Metal (beams; cast; sheet; extruded) for beams, lintels, trim, and ornamentation, and exterior architectural metal panels and cladding.

(iv) Exterior Insulation and Finishing Systems (EIFS) and/or Stucco.

(i) Permitted for trim only and/or on upper floor facades only in the Urban Core Commerce, Urban Mixed Residential, and Civic Districts.

(ii) Permitted on any area of the facade for buildings in the Town Mixed Commerce, Town Neighborhood Residential, and Gateway Corridor Commerce Districts.

(v) Pre-cast Concrete

(vi) Cast Stone

Primary Materials: Painted Wood

Primary Materials: Brick

Primary Materials: Stone

Figure 6.13 (1). Primary Materials.

(3) Roof Materials. Acceptable roof materials include 300 pound or better dimensional asphalt composite shingles, wood shingles and shakes, metal tiles or standing seam, slate, and ceramic tile. "Engineered" wood or slate may be approved during the site plan process with an approved sample and examples of successful, high quality local installations. Refer to Figure 6.13 (2).

3. Color Palette

(1) Color. Main building colors shall utilize traditional palettes from any major paint manufacturer. Other colors may be utilized for details and accents, not to exceed a total area larger than 10% of the facade surface area.

4. Balconies

The following applies for balconies incorporated into the Mixed-Use/Core Commercial, Multi-Family, Office, and Commercial building types. Refer to Figure 6.13 (3).

(1) Size. Balconies shall be a minimum of 40 square feet.

(2) Dimensions. Balcony depth shall be a minimum of five feet. Balcony width shall be a minimum of five feet.

(3) Connection to Building. Balconies that are not integral to the facade shall be independently secured and unconnected to other balconies.

(4) Facade Coverage. A maximum of 50% of the front and corner side facades, as calculated separately, may be covered with balconies, including street-facing railing and balcony structure.

(5) Screening. Balconies that face onto primary street frontages in the Urban Core and Urban Mixed Residential districts must be screened to 50% opacity at a minimum height of 36 inches.

(6) Railings. Railings may vary in design between the ground level and upper stories. Railings may support balcony privacy or be open, with screening requirements as applicable.

(a) Street Level Privacy. Railings, walls, and/or landscape may extend up to a height of 4' above sidewalk elevation to provide privacy at street level.

(7) Projection of Balconies. Balconies may be cantilevered for up to 2 feet; projection of up to 6 feet into the build-to-zone or setback is permitted.

(8) Use. Balconies are to provide individual outdoor space and cannot be used for storage.

(9) Residential Balcony Requirements. Balconies are required for a minimum of 40% of residential units in the Mixed-Use/Core Commercial or Multi-Family Building types.

(a) For units with more than 1 bedroom an additional 10 square feet shall be added, per additional bedroom, to the minimum size requirement of 40 square feet.

Roof Materials: Asphalt Composite Shingles

Roof Materials: Ceramic Tile

Figure 6.13 (2). Roof Materials.

Figure 6.13 (3). Projecting and integrated balcony examples.

5. Windows, Awnings, Shutters and Doors

(1) Windows. Percent of transparency is required per Building Type. All upper story windows shall be detailed with trim or moulding at least four inches in width. Additionally, all upper story windows shall incorporate at least one of the following accent details. Refer to Figure 6.13 (4).

(a) Mullions and/or Transoms

(b) Shutters or canopies proportional to window size

(c) Recessed inset of at least two inches from the facade

(d) Lintel and/or sill detail

(2) Awnings. All awnings shall be canvas or metal. Plastic and vinyl awnings are not permitted. Awning types and colors for each building face shall be coordinated. Refer to Figure 6.13 (4).

(3) Shutters. If installed, shutters, whether functional or not, shall be sized for the windows. If closed, the shutters shall not be too small for complete coverage of the window. Shutters shall be wood. "Engineered" wood may be approved during the site plan process with an approved sample and examples of successful, high quality local installations.

(4) Appropriate Grade of Materials. Commercial quality doors, windows, and hardware shall be used on all Building Types except for the Townhouse Building and the Garden Court Building.

Permitted Awnings: Metal

Permitted Awnings: Canvas

Window Details

Figure 6.13 (4). Awnings.

6. Building Variety

Building design shall vary between vertical facade divisions, where required per the Building Types, and from adjacent buildings by the type of dominant material or color, scale, or orientation of that material and at least two of the following. Refer to Figure 6.13 (5) for examples of this requirement.

(1) The proportion of recesses and projections.

(2) The location of the entrance and window placement, unless Mixed-Uses are utilized.

(3) Roof type, plane, or material, unless otherwise stated in the Building Type requirements.

Figure 6.13 (5). Building Variety.

7. Drive-through Structures

Refer to Figure 6.13 (6).

(1) Structure/Canopy. Drive-through structures or canopies shall be located on the rear or side facade of the building or in the rear or side of the lot behind the building, where permitted by use. The structure shall not be visible from any Primary Street.

(2) Stacking Lanes. Stacking lanes shall be located behind or to the side the building and accommodate at least two cars in a lane in addition to the car at the window.

(3) The canopy and structure shall be constructed of the same materials utilized on the building.

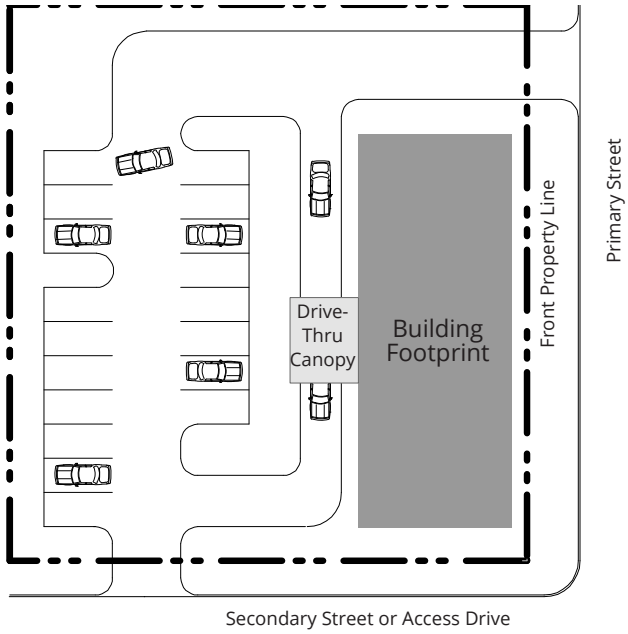


Figure 6.13 (6). Recommended Drive-Through Facility Layout.

8. Building Amenities for Residential Development

(1) To ensure quality development and livability for tenants, each Multi-Family and Mixed-Use building (with residential) must provide a mix of building amenities from each category listed below. Site and Landscape amenity requirements are detailed in Chapter 7. Building Amenities include:

(a) Building Features

(b) Tenant Amenities

(2) Building Features. Each Multi-Family or Mixed-Use Building must provide a minimum of four (4) building features. Refer to Table 6.13 (1) for building feature options.

(3) Tenant Amenities. Each Multi-Family or Mixed-Use Building must provide a minimum of four (4) tenant amenities. Refer to Table 6.13 (1) for tenant amenity options.

9. Outdoor Space for Residential Development

(1) Intent. To provide small, functional outdoor spaces to residential tenants of a development. Outdoor spaces include balconies, patios, porches, stoops, front and back yards. These spaces have a minimum size requirement to encourage seating, eating and outdoor living. Unfenced areas within setback spaces are not considered functional outdoor spaces.

(2) Applicability. Outdoor space requirements apply to all residential buildings or the residential portion of a mixed-use building.

(3) Outdoor Space Area Requirements. Each residential unit must be provided with a minimum of 75 square feet of outdoor space. Use of roof tops to meet outdoor space requirements is allowed for all zone districts.

Table 6.13 (1) Residential Building Features and Tenant Amenities

Building Features
Installation of renewable energy source
Rooftop/Stepback Terrace (located on street frontage, no higher than two floors in Town; three floors in Urban)
Building designed to allow solar access into adjacent open spaces or landscaped areas
Landscape/Site Amenity above requirements (Chapter 7)
A minimum of 5% increase of primary building materials over requirements
Full-time on-site management
Public art along a street-facing facade or in a lobby area visible from the street
Electric Vehicle Charging Station
Green/Landscaped semi-pervious roof (may count toward site amenity and landscape requirements; may count toward residential outdoor space - Refer to section 6.13.9)
Use of daylighting for interior common spaces
Energy Star Appliances
Water efficient fixtures
Tenant Amenities
Lobby of at least 500 square feet
Interior social area, such as a common kitchen/dining area, media room, or event room
Indoor Fitness room
Outdoor Dining Patio (may count toward site amenity and landscape requirements)
Secure bike storage
Sport Court (indoor or outdoor)
Enclosed storage units (indoor only for Urban; indoor or outdoor for Town)
Pool (indoor for Urban; indoor or outdoor for Town)
Hot tub (indoor or rooftop for Urban; indoor or outdoor for Town)
Community Garden (may count toward site amenity and landscape requirements)
First-floor cafe/eatery

Chapter 7.0
SITE & LANDSCAPE STANDARDS

7.0 Site & Landscape Standards

7.1 Purpose

1. Intent

The site landscape and amenity standards outlined in this chapter are designed to:

(1) Provide landscaped areas and amenities in an urban neighborhood context that serve as visual and/or functional site enhancements.

(2) Enhance lots and street frontages with opportunities for enjoyment of the outdoors, buffer parking areas, and facilitate stormwater management.

(3) Promote the prudent use of water and energy resources by achieving and maintaining sustainable, functional landscapes.

(4) Increase the compatibility of adjacent uses and minimize the adverse impacts created by adjoining or neighboring uses.

(5) Shade large expanses of pavement and reduce the urban heat island effect.

2. Applicability

(1) General Compliance. Requirements and standards apply to all development.

(a) Existing Uses and Buildings. Application to existing uses and buildings shall occur with the following developments.

(i) Alteration to an existing principal or accessory structure that results in a change of 25% or more in the structure's gross floor area.

(ii) Any development of new or significant improvements to existing parking lots, loading facilities, and driveways. Significant improvements include new driveways, new spaces, new medians, new loading facilities, or complete reorganization of the parking and aisles.

(iii) When compliance is triggered for existing parking lots, landscape improvements shall take precedence over parking requirements.

(2) Temporary Uses. These provisions do not apply to temporary uses, unless determined otherwise by the City.

7.2 General Landscape Requirements

1. Landscaped Areas

(1) All areas of a development and/or lot that are not covered by building(s), pavement for parking and/or circulation, or streetscape enhancements shall be landscaped and meet the standards of this chapter.

(2) In no case shall the total landscaping – site enhancement and parking lot enhancement combined - be less than 10% of the gross land area. For lots with full coverage by impervious and semi-pervious elements, landscaping requirements may be met by enhancing the active streetscape with additional improvements to the street buffer zone and/or creation or enhancement of landscaped/green roofs.

(3) An active streetscape may be counted as part of the required landscape with applicable building types and zoning districts. Active streetscapes require additional improvement to the street buffer zone. Active streetscape square footage above the minimum required setback area may be counted toward landscape requirements.

(4) Landscaped roof gardens may count towards required landscape areas and plant requirements.

2. Required Amounts of Landscaping

(1) Plant Requirements

(a) Tree Requirements. 20 trees are required per 1 acre of project. Street trees do not count toward this requirement.

(b) Shrub Requirements. 50 shrubs are required per 1 acre of project. Two (2) ornamental grasses or perennials count as one (1) shrub up to 60% of required shrubs.

(c) The maximum percentage of landscape area that may be turf grass is sixty percent (60%) and the remaining landscape area should be planter bed areas or xeric/ water wise plantings. Parks and sports fields do not have a limited turf grass requirement.

Figure 7.2 (1). Landscape areas of a development.

3. Plant Placement

(1) Plant material shall be placed around the perimeter of the building footprint in a five (5) foot minimum planting strip except for entrances, utilities and where setbacks are less than five feet. For setbacks less than five feet plant materials shall be placed around the perimeter of the building footprint in a planting strip the dimension of the setback, unless no setback exists. Refer to Figure 7.2 (2).

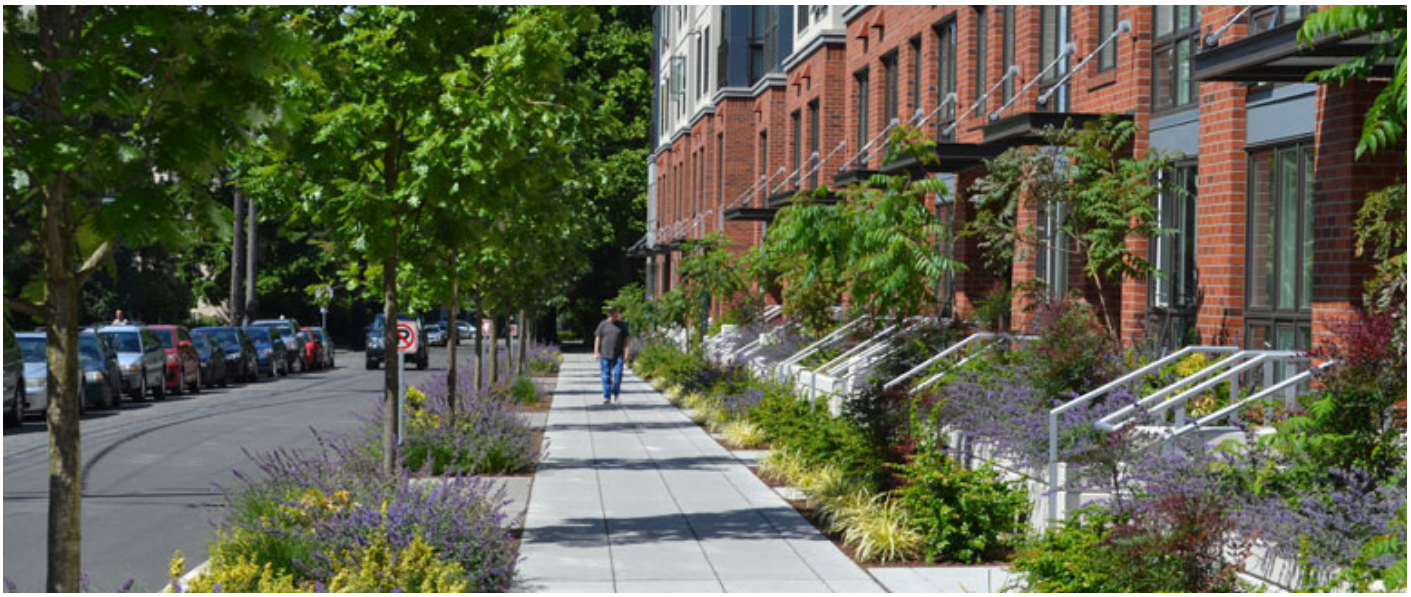
(2) Types of Plants/Plant Selection. A minimum of 60% of the planting selections must be water wise. Plants may be selected from the State of Utah waterwise plant list at https://waterwiseplants.utah.gov or the Conservation Garden Park database at https://conservationgardenpark.org/plants.

(3) Size of Plants. Plant material shall be sized according to Table 7.2 (1) at the time of installation, unless otherwise noted in this section.

Table 7.2 (1) - Plant Material Size at Installation

Plant Material Type	Minimum Size
Deciduous Shade/Overstory Tree	
Single Trunk	2" caliper
Multi Trunk	10' in height
Evergreen Tree	8' in height
Ornamental Tree	2" caliper
Shrubbery - Deciduous	5 gallon
Shrubbery - Evergreen	5 gallon
Groundcover	3" in height
Ornamental Grass	1 gallon
Perennial	1 gallon

Figure 7.2 (2). Plant placement around building perimeter.



7.3 District Transition Buffer

1. Intent

(1) Intent. To minimize the impact that one zoning district may have on a neighboring district and to provide a transition between districts.

2. Applicability

(2) General Applicability. Applies to all properties in districts that abut the TR district or existing residential adjacent to the Downtown. Applies to rear and side yards.

(3) The buffer may be used for storm water drainage with a maximum depth of one foot and no more than a 2 to 1 slope on the edges. Such areas shall be landscaped with a combination of trees, shrubs, inert mulches, and boulders.

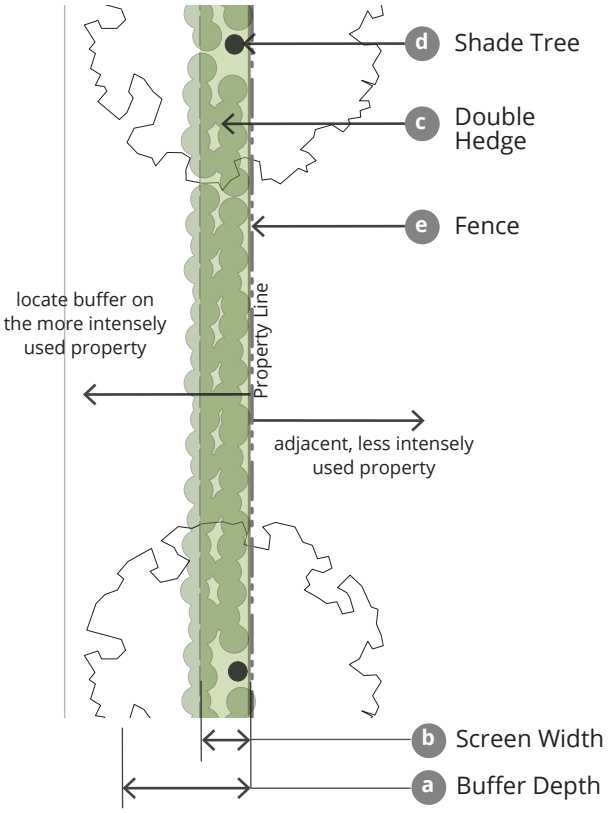


Figure 7.3 (1). Landscape Screen Plan View.

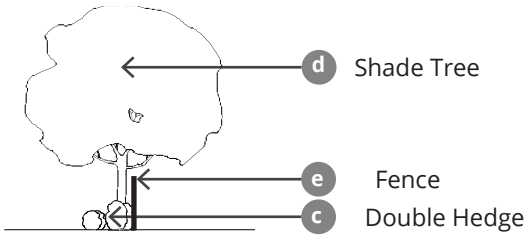


Figure 7.3 (2). Landscape Screen Section.

Table 7.3 District Transition Lot Buffer Requirements

1. Total Buffer Depth & Location		
a	Depth	5' Buffer between TR District and other FBC Districts 10' Buffer between existing residential and all FBC districts (for width of required Landscape Screen within the Buffer see section 2 below)
	Location	Locate buffers on more intensively zoned lot; Buffer is measured from side and rear property lines.
2. Required Landscape Screen		
b	Width	5' landscape screen as part of total buffer depth
	Location	Directly adjacent to the rear or side property line
c	Hedge	Continuous double row of shrubs required between shade trees
	Hedge Composition	Double row of individual shrubs with a minimum width of 24", spaced no more than 36" on center; Mature height in one year of 24"
	Hedge Frequency	Minimum of 15 shrubs per 100' of property line is required
d	Shade Trees	At least 1 medium or large shade tree per every 40' within the buffer
3. Buffer Landscape Requirements		
	Uses and Materials	Uses and materials other than those indicated are prohibited within the buffer
	Tree Canopy Coverage	1 medium or large shade tree required per 200 square feet of buffer, excluding the area within the required landscape screen
	Existing Vegetation	May be credited toward buffer area
4. Buffer Fence Requirements		
e	Location and Height	A six foot fence is required in the buffer area. The fence shall be located along the property line.
	Materials	The fence shall be opaque and constructed of materials that complement the adjacent building on which the buffer is located. White vinyl and chain link with slats are not allowed.

Notes:

1 Clearfield City may reduce width of buffer, width of landscape screen, or location of landscape screen based on existing landscaping and topography.

7.4 Parking Lot Buffer

1. Intent & Applicability

(1) Intent. To lessen the visual impact of vehicular parking areas on streets and adjacent properties.

(2) General Applicability. Applies to properties in all districts where a vehicular parking area is located along a front, rear, or side property line or adjacent to a right-of-way.

(a) Exceptions. Parking lots may and should directly adjoin and landscape buffers are not required between lots provided interior lot landscaping requirements are met. Vehicular areas along alleys, except when a residential district is located across the alley; Single- and two-family residences.

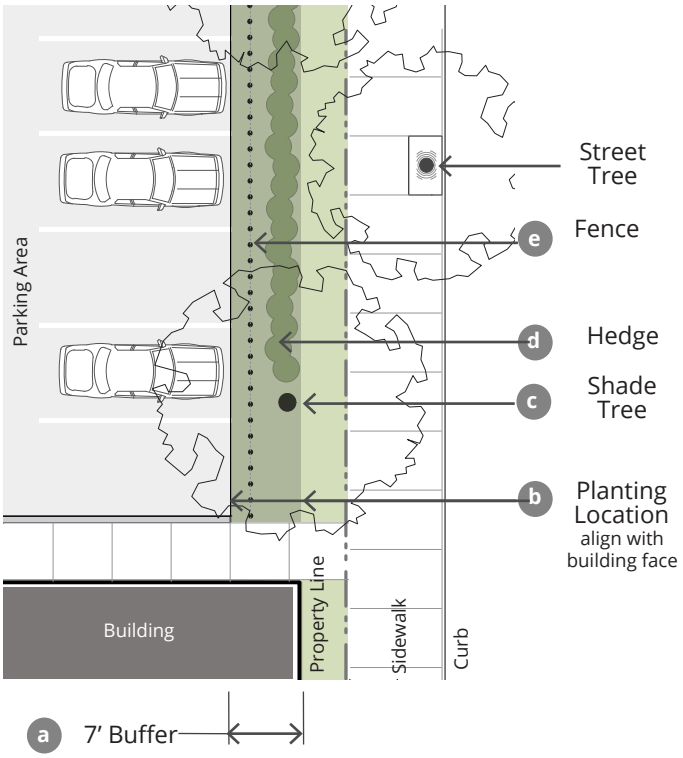


Figure 7.4 (1). Frontage Buffer Plan View

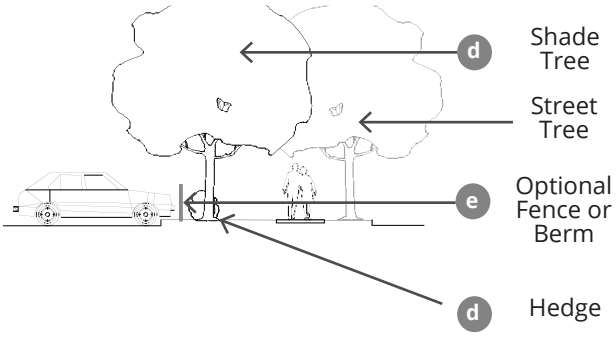


Figure 7.4 (2). Frontage Buffer Section.

Table 7.4 Parking Lot Buffer Requirements

	1. Buffer Depth & Location [1]	
a	Depth	7' (a reduction to 5' is allowed if structural soil or urban root system is used on rear/side buffers)
b	Location on the Site	Between street facing property line and parking area 2 Between parking area and side and rear property lines.
	2. Buffer Landscape Requirements	
	Uses & Materials	Uses and materials other than those indicated are prohibited in the buffer
c	Shade Trees	Medium or large shade tree required at least every 40'; Locate on the street side of the fence; Spacing should alternate with street trees
d	Hedge	Required continuous hedge on street side of fence, between shade trees & in front of vehicular areas
	Hedge Composition	Individual shrubs with a minimum width of 24", spaced no more than 36" on center, height maintained no more than 48".
	Existing Vegetation	May be credited toward buffer area
e	3. Fence Requirements (optional)	
	Location	2' from back of curb of vehicular area
	Materials	Steel or Colored Vinyl (white vinyl not permitted) Masonry columns are permitted (maximum column width 2'6"; maximum base 18" height) Refer to Figure 7.4 (3)
	Minimum Height	30"
	Maximum Height	36"
	Colors	Black, gray, or dark green
	Opacity	Minimum 30%; Maximum 60%
	Gate/Opening	One gate permitted per street frontage; Opening width maximum 6'

Notes:

[1] This screening requirement does not prohibit the installation of or provision for openings necessary for allowable access drives and walkways connecting to the public sidewalk.

[2] In front, corner, and rear yards (on a through lot), when the parking area is located adjacent to any building on the lot, the buffer must be located so that it aligns with or is behind the face of the adjacent building back to the vehicular area. The area between the buffer and the property line must be landscaped.

Figure 7.4 (3). Fence with masonry columns example.

7.5 Interior Parking Lot Landscape

1. Intent & Applicability

(1) Intent. To provide shade, minimize paving & associated stormwater runoff, & improve the aesthetic look of parking lots.

(2) General Applicability. All Districts.

(3) Other Internal Parking Lot Areas. Internal areas not dedicated to parking or drives shall be landscaped with a minimum of one medium or large shade tree for the first 150 square feet and one medium or large shade tree for every 650' thereafter.

(4) Existing Vegetation. Existing vegetation may be credited toward these requirements.

(5) Parking lot interior is defined as the area dedicated to parking on a given parcel as measured from edge of pavement to edge of pavement.

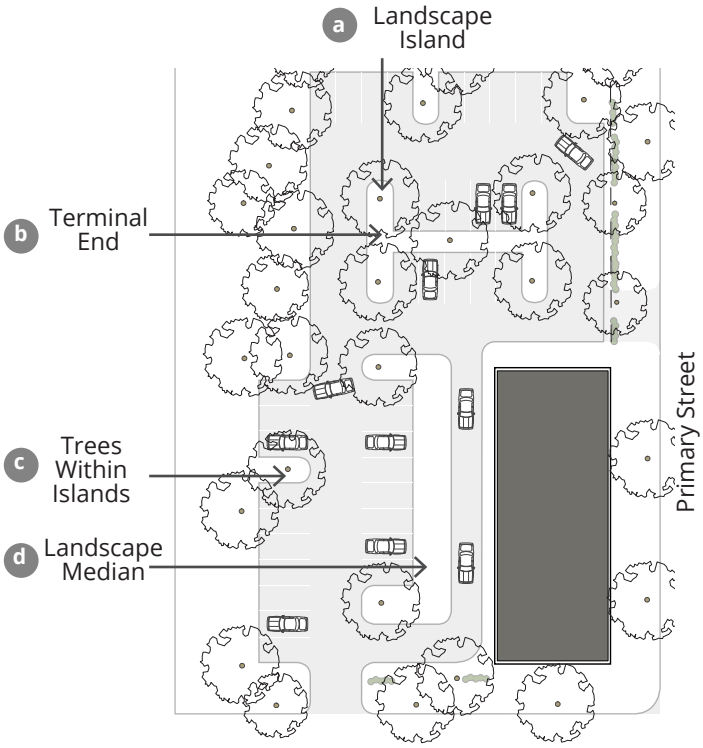


Figure 7.5 (1). Interior Parking Lot Landscaping.

7.5 Interior Parking Lot Landscape Requirements	
1. Landscape Island Requirements	
Required Island Locations [1]	Islands are required at the terminal ends of free standing rows or bays of parking. Islands are required after every ninth parking space for rows of parking greater than 12 spaces in length.
Minimum Width & Length	5' wide; Islands less than 15' in length must utilize structural soil under any paved surface within a tree's critical root zone; Islands under 9' must install an aeration system and utilize permeable pavement for the curb and gutter.
Required Trees and Storm Water	Minimum of 1 medium or large shade tree per island. Islands shall be designed (as bio-swales) to accommodate storm water run off where the drainage plan can be reasonably designed to accomplish that objective.
2. Landscape Median Requirements	
Required Median Location [1]	Required in each free-standing bay of parking along the length of the bay
Minimum Width & Length	5' width; Medians less than 15' in length must utilize structural soil under any paved surface within a tree's critical root zone; Medians under 9' must install an aeration system and utilize permeable pavement for the curb and gutter.
Required Trees and Storm Water	Minimum of 1 medium or large shade tree per median. Medians shall be designed (as bio-swales) to accommodate storm water run off where the drainage plan can be reasonably designed to accomplish that objective.
3. Tree Requirements	
Requirements per Parking Space	Each parking space must be located within 50' of a tree planted within parking lot interior.
	Minimum of 1 shade tree must be planted within parking lot interior or within 7' of parking lot's edge for every 5 parking spaces.
Tree Shade Goal	Within 20 years of tree installation, 25% of the interior of the parking lot should be shaded by tree canopy. Refer to Table 7.7 (1) for mature canopy estimates.

Notes:

[1] Landscape islands and landscape medians are not required specifically for stalls with covered parking.

7.6 Landscape Screening

1. Intent & Applicability

(1) Intent. To reduce the visibility of open storage, refuse areas, and utility appurtenances from public areas and adjacent properties.

(2) General Applicability. All dumpsters, open storage, refuse areas, and utility appurtenances in all Districts.

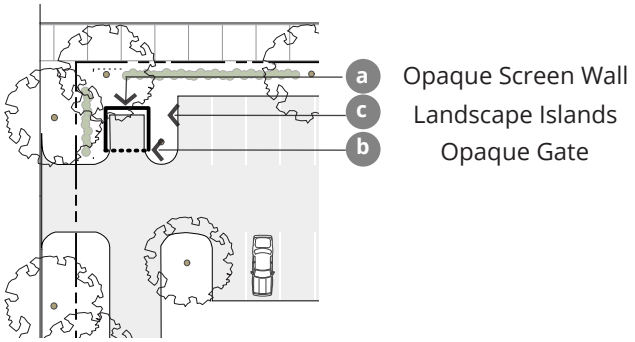


Figure 7.6 (1). Screening of Open Storage & Refuse Areas.

7.6 Screening of Open Storage, Refuse, and Utility Areas	
1. Open Storage & Refuse Area Screening Requirements	
Location on the Site	Not permitted in front or corner side yards, within 10 feet of property line and between building and street
Opaque Screen Wall [1]	Required around 3 sides of the dumpster and trash bin area
Screen Wall Height	Height shall be the higher of the following: 1. 6' 2. Height of use to be screened 3. Height as determined by City to accomplish objective of the screen
Visible Openings	Openings visible from the public way or adjacent properties must be furnished with opaque gates
Landscape Requirement	If refuse area is located within larger paved area, such as a parking lot, landscape islands must be located on 3 sides of the area, with at least 1 medium or large shade tree in at least 1 of the landscape areas [2]
2. Utility Appurtenance Screening Requirements	
Large Private Mechanical Equipment [3]	Shall be fenced with opaque wood or brick-faced masonry on all sides facing right-of-way
Small Private Mechanical Equipment [4]	Shall have landscape screening and a shrub bed containing shrubs spaced no more than 36" on center

Notes:

[1] Vertical structured barrier to visibility at all times such as a fence or wall

[2] This tree, if located within 50' of a parking space, may be utilized to meet the minimum shade requirements

[3] Large private mechanical equipment is equal to or greater than 4' in height

[4] Small private mechanical equipment is smaller than 4' in height

7.7 Installation and Landscape Maintenance

1. Intent

The following provisions aid in ensuring that all required landscaping is installed and maintained properly.

2. Applicability

These provisions apply to landscape installation as required by this section.

3. General Requirements

The installation of landscaping shall adhere to the following standards.

(1) National Standards. All landscaping and trees shall be installed and maintained in conformance with the best management practices and procedures established by the most recent edition of the American Standard for Nursery Stock (ANSI Z60.1) as published by American Horticulture Industry Association d/b/a AmericanHort (www.americanhort.org). This includes provisions on pruning, fertilizing, support systems, lighting protection, and safety.

4. Installation Timing Requirements

(1) Installation Timing. Landscaping and Site Amenities shall be fully installed prior to the issuance of a certificate of occupancy, or in cases of inclement weather, within the following time periods.

(a) For projects of all building types except Townhouse or Garden Court, all landscaping and site amenities shall be installed within six (6) months of the date of initial occupancy. The date of initial occupancy shall be the date that a certificate of occupancy is issued for the first building or facility of an individual phase or plat of the development.

(b) The front and side yards of all Townhouse or Garden Court building types in all zones shall be landscaped within six (6) months of the date of initial occupancy for the building or structure with which they are associated. The rear yard shall be landscaped within twelve (12) months of the date of initial occupancy. Date of initial occupancy will be the date that a certificate of occupancy is issued for the dwelling unit.

(2) Bond Required. In order to ensure that all required landscaping is installed in an acceptable manner, the developer shall post a separate cash bond with the city recorder or establish an escrow account with an appropriate financial institution. The cash bond or escrow account shall be subject to approval by the city engineer, and shall be in an amount equal to one hundred twenty five percent (125%) of the estimated costs of construction and installation of all required landscaping, parks, playgrounds, recreation facilities, fences, walls, and other amenities shown on the final landscape plan or site plan, as applicable.

(a) The bond or escrow account shall be posted or established in accordance with all other city regulations.

(b) The bond or escrow account shall be posted or established prior to the issuance of a certificate of occupancy for the site.

(c) The bond shall be accompanied by a schedule of anticipated completion dates for such improvements. In no case shall the time period for completion exceed the time periods set forth in this section.

(d) In the event that the improvements are not completed in reasonable conformance with said schedule, the city may undertake to complete the improvements and pay for such improvements from the bond or escrow account.

(3) Guarantee. To guarantee the survival of the installed landscaping, twenty-five percent (25%) of the bond required shall be retained by the city for the period of one year after installation is completed.

5. Condition of Landscape Materials

(1) Condition of Landscape Materials. The landscaping materials used shall be:

(a) Healthy and hardy with a good root system.

(b) Chosen for its form, texture, color, fruit, pattern of growth, and suitability to local conditions.

(c) Tolerant of the natural and man-made environment, including tolerant of drought, wind, salt, and pollution.

(d) Appropriate for the conditions of the site, including slope, water table, and soil type.

(e) Protected from damage by grates, pavers, or other measures.

(f) Plants that will not cause a nuisance or have negative impacts on an adjacent property.

(g) Species native or naturalized to the Wasatch Front, whenever possible.

(2) Compost, Mulch, and Organic Matter. Compost, mulch, and organic matter may be utilized within the soil mix to reduce the need for fertilizers and increase water retention.

(3) Establishment. All installed plant material shall be fully maintained until established, including watering, fertilization, and replacement as necessary.

6. Ground Plane Vegetation Installation

All unpaved areas shall be covered by one of the following.

(1) Planting Beds.

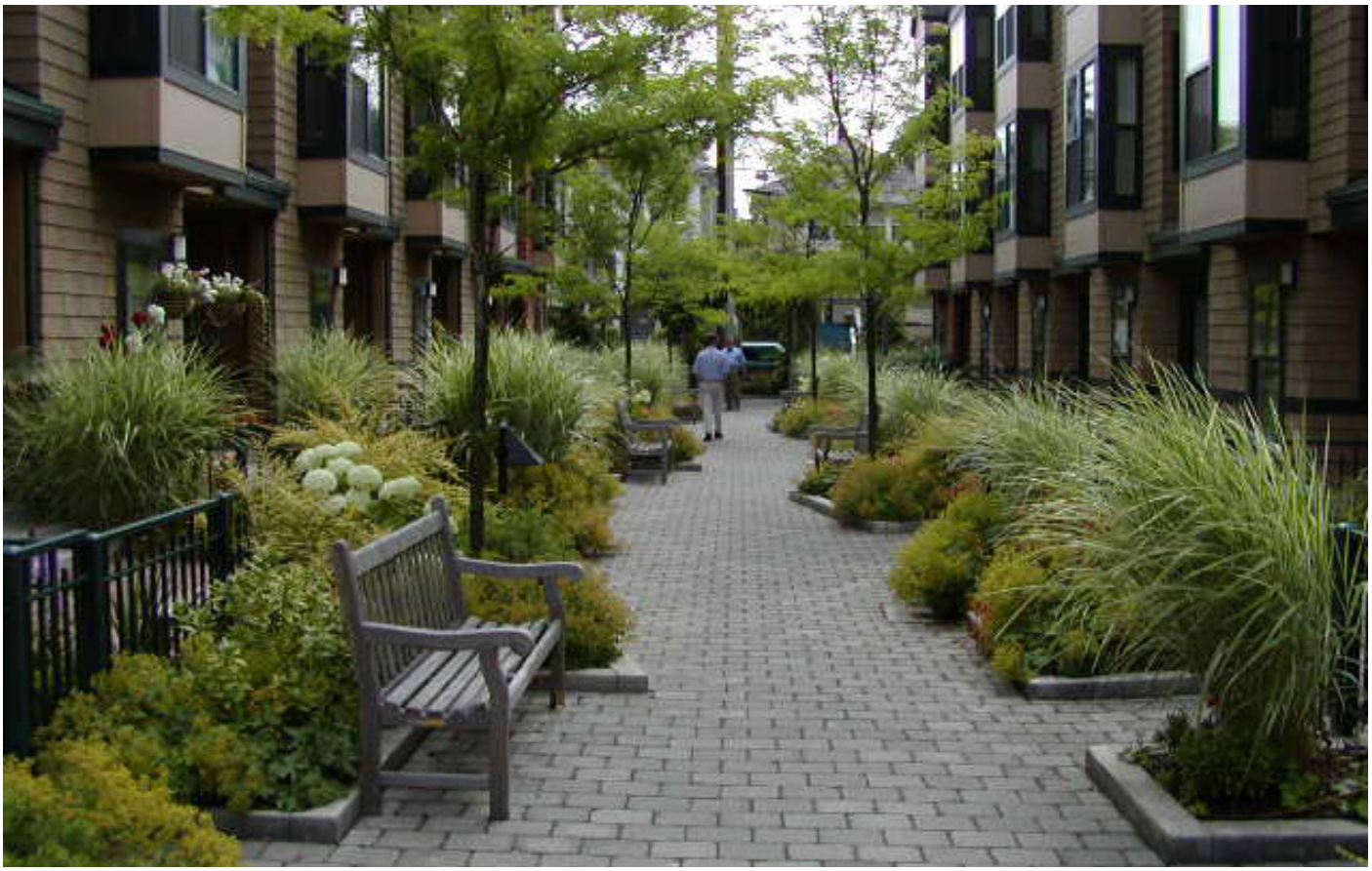
(a) Planting beds may include shrubs, ornamental grasses, ground cover, vines, annuals, or perennials.

(b) Nonliving materials, such as colored gravel, or mulch, are permitted for up to 50% of a bed area.

(c) Annual beds must be maintained seasonally, replanting as necessary.

(2) Grass. Seeded, plugged, or sodded grass may be planted throughout landscaped areas.

(a) Grass shall be established within 90 days of planting or the area must be re-seeded, re-plugged, or re-sodded.



7. Tree Installation

This section applies to all trees, including street trees (refer to Chapter 5.0 Street & Streetscape Standards).

(1) Tree Measurement. New trees shall be measured at six inches above the mean grade of the tree's trunk when four-inch caliper or less and twelve inches for tree trunks above four inches, and as noted as caliper inches throughout this ordinance.

(2) Tree Size. All trees to be installed to meet the requirements of this section shall have a minimum two-inch caliper at the time of installation.

(3) Tree Maintenance. Tree trimming, fertilization, and other similar work shall be performed by or under the management of an ISA certified arborist.

(4) Permeable Surface. For each tree preserved or planted, a minimum amount of permeable surface area is recommended, unless otherwise stated in this ordinance.

  (a) At least 70% of the future mature canopy limits of preserved trees should have a permeable surface. Refer to Table 7.7 (1) for mature canopy estimates.

  (b) Planted trees have a suggested minimum permeable area and soil volume based upon tree size; refer to Table 7.7 (2) for details.

  (c) Permeable area for one tree cannot count toward that of another tree.

(5) Structural Soil. When the Soil Surface Area of a tree will extend below any pavement, structural soil is required underneath that pavement; refer to Table 7.7 (2) for details. Structural soil is a medium that can be compacted to pavement design and installation requirements while still permitting root growth. It is a mixture of gap-graded gravels (made of crushed stone), clay loam, and a hydrogel stabilizing agent to keep the mixture from separating. It provides an integrated, root penetrable, high strength pavement system that shifts design away from individual tree pits

Table 7.7 (1). Estimated Tree Canopy & Height at Maturity

Tree Size	Estimated Canopy at Maturity (sq ft)	Estimated Height at Maturity (ft)
Very Small	150	under 15'
Small	400	15'-25'
Medium	900	25'-40'
Large	1600	40'+

Table 7.7 (2) - Minimum Recommended Soil Volumes and Permeable Area per Planted Tree

Tree Size	Soil Volume (cubic ft)	Soil Surface Area (sq ft) with 2.5' Soil Depth	Permeable Surface Area Requirement (sq ft)
Very Small	181	72 (approx. 8.5' x 8.5')	25 (5' x 5')
Small	736	294 (approx. 17' x 17')	100 (10' x 10')
Medium	2852	1141 (approx. 34' x 34')	225 (15' x 15')
Large	6532	2681 (approx. 50' x 50')	400 (20' x 20')

8. Irrigation Systems

Permanent irrigation, beyond establishment, is required and shall adhere to the following standards.

(1) All irrigation systems shall be designed to minimize the use of water.

(2) All irrigation systems shall be installed with an EPA Waterwise controller or approved equal and must be used according to directions to save water.

(3) The irrigation system shall provide sufficient coverage to all landscape areas.

(4) The irrigation system shall not spray or irrigate impervious surfaces, including sidewalks, driveways, streets, and parking and loading areas.

(5) All systems shall be equipped with a back-flow prevention device.

(6) All mechanical systems including controllers and back-flow prevention devices shall be properly screened from public view.

(7) All irrigation plans shall be stamped by Professional Landscape Architect or Certified Irrigation Designer (IA) and submitted to Clearfield City for review.

9. Maintenance of Landscape

All landscaping shall always be maintained in good condition to ensure a healthy and orderly appearance.

(1) All required landscape shall be maintained to adhere to all requirements of this ordinance.

(2) Replacing Unhealthy Landscaping. Unhealthy landscaping shall be replaced with healthy, live plants by the end of the next applicable growing season. This includes all plant material that shows dead branches over a minimum of 25% of the normal branching pattern.

(3) Maintenance Responsibility. The owner is responsible for the maintenance, repair, and replacement of all landscaping, screening, and curbing required herein.

(4) Maintain Quality and Quantity. Maintenance shall preserve at least the same quantity, quality, and screening effectiveness as initially installed.

(5) Fences and Other Barriers. Fences, walls, and other barriers shall be maintained in good repair and free of rust, flaking paint, graffiti, and broken or damaged parts.

(6) Tree Topping. Tree topping is not permitted. When necessary, crown reduction thinning or pruning is permitted. Refer also to 5.6.6 for required clear branch height of street trees.

(7) City Inspection. All landscaped areas regulated by this ordinance may be inspected by the City.

10. Preservation, Maintenance, And Ownership

(1) In the event that required landscaping improvements are not installed or maintained in a manner consistent with the approved site plan or landscaping plan, the city may at its option cause such landscaping or maintenance to be performed and assess the costs to the affected property owner(s) or other responsible association or entity. (Ord. 2009-40, 11-24-2009)

Chapter 8.0
CIVIC OPEN SPACE STANDARDS

8.0 Civic Open Space

8.1 Purpose

1. Intent

The Civic Open Space requirements are intended to ensure Downtown Clearfield contains public amenities that promote physical and environmental health and provide opportunities for existing and future residents to access a variety of active and passive open spaces.

8.2 General Requirements

All Open Space shall meet the following requirements.

1. Open Space Types

All new Civic Open Spaces in Downtown Clearfield shall meet the standards of an Open Space Type, and the corresponding classification in the Clearfield City Capital Improvement Plan.

2. Ownership and Platting of Open Space

(1) Ownership. Civic Open Space shall be publicly owned.

(2) Open Space Types shall be platted as a lot.

3. Required Amount of Open Space

Each development is required to contribute to the creation and enhancement of Civic Open Space in Downtown Clearfield.

(1) For all developments 5 acres in size and larger, ten percent (10%) of the total lot size shall be provided as Civic Open Space. The developer shall work with Clearfield City to determine the best Civic Open Space type and best location for the Civic Open Space. The developer shall construct the Civic Open Space to the standards and requirements of the Civic Open Space Type and dedicate it to the city upon completion.

(2) For residential only developments or mixed-use developments with a residential component totalling less than 5 acres in size, the city's standard impact fee shall be assessed on a per unit basis.

(3) For non-residential developments totalling less than 5 acres in size, ten percent (10%) of the total property size shall be used to calculate a fee-in-lieu or land-in-lieu assessment for Civic Open Space.

  (a) A fee-in-lieu of $10.00/square foot of required open space will be implemented for the creation or enhancement of Civic Open Space or Streetscape enhancement within the Downtown Clearfield area; or

  (b) A land-in-lieu equalling the required open space shall be provided that meets the requirements in section 8.2.4; or

  (c) A combination of fee-in-lieu and land-in-lieu may be utilized.

(4) On-site Civic Open Spaces may be combined with required site landscaping areas to create a larger open space, provided it remains open to the public. See Chapter 7.0.

Table 8.2 (1) Permitted Open Space Types by Districts

		Districts					
		Urban Core Commerce	Urban Mixed Residential	Town Mixed Commerce	Town Neighborhood Residential	Civic	Gateway Corridor Commerce
Open Space Types	Commons [1]				P		P
	Plaza [1]	P	P	P	P	P	P
	Square [1]	P	P	P	P	P	P
	Green [1]	P	P	P	P	P	P
	Park (Neighborhood)		P	P	P	P	P
	Park (Community)		P	P	P	P	P
	Greenway	P	P	P	P	P	P

P = Permitted

Footnotes:

[1] Classified as a Special Use Site under the Clearfield Capital Improvement Plan (CIP). Standards for Open Space Types in the Form-based Code take precedence over the CIP.

4. Land In Lieu Substitutions for Open Space

In certain circumstances, "In lieu substitution" or "in lieu of open space substitutions" are encouraged for the benefit of the creating important and critical Civic Open Space areas in Downtown Clearfield. The City may, at its sole discretion, accept land in lieu of Open Space requirements under the following conditions:

(1) The proposed land to be substituted is in a location within a one-quarter mile buffer of Downtown Clearfield that is acceptable to and approved by the City as a substitute site for Civic Open Space.

(2) In lieu substitutions of land intended to fulfill the requirements for Open Space may be allowed when it is factually established, by a qualified land appraiser, that the substituted land is at least equal to or greater than the value of land compared with the development property as if developed fully as proposed. The City may determine to approve the land area to be appraised both from the original site and the proposed substituted site prior to the appraisal. The appraiser will be selected by and contract with the City. Appraisal fees will be reimbursed to the City at cost by the developer. New appraisals may not be required if recent information or appraisals are readily available.

(3) Any land which has been dedicated, set-aside, platted, or otherwise approved as Civic Open Space may not be substituted or used for any purpose other than those allowed in this Chapter.

(4) In lieu substitution applications shall first be reviewed by the Zoning Administrator as a part of the initial application. Approval of the in-lieu substitution shall be obtained from the City Council as part a development agreement before the Final Site Plan or issuance of a building permit, whichever occurs first.

5. Access and Parking

(1) Access. All Civic Open Space shall provide public access from a vehicular right-of-way.

(2) Parking Requirements.

  (a) For Civic Open Space 1 acre or smaller Off-street Parking shall not be required for any Civic Open Space Type.

  (b) For Civic Open Space larger than 1 acre: Off-street parking shall be provided. Parking may include on-street parking. , unless a use other than Open Space is determined by the City.

6. Connections to Trails and Open Space

Connections to existing trails, planned trails, or other existing or planned Open Space types shall be made when the Open Space abuts an existing or planned trail right-of-way or other Civic Open Space type. Refer to corresponding City trails master plan.

7. Fencing

Open Space Types may incorporate fencing provided that the following requirements are met.

(1) Height. Fencing shall be a maximum height of five (5) feet, unless approved or directed by the City, for such circumstances as proximity to railroad right-of-way and use around swimming pools (minimum of 6 feet required), ball fields, and ball courts.

(2) Level of Opacity. Fence opacity shall be no greater than 80%.

(3) Type. Chain-link fencing is not permitted along any street frontage, except for dedicated sports field or sport court fencing approved by the City.

(4) Spacing of Openings. Openings or gates shall be provided on every street face at a minimum of every 200 feet.

8. Open Water

Open Water Body. All open water bodies, such as lakes, ponds, pools, creeks, and streams, within an Open Space type shall be located at least 20 feet from a property line to allow for pedestrian and bicycle access as well as a landscape area surrounding the water body.

9. Stormwater in Open Space Types

Stormwater management following green infrastructure best practices may be integrated into Open Space Types and utilized to meet stormwater requirements for surrounding parcels, with the following standards:

(1) Stormwater Features. Stormwater features may be designed as formal or natural amenities with additional uses other than stormwater management, such as an amphitheater, sports field, or a pond or pool as part of the landscape design. Stormwater features shall not be fenced and shall not impede public use of the land they occupy.

(2) Qualified Professional. A qualified landscape design professional, such as a landscape architect or landscape designer, shall be utilized to incorporate stormwater features into the design of the Civic Open Spaces to maximize the benefit to both public use and natural systems.

(3) Size of Stormwater feature: A maximum of twenty percent (20%) of the Open Space required area may be used for Stormwater detention/retention. A higher percentage, up to 75%, can be used for Stormwater detention/retention if designed as a functional sports field.

10. Landscape Elements

Landscape elements used in Open Space types must meet the installation and other general requirements of the Landscape Chapter 7.0.

8.3 Open Space Type Standards

The following standards apply to Open Space Types in Downtown.

1. Dimensions

(1) Minimum and Maximum Size. The minimum and maximum size of the Open Space Type is measured within the parcel lines of the property.

(2) Minimum Dimension. The minimum length or width of the Open Space Type, as measured along the longest two straight lines intersecting at a right angle defining the maximum length and width of the lot.

(3) Minimum Percentage of Vehicular Right-of-Way Frontage Required. The minimum percentage of the civic Open Space perimeter, as measured along the outer parcel line, that shall be located directly adjacent to a vehicular right-of-way, excluding alley frontage. This requirement provides access and visibility to the Open Space.

2. Adjacent Parcels

Parcels directly adjacent to or across the street from an Open Space Type.

(1) Permitted Districts of Adjacent Parcels. The zoning districts permitted directly adjacent to, as well as directly across the street from the Open Space Type.

(2) Orientation of Adjacent Parcels. Parcels adjacent to a Civic Open Space type will have a preferred orientation in relation to each Civic Open Space type to support access and the anticipated relationship between the two.

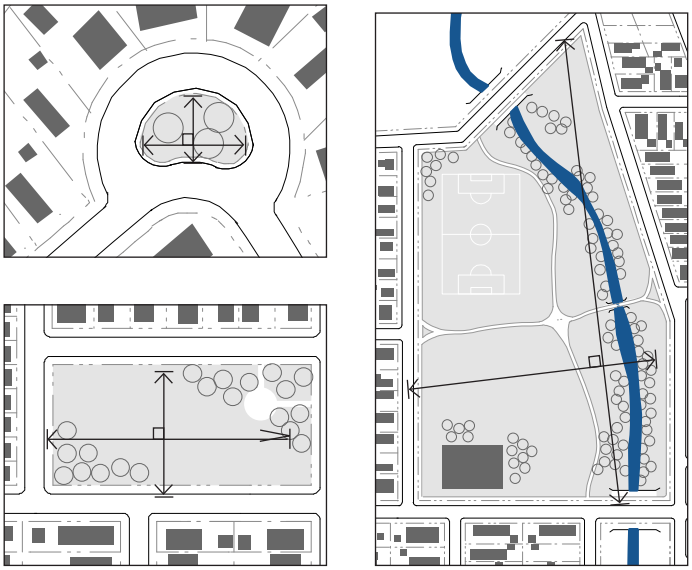


Figure 8.3 (1). Examples of Measuring the Minimum Dimension of Open Space Types.

3. Permitted Improvements

The following types of development and improvements are permitted on an Open Space Type.

(1) Designated Sports Fields. Sport fields, ball courts, or structures designated for one or more specific sports including, but not limited to, baseball fields, softball fields, soccer fields, basketball courts, football fields, tennis courts, pickleball courts, climbing walls, and skate parks are permitted.

(2) Playgrounds. Playgrounds with a designated area for play structures and equipment generally targeted for children 12 and under including, but not limited to, slides, swings, and climbing structures are permitted. All playground and equipment must meet safety and surfacing standards.

(3) Enclosed Structures. Enclosed structures may include such uses as park offices, maintenance sheds, community centers, and restrooms.

  (a) Maximum Area. For some Civic Open Space types, fully enclosed structures are permitted, but limited to a maximum building coverage as a percentage of the Open Space area.

  (b) Semi-Enclosed Structures. Open-air structures, such as gazebos, are permitted in all Open Space types.

(4) Site Amenities. Site amenities and furniture including, but not limited to, lighting, seating, and bicycle parking are permitted.

(5) Maximum Impervious and Semi-Pervious Surface Permitted. The amounts of impervious and semi-pervious coverage are provided separately to allow an additional amount of semi-pervious surface, such as permeable paving, above the impervious surfaces permitted, including, but not limited to, parking facilities, driveways, sidewalks, paths, and structures as permitted.

(6) Maximum Percentage of Open Water Body. The maximum amount of area within an Open Space Type that may be covered by an open water body, including, but not limited to, ponds, lakes, and pools.

Figure 8.3 (2). Designated sports fields

Figure 8.3 (3). Enclosed structures are permitted for some Open Space types.

Figure 8.3 (4). Site amenities and furniture

8.4 Commons

1. Intent

To provide an informal, small to medium scale space for active or passive recreation for a limited neighborhood area. Commons are typically internal to a block and tend to serve adjacent residents.

A Commons is considered a special use site and is intended to serve a more dense, urban residential population and daytime worker population in Downtown Clearfield.

8.4 (1) Commons Requirements	
(1) Dimensions	
Minimum Size (acres)	0.25
Maximum Size (acres)	1.5
Minimum Dimension (feet)	45’
Minimum % of Vehicular ROW Frontage Required	10%
(2) Adjacent Parcels	
Permitted Districts	TR, CC
Frontage Orientation of Adjacent Parcels	Side or Rear
(3) Improvements	
Designated Sports Fields Permitted	Not permitted
Playgrounds Permitted	Permitted
Fully Enclosed Structures Permitted	Not permitted
Maximum Impervious + Semi-Pervious Surface	30% + 10%
Maximum % of Open Water	30%
(4) Additional Design Requirements	
(a) Access Points. 2 access points required; minimum width of 20’ for each. Access points may be pedestrian only. Pedestrian access points shall be designed to allow vehicular access with removable bollards and/or a gate.	

8.5 Plaza

1. Intent

To provide a formal Open Space of medium scale to serve as a gathering place for civic, social, and commercial purposes. The Plaza may contain a greater amount of impervious coverage than any other Open Space Type. Special features, such as fountains and public art installations, are encouraged.

A Plaza is considered a special use site and is intended to serve a more dense, urban residential population and daytime worker population in Downtown Clearfield.

8.5 (1) Plaza Requirements	
(1) Dimensions	
Minimum Size (acres)	0.25
Maximum Size (acres)	2
Minimum Dimension (feet)	80'
Minimum % of Vehicular ROW Frontage Required	25%
(2) Adjacent Parcels	
Permitted Districts	All Districts
Frontage Orientation of Adjacent Parcels	Front, Corner Side, Side
(3) Improvements	
Designated Sports Fields Permitted	Not permitted
Playgrounds Permitted	Not permitted
Fully Enclosed Structures Permitted	Permitted; maximum 10% of area
Maximum Impervious + Semi-Pervious Surface	minimum: 40% maximum: 80% + 10%
Maximum % of Open Water	50%
(4) Additional Design Requirements	
(a) Minimum Building Frontage. At least 50% of the plaza's perimeter that does not front on vehicular right-of-way shall be lined by building frontages.	

8.6 Square

1. Intent

To provide a formal Open Space of medium scale to serve as a gathering place for civic, social, and commercial purposes. Squares are rectilinear in shape and are bordered on all sides by a vehicular or pedestrian right-of-way, which together with building facades creates its definition.

A Square is considered a special use site and is intended to serve a more dense, urban residential population and daytime worker population in Downtown Clearfield.

8.6 (1) Square Requirements	
(1) Dimensions	
Minimum Size (acres)	0.25
Maximum Size (acres)	3
Minimum Dimension (feet)	80’
Minimum % of Vehicular ROW Frontage Required	75%
(2) Adjacent Parcels	
Permitted Districts	All Districts
Frontage Orientation of Adjacent Parcels	Front, Corner Side, Side
(3) Improvements	
Designated Sports Fields Permitted	Not permitted
Playgrounds Permitted	Not permitted
Fully Enclosed Structures Permitted	Permitted; maximum 10% of area
Maximum Impervious + Semi-Pervious Surface	60% + 20%
Maximum % of Open Water	30%

8.7 Green

1. Intent

To provide informal, medium scale active or passive recreation for neighborhood residents within walking distance, mainly fronted by streets.

A Green is considered a special use site and is intended to serve a more dense, urban residential population and daytime worker population in Downtown Clearfield.

8.7 (1) Green Requirements	
(1) Dimensions	
Minimum Size (acres)	0.50
Maximum Size (acres)	3
Minimum Dimension (feet)	45’
Minimum % of Vehicular ROW Frontage Required	25%
(2) Adjacent Parcels	
Permitted Districts	All Districts
Frontage Orientation of Adjacent Parcels	Front, Corner Side, Side
(3) Improvements	
Designated Sports Fields Permitted	Not permitted
Playgrounds Permitted	Permitted
Fully Enclosed Structures Permitted	Not permitted
Maximum Impervious + Semi-Pervious Surface	20% + 15%
Maximum % of Open Water	30%

8.8 Park (Neighborhood or Community)

1. Intent

To provide informal active and passive large-scale recreational amenities to local residents and the greater region. Parks have primarily natural plantings and are frequently created around an existing natural feature such as a water body or stands of trees. Parks may include a water feature, either existing such as Mabey Pond, or newly created..

Parks sized between 2 and 6 acres are classified as Neighborhood Parks. Parks sized 6 acres and larger are classified as Community Parks.

8.8 (1) Park Requirements	
(1) Dimensions	
Minimum Size (acres)	2
Maximum Size (acres)	None
Minimum Dimension (feet)	100’
Minimum % of Vehicular ROW Frontage Required	30%; up to 5 acres; 20% 5 acres and over
(2) Adjacent Parcels	
Permitted Districts	UR, TC, TR, CC, CV
Frontage Orientation of Adjacent Parcels	Any
(3) Improvements	
Designated Sports Fields Permitted	Permitted
Playgrounds Permitted	Permitted
Fully Enclosed Structures Permitted	Permitted, minimum 5 acre Park required
Maximum Impervious + Semi-Pervious Surface	20% + 10%
Maximum % of Open Water	30%

8.9 Greenway

1. Intent

To provide informal, primarily natural linear open spaces that serve to enhance connectivity between open space types and other uses. Greenways are linear open spaces that often follow a natural feature, such as a river, stream, ravine, or man-made feature, such as a vehicular right-of-way. A greenway may border other open space types.

A Greenway is considered a special use site and will range in size and amenities.

8.9 (1) Greenway Requirements	
(1) Dimensions	
Minimum Size (acres)	1
Maximum Size (acres)	None
Minimum Dimension (feet)	30'; recommended minimum average width 50'
Minimum % of Vehicular ROW Frontage Required	0%
(2) Adjacent Parcels	
Permitted Districts	All Districts
Frontage Orientation of Adjacent Parcels	Any
(3) Improvements	
Designated Sports Fields Permitted	Permitted
Playgrounds Permitted	Permitted
Fully Enclosed Structures Permitted	Not permitted
Maximum Impervious + Semi-Pervious Surface	20% + 10%
Maximum % of Open Water	30%
(4) Additional Design Requirements	
(a) Access Points. One vehicular access point required per 1/4 mile of length, minimum 20' width; One pedestrian access point required every 1/8 mile, minimum 12' width.	

Chapter 9.0
PARKING STANDARDS

9.0 Parking

9.1 Purpose

1. Intent

The established provisions are intended to accomplish the following:

(1) Ensure an appropriate level of vehicle parking, loading, and storage to support a variety of land uses.

(2) Provide site design standards to mitigate the impacts of parking lots on adjacent land uses and zoning districts.

(3) Provide specifications for vehicular site access.

(4) To allow shared public on-street parking and in parking lots to serve the needs of visitors and patrons.

(5) To allow projects to match parking to tenant needs.

(6) To support a more walkable, transit-oriented development pattern.

(7) To support and improve walkability, bikeability, and non-vehicular transportation.

(8) To mitigate the impacts of vehicular parking lots on the urban neighborhood context and streetscapes of Downtown Clearfield.

2. Applicability

This section shall apply to all new development and changes in use or intensity of use for existing development, in all Downtown Clearfield districts.

(1) Compliance. Compliance with the standards outlined shall be attained in the following circumstances:

  (a) Development of all new parking facilities, loading facilities, and driveways.

  (b) Improvements to existing parking facilities, loading facilities, and driveways, including re-configuration, enlargement, or the addition of curbs, walkways, fencing, or landscape installation.

  (c) Change in use requiring a change in the amount of parking.

(2) Damage or Destruction. When a use that has been damaged or destroyed by fire, collapse, explosion, or other cause is reestablished, any associated off-street parking spaces or loading facilities must be reestablished based on the requirements of this section.

(3) Site Plan Approval Required. Parking quantities, design, and layout shall be approved through the Site Plan Approval process. Refer to Chapter 11 Site Plan Approval for details.

9.2 General Requirements

1. Off-street Parking

Off-street parking spaces shall be provided in conformance with Tables 9.2 (1) Required Vehicular Parking and 9.3 (1) Bicycle Parking.

(1) Required Accessible Parking. Parking facilities accessible for persons with disabilities shall comply with or exceed the standards detailed in the ADA Standards for Accessible Design including quantity, features, and location. (*www.ada.gov*)

(2) Requirements for Unlisted Uses. Upon receiving a site plan, occupancy certificate, or other permit application for a proposed use not specifically addressed, the Zoning Administrator is authorized to apply off-street parking standards for the use deemed most similar to the proposed use. In instances where an equivalent similar use may not be clearly determined or the standard is in question, the Zoning Administrator may require the applicant to submit a parking study that will help determine the appropriate requirements.

(3) Private Off-Premises Parking. Where private off-site parking facilities are approved, such facilities shall be in the same possession as the property occupied by the building or use to which the parking facilities are accessory.

  (a) Such possession may be either by deed or lease, guaranteeing availability of the parking commensurate with the use served by the parking.

  (b) The agreement providing for the use of off-site parking, executed by the parties involved, shall be in a form approved by the City Attorney and filed with the Zoning Administrator.

  (c) The deed or lease shall require the owner to maintain the required number of parking facilities for the duration of the use served or of the deed or lease, whichever shall terminate sooner.

  (d) Location of Parking. Any off-premise parking must be within 660 feet (1/8 mile) from the entrance of the use to the closest parking space measured along a dedicated public or private pedestrian path.

(4) Tandem Parking. To meet minimum parking requirements, tandem parking configured with a 1-car garage and 1-car driveway is permitted for certain building types with approval of the Zoning Administrator through the site plan review process. Permitted building types include:

  (a) Garden Court Building Types

  (b) Townhouse Building Types

2. Required Vehicular Parking

Tables 9.2 (1) outlines the vehicular parking requirements for uses.

(1) Organized by Use. The parking requirements are organized by use.

  (a) Parking rates are provided for general use categories; these numbers are applicable for all the uses within these categories.

  (b) If a specific use requires a different parking rate than its use category, it is also listed in Table 9.2 (1) Required Parking by Use.

(2) Vehicular Spaces Required. The vehicular spaces required column indicates the required off-street parking ratio, which may be subject to credits and other reductions and a maximum number, as are detailed in this section.

(3) Maximum Allowable Vehicular Spaces. When a use requires more than 20 spaces, it is not permitted to provide greater than 10% over the minimum parking requirement.

  (a) For those uses with no requirements, the maximum number of spaces required should be no more than the next level up of that use. For example, for Neighborhood Retail, the number of spaces should be no more than the requirements for General Retail.

(4) Computation. Off-street parking spaces shall be calculated using the following information.

  (a) Area Measurements. The following units of measurements shall be utilized to calculate parking requirements. See Table 9.2 (1).

    (i) Dwelling Unit. Parking standards for residential buildings shall be computed using dwelling unit as the unit of measure, unless otherwise stated.

    (ii) Net/Occupiable Square Footage. Unless otherwise expressly stated, parking standards for non-residential Uses shall be computed on the basis of net, occupiable floor area in square feet.

    (iii) Occupancy- or Capacity-Based Measurements. Parking spaces required per available seat or per employee, student, or occupant shall be based on the greatest number of persons on the largest shift, the maximum number of students enrolled, or the maximum fire-rated capacity, whichever measurement is applicable.

    (iv) Bench Seating. For uses in which users occupy benches, pews, or other similar seating facilities, each 24 inches of such seating shall be counted as one seat.

  (b) Fractions. When computation of the number of required off-street parking spaces results in a fractional number, any result of 0.5 or more shall be rounded up to the next consecutive whole number. Any fractional result of less than 0.5 may be rounded down to the previous consecutive whole number.

  (c) Multiple Uses on a Lot. When there are multiple uses on a lot, required spaces shall be calculated as an amount equal to the total requirements for all uses on the lot, unless the uses qualify for shared, cooperative, or other credits to reduce parking. Refer to Table 9.2 (2).

3. Parking Credits

Vehicular parking standards in Table 9.2 (1) may be reduced by achieving one or all of the following credits.

(1) Transit Credit. Vehicular parking requirements may be reduced with proximity to any rail station or transit line with up to 15-minute headways. Proximity is measured using network distance along dedicated public pedestrian pathways from any point along the property line to the platform or transit stop.

(a) Within 660 feet. A reduction of 10% of the required off-street parking.

(b) Within 1320 feet. A reduction of 5% of the required off-street parking.

(2) Structured Parking Credit. Vehicular parking requirements may be reduced with the provision of structured parking.

(a) If 75% or more of parking is located within the building envelope or in a parking structure with two (2) or more floors, a reduction of up to 25% is allowed.

(b) Parking structures must be located within 660 feet of the building.

(3) Other Parking Reductions. Additional reductions (e.g. Car-Share parking credits) may be approved by the Zoning Administrator with the submittal of a parking study illustrating the reduction, including the shared parking standards provided in Table 9.2(2).

As Table 9.2 (1) this should be on the left of the page an not after section 3. Need to switch the location of the section three and the table. <----->

Table 9.2 (1) Required Parking By Use

Residential [1, 2]	
Multifamily, Studio & 1 Bedrooms	1.15 / Dwelling Unit [1 3]
Multifamily, 2 Bedrooms	1.725 / Dwelling Unit [1 3]
Multifamily, 3+ Bedrooms	2.3 / Dwelling Unit [1 3]
Lodging	1 / Room & 1 / 200 sq. ft. Office and Dining Area
Senior Housing, Multifamily	25% Reduction [3]
Group Home	1 per 6 persons of Design Capacity [2]
Civic/Institutional	
Assembly (Auditoriums; Churches/Places of Worship)	1 / 5 Seats
Transit Station	Per Zoning Administrator
Library / Museum / Post Office (no distribution)	1 / 600 sq. ft.
Police & Fire	Per Zoning Administrator
Post Office	1 / 400 sq. ft.
School: Pre K to Jr. High	1 / Classroom & 1 / 200 sq. ft. Office
School: High School, Higher Education, Specialized & Vocational/Tech Schools	1 / Classroom, 1 / 200 sq. ft. Office, & .25 / Student
Retail	
Neighborhood Retail (< 12,000 sq. ft.)	1 / 500 sq. ft.
General Retail (>= 12,000 sq. ft.)	1 / 350 sq. ft.
Service	
Neighborhood Service (< 12,000 sq. ft.)	1/ 500 sq. ft.
General Service (>= 12,000 sq. ft.)	1/ 350 sq. ft.
Neighborhood Eating & Drinking Establishments (< 12,000 sq. ft.)	7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
General Eating & Drinking Establishments (>= 12,000 sq. ft.)	15 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
Residential Care	.33 / Unit & .66 / Employee
Vehicle Services	1 / Service Bay & 1 / 350 sq. ft. of retail
Office & Industrial	
General Office	1 / 350 sq. ft.
Hospital	.20 / Bed & .66 / Employee
Crafts Industry	1 / 1,000 sq. ft. of Production Space & 1 / 500 sq. ft. of Retail Space
Open Space & Recreation	
Open Space & Recreation	Per Zoning Administrator
Footnotes	
[1] Visitor parking for Multi Family Residential is included at the level of 15% of the required parking.	
[2] Design Capacity is the maximum occupancy of a building or structure based on the Fire and/or Building code, whichever is larger.	
[3] 50% of all parking spaces shall be covered parking with a minimum of 1 covered parking space per residential unit.	

4. Multiple Use Reductions

The following reductions may be taken:

(1) Shared Vehicular Parking. An arrangement in which two or more uses with different peak parking demands use the same off-street parking spaces to meet their off-street parking requirements.

(a) General Provisions. Through review of the site plan the Zoning Administrator may permit up to 100% of the parking required for a daytime use to be supplied by the off-street parking spaces provided for a nighttime or Sunday use and vice versa.

(b) Approval. To approve a shared parking arrangement, the Zoning Administrator must find, based on competent evidence provided by the applicant, that there is no substantial conflict in the principal operating hours of the uses for which the sharing of parking is proposed.

(c) Description of Uses with Weekday, Nighttime, and Sunday Peak Parking.

(i) The following uses are considered predominantly weekday uses: office and industrial uses and other similar uses as authorized by the Zoning Administrator.

(ii) The following uses are typically considered predominantly nighttime or Sunday uses: eating and drinking establishments, assembly uses, and other similar uses with peak activity at night or on Sundays, as authorized by the Zoning Administrator.

(2) Cooperative Vehicular Parking. When two or more categories of non-single-family residential uses share a parking lot and are located on the same lot or adjacent lots, the following applies:

(a) General Provisions. Shared parking will be approved in accordance with the following. Refer to Table 9.2 (2).

(i) For each applicable land use category, calculate the number of spaces required as if it were the only use. Refer to Table 9.2 (1).

(ii) Use the figures for each individual land use to calculate the number of spaces required for that use for each time period specified in Table 9.2 (2). This table establishes six time periods per use.

(iii) For each time period, add the number of spaces required for all applicable land uses to obtain a grand total for each of the six time periods.

(iv) Select the time period with the highest total parking requirement and use that as the total number of parking spaces required.

(b) Uses in Different Buildings. Through review of the site plan the Zoning Administrator may approve the cooperative agreement if any of the uses are not located in the same structure or building.

(c) Location of Cooperative Parking. Any cooperative parking must be within 660 feet from the entrance of the use to the closest parking space within the cooperative parking lot, measured along a dedicated pedestrian path.

(d) Off-Site Cooperative Parking Agreement. An agreement approved by the City Attorney providing for cooperative use of off-site parking spaces, executed by the parties involved, shall be reviewed by the Zoning Administrator during review of the site plan.

(i) Off-site cooperative parking arrangements shall continue in effect only as long as the agreement remains in force. Minimum acceptable time period for such contracts is five years.

(ii) If the agreement is no longer in force, then parking must be provided as otherwise required in this section.

Table 9.2 (2) Shared Parking Percentages

Use	Weekdays			Weekends		
	Midnight- 7:00 am	7:00 am- 6:00 pm	6:00 pm- Midnight	Midnight- 7:00 am	7:00 am- 6:00 pm	6:00 pm- Midnight
Residential (Non-Lodging)	100%	50%	80%	100%	80%	80%
Lodging	100%	65%	100%	100%	65%	100%
Retail & Service (General)	5%	100%	80%	5%	100%	60%
Restaurants, Taverns	50%	70%	100%	70%	60%	100%
Theaters & Entertainment	5%	30%	100%	5%	60%	100%
Civic, Office	5%	100%	5%	5%	5%	5%
Churches & Place of Worship	0%	30%	50%	0%	100%	75%
Crafts Industries	5%	100%	10%	5%	50%	10%

9.3 Parking Design Standards

1. Vehicular Off-Street Parking Lots

The design or redesign of all off-street parking facilities shall be subject to the site plan approval process.

(1) The design of all off-street parking lots and spaces shall follow the standards outlined in Clearfield City Code, Title 11, Chapter 14 (11-14-5E).

(2) Location of Parking. Refer to Chapter 6.0 Building Type Standards for information on the location of parking facilities.

(3) Landscape Screening. All parking areas shall meet the requirements of Chapter 7.0 Site Landscape & Amenity Standards.

(4) Landscape Areas and Landscape Islands. Areas not used specifically for sidewalks, parking spaces, driving aisles, loading, or refuse shall not be paved. Areas striped with diagonal striped islands are not permitted. A landscape island is required for every 12 stalls and where feasible to be used for stormwater.

(5) Illumination. All off-street parking lots or parking structures shall provide a level of illumination at any point in the parking lot or structure not less than one foot-candle measured at the pavement. All lighting shall be shielded or otherwise optically controlled to provide glare-less illumination and limit trespass on adjacent properties.

2. Pedestrian Access

All parking lots with 3 or more double-loaded aisles shall provide internal pedestrian pathway(s) within the parking area and outside of the parking drive aisle.

(1) Dimension. The pathway shall be a minimum of five feet in width.

(2) Quantity. One pathway is required for every three double loaded aisles.

(3) Location. The pathway shall be centrally located within the parking area to serve a maximum number of parking stalls.

(a) Pathways shall provide direct connections to the principal structure(s) entrances from the spaces furthest from the entrance.

(b) At least one pathway shall provide a direct connection between adjacent vehicular rights-of-way and/or trails and the principal structure's entrance.

(4) Pathway Delineation. Pedestrian pathways should be clearly marked either with striping or by using alternative materials, such as pavers with landscape islands on each side. Refer to Figures 9.3 (1) and 9.3 (2).

Figure 9.3 (1). Parking Lot Pedestrian Walkway Example.

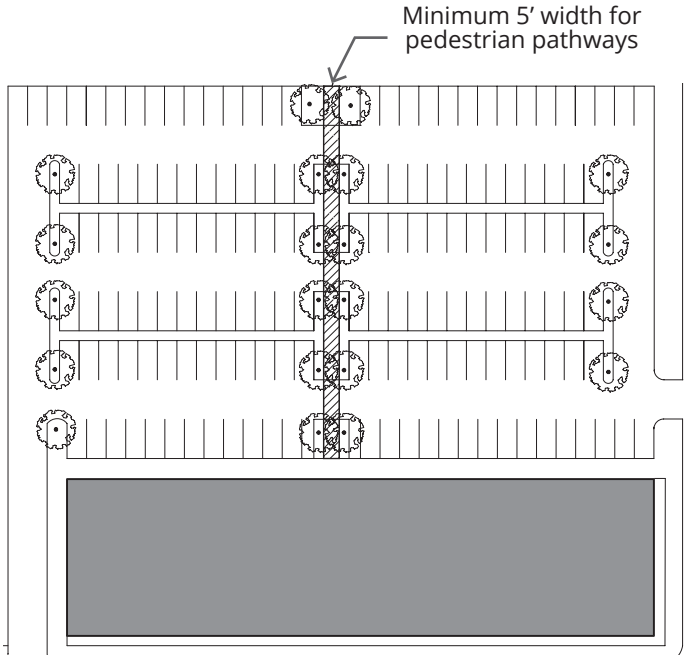


Figure 9.3 (2). Parking Lot Pedestrian Walkway.

3. Required Bicycle Parking & Design

The Required Bicycle Parking Table 9.3 (1) indicates the minimum bicycle parking ratio for a given use. Required Bicycle Parking for quantity required) shall be designed and located as follows. Refer to Figure 9.3 (3).

(1) Dimensions.

  (a) Required bicycle parking spaces shall have minimum dimensions of two by six feet (2'x6') in length.

  (b) An aisle a minimum of five feet wide shall be provided behind bicycle parking facilities to allow for maneuvering.

  (c) A minimum of two feet shall be provided beside each parked bicycle to allows access. This access may be shared by adjacent bicycles.

  (d) Racks shall be installed a minimum of two feet from any wall or other obstruction.

(2) Location. Bicycle parking should be located within 50 feet of the entrance of the use.

  (a) Indoor or outdoor spaces are permitted, provided they are located on the lot with which they are associated.

  (b) Spaces located within individual dwelling units may not be counted toward bicycle parking requirements.

  (c) Bicycle parking facilities shall be separated from vehicular parking areas to protect parked bicycles from damage. The separation may be accomplished through grade separation, distance or physical barrier, such as curbs, wheel stops, poles or other similar features.

(3) Racks and Structures. Racks and structures shall be provided for each unprotected parking space and shall be designed to accommodate both chain and U-shaped locking devices supporting the bicycle frame at two points.

(4) Bicycle Storage. In multifamily or office uses bicycle storage shall be lockable and enclosed. This may include bicycle lockers/units that are located outdoors.

(5) Surface. The parking surface shall be designed and maintained to be mud and dust free. The use of rock or gravel areas for bicycle parking is permitted provided that edging materials are used that clearly demarcate the bicycle parking area and contain the rock material.

(6) Signage. If required bicycle parking for public use is not visible from the street, signs must be posted indicating their location.

(7) Maintenance and Lighting. Areas used for required bicycle parking must be well-lit with acceptable drainage to be reasonably free of mud and standing water.

(8) Shower Facilities. Office and manufacturing uses with more than 50 employees shall provide shower and changing room facilities.

(9) Long Term Parking. For multifamily residential uses, half of the bicycle parking spaces should be provided as long-term parking, safe and secure from vandalism and theft, and protected from the elements.

Table 9.3 (1) Bicycle Parking by Use

Use Type	# of Bicycle Spaces
Multifamily - Studio/1 Bedroom	Minimum 1 bike rack/10 Dwelling Units
Multifamily - 2+ Bedrooms	Minimum 1 bike rack/5 Dwelling Units
Civic/Institutional	Minimum 2 bike racks/10,000 sf
Retail/Services/Office	Minimum 1 bike rack/3,000 sf
Open Space	Minimum 10 bike racks/1 Acres, or Per Zoning Administrator

Figure 9.3 (3). Required Bicycle Parking Location and Design

9.4 Loading Requirements

1. General Requirements

All loading facilities shall adhere to the following requirements, unless otherwise approved during Site Plan Approval (refer to Section 10.1.6).

(1) Use of Off-Street Loading Areas. Space allocated to any off-street loading use shall not be used to satisfy the space requirements for any off-street parking facilities or portions thereof.

(2) Location. Unless otherwise specified, all required loading facilities shall be located on the same lot as the use to be served. No loading space shall block or project into a street, alley, access drive, or parking area.

  (a) Required loading spaces may occupy any side or rear yard except if located closer than fifty feet (50') to any residential zone, loading spaces shall be enclosed by a brick or stone wall, or landscaping not less than six feet (6') in height.

(3) Building Frontage. Loading facilities shall be located per 5.0 Building Type requirements.

(4) Access. Loading facilities shall have clear access onto an alley or street via a driveway.

  (a) Direct access to a public way, other than an alley, is prohibited.

  (b) Each required off-street loading space shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.

2. Loading Requirements

All uses except in the residential (non-lodging, non-residential care), open space, and civic & institutional categories shall provide off-street loading spaces in compliance with Table 9.4 (1) Required Loading Facilities.

3. Computation

Loading facilities shall be calculated using the following information.

(1) Gross Square Footage. Unless otherwise expressly stated, loading standards for non-residential buildings shall be computed on the basis of gross floor area in square feet.

(2) Fractions. When computation of the number of required off-street loading spaces results in a fractional number, any result of 0.5 or more shall be rounded up to the next consecutive whole number. Any fractional result of less than 0.5 may be rounded down to the previous consecutive whole number.

(3) Shared or Central Loading Facilities. Shared or central loading facilities are permitted if the following conditions are met.

  (a) Each property served shall have direct access to the central loading area without crossing streets or alleys.

  (b) Total off-street loading spaces provided shall meet the minimum requirements herein specified, based on the sum of the several types of uses served unless reviewed and approved by the Zoning Administrator through site plan review.

  (c) No property served shall be more than 500 feet from the central loading area.

4. Dimensions

A standard off-street loading space shall be a minimum of 10 feet in width by 26 feet in length and an oversized loading space shall be a minimum of 12 feet width and 40 feet in length, exclusive of aisle and maneuvering space and shall have a minimum vertical clearance of 15 feet.

Table 9.4 (1). Required Loading Facilities

Gross Floor Area (sq. ft.)	Loading Spaces Required
Under 10,000	0
10,000 to 20,000	1
20,001 to 40,000	2
40,001 to 70,000	3
70,001 to 100,000	4
100,001+	4 + 1 for each 100,000 over 100,001

9.5 Site Access Management

1. General Requirements

These standards shall supplement the provisions for access provided in 5.0 Building Type Standards. Each driveway providing site access from a street, alley, or other vehicular right-of-way shall be designed, constructed, and permanently maintained as follows.

2. Quantity of Driveways

The number of driveways permitted for each Building Type is located in 5.0 Building Type Standards.

3. Dimensions and Design

(1) Driveway Width at Property Line. All driveways shall have a maximum width of 24 feet for residential and 34 feet for non-residential as measured at the property line (Figure 9.5 (1) Driveway Width) except as stated below.

(a) Residential Building Types. Driveways constructed in residential districts shall have a minimum width of 12 feet when crossing the front or corner property line.

(b) Maximum width for one-way driveways is 16 feet at the property line.

(c) City engineer may direct driveway to be wider.

(d) Distance between corner and driveway (Figure 9.5 (1) per city engineering standards.

(2) Maximum Width. When a garage door is located on the front facade of the structure, the driveway shall be no more than two feet wider than the garage door on each side (four feet total).

(3) Shared Access. When possible, adjacent developments should share points of access to minimize impervious surface.

(a) Shared Driveway Width. When access is shared between two or more non-residential users, a dedicated turn lane may be constructed, allowing an increase in the maximum driveway width from 24 feet to 34 feet provided that:

(i) A traffic impact study states its necessity.

(ii) Access must be to a street larger than alley.

(4) Sidewalk Pavement. Sidewalk pavement elevation, width, design, scoring, material, and design shall extend continuously over the driveway pavement with the intent of prioritizing the sidewalk path over the driveway. If the driveway and sidewalk are of the same material, the sidewalk path shall be scored or designated linearly over the driveway.

(5) Driveways shall maintain a clear view area defined by a triangle conforming to current AASHTO standards.

4. Location

Specific location information can be found in 5.0 Building Type Standards. Refer to Figure 9.5 (1)

(1) Driveways accessing rear yard garages are permitted within the side or rear yard setback, no closer than two feet from a side or rear property line, unless the driveway is shared.

(2) Driveways shall not be closer than 25 feet from the intersection of two streets (corner), unless otherwise stated in 5.0 Building Type Standards.

5. Access Points

To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two (2) access points is required for each development site unless the site meets the following parameters: (1) For Single-, Two-Family, and Townhome Building Types: Any subdivision and/or development of 20 or fewer dwellings; (2) for Multiple-Family or Mixed-Use Building Types: any subdivision and/or development of 75 or fewer dwelling units.

As part of these access standards, any subdivision and/or development shall comply with the minimum access point requirements of the International Fire Code (IFC) and standards of the North Davis Fire District.

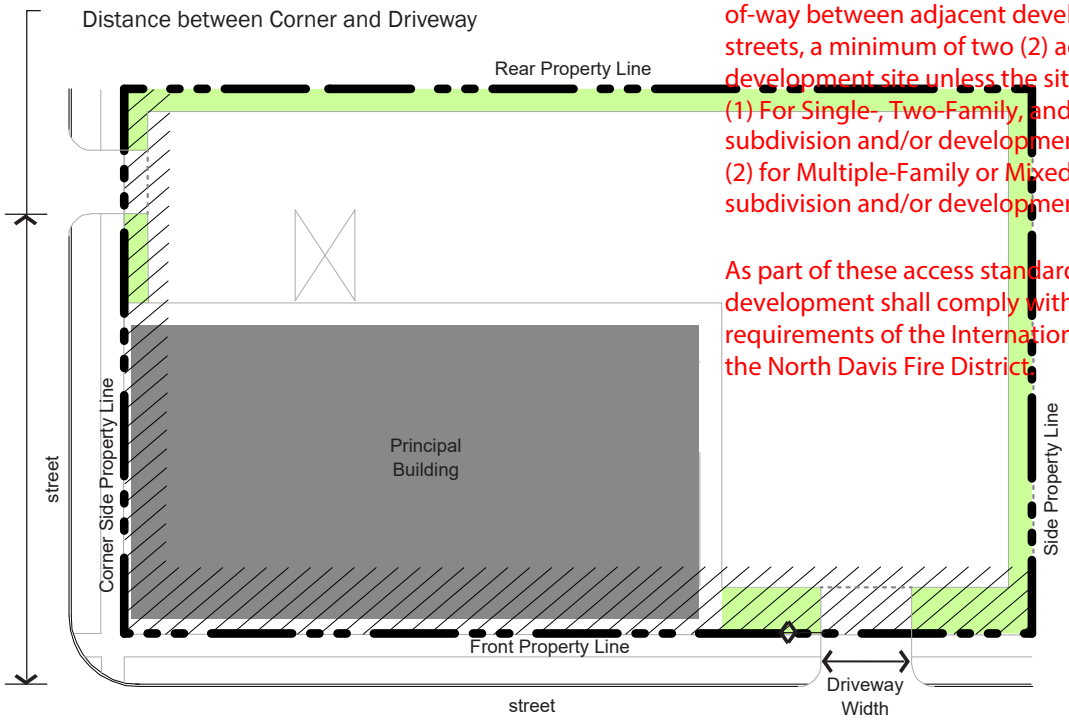


Figure 9.5 (1). Driveway Width and Location.

Chapter 10.0
SIGN TYPES

10.0 Sign Types

10.1 Purpose

1. Intent

The intent of the sign regulations is to enhance the economy and aesthetic appeal of Downtown Clearfield through the reasonable, orderly, safe, and effective display of signage. Signage should help contribute to the identity and brand of Downtown Clearfield.

2. Applicability

These standards shall apply to signage for all buildings and uses in Downtown Clearfield.

Refer to the Clearfield City Community Development Department for information on the Sign Permitting Process.

10.2 General Requirements

1. Compliance

Compliance with the regulations outlined must be attained for the following situations.

(1) Newly Constructed or Reconstructed Signage. All new signs and structural improvements to existing signs.

(2) Change in Use for Single Business Signage. For signage serving one business, whenever the existing use is changed to a new use resulting in a change in signage, including rewording.

(3) Multiple-Business Signage. For signage serving multiple businesses, whenever 50% or more of the existing uses are changed to new uses resulting in a change in signage, including rewording.

(4) Damage or Destruction. When a sign has been damaged or destroyed by fire, collapse, explosion or other cause and the cost of restoration is greater than 50% of the replacement value at the time of the destruction or damage, the replacement sign shall comply with the standards in this chapter.

2. Prohibited, Temporary, Exempt Signage

Refer to Clearfield City Code Title 11-15 (Sign Regulations) for information on prohibited signs, temporary signs, off-premise signs, and exemptions for sign requirements.

3. Sign Location

Unless otherwise specified, signs shall only be located within the boundaries of the lot and not in the right-of-way or on public property.

(1) Certain Sign types may extend beyond a property line into the right-of-way or public property with permission from the City and in accordance with the regulations outlined in this section.

(2) No sign shall be attached to a utility pole, light pole, tree, standpipe, gutter, or drain.

(3) Signs shall be erected to permit free ingress to or egress from any door, window, the roof, or any other exit-way required by the building code or by fire department regulations.

(4) No Sign shall be erected or maintained in such a manner as to obstruct free and clear vision of, interfere with, or be confused with any authorized traffic sign, signal, or device.

4. Maximum Sign Area and Amounts

(1) Maximum Amount of Signage. Total attached and detached signage for a lot is established based on the district in which the lot is located. Refer to Table 10.2 (1).

(a) Window Signs. Window Signs shall not count towards a lot's maximum permitted amount of signage. Refer to 10.8 Window Signs.

(b) Directional or Instructional Signs. Directional or Instructional signs are permitted in addition to the maximum Signage quantities.

(i) Signs must meet the requirements specified in Title 11-15-7 (Sign Regulations) of the Clearfield City code.

(c) Exempt and temporary signs are not included in the maximum signage area calculations, unless otherwise specified in Title 11-15 (Sign Regulations) of the Clearfield City code.

(2) Computation

(a) Height for freestanding signs is measured from the average grade at the front property line to the top of the sign, sign cabinet, or cap, whichever is highest.

(b) For the purposes of determining sign area, lot width or frontage is measured along the front property line.

(i) If the lot is a corner lot, the width shall be measured along the primary street frontage.

5. Illumination

All signs shall be illuminated according to the following provisions unless otherwise stated.

(1) Signs shall be internally lit to emphasize the lettering or flooded via down lighting to prevent dark sky illumination.

(2) Individual letters or logos may be internally illuminated as permitted per each sign type; no other portion of the sign shall be internally illuminated, except as permitted for Electronic Message Boards or unless otherwise stated.

(3) When an external artificial light source is used to illuminate a Sign, the lamp (or bulb) shall be located, shielded, and directed so as to not be visible from any public street or private residence.

(a) No receptacle or device housing a permitted light source which is attached to the sign itself shall extend more than 18 inches from the face of the Sign.

(4) The illumination of any sign, resulting from any internal or external artificial light source, shall not exceed 250 nits at the Sign face during the day and 125 nits at the Sign face after sunset, with no light trespass onto adjacent property.

(5) If externally lit, all sign illumination shall be directed downward.

6. Construction and Maintenance Standards

All signs shall meet the construction and maintenance requirements of the Clearfield City Code.

7. Iconic Signs

UNBOLD →

(1) Iconic Sign Elements. Iconic Sign Elements of three-dimensional symbols or logos are permitted under the following conditions.

(a) Symbol or Logo Size. The symbol may not be larger than five feet in any direction, which shall be included in the overall sign area and the surface area counts towards the Maximum Permitted Quantity of Signage per Lot.

(b) No moving parts or external illumination of the symbol may be provided.

(c) Text. The text letter size may not be more than 30% of the overall area of the sign.

Table 10.2 (1). Permitted Quantity of Signage by District.

District	Maximum Permitted Quantity of Signage Per Lot
UC, UR, CV	3 square feet per 1 linear foot of lot width with a maximum of 150 square feet
TC, TR, CC	2 square feet per 1 linear foot of lot width with a maximum of 100 square feet

Figure 10.2 (1). Photo Example of an Iconic Sign.

10.3 Wall Sign

1. Description

Wall Signs, also known as flat or band signs, are mounted directly to the building face to which the sign is parallel. Refer to Figures 10.3 (1), 10.3 (2), and 10.3 (3).

2. General Requirements

Wall Signs shall be developed according to the standards in Table 10.3 (1).

(1) Building Openings. Wall Signs shall not cover windows or other building openings.

(2) Architectural Features. Wall Signs shall not cover architectural building features.

(3) Murals. Murals are permitted with an additional review process as specified in Clearfield City Code Title 15 (Original Art Murals).

3. Sign Size Computation

The area of a Wall Sign is calculated using the following information.

(1) Wall Signs. Area is calculated by drawing the smallest possible square or rectangle around the largest letters and/or elements, as is illustrated in Figure 9.3 (2).

Table 10.3 (1). Wall Sign Requirements

Permitted Districts	All districts
Sign Area	Maximum sign area is 15% of the facade (murals are excepted from this maximum) Refer to Table 10.2 (1) for maximum per lot
Height	2' maximum letter or element height
Location on the Building or Site	Permitted on all facades
Placement on the Building or Site	18" maximum projection from building face
Quantity	1 per tenant per public ROW frontage; 1 per tenant per side or rear facade on a parking lot
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos

Figure 10.3 (1). Measuring Wall Signs.

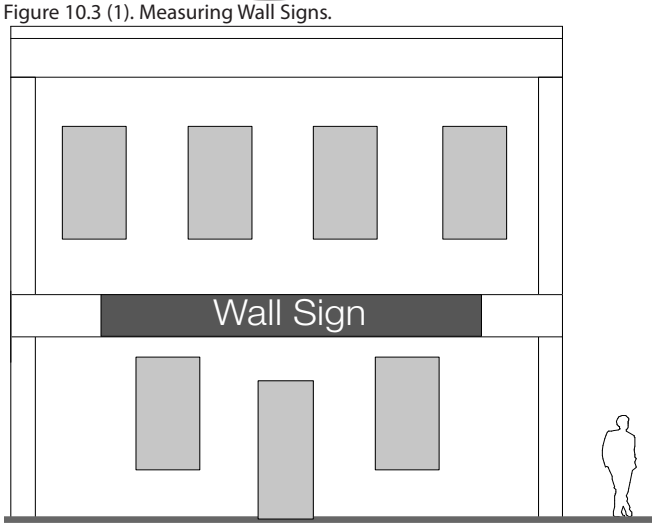


Figure 10.3 (2). Wall Sign.

Figure 10.3 (3). Wall Sign Example

10.4 Projecting or Blade Sign

1. Description

A Projecting or Blade Sign is attached to and projects from a building face or hangs from a support structure attached to the building face. Sign faces are typically perpendicular to the building face but may be at an angle greater than 45 degrees from the facade. The sign may be vertically or horizontally oriented. Refer to Figure 10.4 (1).

2. General Requirements

Projecting Signs shall be developed according to the standards in Table 10.4 (1).

3. Sign Size Computation

The area of a Projecting Sign is equal to the area of one of the sign's faces.

Table 10.4 (1). Projecting or Blade Sign Requirements

Permitted Districts	All Districts
Sign Area	Maximum area for sign type is 36"x 48" (12 sq. feet). Refer to Table 10.2 (1) for maximum per lot
Height	8' minimum clearance to walk required
Location on the Building or Site	Permitted on front or corner side facades only; Sign and structural supports shall not extend above the eave or parapet
Placement on the Building or Site	Shall not project closer than 5' from back of curb
Quantity	1 per tenant per public ROW frontage
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos

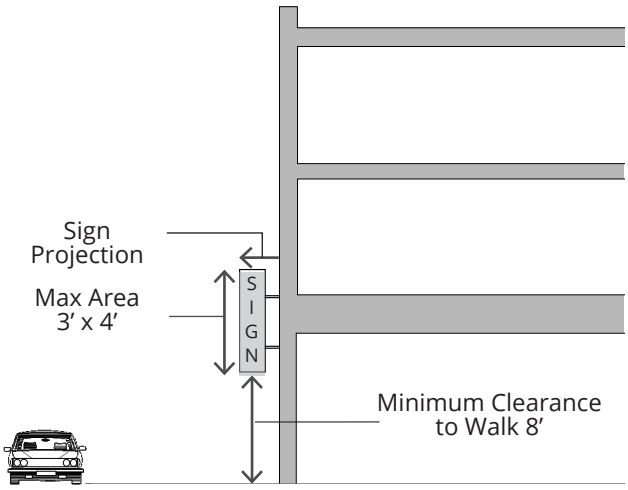


Figure 10.4 (1). Projecting or Blade Sign.

Figure 10.4 (2). Projecting or Blade Sign Example

10.5 Projecting Marquee Sign

1. Description

A Projecting Marquee Sign is a projecting sign designed to have manually changeable copy and two to three sign faces. Refer to Figure 10.5 (1).

2. General Requirements

Projecting Marquee Signs shall be developed according to the standards in this section and Table 10.5 (1).

(1) Manually Changeable Copy Boards. Manually Changeable Copy Boards are permitted on Projecting Marquee Signs in the Core Districts by right, provided the following conditions are met:

(a) The area of the boards shall not be more than 30% of the area of the sign face on which it is located or 32 square feet, whichever is less.

(b) One sign of any type containing a Manually Changeable Copy Board is permitted per lot.

(c) Electronic Marquee signs are permitted.

3. Sign Size Computation

The sign area is calculated by combining the area of all exposed sign faces and the cabinet or structure surrounding them.

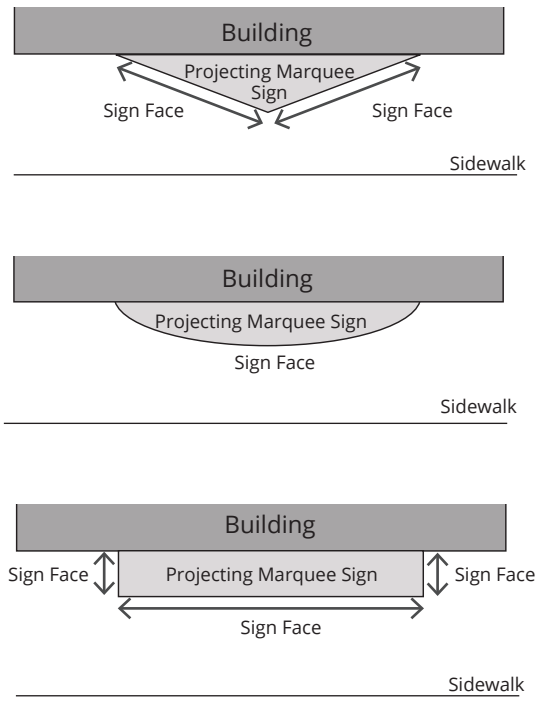


Figure 10.5 (1). Projecting Marquee Sign Plan.

Table 10.5 (1). Projecting Marquee Sign Requirements

Permitted Districts	UC and TC.
Sign Area	Maximum of 50 square feet. Refer to Table 10.2 (1) for maximum per lot
Height	8′ minimum clearance to walk required
Location on the Building or Site	Front & corner side facades only
Placement on the Building or Site	Maximum projection is 5′ from building
Quantity	1 per lot
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only on Sign face; Electronic Message and Manually Changeable Copy Boards

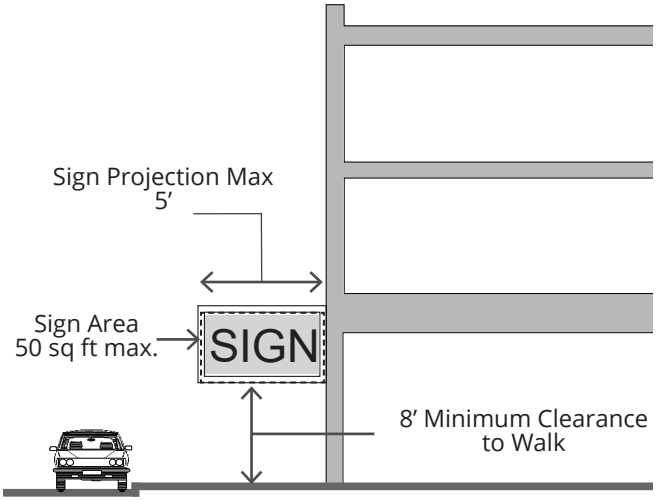


Figure 10.5 (2). Projecting Marquee Sign.

Figure 10.5 (3). Projecting Marquee Sign Plan Example

10.6 Awning Sign

1. Description

A sign that is mounted or otherwise applied on or attached to an awning or canopy. Refer to Figures 10.6 (1), 10.6 (2), and 10.6 (3).

2. General Requirements

Awning Signs shall be developed according to the standards in Table 10.6 (1).

3. Sign Size Computation

The area of an Awning Sign is calculated by drawing the smallest possible square or rectangle around the largest letters and/or elements of the sign portion of the awning, as is illustrated in Figure 10.6 (2).

Table 10.6 (1). Awning Sign Requirements

Permitted Districts	All districts
Sign Area	Up to 50% of the awning may be used for Signage; Refer to Table 10.2 (1) for maximum per lot
Height	8' minimum clearance to walk required
Location on the Building or Site	Permitted on all facades
Placement on the Building or Site	Maximum projection from building is 7' from building; Shall not project closer than 2' from back of curb;
Quantity	1 per tenant per street frontage; 1 per tenant per side or rear facade on a parking lot
Internal Illumination	Not permitted
Materials	Cloth, canvas, metal, or wood; All supports shall be made of metal or wood

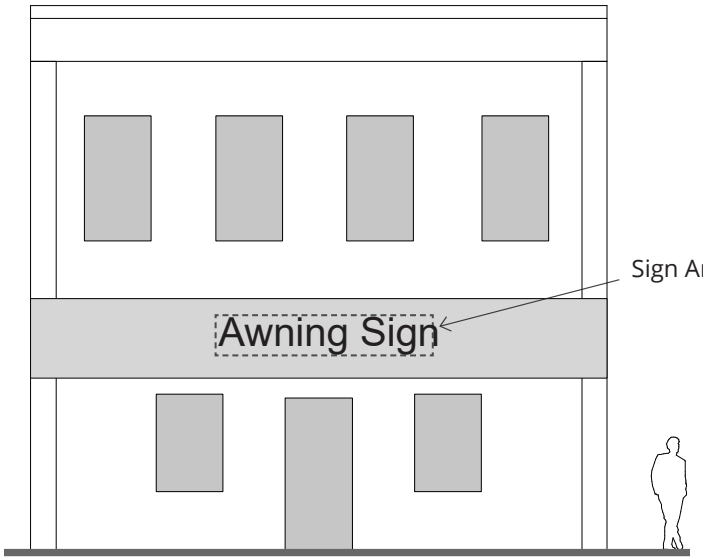


Figure 10.6 (1). Measuring Awning Signs.

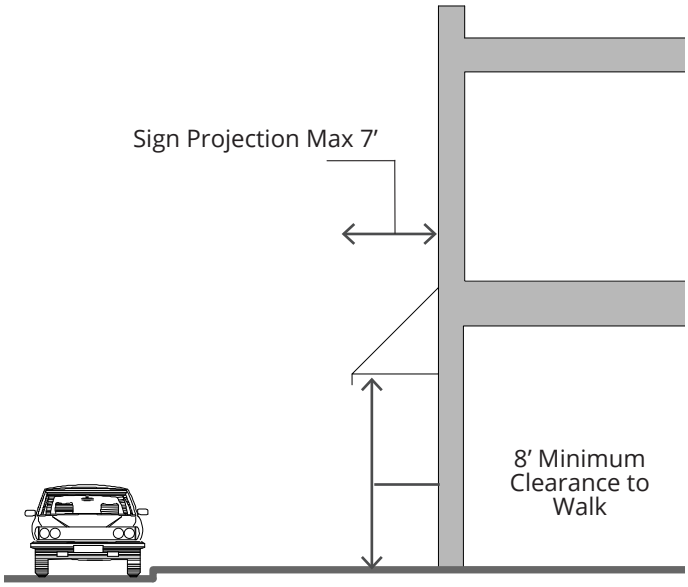


Figure 10.6 (2). Awning Sign.

Figure 10.6 (3). Awning Sign Example

10.7 Canopy-Mounted Sign

1. Description

A sign with individual alphanumeric characters and/or logos that are mounted on top of a permanent canopy. Refer to Figures 10.7 (1), 10.7 (2), and 10.7 (3).

2. General Requirements

Canopy-Mounted Signs shall be developed according to the standards in Table 10.7 (1).

3. Sign Size Computation

The area of a Canopy-Mounted Sign is calculated by drawing the smallest possible square or rectangle around the largest letters and/or elements of the sign portion of the Canopy-Mounted Roof Sign, as is illustrated in Figure 10.7 (2).

Table 10.7 (1). Canopy-Mounted Sign Requirements

Permitted Districts	All districts
Sign Area	Maximum 50 square feet. Refer to Table 10.2 (1) for maximum per lot
Height	2' maximum letter or element height above roof line of the canopy
Location on the Building or Site	Permitted on all facades; not intended for the roof of the building
Placement on the Building or Site	Shall not project beyond the front edge of the canopy;
Quantity	1 per tenant per public ROW frontage; 1 per tenant per side or rear facade on a parking lot
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos

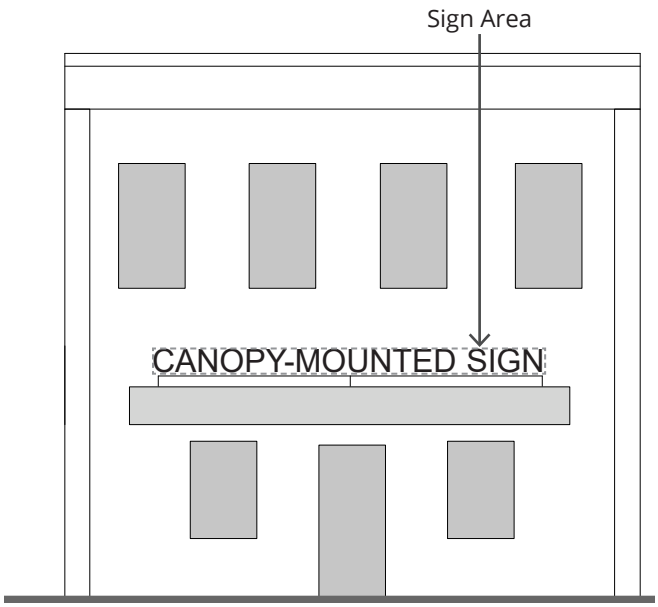


Figure 10.7 (1). Measuring Canopy-Mounted Signs.

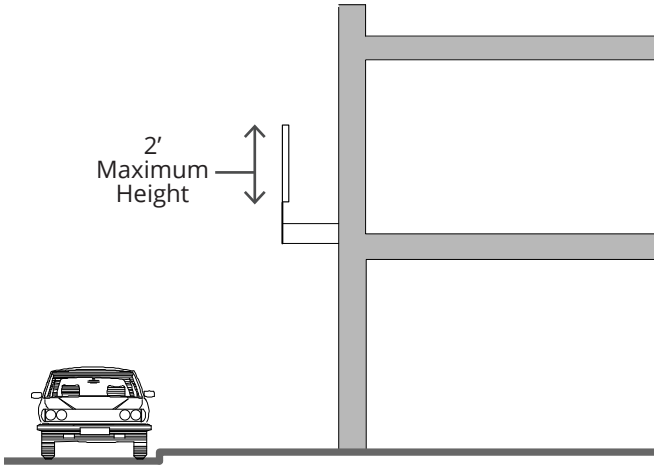


Figure 10.7 (2). Canopy-Mounted Sign.

Figure 10.7 (3). Canopy-Mounted Sign Example.

10.8 Window Sign

1. Description

A Window Sign is posted, painted, placed, or affixed in or on a window exposed for public view or is a sign hung inside the building facing the window for public view. Window sign sizes are a percentage of window. Refer to Figure 10.8 (1).

2. General Requirements

Window Signs shall be developed according to the standards in Table 10.8 (1).

3. Sign Size Computation

A series of windows that are separated by frames or supporting material of less than six inches in width shall be considered a single window for the purposes of computation.

(1) Measurement. To measure sign area percentage, divide the total sign area by the total window area, as illustrated in Figure 10.8 (1).

(2) Maximum Allowance. Window Signs are not counted toward a site's maximum signage allowance.

(3) Exempt Signs. Address and hours of operation are considered exempt Signs and are not counted in the Window Sign area calculation. Refer to Clearfield City Code Title 11-15 (Sign Regulations)

(4) Temporary Window Signs. Temporary Window Signs must be included in the total percentage of signage per window calculation. Refer to Clearfield City Code Title 11-15 (Sign Regulations)

Table 10.8 (1). Window Sign Requirements

Permitted Districts	All Districts
Sign Area	Up to 30% of a set of continuous windows may be covered with signage; No more than 50% of any one window panel may be covered with signage
Height	No maximum
Location on the Building or Site	Permitted on all facades
Placement on the Building or Site	Ground or upper story windows; May be affixed to window or hung/mounted behind glass
Quantity	No maximum quantity, based on window Sign area for ground story; 1 per tenant per floor for upper stories
Internal Illumination	LED or similarly illuminated window signs. No flashing or moving illuminated signs.
Materials	Drawn, painted, or affixed on the glass; Wood, metal, neon glass, plastic, or other similar materials also permitted
Temporary Signs	Temporary banner or painted signs are permitted for up to 60 days. Temporary signs may add an additional 20%.

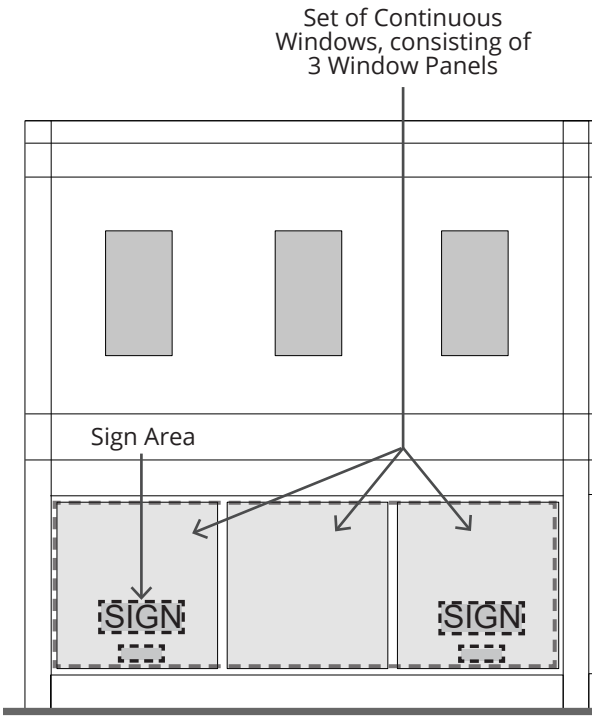


Figure 10.8 (1). Measuring Window Signs.

Table 10.8 (2). Window Sign Example.

10.9 Monument Sign

1. Description

A Monument Sign is freestanding; it is located in a front or side yard of a lot. Refer to Figures 10.9 (1), 10.9 (2), and 10.9 (3).

2. General Requirements

Monument Signs shall be developed according to the standards in Table 10.9 (1).

(1) Multiple Tenants. Multiple tenant buildings on a lot with a width of greater than 300 feet, measured across the front property line, may have signage with the following parameters:

(a) Up to two Monument Signs on one frontage.

(b) Signs shall be at least 150 feet apart.

(2) Pole-Mounted Signs. Monument Signs may not be pole mounted.

(3) Manually Changeable Copy. The area of any Manually Changeable Copy cannot equal greater than 50% of the area of the sign face on which it is located or 20 square feet, whichever is less.

(4) A base equal to no less than 20% of sign is required. The base shall relate to the adjacent building in terms of materials

(5). Electronic monument signs are permitted.

3. Sign Size Computation

The area of a two-sided Monument Sign is equal to the area of one Sign face. The area of a three- or four-sided Monument Sign is equal to the total area of each sign face. This measurement includes the sign, any cabinet in which it is enclosed and the electronic message center but excludes the base of the sign.

(1) Measuring Height. Height shall include the sign face, base, cabinet, and ornamental cap.

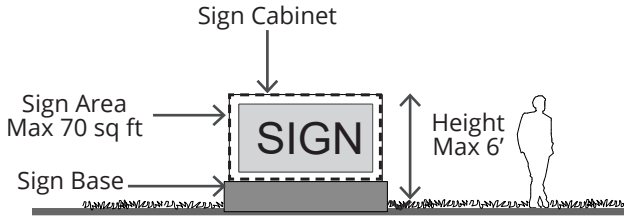


Figure 10.9 (1). Monument Sign

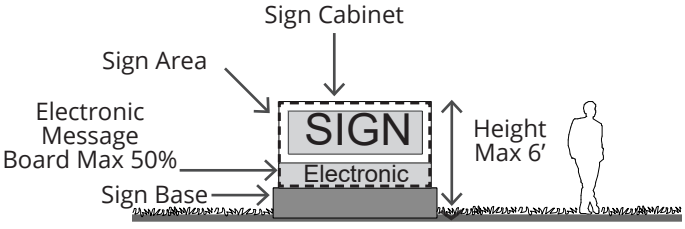


Figure 10.9 (2). Monument Sign with EMB (Max EMB is 50% of sign area)

Table 10.9 (1). Monument Sign Requirements

Permitted Districts	All Districts
Sign Area	Maximum 70 sq ft per Sign face, corner lots may double size upon approval by Zoning Administrator
Height	Maximum height 6'
Location on the Building or Site	Front or Corner Yards
Placement on the Building or Site	10' Setback from driveways & side property line; 3' Setback from front & corner property lines [1]
Quantity	1 per public ROW frontage. Must provide for a clear view near any intersection of a driveway and a street.
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal & masonry; Plastic & synthetics permitted on Sign face; Electronic Message Board permitted in All Districts.

[1] If placed closer than five feet from the front and corner side property lines, sign must not be located in a sight triangle extending 10 feet from either side of an intersection of a driveway and a vehicular right-of-way or two vehicular rights-of-way.

Figure 10.9 (3). Monument Sign Picture Example

10.10 Center Identification Sign

1. Description

A Center Identification Sign is freestanding and may be mounted on one or two poles. Three configurations are permitted. Refer to Figures 10.10 (1) and 10.10 (2).

(1) A sign mounted on a single pole.

(2) A sign hanging from a single pole.

(3) A sign mounted onto a double set of poles.

2. General Requirements

Center Identification Signs shall be developed according to the standards in Table 10.10 (1).

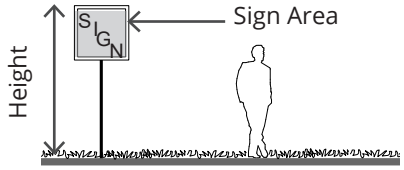
(1) Signs may be electronic.

3. Sign Size Computation

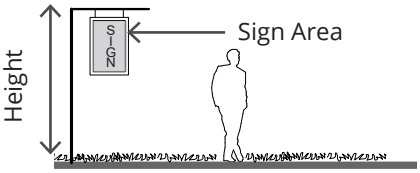
The area of a Center Identification Sign is equal to the area of one sign face.

Table 10.10 (1). Center Identification Sign Requirements

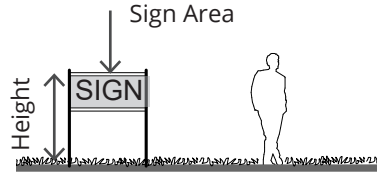
Permitted Districts	All Districts
Sign Area	100 sq ft maximum area per sign face
Height	10′ maximum height for sign mounted or hanging on a single covered pole;
Location on the Building or Site	Front or Corner Yards
Placement on the Building or Site	5′ setback from front & corner property lines; Cannot overhang property lines
Quantity	1 per lot frontage
Internal Illumination	Permitted, lettering should be illuminated
Materials	Solid wood, metal & masonry; Plastic & synthetics permitted on Sign face



1. Sign mounted on a single pole.



2. Sign hanging from a single pole.



3. Sign mounted onto a double set of poles.

Figure 10.10 (1). Three Types of Center Identification Signs.

Figure 10.10 (2). Three Types of Center Identification Signs Picture Examples.

Chapter 11.0
ADMINISTRATION

11.0 Administration

11.1 Purpose

1. Intent

The intent of the Administration regulations is to provide an understanding of the process for development and redevelopment of property in Downtown Clearfield.

2. Applicability

Administration of the Downtown Form Based Code standards shall apply to buildings and uses in Downtown Clearfield as follows:

(1) New Development. All new development, construction, and establishment of uses within the districts of the Downtown Form-based Code shall be subject to all applicable regulations of this code.

(2) Renovated Structures. All building renovations affecting greater than 25% gross square footage of a structure within the districts of the Downtown Form-based Code shall be subject to all applicable regulations of this code.

(3) In-Process Development. Where a building permit for a development has been applied for in accordance with the prior law in advance of this code's effective date, said development may comply with the standards under which the permit was approved and, upon completion, receive a certificate of occupancy (provided all conditions are met) provided the following:

  (a) Work or construction is begun within one year of the effective date of this code.

  (b) Work or construction continues diligently toward completion.

(4) Structure and Use Nonconformities. After the effective date of this code, existing structures and uses that do not comply with the regulations of this code shall be considered nonconforming and are subject to the following standards.

  (a) Change in Associated Use. The right to continue shall be terminated if the associated use changes or changes in intensity through such additions as an increase in the dwelling units, gross floor area, or capacity by more than 40%.

  (b) Change in Associated Structure. The right to continue shall be terminated if the associated main or accessory structure on a site is altered to increase its gross floor area by more than 40%.

  (c) Abandonment. The right to continue shall be terminated if the associated use or structure, conforming or not, is abandoned for a period of 12 consecutive months.

(5) Site Nonconformities. The following regulations are established for the continuation of site characteristics, such as impervious site coverage, curb cut quantity, signage, parking, landscaping, or other non-structural, physical characteristics of a site, that were legally constructed or installed prior to the approval or amendment of this code, but that cannot be created under the provisions of this code.

  (a) Restrictions to Continuation. A nonconforming site characteristic may continue based upon the following conditions.

    (i) 10% Percent Exception. A site characteristic is not considered nonconforming if the size of the nonconformance is 10% or less of this code's requirement.

    (ii) Single or individual business signs within a multiple business center are exempt from this standard. A new tenant is permitted to install an individual business sign even if the signage on the lot as a whole is nonconforming, provided that the new sign does not increase the lot's nonconformance.

(6) Exempt Activities. The following activities are exempt from the requirements of 11.0 Administration.

  (a) Ordinary repairs for the purpose of regular building, signage, lighting or site maintenance.

  (b) Construction within the interior of the structure that is not visible from the exterior of the building for the existing use.

  (c) Emergency repairs ordered by any code enforcement official in order to protect health and safety.

11.2 General Requirements

1. Zoning Map

The areas and boundaries of the Downtown Clearfield Form Based Code listed in Chapter 2 - Zoning Districts are hereby established to scale as shown on the map entitled Zoning Map of the Clearfield City and referred to herein as "Zoning Map".

2. Administration & Enforcement

(1) The provisions of this code shall be administered and enforced by the Zoning Administrator unless otherwise specifically stated. For the purposes of this code, the term Zoning Administrator shall be inclusive of his or her designees.

(2) Where provisions of this code differ from other provisions of City Code, the requirements of this code shall apply.

(3) Alternative approaches to the provisions of this code to address accessibility and/or building code issues shall be allowed as determined by the Zoning Administrator.

3. Development Application

Applications (form, fees, and plan sets) shall be filed with the Zoning Administrator.

(1) Application Form. Application forms are available from the City.

(2) Fees. Fee amounts are available from the City and are due at the time of application; the application will be considered incomplete if fees are not paid and City standards are not met.

(3) Plan Set Requirements. Number of copies and minimum scale of drawings shall be noted on the application form. All plans shall be submitted in both a paper and an approved digital format using NAD1983 state plane coordinates.

(4) Filing Deadline. Filing deadlines are established by the City and available at City Hall.

(5) Withdrawal of Application. Applicant may withdraw application whole or in part at any point in the process prior to being acted or ruled upon; new application form, fees, and plan sets are required for reapplication, if the new application is not received within three months.

(6) Records on File. Applications and the resulting recommendations and rulings shall be kept on file by the Zoning Administrator and shall be considered public record.

(7) Notice requirements for each process are detailed in City code.

4. Process

(1) The application shall generally follow the procedures in Title 11 - Chapters 4 & 5 of the Clearfield City Code and include the following processes:

(a) Pre-Application Meeting. Refer to 11.3.

(b) Site Plan Approval, including building, site, landscaping, open space, signs, and streetscape. Refer to 11.4.

(c) Subdivision approval, if required. Refer to Title 12 of the City Code for information on the subdivision plat approvals processes.

5. Review Criteria

All applications shall be reviewed using the following criteria:

(1) Plan's design is consistent with the intent, character, and planning criteria of this Code.

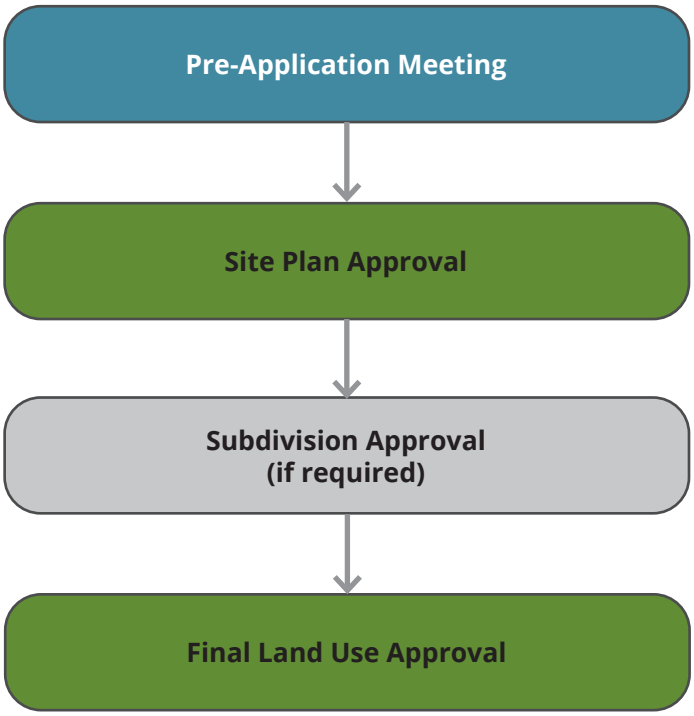
(2) Plan's design meets all the requirements of this code.

(3) Proposed development is sufficiently served by or provides essential public facilities, such as access and open space, and services, such as utilities and emergency services.

(4) Plan is designed with regard to preserving natural features and topography.

6. Development Agreement

A development agreement may only be used to further establish conditions of approval or to amend/modify provisions of this Downtown Clearfield Form Based Code if, after following the Pre-Application and Site Plan Approval processes, the development has been determined to meet the objectives of the Form-based Code but adjustments outside the scope of the code are deemed necessary. Using a template provided by the City, staff shall review, then the Planning Commission shall make a recommendation to the City Council, and then the City Council shall make a final decision about whether to enter into the agreement as presented or as modified by the process or to deny the application for a development agreement. Development agreements are a legislative action.



11.3 Pre-Application Meeting

1. Intent

To provide the applicant an opportunity to receive the advice and assistance of the professional staff before preparing formal plans and making an official application.

2. Eligible Applicant

Applicant must schedule a pre-Application meeting prior to submitting an application for Site Plan Approval.

3. Application

Applicant shall submit the following.

(1) Sketch Plan. A sketch plan or plans shall detail the proposal, including the following.

  (a) General rough layout of block, and lots, with types of streets and Open Space Type noted.

  (b) Existing conditions such as topography, water bodies, aerial photograph, and flood plain.

  (c) Approximate distribution of hard surface, landscaping, building types, and uses.

  (d) Anticipated method of achieving parking requirements.

  (e) Site survey if available.

(2) Exceptions. A description of any desired Exception.

4. Pre-Application Meeting Timeline

Staff shall meet with the Applicant to discuss the proposed plan within 30 days of receipt of the pre-Application meeting request.

11.4 Site Plan Approval

1. Intent

To establish a process that allows the City staff and Planning Commission to administratively review development and redevelopment of sites and Building Types, uses, and other site requirements within the Downtown Clearfield to ensure that the full standards and intent of this code are met.

(1) The Staff Review shall include members of local/district agencies, including the North Davis Fire District, and a representative of each affected City Department.

2. Eligible Applicant

Applicant shall apply for Site Plan Approval for all projects within the Downtown Clearfield.

3. Application

The following information shall constitute a complete application. Application shall be submitted digitally and in paper format as required by the City.

(1) Complete Application Items, Form, and Applicable Fees.

(2) Applicant shall submit the following items in compliance with the requirements of the Chapters of this Downtown Form Based Code and Clearfield City Code as applicable. All maps and plans shall include date of preparation, north arrow, and scale.

  (a) Site Location Map, Legal Description/Limits of Plan.

  (b) Survey Plat. Dimensions of property lines, easements, rights-of-way.

  (c) Development Boundaries and Proposed Phasing, if applicable.

  (d) Existing Conditions Plan/Demolition Plan. Existing on-site and adjacent off-site structures, streets, utilities, easements, pavement noted either on an aerial photograph or site survey.

  (e) Existing Natural Conditions Survey. Existing topography, vegetation, drainageways, floodplain/way, or other unique features either on an aerial photograph or site survey.

  (f) Site Plan. A Site Plan delineating all proposed structures and surfaces, including parking, pavement, decks, patios, landscape, and retaining walls.

  (g) Building Plan(s). Floor plans for all buildings illustrating compliance with the requirements of 6.0 Building Types.

  (h) Table of Uses. A table of uses is required on the Building Plan delineating locations and square footages of categories of uses and illustrating compliance with 3.0 Uses and 6.0 Building Types.

  (i) Building Elevations. Building elevations of all facades, rendered to illustrate compliance with the requirements of 6.0 Building Types.

(j) Landscape & Site Amenity Plan. Landscape & Site Amenity Plan illustrating compliance with the requirements of 7.0 Landscape & Site Amenity Standards. All ground plane vegetation shall be illustrated. All site amenity areas shall be defined with paving, structures, and site furnishing as applicable. For sites with less than ten percent landscape area, the Landscape & Site Amenity Plan may be combined with the Site Plan.

(k) Open Space Plan, if Civic Open Space is included. Open Space Plan shall define all paving, structures, site furnishings, and landscape areas that meet the requirements of 8.0 Civic Open Spaces.

(l) Parking Plan. Parking layout plan with table of spaces keyed to plan, illustrating compliance with 9.0 Parking. Driveways, shared parking arrangements, cooperative parking, and any other parking reductions shall be included and noted for compliance with 9.0 Parking.

(m) Signage Plan, if Signage is included. Signage Plan illustrating compliance with the requirements of 10.0 Sign Types.

4. Application Process Timeline

Upon submittal of a complete application, the application will be reviewed using the following process and timeline.

(1) Staff Review. Staff shall review and make recommendations on the application within 60 days of the submission of the complete application.

(2) The Planning Commission shall render a decision within 120 days of the first noticed public meeting.

(a) The 120 days may be extended with the applicant's written consent.

(b) The Planning Commission may approve, approve with conditions, or deny the application until it can meet City Standards, providing the reasons for such action and any conditions for approval in writing.

(c) If a dispute arises, the applicant may appeal the Planning Commission's decision to the Appeal Authority.

(3) Construction shall begin within 12 months of the final land use approval.

(a) Applicant can request an extension if done so in writing to the Zoning Administrator at least 30 days prior to the end of the 12-month period, for an extension up to an additional 12 months.

(b) Failure to begin construction within the 12-month period without an extension shall require a new application, including all forms, fees, and plan sets.

5. Procedure for Site Plan Adjustments

The Zoning Administrator may permit Minor Adjustments to an approved site plan, if the revisions are within the scope and intent of the original approval. The process to review plan adjustments is as follows.

(1) Applicant shall submit a revised plan and letter of explanation detailing the change to the Zoning Administrator.

(2) The Zoning Administrator shall review the request and notify the applicant of the decision.

(3) If the Zoning Administrator deems the change to be a Major Adjustment to the plan, applicant must resubmit for Site Plan Review for approval of the new plan, including a new application (forms, fees, and plan sets) for review by the Planning Commission.

(4) If the Zoning Administrator deems the changes to be Minor Adjustments and approves them as within the scope and intent of the original approval, the Applicant shall revise the plan providing copies to the Zoning Administrator for filing prior to applying for building or construction permits.

(5) Minor Adjustments are limited to the following, while still meeting the requirements of this code. All other adjustments are considered Major.

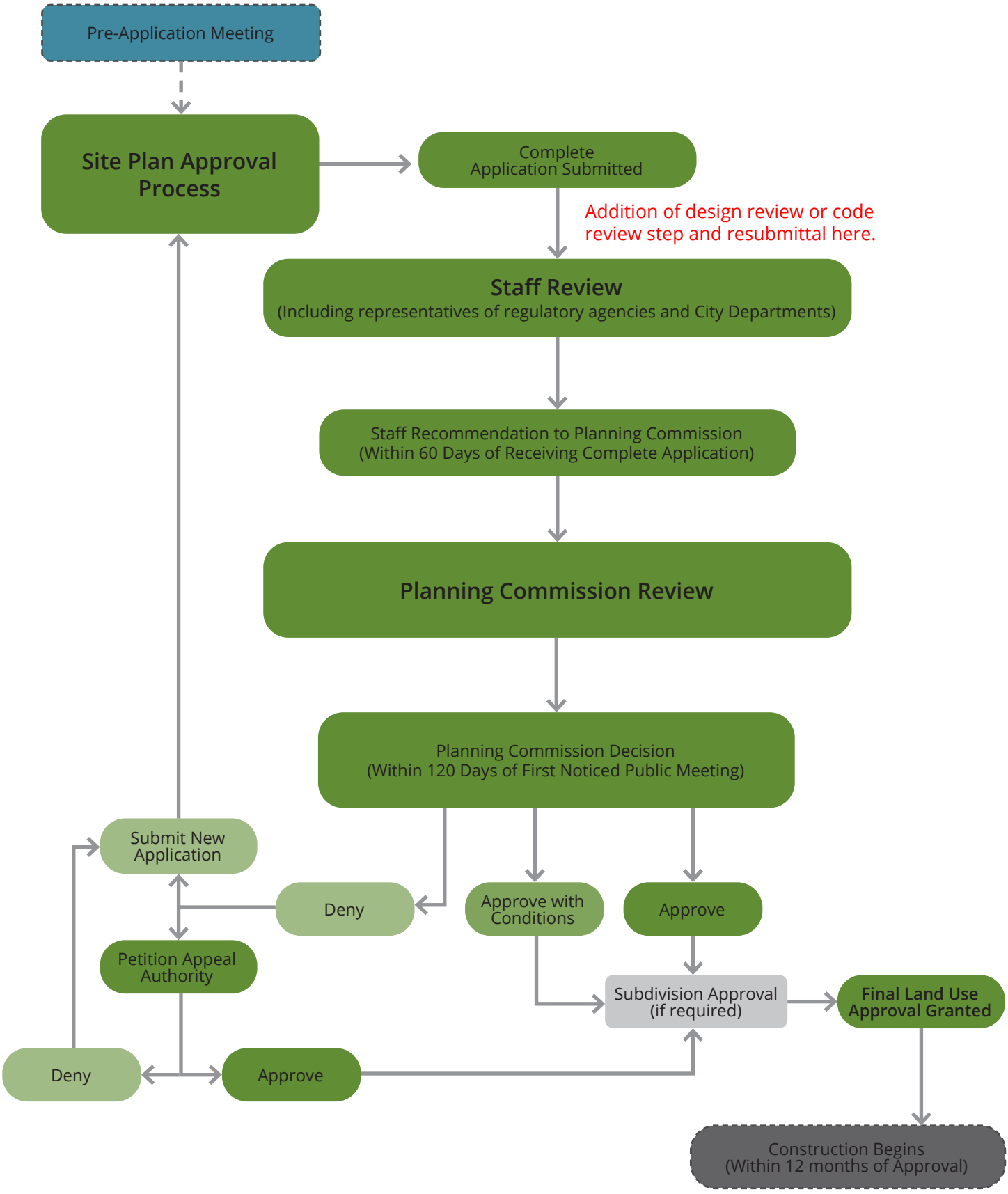
(a) Changes in dimensions or quantities less than ten percent of previous amounts.

(b) Landscape Requirements within one foot of required dimensions. (Refer to 7.0 Landscape & Site Amenity Standards)

(c) Parking and Loading Facilities within one foot of required dimensions. (Refer to 8.0 Civic Open Spaces)

(d) Sign Type Requirements within one foot of required dimensions. (Refer to 9.0 Parking)

(e) Building Type Requirements within one foot of required dimensions. (Refer to 6.0 Building Types)


Pre-Application Meeting
Site Plan Approval Process
Complete Application Submitted
Addition of design review or code review step and resubmittal here.
Staff Review
(Including representatives of regulatory agencies and City Departments)
Staff Recommendation to Planning Commission
(Within 60 Days of Receiving Complete Application)
Planning Commission Review
Planning Commission Decision
(Within 120 Days of First Noticed Public Meeting)
Submit New Application
Deny
Approve with Conditions
Approve
Petition Appeal Authority
Subdivision Approval (if required)
Final Land Use Approval Granted
Deny
Approve
Construction Begins
(Within 12 months of Approval)

11.5 Definitions

1. Graphics

The graphics, tables, and text utilized throughout this code are regulatory. In case of a conflict, text shall control over tables and tables shall control over graphics.

2. Defined Terms

For the purposes of this code, the following terms shall have the following meanings.

Animal. All non-human members of the animal kingdom, including domestic and livestock species.

Animal Boarding. The commercial keeping of animals overnight: including kenneling and boarding.

Applicant. The owner of a subject property or the authorized representative of the owner on which a land development application is being made.

Block. The aggregate of lots, passages, lanes, and alleys bounded on all sides by streets.

Block Depth. A block measurement that is the horizontal distance between the front property line on a block face and the front property line of the parallel or approximately parallel block face.

Block Ends. The lots located on the end of a block; these lots are often larger than the lots in the interior of the block or those at the opposite end of the block and can be located on a more intense street type. They are typically more suitable for more intensive development, such as multiple family or mixed-use development.

Block Face. The aggregate of all the building facades on one side of a block.

Block Length. A block measurement that is the horizontal distance along the front property lines of the lots comprising the block.

Build-to-Zone. An area in which the front or corner side facade of a building shall be placed; it may or may not be located directly adjacent to a property line. The zone dictates the minimum and maximum distance a structure may be placed from a property line.

Building Type. A structure defined by the combination of configuration, form, and function.

Church. A building or structure, or portion thereof, used for the performance of religious services. A portion of the building or structure may be used for residential dwelling space for an on-site caretaker or a clergy of the church.

Courtyard. An outdoor area enclosed by a building on at least two sides and is open to the sky.

Coverage, Building. The percentage of a lot developed with a principal or accessory structure.

Coverage, Impervious Site. The percentage of a lot developed with principal or accessory structures and impervious surfaces, such as driveways, sidewalks, and patios.

Craft Industry. A use involving small scale manufacturing, production, assembly, and/or repair with little to no noxious by-products that includes a showroom or small retail outlet.

Critical Root Zone. Also referred to as drip line. The area of soil and roots within the radius beneath the tree's canopy, within the dripline, or within a circular area of soil and roots with a radius out from the trunk a distance of 1.5 feet for every inch of the tree's width (measured at 4.5 feet above the mean grade of the tree's trunk, noted as diameter breast height or DBH throughout this code).

Dedication. The intentional appropriation of land by the owner to the City for public use and/or ownership.

Density. The number of dwelling units located in an area of land, usually denoted as units per acre.

Dwelling Unit. A room or group of connected rooms that include facilities for living, sleeping, cooking, and eating that are arranged, designed, or intended to be used as living quarters for one family, whether owner occupied, rented, or leased.

Easement. A legal interest in land, granted by the owner to another person or entity, which allows for the use of all or a portion of the owner's land for such purposes as access or placement of utilities.

Eave. The edge of a pitched roof; it typically overhangs beyond the side of a building.

Entrance Type. The permitted treatment types of the ground floor Facade of a Building Type. Refer to 6.0 Building Types for more information and a list of permitted Entrance Types.

Expression Line. An architectural feature. A decorative, three-dimensional, linear element, horizontal or vertical, protruding or indented at least two inches from the exterior facade or a building typically utilized to delineate floors or stories of a building.

Facade. The exterior face of a building, including but not limited to the wall, windows, windowsills, doorways, and design elements such as expression lines. The front facade is any building face adjacent to the front property line.

Family. Family as defined by "Federal Law".

Grade. The average level of the finished surface of the ground story adjacent to the exterior walls of a building.

Gross Floor Area. The sum of all areas of a building, including accessory storage areas or closets within sales spaces, working spaces, or living spaces and any basement floor area used for retailing activities, the production or processing or goods, or business offices. It shall not include attic space having headroom of seven feet or less and areas devoted primarily to storage, balconies, off-street parking and loading areas, enclosed porches, roof decks, roof gardens, or basement floor area other than specified above.

Impervious Surface. Also referred to as impervious material. Any hard surface, man-made area that does not absorb water, including building roofs, sidewalks, parking, driveways, and other paved surfaces.

Landscape Area. Area on a lot not dedicated to a structure, parking or loading facility, frontage buffer, side and rear buffer, or interior parking lot landscaping.

Lot. Also referred to as parcel. A plot of land intended to be separately owned, developed, or otherwise used as a unit.

Lot, Corner. A parcel of land abutting at least two vehicular rights-of-way, excluding an alley, at their intersection.

Lot, Flag. A parcel of land having its only access to the adjacent vehicular right-of-way, excluding an alley, through a narrow strip of land.

Lot, Interior. A parcel of land abutting a vehicular Right-of-Way, excluding an Alley, along one (1) Property Line; surrounded by Lots along the remaining Property Lines.

Lot, Through. Also referred to as a double frontage lot. An interior lot having frontage on two approximately parallel vehicular rights-of-way, excluding an alley.

Lot Area. The computed area contained within the property lines; it is typically denoted in square feet or acres.

Lot Depth. The smallest horizontal distance between the Front and Rear Property Lines measured approximately parallel to the Corner and/or Side Property Line.

Lot Frontage. The horizontal distance between the Side Property Lines, measured at the Front Property Lines.

Mullion. A vertical bar between the panes of glass in a window.

Nit. A unit of visible-light intensity, commonly used to specify the brightness of a cathode ray tube or liquid crystal display computer display. Measured by a luminance spectrometer.

Nonconformance. A structure, use, lot, or site characteristic that was legally constructed or operated prior to the effective date of or Amendment to this code, but that cannot be constructed, platted, or operated after the effective date of or Amendment to this code.

Occupied Space. Interior building space regularly occupied by the building users. It does not include storage areas, utility space, or parking.

Open Space Type. The permitted and regulated types of civic open spaces in this code. Refer to 8.0 Civic Open Space Types for more information and a list of the permitted types.

Open Water. A pond, lake, reservoir, or other water feature with the water surface fully exposed.

Owner. The legal or beneficial titleholder of land or holder of a written option or contract to purchase the land.

Pedestrian way. A pathway designed for use by pedestrians; it can be located mid-block allowing pedestrian movement from one street to another without traveling along the block's perimeter.

Pervious Surface. Also referred to as pervious material. A material or surface that allows for the absorption of water into the ground or plant material, such as permeable pavers or a vegetated roof.

Plat. A map or chart of a division and/or combination of lots.

Primary Street. A street designated on the Street Hierarchy Map that receives priority over other streets in terms of setting front property lines and locating building entrances.

Property Line. Also referred to as lot line. A boundary line of a parcel of land or lot.

Property Line, Corner. A boundary of a lot that is approximately perpendicular to the front property line and is directly adjacent to a public Right-of-Way, other than an alley or railroad.

Property Line, Front. The boundary abutting a right-of-way, other than an Alley, from which the required setback or build-to zone is measured, with the following exceptions. (a) Corner and Through Lots that abut a Primary Street shall have the front property line on that Primary Street. (b) Corner and Through Lots that abut two Primary Streets or do not abut a Primary Street shall utilize the orientation of the two directly adjacent lots or shall have the front property line determined by the Zoning Administrator.

Property Line, Rear. The boundary of a lot that is approximately parallel to the front property line; this line separates lots from one another or separates a lot from an alley.

Property Line, Side. The boundary of a lot that is approximately perpendicular to the front and rear property lines; it is not adjacent to the public right-of-way.

Right-of-Way. Land dedicated or utilized for a Street Type, trail, pedestrian way, utility, railroad, or other similar purpose.

Roof Type. The detail at the top of a building that finishes a Facade,

Scale. The relative size of a building, street, sign, or other element of the built environment.

Semi-Pervious Surface. Also referred to as semi-pervious material. A material that allows for at least 40% absorption of water into the ground or plant material, such as pervious pavers, permeable asphalt and concrete, or gravel.

Setback. The horizontal distance from a property line inward, beyond which a structure may be placed. Structures or other impervious surfaces are not permitted within a setback, unless specifically permitted in this code.

Sign. An object, device, or structure used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by such means as words, letters, figures, images, designs, symbols, or colors. Flags or emblems of any nation, state, city, or organization; works of art which in no way identify a product; and athletic field score boards are not considered signs.

Solar Reflectance Index (SRI). A measure of a constructed surface's ability to reflect solar heat, as shown by a small temperature rise. The measure utilizes a scale from 0 to 100 and is defined so that a standard black surface is 0 and a standard white surface is 100. To calculate for a given material, obtain the reflectance value and emittance value for the material; calculate the SRI according to ASTM E 1980-01 or the latest version.

Story. A habitable level within a building measured from finished floor to finished floor.

Story, Ground. Also referred to as ground floor. The first floor of a building that is level to or elevated above the finished grade on the front and corner facades, excluding basements or cellars.

Story, Half. A story either in the base of the building, partially below grade and partially above grade, or a story fully within the roof structure with transparency facing the street.

Story, Upper. Also referred to as upper floor. The floors located above the ground story of a building.

Street Face. The facade of a building that faces a public right-of-way.

Street Frontage. Also refer to lot frontage. The portion of a building or lot directly adjacent to a vehicular right-of-way.

Street Type. The permitted and regulated types of streets in this code. Refer to 5.0 Street & Streetscape Standards for more information and a list of the permitted Street Types.

Streetwall. The vertical plane created by building facades along a street. A continuous streetwall occurs when buildings are located in a row next to the sidewalk without vacant lots or significant setbacks.

Structure, Accessory. The general term for a subordinate structure detached from but located on the same Lot as the Principal Structure; it may or may not be inhabitable.

Structure, Principal. Also referred to as the principal building. A building that contains the dominant Use of the Lot. It is typically located toward the front of the lot in the front Build-to Zone or behind the Front Yard Setback.

Swale. A low lying, naturally planted area with gradual slopes that facilitate the transport, absorption, and/or filtration of stormwater.

Tree Canopy. The uppermost area of spreading branches and leaves of a tree.

Tree Canopy Coverage. The area of ground covered or shaded by a tree's canopy, measured in square feet.

Use. Also referred to as land use. A purpose or activity that may occur within a building or a lot.

Use, Accessory. A use customarily, incidental, and subordinate to the principal use or structure and located on the same lot with such principal use or structure.

Use, Principal. The specific, primary purpose for which a lot or building is utilized.

Visible Basement. A half story partially below grade and partially exposed above with required transparency on the street facade.

Water Body. A body of water, such as a river, pond, or lake that may be man-made or naturally occurring.

Yard. The space on a lot that is unoccupied and unobstructed from the ground to the sky by the principal structure. Lots without a structure do not have yard designations.

Yard, Corner Side. A yard extending from the corner side building facade along a corner side property line between the front yard and rear property line.

Yard, Front. A yard extending from the front facade of the principal structure along the full length of the front property line, between the side property lines or side and corner side property lines.

Yard, Rear. A yard extending from the rear building facade along the rear property line between the side yards or, on a corner lot, the corner side and side yards.

Yard, Side. A yard extending from the side building facade along a side property line between the front yard and rear property line.

Zoning District. A designation given to each lot within the city that dictates the standards for development on that Lot. Refer to 2.0 Zoning Districts for more information and a list of permitted Zoning Districts in Downtown Clearfield.

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Appendix A
Streetscape Specifications

Appendix A: Streetscape Specifications

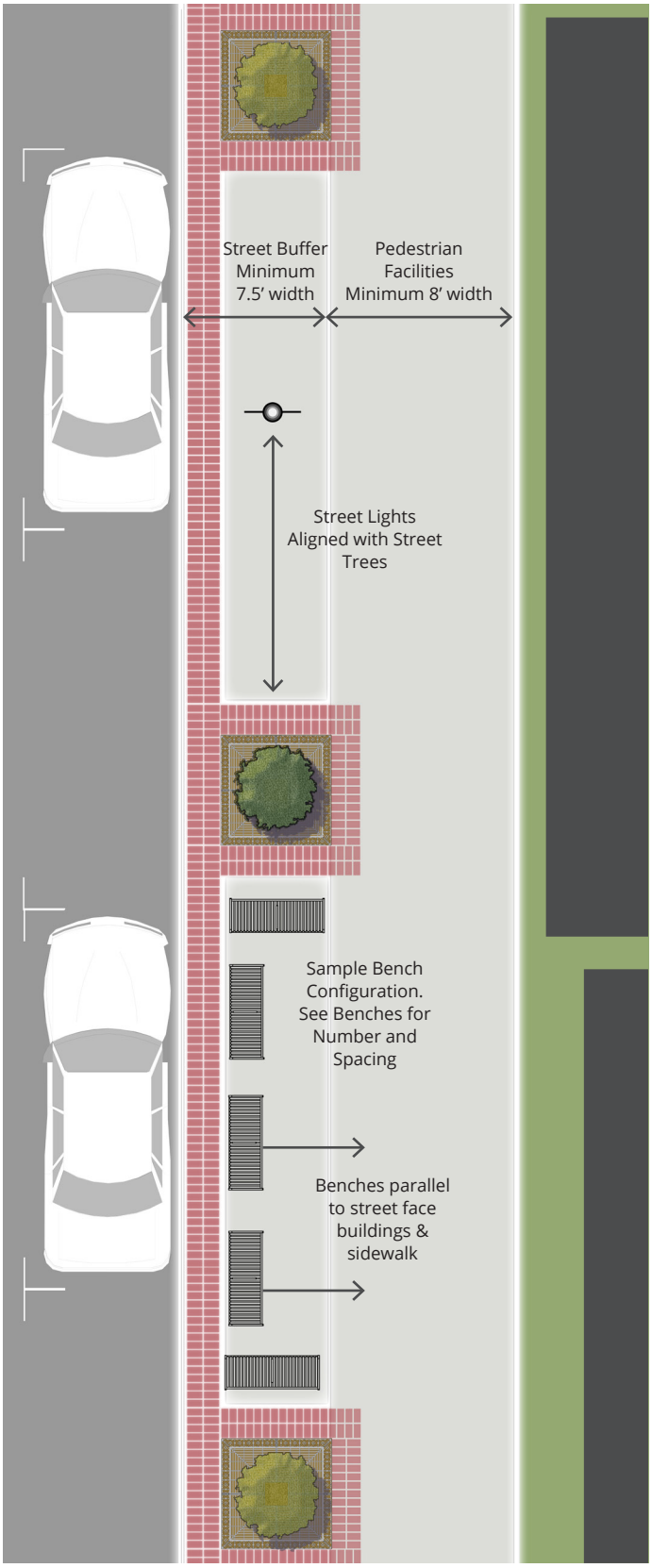
A.1: Urban Core Arterial Streetscape

1. Intent

To provide an enhanced, identifiable streetscape for the core area of Downtown Clearfield.

2. Design Detail Specifications

For details on the streetscape design elements, refer to the individual specification pages in this Appendix.



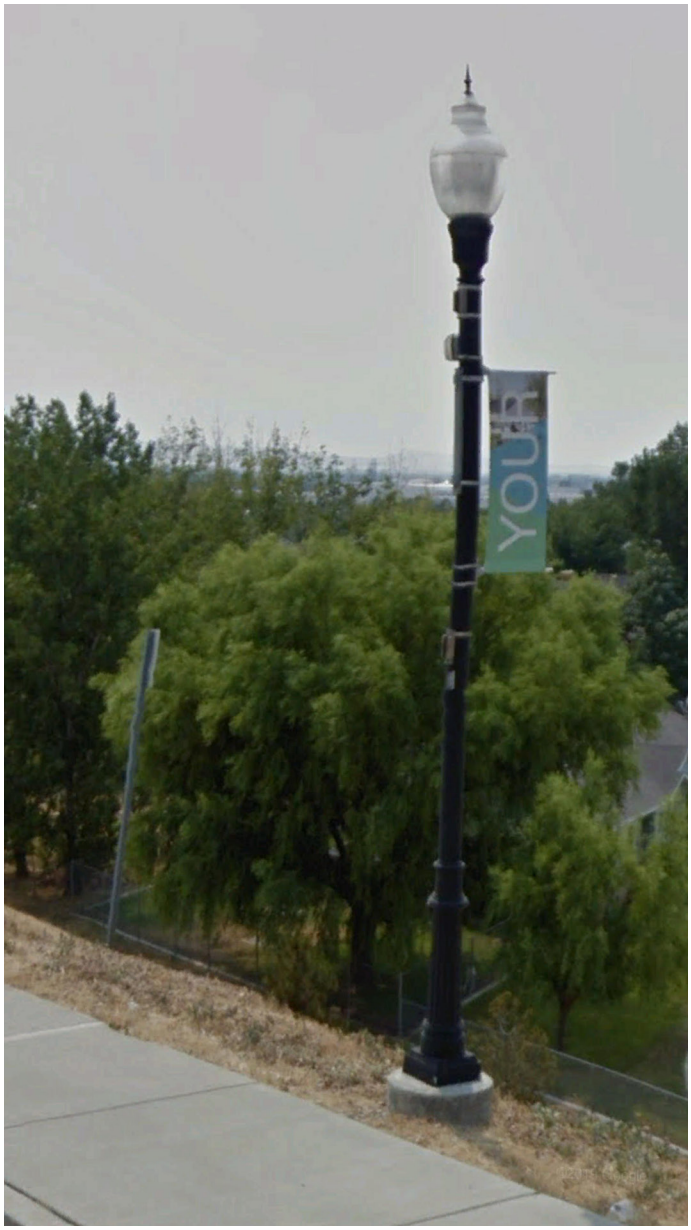
Urban Core Arterial Streetscape Specifications	
Application	
Permitted Districts	UC, UR, CV
Permitted Street Types	Urban Core Arterial
Design Details	
Street Lighting	Double Acorn - minimum 60' spacing; maximum 90' spacing Location: Aligned on center of Street Trees
Tree Grates	Chinook 6' x 6'; optional 6' x 6' expanders on each side
Street Trees	Spacing: Minimum 40'; Maximum 60'
Benches	4 or 6 foot bench if perpendicular to street 6 or 8 foot bench if parallel; orient to face buildings and sidewalk
Pavers	Concrete pavers, Harvest Blend Holland Pavers 4 inches by 8 inches; approximately 1/2 inch joint
Design Requirements	
Pedestrian Facilities	Minimum 8' width Concrete surface - 6.5 to 8 feet Pavers - 1.5 feet adjacent to tree grates
Street Buffer	Minimum 7.5' width Concrete surface - 6 feet Pavers - 1.5 feet adjacent to curb and around tree grates

A.2: Street Lighting - Double Lamp

Street Lighting Specifications	
Application	
Permitted Street Types	Urban Core Arterial Gateway Corridor Arterial
Permitted Districts	All Districts
Design Details	
Manufacturer	Holophane
Model Series: Pole	Salem - 5" DIA. Smooth
Model Series: Base	Salem; 13" square base; 45" height
Model Series: Luminaires	Double Luminaire LED Utility Washington Postlite with Spike Internal Shield for Downlighting
Model Series: Crossarms	Annapolis Series: ACA/2
Banner Arms	Double Arms Standard 26-inch length Clamp on 5" shaft 2@ 180° Ball Finial Arm Diameter: 3/4 Pipe Scroll Attachment Option
Materials	Cast Aluminum
Finish	Black
Height	14 feet
Placement/Spacing	Minimum: 60 feet Maximum: 90 feet

Appendix A: Streetscape Specifications

A.3: Street Lighting - Single Lamp



Street Lighting Specifications	
Application	
Permitted Street Types	Commercial; Neighborhood; Access Road; Alley
Permitted Districts	All Districts
Design Details	
Manufacturer	Holophane
Model Series: Pole	Salem - 5" DIA. Smooth
Model Series: Base	Salem; 13" square base; 45" height
Model Series: Luminaires	Single Luminaire LED Utility Washington Postlite with Spike Internal Shield for Downlighting
Banner Arms1	Single Arm: Located on Pedestrian Realm side of the light Standard 26-inch length Clamp on 5" shaft Ball Finial Arm Diameter: 3/4 Pipe Scroll Attachment Option
Materials	Cast Aluminum
Finish	Black
Height	14 feet
Placement/Spacing	Minimum:40 feet Maximum: 80 feet

1 Required on commercial and neighborhood streets. Optional on access roads and alleys.

A.4: Tree Grates

Tree Grate Specifications	
Application	
Permitted Street Types	Urban Core Arterial
Permitted Districts	UC, UR, CV
Design Details	
Manufacturer	Urban Accessories
Model Series	Chinook
Materials	Grey Iron
Finish	Raw
Size	6′ square

A.5: Trash/Recycle Receptacles

Trash/Recycle Receptacles Specifications	
Application	
Permitted Street Types	All Street Types
Permitted Districts	All Districts
Design Details	
Manufacturer	Premier Site Furniture
Model Series:	Oak
Materials	Metal
Finish	Polyester Powder Coat - Black
Placement/Spacing[1]	Minimum of 1 set (Litter and Recycle) within 15′ of each bench/set of benches Minimum of 1 set (Litter and Recycle) within 15′ of each intersection

1 Sets located at intersections may be used to meet bench spacing requirements if placement is within 15′ of the bench/set of benches.

A.6: Benches

Benches Specifications	
Application	
Permitted Street Types	All Street Types. Required on Urban Core Arterial and Gateway Corridor Arterial.
Permitted Districts	All Districts
Design Details	
Manufacturer	Premier Site Furniture
Model Series:	Mountain Maple (with Back)
Materials	Metal (Steel)
Finish	Powder Coat - Black
Size	4 LF, 6 LF and/or 8 LF
Placement/Spacing	Minimum 1 bench every 200 feet

Appendix A: Streetscape Specifications

A.7: Benches

Benches Specifications	
Application	
Permitted Street Types	All Street Types
Permitted Districts	All Districts
Design Details	
Manufacturer	Premier Site Furniture
Model Series:	Sugar Maple (without Back)
Materials	Metal (Steel)
Finish	Powder Coat - Black
Size	4 LF, 6 LF and/or 8 LF
Placement/Spacing	Minimum 1 bench every 200 feet

A.8: Planters

Planters Specifications	
Application	
Permitted Street Types	All Street Types
Permitted Districts	All Districts
Design Details	
Manufacturer	Premier Site Furniture
Model Series:	Live Oak
Model Series:	Magnolia
Materials	Metal
Finish	Polyester Powder Coat - Black
Placement/Spacing	Varies

A.9: Trench Grates

Tree Grate Specifications	
Application	
Permitted Street Types	Urban Core Arterial
Permitted Districts	UC, UR, CV
Design Details	
Manufacturer	Urban Accessories
Model Series:	Double Wave
Materials	Grey Iron
Finish	Raw
Size	6′ x 18″ sections
Placement/Spacing	Varies

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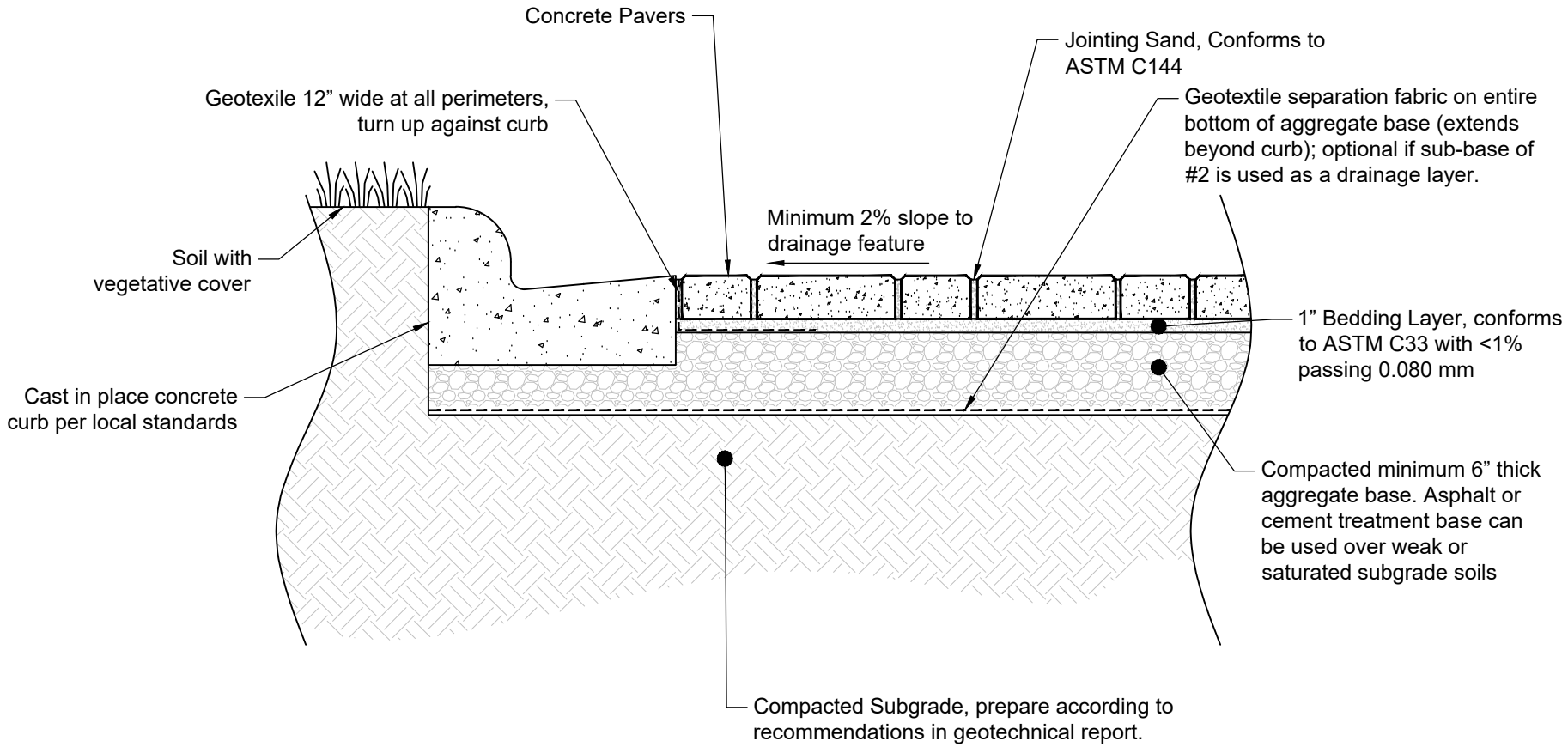


Design Notes:

1. Cross section as shown is suitable for vehicular applications. Paver dimensions subject to aspect and plan ratio requirements. Contact Oldcastle Architectural for product selection guidance based on the intended traffic loading.
2. Depth of aggregate base subject to site specific conditions (traffic loading, soil conditions, groundwater levels, climatic conditions). Contact Oldcastle Architectural for design assistance.
3. Drain pipes may be required within the aggregate base depending on the permeability of the subgrade soils. Verify drainage needs with the geotecnical engineer. Ensure drain pipes are able to daylight via gravity flow to surface, or connect to catch basin.
4. Ensure the geotextile above the drain hole has good drainage characteristics and is not prone to clogging.
5. Drain pipes may be required within the aggregate base depending on the permeability of the subgrade soils. Verify drainage needs with the geotechnical engineer. Ensure drain pipes are able to daylight via gravity flow to surface, or connect to catch basin.

BELGARD
belgard.com
877-235-4273
details@belgard.com

This drawing is for illustrative purposes only and should not be used for construction without the signature of a registered professional engineer.

Belgard Standard Paving Detail

Boulevard Sand Set on Aggregate Base

Scale:	Drawn by:
1" = 1'-0"	JB
Date:	Drawing number:
11/24/2015	MDBV02

DOWNTOWN CLEARFIELD FORM-BASED CODE
Zoning Text Amendment, ZTA 2021-080040

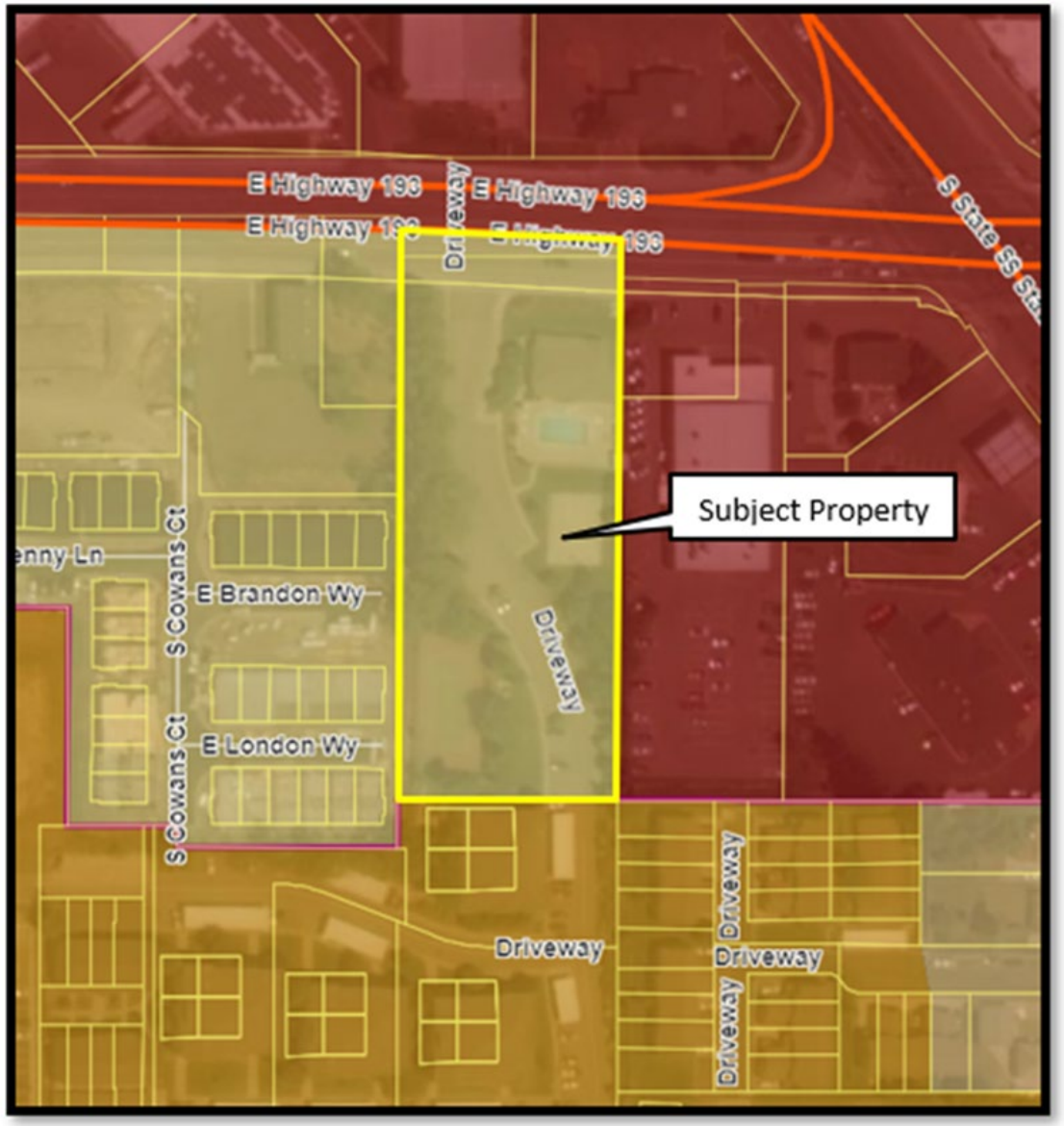
Timeline of Events

- *Original adoption in June 2018*
- *FBC Update adopted February 2020*
  - *Recognition of constant evaluation of code to bring back needed amendments from time to time.*
  - *Evaluation through implementation and input from Planning Commission and City Council.*
- *City Council Work Session - May 25th, 2021*
- *Planning Commission – October 6th, 2021*
  - *Recommendation of approval to City Council for proposed updates.*
- *City Council Work Session – October 19th, 2021*
- *City Council Policy Session – October 26th, 2021*
- *Codification of FBC to Title 11*
- *Future updates to address UDOT SR 126 Corridor Agreement terms*
  - *Staff working with UDOT for completion in early 2022 calendar year*

1. Reduction of FBC Boundary (Page 6)

- *The Meadows Condominiums common area and amenities. T-R back to R-3 Zone to align with the condominium development area.*

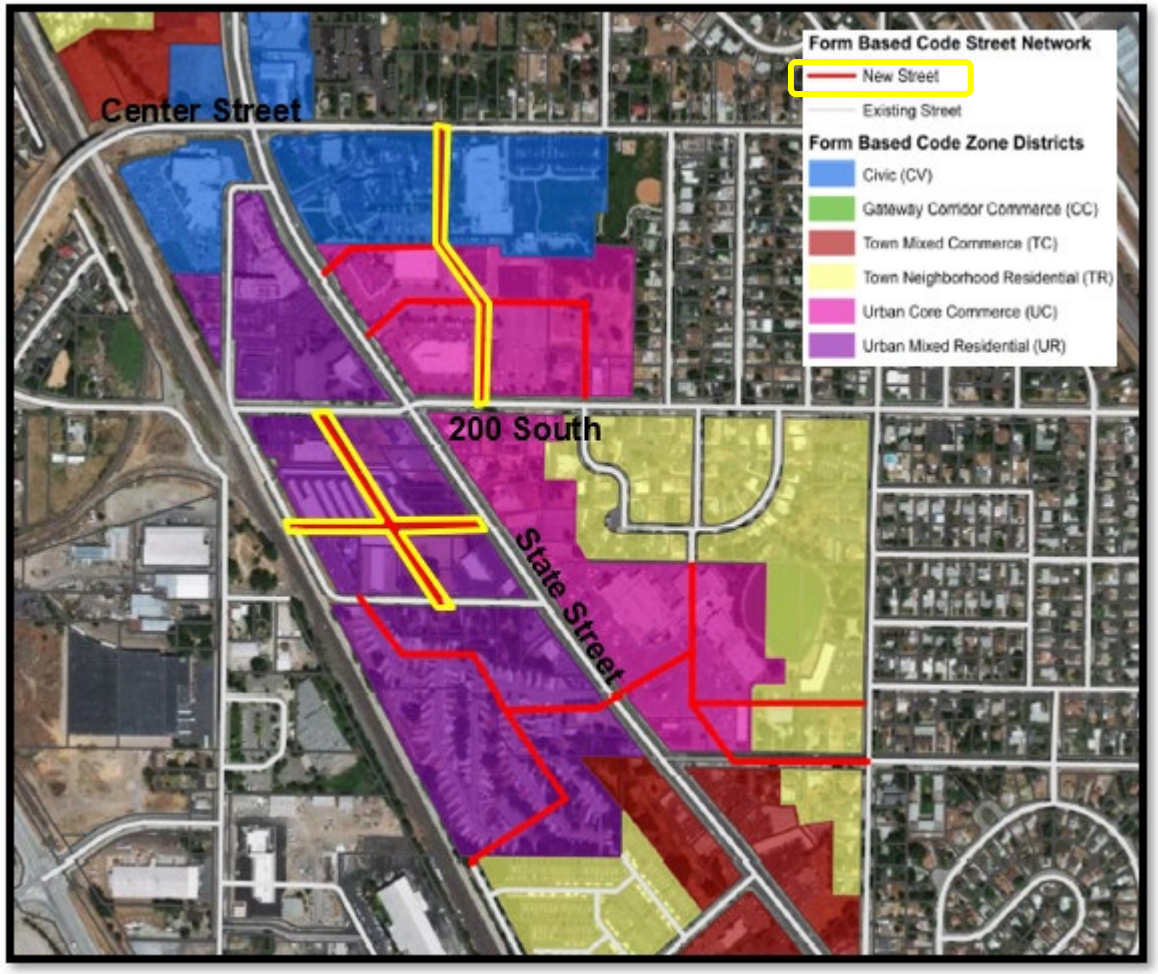
Meadows Condominiums



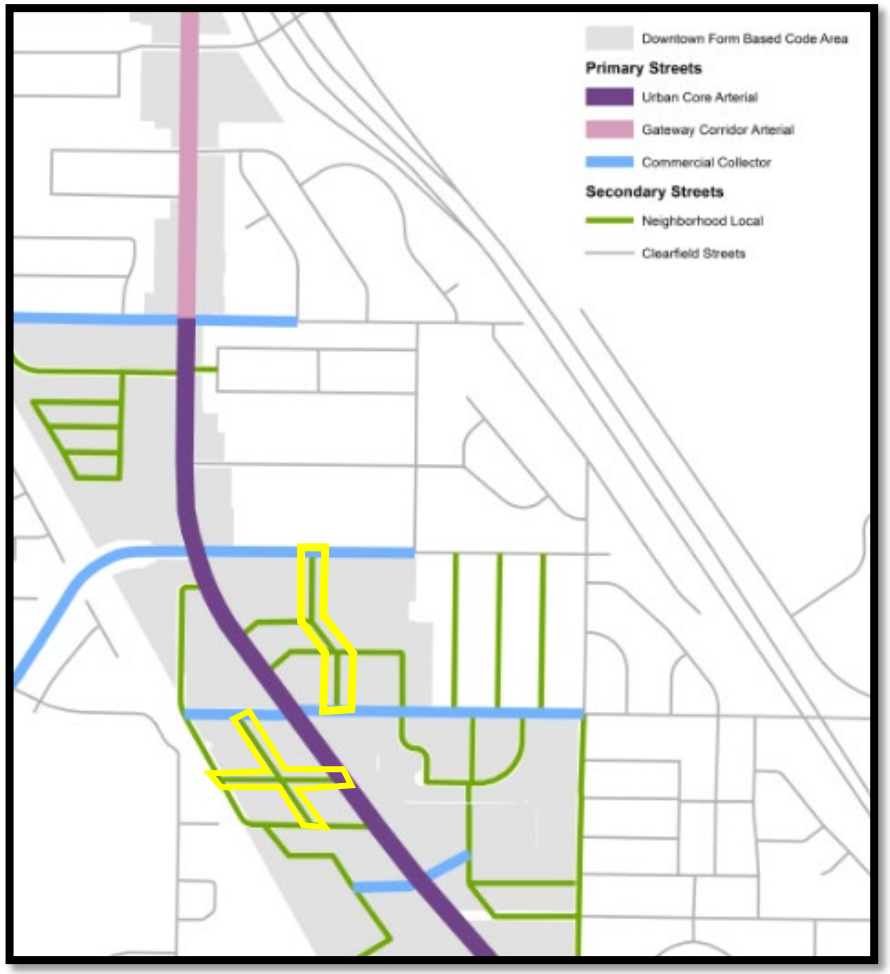
2. Street and Block Network (Pages 6 & 24)

- *Reduction of new streets.*
- *Based on likelihood of new connections and the applicable street types.*
  - *i.e. Neighborhood Street vs. Private Local Access Road*
- *May need future amendments for Lakeside Square redevelopment. Not part of current proposal or the Planning Commission recommendation.*

Regulating Plan (Page 6)



Street Hierarchy Diagram (Page 24)



3. Urban Mixed Residential Zone (U-R) & Multi-Family Building Type (Page 10)

- *Code currently allows Multi-family building type along State Street in U-R Zone.*
- *Modify table to only allow Mixed-Use Building Type along State Street and Multi-Family Building Type on all other streets in U-R Zone.*

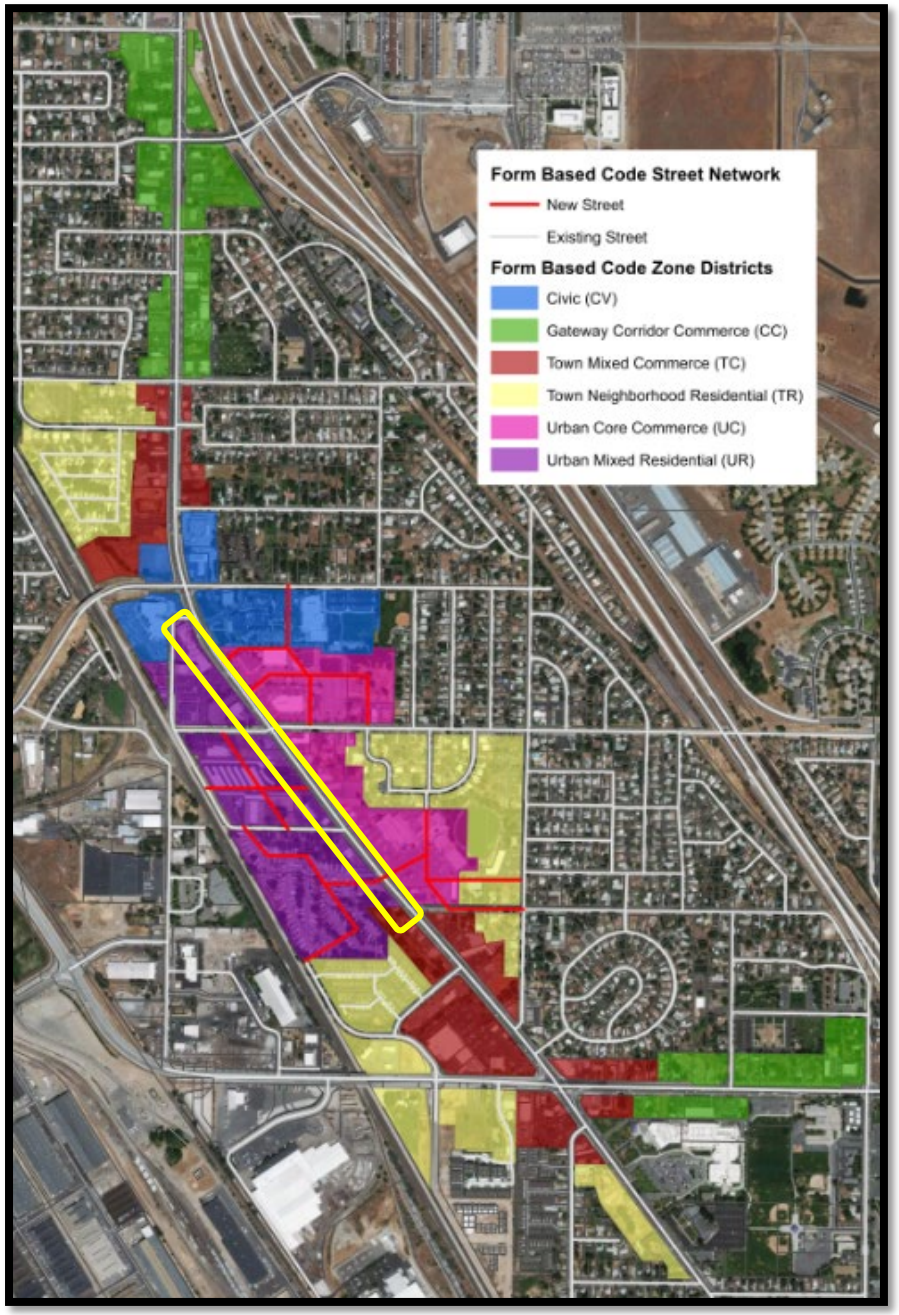


Table 2.7 (1) Urban Mixed Residential Requirements	
Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Civic	
Mixed-Use/Core Commercial	
Multi-Family Residential	Remove
Office	
Secondary Street - Permitted Building Types	
Civic	
Mixed-Use/Core Commercial	
Multi-Family Residential	
Office	
Townhouse	

4. Urban Core Commerce Zone (U-C) & Multi-Family Building Type (Page 11)

- *Code currently allows Multi-family building type along secondary streets in U-C Zone.*
- *Previously only allowed as part of a mixed-use development.*
- *Staff recommends that building type only be allowed on secondary streets and as part of mixed-use development in U-C Zone.*

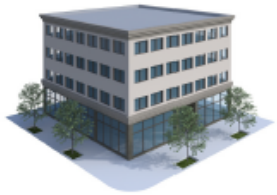
2.8 Urban Core Commerce

1. Description & Intent

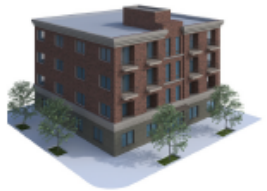
The Urban Core Commerce is intended to be the heart of activity and intensity in Downtown Clearfield with a mix of building types. Allowed Building Types will vary based on which type of street they face. Multi-Family Residential Building Types will ~~generally~~ only be allowed ~~only~~ when facing side streets ~~or~~ and as part of a mixed-use project. Live-Work is considered residential, rather than mixed-use.

Table 2.6 (1) Urban Core Commerce Requirements

Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Mixed Use/Core Commercial	
Office	
Secondary Street - Permitted Building Types	
Mixed Use/Core Commercial	
Multi-Family Residential	as part of a mixed-use development
Office	



Mixed-Use/Core Commercial Building Type



Multi-Family Building Type

Office Building Type

6.5 Multi-Family Residential Building

1. Description & Intent

The Multi-Family Residential Building Type is limited in terms of uses by the district within which it is located, generally housing and/or residential uses. The Multi-Family Residential building is intended to be built close to the front and corner property lines allowing easy access to passing pedestrians and transit riders. Parking may be provided in the rear of the lot, internally in the building, or, in some cases, one double loaded aisle of parking is permitted in the interior or the side yard at the front property line.

2. Regulations

Regulations for the Multi-Family Residential Type are defined in the adjacent table.

5. Minor Text and Formatting Corrections

- *Minor corrections needed as noted on pages: 35, 37, 45, 56, 62, 85 & 116 of the code.*

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5. Street Lighting Requirements

Decorative street lighting is required on all streets (except an alley) within the Clearfield Downtown. The following standards apply to the installation of street light fixtures. (See Appendix A for streetlight specifications.)

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5.7 Alley

1. Intent

The Alley is a very low capacity drive located at the rear of lots or development parcels. From the Alley, access to parking facilities, loading facilities, and service areas, such as refuse and utilities, is possible without a curb cut or driveway interrupting a street type. Refer to the typical plan and section in Figure 5.7 (1).

2. General Requirements

Alleys shall be developed using the standards in Table 5.7 (1). A rolled curb shall be used to provided the necessary travel surface width for fire access.

Table 5.7 (1) Alley Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	20' to 26' (one-way or two way)
Vehicular Realm	
Travel Lanes	1 or 2
Lane Width	Varies (see Travel Surface Width) 8' lanes if two-way; 16' lane if one-way
Center Turn Lanes	None
Parking Lanes	None
Travel Surface Width See Section 5.2.3 for fire access standards. ------>	Minimum 20' (one way traffic only if Fire Access is provided and/or buildings are fire sprinkled.) REMOVE Minimum 26' if buildings are higher than 30 feet or a fire hydrant is present REMOVE
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Travel lanes are shared among drivers, pedestrians, and bicyclists
Street Buffer	None required

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6.0 Building Types

6.1. Purpose

1. Intent

The standards are intended to outline the required building types and standards for new construction within the Downtown Clearfield Districts defined in Chapter 2.0.

6.2. General Requirements

All Building Types must meet the following requirements.

(1) Zoning Districts. Each Zoning District shall only contain the Building Types permitted. Refer to Table 6.2 (1) Permitted Building Types by Districts.

(2) Uses. Each Building Type can house a variety of uses depending on the district in which it is located. Refer to 3.0 Uses for uses permitted per district. Some Building Types have additional limitations on permitted uses.

(3) No Other Building Types. All new buildings constructed must meet the requirements of one of the Building Types permitted within the zoning district in which the lot is located.

(4) Permanent Structures. All buildings constructed shall be of permanent construction without a chassis, hitch, or wheels, or other features that would make the structure mobile, unless otherwise noted.

(5) Accessory Structures

(a) Attached accessory structures are considered part of the principal structure.

(b) Detached accessory structures are permitted per each Building Type and shall comply with all setbacks except the following:

(i) Detached accessory structures are not permitted in the front yard and shall be located behind the principal structure in the rear yard or set behind the principal structure in the side yard.

(ii) Detached accessory structures shall not exceed the height of the principal structure.

(6) Residential Amenities. All multi-family and mixed-use buildings containing residential units must provide a mix of amenities to ensure quality development and livability for tenants. Refer to Section 6.13.8. NEED TO MAKE TEXT BLACK

Table 6.2 (1) Permitted Building Types by Districts

		Districts					
		Urban Core Commerce	Urban Mixed Residential	Town Mixed Commerce	Town Neighborhood Residential	Civic	Gateway Corridor Commerce
Building Types	Mixed-Use/Core Commercial	P	P	P	P		
	Multi-Family Residential	P[1]	P				
	Office	P	P	P		P	P
	Civic	P	P	P		P	P
	Commercial			P			P
	Townhouse		P	P	P		
	Garden Court				P		

P = Permitted

Footnotes:

[1] Only permitted as part of a master development and/or permitted on secondary streets in the Urban Core (UC) District.

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Table 6.5 (1) Multi-Family Residential Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	80'	80'				
Maximum Lot Width	none	none				
Maximum Impervious Coverage	65% 70%	60% 70%				
Additional Semi-Pervious Coverage	10%	15%				
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear or side yard					
Vehicular Access	Alley; if no alley a maximum 1 per 200 feet frontage or per UDOT requirements					
Building Location Refer to 6.3.3						
Multiple Principal Buildings	permitted					
Front Build-to Zone	5'-20'					
with Plaza or Porte Cochere	up to 25'					
Corner Build-to Zone	5'-20'					
Occupation of Corner	required					
Front Property Line Coverage	80%					
Minimum Side Yard Setback	0'					
Minimum Rear Yard Setback	5'					
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story				
Maximum Overall Height	No maximum	6 stories				
Building Stepback	minimum of 10' at top of 4th story					
Ground Story: Minimum Height	9'	9'				
Maximum Height	18'	18'				
Upper Stories: Minimum Height	9'	9'				
Maximum Height	14'	14'				
Permitted Roof Types	parapet, pitched, flat					
Tower	permitted	permitted				
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	required per floor refer to 6.3.4 6.3.5					
Vertical Facade Divisions	every 25' of facade width	every 30' of facade width				
Horizontal Facade Divisions	required within 3' of the top of any visible basement, within 3' of the top of the ground story and at the top of the highest story. The division at the top of the ground story may be replaced with a division at the bottom of the highest story; however, a division at top of the ground story is the preferred location.					
Front Facade Entrance Type	Contemporary, Mixed-Use, Porch, Stoop					
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	30%	30%				
Minimum Upper Story Transparency	25%	25%				
Principal Entrance Location	front facade	front facade				
Required Number of Street Entrances	1 per each 100' of front facade	1 per each 100' of front facade				
Building Uses Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	residential alone; residential with retail, service, or office as accessory uses					
Upper Story	residential					
Parking within Building	permitted fully in basement; permitted in rear portion of all other floors					
Required Occupied Space	40' deep on all full floors					

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Table 6.8 (1) Commercial Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width			20'			20'
Maximum Lot Width			none			none
Maximum Impervious Coverage			70%			70%
Additional Semi-Pervious Coverage			20%			20%
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location			rear & interior side yard			rear & interior side yard
Vehicular Access			Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements			Alley only; if no alley exists, 1 driveway is permitted per non-primary street or per UDOT requirements
Building Location Refer to 6.3.3						
Multiple Principal Buildings			not permitted			not permitted
Front Build-to Zone			0'-15'			0'-15'
with Plaza or Porte Cochere			up to 25'			up to 25'
Corner Build-to Zone			0'-10'			0'-10'
Occupation of Corner			required			required
Front Property Line Coverage			50%			50%
Minimum Side Yard Setback			5'			5'
Minimum Rear Yard Setback			5'			5'
Building Massing Refer to 6.3.4						
Minimum Overall Height			1 story			1 story
Maximum Overall Height			4 stories			4 stories
Building Stepback			not required			not required
Ground Story: Minimum Height			12'			12'
Maximum Height			24'			24'
Upper Stories: Minimum Height			9'			9'
Maximum Height			14'			14'
Permitted Roof Types			parapet, pitched, flat			parapet, pitched, flat
Tower			permitted			permitted
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations			required per floor refer to 6.3.4 6.3.5			required per floor refer to 6.3.4 6.3.5
Vertical Facade Divisions			every 25' of facade width			every 25' of facade width
Horizontal Facade Divisions			required within 3' of the top of the ground story for all buildings over 2 stories			required within 3' of the top of the ground story for all buildings over 2 stories
Front Facade Entrance Type			Contemporary, Mixed-Use, Stoop			Contemporary, Mixed-Use, Stoop
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency			55%			55%
Minimum Upper Story Transparency			20%			20%
Principal Entrance Location			front or corner facade			front or corner facade
Required Number of Street Entrances			1 per each 150' of front facade			1 per each 150' of front facade
Building Uses Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story			retail, service, office, craft industry			retail, service, office, craft industry
Upper Story			retail, service, office, craft industry			retail, service, office, craft industry
Parking within Building			permitted fully in basement; permitted in rear portion of all other floors, plus one service bay width at ground floor			permitted fully in basement; permitted in rear portion of all other floors, plus one service bay width at ground floor
Required Occupied Space			30' deep on all full floors			30' deep on all full floors

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7.0 Site & Landscape Standards

7.5 Interior Parking Lot Landscape

1. Intent & Applicability

(1) Intent. To provide shade, minimize paving & associated stormwater runoff, & improve the aesthetic look of parking lots.

(2) General Applicability. All Districts.

(3) Other Internal Parking Lot Areas. Internal areas not dedicated to parking or drives shall be landscaped with a minimum of one medium or large shade tree for the first 150 square feet and one medium or large shade tree for every 650' thereafter.

(4) Existing Vegetation. Existing vegetation may be credited toward these requirements.

(5) Parking lot interior is defined as the area dedicated to parking on a given parcel as measured from edge of pavement to edge of pavement.

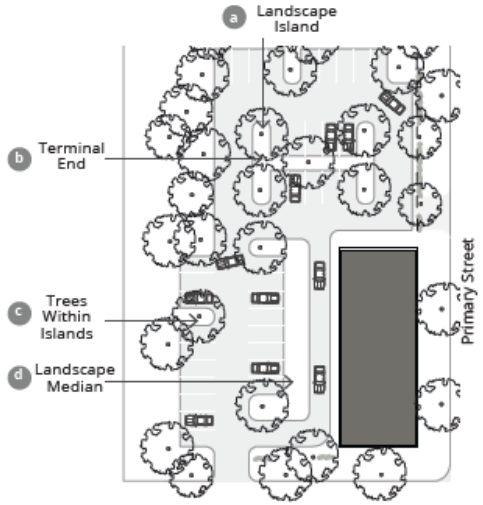

Figure 7.5 (1). Interior Parking Lot Landscaping.

7.5 Interior Parking Lot Landscape Requirements	
1. Landscape Island Requirements	
Required Island Locations [1]	Islands are required at the terminal ends of free standing rows or bays of parking. Islands are required after every ninth parking space for rows of parking greater than 12 spaces in length.
Minimum Width & Length	5' wide; Islands less than 15' in length must utilize structural soil under any paved surface within a tree's critical root zone; Islands under 9' must install an aeration system and utilize permeable pavement for the curb and gutter.
Required Trees and Storm Water	Minimum of 1 medium or large shade tree per island. Islands shall be designed (as bio-swales) to accommodate storm water run off where the drainage plan can be reasonably designed to accomplish that objective.
2. Landscape Median Requirements	
Required Median Location [1]	Required in each free-standing bay of parking along the length of the bay
Minimum Width & Length	5' width; Medians less than 15' in length must utilize structural soil under any paved surface within a tree's critical root zone; Medians under 9' must install an aeration system and utilize permeable pavement for the curb and gutter.
Required Trees and Storm Water	Minimum of 1 medium or large shade tree per median. Medians shall be designed (as bio-swales) to accommodate storm water run off where the drainage plan can be reasonably designed to accomplish that objective.
3. Tree Requirements	
Requirements per Parking Space	Each parking space must be located within 50' of a tree planted within parking lot interior. Minimum of 1 shade tree must be planted within parking lot interior or within 7' of parking lot's edge for every 5 parking spaces.
Tree Shade Goal	Within 20 years of tree installation, 25% of the interior of the parking lot should be shaded by tree canopy. Refer to Table 7.7 (1) for mature canopy estimates.

Notes:

[1] Landscape islands and landscape medians are not required specifically for stalls with covered parking.

4. Maximum Sign Area and Amounts

(1) Maximum Amount of Signage. Total attached and detached signage for a lot is established based on the district in which the lot is located. Refer to Table 10.2 (1).

(a) Window Signs. Window Signs shall not count towards a lot's maximum permitted amount of signage. Refer to 10.8 Window Signs.

(b) Directional or Instructional Signs. Directional or Instructional signs are permitted in addition to the maximum Signage quantities.

(i) Signs must meet the requirements specified in Title 11-15-7 (Sign Regulations) of the Clearfield City code.

(c) Exempt and temporary signs are not included in the maximum signage area calculations, unless otherwise specified in Title 11-15 (Sign Regulations) of the Clearfield City code.

(2) Computation

(a) Height for freestanding signs is measured from the average grade at the front property line to the top of the sign, sign cabinet, or cap, whichever is highest.

(b) For the purposes of determining sign area, lot width or frontage is measured along the front property line.

(i) If the lot is a corner lot, the width shall be measured along the primary street frontage.

5. Illumination

All signs shall be illuminated according to the following provisions unless otherwise stated.

(1) Signs shall be internally lit to emphasize the lettering or flooded via down lighting to prevent dark sky illumination.

(2) Individual letters or logos may be internally illuminated as permitted per each sign type; no other portion of the sign shall be internally illuminated, except as permitted for Electronic Message Boards or unless otherwise stated.

(3) When an external artificial light source is used to illuminate a Sign, the lamp (or bulb) shall be located, shielded, and directed so as to not be visible from any public street or private residence.

(a) No receptacle or device housing a permitted light source which is attached to the sign itself shall extend more than 18 inches from the face of the Sign.

(4) The illumination of any sign, resulting from any internal or external artificial light source, shall not exceed 250 nits at the Sign face during the day and 125 nits at the Sign face after sunset, with no light trespass onto adjacent property.

(5) If externally lit, all sign illumination shall be directed downward.

6. Construction and Maintenance Standards

All signs shall meet the construction and maintenance requirements of the Clearfield City Code.

7. Iconic Signs

UNBOLD →

(1) Iconic Sign Elements. Iconic Sign Elements of three-dimensional symbols or logos are permitted under the following conditions.

(a) Symbol or Logo Size. The symbol may not be larger than five feet in any direction, which shall be included in the overall sign area and the surface area counts towards the Maximum Permitted Quantity of Signage per Lot.

(b) No moving parts or external illumination of the symbol may be provided.

(c) Text. The text letter size may not be more than 30% of the overall area of the sign.

Table 10.2 (1). Permitted Quantity of Signage by District.

District	Maximum Permitted Quantity of Signage Per Lot
UC, UR, CV	3 square feet per 1 linear foot of lot width with a maximum of 150 square feet
TC, TR, CC	2 square feet per 1 linear foot of lot width with a maximum of 100 square feet

Figure 10.2 (1). Photo Example of an Iconic Sign.

6. Block Layout Requirements (Pages 27 & 112)

- *Modify to specifically call out the road network on the regulating plan and to call out standards for only new streets and blocks not already mentioned in the code.*
- *Modification of the access point standards under "Block Connectivity" section and relocation to the "Site Access Management" section of the parking chapter.*

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4.4 Block Layout Requirements

1. Block Configuration

(1) New blocks not specified on the Regulating Plan shall generally be rectangular but may vary due to natural features or other site constraints.

(2) Newly formed blocks may include existing lots within a zoning district outside the Downtown Clearfield area.

2. Maximum Block Size

Block sizes for new development and redevelopment That is not on the regulating plan shall be formed by a maximum perimeter of 2400 linear feet.

(1) Where natural constraints or adjacency to parcels outside the Downtown area impact the block configuration, an exception may be granted from the maximum block size.

(2) Access Roads and/or Pedestrian-only Walkways may form up to two sides of the block perimeter if they meet the Street Type Standards in Chapter 5.

3. Block Access

Vehicular access to blocks along Urban Arterial streets shall be from secondary streets perpendicular to the Urban Arterial streets. If secondary streets do not exist and are not feasible for proposed new developments, alternative access shall be coordinated with the City Engineer and requires UDOT approval.

4. Block Development Connectivity

To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two access points is required for each development site unless the site meets the following parameters:

(1) For Single- and Two-Family Dwellings: Any subdivision and/or development of 20 or fewer dwellings;

(2) For Multiple-Family Dwellings or Mixed-Use Projects: Any subdivision and/or development of 75 or fewer dwelling units;

(3) A subdivision and/or development that is less than 4 acres.

5. Block Access Configuration

(1) Access to blocks shall be aligned with the access for blocks across the street to create an intersection.

(2) Mid-Block Pedestrian Ways. Mid-block Pedestrian Ways are required on blocks longer than 600 feet.

(a) Mid-block Pedestrian Ways shall generally be located in the middle third of a block face.

(b) Mid-block Pedestrian Ways shall align with Mid-block street crossings. Refer to section 4.3.3.

6. Block Layout

Blocks shall be fronted with lots on at least two faces. Lots shall be oriented along the longer street faces to the extent feasible.

(1) Blocks containing open space may vary from the lot configuration requirements.

(2) Blocks may include an alley that separates the lots.

4.5 Lot Layout Requirements

1. Typical Lot Configuration

All lots shall have frontage along a public street unless otherwise specified in 6.0 Building Type requirements.

(1) Lot Shape. To create regular, rectangular lots, side property lines shall be perpendicular to the vehicular right-of-way to the extent practical.

(2) Through Lots. Through lots fronting on two parallel streets are not permitted except for a lot covering 50 percent or more of a block and the two longest parallel street faces are treated as front property lines per building type requirements (refer to 6.0 Building Types).

(3) Corner Lots. Corner lots have a front yard along one street and a corner yard along a second street. The front yard of a corner lot should be consistent with one adjacent Parcel.

(a) The rear yard of a corner lot is typically the yard against an alley or another lot's rear yard.

(b) The side yard of a corner lot is adjacent to another lot.

(c) Flag Lots. Flag lots are prohibited.

2. Lot Orientation

For increased energy efficiency, the recommended lot orientation is typically along an east-west longitudinal axis. For single buildings, this lot orientation will usually encourage development of buildings with smaller east and west facades, allowing for energy efficiency.

MOVE TO PARKING CHAPTER. RENUMBER REMAINING SECTIONS

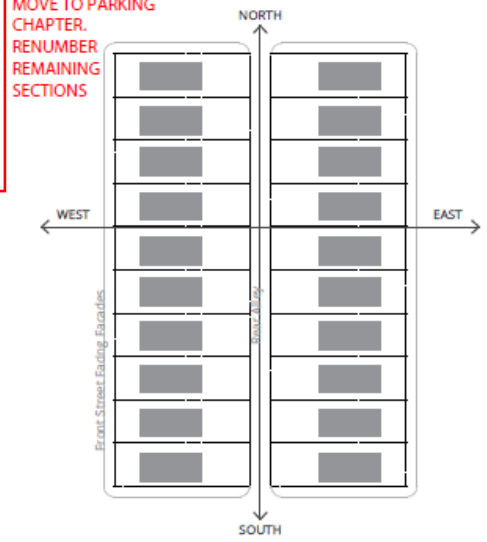


Figure 4.5 (1). Lot orientation along east-west axis

Page 112

9.5 Site Access Management

1. General Requirements

These standards shall supplement the provisions for access provided in 5.0 Building Type Standards. Each driveway providing site access from a street, alley, or other vehicular right-of-way shall be designed, constructed, and permanently maintained as follows.

2. Quantity of Driveways

The number of driveways permitted for each Building Type is located in 5.0 Building Type Standards.

3. Dimensions and Design

(1) Driveway Width at Property Line. All driveways shall have a maximum width of 24 feet for residential and 34 feet for non-residential as measured at the property line (Figure 9.5 (1) Driveway Width) except as stated below.

(a) Residential Building Types. Driveways constructed in residential districts shall have a minimum width of 12 feet when crossing the front or corner property line.

(b) Maximum width for one-way driveways is 16 feet at the property line.

(c) City engineer may direct driveway to be wider.

(d) Distance between corner and driveway (Figure 9.5 (1) per city engineering standards.

(2) Maximum Width. When a garage door is located on the front facade of the structure, the driveway shall be no more than two feet wider than the garage door on each side (four feet total).

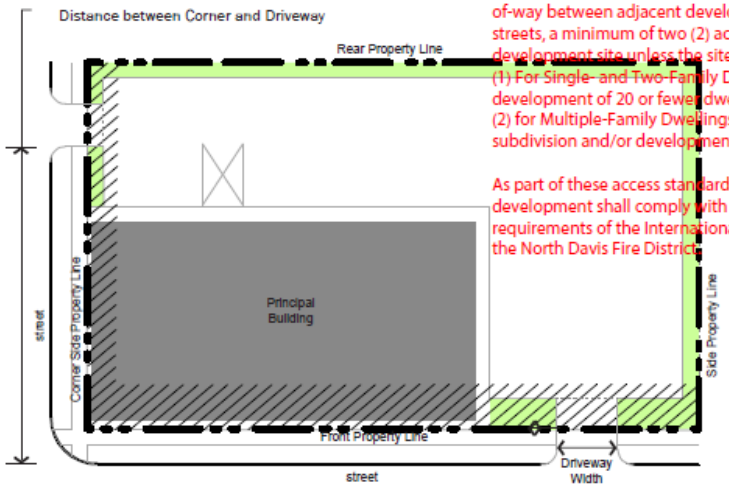


Figure 9.5 (1). Driveway Width and Location.

(3) Shared Access. When possible, adjacent developments should share points of access to minimize impervious surface.

(a) Shared Driveway Width. When access is shared between two or more non-residential users, a dedicated turn lane may be constructed, allowing an increase in the maximum driveway width from 24 feet to 34 feet provided that:

(i) A traffic impact study states its necessity.

(ii) Access must be to a street larger than alley.

(4) Sidewalk Pavement. Sidewalk pavement elevation, width, design, scoring, material, and design shall extend continuously over the driveway pavement with the intent of prioritizing the sidewalk path over the driveway. If the driveway and sidewalk are of the same material, the sidewalk path shall be scored or designated linearly over the driveway.

(5) Driveways shall maintain a clear view area defined by a triangle conforming to current AASHTO standards.

4. Location

Specific location information can be found in 5.0 Building Type Standards. Refer to Figure 9.5 (1)

(1) Driveways accessing rear yard garages are permitted within the side or rear yard setback, no closer than two feet from a side or rear property line, unless the driveway is shared.

(2) Driveways shall not be closer than 25 feet from the intersection of two streets (corner), unless otherwise stated in 5.0 Building Type Standards.

5. Access Points

To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two (2) access points is required for each development site unless the site meets the following parameters:
(1) For Single- and Two-Family Dwellings: Any subdivision and/or development of 20 or fewer dwellings;
(2) for Multiple-Family Dwellings or Mixed-Use Projects: any subdivision and/or development of 75 or fewer dwelling units.

As part of these access standards, any subdivision and/or development shall comply with the minimum access point requirements of the International Fire Code (IFC) and standards of the North Davis Fire District.

Section 9.5.5: Access Points (Former Section 4.4.4)

Current Language

To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two access points is required for each development site unless the site meets the following parameters:

(1) For Single- and Two-Family Dwellings: Any subdivision and/or development of 20 or fewer dwellings;

(2) For Multiple-Family Dwellings or Mixed-Use Projects: Any subdivision and/or development of 75 or fewer dwelling units;

(3) A subdivision and/or development that is less than 4 acres.

Proposed Language

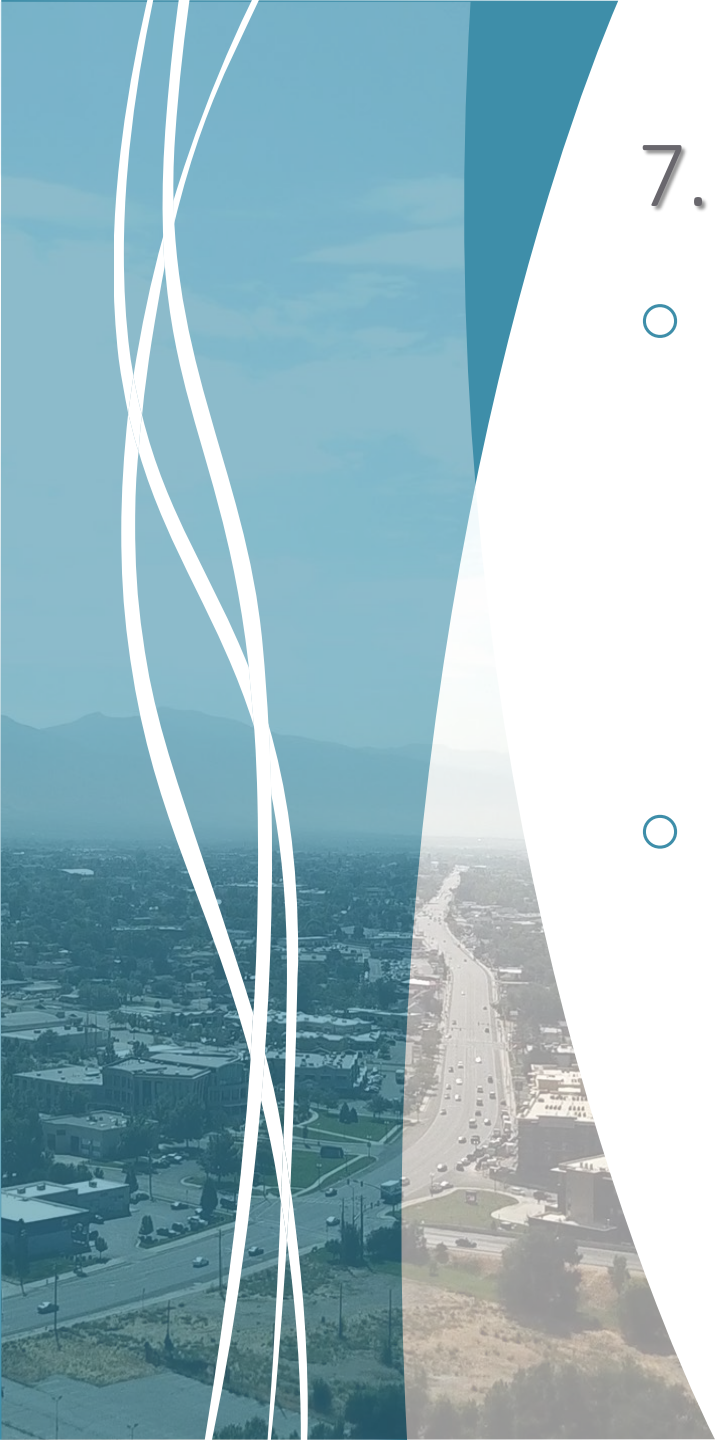
To provide a minimum level of connectivity via vehicular rights-of-way between adjacent developments and to surrounding streets, a minimum of two (2) access points is required for each development site unless the site meets the following parameters:

(1) For Single ~~and~~, Two-Family ~~Dwellings~~, and Townhome Building Types: Any subdivision and/or development of 20 or fewer dwellings;

(2) For Multiple-Family ~~Dwellings~~ or Mixed-Use Building Types ~~Projects~~: Any subdivision and/or development of 75 or fewer dwelling units;

~~(3) A subdivision and/or development that is less than 4 acres.~~

As part of these access standards, any subdivision and/or development shall comply with the minimum access point requirements of the International Fire Code (IFC) and standards of the North Davis Fire District.



7. Fire Access (Pages 29 & 37)

- *Change section to read: "The minimum total width of all travel lanes for vehicular street types shall be 20 feet of drivable surface. Developments shall comply with all current adopted fire code standards. For a complete list of access standards refer to International Fire Code (IFC) Appendix D."*
- *Modify table language for Alley*

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5.1 Purpose

1. Intent

The standards outlined in this section are intended to:

(1) Create complete streets that address all modes of travel, including pedestrian, bicycle, transit, and vehicular traffic.

(2) Address all features of the street right-of-way, including sidewalks, parkways, traffic lanes, bicycle lanes, and medians.

(3) Create streets appropriate for their context in residential, commercial, or mixed-use districts and that are designed to encourage travel at appropriate volumes and speeds.

(5) Create streets and public rights-of-way that result in stormwater runoff quantity reduction and improve the quality of stormwater runoff.

(6) Develop enhanced streetscapes that support a vibrant and successful downtown by undergrounding utilities and installing consistent site amenities.

2. Applicability

The standards in this section apply to all vehicular rights-of-way within the Clearfield Downtown Form-based Code area.

5.2 General Requirements

1. Dedicated Vehicular Rights-of-Way

All proposed streets, landscape or furnishings zones, and sidewalks shall be located in dedicated vehicular Rights-of-Way.

(1) Street Types. All new vehicular rights-of-way shall match one of the street types in Section 5.5, whether publicly dedicated or privately held. The Street Types defined in this section outline the standard street configurations for Downtown Clearfield. New streets shall be designed using the principles and characteristics defined by each street type.

(a) Graphics. The graphics illustrating each street type reflect the standard configuration of that street type. Other configurations may be allowed if the standards are met and agreed upon with Clearfield City.

(2) Public Use. All streets shall be available for public use at all times. Gated streets and streets posted as private are not permitted.

(3) Public Right of Way Dedication. Clearfield City may require additional right-of-way, pavement width, or additional street elements depending on unique site characteristics.

Wherever an existing public right of way fronting a lot, parcel, or development is less than the specified width for a Street Type, the additional width shall be dedicated in order to achieve a continuous streetscape.

2. Street Construction Specifications

All construction in the right-of-way shall follow specifications defined by Clearfield Public Works or as stated by this Form-based Code.

3. Fire Access

Street configurations have been calculated to provide fire truck access. The minimum total width of all travel lanes for vehicular street types shall be 20 feet of drivable surface. If adjacent buildings are taller than 30 feet the minimum total width is 26 feet. If a fire hydrant is present the minimum width is 26 feet, or can be 20 feet with an approved widening to 26 feet for the 20 feet prior and 20 feet after the fire hydrant. Refer to International Fire Code (IFC). REMOVE

Development within the Clearfield Downtown Form-based Code area shall comply with all current adopted fire codes. Refer to International Fire Code (IFC) Appendix D for a complete list of access standards.

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5.7 Alley

1. Intent

The Alley is a very low capacity drive located at the rear of lots or development parcels. From the Alley, access to parking facilities, loading facilities, and service areas, such as refuse and utilities, is possible without a curb cut or driveway interrupting a street type. Refer to the typical plan and section in Figure 5.7 (1).

2. General Requirements

Alleys shall be developed using the standards in Table 5.7 (1). A rolled curb shall be used to provided the necessary travel surface width for fire access.

Table 5.7 (1) Alley Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	20' to 26' (one-way or two way)
Vehicular Realm	
Travel Lanes	1 or 2
Lane Width	Varies (see Travel Surface Width) 8' lanes if two-way; 16' lane if one-way
Center Turn Lanes	None
Parking Lanes	None
Travel Surface Width See Section 5.2.3 for fire access standards. ------>	Minimum 20' (one way traffic only if Fire Access is provided and/or buildings are fire sprinkled.) REMOVE Minimum 26' if buildings are higher than 30 feet or a fire hydrant is present REMOVE
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Travel lanes are shared among drivers, pedestrians, and bicyclists
Street Buffer	None required

8. Street Type Standards (Pages 37-42)

- *Match tables and cross-sections with correct measurements.*
- *Correct errors in cross-sections.*
- *Pages 41 & 42 for the Urban Core Arterial and Gateway Corridor Arterial will be further modified in the future following execution of a corridor agreement with UDOT.*

- *Page 38 reviewed in next section.*

Page 37

5.7 Alley

1. Intent

The Alley is a very low capacity drive located at the rear of lots or development parcels. From the Alley, access to parking facilities, loading facilities, and service areas, such as refuse and utilities, is possible without a curb cut or driveway interrupting a street type. Refer to the typical plan and section in Figure 5.7 (1).

2. General Requirements

Alleys shall be developed using the standards in Table 5.7 (1). A rolled curb shall be used to provided the necessary travel surface width for fire access.

Table 5.7 (1) Alley Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	20' to 26' (one-way or two way)
Vehicular Realm	
Travel Lanes	1 or 2
Lane Width	Varies (see Travel Surface Width) 8' lanes if two-way; 16' lane if one-way
Center Turn Lanes	None
Parking Lanes	None
Travel Surface Width See Section 5.2.3 for fire access standards. ------>	Minimum 20' (one way traffic only if Fire Access is provided and/or buildings are fire sprinkled.) REMOVE Minimum 26' if buildings are higher than 30 feet or a fire hydrant is present REMOVE
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Travel lanes are shared among drivers, pedestrians, and bicyclists
Street Buffer	None required

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5.9 Neighborhood Street

1. Intent

The Neighborhood Street is a low capacity street designed for slow speeds with a standard right-of-way. It primarily serves those residences or businesses directly adjacent to it. Refer to the typical plan and section, Figure 5.9 (1).

2. General Requirements

The Neighborhood Street shall be developed using the standards in Table 5.9 (1).

Table 5.9 (1) Neighborhood Street Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	Multi-Family Residential, Townhouse, Garden Court
Typical Right-of-Way Width	57' to 61' 61' to 65'
Vehicular Realm	
Travel Lanes	2 lanes
Lane Width	8' for TR district on one or both sides up to 10' for TC, UC, UR, or CV NO REFEREN
Allowable Turn Lanes	Not applicable
Parking Lanes	Parallel; 10' striped and shared with bicycles
Pavement Width	37' 36' to 41'
Median	none required
Bicycle Facilities	Shared with Parking Lane
Pedestrian Realm	
Pedestrian Facilities	Minimum 5' wide clear sidewalk on both sides
Street Buffer	Minimum 5' width - street trees require urban root treatment or 7' width

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5.10 Commercial Street

1. Intent

The Commercial Street is designed first for pedestrians, buildings, street life and second for vehicular traffic, see Figure 5.10 (1). The street is intended for slow speeds and high pedestrian traffic. Sidewalks are wide and have the capacity for on street dining, shopping and street life.

2. General Requirements

The Commercial Street shall be developed using the standards in Table 5.10 (1).

Table 5.10 (1) Commercial Street Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All
Typical Right-of-Way Width	71-99'
Vehicular Realm	
Travel Lanes	2
Lane Width	10'
Allowable Turn Lanes	Turning Lane at Intersections
Parking Lanes	Diagonal (17') or Parallel (7') allowed on both sides; gutter extends parking area Center diagonal (18') allowed *TR District allowed Parallel only
Pavement Width	Minimum 49' 44' Maximum 69' 64' if 45° parking both
Median	~~Sides~~ing Lane at Intersections
Bicycle Facilities	Dedicated Bike Lane - 5'
Pedestrian Realm	
Pedestrian Facilities	Minimum 6'
Street Buffer	Minimum 5' width - street trees require urban root treatment or 7' width

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5.11 State/Main Street Highway 126 - Urban Core Arterial

1. Intent

This Street Type is for State/Main, which is State Highway 126, in the Urban Core of Downtown Clearfield between 300 North and 700 South. This is a high capacity regional thoroughfare, that acknowledges the Downtown Clearfield context. Figure 5.11 (1).

2. General Requirements

State/Main Street - Urban Core shall be developed using the standards in Table 5.11 (1).

Table 5.11 (1) Urban Core Arterial Requirements

Permitted Adjacent Districts	UC, UR, CV, TC
Permitted Adjacent Building Types	Civic , Mixed-Use, Multi-Family, Office
Typical Right-of-Way Width	103' 107'
Vehicular Realm	
Travel Lanes	2 lanes in each direction
Lane Width	11'
Turn Lanes	Per UDOT corridor agreement
Parking Lanes	Optional Parallel, as ROW allows
Pavement Width	72' 82'
Median	12' Planted Median with turn lane pockets (includes 1' shy distance on each side of median)
Bicycle Facilities	7.5' Protected Bike Lanes (2' buffer; 5.5' travel lane)
Pedestrian Realm	
Pedestrian Facilities	Minimum 8' wide clear sidewalk
Street Buffer	Minimum 7.5' hardscape

5.12 700 South; State/Main - Gateway Corridor

1. Intent

This Street Type is for State/Main, which is State Highway 126, in the areas leading into the Urban Core of Downtown Clearfield (north of 300 North and South of 700 South), and for 700 South Street, which is State Highway 193. These roads are high capacity regional thoroughfares, see Figure 5.12 (1).

2. General Requirements

700 South shall be developed using the standards in Table 5.12 (1).

Table 5.12 (1) Gateway Corridor Arterial Requirements

Permitted Adjacent Districts	TC, TR, CC
Permitted Adjacent Building Types	Civic, Commercial, Mixed-Use, Office
Typical Right-of-Way Width	108' - 110' 117'-122'
Vehicular Realm	
Travel Lanes	2 lanes in each direction
Lane Width	12' on 700 South (Hwy 193) 11' - 12' on State/Main (Hwy 126)
Turn Lanes	Per UDOT corridor agreement
Parking Lanes	Optional Parallel, as ROW allows
Pavement Width	78' - 82' 84'-89'
Median	14' Planted Median with turn lane pockets (Includes 1' shy distance on each side)
Bicycle Facilities	7.5' Protected Bike Lanes (2' buffer; 5.5' travel lane)
Pedestrian Realm	
Pedestrian Facilities	Minimum 6' wide clear sidewalk
Street Buffer	Minimum 8' planted

9. Access Road Street Type (Page 38 not 37)

- *Intended to be a low-capacity drive for access to shopping centers and residential complexes.*
- *Following recent developments within the FBC area, staff proposes the removal of this street type.*

REMOVE

5.8 Access Road (Private)

1. Intent

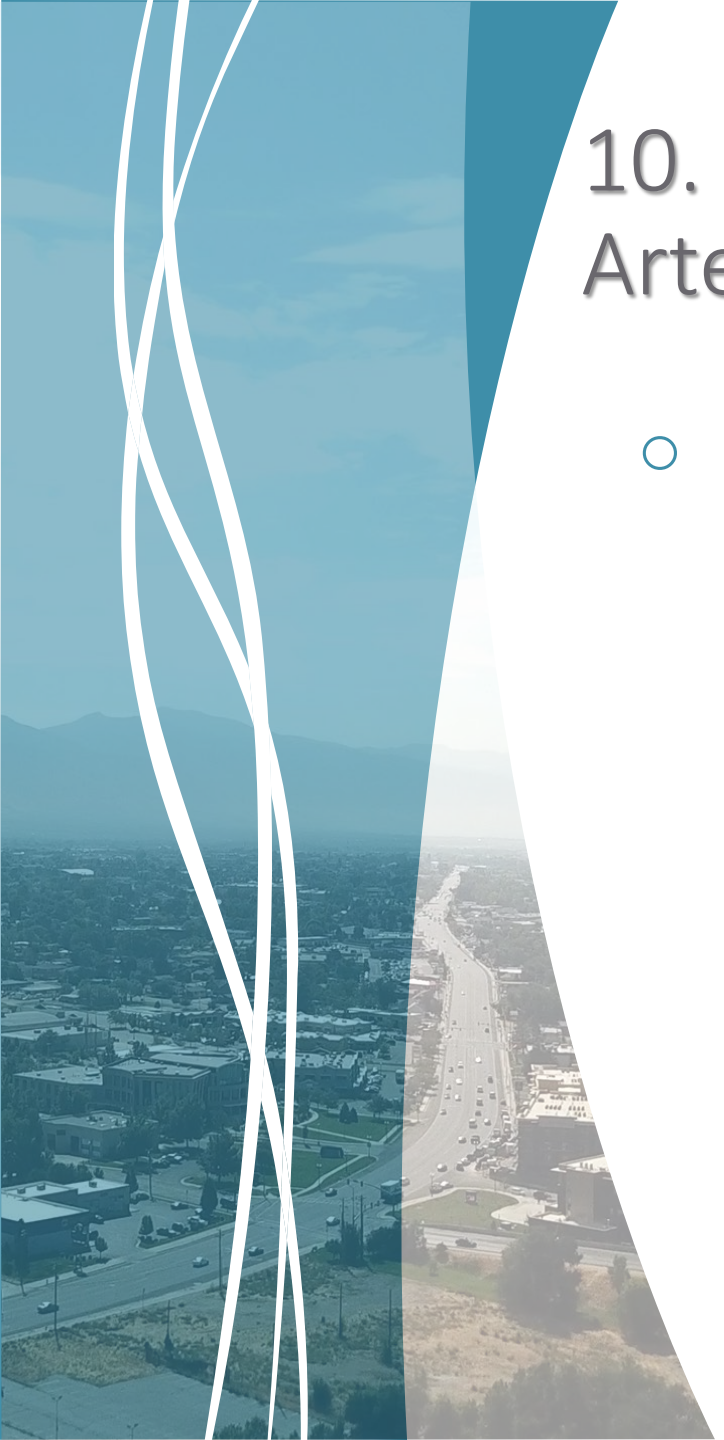
The Access Road is a very low capacity drive for access to shopping centers or residential complexes. Clearfield City Public Works must approve the use of the Access Road street type. Refer to the typical plan and section in Figure 5.8 (1).

2. General Requirements

The Access Road shall be developed using the standards in Table 5.8 (1). A rolled curb is permitted. If development is constructed on one side only the Pedestrian Realm ROW width must be preserved on the undeveloped side, but Pedestrian Facilities need not be constructed until development happens on that side of the street.

Table 5.8 (1) Access Road Requirements

Permitted Districts	All Districts
Permitted Adjacent Building Types	All Building Types
Typical Right-of-Way Width	40' to 47'
Vehicular Realm	
Travel Lanes	2
Lane Width	9.5' to 11'
Center Turn Lanes	None
Parking Lanes	None; Parallel optional on one side
Back of Curb to Back of Curb Width	Minimum 24' (without parking); 32' (with parking on one side) Maximum 27' (without parking); 35' (with parking on one side)
Median	None
Bicycle Facilities	Shared
Pedestrian Realm	
Pedestrian Facilities	Minimum 5' (sidewalk is not required to be installed on both sides if buildings are on one side of road only; ROW width must be preserved for future changes)
Street Buffer	Minimum 4'; Minimum of 5' if Street Trees are planted (required on both sides)



10. Urban Core Arterial & Gateway Corridor Arterial (Pages 41-42)

- *Additional updates will be required following final UDOT approval and execution of a corridor agreement for SR 126 and SR 193.*

11. Impervious Coverage Percentages (Pages 53-60)

- *Proposed changes to provide additional flexibility.*
- *Mixed-Use/Core Commercial Building Type: Increase from 70% to 80% in the U-R Zone;*
- *Multi-Family Residential Building Type: Increase from 65% to 70% for the U-C & U-R Zones;*
- *Office Building Type: Increase from 70% to 80% in the U-R Zone; &*
- *Civic Building Type: Increase from 60% to 70% in the U-R Zone.*

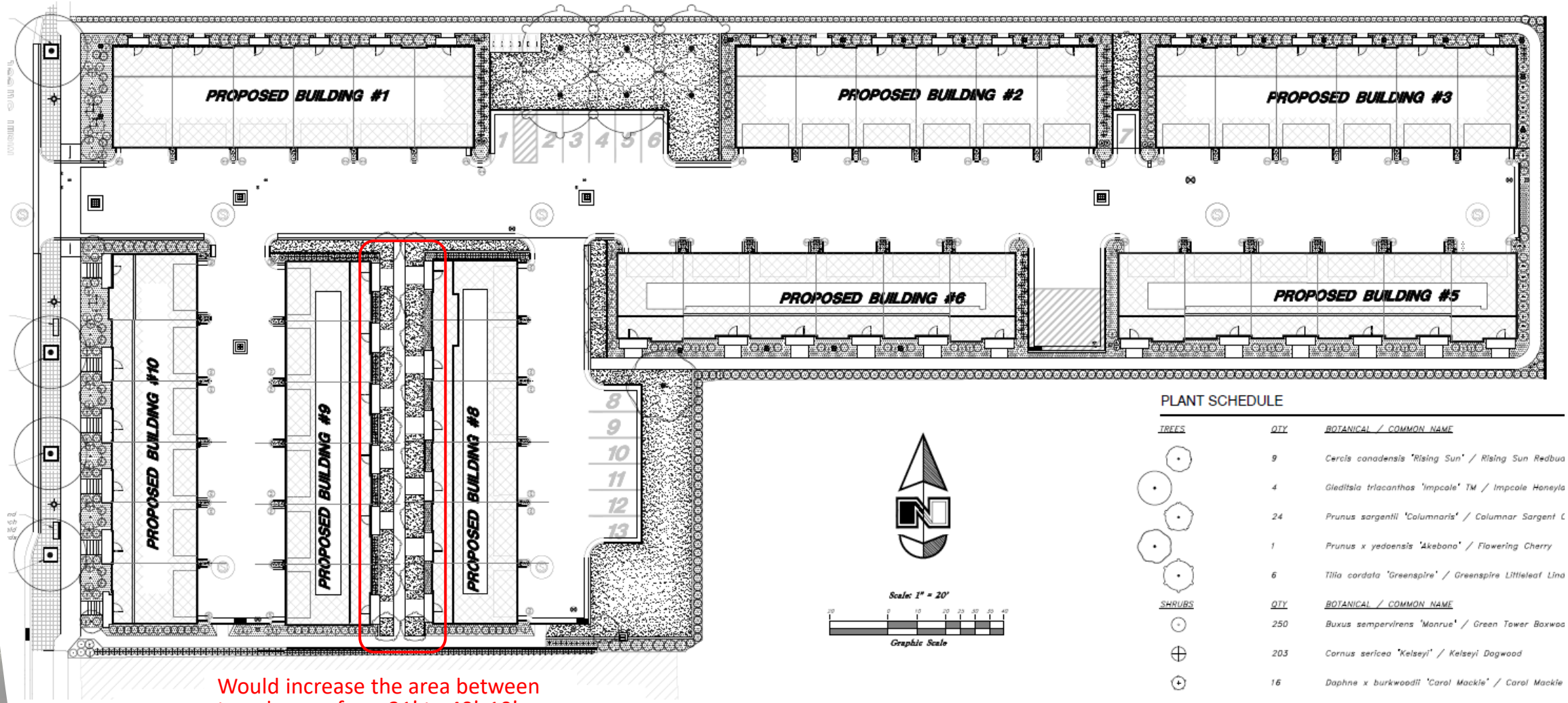
12. Townhome Front Build-to-Zone (not facing a street) (Page 64)

- *Applies to common passageways with townhomes on each side.*
- *Currently could be as close as 10’.*
- *Recommend increase to 15’ in U-R and T-C zones and 20’ for the T-R Zone.*

Table 6.9 (1) Townhouse Building Type

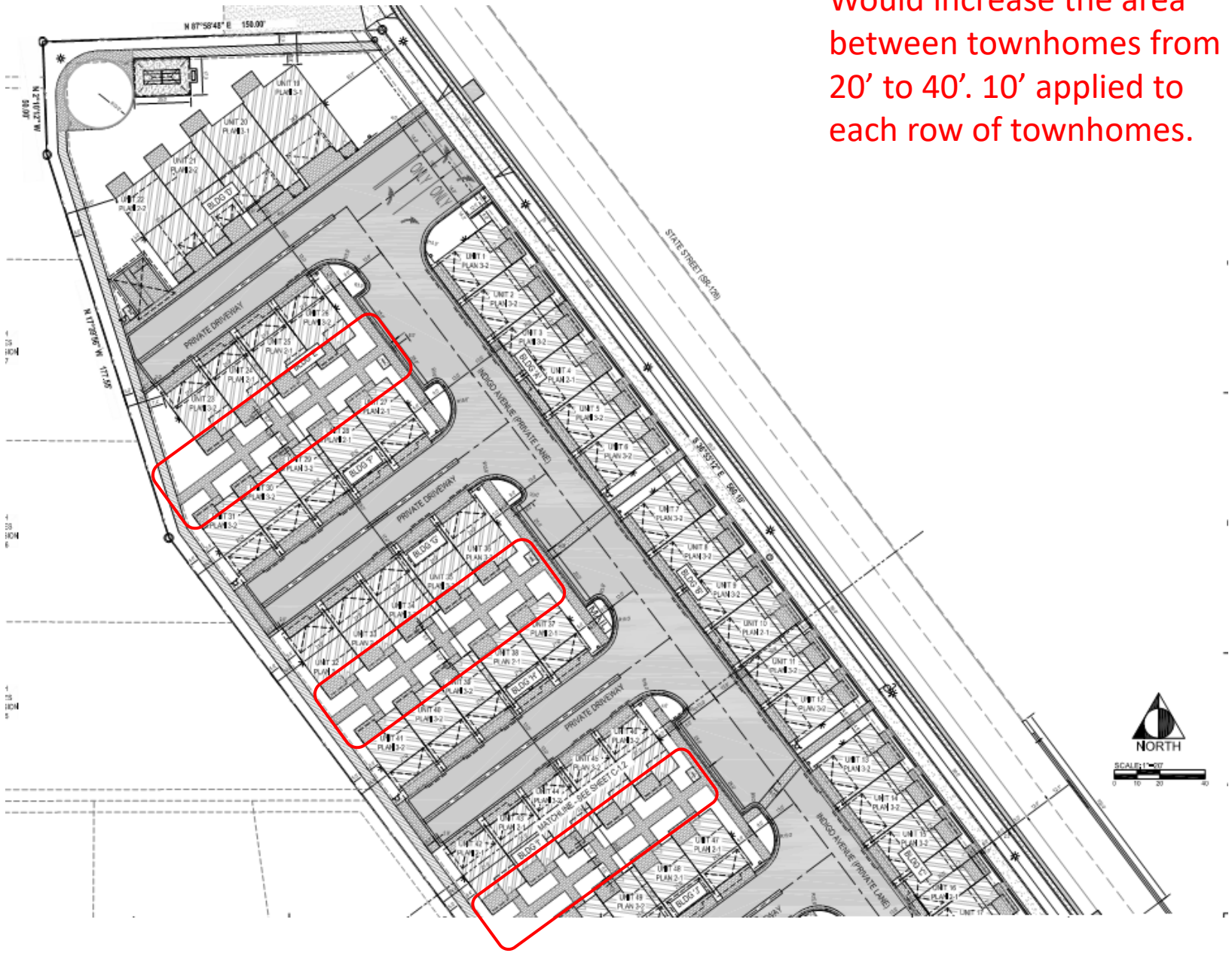
	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Unit Width		20'	20'	20'		
Maximum Building Width (Or # of Units)		120' (Or 6 units)	130' (Or 6 units)	140' (Or 6 units)		
Maximum Impervious Coverage		70%	60%	60%		
Additional Semi-Pervious Coverage		20%	20%	20%		
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location		rear yard/rear facade; front facade as noted in 6.9.2				
Vehicular Access		From alley; if no alley exists, 1 driveway per building per street frontage (garage must be recessed behind entrance)				
Building Location Refer to 6.3.3						
Multiple Principal Buildings		permitted	permitted	permitted		
Front Build-to Zone		5' to 15' (10' 15' min if not facing a street)		5' to 20' (10' 20' min if not facing a street)		
Corner Build-to Zone		0' to 10'	5'-15'	5'-15'		
Occupation of Corner		not required				
Front Property Line Coverage		80%	65%	65%		
Minimum Building Side Yard Setback		5'				
Minimum Rear Yard Setback		5'				
Building Massing Refer to 6.3.4						
Minimum Overall Height		2 stories (1 story allowed for ADA units)				
Maximum Overall Height		3 stories				
Building Stepback		not required				
Ground Story: Minimum Height		9'	9'	9'		
Maximum Height		14'	14'	14'		
Upper Stories: Minimum Height		9'	9'	9'		
Maximum Height		14'	14'	14'		
Permitted Roof Types		parapet, pitched, flat				
Tower		not permitted				
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations		required per floor refer to 6.3.5				
Vertical Facade Divisions		Between Units				
Horizontal Facade Divisions		Per entrance type requirements				
Front Facade Entrance Type		Contemporary, Stoop, Porch	Stoop, Porch			
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency		25%	20%	20%		
Minimum Upper Story Transparency		20%	20%	20%		
Principal Entrance Location		front or corner facade				
Required Number of Street Entrances		1 per unit				
Building Uses Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story		residential, retail, office, service	residential	residential		
Upper Story		residential	residential	residential		
Parking within Building		permitted fully in basement and in rear of the ground floor				
Required Occupied Space		30' deep on all full floors				

Mayfly Rise Townhomes



Would increase the area between townhomes from 21’ to 40’. 10’ applied to each row of townhomes.

Indigo Eight80 Townhomes

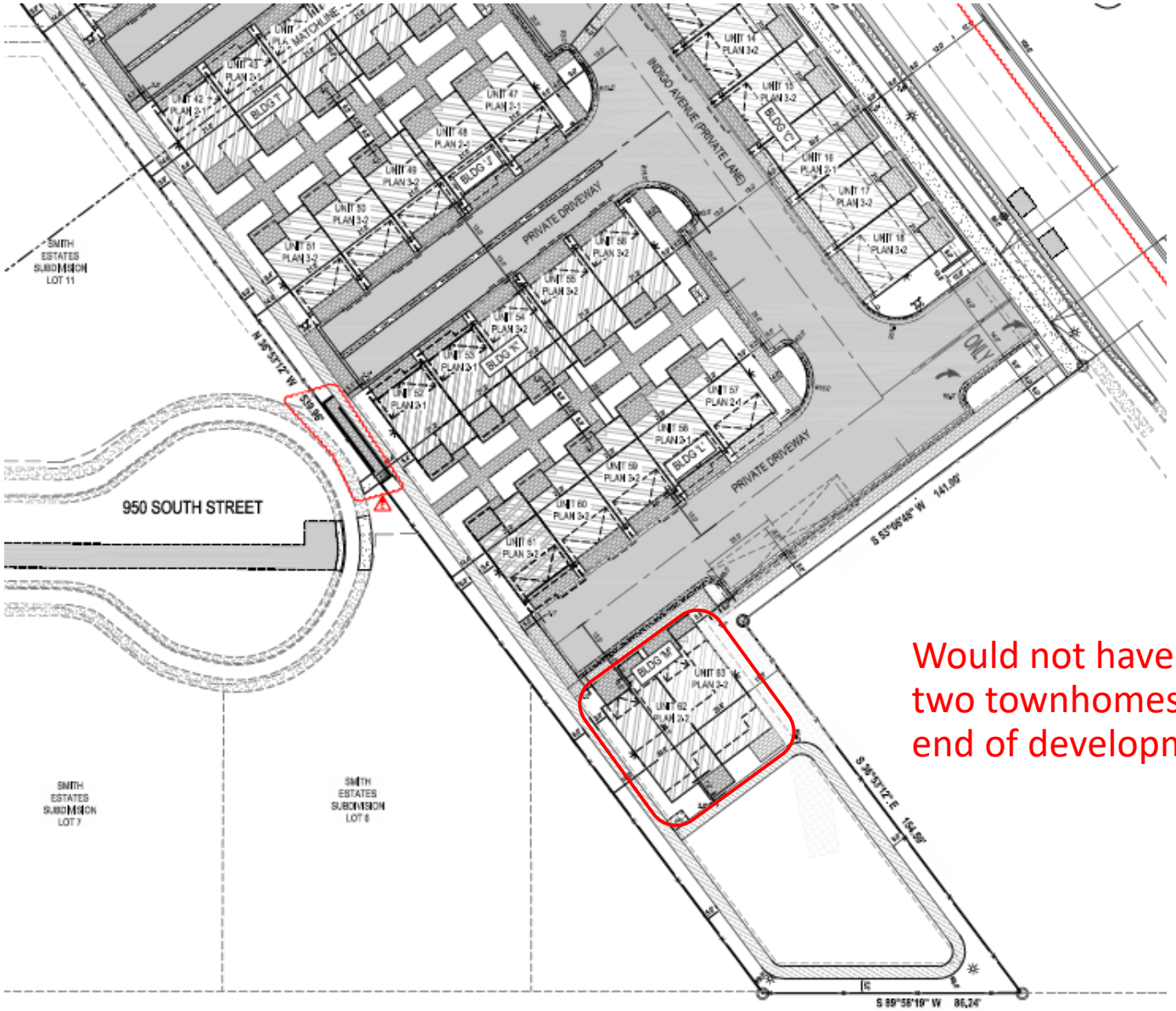


Would increase the area between townhomes from 20’ to 40’. 10’ applied to each row of townhomes.

13. Townhome Unit Count (Pages 63 & 64)

- *Currently there is no minimum attached unit count for Townhome Building Type.*
- *Staff proposes that a minimum unit count of three units be required for the Townhome Building Type.*
- *This is to avoid construction of duplexes or twin-homes.*
- *Language to be added to regulations section on page 63 and for "Minimum Building Width" in table 6.9 (1) on page 64.*

Indigo Eight80 Townhomes



Would not have allowed two townhomes on south end of development.

16. Drive-Through Structures (Page 78)

- *Code currently limits drive-through structures (window and canopy) and the stacking lanes to the rear façade of a building.*
- *Staff recommends that the structure and stacking lanes be allowed on the side and rear façade of buildings. Prohibit from front façade.*
  - *Could keep structure on rear and allow stacking lanes to side. (Taylorsville Example)*

7. Drive-through Structures

Refer to Figure 6.13 (6).

(1) Structure/Canopy. Drive-through structures or canopies shall be located on the rear or side facade of the building or in the rear or side of the lot behind the building, where permitted by use. The structure shall not be visible from any Primary Street.

(2) Stacking Lanes. Stacking lanes shall be located behind or to the side the building and accommodate at least two cars in a lane in addition to the car at the window.

(3) The canopy and structure shall be constructed of the same materials utilized on the building.

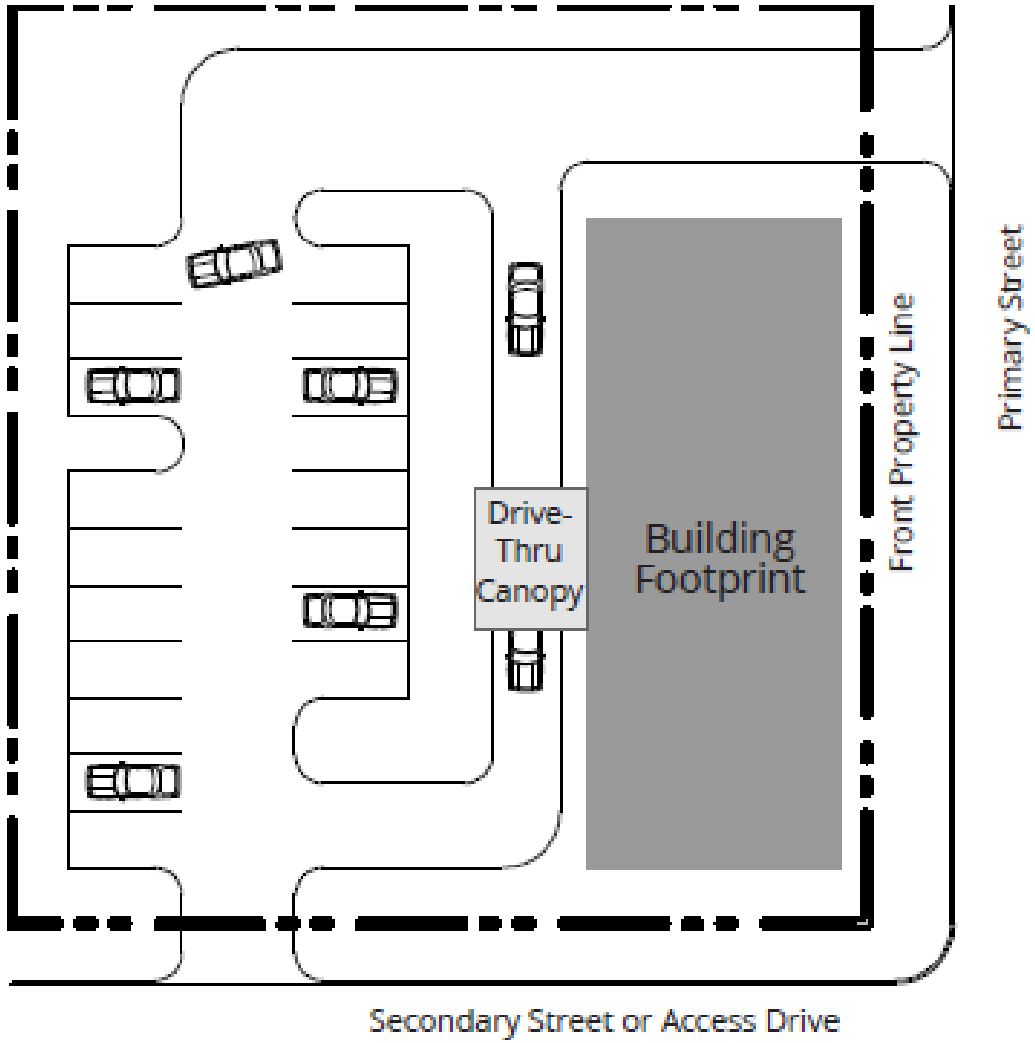


Figure 6.13 (6). Recommended Drive-Through Facility Layout.

Taylorsville Swig

1815 West 4700 South

15. Covered Parking (Page 107; Table 9.2 (1)

- *No current standard for covered parking.*
- *Staff recommends that 50% of total parking must be covered with a minimum of one (1) covered space per unit.*

3. Parking Credits

Vehicular parking standards in Table 9.2 (1) may be reduced by achieving one or all of the following credits.

(1) Transit Credit. Vehicular parking requirements may be reduced with proximity to any rail station or transit line with up to 15-minute headways. Proximity is measured using network distance along dedicated public pedestrian pathways from any point along the property line to the platform or transit stop.

(a) Within 660 feet. A reduction of 10% of the required off-street parking.

(b) Within 1320 feet. A reduction of 5% of the required off-street parking.

(2) Structured Parking Credit. Vehicular parking requirements may be reduced with the provision of structured parking.

(a) If 75% or more of parking is located within the building envelope or in a parking structure with two (2) or more floors, a reduction of up to 25% is allowed.

(b) Parking structures must be located within 660 feet of the building.

(3) Other Parking Reductions. Additional reductions (e.g. Car-Share parking credits) may be approved by the Zoning Administrator with the submittal of a parking study illustrating the reduction, including the shared parking standards provided in Table 9.2(2).

As Table 9.2 (1) this should be on the left of the page an not after section 3. Need to switch the location of the section three and the table. <---->

Table 9.2 (1) Required Parking By Use

Residential [1, 2]	
Multifamily, Studio & 1 Bedrooms	1.15 / Dwelling Unit [1 3]
Multifamily, 2 Bedrooms	1.725 / Dwelling Unit [1 3]
Multifamily, 3+ Bedrooms	2.3 / Dwelling Unit [1 3]
Lodging	1 / Room & 1 / 200 sq. ft. Office and Dining Area
Senior Housing, Multifamily	25% Reduction [3]
Group Home	1 per 6 persons of Design Capacity [2]
Civic/Institutional	
Assembly (Auditoriums; Churches/Places of Worship)	1 / 5 Seats
Transit Station	Per Zoning Administrator
Library / Museum / Post Office (no distribution)	1 / 600 sq. ft.
Police & Fire	Per Zoning Administrator
Post Office	1 / 400 sq. ft.
School: Pre K to Jr. High	1 / Classroom & 1 / 200 sq. ft. Office
School: High School, Higher Education, Specialized & Vocational/Tech Schools	1 / Classroom, 1 / 200 sq. ft. Office, & .25 / Student
Retail	
Neighborhood Retail (< 12,000 sq. ft.)	1 / 500 sq. ft.
General Retail (>= 12,000 sq. ft.)	1 / 350 sq. ft.
Service	
Neighborhood Service (< 12,000 sq. ft.)	1/ 500 sq. ft.
General Service (>= 12,000 sq. ft.)	1/ 350 sq. ft.
Neighborhood Eating & Drinking Establishments (< 12,000 sq. ft.)	7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
General Eating & Drinking Establishments (>= 12,000 sq. ft.)	15 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
Residential Care	.33 / Unit & .66 / Employee
Vehicle Services	1 / Service Bay & 1 / 350 sq. ft. of retail
Office & Industrial	
General Office	1 / 350 sq. ft.
Hospital	.20 / Bed & .66 / Employee
Crafts Industry	1 / 1,000 sq. ft. of Production Space & 1 / 500 sq. ft. of Retail Space
Open Space & Recreation	
Open Space & Recreation	Per Zoning Administrator
Footnotes	
[1] Visitor parking for Multi Family Residential is included at the level of 15% of the required parking.	
[2] Design Capacity is the maximum occupancy of a building or structure based on the Fire and/or Building code, whichever is larger.	
[3] 50% of all parking spaces shall be covered parking with a minimum of 1 covered ~~parking space per residential unit.~~	

Table 9.2 (1) Required Parking By Use

Residential [1, 2]	
Multifamily, Studio & 1 Bedrooms	1.15 / Dwelling Unit [1 3]
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Lodging	1 / Room & 1 / 200 sq. ft. Office and Dining Area
Senior Housing, Multifamily	25% Reduction [3]
Group Home	1 per 6 persons of Design Capacity [2]

Footnotes

[1] Visitor parking for Multi Family Residential is included at the level of 15% of the required parking.

[2] Design Capacity is the maximum occupancy of a building or structure based on the Fire and/or Building code, whichever is larger.

[3] 50% of all parking spaces shall be covered parking with a minimum of 1 covered ~~parking space per residential unit.~~

16. Design Review (Pages 130-131)

- *Currently no design review step prior to submission and review by the Planning Commission.*
- *Staff recommends adding this "first round" of development design review for comments and resubmittal prior to review by the Planning Commission.*

(j) Landscape & Site Amenity Plan. Landscape & Site Amenity Plan illustrating compliance with the requirements of 7.0 Landscape & Site Amenity Standards. All ground plane vegetation shall be illustrated. All site amenity areas shall be defined with paving, structures, and site furnishing as applicable. For sites with less than ten percent landscape area, the Landscape & Site Amenity Plan may be combined with the Site Plan.

(k) Open Space Plan, if Civic Open Space is included. Open Space Plan shall define all paving, structures, site furnishings, and landscape areas that meet the requirements of 8.0 Civic Open Spaces.

(l) Parking Plan. Parking layout plan with table of spaces keyed to plan, illustrating compliance with 9.0 Parking. Driveways, shared parking arrangements, cooperative parking, and any other parking reductions shall be included and noted for compliance with 9.0 Parking.

(m) Signage Plan, if Signage is included. Signage Plan illustrating compliance with the requirements of 10.0 Sign Types.

4. Application Process Timeline

Upon submittal of a complete application, the application will be reviewed using the following process and timeline.

(1) Staff Review. Staff shall review and make recommendations on the application within 60 days of the submission of the complete application.

(2) The Planning Commission shall render a decision within 120 days of the first noticed public meeting.

(a) The 120 days may be extended with the applicant's written consent.

(b) The Planning Commission may approve, approve with conditions, or deny the application until it can meet City Standards, providing the reasons for such action and any conditions for approval in writing.

(c) If a dispute arises, the applicant may appeal the Planning Commission's decision to the Appeal Authority.

(3) Construction shall begin within 12 months of the final land use approval.

(a) Applicant can request an extension if done so in writing to the Zoning Administrator at least 30 days prior to the end of the 12-month period, for an extension up to an additional 12 months.

(b) Failure to begin construction within the 12-month period without an extension shall require a new application, including all forms, fees, and plan sets.

5. Procedure for Site Plan Adjustments

The Zoning Administrator may permit Minor Adjustments to an approved site plan, if the revisions are within the scope and intent of the original approval. The process to review plan adjustments is as follows.

(1) Applicant shall submit a revised plan and letter of explanation detailing the change to the Zoning Administrator.

(2) The Zoning Administrator shall review the request and notify the applicant of the decision.

(3) If the Zoning Administrator deems the change to be a Major Adjustment to the plan, applicant must resubmit for Site Plan Review for approval of the new plan, including a new application (forms, fees, and plan sets) for review by the Planning Commission.

(4) If the Zoning Administrator deems the changes to be Minor Adjustments and approves them as within the scope and intent of the original approval, the Applicant shall revise the plan providing copies to the Zoning Administrator for filing prior to applying for building or construction permits.

(5) Minor Adjustments are limited to the following, while still meeting the requirements of this code. All other adjustments are considered Major.

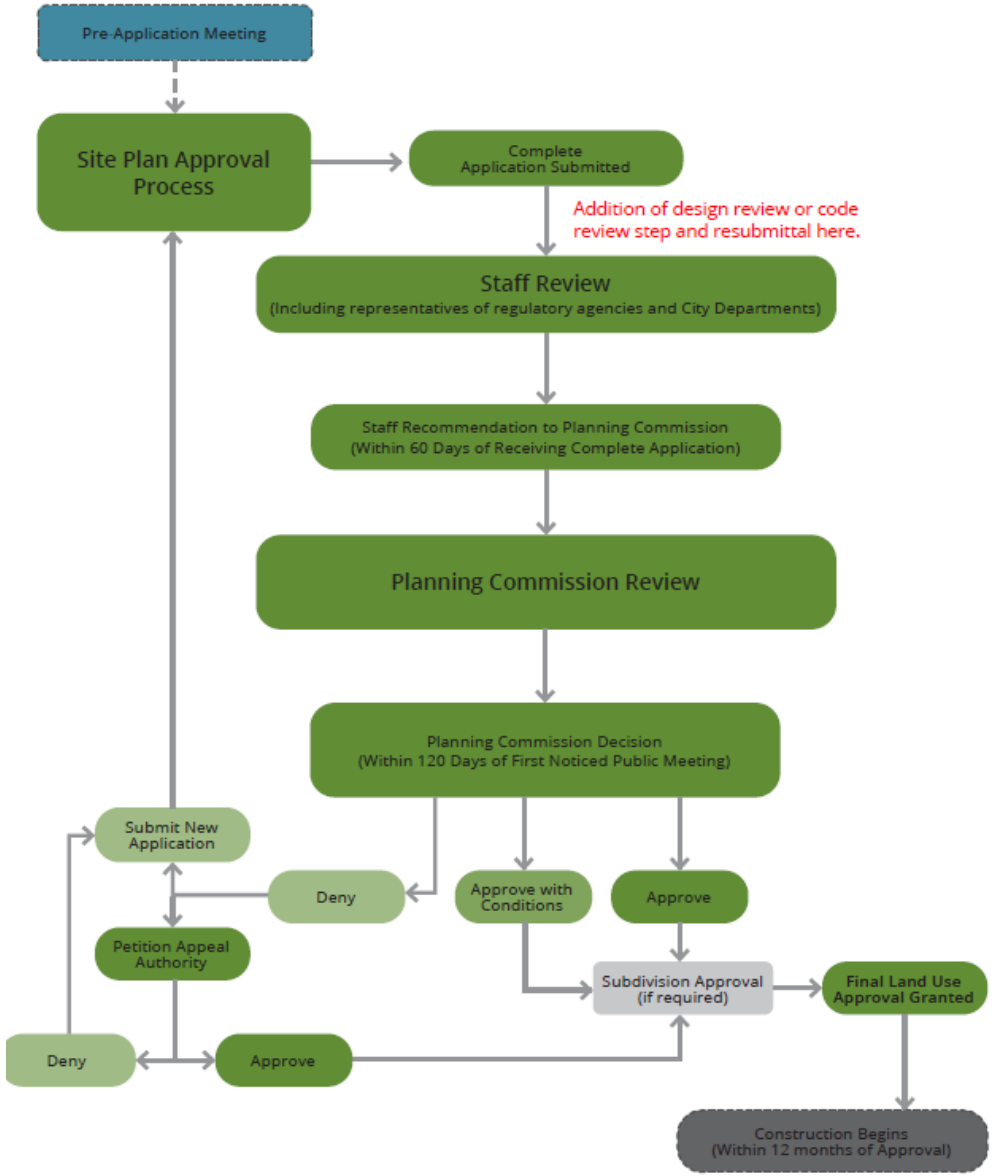
(a) Changes in dimensions or quantities less than ten percent of previous amounts.

(b) Landscape Requirements within one foot of required dimensions. (Refer to 7.0 Landscape & Site Amenity Standards)

(c) Parking and Loading Facilities within one foot of required dimensions. (Refer to 8.0 Civic Open Spaces)

(d) Sign Type Requirements within one foot of required dimensions. (Refer to 9.0 Parking)

(e) Building Type Requirements within one foot of required dimensions. (Refer to 6.0 Building Types)



17. Urban Core Arterial Streetscape Paver (Appendix A.1)

- *Replacement of Harvest Blend Holland Paver with Toscana Holland Paver. Manufacturer change in name Belgard.*
- *Addition of manufacturer construction detail by Belgard for consistent installation and inspection along corridor. Add to FBC appendix.*

Appendix A: Streetscape Specifications

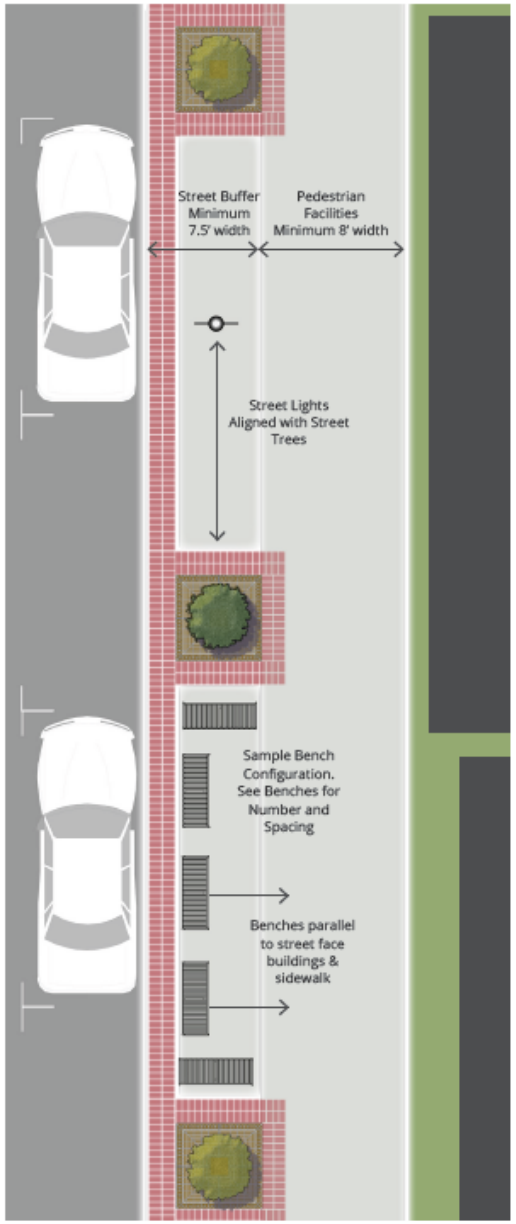
A.1: Urban Core Arterial Streetscape

1. Intent

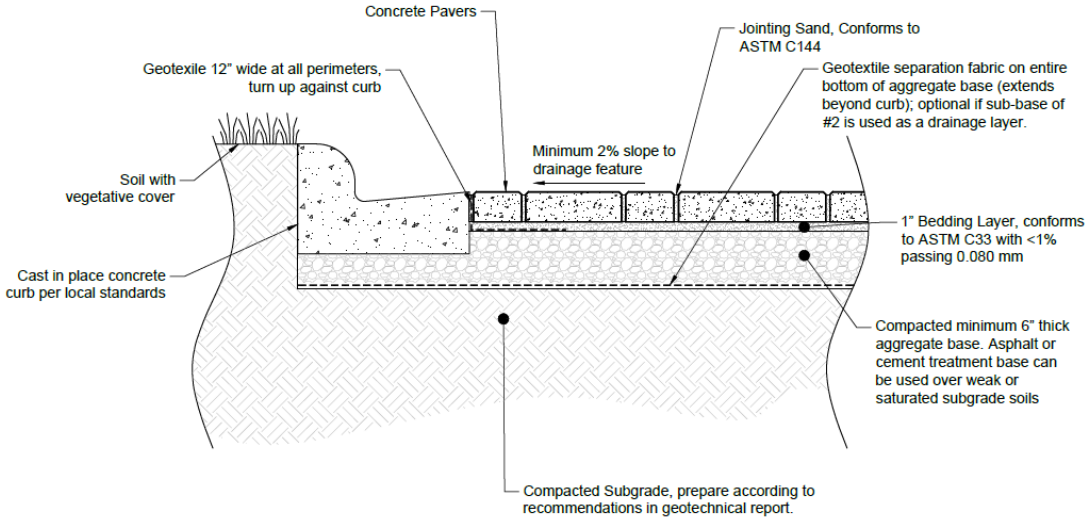
To provide an enhanced, identifiable streetscape for the core area of Downtown Clearfield.

2. Design Detail Specifications

For details on the streetscape design elements, refer to the individual specification pages in this Appendix.



Urban Core Arterial Streetscape Specifications	
Application	
Permitted Districts	UC, UR, CV
Permitted Street Types	Urban Core Arterial
Design Details	
Street Lighting	Double Acorn - minimum 60' spacing; maximum 90' spacing Location: Aligned on center of Street Trees
Tree Grates	Chinook 6' x 6'; optional 6' x 6' expanders on each side
Street Trees	Spacing: Minimum 40'; Maximum 60'
Benches	4 or 6 foot bench if perpendicular to street 6 or 8 foot bench if parallel; orient to face buildings and sidewalk
Pavers	Concrete pavers, Harvest Blend Holland Pavers 4 inches by 8 inches; approximately 1/2 inch joint
Design Requirements	
Pedestrian Facilities	Minimum 8' width Concrete surface - 6.5 to 8 feet Pavers - 1.5 feet adjacent to tree grates
Street Buffer	Minimum 7.5' width Concrete surface - 6 feet Pavers - 1.5 feet adjacent to curb and around tree grates



Design Notes:

1. Cross section as shown is suitable for vehicular applications. Paver dimensions subject to aspect and plan ratio requirements. Contact Oldcastle Architectural for product selection guidance based on the intended traffic loading.
2. Depth of aggregate base subject to site specific conditions (traffic loading, soil conditions, groundwater levels, climatic conditions). Contact Oldcastle Architectural for design assistance.
3. Drain pipes may be required within the aggregate base depending on the permeability of the subgrade soils. Verify drainage needs with the geotecnical engineer. Ensure drain pipes are able to daylight via gravity flow to surface, or connect to catch basin.
4. Ensure the geotextile above the drain hole has good drainage characteristics and is not prone to clogging.
5. Drain pipes may be required within the aggregate base depending on the permeability of the subgrade soils. Verify drainage needs with the geotechnical engineer. Ensure drain pipes are able to daylight via gravity flow to surface, or connect to catch basin.

BELGARD belgard.com 877-235-4273 details@belgard.com	This drawing is for illustrative purposes only and should not be used for construction without the signature of a registered professional engineer.	Belgard Standard Paving Detail Boulevard Sand Set on Aggregate Base	Scale: 1" = 1'-0" Date: 11/24/2015	Drawn by: JB Drawing number: MDBV02

Planning Commission Recommendation

On October 6th, 2021, the Planning Commission forwarded a recommendation of **APPROVAL** for **ZTA 2021-080040** to the City Council, for the proposed zoning text amendments to development standards of the Downtown Clearfield Form Based Code.

STAFF REPORT

TO:	Mayor Shepherd and City Council Members
FROM:	Spencer W. Brimley, Community Development Director
MEETING DATE:	Tuesday, October 26, 2021
SUBJECT:	Public Hearing, Discussion and Possible Action on **ZTA 2021-080041**, a zoning text amendment request by Clearfield City to amend Title 11 of the Clearfield City Code to allow for Internal Accessory Dwelling Units (IADU) to be added as a permissible use in certain areas of the City. **Staff**: Spencer W. Brimley **(Legislative Action).**

RECOMMENDED ACTION

Approve Ordinance 2021-14 a zoning text amendment request by Clearfield City to amend Title 11 of the Clearfield City Code to allow for Internal Accessory Dwelling Units (IADU) to be added as a permissible use in certain areas of the City and authorize the Mayor's signature to any necessary documents.

PLANNING COMMISSION RECOMMENDATION

On September 15, 2021, the Planning Commission forwarded a recommendation of approval for **ZTA 2021-080041,** by a 6-1 vote, a zoning text amendment request by Clearfield City to amend Title 11 of the Clearfield City Code to allow for Internal Accessory Dwelling Units (IADU) to be added as a permissible use in certain areas of the City. This recommendation was based upon an additional discussion by the Planning Commission regarding two competing thoughts. The following are the two points of discussion from the meeting:

1. The 6 members of the commission proposed allowing more accessibility to the option could have negative or detrimental impacts to the City's infrastructure system and this should be limited to not overwhelm or cause unnecessary damage to the system. Staff has not performed an analysis of the existing system and is unsure that capacity will be impacted, or damage caused by allowing for IADUs within the city, on a more widespread basis.

2. The one dissenting vote from the majority proposed that reducing the allowable SF for the lot where a IADU should be allowed should be reduced to allow for more residents to benefit from the new regulations. Staff was able to identify lots that are less than 6,000 SF and even some lots that are less than 5,000 SF.

Given the discussion during the Planning Commission staff has reached out to the City GIS manager to see if there is a way to quantify the number of lots that would fall into the lot size between 4,000 and 5,000 SF and 5,000 to 6,000 SF.

DESCRIPTION / BACKGROUND

In July 2019 the Planning Commission and City Council reviewed a draft ADU ordinance prepared by staff to allow for the regulation of accessory dwelling units within the City. This review and discussion included references to municipal codes in Murray, North Salt Lake, Syracuse, North Ogden, Provo, and Durango Colorado. This the beginning of the discussions on this topic staff has responded to a few requests from residents to allow ADUs within the City and continues to field calls and requests for this type of housing to be permitted.

Council Work and Policy Session discussion:

Staff held a work and policy session with the Clearfield City Council on September 28, 2021, to discuss the proposed ordinance and to answer questions. During the discussion Council expressed concerns about parking for IADUs and the definition of family, as included in the draft ordinance. During the policy session the Council moved to table the adoption of the ordinance and asked staff to do some additional research on the items listed above. Staff and legal discussed the issues and have proposed new language that we believe addresses the Council's concerns, as well as complies with HB82. The draft ordinance includes notes for the sections that staff made changes to, but a clean version has also been included in the packet, if Council agrees with the language proposed.

DRAFT IADU Ordinance elements

The draft IADU ordinance contains the specifics and details associated with the regulations of this type of use. The following are the key points or aspects of the IADU ordinance.

- Compliance with underlying zoning district
    - Allowed only in all single-family zones on lots 6,000 SF or greater
- Property owner occupancy requirement (Main Dwelling or IADU)
- IADU or main dwelling cannot be sold separately
- Only one IADU per lot
- No separate utility meters or address
- ADU entrance on side or rear façade only
- Parking cannot exceed one additional parking spot for the IADU.
    - Required to be on permanent impermeable surface to match main driveway.
- Compliance with Building Code Standards as outlined in HB82
- Processing of requests
    - Administrative process, separate from standard land use review process
    - Application to be required (staff creating draft)
- Types of IADUs
    - Attached: Basement, Ground Level, Second Story
- Limitations on length of use: short term rentals prohibited

State mandated requirements:
During the 2021 legislative session the State Legislature enacted new requirements mandating all municipal agencies adopt regulations to allow IADUs within their municipal boundaries. There is some thought that there will be additional requirements from the legislature to allow for external ADUs in the future but at this time the regulations passed were specific to IADUs. HB82 is the recent regulation passed by the State Legislature which mandates internal accessory dwelling units (IADUs) as a permitted use, enacts enforcement mechanisms, modifies the building code to exempt IADUs, establishes a loan program for IADUs, and prohibits a homeowner association from banning IADUs.

Consideration for ADUs
With State Code requirements for communities to address housing affordability, IADUs have been identified as a priority, but there is a thought that both types may be required in coming sessions/years to address housing issues throughout the state. Additionally, staff has been made aware of situations where homes have been used as two-family dwellings without proper approval to do so. The creation and adoption of this new code would bring more compliance to these scenarios and resolve many unsafe buildings that we may not be aware of as a city.

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 state requirement and regulations for housing affordability and the growing need for communities to assist in this effort the proposed ordinance changes are necessary to provide support for this Title. The proposal also supports the City's priority of providing affordable housing options within the City.

FINDINGS AND CONCLUSION

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

1. Clearfield City should be continually evaluating the current housing shortage and working to implement appropriate codes and regulations to help address local needs and those of the region.

2. The proposed changes encourage high quality design, and efficient use of existing single-family properties.

CORRESPONDING POLICY PRIORITY (IES)

The proposed ordinance addresses 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 allows for the City to continuously improve by addressing current needs 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 development.

SCHEDULE / TIME CONSTRAINTS

Recently approved legislation requires adoption of regulations for the implementation of IADUs with in municipalities by October 1, 2021.

LIST OF ATTACHMENTS

1. DRAFT IADU ordinance - redline

2. DRAFT IADU ordinance – clean

3. Ordinance 2021-14

11-21: INTERNAL ACCESSORY DWELLING UNITS

A. Purpose and Intent: The Internal Accessory Dwelling Unit (IADU) ordinance is established to provide areas for the encouragement and promotion of an environment for family life by providing for the establishment of an accessory unit in conjunction with single-family detached dwellings on individual lots. This ordinance is hereby established to promote the use of accessory units; to provide flexibility for the changes in household size associated with life cycle; to offer financial security for home buyers; and to offer security against problems associated with frailty in old age. These provisions are also intended to provide for affordable housing with reasonable limitations to minimize the impact on neighboring properties and neighborhoods, and to promote the health, safety, and welfare of the property owners and residents of accessory dwelling units.

B. Definition of Accessory Dwelling Unit: A subordinate dwelling, which has its own kitchen, living/sleeping area, and full bathroom, including, sink, toilet shower/bath which is within or attached to a single-family residential building.

C. Owner Occupied: For the purpose of this section, the term "owner occupied" shall be defined as fulltime residency within the home by the bona fide property owner(s) as shown on the Davis County tax assessment rolls. No accessory dwelling units shall be created, established, or occupied in a single-family dwelling unless the owner of the property lives on the property within either the principal dwelling or accessory dwelling unit.

~~D. Dwelling Unit Occupancy: The occupants of an accessory dwelling unit shall be limited by one of the following family categories: [CCS1]~~

~~a. One person living alone; or~~

~~b. Two (2) related or unrelated adults and their children.~~

~~c. Any of the above categories plus a temporary guest. A "temporary guest" is defined as a person who stays with a family for a period of less than thirty (30) days within any rolling one-year period and does not utilize the dwelling as a legal address for any purpose.~~

~~E.~~D. Zones: An accessory dwelling which meets ordinance requirements may be allowed in a single-family dwelling unit within all single-family zones on lots greater than 6,000 square feet. No accessory dwelling unit may be allowed in any multi-family dwelling or zone.

~~F.~~E. Number Of Accessory Dwelling Units: A maximum of one accessory dwelling unit shall be allowed in each owner-occupied single-family dwelling.

~~G.~~F. Address: The principal dwelling unit and the accessory dwelling unit shall have the same address number but shall refer to the accessory dwelling unit as unit B. Addresses must be located in a visible location on the street frontage side of the home.

~~H.~~G. Separate Living Areas: An accessory dwelling unit must provide living areas for eating, sleeping and full bathroom, including, sink, toilet shower/bath, separate from the principal dwelling unit.

~~I.~~H. Fire, Building, and Health Codes: An IADU shall comply with all building construction and fire codes in effect at the time the IADU is constructed, created or subsequently remodeled, including the obtaining of required building and other permits.

~~J.~~I. Utility Meters: A single-family dwelling with an accessory dwelling shall have one (1) meter for each water, gas, and electricity utility service, and each meter shall be in the property owner's name.

~~K.~~J. Not Intended For Sale: Accessory dwelling units shall not be sold separately nor subdivided from the primary dwelling unit or lot.

~~L.~~K. Accessory Dwelling Unit Registration / Business License: Any person owning an existing accessory dwelling unit that has not previously been permitted by the city, or any person constructing or causing the construction of a residence that has an accessory dwelling unit, or any person remodeling or causing the remodeling of a residence for an accessory dwelling unit, shall register the accessory dwelling unit with the Community Development Department. If the accessory dwelling unit is a rental unit a business license is also required. This shall be in addition to a building permit for the work to be performed. In order to meet the requirements of the registration, the applicant shall:

a. Submit a fee as identified in the Consolidated Fee Schedule with a completed registration form/application including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meter.

b. Include detailed floor plans with labels on rooms indicating uses or proposed uses.

c. Pay building permit fees, if applicable, for the remodeling of an existing dwelling, in accordance with the established fees and charges.

d. Make all corrections identified as necessary to comply with building code requirements, as identified by the chief building official or his designee and provide photos of the life safety items required by building code, including carbon monoxide detectors, smoke detectors, and earthquake strapping on water heaters.

e. Failure To Complete and Obtain a Land Use Permit: If the property owner does not obtain a land use permit as outlined this chapter, the IADU shall not be considered legal or approved. Failure to obtain a land use permit for an existing dwelling unit within two (2) years of this section may result in a citation for a code violation as governed by Title 1-16. “Code Enforcement”, of this Code.

f. Failure to complete registration of IADU: If the property owner does not complete the registration as outlined above, the accessory dwelling unit shall not be considered legal or approved. Failure to complete the registration of an existing accessory dwelling unit may result in a fine, which may result in a lien on the property. After the fine is assessed, the building official or his designee shall determine an appropriate deadline for compliance. An additional fine may be assessed for each deadline that is not met.

~~M.~~L. Home Occupation Businesses: Home occupation businesses which may be approved in an accessory dwelling unit shall be restricted to a home office use which creates no customer traffic. No home occupation business shall be established within an accessory dwelling unit without the express written permission of the property owner, and approval from the City Business license official.

~~N.~~M. Development Standards:

~~a. Size: The total area of the IADU shall be fifty percent (50%) or less of the total square footage of the primary residence and be located within the footprint of the home. [CCS2]~~

~~b.~~a. Appearance: The architectural design, color pallet, and materials for an IADU shall be similar to the primary dwelling unit.

~~c.~~b. Location: IADUs shall meet the same setbacks as required for the primary residence in the zone.

i. IADUs and the primary dwelling must be on the same parcel and may not be subdivided.

ii. Accessory dwelling units may be allowed as long as the zoning requirements for properties in a single-family neighborhood are met. The IADU shall not be within the building front, rear, or side yard setbacks for the zoning district in which the dwelling lot is located. In addition, the following standards apply:

iii. Attached accessory dwelling units are allowed:

1. Over an attached garage, provided the accessory unit does not otherwise disrupt required covered parking.

2. Inside the primary residential dwelling through an internal conversion of the housing unit as an addition or in the basement.

3. By an addition to the house, containing an internal connection between dwelling units provided that the addition will not alter the single-family character of the building.

~~d.~~c. Building Entrances: An accessory dwelling unit shall have a separate entrance located on any side or rear of the single-family home or at the front of the home if it is below grade and maintains the characteristics of a single-family home. The purpose of this requirement is to preserve the single-family residential appearance of the building.

d. Parking: Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title. In addition to the parking required for the principal unit at the time of construction, one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off street in City Code compliant parking areas. On-street parking may be utilized in compliance with the current parking limitations outlined in the ~~Bountiful~~Clearfield Traffic Code regarding on-street parking.

N. Penalty: In addition to applicable remedies for correction of non-compliance found in this Code and in the Utah Code, Clearfield City may hold a lien of up to $100 per day against a property that contains an Internal Accessory Dwelling Unit if the Internal Accessory Dwelling Unit is in violation of any of the provisions of Utah Code 10-9a-530 or of any provisions of this chapter.

a. The lien shall be removed after the violations are resolved.[CCS3]

11-21: INTERNAL ACCESSORY DWELLING UNITS

A. Purpose and Intent: The Internal Accessory Dwelling Unit (IADU) ordinance is established to provide areas for the encouragement and promotion of an environment for family life by providing for the establishment of an accessory unit in conjunction with single-family detached dwellings on individual lots. This ordinance is hereby established to promote the use of accessory units; to provide flexibility for the changes in household size associated with life cycle; to offer financial security for home buyers; and to offer security against problems associated with frailty in old age. These provisions are also intended to provide for affordable housing with reasonable limitations to minimize the impact on neighboring properties and neighborhoods, and to promote the health, safety, and welfare of the property owners and residents of accessory dwelling units.

B. Definition of Accessory Dwelling Unit: A subordinate dwelling, which has its own kitchen, living/sleeping area, and full bathroom, including, sink, toilet shower/bath which is within or attached to a single-family residential building.

C. Owner Occupied: For the purpose of this section, the term "owner occupied" shall be defined as fulltime residency within the home by the bona fide property owner(s) as shown on the Davis County tax assessment rolls. No accessory dwelling units shall be created, established, or occupied in a single-family dwelling unless the owner of the property lives on the property within either the principal dwelling or accessory dwelling unit.

D. Zones: An accessory dwelling which meets ordinance requirements may be allowed in a single-family dwelling unit within all single-family zones on lots greater than 6,000 square feet. No accessory dwelling unit may be allowed in any multi-family dwelling or zone.

E. Number Of Accessory Dwelling Units: A maximum of one accessory dwelling unit shall be allowed in each owner-occupied single-family dwelling.

F. Address: The principal dwelling unit and the accessory dwelling unit shall have the same address number but shall refer to the accessory dwelling unit as unit B. Addresses must be located in a visible location on the street frontage side of the home.

G. Separate Living Areas: An accessory dwelling unit must provide living areas for eating, sleeping and full bathroom, including, sink, toilet shower/bath, separate from the principal dwelling unit.

H. Fire, Building, and Health Codes: An IADU shall comply with all building construction and fire codes in effect at the time the IADU is constructed, created or subsequently remodeled, including the obtaining of required building and other permits.

I. Utility Meters: A single-family dwelling with an accessory dwelling shall have one (1) meter for each water, gas, and electricity utility service, and each meter shall be in the property owner’s name.

J. Not Intended For Sale: Accessory dwelling units shall not be sold separately nor subdivided from the primary dwelling unit or lot.

K. Accessory Dwelling Unit Registration / Business License: Any person owning an existing accessory dwelling unit that has not previously been permitted by the city, or any person constructing or causing the construction of a residence that has an accessory dwelling unit, or any person remodeling or causing the remodeling of a residence for an accessory dwelling unit, shall register the accessory dwelling unit with the Community Development Department. If the accessory dwelling unit is a rental unit a business license is also required. This shall be in addition to a building permit for the work to be performed. In order to meet the requirements of the registration, the applicant shall:

a. Submit a fee as identified in the Consolidated Fee Schedule with a completed registration form/application including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meter.

b. Include detailed floor plans with labels on rooms indicating uses or proposed uses.

c. Pay building permit fees, if applicable, for the remodeling of an existing dwelling, in accordance with the established fees and charges.

d. Make all corrections identified as necessary to comply with building code requirements, as identified by the chief building official or his designee and provide photos of the life safety items required by building code, including carbon monoxide detectors, smoke detectors, and earthquake strapping on water heaters.

e. Failure To Complete and Obtain a Land Use Permit: If the property owner does not obtain a land use permit as outlined this chapter, the IADU shall not be considered legal or approved. Failure to obtain a land use permit for an existing dwelling unit within two (2) years of this section may result in a citation for a code violation as governed by Title 1-16. "Code Enforcement", of this Code.

f. Failure to complete registration of IADU: If the property owner does not complete the registration as outlined above, the accessory dwelling unit shall not be considered legal or approved. Failure to complete the registration of an existing accessory dwelling unit may result in a fine, which may result in a lien on the property. After the fine is assessed, the building official or his designee shall determine an appropriate deadline for compliance. An additional fine may be assessed for each deadline that is not met.

L. Home Occupation Businesses: Home occupation businesses which may be approved in an accessory dwelling unit shall be restricted to a home office use which creates no customer traffic. No home occupation business shall be established within an accessory dwelling unit without the express written permission of the property owner, and approval from the City Business license official.

M. Development Standards:

a. Appearance: The architectural design, color pallet, and materials for an IADU shall be similar to the primary dwelling unit.

b. Location: IADUs shall meet the same setbacks as required for the primary residence in the zone.

i. IADUs and the primary dwelling must be on the same parcel and may not be subdivided.

ii. Accessory dwelling units may be allowed as long as the zoning requirements for properties in a single-family neighborhood are met. The IADU shall not be within the building front, rear, or side yard setbacks for the zoning district in which the dwelling lot is located. In addition, the following standards apply:

iii. Attached accessory dwelling units are allowed:

1. Over an attached garage, provided the accessory unit does not otherwise disrupt required covered parking.

2. Inside the primary residential dwelling through an internal conversion of the housing unit as an addition or in the basement.

3. By an addition to the house, containing an internal connection between dwelling units provided that the addition will not alter the single-family character of the building.

c. Building Entrances: An accessory dwelling unit shall have a separate entrance located on any side or rear of the single-family home or at the front of the home if it is below grade and maintains the characteristics of a single-family home. The purpose of this requirement is to preserve the single-family residential appearance of the building.

d. Parking: Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title. In addition to the parking required for the principal unit at the time of construction, one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off street in City Code compliant parking areas. On-street parking may be utilized in compliance with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking.

N. Penalty: In addition to applicable remedies for correction of non-compliance found in this Code and in the Utah Code, Clearfield City may hold a lien of up to $100 per day against a property that contains an Internal Accessory Dwelling Unit if the Internal Accessory Dwelling Unit is in violation of any of the provisions of Utah Code 10-9a-530 or of any provisions of this chapter.

a. The lien shall be removed after the violations are resolved.

CLEARFIELD CITY ORDINANCE 2021-14

AN ORDINANCE ENACTING CHAPTER 21 – INTERNAL ACCESSORY DWELLING UNITS IN TITLE 11 – LAND USE OF THE CLEARFIELD CITY CODE

PREAMBLE: This Ordinance enacts Chapter 21 – Internal Accessory Dwelling Units in Title 11 – Land Use in the Clearfield City Code.

BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:

Section 1. Enactment:

Title 11, Chapter 21 is hereby enacted to read as follows:

Chapter 21

INTERNAL ACCESSORY DWELLING UNITS

11-21-1: PURPOSE AND INTENT:

The Internal Accessory Dwelling Unit (IADU) ordinance is established to provide areas for the encouragement and promotion of an environment for family life by providingfor the establishment of an accessory unit in conjunction with single-family detached dwellings on individual lots. This ordinance is hereby established to promote the use of accessory units; to provide flexibility for the changes in household size associated with life cycle; to offer financial security for home buyers; and to offer security against problems associated with frailty in old age.These provisions are also intended to provide for affordable housing with reasonable limitations to minimize the impact on neighboring properties and neighborhoods, and to promote the health, safety, and welfare of the property owners and residents of accessory dwelling units.

11-21-2: DEFINITION OF ACCESSORY DWELLING UNIT:

A subordinate dwelling, which has its own kitchen, living/sleeping area, and full bathroom, including, sink, toilet shower/bath which is within or attached to a single-family residential building.

11-21-3: OWNER OCCUPIED:

For the purpose of this section, the term "owner occupied" shall be defined as fulltime residency within the home by the bona fide property owner(s) as shown on the Davis County tax assessment rolls. No accessory dwelling units shall be created, established, or occupiedin a single-family dwelling unless the owner of the property lives on the property within either the principal dwelling or accessory dwelling unit.

11-21-4: ZONES:

An accessory dwelling which meets ordinance requirements may be allowed in a single-family

dwelling unit within all single-family zones on lots greater than 6,000 square feet. No accessory dwelling unit may be allowed in any multi-family dwelling or zone.

11-21-5: NUMBER OF ACCESSORY DWELLING UNITS:

A maximum of one accessory dwelling unit shall be allowed in each owner-occupied single-family dwelling.

11-21-6: ADDRESS:

The principal dwelling unit and the accessory dwelling unit shall have the same address number but shall refer to the accessory dwelling unit as unit B. Addresses must be located in a visible location on the street frontage side of the home.

11-21-7: SEPARATE LIVING AREAS:

An accessory dwelling unit must provide living areas for eating, sleeping and full bathroom, including, sink, toilet shower/bath, separate from the principal dwelling unit.

11-21-8: FIRE, BUILDING, AND HEALTH CODES:

An IADU shall comply with all building construction and fire codes in effect at the time the IADU is constructed, created or subsequently remodeled, including the obtaining of required building and other permits.

11-21-9: UTILITY METERS:

A single-family dwelling with an accessory dwelling shall have one (1) meter for each water, gas, and electricity utility service, and each meter shall be in the property owner's name.

11-21-10: NOT INTENDED FOR SALE:

Accessory dwelling units shall not be sold separately nor subdivided from the primary dwelling unit or lot.

11-21-11: ACCESSORY DWELLING UNIT REGISTRATION / BUSINESS LICENSE:

Any person owning an existing accessory dwelling unit that has not previously been permitted by the city, or any person constructing or causing the construction of a residence that has an accessory dwelling unit, or any person remodeling or causing the remodeling of a residence for an accessory dwelling unit, shall register the accessory dwelling unit with the Community Development Department. If the accessory dwelling unit is a rental unit a business license is also required. This shall be in addition to a building permit for the work to be performed. In order to meet the requirements of the registration, the applicant shall:

A. Submit a fee as identified in the Consolidated Fee Schedule with a completed registration form/application including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meter.
B. Include detailed floor plans with labels on rooms indicating uses or proposed uses.
C. Pay building permit fees, if applicable, for the remodeling of an existing dwelling, in accordance with the established fees and charges.

D. Make all corrections identified as necessary to comply with building code requirements, as identified by the chief building official or his designee and provide photos of the life safety items required by building code, including carbon monoxide detectors, smoke detectors, and earthquake strapping on water heaters.
E. Failure To Complete and Obtain a Land Use Permit: If the property owner does not obtain a land use permit as outlined this chapter, the IADU shall not be considered legalor approved. Failure to obtain a land use permit for an existing dwelling unit within two (2) years of this section may result in a citation for a code violation as governed by Title 1-16. "Code Enforcement," of this Code.
F. Failure to complete registration of IADU: If the property owner does not complete the registration as outlined above, the accessory dwelling unit shall not be considered legal or approved. Failure to complete the registration of an existing accessory dwelling unit may result in a fine, which may result in a lien on the property. After the fine is assessed, the building official or his designee shall determine an appropriate deadline for compliance. An additional fine may be assessed for each deadline that is not met.

11-21-12: HOME OCCUPATION BUSINESSES:

Home occupation businesses which may be approved in an accessory dwelling unit shall be restricted to a home office use which creates no customer traffic. No home occupation business shall be established within an accessory dwelling unit without the express written permission of the property owner, and approval from the City Business license official.

11-21-13: DEVELOPMENT STANDARDS:

A. Appearance: The architectural design, color pallet, and materials for an IADU shall be similar to the primary dwelling unit.
B. Location: IADUs shall meet the same setbacks as required for the primary residence in the zone.
    1. IADUs and the primary dwelling must be on the same parcel and may not be subdivided.
    2. Accessory dwelling units may be allowed as long as the zoning requirements for properties in a single-family neighborhood are met. The IADU shall not be withinthe building front, rear, or side yard setbacks for the zoning district in which the dwelling lot is located. In addition, the following standards apply:
    3. Attached accessory dwelling units are allowed:
        a. Over an attached garage, provided the accessory unit does not otherwise disrupt required covered parking.
        b. Inside the primary residential dwelling through an internal conversion of the housing unit as an addition or in the basement.
        c. By an addition to the house, containing an internal connection between dwelling units provided that the addition will not alter the single-family character of the building.
C. Building Entrances: An accessory dwelling unit shall have a separate entrance located on any side or rear of the single-family home or at the front of the home if it is below grade and maintains the characteristics of a single-family home. The purpose of this requirementis to preserve the single-family residential appearance of the building.
D. Parking: Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title. In addition to the parking required for the principal unit at the time of construction one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off street in City Code compliant parking

areas. On-street parking may be utilized in compliant with the current parking limitations outlined in the Clearfield Traffic Code regarding on-street parking.

11-21-13: PENALTY:

In addition to applicable remedies for correction of non-compliance found in this Code and in Utah Code Annotated. The City may hold a lien of up to $100 per day against a property that contains on Internal Accessory Dwelling Unit if the Internal Accessory Dwelling Unit is in violation of the provisions of Utah Code Annotated § 10-9a-530 or any provisions of this chapter.

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

Section 3. Effective Date: These amendments shall become effective immediately upon passage and posting.

Passed and adopted by the Clearfield City Council this 26th day of October, 2021.

CLEARFIELD CITY CORPORATION

_____
Mark R. Shepherd, Mayor

ATTEST:

_____
Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: Tuesday, October 26, 2021

SUBJECT: Discussion and Possible Action on **FSP 2021-070033**, a final subdivision plat request by Randy Smith with Fieldstone Homes for a 57-lot single-family subdivision at the subject location. **Location:** Approximately 1100 South 1000 West (TIN: 12-051-0062). **Project Area:** 12.238 Acres. **Zone:** R-1-6 (Residential). **(Administrative Action).**

RECOMMENDATION

Staff recommends that the City Council **approve as conditioned, FSP 2021-070033** a final subdivision plat request by Randy Smith with Fieldstone Homes for a 57-lot single-family subdivision for the property located at approximately 1100 South 1000 West (TIN: 12-051-0062). This recommendation is based upon the discussion and findings in the Staff Report.

PLANNING COMMISSION RECOMMENDATION

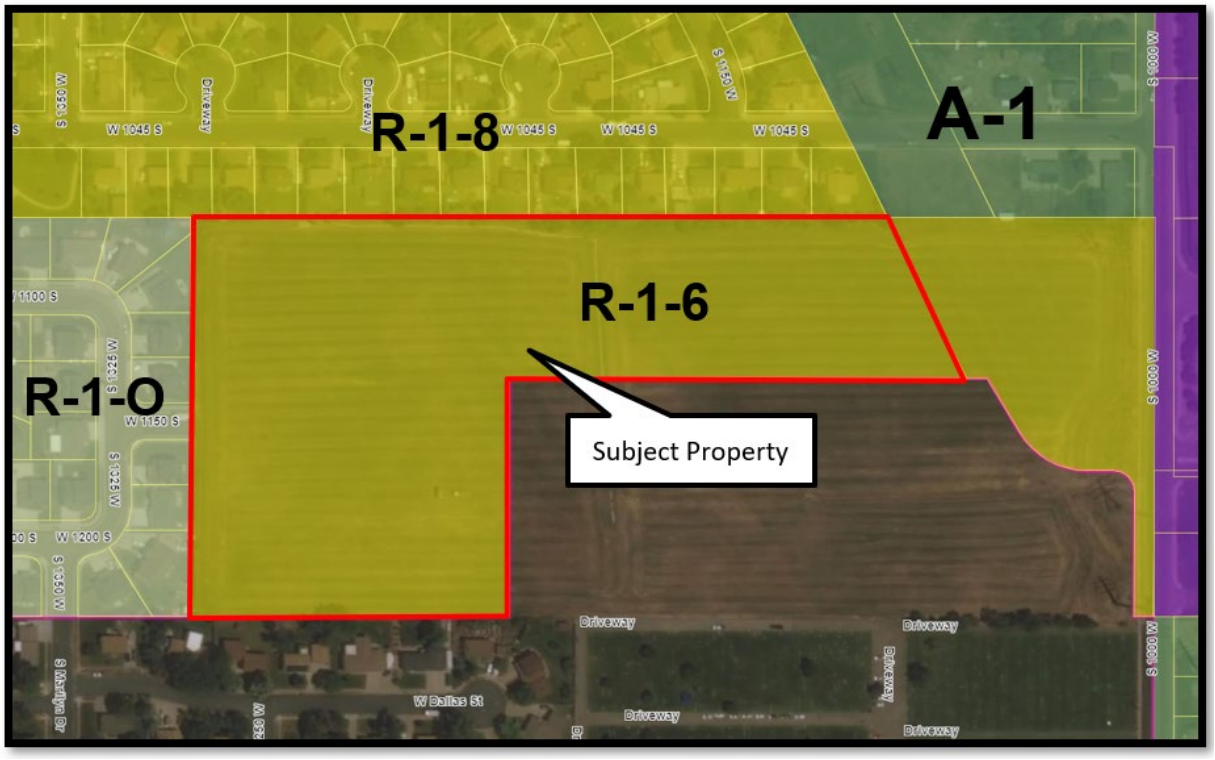
On October 6, 2021, the Planning Commission forwarded a recommendation of **approval** to the City Council with conditions outlined at the end of the Staff Report.

PROJECT SUMMARY

Project Information	
Project Name	Heritage East Subdivision
Site Location	Approximately 1100 South 1000 West
Tax ID Numbers	12-051-0062
Applicant	Randy Smith, Fieldstone Homes
Owner	Syracuse City
Proposed Actions	Final Subdivision Plat Approval
Zoning	R-1-6
General Plan Land Use Classification	Residential
Gross Site	12.238 Acres

Surrounding Properties and Uses:		Current Zoning District	General Plan Land Use Classification
North	Residential Single-Family	R-1-8 (Residential)	Residential
East	Rocky Mountain Power Transmission Lines	R-1-6 (Residential)	Residential
South	Residential Single-Family & Syracuse Cemetery	R-3 (Syracuse City)	Low Density Residential (Syracuse City)
West	Residential Single-Family	R-1-Open	Residential

Aerial Image & Zoning



DESCRIPTION / BACKGROUND

Fieldstone Homes is requesting final subdivision plat approval for a 57-lot single-family subdivision at the subject property. The proposed subdivision will have two phases with phase one being mostly on the north and phase two on the south. There will be a residential street that will connect to 1000 West on the east and the existing stub street at 1150 South on the west, which will allow access into the existing subdivision to the west. The proposed subdivision

includes a storm water detention basin at the southwest corner of the subdivision (Lot 203). The lots range in size from 6,006 square feet (Lot 205) to 14,008 square feet (Lot 105) with an average lot size of approximately 6,768 square feet. As a comparison, the Tanner Heritage Estates Subdivision to the west (R-1-Open Zone), has a total of 59-lots with an average lot size of 7,966 square feet. A review of the lot dimensions and setbacks will be provided in the next section of this report.

FINAL SUBDIVISION PLAT REVIEW

The proposed final subdivision plat submission includes the plat for phase one and phase two of the subdivision, a grading and drainage plan, a utility plan, an erosion control plan, and a street plan and profile for the proposed residential streets. The plat and improvement drawings were shared for review by City Planning, Engineering, North Davis Fire District, and Public Works Staff. The Clearfield City Engineering department has reviewed the proposed final subdivision plat and improvement drawings and provided comments in a review letter dated September 29th, 2021. The applicant has also submitted a geotechnical report, as required by ordinance. An estimate of the cost of improvements shall be provided and submitted to the city engineer for review and approval prior to plat recording.

Lot Area, Frontage, and Setback Regulations

The R-1-6 Zone requires that each lot have a minimum area of 6,000 square feet and 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 lot area, frontage, and setback regulations 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')

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 final subdivision plat application includes the plan and profile drawings for the roads and conforms with the Clearfield City Public Works standards referenced above.

The proposed residential street connects to 1000 West on the east of the subdivision through the Utah Power and Light Company parcel. This street needs to be dedicated as a public city street for unobstructed future access to and from this neighborhood. The developer will need to work with City Staff to identify the best means for dedication of this public right-of-way. This could be done by including that parcel as part of the subdivision and dedicating the land as public right-of-way, by showing an easement on the plat, or by another means that is accepted by Clearfield City Public Works staff.

Open Space/Storm Water Detention Basin

During the work session discussion with the City Council, the future maintenance of the open space lot for the storm water basin was discussed. Based upon this discussion it was mutually agreed upon that it would be best to include the storm water detention basin within the lot area for Lot 142. The maintenance of the land would be the responsibility of the future lot owner with needed access for maintenance of the storm water infrastructure provided by easement to Clearfield City. To ensure that this is included as part of the final subdivision approval, Staff recommends the addition of condition six, to require the provision of the detention basin as part of Lot 142 with necessary easements for maintenance of city infrastructure.

CITY DEPARTMENT / OUTSIDE AGENCY REVIEW

The proposed plat and plans were shared for review by City Planning, Engineering, Public Works Staff, and the North Davis Fire District on September 15th, 2021. As of the date of this report, Engineering Staff has provided a review later dated September 29th, 2021. The review letter is included as an attachment to this report. All comments will need to be addressed and resolved prior to recording the final plat.

PUBLIC COMMENT

A public notice sign was posted on September 30, 2021, along the 1000 West frontage on the Utah Power and Light property. To date, staff has not received comments or questions regarding the subdivision.

FINAL SUBDIVISION PLAT FSP 2021-040030 - 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.

2) The final subdivision plat shall include any necessary right-of-way dedication and easements required for the project.

3) The proposed residential street connection to 1000 West shall be dedicated by deed, shown with an easement, or shown on the plat in a manner that is acceptable to Clearfield City Public Works.

4) The applicant is responsible for the replacement or repair of deteriorated, damaged, or missing surface improvements surround the perimeter of the subdivision. This includes, but is not limited to curb and gutter, sidewalk, landscaping park strip improvements, driveways, etc.

5) An Escrow agreement will be subject to approval by the City Engineer and City Attorney and an escrow account shall be established prior to obtaining any permits being issued for the properties or plat being recorded. Installation of required improvements or an escrow account shall be established prior to recordation of the Final Plat as outlined in 12-4-6.

6) The open space/storm water detention basin shall be incorporated into Lot 142 of the subdivision with necessary easements and access provided to Clearfield City maintenance of the city storm water infrastructure.

ATTACHMENTS

1. Subdivision Cover Sheet
2. Phase 1 Plat
3. Phase 2 Plat
4. General Notes
5. Site Plan
6. Grading Plan
7. Utility Plan
8. Erosion Control Plan
9. 1100 South Street Plan and Profile
10. 1225 West Street Plan and Profile
11. 1200 South Street Plan and Profile
12. 1275 West Street Plan and Profile
13. 1150 South Street Plan and Profile
14. Details
15. Engineering Review Letter dated September 29, 2021

811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2

1045 SOUTH AND 1000 WEST
CLEARFIELD, UTAH

FOR REVIEW
NOT FOR CONSTRUCTION

DATE PRINTED
September 10, 2021

INDEX OF DRAWINGS

1 OF 2	PHASE 1 SUBDIVISION PLAT
2 OF 2	PHASE 1 SUBDIVISION PLAT
1 OF 1	PHASE 2 SUBDIVISION PLAT
C-001	GENERAL NOTES
C-100	SITE PLAN
C-200	OVERALL GRADING/DRAINAGE PLAN
C-201	GRADING/DRAINAGE PLAN
C-202	GRADING/DRAINAGE PLAN
C-300	UTILITY PLAN
C-400	EROSION CONTROL PLAN
PP-1	1100 SOUTH STREET PLAN AND PROFILE
PP-2	1100 SOUTH STREET PLAN AND PROFILE
PP-3	1100 SOUTH STREET PLAN AND PROFILE
PP-4	1225 WEST STREET PLAN AND PROFILE
PP-5	1200 SOUTH STREET PLAN AND PROFILE
PP-6	1275 WEST STREET PLAN AND PROFILE
PP-7	1150 SOUTH STREET PLAN AND PROFILE
C-500	DETAILS

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 THE CONTRACTORS AND SUBCONTRACTORS COMPLIANCE WITH SAID REGULATIONS AND ORDERS.

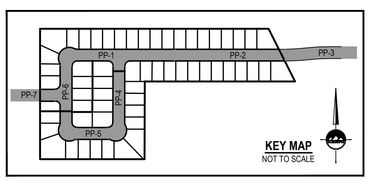
CONTRACTOR FURTHER AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB-SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR 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.

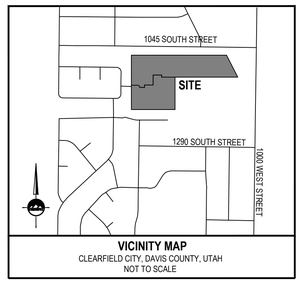
NOTICE TO DEVELOPER/ CONTRACTOR

UNAPPROVED DRAWINGS REPRESENT WORK IN PROGRESS, ARE SUBJECT TO CHANGE, AND DO NOT CONSTITUTE A FINISHED ENGINEERING PRODUCT. ANY WORK UNDERTAKEN BY DEVELOPER OR CONTRACTOR BEFORE PLANS ARE APPROVED IS UNDERTAKEN AT THE SOLE RISK OF THE DEVELOPER, INCLUDING BUT NOT LIMITED TO BIDS, ESTIMATION, FINANCING, BONDING, SITE CLEARING, GRADING, INFRASTRUCTURE CONSTRUCTION, ETC.

UTILITY DISCLAIMER

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND / OR ELEVATIONS 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 ON 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 UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.





GENERAL NOTES

1. ALL WORK SHALL CONFORM TO CLEARFIELD CITY STANDARDS & SPECIFICATIONS.
2. CALL BLUE STAKES AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.

ENSIGN
THE STANDARD IN ENGINEERING

LAYTON
919 N. 400 W.
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

FOR:
FIELDSTONE
12896 PONY EXPRESS RD #400
DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
REGISTERED
No. 8529241-2202
9-10-2021
STATE OF UTAH
T. WILLIAMS

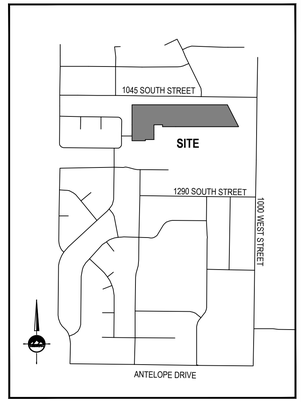
NO.	DATE	REVISION	BY
1		FOR REVIEW	
2			
3			
4			
5			
6			
7			
8			

COVER

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

HERITAGE EAST PHASE 1

LOCATED IN THE NORTHEAST QUARTER OF SECTION 10 TOWNSHIP 4 NORTH RANGE 2 WEST SALT LAKE BASE & MERIDIAN CLEARFIELD CITY, DAVIS COUNTY, UTAH OCTOBER 2021



VICINITY MAP
CLEARFIELD CITY, DAVIS COUNTY, UTAH
NOT TO SCALE

GENERAL NOTES:

1. PROPERTY IS ZONED R-1-6.
   A. FRONT YARD SETBACK IS 20'
   B. REAR YARD SETBACK IS 20'
   C. SIDE YARD SETBACK IS 6'
   D. CORNER LOT SIDE YARD SETBACK IS 20' ARTERIAL STREET.

2. ALL PUBLIC UTILITY AND DRAINAGE EASEMENTS (PU&DE) ARE 10' FRONT, AND 10' REAR UNLESS OTHERWISE NOTED HEREON.

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

4. PROTECT ALL EXISTING SECTION CORNERS AND STREET MONUMENTS. COORDINATE ALL SURVEY STREET MONUMENT INSTALLATION, GRADE ADJUSTMENT AND ALL REQUIRED FEES AND PERMITS WITH THE COUNTY SURVEYOR PRIOR TO DISRUPTION OF ANY EXISTING MONUMENTS

5. 5/8" X 24" REBAR AND CAP WILL BE PLACED AT ALL REAR LOT CORNERS AND FRONT LOT CORNERS WILL BE MARKED WITH A NAIL OR RIVET AT THE EXTENSION IN THE CURB.

LINE TABLE

LINE	BEARING	LENGTH
L1	N60°49'20"E	55.00'
L2	S29°12'26"W	55.00'
L3	N44°59'07"W	22.78'
L4	S60°49'20"E	55.00'
L5	N29°11'58"W	55.00'
L6	S44°59'21"W	22.82'
L7	N45°16'05"E	41.76'

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C1	25.00'	39.26'	89°59'11"	N45°00'34"E	35.35'
C2	15.00'	7.64'	29°11'39"	N14°34'51"W	7.56'
C3	55.00'	52.24'	54°25'03"	S1°58'09"E	50.30'
C4	55.00'	50.00'	52°05'13"	S51°16'59"W	48.30'
C5	55.00'	40.20'	41°52'50"	N81°43'59"W	39.31'
C6	55.00'	142.44'	148°23'06"	S45°00'53"W	105.84'
C7	15.00'	7.64'	29°11'39"	S75°23'24"E	7.56'
C8	25.00'	39.21'	89°52'16"	S45°04'39"W	35.32'
C9	25.00'	39.33'	90°07'44"	N44°55'21"W	35.40'
C10	25.00'	39.27'	89°59'49"	S45°00'53"W	35.35'
C11	25.00'	39.28'	90°00'49"	N44°59'26"W	35.36'
C12	15.00'	7.63'	29°09'42"	N14°35'49"E	7.55'
C13	55.00'	12.69'	13°13'00"	S22°34'10"W	12.66'
C14	55.00'	58.26'	60°41'35"	S14°23'07"E	55.58'
C15	55.00'	25.00'	26°02'37"	S57°45'13"E	24.79'
C16	55.00'	142.43'	148°22'38"	S45°00'39"E	105.84'
PC17	25.00'	39.29'	90°03'14"	S45°00'39"E	35.37'
PC18	15.00'	7.63'	29°09'42"	S75°22'53"W	7.55'
PC19	55.00'	46.48'	48°25'26"	N85°00'46"E	45.11'

BOUNDARY DESCRIPTION

A parcel of land, situate in the Northeast Quarter of Section 10, Township 4 North, Range 2 West, Salt Lake Base and Meridian, said parcel also located in Clearfield City, Davis County, Utah. Being more particularly described as follows:

Beginning at a point on the west line of Utah Power and Light which point is also the Northeast corner of Syracuse City Cemetery, point being North 00°08'31" East 392.39 feet along the section line and North 89°51'29" West 311.78 feet from the East Quarter Corner of said Section 10 (NAD83 Bearing North 0°28'53" West between the East Quarter Corner and the Northeast Corner of Section 10 per the Davis County Township Reference Plat) and running thence;

North 89°59'37" West 760.00 feet along the North line of Syracuse City Cemetery;
thence North 89°51'29" West 161.00 feet;
thence North 00°08'31" East 24.73 feet;
thence South 89°59'16" West 103.55 feet;
thence South 00°04'45" West 180.00 feet;
thence South 89°59'16" West 103.35 feet;
thence South 89°59'16" West 103.35 feet;
thence South 00°00'58" West 53.09 feet;
thence Southeasterly 39.29 feet along the arc of a 25.00-foot radius non-tangent curve to the left (center bears North 89°59'02" West and the long chord bears South 45°00'39" East 35.37 feet with a central angle of 90°03'14");
thence South 00°02'16" East 60.00 feet;
thence South 89°57'44" West 4.80 feet;
thence northwesterly 7.63 feet along the arc of a 15.00-foot radius non-tangent curve to the left (center bears North 89°59'02" West and the long chord bears South 75°22'53" West 7.55 feet with a central angle of 29°09'42");
thence southwesterly 46.48 feet along the arc of a 55.00-foot radius non-tangent curve to the left (center bears North 89°59'02" West and the long chord bears South 85°00'46" West 45.11 feet with a central angle of 48°25'26");
thence South 00°02'16" East 94.23 feet to a point on the North line of Villa Vista Subdivision Unit 1;
thence North 89°59'37" West 129.12 feet along said North line of Villa Vista Subdivision Unit 1 to a point on the East line of Tanner Heritage Estates Subdivision ;
thence North 00°00'58" East 659.47 feet along said the East line of Tanner Heritage Estates Subdivision;
thence South 89°58'49" East 1154.32 feet along the South line of said Meadow Park Subdivision No. 5 and the South Line of Meadow Park Subdivision No. 3;
thence South 26°50'22" East 298.22 feet to the Point of Beginning.

Contains: 571,008 square feet or 13.109 acres, 41 Lots and 1 Open Space.

_____
DATE

_____
TRENT R. WILLIAMS
NO. 8034679

DEVELOPER
FIELDSTONE HOMES
12896 SOUTH PONY EXPRESS ROAD, SUITE 400
DRAPER, UTAH 84020
RANDY SMITH
801-568-2350

SURVEY RECORDING DATA

DATE:
-

DRAWING No.
-

SURVEYOR'S CERTIFICATE

I, _____**TRENT R. WILLIAMS**_____ do hereby certify that I am a Licensed Professional Land Surveyor in the State of Utah and that I hold License No. _____**8034679**_____ in accordance with Title 58, Chapter 22 of the Professional Engineers and Land Surveyors Act. I further certify that by authority of The Owners, I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17 and have verified all measurements and that the monuments shown on this plat are located as indicated and are sufficient to accurately establish the boundaries of the herein described tract of real property and that it has been drawn correctly and is a true and correct representation of the herein described lands included in said subdivision based on data compiled from The County Recorder's office. I further certify that all lots meet frontage width and area requirements of applicable zoning ordinances.

OWNER'S DEDICATION

We(I) the undersigned owners of the above described tract of land, do hereby set apart and subdivide the same into lots and streets (private streets/private right-of-way's) as shown hereon and name said tract:

HERITAGE EAST PHASE 1

Convey to **Clearfield City,** or its designee, all those parts or portions of said tract of land designated as parks to be used as public open space.

Dedicate to public use all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares.

Dedicate and reserve unto themselves, their heirs, their grantees and assigns, a right-of-way to be used in common with all others within said subdivision (and those adjoining subdivisions that may be subdivided by the undersigned owners, their successors, or assigns) on, over and across all those portions or parts of said tract of land designated on this plat as private streets (private rights-of-way) as access to the individual lots, to be maintained by a home owners association whose membership consists of said owners, their grantees, successors, or assigns.

Grant and convey to the subdivision home owners association, all those part or portions of said tract of land designated as common areas to be used for recreational and open space purposes for the benefit of each home owners association member in common with all others in the subdivision and grant and dedicate to the city a perpetual open space right and easement on and over the common areas to guarantee to **Clearfield City** that the common areas remain open and undeveloped except for approved recreational, parking and open space purposes.

Grant and dedicate a perpetual right and easement over, upon and under the lands designated heron as public utility and drainage easements with no buildings or structures being erected within such easements.

Grant and dedicate unto all owners of lots upon which private land drains are constructed or which are otherwise dependent upon such land drains, an easement over such land drains for the purpose of perpetual maintenance and operation.

do hereby
In witness whereof I / we have hereunto set our hand (s) this_____day of_____A.D., 20_____.

_____ . _____ .
By: By:

_____ . _____ .
By: By:

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

STATE OF UTAH)S.S.
County of Davis

On the _____ day of_____ A.D., 20_____, _____
personally appeared before me, the undersigned Notary Public, in and for said County of _____ in the State of Utah, who after being duly sworn, acknowledged to me that He/She is the_____,
of _____ a Limited Liability Company and that He/She signed the Owner's Dedication freely and voluntarily for and in behalf of said Limited Liability Company for the purposes therein mentioned and acknowledged to me that said Corporation executed the same.

MY COMMISSION EXPIRES:_____,

_____ RESIDING IN_____ COUNTY.
NOTARY PUBLIC

INDIVIDUAL ACKNOWLEDGMENT

STATE OF UTAH)S.S.
County of Davis

On the _____ day of _____ A.D., 20_____, _____,
personally appeared before me, the undersigned Notary public, in and for said County of _____ in said State of Utah, who after being duly sworn, acknowledged to me that He/She/They signed the Owner's Dedication,_____ in number, freely and voluntarily for the purposes therein mentioned.

MY COMMISSION EXPIRES:_____,

_____ RESIDING IN_____ COUNTY.
NOTARY PUBLIC

HERITAGE EAST PHASE 1

LOCATED IN THE NORTHEAST QUARTER
OF SECTION 10
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
CLEARFIELD CITY, DAVIS COUNTY, UTAH

DAVIS COUNTY RECORDER

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

_____
DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

ENSIGN

LAYTON
919 North 400 West
Layton UT 84041
Phone: 801.547.1100
Fax: 801.593.6315

WWW.ENSIGNENG.COM

SALT LAKE CITY
Phone: 801.255.0529
TOOELE
Phone: 435.843.3590
CEDAR CITY
Phone: 435.865.1453
RICHFIELD
Phone: 435.896.2983

CITY ATTORNEY'S APPROVAL

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

_____
CLEARFIELD CITY ATTORNEY

PLANNING COMMISSION APPROVAL

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

_____
CHAIRMAN, CLEARFIELD CITY PLANNING COMMISSION

CITY ENGINEER'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20_____,
BY THE CLEARFIELD CITY ENGINEER

_____
CLEARFIELD CITY ENGINEER

CITY COUNCIL APPROVAL

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

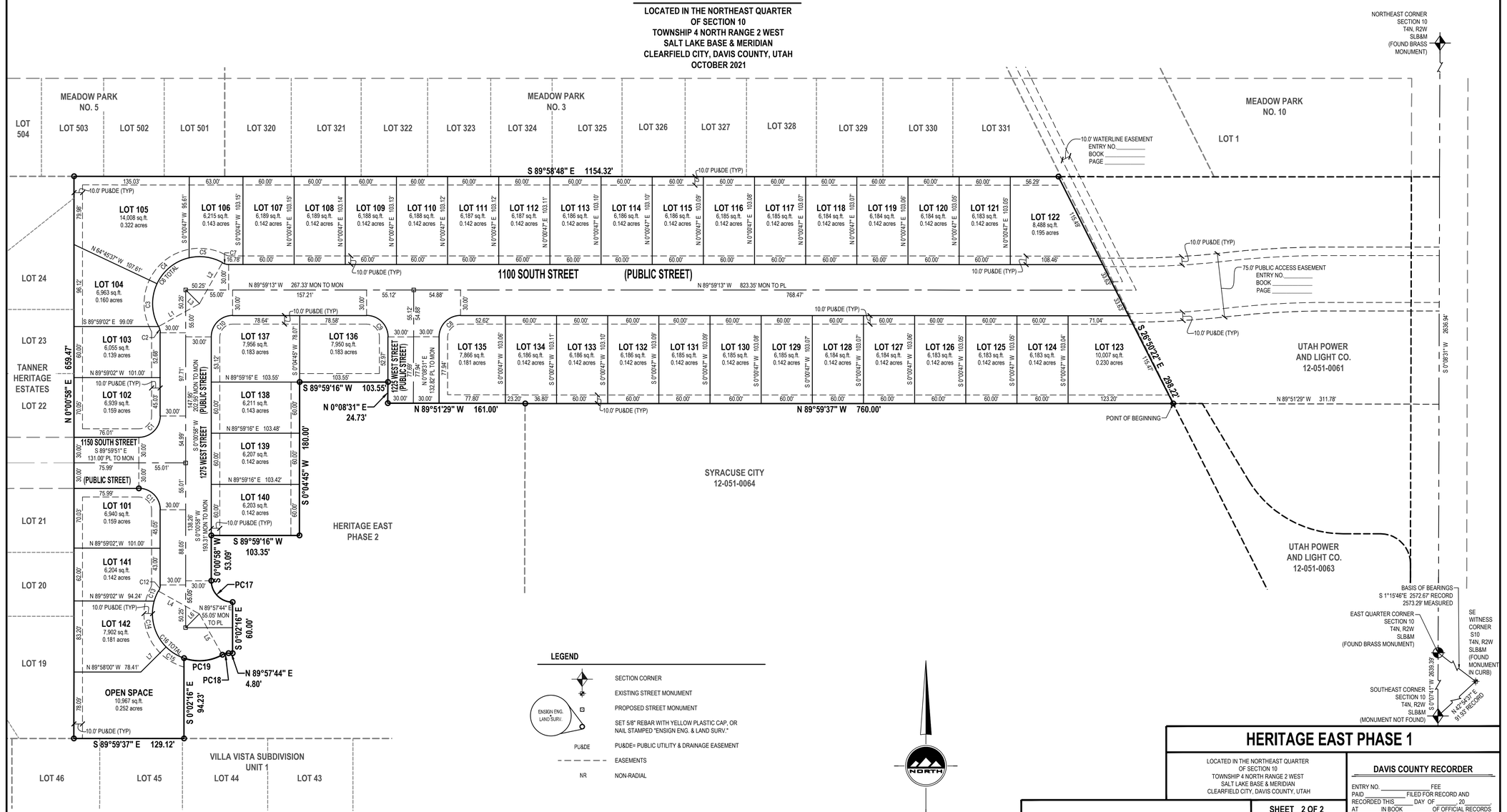
_____
CITY RECORDER CITY MAYOR

SHEET 1 OF 2

PROJECT NUMBER : 9491
MANAGER : C.PRESTON
DRAWN BY : J.MOSS
CHECKED BY : T.WILLIAMS
DATE : 10/13/21

HERITAGE EAST PHASE 1

LOCATED IN THE NORTHEAST QUARTER
OF SECTION 10
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
CLEARFIELD CITY, DAVIS COUNTY, UTAH
OCTOBER 2021



LEGEND

- SECTION CORNER
- EXISTING STREET MONUMENT
- PROPOSED STREET MONUMENT
- SET 5/8" REBAR WITH YELLOW PLASTIC CAP, OR NAIL STAMPED "ENSIGN ENG. & LAND SURV."
- PU&DE — PU&DE= PUBLIC UTILITY & DRAINAGE EASEMENT
- EASEMENTS
- NR — NON-RADIAL

ENSIGN ENG. LAND SURV.

NORTH

HORIZONTAL GRAPHIC SCALE

60 0 30 60 120
(IN FEET)
HORZ: 1 inch = 60 ft.

HERITAGE EAST PHASE 1

LOCATED IN THE NORTHEAST QUARTER
OF SECTION 10
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
CLEARFIELD CITY, DAVIS COUNTY, UTAH

DAVIS COUNTY RECORDER

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

DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

SHEET 2 OF 2

PROJECT NUMBER : 9491
MANAGER : C.PRESTON
DRAWN BY : J.MOSS
CHECKED BY : T.WILLIAMS
DATE : 10/13/21

ENSIGN

LAYTON
919 North 400 West
Layton UT 84041
Phone: 801.547.1100
Fax: 801.593.6315

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

GENERAL NOTES:

1. PROPERTY IS ZONED R-1-6.
   - A. FRONT YARD SETBACK IS 20'
   - B. REAR YARD SETBACK IS 20'
   - C. SIDE YARD SETBACK IS 6'
   - D. CORNER LOT SIDE YARD SETBACK IS 20' ARTERIAL STREET.
2. 2.ALL PUBLIC UTILITY AND DRAINAGE EASEMENTS (PU&DE) ARE 10' FRONT, AND 10' REAR UNLESS OTHERWISE NOTED HEREON
3. UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN, AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITY EASEMENTS IDENTIFIED ON THIS PLAT MAP AS MAY BE NECESSARY OR DESIRABLE IN PROVIDING UTILITY SERVICES WITHIN AND WITHOUT THE LOTS IDENTIFIED HEREIN, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE REMOVAL OF ANY OBSTRUCTIONS INCLUDING STRUCTURES, TREES AND VEGETATION THAT MAY BE PLACED WITHIN THE PU&DE THE UTILITY MAY REQUIRE THE LOT OWNER TO REMOVE ALL STRUCTURES WITHIN THE PU&DE AT THE LOT OWNER'S EXPENSE, OR THE UTILITY MAY REMOVE SUCH STRUCTURES AT THE LOT OWNER'S EXPENSE. AT NO TIME MAY ANY PERMANENT STRUCTURES BE PLACED WITHIN THE PU&DE OR ANY OTHER OBSTRUCTION WHICH INTERFERES WITH THE USE OF THE PU&DE WITHOUT THE PRIOR WRITTEN APPROVAL OF THE UTILITIES WITH FACILITIES IN THE PU&DE.
4. PROTECT ALL EXISTING SECTION CORNERS AND STREET MONUMENTS. COORDINATE ALL SURVEY STREET MONUMENT INSTALLATION, GRADE ADJUSTMENT AND ALL REQUIRED FEES AND PERMITS WITH THE COUNTY SURVEYOR PRIOR TO DISRUPTION OF ANY EXISTING MONUMENTS
5. 5/8" X 24" REBAR AND CAP WILL BE PLACED AT ALL REAR LOT CORNERS AND FRONT LOT CORNERS WILL BE MARKED WITH A NAIL OR RIVET AT THE EXTENSION IN THE CURB.

BOUNDARY DESCRIPTION

A parcel of land, situate in the Northeast Quarter of Section 10, Township 4 North, Range 2 West, Salt Lake Base and Meridian, said parcel also located in Clearfield City, Davis County, Utah. Being more particularly described as follows:

Beginning at the Southwest corner of Syracuse City Cemetery which point is North 89°59'35" West 1071.78 feet from the East Quarter Corner of said Section 10 (NAD83 Bearing North 89°39'13" West between the East Quarter Corner and the Center of Section 10 per the Davis County Township Reference Plat) and running thence;

thence North 89°59'37" West 399.06 feet along the North line of Villa Vista Subdivision to the Southeast corner of the open space of Heritage East Phase 1;
thence North 00°02'16" West 94.23 feet along the East line of said Heritage East Phase 1;
thence northeasterly 46.48 feet along the arc of a 55.00-foot radius non-tangent curve to the left (center bears North 04°59'14" West and the long chord bears North 85°00'46" East 45.11 feet with a central angle of 48°25'26");
thence southeasterly 7.63 feet along the arc of a 15.00-foot radius non-tangent curve to the left (center bears North 14°37'07" West and the long chord bears North 75°22'53" East 7.55 feet with a central angle of 29°09'42");
thence North 89°57'44" East 4.80 feet;
thence North 00°02'16" West 60.00 feet;
thence Southeasterly 39.29 feet along the arc of a 25.00-foot radius non-tangent curve to the left (center bears South 44°59'21" West and the long chord bears North 45°00'39" West 35.37 feet with a central angle of 90°03'14");
thence North 00°00'58" East 53.09 feet;
thence North 89°59'16" East 103.35 feet;
thence North 00°04'45" East 180.00 feet;
thence North 89°59'16" East 103.56 feet;
thence South 00°08'31" West 24.73 feet;
thence South 89°51'29" East 161.00 feet;
thence South 00°08'31" West 393.12 feet to the Point of Beginning.

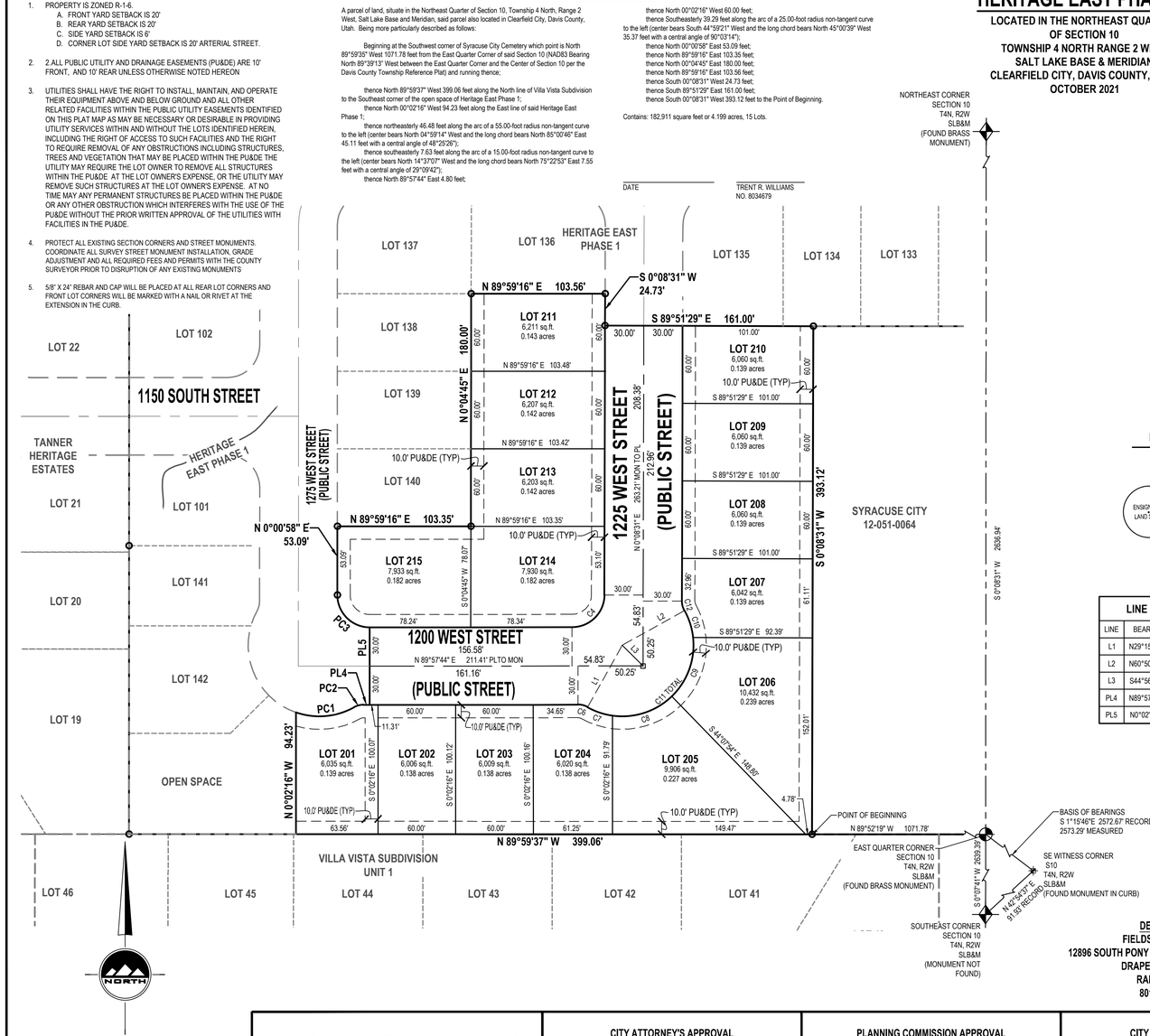
Contains: 182,911 square feet or 4.199 acres, 15 Lots.

DATE

TRENT R. WILLIAMS
NO. 8034679

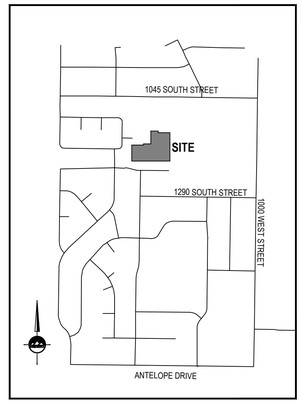
HERITAGE EAST PHASE 2

LOCATED IN THE NORTHEAST QUARTER OF SECTION 10 TOWNSHIP 4 NORTH RANGE 2 WEST SALT LAKE BASE & MERIDIAN CLEARFIELD CITY, DAVIS COUNTY, UTAH OCTOBER 2021



HORIZONTAL GRAPHIC SCALE

60 0 30 60 120
(IN FEET)
HORZ: 1 inch = 60 ft.



VICINITY MAP
CLEARFIELD CITY, DAVIS COUNTY, UTAH
NOT TO SCALE

LEGEND

- SECTION CORNER
- EXISTING STREET MONUMENT
- PROPOSED STREET MONUMENT
- SET 5/8" REBAR WITH YELLOW PLASTIC CAP, OR NAIL STAMPED "ENSIGN ENG. & LAND SURV."
- PU&DE — PU&DE= PUBLIC UTILITY & DRAINAGE EASEMENT
- EASEMENTS

ENSIGN ENG. LAND SURV.

LINE TABLE

LINE	BEARING	LENGTH
L1	N29°15'24"E	55.00'
L2	N60°50'51"E	55.00'
L3	S44°56'52"E	22.66'
PL4	N89°57'44"E	4.80'
PL5	N0°02'16"W	60.00'

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C4	25.00'	39.19'	89°49'13"	N45°03'08"E	35.30'
C6	15.00'	7.67'	29°17'40"	N75°23'26"W	7.59'
C7	55.00'	20.45'	21°18'01"	S71°23'37"E	20.33'
C8	55.00'	50.00'	52°05'17"	N71°54'44"E	48.30'
C9	55.00'	50.00'	52°05'30"	N19°49'21"E	48.30'
C10	55.00'	22.01'	22°55'45"	N17°41'16"W	21.86'
C11	55.00'	142.46'	148°24'33"	N45°03'08"E	105.85'
C12	15.00'	7.67'	29°17'40"	S14°30'19"E	7.59'
PC1	55.00'	46.48'	48°25'26"	N85°00'46"E	45.11'
PC2	15.00'	7.63'	29°09'42"	S75°22'53"W	7.55'
PC3	25.00'	39.29'	90°03'14"	S45°00'39"E	35.37'

SURVEY RECORDING DATA

DATE:
-
DRAWING No.
-

DEVELOPER
FIELDSTONE HOMES
12896 SOUTH PONY EXPRESS ROAD, SUITE 400
DRAPER, UTAH 84020
RANDY SMITH
801-568-2350

SURVEYOR'S CERTIFICATE

I, **TRENT R. WILLIAMS**, do hereby certify that I am a Licensed Professional Land Surveyor in the State of Utah and that I hold License No. **8034679**, in accordance with Title 58, Chapter 22 of the Professional Engineers and Land Surveyors Act. I further certify that by authority of The Owners, I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17 and have verified all measurements and that the monuments shown on this plat are located as indicated and are sufficient to accurately establish the boundaries of the herein described tract of real property and that it has been drawn correctly and is a true and correct representation of the herein described lands included in said subdivision based on data compiled from The County Recorder's office. I further certify that all lots meet frontage width and area requirements of applicable zoning ordinances.

OWNER'S DEDICATION

We(I) the undersigned owners of the above described tract of land, do hereby set apart and subdivide the same into lots and streets (private streets/private right-of-way's) as shown hereon and name said tract:

HERITAGE EAST PHASE 1

Convey to **Clearfield City,** or its designee, all those parts or portions of said tract of land designated as parks to be used as public open space.

Dedicate to public use all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares.

Dedicate and reserve unto themselves, their heirs, their grantees and assigns, a right-of-way to be used in common with all others within said subdivision (and those adjoining subdivisions that may be subdivided by the undersigned owners, their successors, or assigns) on, over and across all those portions or parts of said tract of land designated on this plat as private streets (private rights-of-way) as access to the individual lots, to be maintained by a home owners association whose membership consists of said owners, their grantees, successors, or assigns.

Grant and convey to the subdivision home owners association, all those part or portions of said tract of land designated as common areas to be used for recreational and open space purposes for the benefit of each home owners association member in common with all others in the subdivision and grant and dedicate to the city a perpetual open space right and easement on and over the common areas to guarantee to **Clearfield City** that the common areas remain open and undeveloped except for approved recreational, parking and open space purposes.

Grant and dedicate a perpetual right and easement over, upon and under the lands designated heron as public utility and drainage easements with no buildings or structures being erected within such easements.

Grant and dedicate unto all owners of lots upon which private land drains are constructed or which are otherwise dependent upon such land drains, an easement over such land drains for the purpose of perpetual maintenance and operation.

do hereby
In witness whereof I / we have hereunto set our hand (s) this _____day of _____A.D., 20_____.

_____, _____,
By: By:

_____, _____,
By: By:

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

STATE OF UTAH)S.S.
County of Davis

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

MY COMMISSION EXPIRES: _____.

_____ RESIDING IN _____ COUNTY.
NOTARY PUBLIC

INDIVIDUAL ACKNOWLEDGMENT

STATE OF UTAH)S.S.
County of Davis

On the _____ day of _____ A.D., 20_____, personally appeared before me, the undersigned Notary public, in and for said County of _____ in said State of Utah, who after being duly sworn, acknowledged to me that He/She/They signed the Owner's Dedication, _____ in number, freely and voluntarily for the purposes therein mentioned.

MY COMMISSION EXPIRES: _____.

_____ RESIDING IN _____ COUNTY.
NOTARY PUBLIC

HERITAGE EAST PHASE 2

LOCATED IN THE NORTHEAST QUARTER OF SECTION 10 TOWNSHIP 4 NORTH RANGE 2 WEST SALT LAKE BASE & MERIDIAN CLEARFIELD CITY, DAVIS COUNTY, UTAH

DAVIS COUNTY RECORDER

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

_____
DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

ENSIGN

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CEDAR CITY
Phone: 435.865.1453
RICHFIELD
Phone: 435.896.2983

CITY ATTORNEY'S APPROVAL

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

_____
CLEARFIELD CITY ATTORNEY

PLANNING COMMISSION APPROVAL

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

_____
CHAIRMAN, CLEARFIELD CITY PLANNING COMMISSION

CITY ENGINEER'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20_____,
BY THE CLEARFIELD CITY ENGINEER

_____
CLEARFIELD CITY ENGINEER

CITY COUNCIL APPROVAL

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

_____
CITY RECORDER CITY MAYOR

SHEET 1 OF 1

PROJECT NUMBER : 9491
MANAGER : C.PRESTON
DRAWN BY : J.MOSS
CHECKED BY : T.WILLIAMS
DATE : 10/13/21

GENERAL NOTES

1. ALL CONSTRUCTION MUST STRICTLY FOLLOW THE STANDARDS AND SPECIFICATIONS SET FORTH BY: THE DESIGN ENGINEER, LOCAL AGENCY JURISDICTION, APWA (CURRENT EDITION), AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). THE ORDER LISTED ABOVE IS ARRANGED BY SENIORITY. THE LATEST EDITION OF ALL STANDARDS AND SPECIFICATIONS MUST BE ADHERED TO. IF A CONSTRUCTION PRACTICE IS NOT SPECIFIED BY ANY OF THE LISTED SOURCES, CONTRACTOR MUST CONTACT DESIGN ENGINEER FOR DIRECTION.
2. CONTRACTOR TO STRICTLY FOLLOW THE MOST CURRENT COPY OF THE SOILS REPORT FOR THIS PROJECT. ALL GRADING INCLUDING BUT NOT LIMITED TO CUT, FILL, COMPACTION, ASPHALT SECTION, SUBBASE, TRENCH EXCAVATION/BACKFILL, SITE GRUBBING, AND FOOTINGS MUST BE COORDINATED DIRECTLY WITH SOILS REPORT.
3. CONTRACTOR MUST VERIFY ALL EXISTING CONDITIONS BEFORE BIDDING, AND BRING UP ANY QUESTIONS BEFORE SUBMITTING BID.
4. CONTRACTOR SHALL PROVIDE A CONSTRUCTION SCHEDULE IN ACCORDANCE WITH THE CITY, STATE, OR COUNTY REGULATIONS FOR WORKING IN THE PUBLIC WAY.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ACCORDING TO GOVERNING AGENCY STANDARDS. WET DOWN DRY MATERIALS AND RUBBISH TO PREVENT BLOWING.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO ADJACENT SURFACE IMPROVEMENTS.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY SETTLEMENT OF OR DAMAGE TO EXISTING UTILITIES.
8. THE CONTRACTOR IS RESPONSIBLE TO FURNISH ALL MATERIALS TO COMPLETE THE PROJECT.
9. ALL EXPOSED SURFACES WILL HAVE A TEXTURED FINISH, RUBBED, OR BROOMED. ANY "PLASTERING" OF NEW CONCRETE WILL BE DONE WHILE IT IS STILL "GREEN".
10. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
11. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE. CONTRACTOR SHALL START INSTALLATION AT LOW POINT OF ALL NEW GRAVITY UTILITY LINES.
12. ALL DIMENSIONS, GRADES, AND UTILITY DESIGN SHOWN ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY DISCREPANCIES EXIST, PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO THE DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS, IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
13. NO CHANGE IN DESIGN LOCATION OR GRADE WILL BE MADE BY THE CONTRACTOR WITHOUT THE WRITTEN APPROVAL OF THE PROJECT ENGINEER.
14. NATURAL VEGETATION AND SOIL COVER SHALL NOT BE DISTURBED PRIOR TO ACTUAL CONSTRUCTION OF A REQUIRED FACILITY OR IMPROVEMENT. MASS CLEARING OF THE SITE IN ANTICIPATION OF CONSTRUCTION SHALL BE AVOIDED.
15. CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, MAINTAINING, OR RESTORING ALL MONUMENTS AND MONUMENT REFERENCE MARKS WITHIN THE PROJECT SITE. CONTACT THE CITY OR COUNTY SURVEYOR FOR MONUMENT LOCATIONS AND CONSTRUCTION DETAILS.
16. EXISTING UTILITY INFORMATION SHOWN IS FOR INFORMATIONAL PURPOSES ONLY. IT IS DERIVED FROM ON-SITE SURVEY AND/OR UTILITY MAPPING PROVIDED TO THE ENGINEER, AND THEREFORE UTILITIES MAY NOT BE LOCATED CORRECTLY, EITHER HORIZONTALLY OR VERTICALLY, AND MAY NOT BE ALL INCLUSIVE. CONTRACTOR IS REQUIRED TO FOLLOW THE PROCEDURE OUTLINED BELOW:
    - 16.1. CONTRACTOR IS REQUIRED TO LOCATE AND POTHOLE ALL EXISTING UTILITY LINES (BOTH HORIZONTALLY AND VERTICALLY) THAT AFFECT THE PROJECT CONSTRUCTION, EITHER ON-SITE OR OFF-SITE, AND DETERMINE IF THERE ARE ANY CONFLICTS WITH THE DESIGN OF THE SITE AS SHOWN ON THE APPROVED PLANS PRIOR TO ANY CONSTRUCTION. IF IT IS DETERMINED THAT CONFLICTS EXIST BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES (OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION) THE ENGINEER MUST BE NOTIFIED IMMEDIATELY TO CORRECT THE CONFLICTS BEFORE ANY WORK CAN BEGIN. IF THE CONTRACTOR FAILS TO FOLLOW THIS ABSOLUTE REQUIREMENT AND CONFLICTS ARISE DURING CONSTRUCTION THE CONTRACTOR WILL BEAR THE SOLE RESPONSIBILITY TO FIX THE CONFLICTS.
    - 16.2. CONTRACTOR IS REQUIRED TO VERIFY THAT PROPER COVER AND PROTECTION OF EXISTING UTILITY LINES IS MAINTAINED OR ATTAINED WITHIN THE DESIGN ONCE VERIFICATION OF THE EXISTING UTILITIES IS COMPLETED AS OUTLINED IN 16.1 ABOVE.
    - 16.3. IN ADDITION TO 16.1 AND 16.2 ABOVE THE CONTRACTOR WILL VERIFY DEPTHS OF UTILITIES IN THE FIELD BY "POTHOLING" A MINIMUM OF 300 FEET AHEAD OF PROPOSED PIPELINE CONSTRUCTION TO AVOID POTENTIAL CONFLICTS WITH DESIGNED PIPELINE ALIGNMENT AND GRADE AND EXISTING UTILITIES.
    - 16.4. IF A CONFLICT ARISES BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES (OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION) AS DETERMINED UNDER 16.1, 16.2 OR 16.3 THE CONTRACTOR WILL NOTIFY THE ENGINEER IMMEDIATELY TO RESOLVE THE CONFLICT.
    - 16.5. IF A CONFLICT ARISES BETWEEN EXISTING UTILITIES AND DESIGN UTILITIES (OR ANOTHER ASPECT OF PROPOSED CONSTRUCTION) RESULTING FROM THE CONTRACTOR'S NEGLIGENCE TO IDENTIFY AND/OR "POTHOLE" EXISTING UTILITIES AS REQUIRED IN 16.1, 16.2 AND 16.3 ABOVE, THE CONTRACTOR WILL BE REQUIRED TO RESOLVE THE CONFLICT WITHOUT ADDITIONAL COST OR CLAIM TO THE OWNER OR ENGINEER.
17. ANY AREA OUTSIDE THE LIMIT OF WORK THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO OWNER.
18. CONSULT ALL OF THE DRAWINGS AND SPECIFICATIONS FOR COORDINATION REQUIREMENTS BEFORE COMMENCING CONSTRUCTION.
19. AT ALL LOCATIONS WHERE EXISTING PAVEMENT ABUTS NEW CONSTRUCTION, THE EDGE OF THE EXISTING PAVEMENT SHALL BE SAWCUT TO A CLEAN, SMOOTH EDGE.
20. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE MOST RECENT, ADOPTED EDITION OF ADA ACCESSIBILITY GUIDELINES.
21. CONTRACTOR SHALL, AT THE TIME OF BIDDING AND THROUGHOUT THE PERIOD OF THE CONTRACT, BE LICENSED IN THE STATE OF UTAH AND SHALL BE BONDABLE FOR AN AMOUNT REQUIRED BY THE OWNER.
22. CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE ALL WATER, POWER, SANITARY FACILITIES AND TELEPHONE SERVICES AS REQUIRED FOR THE CONTRACTOR'S USE DURING CONSTRUCTION.
23. CONTRACTOR SHALL BE RESPONSIBLE FOR ADEQUATELY SCHEDULING INSPECTION AND TESTING OF ALL FACILITIES CONSTRUCTED UNDER THIS CONTRACT. ALL TESTING SHALL CONFORM TO THE REGULATORY AGENCY'S STANDARD SPECIFICATIONS. ALL RE-TESTING AND/OR RE-INSPECTION SHALL BE PAID FOR BY THE CONTRACTOR.
24. IF EXISTING IMPROVEMENTS NEED TO BE DISTURBED AND/OR REMOVED FOR THE PROPER PLACEMENT OF IMPROVEMENTS TO BE CONSTRUCTED BY THESE PLANS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING IMPROVEMENTS FROM DAMAGE. COST OF REPLACING OR REPAIRING EXISTING IMPROVEMENTS SHALL BE INCLUDED IN THE UNIT PRICE BID FOR ITEMS REQUIRING REMOVAL AND/OR REPLACEMENT. THERE WILL BE NO EXTRA COST DUE TO THE CONTRACTOR FOR REPLACING OR REPAIRING EXISTING IMPROVEMENTS.
25. WHENEVER EXISTING FACILITIES ARE REMOVED, DAMAGED, BROKEN, OR CUT IN THE INSTALLATION OF THE WORK COVERED BY THESE PLANS OR SPECIFICATIONS, SAID FACILITIES SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE WITH MATERIALS EQUAL TO OR BETTER THAN THE MATERIALS USED IN THE ORIGINAL EXISTING FACILITIES. THE FINISHED PRODUCT SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER, THE ENGINEER, AND THE RESPECTIVE REGULATORY AGENCY.
26. CONTRACTOR SHALL MAINTAIN A NEATLY MARKED SET OF FULL-SIZE RECORD DRAWINGS SHOWING THE FINAL LOCATION AND LAYOUT OF ALL STRUCTURES AND OTHER FACILITIES. RECORD DRAWINGS SHALL REFLECT CHANGE ORDERS, ACCOMMODATIONS, AND ADJUSTMENTS TO ALL IMPROVEMENTS CONSTRUCTED. WHERE NECESSARY, SUPPLEMENTAL DRAWINGS SHALL BE PREPARED AND SUBMITTED BY THE CONTRACTOR. PRIOR TO ACCEPTANCE OF THE PROJECT, THE CONTRACTOR SHALL DELIVER TO THE ENGINEER ONE SET OF NEATLY MARKED RECORD DRAWINGS SHOWING THE INFORMATION REQUIRED ABOVE. RECORD DRAWINGS SHALL BE REVIEWED AND THE COMPLETE RECORD DRAWING SET SHALL BE CURRENT WITH ALL CHANGES AND DEVIATIONS REDLINED AS A PRECONDITION TO THE FINAL PROGRESS PAYMENT APPROVAL AND/OR FINAL ACCEPTANCE.
27. WHERE THE PLANS OR SPECIFICATIONS DESCRIBE PORTIONS OF THE WORK IN GENERAL TERMS BUT NOT IN COMPLETE DETAIL, IT IS UNDERSTOOD THAT ONLY THE BEST GENERAL PRACTICE IS TO PREVAIL AND THAT ONLY MATERIALS AND WORKMANSHIP OF THE FIRST QUALITY ARE TO BE USED.
28. ALL EXISTING GATES AND FENCES TO REMAIN UNLESS OTHERWISE NOTED ON PLANS. PROTECT ALL GATES AND FENCES FROM DAMAGE.
29. ALL EXISTING TREES ARE TO REMAIN UNLESS OTHERWISE NOTED ON PLANS. PROTECT ALL TREES FROM DAMAGE.
30. ASPHALT MIX DESIGN MUST BE SUBMITTED AND APPROVED BY THE GOVERNING AGENCY PRIOR TO THE PLACEMENT.
31. CONTRACTORS ARE RESPONSIBLE FOR ALL OSHA REQUIREMENTS ON THE PROJECT SITE.
32. A UPDES (UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM) PERMIT IS REQUIRED FOR ALL CONSTRUCTION ACTIVITIES 1 ACRE OR MORE AS WELL AS A STORM WATER POLLUTION PREVENTION PLAN.

UTILITY NOTES

1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THESE CONTRACT DOCUMENTS, CITY AND STATE REQUIREMENTS AND THE MOST RECENT EDITIONS OF THE FOLLOWING: THE INTERNATIONAL PLUMBING CODE, UTAH DRINKING WATER REGULATIONS, APWA MANUAL OF STANDARD PLANS AND SPECIFICATIONS. THE CONTRACTOR IS REQUIRED TO ADHERE TO ALL OF THE ABOVE-MENTIONED DOCUMENTS UNLESS OTHERWISE NOTED AND APPROVED BY THE ENGINEER.
2. CONTRACTOR SHALL COORDINATE LOCATION OF NEW "DRY UTILITIES" WITH THE APPROPRIATE UTILITY COMPANY, INCLUDING BUT NOT LIMITED TO: TELEPHONE & INTERNET SERVICE, GAS SERVICE, CABLE, AND POWER.
3. EXISTING UTILITIES HAVE BEEN SHOWN ON THE PLANS BASED ON ON-SITE SURVEY. PRIOR TO COMMENCING ANY WORK, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE EACH UTILITY COMPANY LOCATE, IN THE FIELD, THEIR MAIN AND SERVICE LINES. THE CONTRACTOR SHALL NOTIFY BLUE STAKES AT 1-800-662-4111 48 HOURS IN ADVANCE OF PERFORMING ANY EXCAVATION WORK. THE CONTRACTOR SHALL RECORD THE BLUE STAKES ORDER NUMBER AND FURNISH ORDER NUMBER TO OWNER AND ENGINEER PRIOR TO ANY EXCAVATION. IT WILL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO DIRECTLY CONTACT ANY OTHER UTILITY COMPANIES THAT ARE NOT MEMBERS OF BLUE STAKES. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO PROTECT ALL EXISTING UTILITIES SO THAT NO DAMAGE RESULTS TO THEM DURING THE PERFORMANCE OF THIS CONTRACT. ANY REPAIRS NECESSARY TO DAMAGED UTILITIES SHALL BE PAID FOR BY THE CONTRACTOR. THE CONTRACTOR SHALL BE REQUIRED TO COOPERATE WITH OTHER CONTRACTORS AND UTILITY COMPANIES INSTALLING NEW STRUCTURES, UTILITIES AND SERVICE TO THE PROJECT.
4. CARE SHOULD BE TAKEN IN ALL EXCAVATIONS DUE TO POSSIBLE EXISTENCE OF UNRECORDED UTILITY LINES. EXCAVATION REQUIRED WITHIN PROXIMITY OF EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT CONTRACTOR'S EXPENSE.
5. TRENCH BACKFILL MATERIAL AND COMPACTION TESTS ARE TO BE TAKEN PER APWA STANDARD SPECIFICATIONS (CURRENT EDITION), SECTION 02320 - BACKFILLING TRENCHES, OR AS REQUIRED BY THE GEOTECHNICAL REPORT IF NATIVE MATERIALS ARE USED. NO NATIVE MATERIALS ARE ALLOWED IN THE PIPE ZONE. THE MAXIMUM LIFT FOR BACKFILLING EXCAVATIONS IS DETERMINED BY THE GEOTECHNICAL RECOMMENDATIONS.
6. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CONFORMING TO LOCAL AND FEDERAL CODES GOVERNING SHORING AND BRACING OF EXCAVATIONS AND TRENCHES AND FOR THE PROTECTION OF WORKERS.
7. THE CONTRACTOR IS REQUIRED TO KEEP ALL CONSTRUCTION ACTIVITIES WITHIN THE APPROVED PROJECT LIMITS. THIS INCLUDES, BUT IS NOT LIMITED TO VEHICLE AND EQUIPMENT STAGING, MATERIAL STORAGE AND LIMITS OF TRENCH EXCAVATION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN PERMISSION AND/OR EASEMENTS FROM THE APPROPRIATE GOVERNING ENTITY AND/OR INDIVIDUAL PROPERTY OWNER(S) FOR WORK OR STAGING OUTSIDE OF THE PROJECT LIMITS.
8. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE, CAUSED BY ANY CONDITION INCLUDING SETTLEMENT, TO EXISTING UTILITIES FROM WORK PERFORMED AT OR NEAR EXISTING UTILITIES. THE CONTRACTOR SHALL TAKE ALL MEASURES NECESSARY TO PROTECT ALL EXISTING PUBLIC AND PRIVATE ROADWAY AND UTILITY FACILITIES. DAMAGE TO EXISTING FACILITIES CAUSED BY THE CONTRACTOR MUST BE REPAIRED BY THE CONTRACTOR AT HIS/HER EXPENSE TO THE SATISFACTION OF THE OWNER OF SAID FACILITIES.
9. ALL WATER LINE AND SEWER LINE INSTALLATION AND TESTING TO BE IN ACCORDANCE WITH LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
10. ALL MANHOLES, HYDRANTS, VALVES, CLEANOUT BOXES, CATCH BASINS, METERS, ETC. MUST BE RAISED OR LOWERED TO FINAL GRADE PER APWA (CURRENT EDITION) STANDARDS AND INSPECTOR REQUIREMENTS. CONCRETE COLLARS MUST BE CONSTRUCTED ON ALL MANHOLES, CLEANOUT BOXES, CATCH BASINS, AND VALVES PER APWA STANDARDS. ALL MANHOLE, CATCH BASIN, OR CLEANOUT BOX CONNECTIONS MUST BE MADE WITH THE PIPE CUT FLUSH WITH THE INSIDE OF THE BOX AND GROUTED OR SEALED.
11. CONTRACTOR SHALL NOT ALLOW ANY GROUNDWATER OR DEBRIS TO ENTER THE NEW OR EXISTING PIPE DURING CONSTRUCTION.
12. SILT AND DEBRIS ARE TO BE CLEANED OUT OF ALL STORM DRAIN BOXES. CATCH BASINS ARE TO BE MAINTAINED IN A CLEANED CONDITION AS NEEDED UNTIL AFTER THE FINAL BOND RELEASE INSPECTION.
13. CONTRACTOR SHALL CLEAN ASPHALT, TAR OR OTHER ADHESIVES OFF OF ALL MANHOLE LIDS AND INLET GRATES TO ALLOW ACCESS.
14. EACH TRENCH SHALL BE EXCAVATED SO THAT THE PIPE CAN BE LAID TO THE ALIGNMENT AND GRADE AS REQUIRED. THE TRENCH WALL SHALL BE SO BRACED THAT THE WORKMEN MAY WORK SAFELY AND EFFICIENTLY. ALL TRENCHES SHALL BE DRAINED SO THE PIPE LAYING MAY TAKE PLACE IN DEWATERED CONDITIONS.
15. CONTRACTOR SHALL PROVIDE AND MAINTAIN AT ALL TIMES AMPLE MEANS AND DEVICES WITH WHICH TO REMOVE PROMPTLY AND TO PROPERLY DISPOSE OF ALL WATER ENTERING THE TRENCH EXCAVATION.
16. ALL SEWER LINES AND SEWER SERVICES SHALL HAVE A MINIMUM SEPARATION OF 10 FEET, EDGE TO EDGE, FROM THE WATER LINES. IF A 10 FOOT SEPARATION CAN NOT BE MAINTAINED, CONSTRUCT PER GOVERNING AGENCY'S MINIMUM SEPARATION STANDARDS.
17. CONTRACTOR SHALL INSTALL THRUST BLOCKING AT ALL WATERLINE ANGLE POINTS AND TEES.
18. ALL UNDERGROUND UTILITIES SHALL BE IN PLACE PRIOR TO INSTALLATION OF CURB, GUTTER, SIDEWALK AND STREET PAVING.
19. CONTRACTOR SHALL INSTALL MAGNETIC LOCATING TAPE CONTINUOUSLY OVER ALL NONMETALLIC PIPE.

TRAFFIC CONTROL AND SAFETY NOTES

1. TRAFFIC CONTROL AND STRIPING TO CONFORM TO THE CURRENT MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.).
2. BARRICADING AND DETOURING SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE CURRENT M.U.T.C.D.
3. NO STREET SHALL BE CLOSED TO TRAFFIC WITHOUT WRITTEN PERMISSION FROM THE APPROPRIATE AGENCY, EXCEPT WHEN DIRECTED BY LAW ENFORCEMENT OR FIRE OFFICIALS.
4. 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.
5. 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 GOVERNING AGENCY FOR REVIEW AND APPROVAL.
6. ALL TRAFFIC CONTROL DEVICES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE END OF THE WORK TO THE SATISFACTION OF THE GOVERNING AGENCY.
7. TRAFFIC CONTROL DEVICES (TCDs) SHALL REMAIN VISIBLE AND OPERATIONAL AT ALL TIMES.
8. ALL PERMANENT TRAFFIC CONTROL DEVICES CALLED FOR HEREON SHALL BE IN PLACE AND IN FINAL POSITION PRIOR TO ALLOWING ANY PUBLIC TRAFFIC ONTO THE PORTIONS OF THE ROAD(S) BEING IMPROVED HEREUNDER, REGARDLESS OF THE STATUS OF COMPLETION OF PAVING OR OTHER OFF-SITE IMPROVEMENTS CALLED FOR BY THESE PLANS.
9. THE CONTRACTOR SHALL PROVIDE BARRICADES, SIGNS, FLASHERS, OTHER EQUIPMENT AND FLAG PERSONS NECESSARY TO INSURE THE SAFETY OF WORKERS AND VISITORS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING UTAH TRANSIT AUTHORITY (UTA) IF THE CONSTRUCTION INTERRUPTS OR RELOCATES A BUS STOP OR HAS AN ADVERSE EFFECT ON BUS SERVICE ON THAT STREET TO ARRANGE FOR TEMPORARY RELOCATION OF STOP.

DEMOLITION NOTES

1. EXISTING UTILITY INFORMATION SHOWN IS FOR INFORMATIONAL PURPOSES ONLY. IT IS DERIVED FROM ON-SITE SURVEY AND MAY NOT BE LOCATED CORRECTLY AND IS NOT ALL INCLUSIVE. CONTRACTOR SHALL FIELD LOCATE ALL UTILITIES WITHIN THE PROJECT LIMITS BEFORE BEGINNING DEMOLITION/CONSTRUCTION.
2. THERE MAY BE BURIED UTILITIES WITHIN THE LIMITS OF DISTURBANCE THAT ARE NOT SHOWN ON THE PLANS DUE TO LACK OF MAPPING OR RECORD INFORMATION. CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN UNEXPECTED UTILITIES ARE DISCOVERED.
3. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING AND PROTECTING FROM DAMAGE ALL EXISTING UTILITIES AND IMPROVEMENTS WHETHER OR NOT SHOWN ON THESE PLANS. THE FACILITIES AND IMPROVEMENTS ARE BELIEVED TO BE CORRECTLY SHOWN BUT THE CONTRACTOR IS REQUIRED TO SATISFY HIMSELF AS TO THE COMPLETENESS AND ACCURACY OF THE LOCATIONS. ANY CONTRACTOR PERFORMING WORK ON THIS PROJECT SHALL FAMILIARIZE HIMSELF WITH THE SITE AND SHALL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGE TO EXISTING FACILITIES RESULTING DIRECTLY, OR INDIRECTLY, FROM HIS OPERATIONS, WHETHER OR NOT SAID FACILITIES ARE SHOWN ON THESE PLANS.

GRADING AND DRAINAGE NOTES

1. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE RECOMMENDATIONS SET FORTH IN THE GEOTECHNICAL REPORT AND ALL RELATED ADDENDUMS.
2. THE CONTRACTOR SHALL STRIP AND CLEAR THE TOPSOIL, MAJOR ROOTS AND ORGANIC MATERIAL FROM ALL PROPOSED BUILDING AND PAVEMENT AREAS PRIOR TO SITE GRADING. (THE TOPSOIL MAY BE STOCKPILED FOR LATER USE IN LANDSCAPED AREAS.)
3. THE CONTRACTOR SHALL REMOVE ALL ORGANIC MATERIAL AND OTHER DELETERIOUS MATERIALS PRIOR TO PLACING GRADING FILL OR BASE COURSE. THE AREA SHOULD BE PROOF-ROLLED TO IDENTIFY ANY SOFT AREAS. WHERE SOFT AREAS ARE ENCOUNTERED, THE CONTRACTOR SHALL REMOVE THE SOIL AND REPLACE WITH COMPACTED FILL.
4. ALL DEBRIS PILES AND BERMS SHOULD BE REMOVED AND HAULED AWAY FROM SITE OR USED AS GENERAL FILL IN LANDSCAPED AREAS.
5. THE CONTRACTOR SHALL CONSTRUCT THE BUILDING PAD TO THESE DESIGN PLANS AS PART OF THE SITE GRADING CONTRACT, AND STRICTLY ADHERE TO THE SITE PREPARATION AND GRADING REQUIREMENTS OUTLINED IN THE GEOTECHNICAL REPORT.
6. THE CONTRACTOR SHALL GRADE THE PROJECT SITE TO PROVIDE A SMOOTH TRANSITION BETWEEN NEW AND EXISTING ASPHALT, CURB AND GUTTER, AND ADJOINING SITE IMPROVEMENTS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE AND DEBRIS ON ADJACENT STREETS WHEN EQUIPMENT IS TRAVELING THOSE STREETS.
8. THE CONTRACTOR SHALL BE FAMILIAR WITH ALL CONDITIONS AND RECOMMENDATIONS OUTLINED IN THE GEOTECHNICAL REPORT AND TAKE ALL NECESSARY PRECAUTIONS AND RECOMMENDED PROCEDURES TO ASSURE SOUND GRADING PRACTICES.
9. THE CONTRACTOR SHALL TAKE APPROPRIATE GRADING MEASURES TO DIRECT STORM SURFACE RUNOFF TOWARDS CATCH BASINS.
10. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON ON-SITE SURVEY. IT SHALL BE THE CONTRACTORS' FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
11. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM ALL NECESSARY CUTS AND FILLS WITHIN THE LIMITS OF THIS PROJECT AND THE RELATED OFF-SITE WORK, SO AS TO GENERATE THE DESIRED SUBGRADE, FINISH GRADES, AND SLOPES SHOWN.
12. THE CONTRACTOR IS WARNED THAT AN EARTHWORK BALANCE WAS NOT NECESSARILY THE INTENT OF THIS PROJECT. ANY ADDITIONAL MATERIAL REQUIRED OR LEFTOVER MATERIAL FOLLOWING EARTHWORK OPERATIONS BECOMES THE RESPONSIBILITY OF THE CONTRACTOR.
13. THE GRADING CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH THE OWNER TO PROVIDE FOR THE REQUIREMENTS OF THE PROJECT STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND ASSOCIATED PERMIT. ALL CONTRACTOR ACTIVITIES 1 ACRE OR MORE IN SIZE ARE REQUIRED TO PROVIDE A STORM WATER POLLUTION PREVENTION PLAN.
14. ALL CUT AND FILL SLOPES SHALL BE PROTECTED UNTIL EFFECTIVE EROSION CONTROL HAS BEEN ESTABLISHED.
15. THE USE OF POTABLE WATER WITHOUT A SPECIAL PERMIT FOR BUILDING OR CONSTRUCTION PURPOSES INCLUDING CONSOLIDATION OF BACKFILL OR DUST CONTROL IS PROHIBITED. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR CONSTRUCTION WATER FROM GOVERNING AGENCY.
16. THE CONTRACTOR SHALL MAINTAIN THE STREETS, SIDEWALKS, AND ALL OTHER PUBLIC RIGHT-OF-WAYS IN A CLEAN, SAFE AND USABLE CONDITION. ALL SPILLS OF SOIL, ROCK OR CONSTRUCTION DEBRIS SHALL BE PROMPTLY REMOVED FROM THE PUBLICLY-OWNED PROPERTY DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT. ALL ADJACENT PROPERTY, PRIVATE OR PUBLIC, SHALL BE MAINTAINED IN A CLEAN, SAFE, AND USABLE CONDITION.

ABBREVIATIONS

APWA	AMERICAN PUBLIC WORKS ASSOCIATION
AR	ACCESSIBLE ROUTE
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS
AWWA	AMERICAN WATER WORKS ASSOCIATION
BOS	BOTTOM OF STEP
BVC	BEGIN VERTICAL CURVE
C	CURVE
CB	CATCH BASIN
CF	CURB FACE OR CUBIC FEET
CL	CENTER LINE
CO	CLEAN OUT
COMM	COMMUNICATION
CONC	CONCRETE
CONT	CONTINUOUS
DIA	DIAMETER
DIP	DUCTILE IRON PIPE
ELEC	ELECTRICAL
ELEV	ELEVATION
EOA	EDGE OF ASPHALT
EVC	END OF VERTICAL CURVE
EW	EACH WAY
EXIST	EXISTING
FF	FINISH FLOOR
FG	FINISH GRADE
FH	FIRE HYDRANT
FL	FLOW LINE OR FLANGE
GB	GRADE BREAK
GF	GARAGE FLOOR
GV	GATE VALVE
HC	HANDICAP
HP	HIGH POINT
IRR	IRRIGATION
K	RATE OF VERTICAL CURVATURE
LD	LAND DRAIN
LF	LINEAR FEET
LP	LOW POINT
MEX	MATCH EXISTING
MH	MANHOLE
MJ	MECHANICAL JOINT
NG	NATURAL GROUND
NIC	NOT IN CONTRACT
NO	NUMBER
OC	ON CENTER
OCEW	ON CENTER EACH WAY
OHP	OVERHEAD POWER
PC	POINT OF CURVATURE OR PRESSURE CLASS
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PIV	POST INDICATOR VALVE
PL	PROPERTY LINE
PRC	POINT OF REVERSE CURVATURE
PRO	PROPOSED
PT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
R	RADIUS
RD	ROOF DRAIN
ROW	RIGHT OF WAY
S	SLOPE
SAN SWR	SANITARY SEWER
SD	STORM DRAIN
SEC	SECONDARY
SS	SANITARY SEWER
STA	STATION
SW	SECONDARY WATER LINE
TBC	TOP BACK OF CURB
TOG	TOP OF GRATE
TOA	TOP OF ASPHALT
TOC	TOP OF CONCRETE
TOF	TOP OF FOUNDATION
TOW	TOP OF WALL
TOS	TOP OF STEP
TYP	TYPICAL
VC	VERTICAL CURVE
WIV	WALL INDICATOR VALVE
W	WATER LINE

NOTE: MAY CONTAIN ABBREVIATIONS THAT ARE NOT USED IN THIS PLAN SET.

LEGEND

SECTION CORNER	EXISTING EDGE OF ASPHALT
EXISTING MONUMENT	PROPOSED EDGE OF ASPHALT
PROPOSED MONUMENT	EXISTING STRIPING
EXISTING REBAR AND CAP	PROPOSED STRIPING
SET ENSIGN REBAR AND CAP	EXISTING FENCE
EXISTING WATER METER	PROPOSED FENCE
PROPOSED WATER METER	EXISTING FLOW LINE
EXISTING WATER MANHOLE	PROPOSED FLOW LINE
PROPOSED WATER MANHOLE	GRADE BREAK
EXISTING WATER BOX	EXISTING STORM DRAIN LINE
EXISTING WATER VALVE	PROPOSED STORM DRAIN LINE
PROPOSED WATER VALVE	ROOF DRAIN LINE
EXISTING FIRE HYDRANT	CATCHMENTS
PROPOSED FIRE HYDRANT	HIGHWATER LINE
PROPOSED FIRE DEPARTMENT CONNECTION	EXISTING SANITARY SEWER
EXISTING SECONDARY WATER VALVE	PROPOSED SANITARY SEWER LINE
PROPOSED SECONDARY WATER VALVE	PROPOSED SAN. SWR. SERVICE LINE
EXISTING IRRIGATION BOX	EXISTING LAND DRAIN LINE
EXISTING IRRIGATION VALVE	PROPOSED LAND DRAIN LINE
PROPOSED IRRIGATION VALVE	PROPOSED LAND DRAIN SERVICE LINE
EXISTING SANITARY SEWER MANHOLE	EXISTING CULINARY WATER LINE
PROPOSED SANITARY SEWER MANHOLE	PROPOSED CULINARY WATER LINE
EXISTING SANITARY CLEAN OUT	PROPOSED CULINARY WATER SERVICE LINE
EXISTING STORM DRAIN CLEAN OUT BOX	EXISTING SECONDARY WATER LINE
PROPOSED STORM DRAIN CLEAN OUT BOX	PROPOSED SECONDARY WATER LINE
EXISTING STORM DRAIN INLET BOX	PROPOSED SEC. WATER SERVICE LINE
EXISTING STORM DRAIN CATCH BASIN	EXISTING IRRIGATION LINE
PROPOSED STORM DRAIN CATCH BASIN	PROPOSED IRRIGATION LINE
EXISTING STORM DRAIN COMBO BOX	EXISTING OVERHEAD POWER LINE
PROPOSED STORM DRAIN COMBO BOX	EXISTING ELECTRICAL LINE
EXISTING STORM DRAIN CLEAN OUT	EXISTING GAS LINE
EXISTING STORM DRAIN CULVERT	EXISTING TELEPHONE LINE
PROPOSED STORM DRAIN CULVERT	ACCESSIBLE ROUTE
TEMPORARY SAG INLET PROTECTION	SAW CUT LINE
TEMPORARY IN-LINE INLET PROTECTION	STRAW WATTLE
ROOF DRAIN	TEMPORARY BERM
EXISTING ELECTRICAL MANHOLE	TEMPORARY SILT FENCE
EXISTING ELECTRICAL BOX	LIMITS OF DISTURBANCE
EXISTING TRANSFORMER	EXISTING WALL
EXISTING UTILITY POLE	PROPOSED WALL
EXISTING LIGHT	EXISTING CONTOURS
PROPOSED LIGHT	PROPOSED CONTOURS
EXISTING GAS METER	BUILDABLE AREA WITHIN SETBACKS
EXISTING GAS MANHOLE	PUBLIC DRAINAGE EASEMENT
EXISTING GAS VALVE	EXISTING ASPHALT TO BE REMOVED
EXISTING TELEPHONE MANHOLE	PROPOSED ASPHALT
EXISTING TELEPHONE BOX	EXISTING CURB AND GUTTER
EXISTING TRAFFIC SIGNAL BOX	PROPOSED CURB AND GUTTER
EXISTING CABLE BOX	PROPOSED REVERSE PAN CURB AND GUTTER
EXISTING BOLLARD	TRANSITION TO REVERSE PAN CURB
PROPOSED BOLLARD	CONCRETE TO BE REMOVED
EXISTING SIGN	EXISTING CONCRETE
PROPOSED SIGN	PROPOSED CONCRETE
EXISTING SPOT ELEVATION	BUILDING TO BE REMOVED
PROPOSED SPOT ELEVATION	EXISTING BUILDING
EXISTING FLOW DIRECTION	PROPOSED BUILDING
EXISTING TREE	
DENSE VEGETATION	

NOTE: MAY CONTAIN SYMBOLS THAT ARE NOT USED IN THIS PLAN SET.

ENSIGN
THE STANDARD IN ENGINEERING

LAYTON
919 N. 400 W.
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TOOELE
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WWW.ENSIGNENG.COM

FOR:
FIELDSTONE
12896 PONY EXPRESS RD #400
DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
REGISTERED
No. 8529241-2202
9-10-2021
DUSTIN T. BAY
STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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GENERAL NOTES

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

C-001

811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

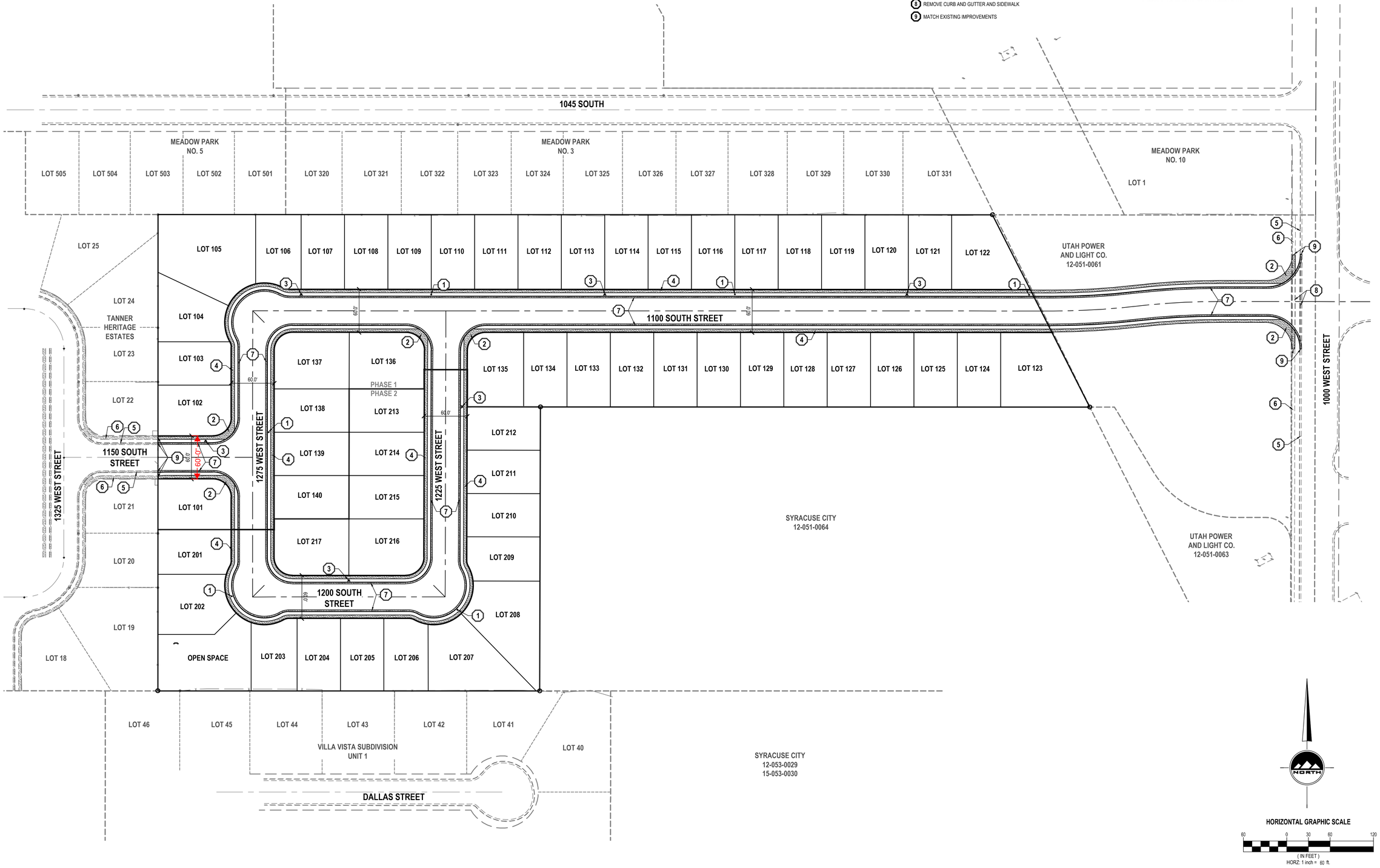
SCOPE OF WORK:

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

1. INSTALL STREET LIGHT PER CLEARFIELD CITY SPECIFICATIONS
2. INSTALL HANDICAP ACCESSIBLE RAMP PER APWA STANDARD PLAN NO. 235 WITH DETECTABLE WORKING SURFACE PER APWA STANDARD PLAN NO. 238 AND SPECIFICATIONS.
3. INSTALL FIRE HYDRANT AND VALVE PER CLEARFIELD CITY SPECIFICATIONS
4. INSTALL SIDEWALK PER CLEARFIELD CITY SPECIFICATIONS.
5. EXISTING CURB AND GUTTER
6. EXISTING SIDEWALK
7. INSTALL 24" CURB AND GUTTER
8. REMOVE CURB AND GUTTER AND SIDEWALK
9. MATCH EXISTING IMPROVEMENTS

GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
3. SEE LANDSCAPE/ARCHITECTURAL PLANS FOR CONCRETE MATERIAL, COLOR, FINISH, AND SCORE PATTERNS THROUGHOUT SITE.
4. ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. (MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES).
5. ALL SURFACE IMPROVEMENTS DISTURBED BY CONSTRUCTION SHALL BE RESTORED OR REPLACED, INCLUDING TREES AND DECORATIVE SHRUBS, SOD, FENCES, WALLS AND STRUCTURES, WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE CONTRACT DOCUMENTS.
6. NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE OR ASPHALT.
7. THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.



NORTH

HORIZONTAL GRAPHIC SCALE

60 0 30 60 120

(IN FEET)
HORZ: 1 inch = 60 ft.

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HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER — REGISTERED — Justin T. Bay — No. 8529241-2202 — 9-10-2021 — STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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SITE PLAN

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

C-100

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BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

Heritage East, Clearfield - Study Summary Statistics

Full Site:

	Area	C Value
1/8th Acre Lots	556,183	0.35
ROW	-	0.9
Landscaped Area	-	0.15
Total Area	556,183	
Weighted Average C		**0.350**

Total Area	556,183	SF
Total Area	12.77	Acres
Composite C	0.350	

Detention Calculations (100-year storm)

Basin Tributary Area	556,183	SF
Runoff coefficient C:	0.350	
Release Rate	0.20	cfs/acre
Peak Release	2.554	cfs

Time (min)	i(in/hr)	Cumulative Runoff to Basin (c.f.)	Net Allowed Basin** Discharge (c.f.)	Required Storage (c.f.)
5	6.94	9,304	766	8,538
10	5.33	14,291	1,532	12,759
15	4.36	17,536	2,298	15,238
30	2.94	23,649	4,597	19,053
60	1.82	29,280	9,193	**20,087**
90	1.27	30,648	13,790	16,858
120	1.03	33,141	18,386	14,755
180	0.70	33,785	27,579	6,205
360	0.38	36,680	55,159	(18,478)
720	0.230	44,403	110,317	(65,915)
1440	0.130	50,194	220,635	(170,440)
		Required Detention:		20,087
		Provided Detention:		

Catchment Calculations (10-year storm)

Time of Concentration:	15	min
Rainfall Intensity I:	2.94	in/hr
Mannings N	0.013	

Catchment	Area (SF)	C	Flow (CFS)	Destination
B-1	8,262	0.464	0.261	SD-08
B-2	7,113	0.524	0.254	PD-01
B-3	45,686	0.396	1.232	SD-09
B-4	19,727	0.528	0.708	SD-03
B-5	7,227	0.769	0.378	SD-11
B-6	37,689	0.499	1.279	SD-05
B-7	66,359	0.498	2.250	SD-06
B-8	65,255	0.505	2.242	SD-12
B-9	39,229	0.606	1.619	SD-07
B-10	46,771	0.564	1.795	SD-13
B-11	26,025	0.476	0.842	SD-20
B-12	23,745	0.513	0.829	SD-15
B-13	13,033	0.609	0.540	SD-17
B-14	51,982	0.443	1.568	SD-21
B-15	40,903	0.503	1.401	SD-19
B-16	55,698	0.488	1.849	SD-22

Pipe Design (10-year storm)

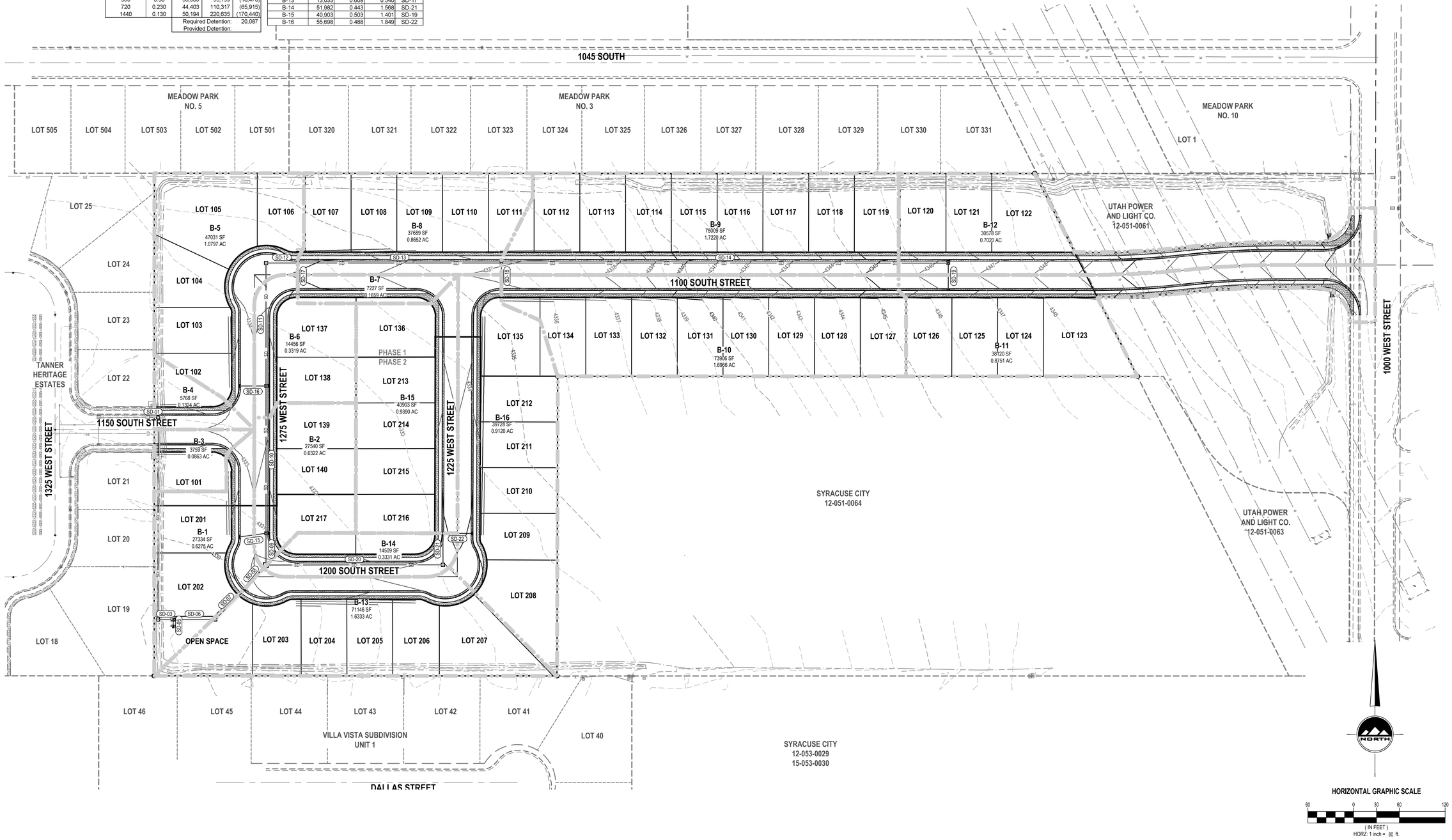
Mannings N (ADS)	0.011
Mannings N (RCP)	0.013

Pipe	Tributary	Surface	Upstream	Pipe Flow	Total Flow	Pipe	Diameter	Pipe Type	Full Flow	% of Full-
PD-01		0.254	9.2654023		9.519	0.20%	24	RCP	10.144	93.8%
PD-02			9.2654023		9.265	0.20%	18	RCP	4.710	196.7%
SD-01					0.000	0.20%	18	RCP	4.710	0.0%
SD-02			18.531		18.531	0.20%	30	RCP	18.393	100.8%
SD-03		0.708	16.591		17.299	0.20%	30	RCP	18.393	94.1%
SD-04			9.562		9.562	0.20%	24	RCP	10.144	94.3%
SD-05		1.279	8.283		9.562	0.85%	18	RCP	9.711	98.5%
SD-06		2.250	5.656		7.905	1.00%	18	RCP	10.533	75.1%
SD-07		0.540	2.874		3.414	1.00%	15	RCP	6.477	52.7%
SD-08		1.079	1.795		2.874	2.50%	15	RCP	10.241	28.1%
SD-09		0.261			0.261	0.20%	15	RCP	2.897	9.0%
SD-10		1.232			1.232	2.75%	15	RCP	10.741	11.5%
SD-11		0.378			0.378	4.00%	15	RCP	12.954	2.9%
SD-12		2.242			2.242	1.00%	15	RCP	6.477	34.6%
SD-13		1.795			1.795	0.40%	15	RCP	4.097	43.8%
SD-14 NOT USED										
SD-15		0.829	6.200		7.029	0.15%	24	RCP	8.785	80.0%
SD-16			5.358		5.358	0.30%	18	RCP	5.769	92.9%
SD-17		0.540	4.817		5.358	0.27%	18	RCP	5.473	97.9%
SD-18			3.249		3.249	0.50%	15	RCP	4.580	70.9%
SD-19		1.401	1.849		3.249	0.26%	15	RCP	3.303	98.4%
SD-20		0.842			0.842	0.10%	15	RCP	2.048	41.1%
SD-21		1.568			1.568	0.10%	15	RCP	2.048	76.5%
SD-22		1.849			1.849	0.25%	15	RCP	3.239	57.1%

*detained flow, 0.20 cfs/acre

GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
3. ALL WORK SHALL COMPLY WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER POSSIBLY INCLUDING, BUT NOT LIMITED TO, REMOVAL OF UNCONSOLIDATED FILL, ORGANICS, AND DEBRIS, PLACEMENT OF SUBSURFACE DRAIN LINES AND GEOTEXTILE, AND OVEREXCAVATION OF UNSUITABLE BEARING MATERIALS AND PLACEMENT OF ACCEPTABLE FILL MATERIAL.
4. THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE EXISTING SOIL CONDITIONS.
5. ELEVATIONS HAVE BEEN TRUNCATED FOR CLARITY. XX.XX REPRESENTS AN ELEVATION OF 48XX.XX ON THESE PLANS.
6. LANDSCAPED AREAS REQUIRE SUBGRADE TO BE MAINTAINED AT A SPECIFIC ELEVATION BELOW FINISHED GRADE AND REQUIRE SUBGRADE TO BE PROPERLY PREPARED AND SCARIFIED. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
7. SLOPE ALL LANDSCAPED AREAS AWAY FROM BUILDING FOUNDATIONS TOWARD CURB AND GUTTER OR STORM DRAIN INLETS.
8. EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
9. ALL STORM DRAIN INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
10. ENSURE MINIMUM COVER OVER ALL STORM DRAIN PIPES PER MANUFACTURER'S RECOMMENDATIONS. NOTIFY ENGINEER IF MINIMUM COVER CANNOT BE ATTAINED.
11. ALL FACILITIES WITH DOWNSPOUTS/ROOF DRAINS SHALL BE CONNECTED TO THE STORM DRAIN SYSTEM. SEE PLUMBING PLANS FOR DOWNSPOUT/ROOF DRAIN LOCATIONS AND SIZES. ALL ROOF DRAINS TO HAVE MINIMUM 1% SLOPE.
12. THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
13. NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE, ASPHALT, OR STORM DRAIN STRUCTURES OR PIPES.
14. THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.



HORIZONTAL GRAPHIC SCALE

60 0 30 60 120

(IN FEET)

HORZ. 1 inch = 60 ft.

ENSIGN
THE STANDARD IN ENGINEERING

LAYTON
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12896 PONY EXPRESS RD #400
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CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
STATE OF UTAH
Dustin T. Bay
No. 8529241-2202
9-10-2021

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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OVERALL GRADING/ DRAINAGE PLAN

PROJECT NUMBER: 9491	PRINT DATE: 9/10/21
DRAWN BY: C.WRIGHT	CHECKED BY: T. WILLIAMS
PROJECT MANAGER: T. WILLIAMS	

C-200

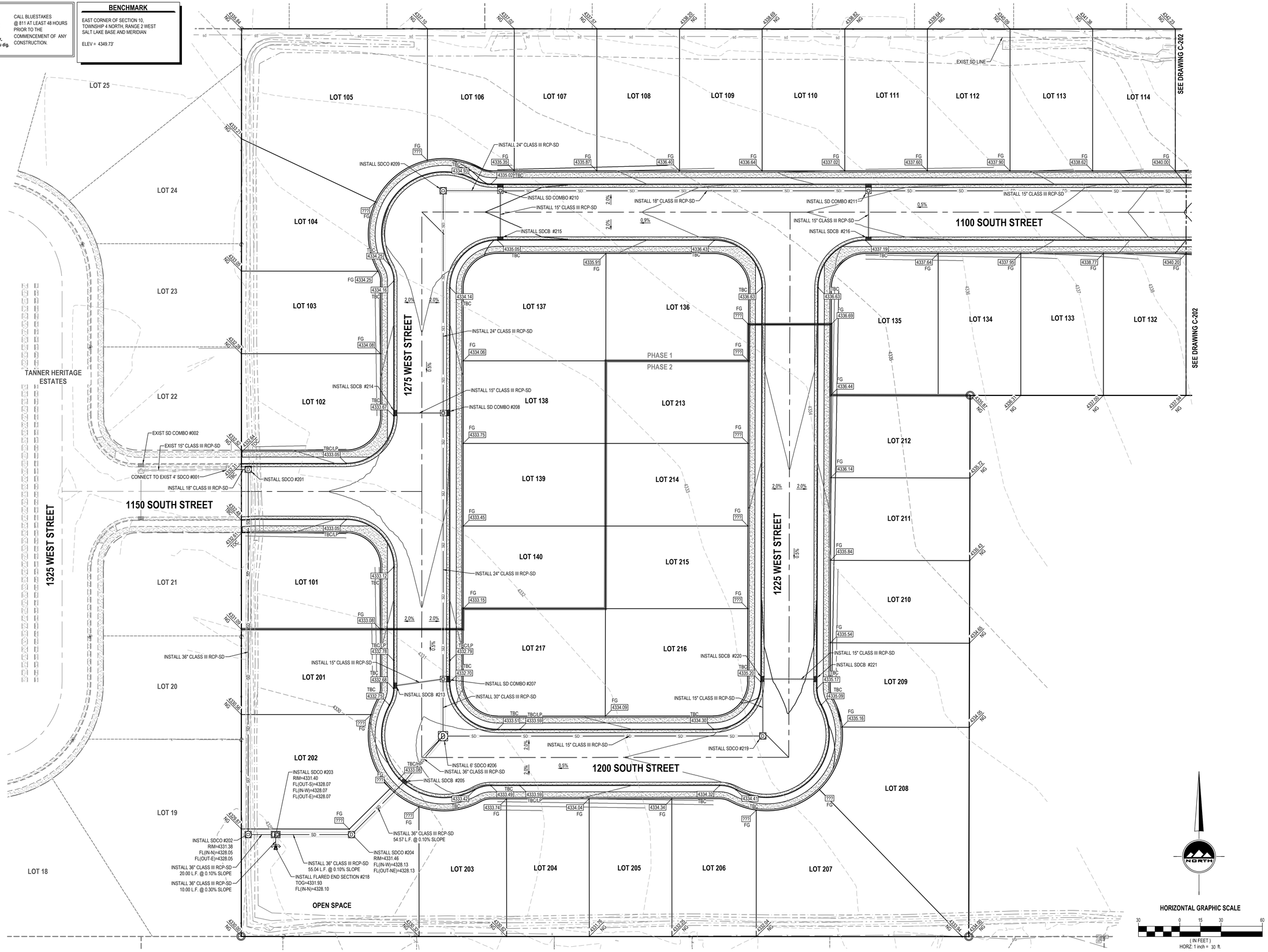
811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'



ENSIGN
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FOR:
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HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
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CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH
QUSTIN T. BAY

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GRADING/DRAINAGE PLAN

PROJECT NUMBER	PRINT DATE
9491	9/10/21
DRAWN BY	CHECKED BY
C.WRIGHT	T. WILLIAMS
PROJECT MANAGER	
T. WILLIAMS	

C-201

811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MEDIAN

ELEV = 4349.73'

1045 SOUTH STREET

MEADOW PARK NO. 10

LOT 326 LOT 327 LOT 328 LOT 329 LOT 330 LOT 331 LOT 1

SEE DRAWING C-201

LOT 115 LOT 116 LOT 117 LOT 118 LOT 119 LOT 120 LOT 121 LOT 122

UTAH POWER AND LIGHT CO.
12-051-0061

1100 SOUTH STREET

INSTALL 15" CLASS III RCP-SD

INSTALL SD COMBO #212

INSTALL 15" CLASS III RCP-SD

INSTALL SDCB #217

1000 WEST STREET

SEE DRAWING C-201

LOT 131 LOT 130 LOT 129 LOT 128 LOT 127 LOT 126 LOT 125 LOT 124 LOT 123

SYRACUSE CITY
12-051-0064

UTAH POWER AND LIGHT CO.
12-051-0063

NORTH

HORIZONTAL GRAPHIC SCALE

30 0 15 30 60

(IN FEET)

HORZ: 1 inch = 30 ft.

ENSIGN
THE STANDARD IN ENGINEERING

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HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	

GRADING/DRAINAGE PLAN

PROJECT NUMBER	PRINT DATE
9491	9/10/21
DRAWN BY	CHECKED BY
C.WRIGHT	T. WILLIAMS
PROJECT MANAGER	
T. WILLIAMS	

C-202

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ELEV = 4349.73'

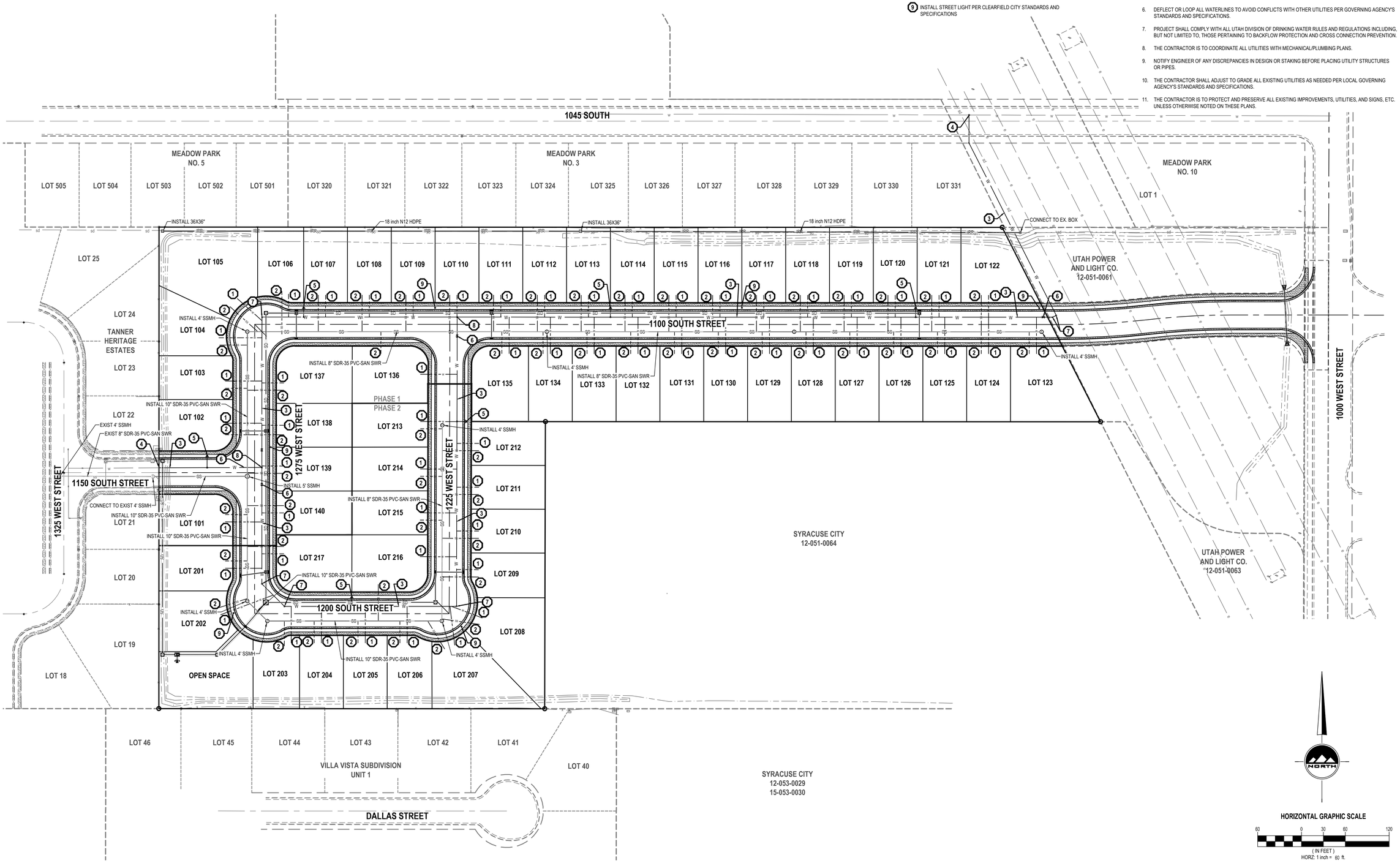
SCOPE OF WORK:

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

1. INSTALL TYPICAL WATER CONNECTION PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
2. INSTALL 4" SANITARY SEWER SERVICE LATERAL @ 2.00% MINIMUM SLOPE PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
3. INSTALL 8" C900 DR18 PVC CULINARY WATERLINE
4. FIELD LOCATE AND CONNECT TO EXISTING 8" CULINARY WATERLINE
5. INSTALL FIRE HYDRANT AND VALVE COMPLETE PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
6. INSTALL 8" GATE VALVE
7. INSTALL 8" BEND
8. INSTALL 8" TEE
9. INSTALL STREET LIGHT PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS

GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
3. ALL SANITARY SEWER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY STANDARD PLANS AND SPECIFICATIONS.
4. ALL WATER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
6. DEFLECT OR LOOP ALL WATERLINES TO AVOID CONFLICTS WITH OTHER UTILITIES PER GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
7. PROJECT SHALL COMPLY WITH ALL UTAH DIVISION OF DRINKING WATER RULES AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO BACKFLOW PROTECTION AND CROSS CONNECTION PREVENTION.
8. THE CONTRACTOR IS TO COORDINATE ALL UTILITIES WITH MECHANICAL/PLUMBING PLANS.
9. NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING UTILITY STRUCTURES OR PIPES.
10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
11. THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.



NORTH

HORIZONTAL GRAPHIC SCALE

60 0 30 60 120

(IN FEET)

HORZ: 1 inch = 60 ft.

ENSIGN
THE STANDARD IN ENGINEERING

LAYTON
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TOOELE
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RICHFIELD
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FOR:
FIELDSTONE
12896 PONY EXPRESS RD #400
DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UTAH 84015

PROFESSIONAL ENGINEER — REGISTERED — Justin T. Bay — No. 8529241-2202 — 9-10-2021 — STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	

UTILITY PLAN

PROJECT NUMBER	PRINT DATE
9491	9/10/21
DRAWN BY	CHECKED BY
C.WRIGHT	T. WILLIAMS
PROJECT MANAGER	
T. WILLIAMS	

C-300

811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

REVISION SCHEDULE

NUMBER	DATE	AUTHOR	COMPANY REPRESENTATIVE SIGNATURE
1			
2			
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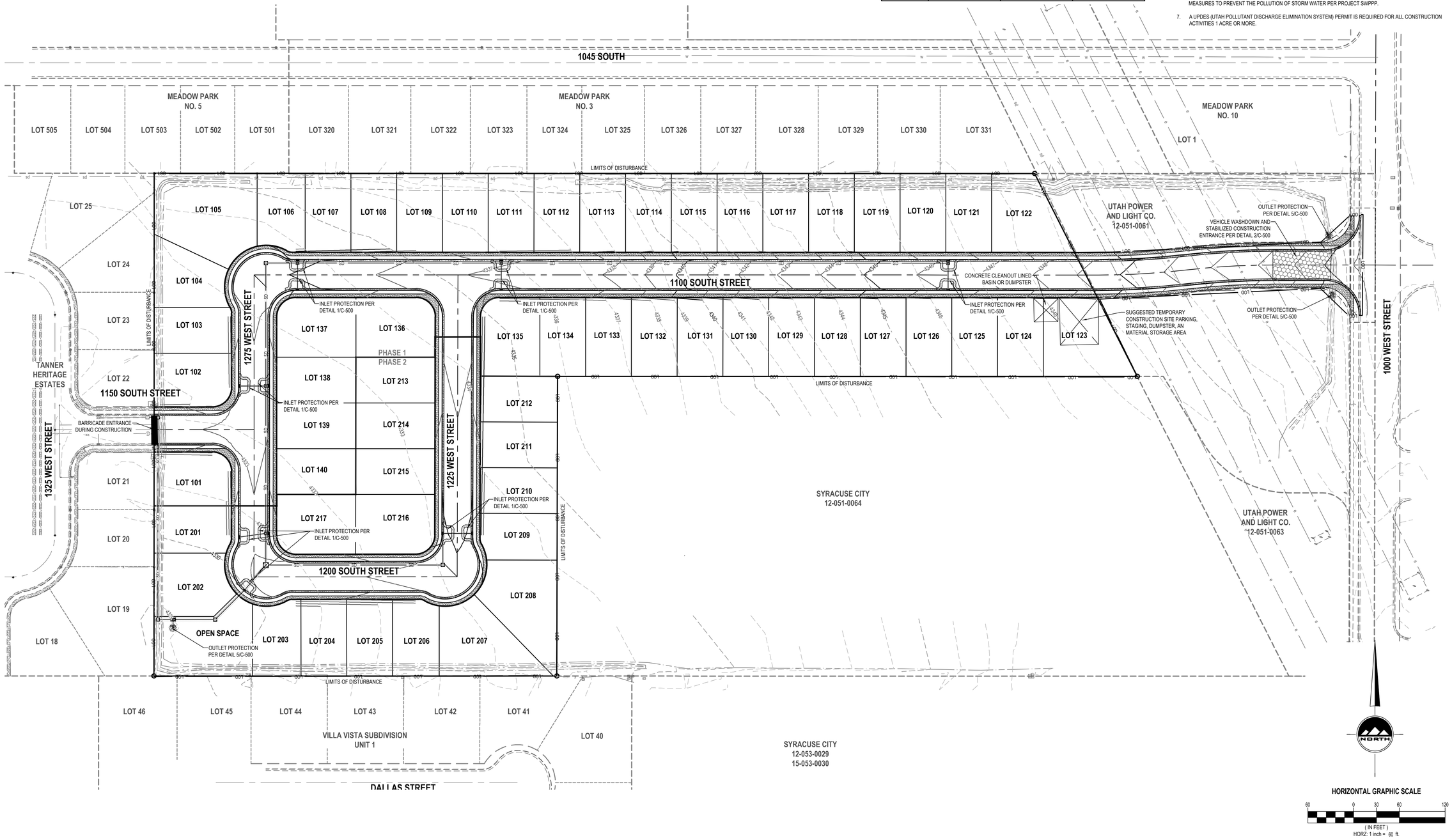
12			

GENERAL NOTES

1. THIS PLAN IS DESIGNED AS A FIRST APPRAISAL OF NECESSARY MEANS TO PROTECT THE WATERS OF THE STATE FROM POTENTIAL POLLUTION. IT IS THE RESPONSIBILITY OF THE OWNER/OPERATOR TO ADD WARRANTED BEST MANAGEMENT PRACTICES (BMP'S) AS NECESSARY, MODIFY THOSE SHOWN AS APPROPRIATE, AND DELETE FROM THE PROJECT THOSE FOUND TO BE UNNECESSARY. FEDERAL AND STATE LAW ALLOWS THESE UPDATES TO BE MADE BY THE OWNER/OPERATOR ONSITE AND RECORDED BY THE OWNER/OPERATOR ON THE COPY OF THE SWPPP KEPT ONSITE.
2. DISTURBED LAND SHALL BE KEPT TO A MINIMUM. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. HOWEVER, WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 21 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.
3. RESEED DISTURBED LAND WITH NATIVE GRASS MIXTURE WITHIN 14 CALENDAR DAYS OF ACHIEVEMENT OF FINISH GRADE TO STABILIZE SOILS IF LAND IS NOT TO BE RE-WORKED WITHIN 14 CALENDAR DAYS OF THE CESSATION OF CONSTRUCTION ACTIVITIES AT THAT LOCATION.
4. DETAILS SHOWN ARE TO BE EMPLOYED TO PROTECT RUNOFF AS APPROPRIATE DURING CONSTRUCTION. NOT ALL DETAILS ARE NECESSARY AT ALL PHASES OF THE PROJECT. IT SHALL BE THE RESPONSIBILITY OF THE OWNER/OPERATOR TO USE APPROPRIATE BEST MANAGEMENT PRACTICES AT THE APPROPRIATE PHASE OF CONSTRUCTION. SEE SWPPP FOR BMP IMPLEMENTATION SCHEDULE.
5. VARIOUS BEST MANAGEMENT PRACTICES HAVE BEEN SHOWN ON THE PLANS AT SUGGESTED LOCATIONS. THE CONTRACTOR MAY MOVE AND RECONFIGURE THESE BMP'S TO OTHER LOCATIONS IF PREFERRED, PROVIDED THE INTENT OF THE DESIGN IS PRESERVED.
6. NOT ALL POSSIBLE BMP'S HAVE BEEN SHOWN. THE CONTRACTOR IS RESPONSIBLE TO APPLY CORRECT MEASURES TO PREVENT THE POLLUTION OF STORM WATER PER PROJECT SWPPP.
7. A UPDES (UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM) PERMIT IS REQUIRED FOR ALL CONSTRUCTION ACTIVITIES 1 ACRE OR MORE.



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DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION PHASE 1 AND 2

1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER — Dustin T. Bay — No. 8529241-2202 — 9-10-2021 — STATE OF UTAH

NO.	DATE	REVISION	BY
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EROSION CONTROL PLAN

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

C-400

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BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

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SCOPE OF WORK:

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

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7. INSTALL 8" BEND
8. INSTALL 8" TEE
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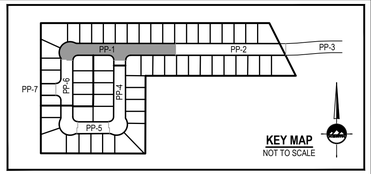
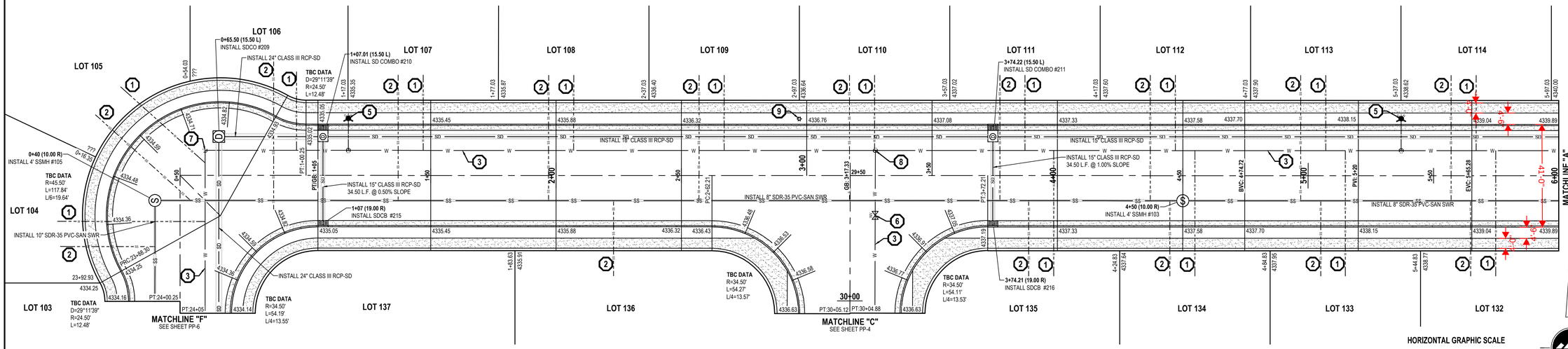
10. MATCH EXISTING IMPROVEMENTS
11. LOOP CULINARY WATERLINE UNDER STORM DRAIN & PROVIDE 12" MINIMUM CLEARANCE





1100 SOUTH STREET

HORIZONTAL GRAPHIC SCALE

20 0 10 20 40

(IN FEET)
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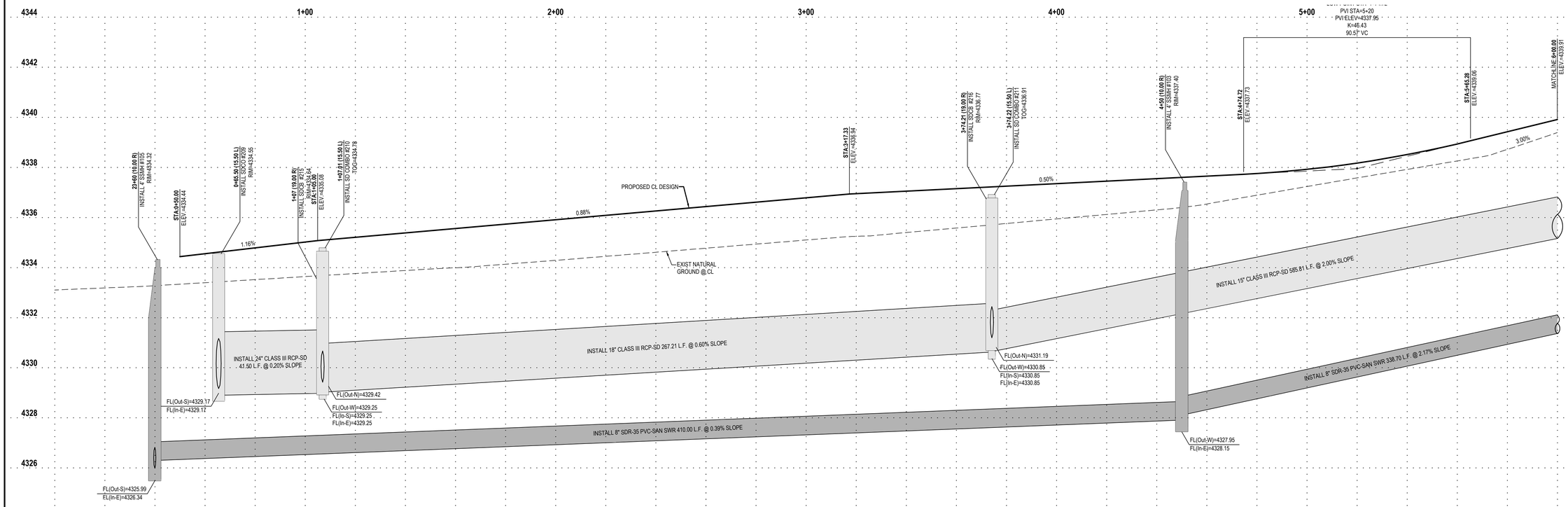

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HERITAGE EAST SUBDIVISION
PHASE 1 AREA 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UTAH

PROFESSIONAL ENGINEER
STATE OF UTAH
No. 8529241-2202
9-10-2021

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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1100 SOUTH STREET
PLAN AND PROFILE

PROJECT NUMBER	PRINT DATE
9491	9/10/21
DRAWN BY	CHECKED BY
C.WRIGHT	T. WILLIAMS
PROJECT MANAGER	
T. WILLIAMS	

PP-1

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EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

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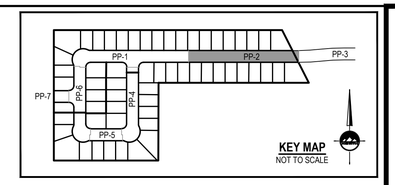
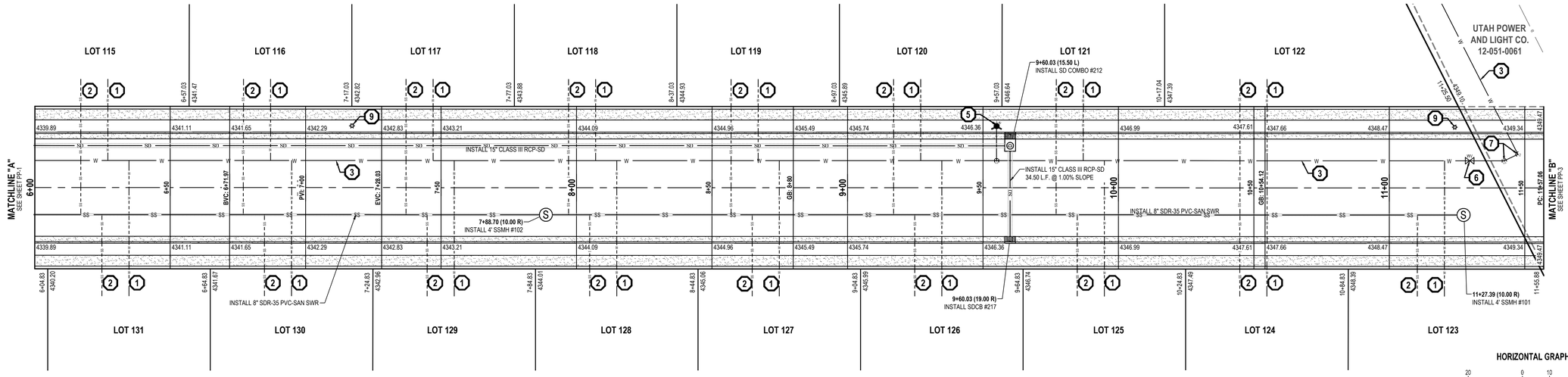


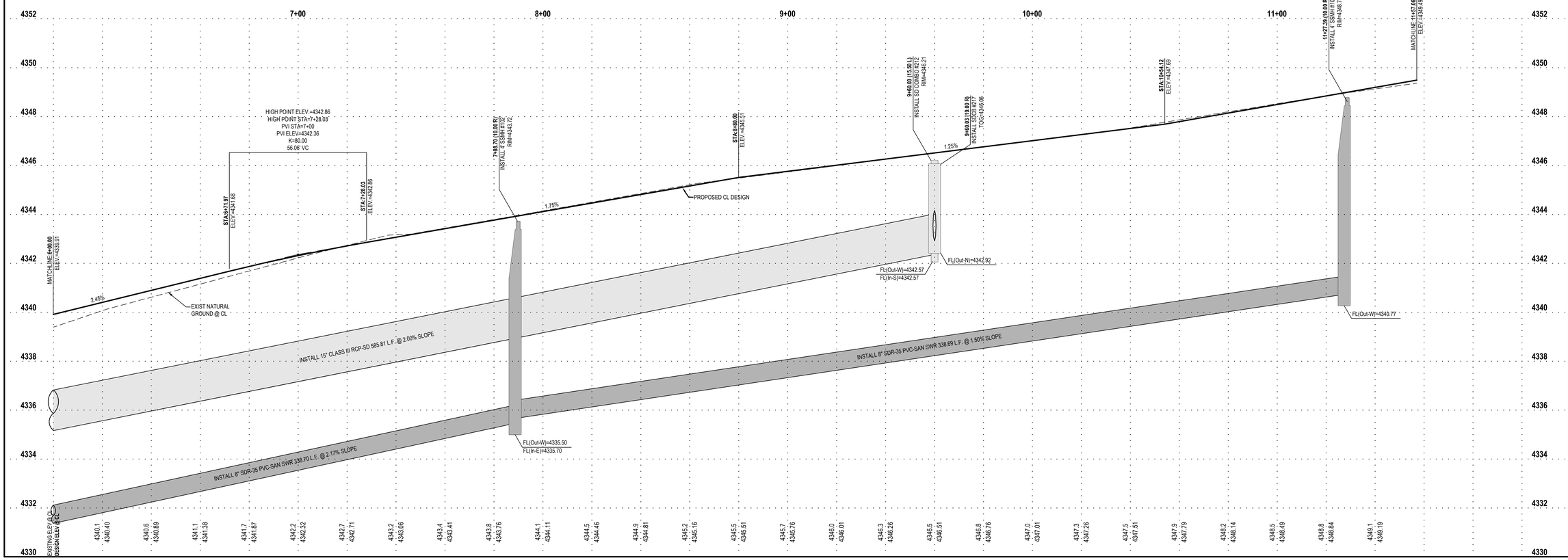


1100 SOUTH STREET

HORIZONTAL GRAPHIC SCALE

20 0 10 20 40

(IN FEET)
HORZ: 1 inch = 20 ft.
VERT: 1 inch = 2 ft.



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FOR:
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PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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3			
4			
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6			
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8			

1100 SOUTH STREET PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-2

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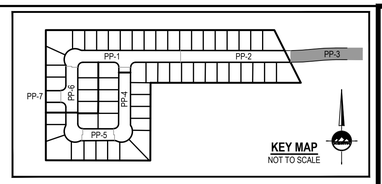

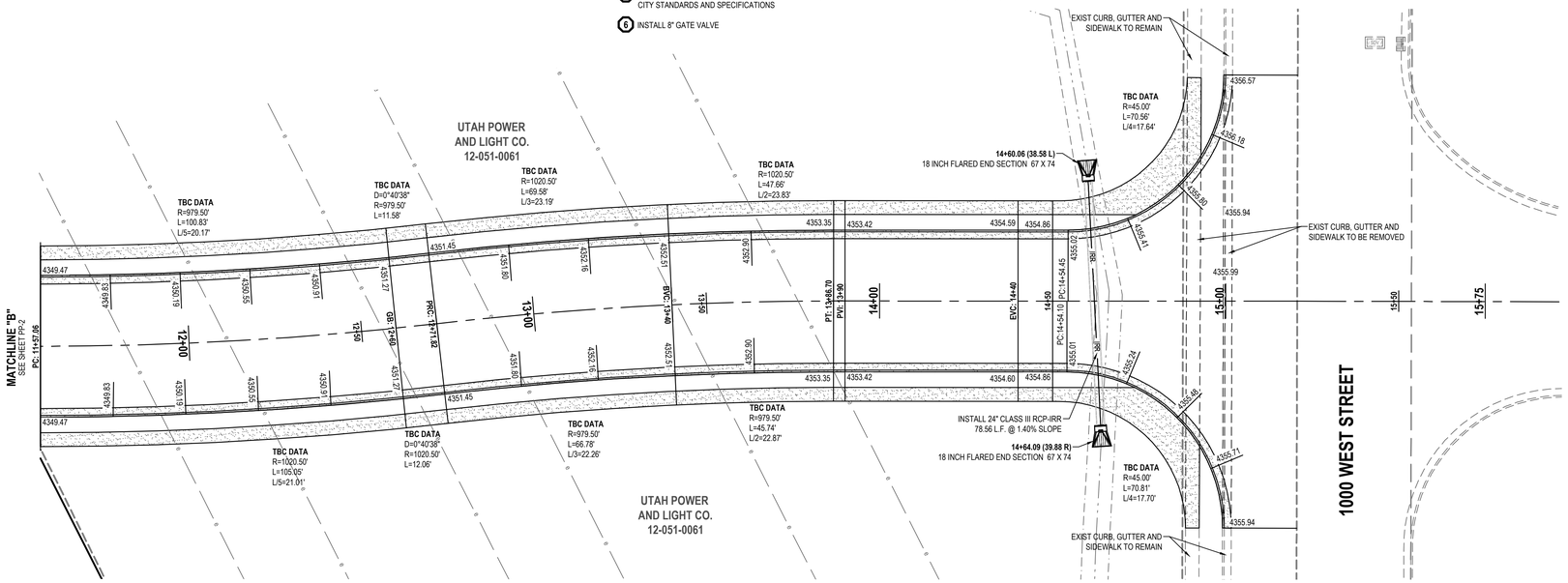

HORIZONTAL GRAPHIC SCALE

20 0 10 20 40

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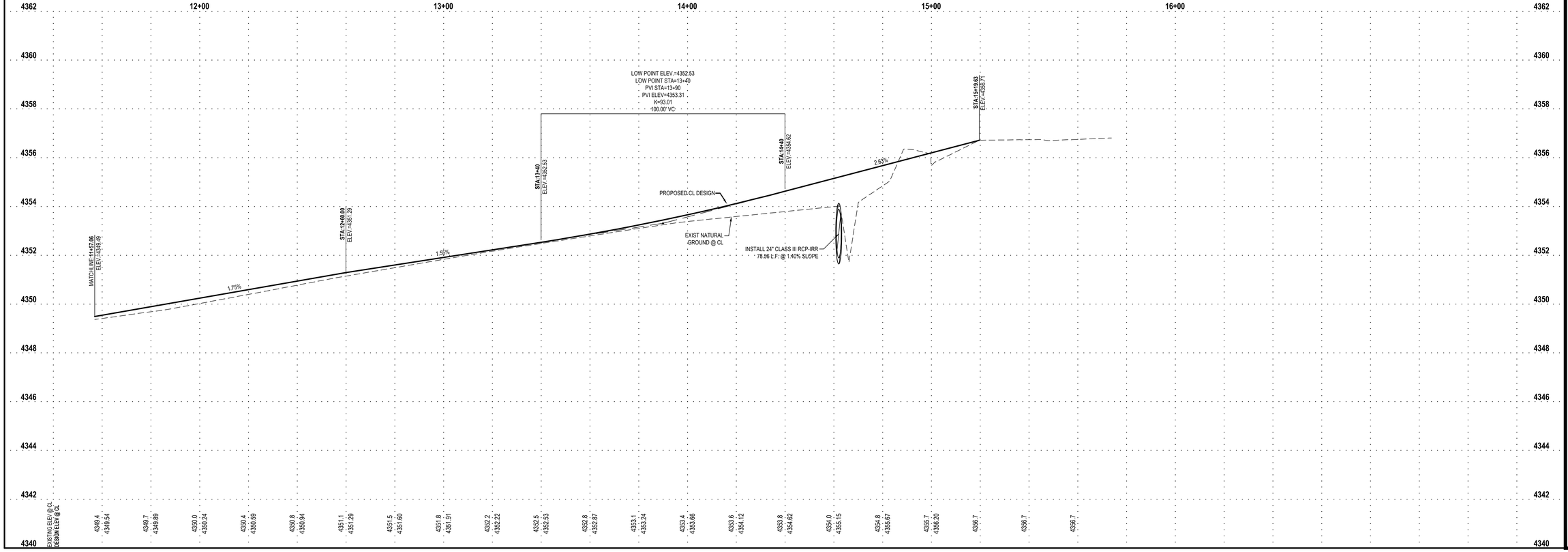
NORTH



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CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER — STATE OF UTAH — DUSTIN T. BAY — No. 8529241-2202 — 9-10-2021

NO.	DATE	REVISION	BY
1		FOR REVIEW	

1100 SOUTH STREET PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-3

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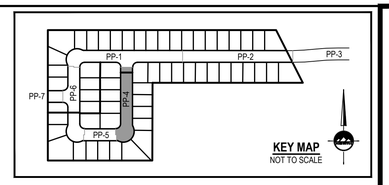
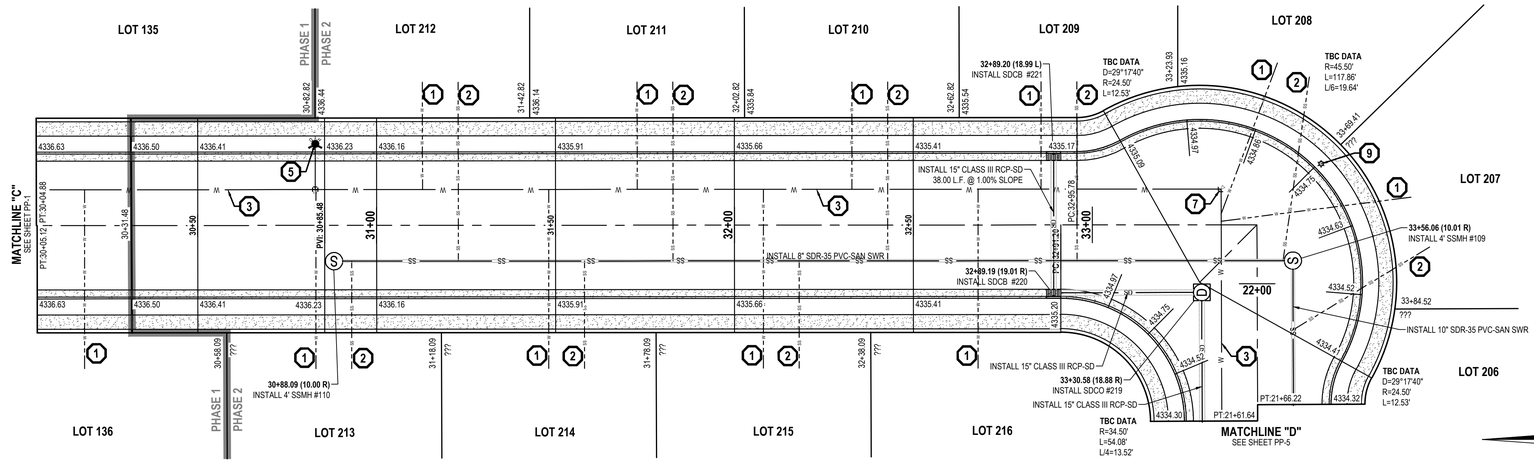
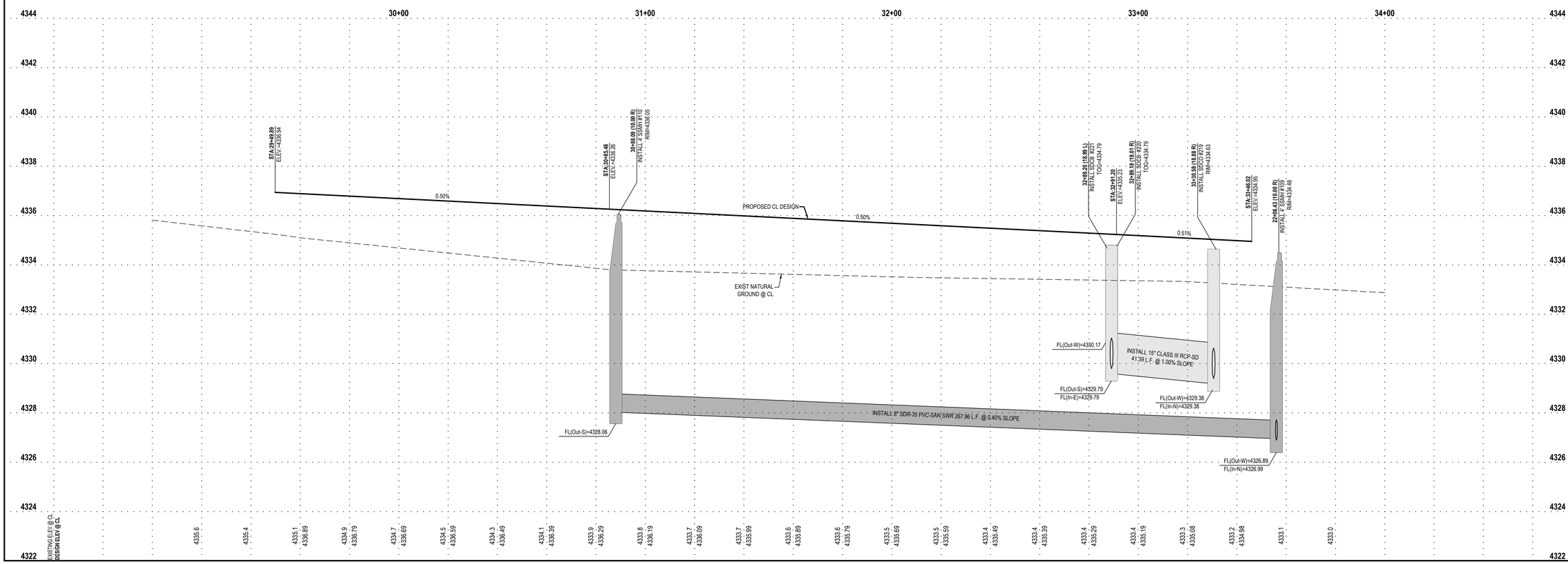




1225 WEST STREET



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FOR:
FIELDSTONE
12896 PONY EXPRESS RD #400
DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AREA PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH

NO.	DATE	REVISION	BY
1		FOR REVIEW	
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1225 WEST STREET
PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-4

811 Know what's below. Call before you dig.

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

BENCHMARK

EAST CORNER OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 2 WEST SALT LAKE BASE AND MERIDIAN

ELEV = 4349.73'

NOTES

1. ALL WORK SHALL COMPLY WITH CURRENT APWA PLANS AND SPECIFICATIONS, AND WITH CLEARFIELD CITY STANDARD PLANS AND SPECIFICATIONS.
2. THE INTENT OF THE INSTALLATION OF CURB AND GUTTER IS TO ENSURE THAT PROPER DRAINAGE INTO THE PROPOSED CURB AND GUTTER IS ACCOMPLISHED. IT IS THE **RESPONSIBILITY OF THE CONTRACTOR** TO VERIFY THAT DRAINAGE INTO THE PROPOSED CURB AND GUTTER OF ALL RUN-OFF WATER FROM THE STREET IS ACCOMPLISHED PRIOR TO THE PLACEMENT OF ANY CONCRETE. NOTICE TO ENSIGN ENGINEERING OF VARIATIONS FROM THE DESIGN DRAWINGS IS REQUIRED PRIOR TO ANY PLACEMENT OF THE PROPOSED CURB AND GUTTER.

SCOPE OF WORK:

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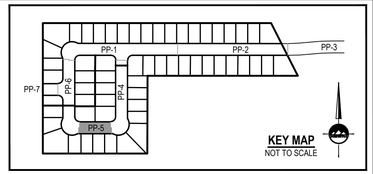
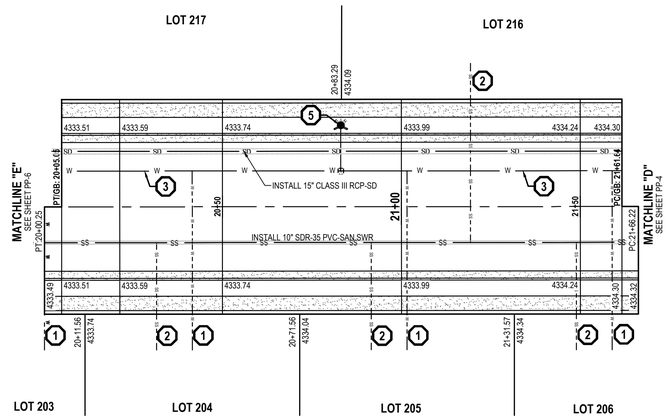
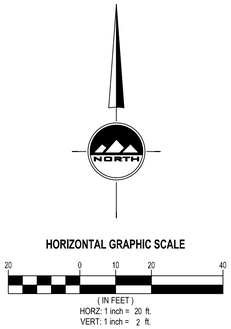
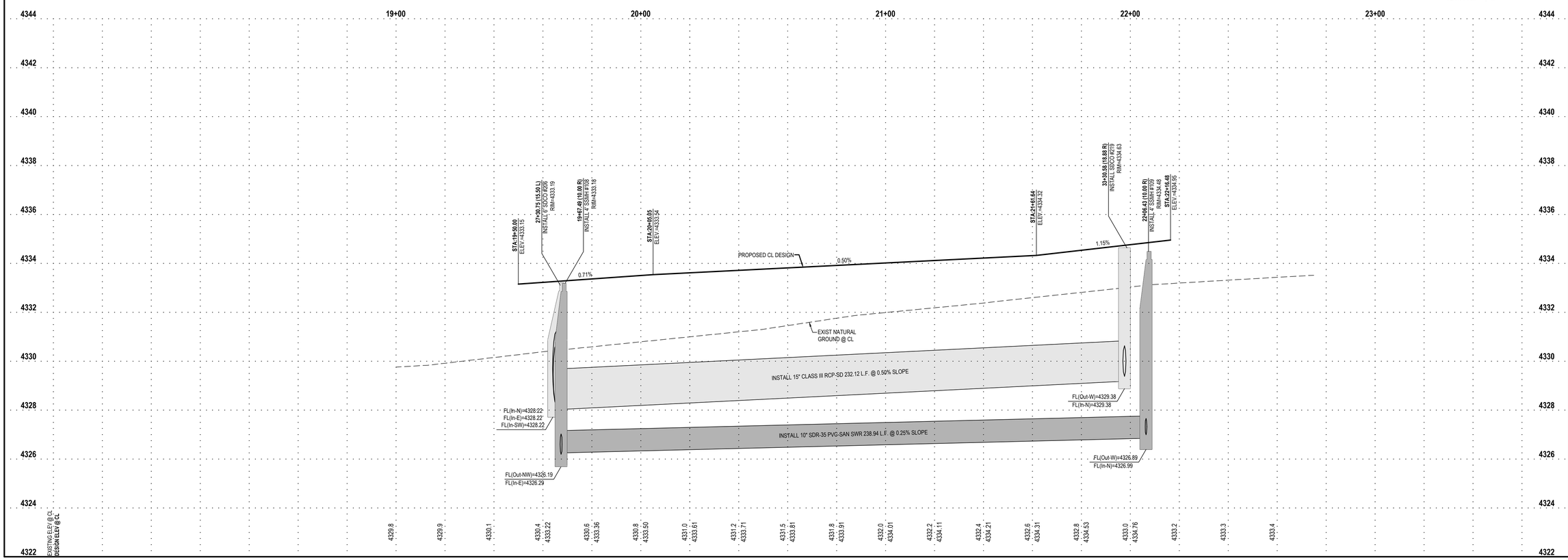
7. INSTALL 8" BEND
8. INSTALL 8" TEE
9. INSTALL STREET LIGHT PER CLEARFIELD CITY STANDARDS AND SPECIFICATIONS
10. MATCH EXISTING IMPROVEMENTS
11. LOOP CULINARY WATERLINE UNDER STORM DRAIN & PROVIDE 12" MINIMUM CLEARANCE







1200 SOUTH STREET



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SALT LAKE CITY
Phone: 801.255.0529

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HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH

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1200 SOUTH STREET
PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-5

Know what's below. Call before you dig.

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BENCHMARK

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ELEV = 4349.73'

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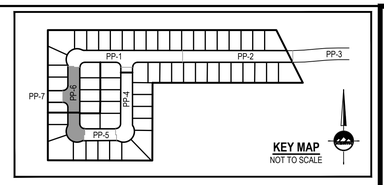
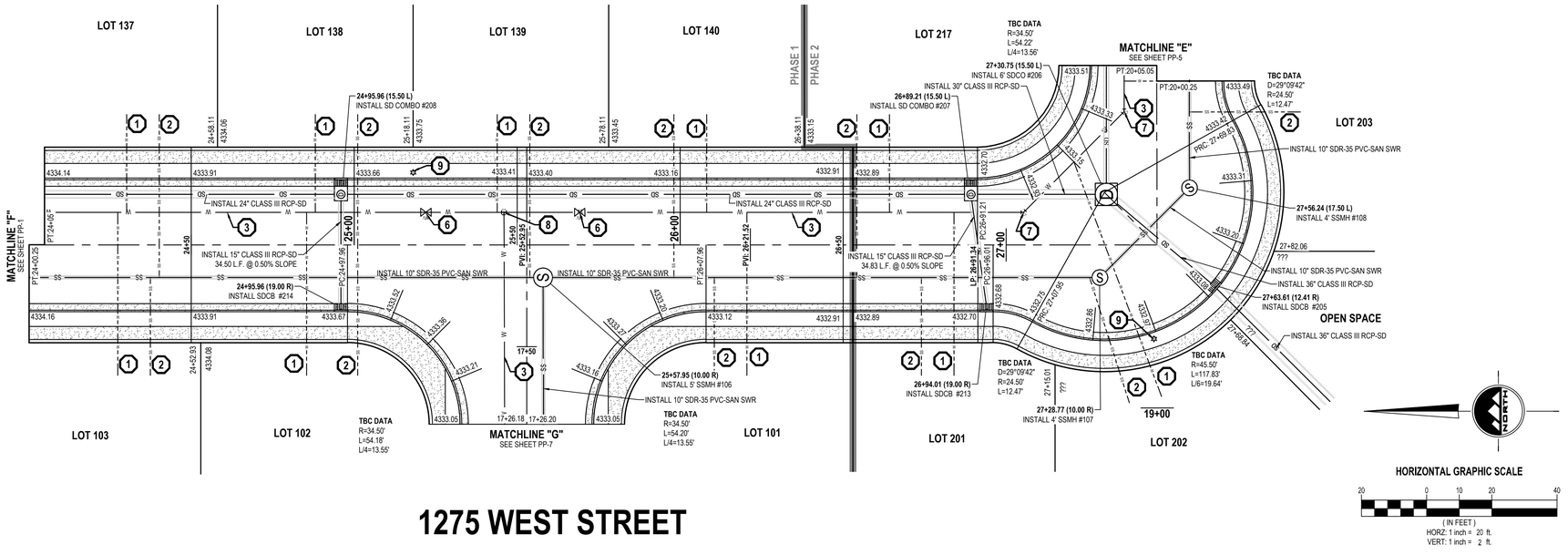
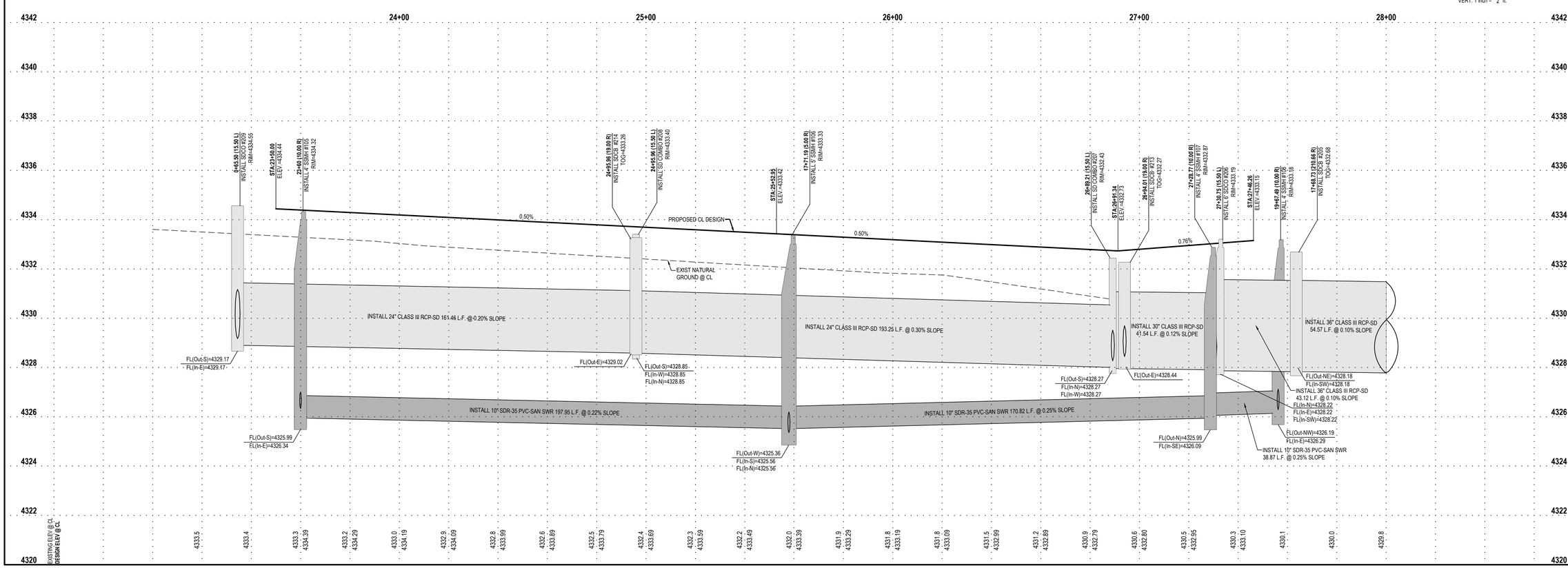




1275 WEST STREET



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FOR:
FIELDSTONE
12896 PONY EXPRESS RD #400
DRAPER, UT 84020
CONTACT:
RANDY SMITH
PHONE: 801.568.2350

HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
TROY T. WILLIAMS
No. 8529241-2202
9-10-2021
STATE OF UTAH

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1275 WEST STREET
PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-6

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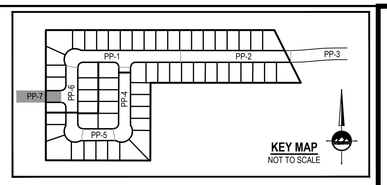

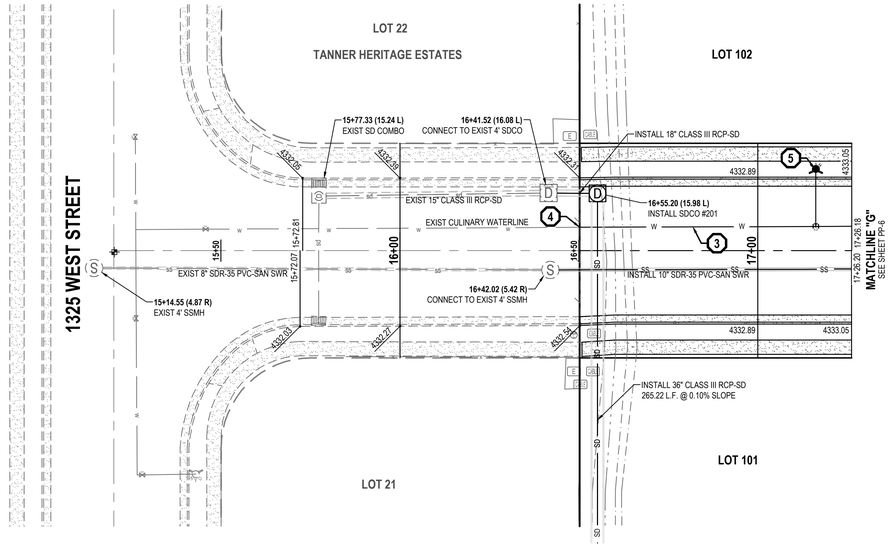

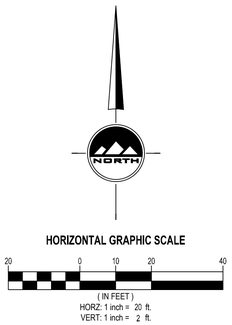

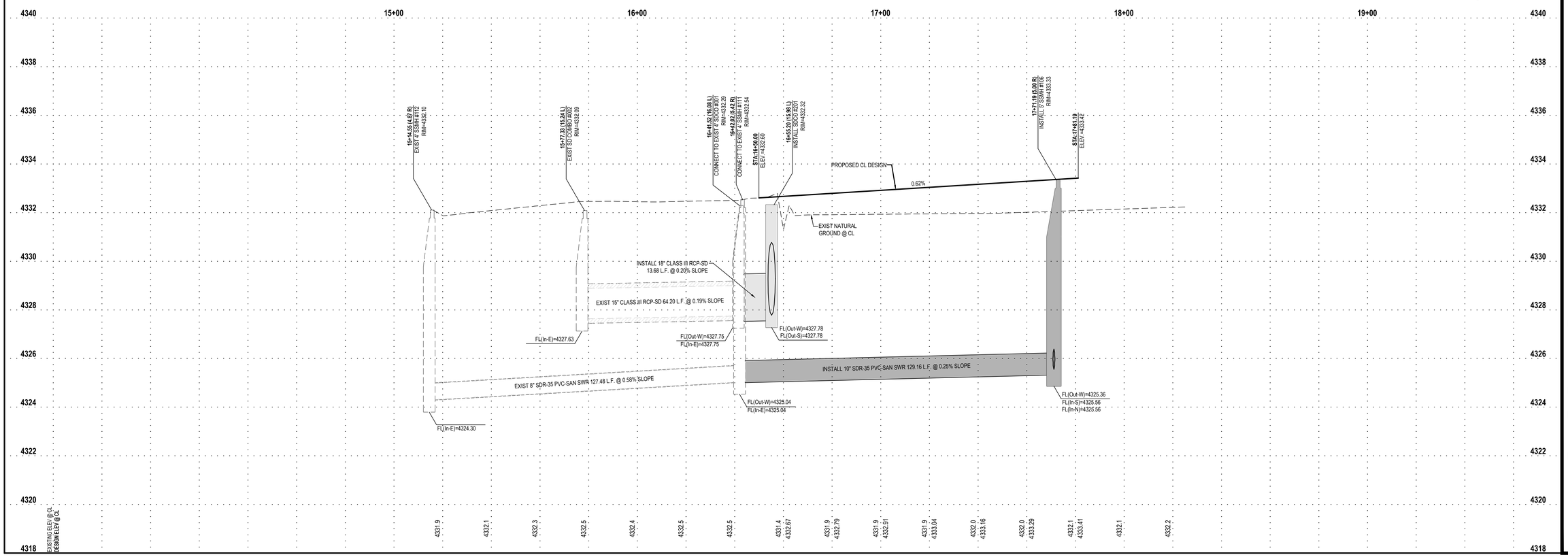

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HERITAGE EAST SUBDIVISION
PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER
No. 8529241-2202
9-10-2021
STATE OF UTAH

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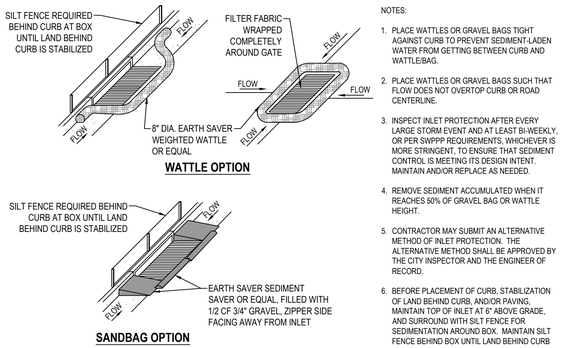
1150 SOUTH STREET
PLAN AND PROFILE

PROJECT NUMBER 9491
PRINT DATE 9/10/21
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

PP-7

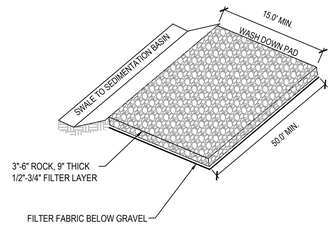


NOTES:

1. PLACE WATTLES OR GRAVEL BAGS TIGHT AGAINST CURB TO PREVENT SEDIMENT-LADEN WATER FROM GETTING BETWEEN CURB AND WATTLE/BAG.
2. PLACE WATTLES OR GRAVEL BAGS SUCH THAT FLOW DOES NOT OVERTOP CURB OR ROAD CENTERLINE.
3. INSPECT INLET PROTECTION AFTER EVERY LARGE STORM EVENT AND AT LEAST BI-WEEKLY, OR PER SWPPP REQUIREMENTS, WHICHEVER IS MORE STRINGENT, TO ENSURE THAT SEDIMENT CONTROL IS MEETING ITS DESIGN INTENT. MAINTAIN AND/OR REPLACE AS NEEDED.
4. REMOVE SEDIMENT ACCUMULATED WHEN IT REACHES 50% OF GRAVEL BAG OR WATTLE HEIGHT.
5. CONTRACTOR MAY SUBMIT AN ALTERNATIVE METHOD OF INLET PROTECTION. THE ALTERNATIVE METHOD SHALL BE APPROVED BY THE CITY INSPECTOR AND THE ENGINEER OF RECORD.
6. BEFORE PLACEMENT OF CURB, STABILIZATION OF LAND BEHIND CURB, AND/OR PAVING, MAINTAIN TOP OF INLET AT 6" ABOVE GRADE, AND SURROUND WITH SILT FENCE FOR SEDIMENTATION AROUND BOX. MAINTAIN SILT FENCE BEHIND BOX UNTIL LAND BEHIND CURB IS STABILIZED.

1 SAG INLET PROTECTION

SCALE: NONE

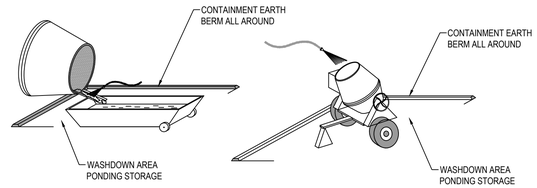


NOTE:

1. PLACE SIGN ADJACENT TO ENTRANCE " CONSTRUCTION TRAFFIC ONLY - ALL CONSTRUCTION TRAFFIC SHALL ENTER AND EXIT SITE AT THIS LOCATION"

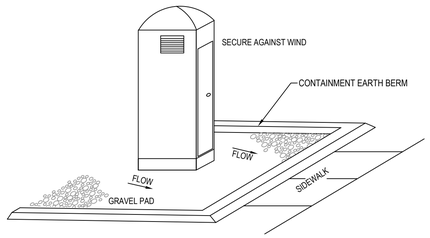
2 STABILIZED CONSTRUCTION ENTRANCE

SCALE: NONE



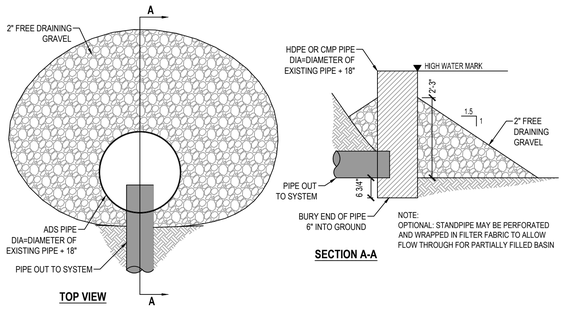
3 CONCRETE WASTE MANAGEMENT

SCALE: NONE



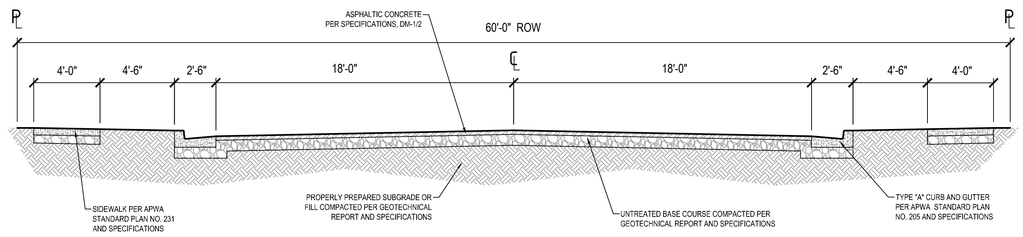
4 PORTABLE TOILET

SCALE: NONE



5 TEMPORARY BASIN OUTLET PROTECTION

SCALE: NONE



6 60' ROW - CLEARFIELD STD. ROADWAY SECTION

SCALE: NONE

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PHASE 1 AND 2
1045 SOUTH AND 1000 WEST
CLEARFIELD, UT 84015

PROFESSIONAL ENGINEER — REGISTERED — No. 8529241-2202 — 9-10-2021 — STATE OF UTAH

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DETAILS

PROJECT NUMBER 9491
PRINT DATE 9/10/2021
DRAWN BY C.WRIGHT
CHECKED BY T. WILLIAMS
PROJECT MANAGER T. WILLIAMS

C-500

Public Works Department
497 South Main Clearfield City, UT 84015
Phone: 801-525-4419

September 29th, 2021

Attn: Tyson Stoddard, Planner
Proj: Heritage East Subdivision
Subj: Plan review #2 – Resubmittal

Tyson,

I have reviewed the submitted plans shared on Bluebeam for Heritage East Subdivision. The plans have some comments that will need to be addressed prior to our recommendation of approval.

PLAT

1. The boundary description is lacking on the Plat
2. A 10' PU + DE needs to be shown on the front and rear of all the lots
3. An easement for 1100 S. going underneath Rocky Mountain Power utility lines needs to be shown.
4. Lot 203 on the Phase 2 Plat should be dedicated as open space, including a note for who will be responsible for maintaining the property (combine with neighboring lot, HOA responsibility, etc.)
    a. As a result of Lot 203 being dedicated as open space, lot #'s do not match starting on sheet C-100.

CONSTRUCTION PLANS

1. The finish grade question mark boxes need to be filled with appropriate information.
2. The South, West, and East sides of the open space pond should be built up as to have a higher elevation than the Northeast end for any overflow from a storm event to spill into the street rather than the bordering residential lots.
3. We suggest 3 water valves be placed on the intersection of 1225 W and 1100 S for maintenance and control of the publicly owned water line.
4. Sheet PP-3 "TBC Data" needs to be completed with appropriate information.
5. The open space pond inlet details and specs need to be shown.
6. Clarification is needed for the proposed irrigation line on the North property line running East to West.

Public Works Department
497 South Main Clearfield City, UT 84015
Phone: 801-525-4419

If you have questions, please contact me anytime.
Thanks,

Dayton Newell
Clearfield City Public Works
Engineer Technician
Dayton.newell@clearfieldcity.org
(801) 525-4423 Office

PROCLAMATION

Whereas, the City of Clearfield, Utah, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

Whereas, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

Whereas, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

Whereas, the City of Clearfield, Utah, supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, **Therefore**, I, Mark R. Shepherd, Mayor of the City of Clearfield, Utah, do hereby proclaim, November 27, 2021, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Dated this 26th day of October, 2021.

CLEARFIELD CITY CORPORATION

_____

Mark R. Shepherd, Mayor

STAFF REPORT

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Finance Manager

Meeting Date: October 26, 2021

Subject: Fiscal Year 2022 First Quarter Finance Update

Recommended Action

Presentation and discussion only.

Description / Background

As of the packet deadline no numbers for July, August, and September were ready to publish.

Schedule / Time Constraints

List of Attachments

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 P.M. POLICY SESSION
June 22, 2021
(This meeting was held following a City Council policy 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:	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Wendy Brimhall	Dispatch Supervisor
	Eric Howes	Community Services Director
	Adam Favero	Public Works Director
	Brad McIlrath	Senior Planner
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder
EXCUSED:	JJ Allen	City Manager
	Spencer Brimley	Community Development Director

VISITORS: Mark Becraft – North Davis Fire District Chief, John Taylor – North Davis Fire District Assistant Chief, Bobbie Uno, Tab Uno, Norah Baron, Don Baron, Nicole Stoddard, Bob Stevens, David Clayton – Modal Services, Steve Frey, Janet Frey, Holly Sutliff, Bill Sutliff, Kaytlan Smith, Amy Roskelley, Spencer Barber

Chair Peterson called the meeting to order at 8:59 p.m.

APPROVAL OF THE MINUTES FROM THE JUNE 8, 2021, POLICY SESSION AND JUNE 15, 2021 WORK SESSION

Director Thompson moved to approve the minutes from the June 8, 2021 policy session and June 15, 2021 work session, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Shepherd. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson.

DRAFT

Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET

Lee Naylor, Accountant, 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. He noted the budget amendment had been discussed with the Board during its work session on June 15, 2021.

Chair Peterson opened the public hearing at 9:00 p.m.

There were no public comments.

Director Shepherd moved to close the public hearing at 9:01 p.m., seconded by Director Thompson. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2021R-03 AUTHORIZING AN AMENDMENT TO THE FISCAL YEAR 2021 BUDGET

Director Shepherd moved to approve Resolution 2021R-03 authorizing an amendment to the fiscal year 2021 budget and authorize the Chair's signature to any necessary documents, seconded by Director Roper. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None.

There being no further business to come before the Community Development and Renewal Agency, **Director Shepherd moved to adjourn at 9:02 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.**

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

DRAFT

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:00 P.M. WORK SESSION
September 28, 2021
(This meeting was held following the City Council work and policy sessions)

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
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Shaundra Rushton	Communications Manager
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder

Chair Peterson called the meeting to order at 7:46 p.m.

DISCUSSION ON THE EXTENSION OF COLLECTION OF TAX INCREMENT IN THE LIFETIME PRODUCTS COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY

Summer Palmer, Assistant City Manager, stated the Lifetime CRA qualified for the extension of tax increment revenue due to some legislation mentioned in the staff report. The project had been delayed by the COVID-19 pandemic causing delays to construction. The financial impact would be just over $200,000. She commented the Board was not required to pass the resolution; however, it was available as a means to make everyone whole because of the COVID-19 pandemic. She reported staff would also be looking at other project areas that might have been affected by the same issues.

DRAFT

Director Shepherd moved to adjourn at 7:50 p.m., seconded by Director Thompson. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.

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

DRAFT

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:00 P.M. WORK SESSION
October 19, 2021
(This meeting was held following the City Council special and work sessions)

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
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder

Chair Peterson called the meeting to order at 8:05 p.m.

<u>DISCUSSION ON THE EXTENSION OF COLLECTION OF TAX INCREMENT IN THE CLEARFIELD STATION COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY</u>

Summer Palmer, Assistant City Manager, stated the Clearfield Station CRA qualified for an extension to collect tax increment revenue due to some legislation mentioned in the staff report. She noted the project had recognized the impact the pandemic had on the City's recent endeavor to fund the infrastructure improvements for the Clearfield Station project. She explained the challenges were symptoms of the current economy, the labor shortage, and the supply chain issues that had caused extreme cost increases in many sectors and the low bid was much higher than the engineer's estimate or the bond anticipated. She mentioned the early projections estimated the extension would garner approximately $4 million in additional increment.

Ms. Palmer stated if the Board desired to extend the CRA plan due to impacts of the pandemic then a resolution would need to be in place prior to the end of the calendar year. She indicated if the Board was comfortable with the extension of collection of tax increment revenue, then a

resolution could be considered during the policy session held on October 26, 2021. The consensus of the Board was to extend the collection of tax increment revenue due to the challenges faced as a result of the pandemic.

Director Shepherd moved to adjourn at 8:07 p.m., seconded by Director Thompson. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.

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

DRAFT

STAFF REPORT

TO: CDRA Board of Directors

FROM: Summer Palmer, Assistant City Manager and LYRB, Inc.

MEETING DATE: October 26, 2021

SUBJECT: 2021 Project Area Extension

RECOMMENDED ACTION

Approve Resolution 2021R-04 and authorize the Chair's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Senate Bill 6001 ("SB 6001") was sponsored by Senator Wayne Harper in the Senate and Representative Mike Winder in the House. SB 6001 was introduced and signed into law in 2021 with the expressed purpose of providing economic relief to local reinvestment agency project areas due to the negative impacts caused by the COVID-19 pandemic. SB 6001 allows a community reinvestment agency to extend the tax increment collection period for up to two years for project areas that can demonstrate negative economic and financial impact related to COVID-19.

In order to receive the relief provided by SB 6001, the project area plan must have been adopted on or before December 31, 2019. The reinvestment agency board must also adopt a resolution on or before December 31, 2021. The reinvestment agency must describe the conditions resulting from the COVID-19 pandemic and that the board has determined that the pandemic has created a delay in the implementation of the project area or resulted in a reduction in the amount of tax increment necessary to implement the project area plan.

Clearfield City requested a letter from Lifetime Products describing the complications caused by COVID-19 for the Lifetime Products CRA Project Area. The following information summarizes the evidence provided by the developer.

Lifetime Products CRA Project Area Impacts

Construction delays caused by the COVID-19 Emergency have moved the anticipated building completion from 2021 to 2022. Building construction was scheduled to begin in March 2020, however, the global pandemic stalled construction until July 2020. Additionally, pandemic associated lags in the supply chain and labor unavailability have disrupted progress, increased delays, and raised construction costs.

Lifetime Products Inc. is facing issues with steel and lumber, the highest material cost of their projects. An article written by CBRE on May 24, 2021, emphasizes that high demand and limited supply have led to dramatic increases in domestic steel and lumber prices this year. In early May of 2021, both

steel and lumber prices had more than tripled since late 2020. Since peaking, prices have dropped a bit but were still up almost 260% since last year. Other construction materials have experienced similar supply issues. Rising costs are causing developers to postpone projects or force them to increase their construction budgets.

HEDGEHOG ANALYSIS

Approval of this resolution does not impact City time or resources therefore no analysis was done.

CORRESPONDING POLICY PRIORITY (OR PRIORITIES)

This item corresponds directly to the policy priority of Improving Clearfield's Image, Livability, and Economy. The Agency plays an important role as a partner with developers in the project area. This extension would be of great benefit to the participating taxing entities, the developers involved in the project area, and the City's overall future economic growth.

FISCAL IMPACT

The delayed building completion will cause the warehouse to be recognized on the 2022 tax rolls rather than the 2021 tax rolls. The interlocal agreements required that the Project Area be triggered in fiscal year (FY) 2021. Due to this, the existing estimated Tax Increment revenues during the Project Area timeframe will be roughly $207,000 lower than anticipated. An extension of time to collect Tax Increment revenues is needed to balance out the negative impacts of the delayed building completion and construction costs. The extension allowed by the proposed resolution will allow Lifetime Products Inc. to fulfill the objectives of the original Development Agreement they have with the Agency. With the opportunity to extend the life of the Project Area, the taxing entities and Lifetime Products Inc. will be able to recoup some of the desired revenues that were delayed and reduced due to the COVID-19 Emergency.

ALTERNATIVES

The Board does not need to extend the CRA plan and can forgo the collection of the roughly $207,000 of tax increment over the years designated in the current plan.

SCHEDULE / TIME CONSTRAINTS

Agencies interested in extending their project area plans need to have a resolution in place prior to the end of calendar year 2021.

LIST OF ATTACHMENTS

- Resolution 2021R-04

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

RESOLUTION 2021R-04

A RESOLUTION AUTHORIZING THE EXTENSION OF COLLECTION OF TAX INCREMENT FOR TWO YEARS IN THE CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY'S LIFETIME PRODUCTS COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY.

WHEREAS, the Utah Legislature, in the Sixth 2020 Special Session, through Senate Bill 6001, amended the Utah Community Reinvestment Agency Act (the "**Act**"), specifically enacting Utah Code Annotated ("**UCA**") § 17C-1-416 ("**The COVID-19 Emergency Extension Bill**"); on August 31, 2020 which authorized Community Reinvestment Agencies such as the Clearfield City Community Development and Renewal Agency (the "**Agency**") to extend the collection of "**Tax Increment**" (as defined in UCA § 17C-1-403) under certain circumstances due to the COVID-19 Emergency;

WHEREAS, the Agency intends to extend the Project Area funds collection period of the Lifetime Products Community Reinvestment Project Area, for a period of two years.

WHEREAS, the COVID-19 Emergency Extension Bill was signed by the Governor of Utah and became law, effective August 31, 2020;

WHEREAS, the Agency in 2018, created the Lifetime Products Community Reinvestment Project Area ("**Project Area**"), and adopted a Project Area Plan ("**Plan**") and Project Area Budget ("**Budget**") for the Project Area;

WHEREAS, the COVID-19 Emergency Extension Bill specifically authorizes the Agency to extend the Project Area Funds Collection Period, including Tax Increment collections for a period of up to two years, if the Agency determines the conditions resulting from the COVID-19 Emergency will likely delay the Agency's implementation of the Plan described herein; or cause the Agency to receive an amount of Tax Increment from the Project Area that is less than the amount of Tax Increment the Agency expected the Agency would receive from the Project Area, respectively;

WHEREAS, the Agency has carefully considered the facts and information available to the Agency on whether the COVID-19 Emergency will likely delay the Agency's implementation of the Plan for the Project Area; or cause the Agency to receive an amount of Tax Increment from the Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area; and

WHEREAS, the Agency Board, after carefully considering all the facts and information, including without limitation the staff report prepared by Lewis Young Robertson & Burningham, Inc., an independent municipal advisory firm and consultant to the Agency, along with information known to the Board Members and provided by Agency staff, and information relayed from

property owners and developers within the Project Area, is prepared to make its determinations, findings and conclusions as set forth below.

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

1. The Agency Board does hereby find and determine that the Project Area is an "impacted project area" as defined in UCA § 17C-1-416(1)(c), based on the facts that, among other things, (a) the Agency expects to receive Tax Increment from the Impacted Project Area, as provided under the applicable Plan and/or Budget for the Project Area, respectively (b) the Project Area is subject to a Project Area Funds Collection Period, (c) the Plan was adopted before December 31, 2019; and (d) the Agency has determined the conditions resulting from the COVID-19 Emergency will likely either delay the Agency's implementation of the Plan or cause the Agency to receive an amount of Tax Increment from the respective Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area.

2. Certain finding and determinations in Paragraph 1 above are supported by the following specific facts:

    a. The adopted Budget, publicly available at Clearfield City offices, support the determination by the Agency under UCA § 17C-1-416(1)(c)(i) that the Agency expects to receive Tax Increment from the Project Area and the determination by the Agency Board under UCA § 17C-1-416(1)(c)(ii) that the Project Area is subject to a Project Area Funds Collection Period.

    b. The adopted Plan, publicly available at Clearfield City offices, supports the determination by the Agency under UCA § 17C-1-416(1)(c)(iii) that the Plan was adopted in 2018, which was prior to December 31, 2019.

3. The following summary of conditions resulting from the COVID-19 Emergency will likely either delay the Agency's implementation of the Plan or cause the Agency to receive an amount of Tax Increment from the respective Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area:

    Construction delays caused by the COVID-19 Emergency have moved the anticipated building completion from 2021 to 2022. Building construction was scheduled to begin in March 2020, however, the global pandemic stalled construction until July 2020. Additionally, pandemic associated lags in the supply chain and labor unavailability have disrupted progress, increased delays, and raised construction costs.

    Lifetime Products Inc. are facing issues with steel and lumber, the highest material cost of their projects. An article written by CBRE on May 24, 2021, emphasizes that high demand and limited supply have led to dramatic increases in domestic steel and lumber prices this year. In early May of 2021, both steel and lumber prices had more than tripled since late 2020. Since peaking, prices have dropped a bit but were still up almost 260% since last year. Other

construction materials have experienced similar supply issues. Rising costs are causing developers to postpone projects or force them to increase their construction budgets.

The delayed building completion will cause the warehouse to be recognized on the 2022 tax rolls rather than the 2021 tax rolls. The interlocal agreements required that the Project Area be triggered in fiscal year (FY) 2021. Due to this, the existing estimated Tax Increment revenues during the Project Area timeframe will be roughly $207,000 lower than anticipated. An extension of time to collect Tax Increment revenues is needed to balance out the negative impacts of the delayed building completion and construction costs. The extension allowed by the proposed resolution will allow Lifetime Products Inc. to fulfill the objectives of the original Development Agreement they have with the Agency. With the opportunity to extend the life of the Project Area, the taxing entities, and Lifetime Products Inc. will be able to recoup some of the desired revenues that were delayed and reduced due to the COVID-19 Emergency.

4. The date on which the extension period, as extended by this resolution, will end for the Lifetime Products Community Reinvestment Project Area is now tax year (TY) December 31, 2037.

5. Agency staff is hereby authorized and directed to mail or electronically submit a copy of this Resolution after adoption to:

    a. the Utah State Tax Commission;
    b. the Utah State Board of Education;
    c. the Utah State Auditor;
    d. the Davis County Auditor; and
    e. each taxing entity affected by the Agency's collection of Tax Increment from the Project Area.

6. Agency staff are hereby authorized to take all other actions necessary to carry out the purposes of this Resolution.

7. This Resolution is effective upon adoption.

PASSED AND ADOPTED by the governing board of the Redevelopment Agency of Clearfield City this 26th day of October, 2021.

Nike Peterson, Chair

Attest:

Nancy R. Dean, Secretary

VOTE OF THE BOARD

AYE:

NAY:

STAFF REPORT

TO: CDRA Board of Directors

FROM: Summer Palmer, Assistant City Manager

MEETING DATE: October 26, 2021

SUBJECT: 2021 Project Area Extensions- Clearfield Station

RECOMMENDED ACTION

Approve Resolution 2021R-05 and authorize the Chair's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Senate Bill 6001 ("SB 6001") was sponsored by Senator Wayne Harper in the Senate and Representative Mike Winder in the House. SB 6001 was introduced and signed into law in 2021 with the expressed purpose of providing economic relief to local reinvestment agency project areas due to the negative impacts caused by the COVID-19 pandemic. SB 6001 allows a community reinvestment agency to extend the tax increment collection period for up to two years for project areas that can demonstrate negative economic and financial impact related to COVID-19.

In order to receive the relief provided by SB 6001, the project area plan must have been adopted on or before December 31, 2019. The reinvestment agency board must also adopt a resolution on or before December 31, 2021. The reinvestment agency must describe the conditions resulting from the COVID-19 pandemic and that the board has determined that the pandemic has created a delay in the implementation of the project area or resulted in a reduction in the amount of tax increment necessary to implement the project area plan.

The City has recognized the impact the pandemic has had on our recent endeavor to fund the infrastructure improvements for the Clearfield Station project. As mentioned in a previous email JJ Allen sent council as we opened the bids for the public infrastructure project at Clearfield Station, we saw the low bid was unfortunately much higher than the engineer's estimate, and more than we bonded for (a difference of several million dollars). This is a symptom of the current economy, the labor shortage, and the supply chain issues that have caused extreme cost increases in many sectors.

HEDGEHOG ANALYSIS

Approval of this resolution does not impact city time or resources therefore no analysis was done.

CORRESPONDING POLICY PRIORITY (OR PRIORITIES)

This item corresponds directly to the policy priority of Improving Clearfield's Image, Livability, and Economy. The Agency plays an important role as a partner with developers in the project area. This extension would be of great benefit to the participating taxing entities, the developers involved in the project area, and the City's overall future economic growth.

FISCAL IMPACT

While LYRB will work to confirm revenue projections, early estimates anticipate the extension will garner approximately $4mil in additional increment.

ALTERNATIVES

The board does not need to extend the CRA plan, and we can continue to strategize solutions for the funding issue at Clearfield Station, however we will need more time to find alternatives.

SCHEDULE / TIME CONSTRAINTS

Agencies interested in extending their project area plans need to have a resolution in place prior to the end of calendar year 2021.

LIST OF ATTACHMENTS

- Resolution 2021R-05

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

RESOLUTION 2021R-05

A RESOLUTION AUTHORIZING THE EXTENSION OF COLLECTION OF TAX INCREMENT FOR TWO YEARS IN THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY'S CLEARFIELD STATION COMMUNITY REINVESTMENT PROJECT AREA DUE TO THE COVID-19 EMERGENCY.

WHEREAS, the Utah Legislature, in the Sixth 2020 Special Session, through Senate Bill 6001, amended the Utah Community Reinvestment Agency Act (the "**Act**"), specifically enacting Utah Code Annotated ("**UCA**") § 17C-1-416 ("**The COVID-19 Emergency Extension Bill**"); on August 31, 2020 which authorized Community Reinvestment Agencies such as the Clearfield City Community Development and Renewal Agency (the "**Agency**") to extend the collection of "**Tax Increment**" (as defined in UCA § 17C-1-403) under certain circumstances due to the COVID-19 Emergency;

WHEREAS, the Agency intends to extend the Project Area funds collection period of the Clearfield Station Community Reinvestment Project Area, for a period of two years.

WHEREAS, the COVID-19 Emergency Extension Bill was signed by the Governor of Utah and became law, effective August 31, 2020;

WHEREAS, the Agency in 2013, created the Clearfield Station Community Reinvestment Project Area ("**Project Area**"), and adopted a Project Area Plan ("**Plan**") and Project Area Budget ("**Budget**") for the Project Area;

WHEREAS, the COVID-19 Emergency Extension Bill specifically authorizes the Agency to extend the Project Area Funds Collection Period, including Tax Increment collections for a period of up to two years, if the Agency determines the conditions resulting from the COVID-19 Emergency will likely delay the Agency's implementation of the Plan described herein; or cause the Agency to receive an amount of Tax Increment from the Project Area that is less than the amount of Tax Increment the Agency expected the Agency would receive from the Project Area, respectively;

WHEREAS, the Agency has carefully considered the facts and information available to the Agency on whether the COVID-19 Emergency will likely delay the Agency's implementation of the Plan for the Project Area; or cause the Agency to receive an amount of Tax Increment from the Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area; and

WHEREAS, the Agency Board, after carefully considering all the facts and information, including without limitation a memorandum prepared by Lewis Young Robertson & Burningham, Inc., an independent municipal advisory firm and consultant to the Agency, along with information known to the Board Members and provided by Agency staff, and information relayed from property owners and developers within the Project Area, is prepared to make its determinations, findings and conclusions as set forth below.

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

1. The Agency Board does hereby find and determine that the Project Area is an "impacted project area" as defined in UCA § 17C-1-416(1)(c), based on the facts that, among other things, (a) the Agency expects to receive Tax Increment from the Impacted Project Area, as provided under the applicable Plan and/or Budget for the Project Area, respectively (b) the Project Area is subject to a Project Area Funds Collection Period, (c) the Plan was adopted before December 31, 2019; and (d) the Agency has determined the conditions resulting from the COVID-19 Emergency will likely either delay the Agency's implementation of the Plan or cause the Agency to receive an amount of Tax Increment from the respective Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area.

2. Certain finding and determinations in Paragraph 1 above are supported by the following specific facts:

    a. The adopted Budget, publicly available at Clearfield City offices, support the determination by the Agency under UCA § 17C-1-416(1)(c)(i) that the Agency expects to receive Tax Increment from the Project Area and the determination by the Agency Board under UCA § 17C-1-416(1)(c)(ii) that the Project Area is subject to a Project Area Funds Collection Period.

    b. The adopted Plan, publicly available at Clearfield City offices, supports the determination by the Agency under UCA § 17C-1-416(1)(c)(iii) that the Plan was adopted in 2018, which was prior to December 31, 2019.

3. The following summary of conditions resulting from the COVID-19 Emergency will likely either delay the Agency's implementation of the Plan or cause the Agency to receive an amount of Tax Increment from the respective Project Area that is less than the amount of Tax Increment the Agency expected it would receive from the Project Area:

    The COVID-19 Emergency have moved the anticipated start date of the next phase from 2021 to 2022. Building construction was scheduled to begin in this year, however, the global pandemic has created supply chain and labor shortages that have disrupted progress, increased delays, and raised construction costs.

4. The date on which the extension period, as extended by this resolution, will end for the Clearfield Station Community Reinvestment Project Area twenty-two years after the project areas comes on the county tax rolls.

5. Agency staff is hereby authorized and directed to mail or electronically submit a copy of this Resolution after adoption to:

    a. the Utah State Tax Commission;
    b. the Utah State Board of Education;

c. the Utah State Auditor;
d. the Davis County Auditor; and
e. each taxing entity affected by the Agency's collection of Tax Increment from the Project Area.

6. Agency staff are hereby authorized to take all other actions necessary to carry out the purposes of this Resolution.

7. This Resolution is effective upon adoption.

PASSED AND ADOPTED by the governing board of the Redevelopment Agency of Clearfield City this 26th day of October, 2021.

Nike Peterson, Chair

Attest:

Nancy R. Dean, Secretary

VOTE OF THE BOARD

AYE:

NAY: