

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
May 10, 2022 – 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.

55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Discussion on the General Plan Amendment for the Future Land Use Map from Commercial to Mixed Use and the Rezone Request from C-2 (Commercial) to C-R (Commercial Residential) for Property Located at Approximately 500 West 1700 South

Discussion on Amendments to the C-R (Commercial Residential) Zone Allowing Single-Family Dwellings as a Permitted Residential Use

(Any item not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

*****ADJOURN THE CITY COUNCIL WORK 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 Phipps

APPROVAL OF MINUTES:

November 9, 2021 – Work Session

PRESENTATION:

1. SWEARING-IN OF NEW CLEARFIELD POLICE OFFICERS BRAYDEN JACKSON AND MITCH PARKER

PUBLIC HEARING:

2. PUBLIC HEARING TO REVIEW AND ADOPT THE 2022/2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN

BACKGROUND: The One-Year Action Plan is necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The plan covers the program year July 1, 2022 to June 30, 2023. A 30-day comment period commenced March 22, 2022 and residents were given the opportunity to review and comment, though no written comments have yet been received.

RECOMMENDATION: Receive public comment.

3. PUBLIC HEARING TO REVIEW AMENDMENTS TO THE MASTER DEVELOPMENT AGREEMENT (MDA) FOR THE CLEARFIELD STATION PROJECT LOCATED AT APPROXIMATELY 1250 SOUTH STATE STREET (TINS: 12-066-0138, 12-882-0001, 12-882-0004, AND 12-882-0005)

BACKGROUND: The Master Development Agreement for the Clearfield Station project located at approximately 1250 South State Street was adopted in 2020. It sets forth the terms under which the development may proceed and the responsibilities of each party. One of the first major steps for the project is the installation of the underground utilities and surface improvements in the rights-of-way to make the development pad sites ready for immediate construction. The amendments to the MDA outline a phased approach to the installation of the noted public infrastructure consistent with available funding.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

3. 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.

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

BACKGROUND: The Planning Commission had several vacancies needing to be filled and the City Council interviewed individuals to fill the vacancies on April 26, 2022. Mayor Shepherd recommends appointing Lauren DeSpain to fill the regular member vacancy and Chad Mortensen and Zach Gaines to fill the remaining term for the alternate member vacancies.

RECOMMENDATION: Approve and consent to the Mayor's appointment of Lauren DeSpain as a regular member of the Planning Commission with a term expiring February 2026, Chad Mortensen as an alternate member of the Planning Commission with a term expiring February 2027, and Zach Gaines as an alternate member of the Planning Commission with a term expiring February 2026; and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF THE 2022/2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN

RECOMMENDATION: Approve the 2022/2023 Community Development Block Grant (CDBG) One-Year Action Plan and authorize the Mayor's signature to any necessary documents.

6. CONSIDER APPROVAL OF ORDINANCE 2022-12 AMENDING THE MASTER DEVELOPMENT AGREEMENT (MDA) FOR THE CLEARFIELD STATION PROJECT LOCATED AT APPROXIMATELY 1250 SOUTH STATE (TINS: 12-066-0138, 12-882-0001, 12-882-0004, AND 12-882-0005)

RECOMMENDATION: Approve Ordinance 2022-12 amending the Master Development Agreement (MDA) for the Clearfield Station project located at approximately 1250 South State Street (TINS: 12-066-0138, 12-882-0001, 12-882-0004, AND 12-882-0005) and authorize the Mayor's signature to any necessary documents.

7. CONSIDER ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2023 AND SET A PUBLIC HEARING FOR AUGUST 9, 2022 TO RECEIVE PUBLIC INPUT ON THE BUDGET

BACKGROUND: The Tentative Budget as presented to the Council for adoption is a balanced budget for all funds. Presently, the certified tax rate has not been received from Davis County; however, the City is anticipating maintaining its certified tax rate so the truth-in-taxation process is required.

RECOMMENDATION: Adopt the tentative budget for fiscal year 2023 and set a public hearing on the budget for August 9, 2022 at 7:00 p.m.

8. UPDATE ON THE FISCAL YEAR 2023 FINANCIAL STATUS

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

SCHEDULED ITEM:

1. CONSIDER ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2023 AND SET A PUBLIC HEARING FOR AUGUST 9, 2022 TO RECEIVE PUBLIC INPUT ON THE BUDGET

BACKGROUND: Staff has prepared a tentative budget for the CDRA for fiscal year 2023. The tentative budget as presented to the Board for adoption is a balanced budget.

RECOMMENDATION: Adopt the CDRA tentative budget for fiscal year 2023 and set a public hearing on the budget for August 9, 2022 at 7:00 p.m.

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

Dated this 5th day of May, 2022.

/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 801-525-2714, giving her 48-hour notice.



STAFF REPORT

To: Mayor Shephard and City Council Members

From: Brad McIlrath, Senior Planner

Meeting Date: Tuesday, May 10th, 2022

Subject: Discussion on **GPA 2022-030052**, a general plan amendment request by Josh Hughes and Greg Day with 258 Development to change the general plan designation for the subject properties from Commercial to Mixed-Use. **Location:** 500 West 1700 South (Antelope Drive) (TINs: 12-080-0092 & 12-080-0095). **Project Area:** 8.48 Acres. **Staff:** Brad McIlrath, Senior Planner (**Legislative Action**).

Discussion on **RZN 2022-030052**, a zoning map amendment request by Josh Hughes and Greg Day with 258 Development to rezone the subject properties from C-2 (Commercial) to C-R (Commercial Residential). Location: 500 West 1700 South (Antelope Drive) (TINs: 12-080-0092 & 12-080-0095). **Project Area:** 8.48 Acres. **Staff:** Brad McIlrath, Senior Planner (**Legislative Action**).

PLANNING COMMISSION RECOMMENDATIONS

General Plan Amendment – GPA 2022-030052

On April 20th, 2022, the Planning Commission forwarded a recommendation of **DENIAL** of **GPA 2022-030052**, to the Clearfield City Council, a general plan amendment request by Josh Hughes and Greg Day with 258 Development to change the general plan designation from Commercial to Mixed-Use for the subject properties located at 500 West 1700 South (TINs: 12-080-0092 & 12-080-0095). This recommendation was made on a unanimous vote.

Zoning Map Amendment – RZN 2022-030052

On April 20th, 2022, the Planning Commission forwarded a recommendation of **DENIAL** of **RZN 2021-090042**, to the Clearfield City Council, a zoning map amendment request by Josh Hughes and Greg Day with 258 Development to rezone the subject properties located at 500 West 1700 South (TINs: 12-080-0092 & 12-080-0095) from C-2 (Commercial) to C-R (Commercial Residential). This recommendation was made on a unanimous vote.

DESCRIPTION / BACKGROUND

The applicants are requesting a general plan amendment and rezone to develop the subject properties to allow for commercial buildings along the frontage of Antelope Drive and 500 West and a small-lot single-family subdivision as illustrated in the attached concept plan. However, to approve the rezone request to C-R (Commercial Residential), the future land use designation of the general plan must also be changed to reflect Mixed-Use as the future land use designation. The applicants have also submitted a zoning text amendment request to add single-family dwellings as an allowable use in the C-R Zone. An analysis of that request is provided as agenda item #3 of this packet.

Concept Plan

The applicants have provided a concept plan as part of the general plan and zoning map amendment request. Staff has previously on other applications cautioned about the validity of

concept plans in the general plan and rezone process The concept included with this report shows two (2) commercial buildings (one 6,000 square foot commercial building and one 10,000 square foot office building), however there is no analysis provided indicating the viability of the commercial and office buildings. The applicants however desire to proceed with the project concept and would accept the utilization of a development agreement by the city to outline the aspects of the overall project with the commercial and residential uses. These aspects may include the timing of the commercial and residential portions of the project, square footages, and design elements of the project. If the general plan amendment and rezone is granted, the project would be subject to the commercial square footage limitations of the C-R Zone which are outlined below. As stated in the C-R Zone the following residential density and commercial percentages apply with a minimum commercial percentage of not less than twenty percent (20%):

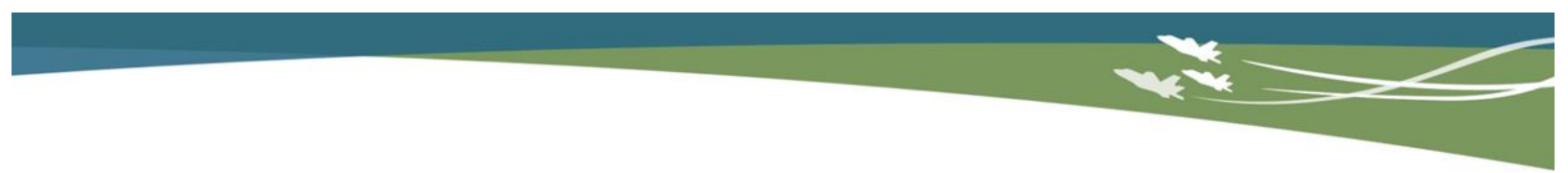
Residential Density	Required Minimum Finished Commercial Floor Area
10 Dwelling Units per Acre	20% Commercial
20 Dwelling Units per Acre	30% Commercial
30 Dwelling Units per Acre	40% Commercial
Additional Density above 30 Dwelling Units	50% Commercial

As stated in the C-R Zone, the exact density for amounts over the 30 dwelling units per acre of a project is determined through the execution of a development agreement. A development agreement is not required but may be applied (like many of the other zones) for new development.

GENERAL PLAN AND ZONING MAP AMENDMENT ANALYSIS

As outlined in Section 11-6-3 and 11-6-4 of the Clearfield City Land Use Ordinance, the Planning Commission shall review the petition to change the land use title or zoning map and provide recommendation to the City Council for each request. The Planning Commission may recommend adoption of the proposed zoning map amendment when it finds that the proposed amendment is in accordance with one of the two considerations listed in the table below.

Review Consideration	Staff Analysis
<i>The proposed amendment is in accordance with the General Plan and Map; or</i>	The requested amendments are inconsistent with the General Plan as this area has a future land use designation of Commercial (See Exhibit 1 – Future Land Use Map of the General Plan).
<i>Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.</i>	Changes in the commercial service and retail markets have drastically changed the amount of land and building square footage needed for new commercial businesses. As demand for commercial land has



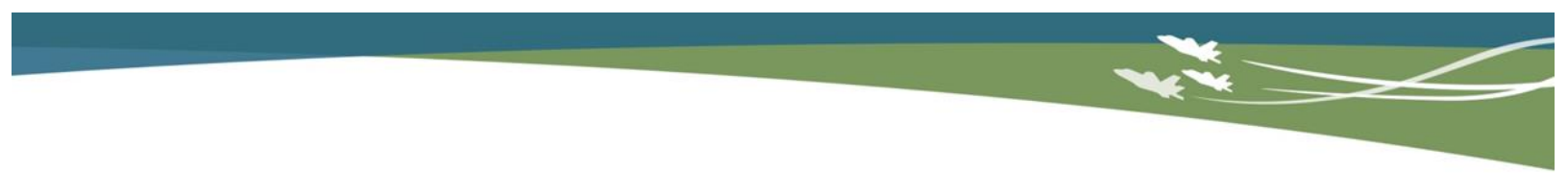
	decreased, there has continued to be a high demand for land to be developed as residential. For these reasons, the applicant and property owner are requesting the general plan amendment and rezone to allow for smaller amount of commercial & office space with residential to the rear and sides in accordance with current market demands and pressures. With other zones that could be used for this same purpose, Staff does not find it necessary to change the General Plan designation to Mixed-Use or rezone the properties to the C-R Zone at this time.
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GENERAL PLAN LAND USE ELEMENT ANALYSIS

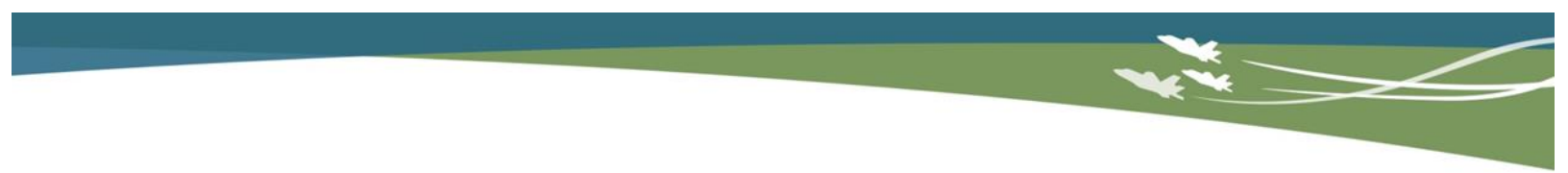
The Clearfield City General Plan outlines the overall community vision and provides land use guidelines located in Chapter 2 - Land Use Element, which should be followed throughout the city. This section provides an analysis of the land use guidelines and the applicable land use goal and policy of the General Plan.

A. Land Use Guidelines

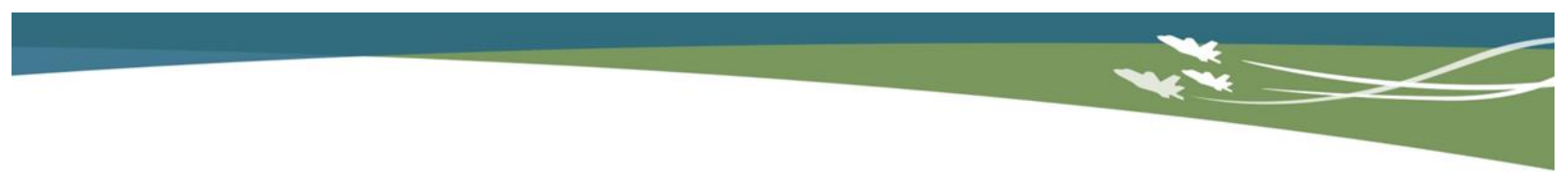
Land Use Guideline	Staff Analysis
1. <i>The identity of Clearfield City should be strengthened by land uses which improve the image of the community and foster a positive, healthy living environment conducive to long-term residency.</i>	The proposed concept could provide commercial, and office uses that improve the image of the community. The residential portion of the development is inconsistent and lacks compatibility to the surrounding and established single-family neighborhood.
2. <i>The relationship of planned uses should reflect consideration of existing development, environmental conditions, service and transportation needs, and fiscal impacts.</i>	The planned uses illustrated in the concept plan consider the existing commercial uses along Antelope Drive with little consideration given to traffic or compatibility with the existing single-family residential in the area.
3. <i>Redevelopment should emphasize the reuse of developed areas and existing</i>	As presented, the redevelopment of these properties should consider the existing community resource of Barlow Park into the livability of this development



<i>community resources in such a way as to increase the livability and aesthetics of the City.</i>	and the traffic impacts of the five conceptual access points that cannot be granted.
<i>4. The Land Use Plan should provide for a full range and mix of land uses including residential, commercial, manufacturing, and public use areas.</i>	The existing land use element of the General Plan provides a full range and mix of land uses throughout the city. Adding mixed-use in this area is inconsistent with the General Plan.
<i>5. Transitions between differing land uses and intensities should be made gradually with compatible uses, particularly where natural or man-made buffers are not available. Adequate screening and design should be provided to protect existing residential areas from more intense land uses.</i>	The design concept includes small-lot single-family pads adjacent to a lower density single and two-story single-family neighborhood to the east. This height and density range needs to be gradual and should be replaced with a more gradual density increase from R-1-8 to R-1-6 instead as recommended by the General Plan. If greater density than was is possible with the R-1-6 Zone is desired, then the R-2 or R-3 Zones could be used with a development agreement to ensure compatibility with the established neighborhoods in the area.
<i>6. Development approval should be tied to the construction of culinary water, sewer, storm drainage, and circulation systems.</i>	Connections to existing lines and the construction of new infrastructure would be needed for any new development in this area.
<i>7. Density increases should be considered only after adequate infrastructure and resource availability have been sufficiently demonstrated.</i>	Based upon preliminary discussions with Clearfield City Public Works Staff, the infrastructure in the area should be sufficient to accommodate the additional densities. If densities greater than what is presented in the concept plan are desired, a formal engineering capacity study should be undertaken to demonstrate the current capacity to evaluate if infrastructure upgrades would be needed to accommodate the increased density.



8. <i>An interconnecting public open space system should be provided, including pedestrian linkages, recreational areas, natural areas, on-road cycling facilities, and drainage ways.</i>	The proposed concept would include the intent to provide pedestrian connections within the development. Considerations must be given to the existing community resource of Barlow Park and connections made there.
9. <i>Commercial and manufacturing uses should be highly accessible, clustered near the center of their service areas, and developed in harmony with the uses and character of surrounding districts.</i>	This guideline supports the construction of additional commercial uses in this area along the Antelope Drive frontage. The viability of the office building along 500 West is in question due to limited visibility and access.
10. <i>The Land Use Plan should promote and encourage land use patterns that provide a high quality of life to all and offer choice in mobility and transportation.</i>	Medium-density residential increases housing choice and usually offers multiple choices in mobility and transportation. Due to the location of the properties, vehicular access will be limited to Antelope Drive and areas of 500 West. Pedestrian connections must be considered between the development and outside community resources, like Barlow Park.
11. <i>The remaining vacant properties in the City should be developed at their highest and best use to maximize their value to the landowner and the City.</i>	The highest and best use of property is driven by market demands and realities. Development with medium-density residential uses may provide the highest and best return to the property owners but may provide an additional impact/burden on services for the City. Development at a lower density that is more consistent and compatible with the established residential neighborhood would still provide additional impact/burden on those resources, at a lower level and would be more consistent with surrounding residential densities.
12. <i>The quality and usefulness of parks and open space should be maximized. Open spaces that are small, inaccessible, difficult</i>	Development in this area should consider the value that is added to future residents within proximity of Barlow Park. Community resources such as parks should be emphasized and highlighted as amenities of



<i>to maintain, or encumbered by utilities, drainage basins, or excessive slopes should not be encouraged.</i>	the community and add to the quality of life for Clearfield residents.
<i>13. Manufacturing and industrial activities should be limited to those areas already zoned for such uses.</i>	With the frontage of the land remaining in the C-2 Zone, uses and activities would be limited to those permissible within the C-2 Zoning district.
<i>14. Properties registered with the County or State for agricultural or industrial protection should be recognized by the City to allow such land uses.</i>	The properties are designated for commercial future land uses and have been agriculturally used in the preceding years. There is no evidence that the properties are registered for agricultural protection.
<i>15. Land use decisions should be based on a comprehensive understanding of their effects on the environment and surrounding areas.</i>	The proposed density above what is found in the nearby residential neighborhoods could adversely impact the traffic patterns along Antelope Drive and 500 West.

B. Goals and Policies of Land Use

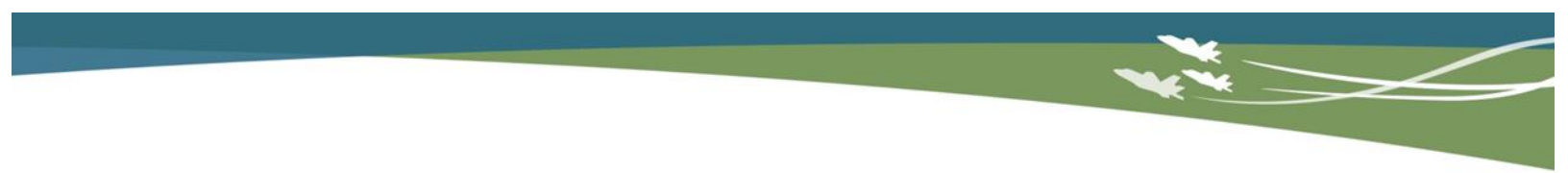
The General Plan includes four land use goals that have policies and implementation measures associated with each. Out of the four goals, Goal 4 most closely aligns with the proposed rezone request and is provided as part of the following analysis with specific attention to implementation measures #2 & #5.

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

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

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

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



This goal, policy, and specifically implementation measures #2 & #5 focus on creating ordinances that allow and encourage infill redevelopment as well as mixing uses along a corridor. As outlined below, the C-R Zone is not intended for single-family residential development or called out in the General Plan for infill development like the R-1-6 Zone has been. The Antelope Drive corridor should have a mix of uses, but it is important to ensure that the correct intensity of the uses and density, especially residential, should be compatible and complementary to the existing land uses and surrounding area. Although higher density residential uses could provide more support for commercial uses along Antelope Drive, the residential uses need to have sufficient access and be compatible and complementary to the existing land use pattern in this area of the City.

GENERAL PLAN TRANSPORTATION ELEMENT ANALYSIS

Chapter 3 – Transportation, addresses goals and policies to ensure balance between future transportation needs that come with future land use development. The following is a summary of applicable guidance and direction provided in the Transportation Chapter that would apply to any request of this sort.

In the introduction of the chapter five (5) items are identified that should be included in the long-range Transportation goals. The second item states that Clearfield City should, “determine if outlying potential development could degrade existing streets and consider actions to limit or concentrate future land-use densities, if required.” Focusing higher density residential development within the downtown area and in key locations already identified and under development in the city would be supported by this recommendation.

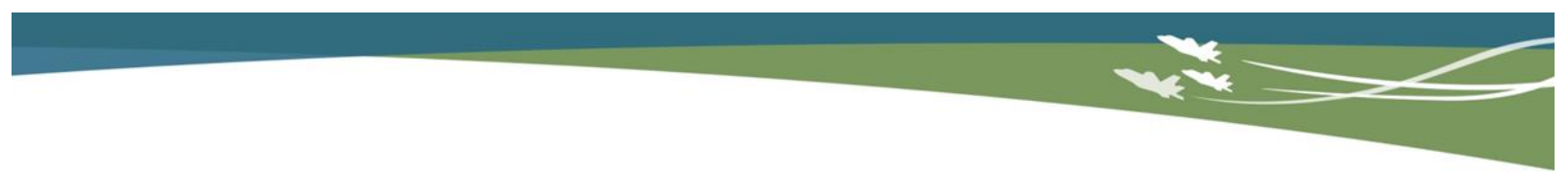
PUBLIC COMMENT

Mailed notices were sent out on April 5th, 2022. The property sign and public hearing notice legal ad were posted on site and on the Utah State public notice website and in the local newspaper the weekend of April 9th and 10th. At the Planning Commission public hearing for these items, residents from the single-family neighborhood to the east expressed concern about this land being developed in general. Another concern expressed was whether or not it could be zoned multiple family.

STAFF RECOMMENDATION; FINDINGS AND CONCLUSION

Based upon analysis of this request and the Clearfield City General Plan, staff recommends that the Planning Commission forward a recommendation of **DENIAL** to the Clearfield City Council for both the proposed general plan amendment request and zoning map amendment request. These recommendations are based upon the analysis of the staff report and the following findings:

1. The proposed general plan and zoning map amendment is inconsistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan.

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2. The use of the C-R Zone to establish small-lot single-family neighborhoods is inconsistent with the current purpose and permitted uses of the zone.
 3. The General Plan was amended to allow for greater use of the R-1-6 Zone for residential single-family infill development and as an alternative to multi-family residential.
 4. The R-3 Zone has been used by the City Council to provide small-lot single-family developments consistent with market demands absent a zoning district designed for the specific purpose. The R-3 Zone could be used in conjunction with the C-2 Zone and with a development agreement to allow for a similar development pattern proposed by the applicants.

CORRESPONDING POLICY PRIORITIES

- *Providing Quality Municipal Services*

As part of providing quality municipal services, Clearfield City must continuously align zoning and land use goals and objectives to be consistent in the development process. It is important to be consistent for the benefit of the resident's, property owners, and developers within the city.

- *Improving Clearfield's Image, Livability, and Economy*

By encouraging high-quality development through the use of the appropriate zoning designation and standards, the image and livability of Clearfield City can increase. With various zoning designations and tools available, it is important for Clearfield City to identify and utilize the most appropriate zoning designations and tools to promote development that can improve the image, livability, and economy of the city and its current and future residents.

FISCAL IMPACT

Although there is no current fiscal impact of the request, any future development of this area will have a fiscal impact with future provision of public infrastructure.

ALTERNATIVES

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

SCHEDULE / TIME CONSTRAINTS

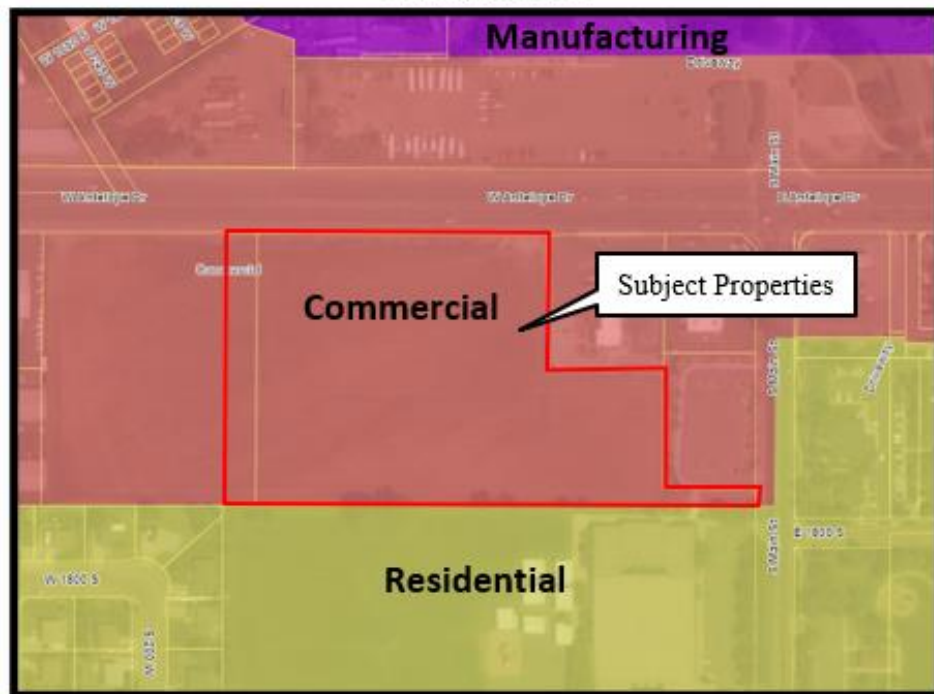
The requests are scheduled for review by the City Council in the Policy Session on May 24th, 2022.

ATTACHEMENTS

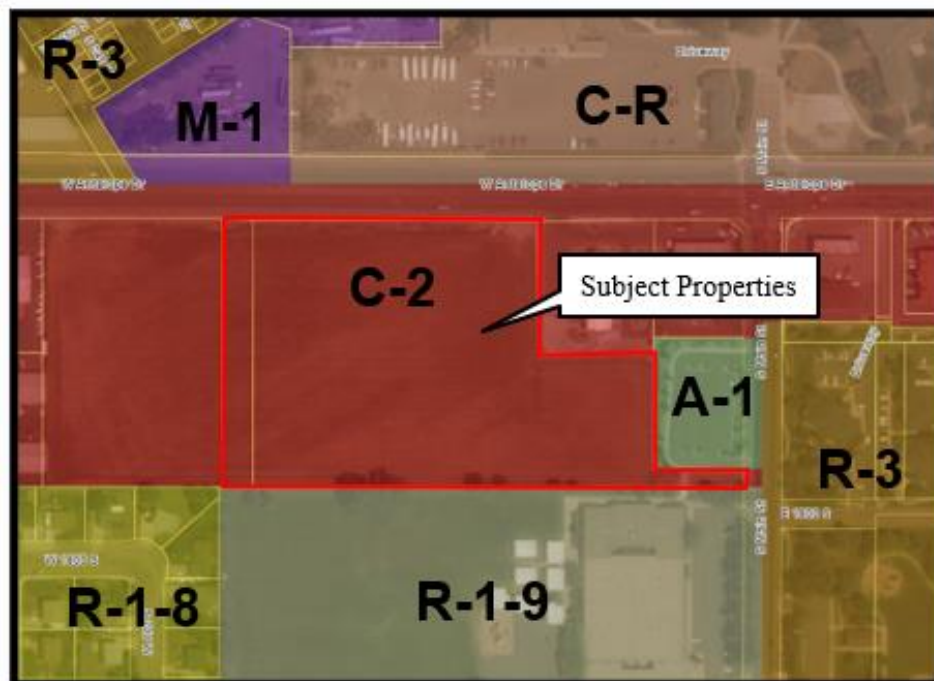
1. General Plan Map
2. Zoning Map
3. Development Concept



GENERAL PLAN



ZONING





Antelope Drive

5000 West

PEDESTRIAN TRAIL AND
VARIOUS LANDSCAPING
ELEMENTS

COMMERCIAL
6000 SF

OFFICE
10000 SF

32-FOOT PRIVATE DRIVE

GUEST PARKING

32-FOOT PRIVATE DRIVE

INCREASED BUFFER WITH
PEDESTRIAN TRAIL AND
VARIOUS LANDSCAPING
ELEMENTS

SITE TABLE

CR-ZONE

32' PRIVATE DRIVE

32 LOTS

30X56 BUILDING POCKET

32-FOOT PRIVATE DRIVE

5000 West

1900 South



Planning Commission

STAFF REPORT

AGENDA ITEM
#3

TO: Clearfield City Planning Commission

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

MEETING DATE: Wednesday, April 20th, 2022

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 2022-030053**, a zoning text amendment request by Josh Hughes and Greg Day with 258 Development to amend the C-R (Commercial Residential) Zone to allow single-family dwellings as a permitted residential use within the zone. **Staff:** Brad McIlrath, Senior Planner (**Legislative Action**).

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **DENIAL** for **ZTA 2022-030053** to the City Council, a zoning text amendment request by Josh Hughes and Greg Day with 258 Development to amend the C-R (Commercial Residential) Zone to allow single-family dwellings as a permitted residential use within the zone.

This recommendation is based upon the information and findings outlined in this report. As the advisory body to the Clearfield City Council, the Planning Commission may also forward a recommendation of approval, denial, or move to table the decision as presented below in the Planning Commission Recommendation Options, based upon the Commission's careful consideration and analysis of the request.

PLANNING COMMISSION RECOMMENDATION OPTIONS

Following careful consideration of the information included in this report the commission may choose to forward the following recommendations:

1. **Move to recommend approval of ZTA 2022-030053** to the City Council, a zoning text amendment request by Josh Hughes and Greg Day with 258 Development to amend the C-R (Commercial Residential) Zone to allow single-family dwellings as a permitted residential use within the zone.
2. **Move to recommend denial of ZTA 2022-030053** to the City Council, a zoning text amendment request by Josh Hughes and Greg Day with 258 Development to amend the C-R (Commercial Residential) Zone to allow single-family dwellings as a permitted residential use within the zone.
3. **Move to table ZTA 2022-030053** to request additional information for consideration.

The Planning Commission may also make a recommendation that is different than those listed above such as a modified recommendation of approval.

BACKGROUND & ANALYSIS

The applicants are requesting the zoning text amendment to allow single-family dwellings in the C-R Zone for the future development of properties with the C-R Zone designation which would include commercial buildings and single-family dwellings as a single project. The applicants specifically would like to develop the properties at the corner 500 West and Antelope Drive along the south side of Antelope Drive. The properties have previously been used for a nursery and as vacant agricultural land. A concept plan with two commercial buildings and 32 small-lot single-family homes has been provided as part of the application for illustrative purposes only and is not the development to be considered with this text amendment request. The concept plan is meant to give some visual representation of an option for what could be developed, in relation to the included request.

The C-R Zone is a mixed-use zoning district with the purpose of providing for and encouraging a mixture of high quality, compatible commercial and residential uses in certain areas of the city. The zone was crafted for the development of a mixed-use project on one property with a list of permitted and conditional uses allowed in the commercial portion of the property and only multiple-family dwellings allowed as a conditional use in the residential portion of the property. The residential density is limited based upon the percentage of commercial square footage provided. As stated in the C-R Zone the following residential density and commercial percentages apply with a minimum commercial percentage of not less than twenty percent (20%):

Residential Density	Required Minimum Finished Commercial Floor Area
10 Dwelling Units per Acre	20% Commercial
20 Dwelling Units per Acre	30% Commercial
30 Dwelling Units per Acre	40% Commercial
Additional Density above 30 Dwelling Units	50% Commercial

The exact density for amounts over the 30 dwelling units per acre of a project is determined through the execution of a development agreement. A development agreement is not required but may be applied for new development.

Staff Analysis

The request is to add single-family dwellings as a use in the C-R Zone, but no indication on whether that should be added as a permitted or conditional use was provided. Any multiple-family development in the C-R Zone can be approved under a conditional use permit. However, other zones that allow multiple-family dwellings in Clearfield typically allow single-family dwellings as a permitted use (see the R-2 and R-3 Zones). Single-family used in the R-2 and R-3 Zones are seen as less impactful and thus typically included as a permitted use. As such if the Planning Commission forwards a recommendation of approval to the City Council for this request, adding single-family dwellings as a permitted use would be consistent with other sections of the code. The request does not indicate a change to have single-family dwellings on their own properties separate from the commercial. As stated above, the commercial and residential portions of the development are called out separately as part of one property. Single-family dwellings typically have private ownership of the property upon which they are located, therefore, development in this pattern would limit the single-family homes in ownership. If the Planning Commission forwards a recommendation of approval to the City Council, additional changes should be recommended for the C-R Zone that allows single-family dwellings and the commercial portion of the project to be on separate properties.

R-2 & R-3 Zones

With the recent denial of the R-1-4 Zone on April 12, 2022, the City Council expressed a greater level of comfort with the use of the R-3 Zone and a development agreement to establish small-lot single-family residences in conjunction with commercial properties. It is important to note that the purpose of the R-3 Zone is, “to provide for medium and high density multiple-family residential development.” The purpose of the R-2 Zone is, “to provide medium density residential neighborhoods” which would be more appropriate for establishing small-

lot single-family neighborhoods in proximity with established single-family neighborhoods and at a more compatible density than the R-3 Zone would allow. Whether applying the R-2 or R-3 Zone to the residential portion of a property and keeping the commercial portion zoned C-2, a development agreement could still be a tool to ensure appropriate timing and design of the portions of the project. Therefore, staff does not find a compelling need to amend the C-R Zone to allow for single-family dwellings at this time without completing a comprehensive analysis of the zone and its application moving forward.

PUBLIC COMMENT

Public notice was placed in the newspaper the weekend of April 9th, 2022, 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 amendment is inconsistent with the General Plan and Map as the C-R Zone is a mixed-use zone that should only be applied to areas designated as mixed-use in the General Plan. Single-family dwellings can be a part of a mixed-use development but are not considered in the General Plan.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	Changes to the zoning ordinance to allow additional small-lot single-family housing options as separate zones make the need for this change less vital to the continual development of Clearfield City.

FINDINGS & CONCLUSION

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

1. With the use of another residential zone in conjunction with a commercial zone (C-1 or C-2), there is no need to amend the C-R Zone at this time to facilitate a single-family and commercial development.
2. A comprehensive analysis of the C-R Zone, its effectiveness and future use should be undertaken to determine the need to add single-family or other uses that are currently not allowed in the zone in contrast to making these intermittent changes that may result in oversight of necessary development standards.

ATTACHEMENTS

1. Applicant's Concept



Antelope Drive

5000 West

COMMERCIAL
6000 SF

OFFICE
10000 SF

32-FOOT PRIVATE DRIVE

PEDESTRIAN TRAIL AND
VARIOUS LANDSCAPING
ELEMENTS

GUEST PARKING

32-FOOT PRIVATE DRIVE

INCREASED BUFFER WITH
PEDESTRIAN TRAIL AND
VARIOUS LANDSCAPING
ELEMENTS

SITE TABLE

CR-ZONE

32' PRIVATE DRIVE

32 LOTS

30X56 BUILDING POCKET

32-FOOT PRIVATE DRIVE

5000 West

1900 South

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
November 9, 2021

City Building
55 South State Street
Clearfield City, Utah

PRESENT:	Vern Phipps	Mayor Pro Tem
PRESENT VIA ZOOM:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	John Meek	Emergency Preparedness Manager
	Adam Favero	Public Works Director
	Braden Felix	City Engineer/PW Deputy Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Nancy Dean	City Recorder

VISITORS: Nicholas Samuels

Mayor Pro Tem Phipps called the meeting to order at 6:02 p.m.

EMERGENCY SERVICES UPDATE

John Meek, Emergency Preparedness Manager, stated he was certified as an international incident commander. He explained the Pre-Disaster Mitigation Plan had been approved by FEMA and Davis County. He noted if the Council was willing to adopt a resolution to approve the County's plan, it could be used to enable the City to receive FEMA funds if there were a natural disaster.

Councilmember Peterson wondered how open the County would be to feedback or changes if FEMA and the County had already adopted it. She understood there was a lot of work done with its preparation, but felt it was more of a draft than final product and hoped there would have been an intermediate step of review before the County had adopted it. Mr. Meek responded the County was working off data it already had, but it would be reviewed each year and rewritten

every five years. He noted FEMA and the County had already approved it, so if there were big issues it likely would not be changed.

Councilmember Peterson voiced her surprise at how much data the County had pulled from 2007 and she was somewhat concerned the updates were citing sources that were over ten years old. Meek responded the data might be old but because it was a hazard plan, the hazards remained. He explained the plan was more about what the City or County would do in a disaster.

Mr. Allen indicated it was the County's plan. Mr. Meek noted the City did have the option to adopt its own plan but it would be expensive. Councilmember Peterson said it was well written but there were some concerns such as duplicate issues and summer flooding at City Hall that should be corrected.

Councilmember Roper mentioned he also had a lot of questions after reviewing the plan.

Councilmember Phipps noted there were some errors he discovered but he understood the focus was on hazard, so he had not made a list of corrections. There was a discussion about not using the meeting time to discuss the corrections, but rather meeting with Mr. Meek outside of the meeting to address any desired corrections.

Councilmember Peterson appreciated the level of work done to the document. She and Councilmember Roper agreed to meet with Mr. Meek before the document was adopted by resolution and Councilmember Phipps would write something out which could also be reviewed.

The consensus of the Council was to move forward with the adoption of the County's plan, so long as a list of corrections from the City Council was sent to the County for its consideration before the document was finalized.

DISCUSSION ON TATTOO ESTABLISHMENT DISTANCE REGULATIONS

Spencer Brimley, Community Development Director, stated Nicholas Samuels requested the Council consider amending the distance regulations for tattoo establishments during a recent City Council meeting public comment period. He noted the Council had indicated a desire to discuss it further in work session. He explained it would be a private application not the City moving it forward.

JJ Allen, City Manager, noted because it would be a private application no staff report or recommendation had been included in the agenda packet. Mr. Brimley added the applicant was willing to make application; however, wanted to understand if the Council was open to the change in distance regulations before application was made along with an investment of time and money. Brad McIlrath, Senior Planner, stated staff could answer questions about the current process or standards if it would be helpful.

Councilmember Peterson asked what the City's current process looked like. Mr. Brimley responded City Code 11-13-31 was adopted in February 2013. He read the following from the section: "No tattoo or body piercing establishment should be located within one-third mile (1,760

feet) of any other tattoo or body piercing establishment or within eight hundred eighty feet of a nondepository lending establishment, pawn and secondhand business, or sexually oriented business. The distance shall be measured in a straight line between the closest property lines of the lots on which they are located.” He mentioned the Code currently required the measurement by a straight line from parcel to parcel, not building to building, or door to door.

Councilmember Bush commented the property line to property line method for measurements would vary depending on the property sizes and be very different than a door-to-door measurement. Mr. McIlrath explained how property line to property line measurements removed subjectivity from the calculations. There was a discussion on typical methods for measuring and how measuring from parcel line to parcel line made it easier for a smaller community to administer.

Mr. Brimley stated some regulations of the City Code were applied per capita such as those with predatory uses. He explained another way to limit a use would be to limit it by population count.

Councilmember Phipps indicated the intent of the Code adopted in 2013 was to avoid the clustering of certain uses. He noted the previous discussion began as a look at predatory lending and its effects on the community. He added there was data behind it and those types of uses had a quantifiable negative impact on the community. He explained the Council in 2013 was seeing those negative effects and recommended taking steps to disburse the clustering effect.

There was a discussion about the basis for the regulation, impacts of clustering, and measurement strategies.

Councilmember Thompson expressed his opinion that the current perception of tattoos was more acceptable. He said he did not have a problem with the measurement method from parcel line to parcel line. He voiced support for shortening the distance to allow a couple more tattoo establishments.

Councilmember Phipps acknowledged culture had changed over the last few years and tattoo establishments were more accepted but that had not been the reasoning for the prior decisions to regulate clustering.

Councilmember Peterson mentioned the measurement of property line to property line seemed to be the industry standard and ensured a uniform application for uses. She asked if there was a desire to look at the specific distancing for tattoo establishments rather than the metric.

Mayor Shepherd noted the City needed to look at how this would be applied to all other businesses in the future. He stated his biggest concern was how the City measured distance and it needing to be consistently applied. He noted he personally had no concern with a door-to-door approach to measurements but understood that it could be somewhat ambiguous and difficult to apply.

Councilmember Bush wondered if the distance should be changed to a quarter mile. Mr. Brimley stated the question for consideration was if the Council was willing to entertain a change to the distance requirement, not what that distance should be.

Councilmember Thompson wondered how many tattoo studios would be allowed if the distance were changed. Councilmember Peterson indicated it would need to come as part of the analysis done during the application process. She noted similar analysis was done when the regulation was adopted in 2013. She commented there was another reason for the regulation besides breaking up the clusters and those compounding effects. She noted it was also to limit the proliferation of those types of businesses because there was a disproportionate number of predatory lending establishments and other clustering businesses in Clearfield over that of surrounding communities. Councilmember Thompson expressed his desire to see what the impacts would be through that type of analysis.

Mayor Shepherd commented it would be difficult to regulate a tattoo studio differently than any other retail or service business. He felt the bigger question was how to measure distance. He voiced his concern that whatever measurement was chosen, the City should stick by it or consider reducing the distance altogether. He expressed his opinion door to door was not the appropriate way to measure and felt it should remain a lot line to lot line measurement.

Mr. Allen explained if the Council was interested in considering an adjustment to the distance of feet, then that number would be one the applicant needed to identify.

Councilmember Peterson explained the process of a code amendment whether it was done by staff or through private application. She stated there was an expectation that analysis would be provided to aid in the Council's decision-making process. She noted the burden to provide that analysis for a private application would fall on the applicant.

Mayor Pro Tem Phipps stated there seemed to be a general consensus of the Council that it would be willing to look at changes to the distances. He noted the Council would consider the impacts to the entire City in its review of any application. He invited the applicant to speak if he wished.

Nicholas Samuels, business owner, stated he understood the clustering issues, the concerns with measurement, and had no problem doing research to see if distances could be reduced with limited impacts. He highlighted his services; mentioned there were other businesses that continued to operate in the City but were not properly licensed; and planned to look into reducing the distance in a way that others could also be in compliance with the City Code.

Mr. Allen mentioned the other location that was referred to did not have a license, but the City was addressing it.

Councilmember Peterson stated there would be no guarantees on the application process, but the consensus of the Council was more favorable to look at the distance proposal between those types of businesses, but not the methodology of measuring. Mayor Pro Tem Phipps confirmed the Council appeared to be open to consider an application.

DISCUSSION ON THE AWARD OF PROPOSAL FOR THE CONSTRUCTION MANAGER OF THE CLEARFIELD STATION TRANSIT ORIENTED DEVELOPMENT (TOD) PROJECT

Braden Felix, City Engineer/Public Works Deputy Director, stated staff was working to get the Clearfield Station Transit Oriented Development (TOD) project under construction.

Councilmember Peterson wondered if the City was really going to move the project forward even though construction prices were considerably higher than budgeted. Mr. Felix responded staff had been working on it and had always known it was going to happen. He indicated staff had met with the development team and the parties were working on various options which included designing in phases so the project could be consistent with available funding. He noted staff hoped to have the help of a Construction Manager (CM) on the project. He indicated it would be good to include the Construction Manager in negotiations with the bidder/contractor about price reductions so a contract could be awarded in December.

Mr. Felix explained the CM would help coordinate contractor efforts to ensure the contractor was meeting the obligations and the best interests of the City. He reviewed the duties of the CM and suggested the City would be wise to hire a CM with such a large project and felt it would be worth the investment.

Councilmember Peterson loved the idea of having construction management for the project. She wondered how much the CM was anticipated to cost and if any caps were in place on billable hours. Mr. Felix explained the estimates for the project and the work being done to limit or phase the scope of the project consistent with the available funding. He noted the original estimate for construction management was \$650,000, yet there would continue to be changes such as the phasing currently being considered, so it would be difficult to know how much more time would be required. He noted the bid for CM was not submitted as a lump sum but instead was estimated in hours at a billable rate. He mentioned the City would be able to adjust the times and cut back fulltime assistance if needed to help control the costs.

Councilmember Peterson was concerned there were no boundaries with the billable hours and wondered how the City would control the costs for the CM. Mr. Felix recognized it was a legitimate concern. He indicated it would fall on staff to track how much time was being spent and make adjustments when needed. He noted tracking was done on all the City's projects.

JJ Allen, City Manager, wondered if the CM would bill monthly. Mr. Felix responded that was his assumption. Mr. Allen stated the invoices could be tracked on a regular basis and it could be managed that way.

Councilmember Peterson expressed her support for the City having a CM for the project.

Adam Favero, Public Works Director, stated the City tracked all of its projects and generally about five to seven percent of the costs would be related to construction management so it could be adjusted if things were coming in higher than expected.

Mr. Felix asked if there were any questions about the proposal or firm selected to award the proposal.

The Council responded favorably to the selection and quality of the proposal selected. Mr. Felix stated staff intended to enter into an agreement with Sunrise Engineering right away if there were no concerns from the Council.

Mr. Allen explained because the project was a line item in the budget, it had been authorized when the budget was adopted so it would not come back to the Council for formal action. He noted staff wanted to inform the Council of its selected proposal in a work session and provide updates on the progress of the TOD project especially because of its size and scope.

Councilmember Bush moved to adjourn the work session and reconvene in policy session at 6:58 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

The meeting reconvened at 7:30 p.m.

MONTHLY DEPARTMENT UPDATES

Mr. Allen reviewed the new format for monthly department updates and indicated there were five things that would be highlighted which included the following: labor shortage was impacting operations, supply chain challenges, planning update, 500 West expansion project, and the tree lighting and Arts Center open house.

(1) Labor Shortage was Impacting Operations:

Kelly Bennett, Police Chief, reported on the impacts from the labor shortage to the police department for police officers, dispatch, records, and crossing guards. He explained the department's current operation status and challenges dealing with burn out, shift coverages, and the efforts made to reduce the impact to service levels. He expressed his appreciation for many employees that were covering multiple duties, working overtime, and balancing all the demands with a reduced number of staffing.

Councilmember Bush wondered if the HAWK crossings needed to have crossing guards. Chief Bennett explained the City was only required to man crossings for the elementary schools. He noted the HAWK crossing at 925 South State required a crossing guard because there were elementary students that crossed at that location and it was identified as a safe school route.

Councilmember Bush wondered how the City was advertising for the crossing guard position. Chief Bennett elaborated on the efforts of staff and advertising that had been done to recruit crossing guards. There was a discussion about enlisting volunteer efforts for crossings. Chief Bennett stated there were many considerations that had been explored such as reaching out to the schools, other part time employees working additional hours, removing crossings, PTA and

school staff, but School District's policy was not to have employees leave school grounds because of liability. Mr. Allen explained using volunteers was a possibility, but they would need to be trained and covered by the City's workers compensation policy. There was a discussion about how the elected officials could try to help enlist help so the officers were not having to cover crossings and could continue to serve in more appropriate ways.

Adam Favero, Public Works Director, reviewed the impacts on the Public Works department due to labor shortages which included less experience entering the field, more reactive maintenance rather than proactive, and the need to contract more services. He mentioned the street sweeping might be outsourced.

Councilmember Thompson asked if there had been exploration of hourly job training opportunities with Job Corps. Mr. Favero responded the standards currently in place required certain certifications which would make it challenging to enlist help with other tasks because much of the workload required certifications for a large water system.

Eric Howes, Community Services Director, reviewed the challenges due to labor shortages within the Community Services department which included the Clearfield Aquatic and Fitness Center (CAFC), Recreation and Arts, and Parks and Open Space divisions. He explained the CAFC had to reduce open plunge hours and offer fewer swim lessons. He mentioned Recreation and Arts had to revise formats for programs and were not able to offer new programming as planned. He noted Parks and Open Space had to hire those with less experience; were not able to meet the City's high standards; and the division had started outsourcing some maintenance operations.

Spencer Brimley, Community Development Director, highlighted the challenges of the Community Development department due to labor shortages. He noted the part time positions in the Customer Service Center were difficult to fill due to the current labor market and competition. He stated call volumes had not reduced after moving police records back to the police department and there were staffing shortages. He mentioned the City recently moved Shane Crowton from Code Compliance Officer to Building Inspector so it was hoped the position could be filled during the winter because the code compliance caseload would likely increase in the springtime. He explained enforcement was mostly reactive and not much proactive enforcement was being done.

Councilmember Bush asked if the City was currently contracting inspections. Mr. Brimley responded WC3 helped with plan reviews, but the consultant had not been used as much for inspections as anticipated. He noted Beth Dean, Building Inspector, was doing much of the heavy lifting and had all her certifications. He continued Shane Crowton was working on his certifications and currently able to do any residential inspections. He explained the need for inspections was expected to pick up in December and January and if that was the case, more work could be contracted when the demand for inspections increased.

(2) Supply Chain Challenges:

Mr. Favero spoke about the challenges with fleet vehicle order cancellations and unknown delivery dates. He explained there were project delays due to issues with obtaining concrete, precast boxes, paint striping materials, limited workforce, and foundries parts. He noted there was a shortage of culinary water treatment chemicals as well as water leak repair parts. He worried there could be worse issues if there was a major water leak during the winter because there were no parts to be found.

Councilmember Bush acknowledged the North Davis Sewer District was finding similar issues with its projects.

Mr. Allen noted the labor shortages and supply chain issues fed into the current inflationary rates.

Mr. Howes reviewed the issues related to parts and repairs for the various projects of the facilities maintenance division.

Chief Bennett explained there were also ammunition shortages. He noted the officer's duty ammunition was restocked last year, but there was difficulty in acquiring training ammunition. He stated the department would continue to watch and stock it when it became available.

(3) Planning Update:

Mr. Brimley reported on the following progress with the General Plan updates:

- Planning Commission and staff review was completed November 5, 2021
- Consultant currently reviewing comments and redlines
- Revised version to be submitted for staff review, no date set
- Open house meeting for public review, no date set
- Adoption process, no date set

Mr. Brimley highlighted the projects currently underway for a parking study and business license fee update. He noted the City would need to complete its Moderate Income Housing Report which was due by December 1, 2021. He explained staff had been waiting for some documents from the State and was hopeful to have the report ready for the Council's review in work session and consideration of adoption in policy session on November 23, 2021.

(4) 500 West Extension Project:

Mr. Favero reported the 500 West Extension project had been comprised of two parts: utilities and road construction. He reviewed the progress of the project and its budget sources, expenses, and scheduling. He indicated the utilities portion was about 99 percent complete. He noted a contractor had been selected and CRS, the construction manager, was working with UDOT and Geneva Rock Products to finalize the contract and set up a pre-construction meeting. He said it was hoped the construction would begin soon.

Councilmember Bush asked if UDOT would be financing moving the traffic light from 300 West to 500 West. Mr. Favero responded it was included in the project and the contractor would oversee the work.

(5) Tree Lighting/Arts Center Open House:

Mr. Howes stated the City's tree lighting ceremony would be held November 29, 2021 at 6:00 p.m. at City Hall in conjunction with the Arts Center Open House. He reviewed all the upgrades that were completed. He highlighted some of the activities planned for the Art Center that evening until about 8 p.m.

Councilmember Phipps wondered if there would be a ribbon cutting ceremony. Mr. Howes said it would probably not be done in the winter but it might be something that could be held when the landscaping was completed in the spring.

Mr. Allen asked what the Council liked or did not like about the new format for the department updates. Councilmember Roper commented it was engaging and provided the Council an opportunity to ask questions. Councilmember Peterson liked the new format and hoped it was less work for staff. She appreciated the information.

Councilmember Thompson moved to adjourn at 8:19 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.



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Melissa Kometscher, CDBG Coordinator
Shawn Robinson, Assistant City Attorney

MEETING DATE: Tuesday, March 22, 2022

SUBJECT: Review for Adoption of the Draft 2022-2023 CDBG One-Year Action Plan

DESCRIPTION / BACKGROUND

Attached is a copy of the draft 2022-2023 Community Development Block Grant (CDBG) One Year Action Plan for review and discussion by the City Council. As required, the mandatory 30-day comment period was noticed and began on March 7, 2022. Citizens will be given the opportunity to review the One Year Action Plan at the Customer Service Center from March 22, 2022, until May 10, 2022.

Clearfield City expects to receive approximately **\$199,497** in Community Development Block Grant (CDBG) funds for **July 1, 2022, to June 30, 2023** funding cycle. The committee recommends the following allocations:

- **Open Doors - \$9,974.85** The funds will help staff wages and food services for the Circles Program. This program will help those who are low-income families obtain job skills and are out of poverty.
- **Davis Community Learning Center - \$9,974.85** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS works directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - \$9,974.85** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Housing Rehabilitation - \$94,673.20** Funds will be used towards a housing rehabilitation program for Clearfield residents. This program is to be administered by the Davis Community Housing Authority
- **Down Payment Assistance – \$35,000** Funds will be used towards down payment assistance for those who qualify.
- **Administration - \$39,899.40** Administrative expenses to oversee the CDBG program at Clearfield City and notices.



Modifications to these proposed allocations can be recommended by the City Council.

IMPACT

- a. **FISCAL** – The proposed allocations are based on funding granted by the United States Department of Housing and Urban Development. No local funds are required to provide the assistance.
- b. **OPERATIONS / SERVICE DELIVERY**- No Impact.

ALTERNATIVES

No alternatives are being presented at this time.

SCHEDULE / TIME CONSTRAINTS

The Annual Action Plan is required to be submitted to HUD by May 15, 2022. A notice was posted on March 7, 2022, that the required 30-day comment will begin on March 22, 2022, and conclude with the public hearing to be held on May 10, 2022. Following that comment period, the City Council will be able to act on the plan at the policy session held on May 10, 2022.

LIST OF ATTACHMENTS

- 2022-2023 CDBG One Year Action Plan
- Davis County PIT count

Executive Summary

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

1. Introduction

Clearfield City expects to receive approximately **\$199,497** in Community Development Block Grant (CDBG) funds for the **July 1, 2022, to June 30, 2023**, funding cycle. This is \$10,500 less in CDBG funds than Clearfield City received from the last funding cycle. No other federal, state, or county funds are anticipated. Over the next year CDBG funds will be utilized as follows:

- **Open Doors - \$9,974.85** The funds will help staff wages and food services for the Circles Program. This program will help those who are low-income families obtain job skills and are out of poverty.
- **Davis Community Learning Center - \$9,974.85** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS works directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - \$9,974.85** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Housing Rehabilitation - \$94,673.20** Funds will be used towards a housing rehabilitation program for Clearfield residents. Program income will be utilized first. This program is to be administered by the Davis Community Housing Authority.
- **Down Payment Assistance – \$35,000** Funds will be used towards down payment assistance for those who qualify. Program income will be utilized first. This program is to be administered by the Davis Community Housing Authority.
- **Administration - \$39,899.40** Administrative expenses to oversee the CDBG program at Clearfield City and notices.

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 2020-2021 program year which was part of the 2020 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 2020 Annual Community Assessment indicated "the activities undertaken are consistent with Clearfield's HUD-approved Consolidated plan, and Clearfield 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 comments on the One Year Action Plan. The City Council reviewed a draft of the One Year Action Plan on March 22, 2022. The required 30 public comment period was held from March 22, 2022, until the public hearing with the City Council on May 10, 2022. The City Council reviewed the final draft of the One Year Action Plan for approval and adoption on May 10, 2022.

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 County Library - Clearfield Branch, Freeport Center Post Office, Clearfield City Hall, and on Clearfield City's website. Prior to the adoption of the One Year Action Plan, Clearfield 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 Legal Department of City Hall.

Residents of public and assisted housing developments, predominantly moderate to 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 of this plan. Public comments received for this Annual Action Plan are as follows:

30-day comment period from March 22, 2022, to May 10, 2022:

- None

Public hearing held on March 22, 2022:

- None

Public hearing held on May 10, 2022:

- 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 to identify Clearfield City's future housing, community, and economic development needs. All the comments from the Community Needs Assessment Survey, which was conducted in 2020, were reviewed and categorized into common or recurring themes to help establish funding priorities and goals.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator		Legal Department

Table 1 – Responsible Agencies

Narrative

The City of Clearfield's Legal Department is the lead agency for preparing and administering the Consolidated Plan, One Year Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Consolidated Plan Public Contact Information

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

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

1. Introduction

Clearfield 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. Clearfield 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))

To enhance coordination efforts between Clearfield City and the public housing providers, private industry, governmental health, mental health, and other service agencies, Clearfield City sought their feedback and suggestions. Clearfield 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. Clearfield 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, Open Doors, and the Davis Community Housing Authority. One such effort is the Regional Coordinated Assessment Plan. The plan allows for a coordinated effort among providers to prioritize the needs of their clients across organizational boundaries. Each provider uses the same assessment tool when individuals and families need 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 Open Doors, 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, Clearfield City supports the programs and facilities offered by other local and state agencies through sales tax re-distribution. Clearfield City levies 1% sales and uses a tax on all transactions in Clearfield. 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, Clearfield 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

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 COMMUNITY 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 Community 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 Clearfield City's CDBG program. DCHA is a subrecipient of the Housing Rehabilitation Program and the Down Payment 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 Homelessness Needs - Chronically homeless Homelessness 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. Clearfield City 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 Homelessness Needs - Chronically homeless Homelessness 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 Clearfield City of Clearfield's Victims' Services team the available resources and support that is available through Clearfield City police, and local non-profits for families experiencing domestic violence. The City of Clearfield provided information on the need for broadband buildout in the community and the planned buildout of Utopia Fiber. Clearfield 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	Open Doors
	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?	Open Doors 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.
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Identify any Agency Types not consulted and provide rationale for not consulting

Clearfield 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 (updated 2020). 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 aligns with these goals. Clearfield City is working with Safe Harbor Crisis Center to help support domestic violence survivors and to ensure that they have access to permanent housing. Clearfield City works collaboratively with the cities 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

One of Clearfield City's initial goals was to encourage broad participation to create a well-rounded priority needs and target area assessment, increase coordination among partners, leverage activities, expand upon existing efforts, increase citizen feedback, and seek feedback on the Consolidated Plan. To this end, the City of Clearfield encouraged and sought broad participation but especially encouraged participation from low and moderate-income persons, residents of slum and blighted areas, residents of predominantly low and moderate-income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and regional institutions, businesses, developers, nonprofit organizations, philanthropic organizations, and community or faith-based organizations

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 ensuring meeting times increase the probability of maximum citizen participation.

Clearfield City's largest minority population is made of Hispanic and/or Latino persons. To encourage participation from these minorities, the public hearing announcement was published in the newspaper in both Spanish and English. Efforts were made to make the Survey available in Spanish and resources for translators were made available at the public hearing.

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. Clearfield 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.

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	• Minorities • Non-English Speaking Specify other languages: Spanish • Persons with disabilities Non-targeted/broad community	Clearfield City held a public hearing in conjunction with the City's Council meeting on March 22, 2022. The intent of the hearing was to inform persons of the amount of federal assistance Clearfield City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the plan.	Comments can be found under section AP-05, number 5.	Clearfield City accepts 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	Newspaper Ad	Minorities Non-English Speaking - Specify other languages: Spanish Persons with disabilities	The public hearing was noticed in Clearfield City's newspaper of general circulation, the Ogden Standard-Examiner, Clearfield City's website, the City Hall building, the Freeport Center Post Office, and the Davis County Library - Clearfield branch. The notice was published in both English and Spanish to garner as much participation as possible from Clearfield City's largest minority group.			
3	Internet Outreach	• Minorities • Non-English Speaking - Specify other languages: Spanish	A notice of the hearing was posted on Clearfield City's website.			

4	Public Hearing	• Minorities • Non-English Speaking Specify other languages: Spanish • Persons with disabilities • Non-targeted/broad community	A public hearing was held on May 10, 2022.	Comments can be found under section AP-05, number 5.	Clearfield City accepts and records all comments. No comments were received.	
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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 2022-2023 program year.

Anticipated Resources

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	199,497	22,041	0	221,538	0	It is difficult to project the amount of future CDBG funding. However, based on past funding appropriations, Clearfield 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 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 \$207,097. Open Doors will leverage the \$9,974.85 Clearfield CDBG dollars with \$55,000 from State programs, \$10,000 from Layton, \$27,000 from Davis County, and \$51,097 from private donors. In all, Open Doors leveraged \$153,071.85 in additional resources.

Davis Community Learning Center's total project cost is \$25,369.38 and the Clearfield CDBG program will fund \$9,974.85 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 \$44,283. Safe Harbor will leverage the \$9,974.85 Clearfield CDBG dollars with \$35,485.87 from other federal sources, \$19,383.18 from the State of Utah, \$14,495.84 from Davis County, and \$26,508.60 from private donors. In all Safe Harbor leveraged \$95,853.49 in additional resources.

In all, the leveraged resources totaled \$248,925.34.

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: \$129,673.20	Homeowner Housing Rehabilitated: 20 Households Assisted Direct Financial Assistance to Homebuyers: 20 Households Assisted
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: \$29,924.52	Public service activities other than Low/Moderate Income Housing Benefit: 580 Persons
4	Administration	2020	2024	Program Administration	Citywide	Provide Decent Housing Create a Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: \$39,899.40	Other: 1 Other

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Affordability and Rehabilitation
	Goal Description	Clearfield City will continue to revitalize the community by helping to increase the availability of decent, affordable housing. • Clearfield City will continue to fund the rehab of housing occupied by LMI households and other activities that provide affordable housing to residents. • Clearfield City will help support LMI households to have stable, safe, and affordable housing. Clearfield City will help support homeownership assistance for LMI homebuyers. Outcomes • The housing rehabilitation program is anticipated to assist 10 households during the program year. • The down payment assistance program is also anticipated to assist 10 households during the program year. • The households assisted will qualify as low – and moderate-income households.
3	Goal Name	Public Services
	Goal Description	Clearfield 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 80 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 3 – Goal Descriptions

*Annual Action Plan
2022-2023*

19

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 Clearfield City estimates the following families to be served based upon the previous program year results:

Extremely Low -Income: 0

Low-Income: 7

Moderate-Income: 0

AP-35 Projects – 91.220(d)

Introduction

The following projects will be funded in 2022 using CDBG dollars:

- **Open Doors - \$9,974.85** The funds will help staff wages and food services for the Circles Program. This program will help those who are low-income families obtain job skills and are out of poverty.
- **Davis Community Learning Center - \$9,974.85** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS works directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - \$9,974.85** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Housing Rehabilitation - \$94,673.20** Funds will be used towards a housing rehabilitation program for Clearfield residents. Program income will be utilized first. This program is to be administered by the Davis Community Housing Authority.
- **Down Payment Assistance – \$35,000** Funds will be used towards down payment assistance for those who qualify. Program income will be utilized first. This program is to be administered by the Davis Community Housing Authority.
- **Administration - \$39,899.40** Administrative expenses to oversee the CDBG program at Clearfield City and notices.

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

Table 3 – 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. Clearfield City does not foresee any obstacles in addressing the needs of the underserved.

Projects

AP-38 Projects Summary

Project Summary Information

Table 6 – Project Summary

1	Project Name	Open Doors Circles Peer Mentoring
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$9,974.85
	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	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The program intends to provide support for 80 individuals and families. A new group 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: \$9,974.85

	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 to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. - (05 Public Services General)
	Target Date	6/30/2023
	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: \$9,974.85

	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	6/30/2023
	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	Housing Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$94,974.20
	Description	Clearfield City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The housing rehab program is expected to assist 10 households during the program year.
	Location Description	Clearfield City
	Planned Activities	The program will assist residents of Clearfield in the rehabilitation of their homes for public safety purposes and aesthetic appeal.

5	Project Name	Down Payment Assistance
	Target Area	
	Goals Supported	Housing Opportunity
	Needs Addressed	Affordable Housing - Extremely and Very Low Income
	Funding	CDBG: \$35,000
	Description	Clearfield City will contract with the Davis Community Housing authority for the administration of the down payment assistance program. CDBG funds are leveraged with funds of homebuyers for low to moderate-income families.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Clearfield City expects to serve 10 households 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.
6	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	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Project Name	CDBG Administration

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

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

Geographic Distribution

Target Area	Percentage of Funds
n/a	n/a

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Clearfield 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 6 - 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	10
Acquisition of Existing Units	0
Total	10

Table 7 - 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 2022 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

Clearfield 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 Clearfield 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 2021, shows the total headcount as 57, during 2020 the total headcount was 82 and in 2019 it was 61. Over the next year, City staff may coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council to identify and assess the individual needs of unsheltered homeless persons in the Clearfield.

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, Clearfield 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 encounter.

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 to continue to assist homeless persons to make the transition to permanent housing and independent living. Clearfield 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 to continue with assisting homeless persons to make the transition to permanent housing and independent living. Though Clearfield City continually works with these organizations, Clearfield City does not plan to allocate 2022 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.
- Clearfield City's current ordinance does not allow for group homes, nursing homes, accessory dwelling units, or single room occupancy units.
- Clearfield City does not have a standard or requirement for new housing to be accessible, i.e., accessible or 'visit-able' by persons with disabilities.

Clearfield 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 Clearfield. 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. Clearfield 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, Clearfield 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 Clearfield in single family residentially zoned areas. Clearfield 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%). Clearfield 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, Clearfield will provide a variety of housing options, including townhomes, apartments, and condominiums. Clearfield 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. Clearfield 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). Clearfield City staff continues to promote commercial development to serve these residential areas as well. Clearfield City 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 Clearfield City.

Clearfield 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. Clearfield 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:

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

AP-85 Other Actions – 91.220(k)

Introduction

Clearfield City plans to undertake the following activities 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 Clearfield 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 Clearfield 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. Clearfield 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 Clearfield City and region to facilitate strategies that meet the needs of the underserved.

Clearfield Moderate Income Housing Plan

The Housing Element of Clearfield 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.

Clearfield 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 Clearfield.

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 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 Clearfield 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

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

Clearfield City does not have specific programs that deal with affordable housing, but rather has implemented programs to maintain current housing stock within Clearfield. Additionally, Clearfield City is pursuing or is interested in pursuing programs to meet the demands for housing within Clearfield. 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 Clearfield 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 Community Housing Authority assists Clearfield City with the implementation and management of this program. Through CDBG funding, matching grants can be provided to qualifying households within Clearfield. Clearfield City's housing rehab programs help low- to moderate-income residents stay in their homes while also preserving the character of the neighborhoods.

Housing Rehabilitation - 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.

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 to incentivize developers to create moderate-income housing stock. This tool creates a public-private partnership in which Clearfield 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

Clearfield City will reach out to the County Health Department to identify a one-year strategy that could be implemented in 2022.

Actions planned to reduce the number of poverty-level families

Clearfield 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, the elderly, and low-income persons escape poverty and homelessness.

Clearfield City will also fund the Davis Community Learning Center 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

Clearfield City is committed to continuing its education and understanding of HUD CDBG program funding. Clearfield 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, Clearfield City will send staff to trainings and participate in webinars. Clearfield 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. Clearfield 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

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

Program Specific Requirements

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

Introduction

Clearfield City plans to do the following actions in 2022:

- Clearfield City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services.
- Clearfield City staff will connect and coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council to identify and assess the individual needs of unsheltered homeless persons in Clearfield City.
- Clearfield 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.
- Clearfield City will work with the Davis Community Housing Authority to continue to assist homeless persons to make the transition to permanent housing and independent living. Though Clearfield City continually works with service providers, Clearfield City does not plan to allocate 2022 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 to continue to assist homeless persons to make the transition to permanent housing and independent living. Though Clearfield City continually works with these organizations, Clearfield City does not plan to allocate 2022 funding toward this activity.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(I)(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.

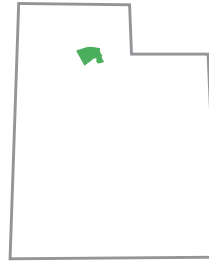
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified 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%

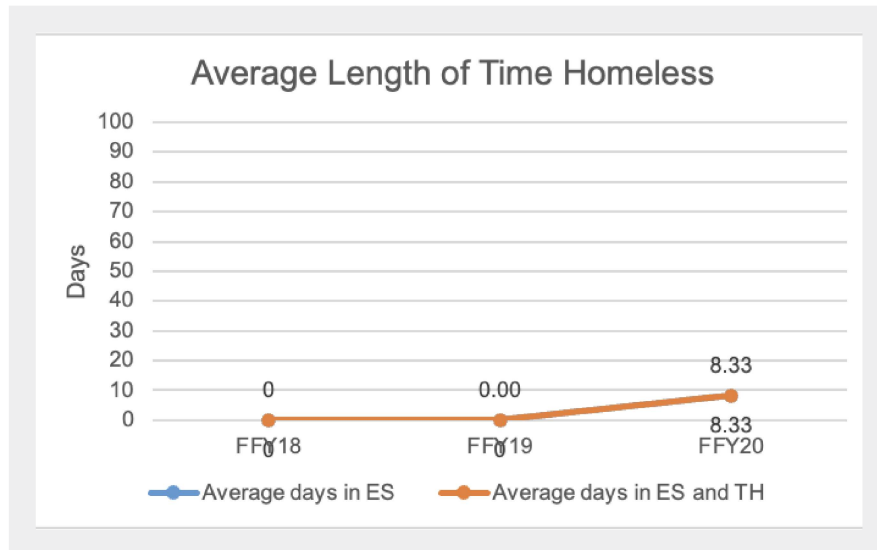
DAVIS LHC

SYSTEM PERFORMANCE MEASURES



1 MEASURE 1: LENGTH OF TIME (LOT) PERSONS REMAIN HOMELESS

Measure 1.a looks at all Emergency Shelter projects and finds the average days that a person was homeless in any Emergency Shelter projects in the area during the reporting period.

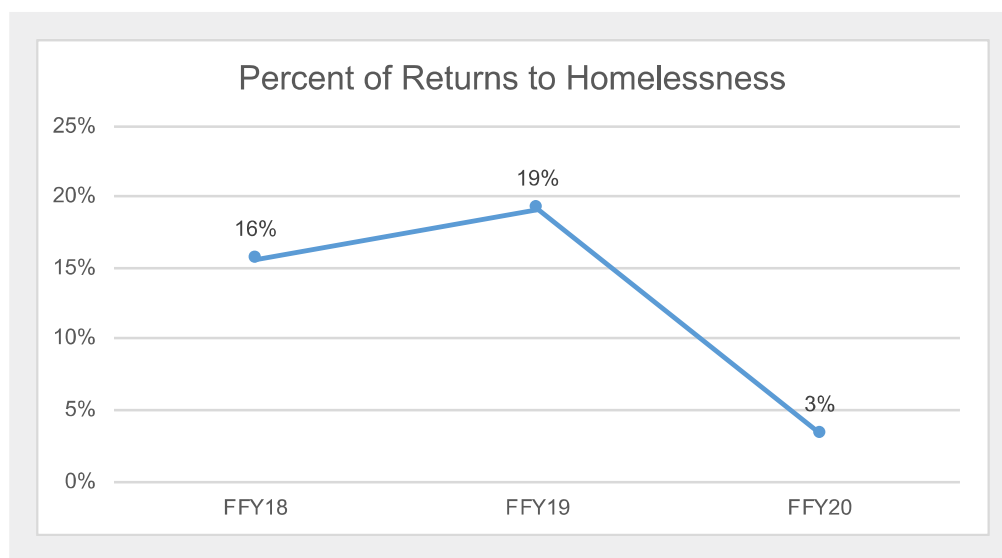


	Persons			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	FFY18	FFY19	FFY20	FFY18	FFY19	FFY20	FFY19-20 Difference	FFY18	FFY19	FFY20	FFY19-20 Difference
1.1 Persons in ES	N/A	N/A	3	N/A	N/A	8.33	8.33	N/A	N/A	7	7
1.2 Persons in ES and TH	N/A	N/A	3	N/A	N/A	8.33	8.33	N/A	N/A	7	7

2

MEASURE 2: THE EXTENT TO WHICH PERSONS WHO EXIT HOMELESSNESS TO PERMANENT HOUSING DESTINATIONS RETURN TO HOMELESSNESS

This measure evaluates how many people exited homelessness 24 months before the reporting period, then calculates how many people returned to homelessness at different intervals.

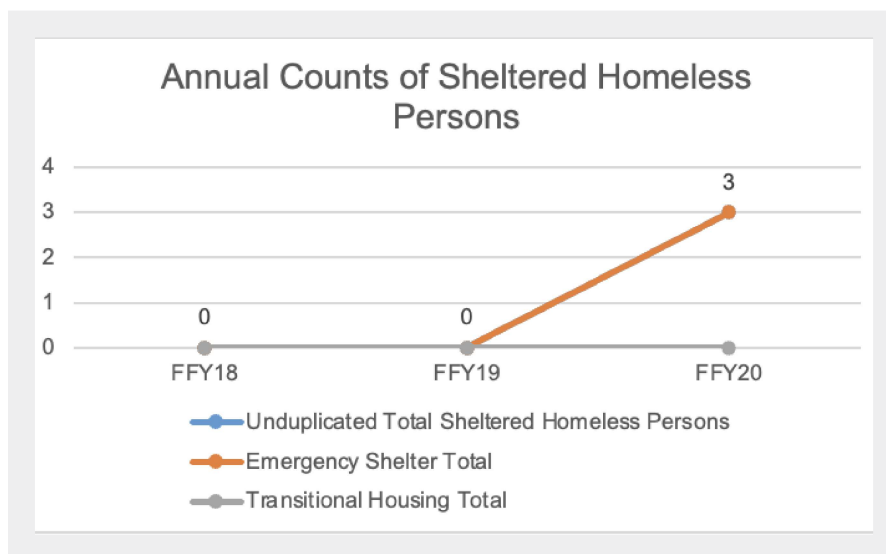


	Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
FFY18	FFY18	FFY18	% of Returns	FFY18	% of Returns	FFY18	% of Returns	FFY18	% of Returns
Exit was from PH	109	7	6.42%	4	3.67%	6	5.50%	17	15.60%
TOTAL Returns to Homelessness	109	7	6.42%	4	3.67%	6	5.50%	17	15.60%
FFY19	FFY19	FFY19	% of Returns	FFY19	% of Returns	FFY19	% of Returns	FFY19	% of Returns
Exit was from PH	146	7	4.79%	7	4.79%	14	9.59%	28	19.18%
TOTAL Returns to Homelessness	146	7	4.79%	7	4.79%	14	9.59%	28	19.18%

	Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
FFY20	FFY20	FFY20	% of Returns	FFY20	% of Returns	FFY20	% of Returns	FFY20	% of Returns
Exit was from PH	60	1	1.67%	0	0%	1	1.67%	2	3.33%
TOTAL Returns to Homelessness	60	1	1.67%	0	0%	1	1.67%	2	3.33%

3 MEASURE 3: NUMBER OF HOMELESS PERSONS

This measure represents an unduplicated count of people in Emergency Shelter and Transitional Housing projects during the reporting period.



METRIC 3.2 – CHANGE IN ANNUAL COUNTS

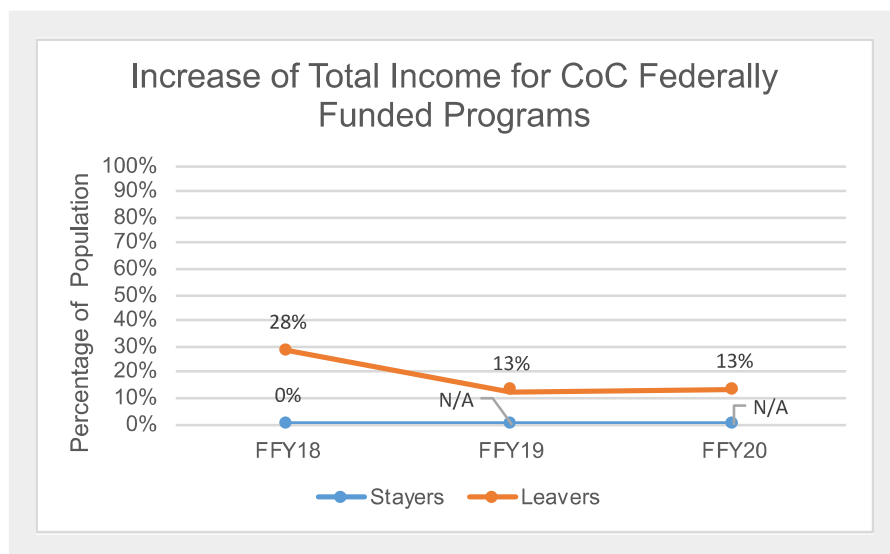
This measures the change in annual counts of sheltered homeless persons in HMIS.

	FFY18	FFY19	FFY20	FFY19-20 Difference
Unduplicated Total Sheltered Homeless Persons	0	0	3	3
Emergency Shelter Total	N/A	N/A	3	3
Transitional Housing Total	N/A	N/A	N/A	N/A

4

MEASURE 4: EMPLOYMENT AND INCOME GROWTH FOR HOMELESS PERSONS IN COC PROGRAM-FUNDED PROJECTS

This measure shows the percentage of persons in CoC-funded programs who increase income during the federal fiscal year 2020.



METRIC 4.3 – CHANGE IN TOTAL INCOME FOR ADULT SYSTEM STAYERS DURING THE REPORTING PERIOD

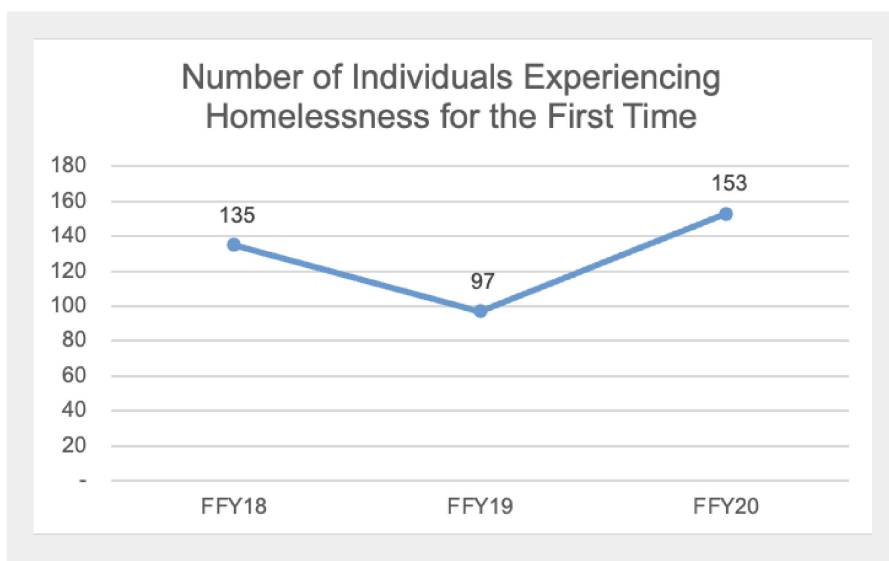
	FFY18	FFY19	FFY20	FFY19-20 Difference
Number of adults (system stayers)	2	N/A	N/A	N/A
Number of adults with increased total income	0	N/A	N/A	N/A
Percentage of adults who increased total income	0%	N/A	N/A	

METRIC 4.6 – CHANGE IN TOTAL INCOME FOR ADULT SYSTEM LEAVERS

	FFY18	FFY19	FFY20	FFY19-20 Difference
Number of adults (system stayers)	39	69	76	7
Number of adults with increased total income	11	69	10	2
Percentage of adults who increased total income	28%	12%	13%	

5 MEASURE 5: NUMBER OF PERSONS WHO BECOME HOMELESS FOR THE FIRST TIME

This measure counts the number of people who are experiencing homelessness for the first time in the reporting period.



METRIC 5.1 – CHANGE IN THE NUMBER OF PERSONS ENTERING ES AND TH PROJECTS WITH NO PRIOR ENROLLMENTS IN HMIS

	FFY18	FFY19	FFY20	FFY19-20 Difference
Persons with entries into ES TH during the reporting period.	0	0	3	3
Of persons above, count those who were in ES, TH or any PH within 24 months prior to their entry during the reporting year.	N/A	N/A	3	3
Number of persons experiencing homelessness for the first time	N/A	N/A	0	0

METRIC 5.2 – CHANGE IN THE NUMBER OF PERSONS ENTERING ES, TH AND PH PROJECTS WITH NO PRIOR ENROLLMENTS IN HMIS

	FFY18	FFY19	FFY20	FFY19-20 Difference
Persons with entries into ES, TH or PH during the reporting period.	186	128	205	77
Of persons above, count those who were in ES, TH or any PH within 24 months prior to their entry during the reporting year.	51	31	52	21
Number of persons experiencing homelessness for the first time	135	97	153	56

6

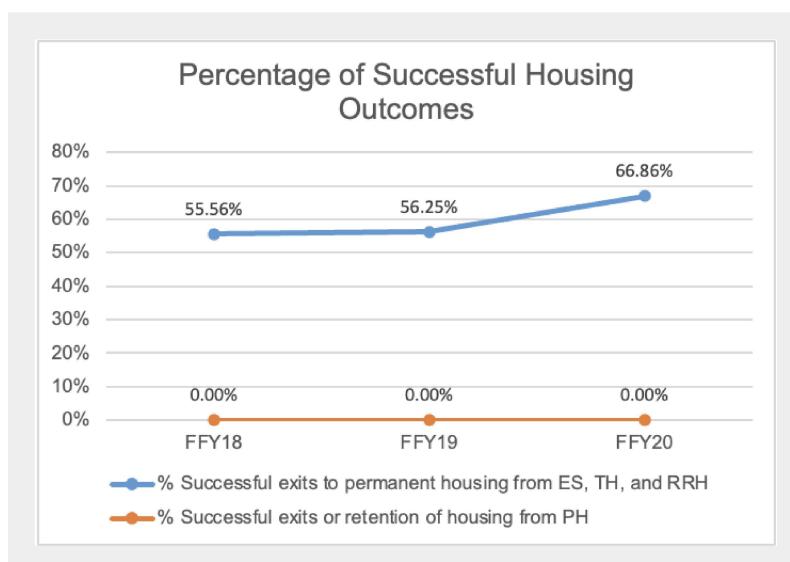
MEASURE 6: HOMELESSNESS PREVENTION AND HOUSING PLACEMENT OF PERSONS

This measure is not applicable to any CoC in the country.

7

MEASURE 7: SUCCESSFUL HOUSING PLACEMENT

This measure looks at people who retained permanent housing or exited to a permanent housing destination during the reporting period.



METRIC 7A.1 – CHANGE IN EXITS TO PERMANENT HOUSING DESTINATION

There is no data available for this measure. See page 8 for more information.

METRIC 7B.1 – CHANGE IN EXITS TO PERMANENT HOUSING DESTINATIONS

	FFY18	FFY19	FFY20	FFY19-20 Difference
Persons in ES, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	108	176	175	-1
Of the persons above, those who exited to permanent housing destinations	60	99	117	18
Percent of successful exits	55.56%	56.25%	66.86%	

METRIC 7B.2 – CHANGE IN EXIT TO OR RETENTION OF PERMANENT HOUSING

There is no data available for this measure. See page 8 for more information.

2021 HOUSING INVENTORY COUNT

Davis LHC			
Project Type	PIT Count	Total Beds	Utilization Rate
Rapid Rehousing	43	43	100%
Emergency Shelter	20	33	61%
Domestic Violence Dedicated	20	33	
Transitional Housing	20	36	56%
Domestic Violence Dedicated	20	36	
Total	83	112	74%

2021 POINT-IN-TIME COUNT

POINT-IN-TIME COUNT SUMMARY



Davis LHC				
Category		2021		
		Sheltered	Unsheltered	Total
Total	Households	20	N/A	N/A
	Individuals	40	17	57
Households of Adults and Children	Households	11	N/A	N/A
	Individuals	31	N/A	N/A
Households of Only Children	Households	0	N/A	N/A
	Individuals	0	N/A	N/A
Households Without Children	Households	9	N/A	N/A
	Individuals	9	N/A	N/A

HOMELESS SUBPOPULATIONS

Davis LHC Subpopulation	Number of Sheltered Individuals 2021
Survivors of Domestic Violence (Adults and Minors)	40
Survivors of Domestic Violence (Adults Only)	20
Adults with HIV/AIDS	1
Adults with Substance Abuse Disorders	4
Adults with Mental Illness	10
Veterans	0
Chronically Homeless Veterans	0
Chronically Homeless Persons in Households of Adults and Minors	0
Total Chronically Homeless Persons	0
Unaccompanied Youth (Under Age 24)	0
Youth Parent (Under Age 24)	0
Child of a Youth Parent	0



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Spencer W. Brimley, Community Development Director

MEETING DATE: Tuesday, May 10th, 2022

SUBJECT: Public Hearing, Discussion and Possible Action on an Amendment to the Master Development Agreement (MDA) with Clearfield City, Utah Transit Authority (UTA) and Clearfield Station Partners, LLC for the Clearfield Station project. **Location:** Approx. 1250 South State Street (TINs: 12-066-0138, 12-882-0001, 12-882-0004, and 12-882-0005). **Project Area:** Approx. 56 Acres. **(Legislative Matter).**

RECOMMENDED ACTION

Staff recommends that the City Council APPROVE the proposed amendment to the Master Development Agreement with Clearfield City, Utah Transit Authority (UTA) and Clearfield Station Partners, LLC for the Clearfield Station project. This recommendation is based upon the discussions outlined in this report.

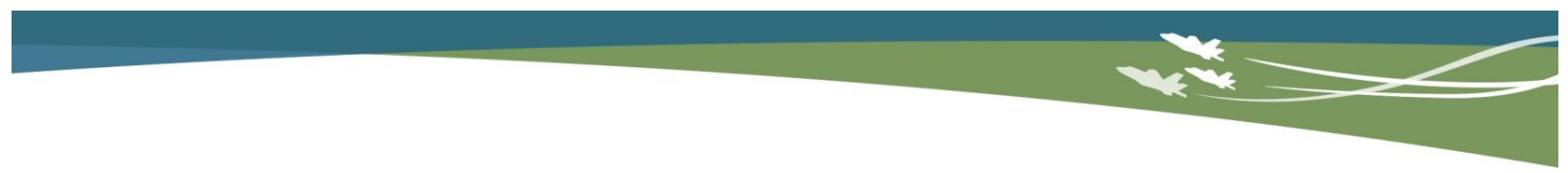
PLANNING COMMISSION RECOMMENDATION

On April 20, 2022, the Planning Commission forwarded a recommendation of **APPROVAL** to the City Council to amend the Master Development Agreement (MDA) between Clearfield City, Utah Transit Authority (UTA), and Clearfield Station Partners, LLC for the Clearfield Station project as outlined. The recommendation of approval was made on a unanimous vote.

DESCRIPTION / BACKGROUND

Title 11-11F outlines the requirements and process for a rezone request to implement the Mixed-Use (MU) zoning district. The process of rezone and approval of the MDA and MDP took place at the end of 2020.

Since approval of the MDA and MDP, the City and the development partners have been working to finalize civil and site plans and complete all necessary land use approvals. One major step for the project is the installation of the underground utilities and surface improvements in the rights-of-way (streets, curb, gutter, and sidewalk) to make the pad sites ready for immediate construction. Public Works collaborated with CRS Engineers to complete estimates and designs for the infrastructure, and the project was put out to bid. Unfortunately, bids came back much higher than anticipated. The City and its partners have been working to find additional funding to make up the gap, as well as



design the utility work in a manner that reduces costs without compromising the quality of the final product.

Master Development Agreement (MDA) Amendment

The MDA sets forth the terms under which the development may proceed and the responsibilities of the parties. In addition to the rezoning and MDP, the comprehensive development agreement between the City, the developer, and the property owner, seeks to address key issues of importance to the City (e.g. roads, utilities, traffic circulation in and around the project, and proportional build-out). The agreement for the development of the project was approved previously.

The amendment before the commission outlines a phased approach to the installation of the public infrastructure. The proposed phased approach outlined in the amendment has been thoroughly vetted by the parties and is the agreed upon best approach available due to current funding constraints to allow for the continuation of the project, which will in turn support the future complete buildout. The proposed amendment to the MDA acknowledges: (1) that current funds are insufficient for the design and construction of the public infrastructure as originally planned, and (2) that as additional funding is obtained, such funding is intended to be applied to the continued construction of the public infrastructure in a prioritized order. The exhibit shows the following:

1. 1450 South from 1000 East to State Street
2. The connection of Depot Street in the northwest corner of the project
3. The remaining internal streets and landscaping

CORRESPONDING POLICY PRIORITY (IES)

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

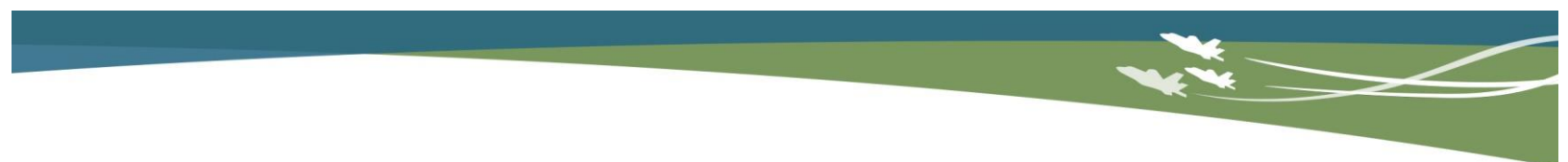
SCHEDULE / TIME CONSTRAINTS

This ordinance is scheduled for a public hearing on May 10, 2022. As part of the public hearing, the City Council may choose to table the item to direct staff to perform additional research or to gather more information on the proposed amendments. If the item is tabled, it will need to be tabled to a date specific to comply with public hearing notice requirements.

PUBLIC COMMENT

Public notice was provided on April 9, 2022, through the newspaper, the State of Utah public notice website, and on the City's website. No public comment has been received to date.

ALTERNATIVES

- 
1. Move to APPROVE of the amendment to the MDA to the Clearfield City Council, for the master Development Agreement with Clearfield City, Utah Transit Authority (UTA) and Clearfield Station Partners, LLC for the Clearfield Station project.
 2. Move to DENY of the amendment to the MDA to the Clearfield City Council, for the Master Development Agreement with Clearfield City, Utah Transit Authority (UTA) and Clearfield Station Partners, LLC for the Clearfield Station project.
 3. Move to table proposed amendment to the MDA to request additional information for consideration.

SCHEDULE / TIME CONSTRAINTS

The parties all agree as it relates to the proposed amendments and associated documents. Approval of the proposed amendments will aid all parties to move forward in a more efficient manner to see the Clearfield Station Project come online.

LIST OF ATTACHMENTS

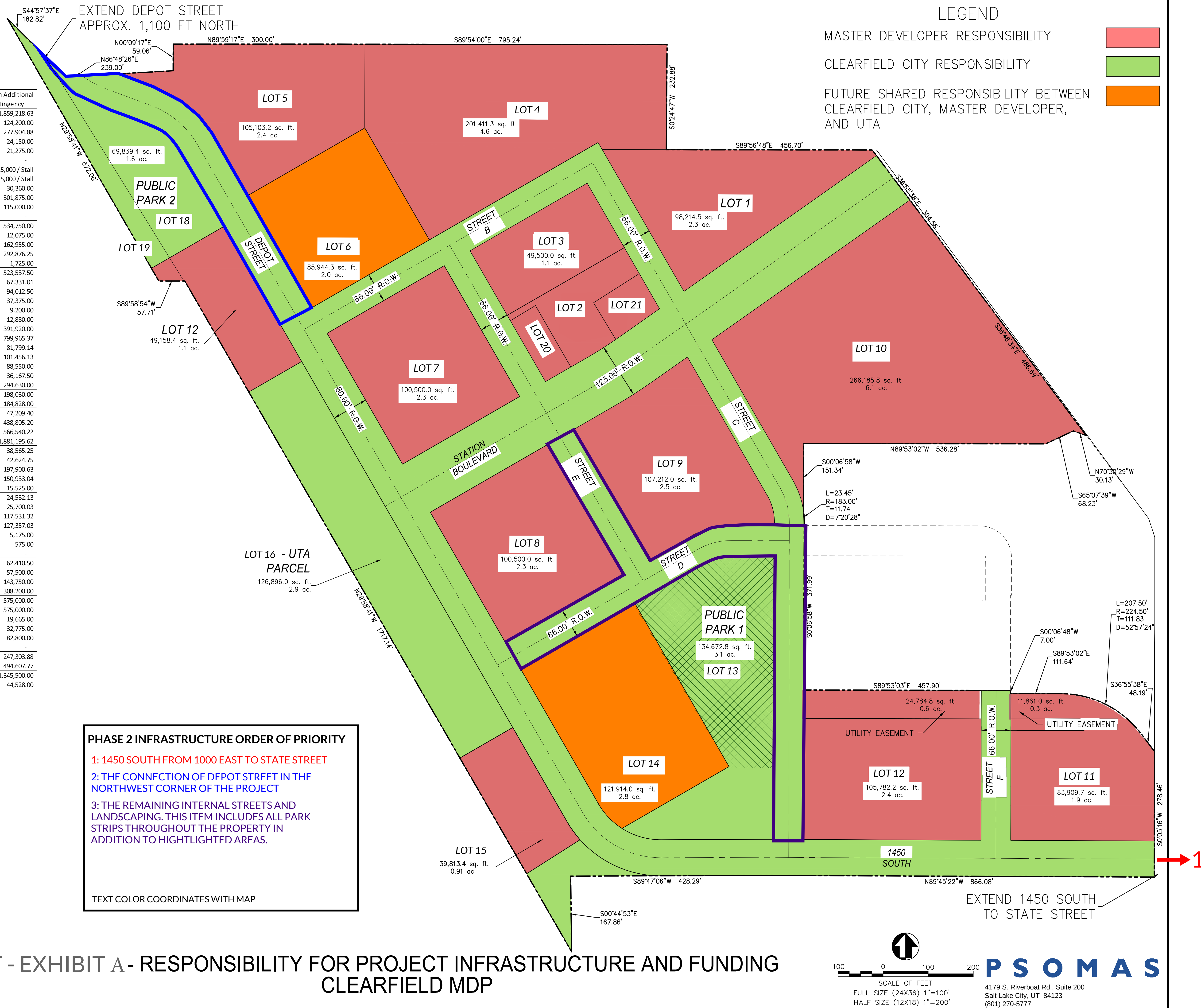
Clearfield Station MDA Amendment and Exhibit

Infrastructure Schedule		Priority	Funding	Cost with Additional 15% Contingency
Horizontal Improvements	Miscellaneous Items	Item		
		Parkstrip Landscape	Low	2021 Bond \$ 1,859,218.63
		Street Lights	Medium	2021 Bond \$ 124,200.00
		Demo Existing Pavement	High	2021 Bond \$ 277,904.88
		Demo Existing Utilities	High	2021 Bond \$ 24,150.00
		Signs	Low	2021 Bond \$ 21,275.00
		Demo/Removal of Ex. 16" Asbestos Pipe (4)	High	2021 Bond \$ -
		Southern Parking Structure (General Stalls)	High	2021 Bond & Additional Sources \$ 15,000 / Stall
		Southern Parking Structure (UTA Stalls)	High	2021 Bond \$ 15,000 / Stall
		Bus Loop Additions (Heavy Duty Concrete Paving)	High	2021 Bond \$ 30,360.00
	Storm Drain	Transit Plaza Improvements	High	2021 Bond \$ 301,875.00
		UTA Restrooms	High	2021 Bond \$ 115,000.00
		UTA Surface Parking	High	2021 Bond \$ -
		18" Reinforced Concrete Pipe	High	2021 Bond \$ 534,750.00
		18" Concrete Flared End Section	High	2021 Bond \$ 12,075.00
		48" SD Manhole	High	2021 Bond \$ 162,955.00
		24"x36" Curb Inlet	High	2021 Bond \$ 292,876.25
		36"x36" Area Drain	High	2021 Bond \$ 1,725.00
	Sanitary Sewer	10" PVC	High	2021 Bond \$ 523,537.50
		4" PVC	High	2021 Bond \$ 67,331.01
		48" Sewer Manhole	High	2021 Bond \$ 94,012.50
		60" Sewer Manhole	High	2021 Bond \$ 37,375.00
		72" Sewer Manhole	High	2021 Bond \$ 9,200.00
		6" Cleanout	High	2021 Bond \$ 12,880.00
	Culinary Water	24" PVC	High	2021 Bond \$ 391,920.00
		12" Ductile Iron Pipe	High	2021 Bond \$ 799,965.37
		4" PVC Class 200 (Culinary Lat.)	High	2021 Bond \$ 81,799.14
		6" PVC Class 200 (Fire Lateral)	High	2021 Bond \$ 101,456.13
		Fire Hydrant Assembly	High	2021 Bond \$ 88,550.00
		Connect to Northern Water Supply	High	2021 Bond \$ 36,167.50
Lot 17 Townhome Village	Dry Utilities	Upsize Ex. Waterline in 1000 E (12")	High	2021 Bond \$ 294,630.00
		Natural Gas	High	2021 Bond \$ 198,030.00
	Roads	Joint Trench for (power and communications)	High	2021 Bond \$ 184,828.00
		Topsoil Removal	High	2021 Bond \$ 47,209.40
	Northern Road Connection	APWA Type A Curb and Gutter	High	2021 Bond \$ 438,805.20
		6' Sidewalk	High	2021 Bond \$ 566,540.22
	Southern Road Connection	Asphalt Pavement	High	2021 Bond \$ 1,881,195.62
		APWA Type A Curb and Gutter	High	2021 Bond \$ 38,565.25
	Signals	6' Sidewalk	Medium	2021 Bond \$ 42,624.75
		Parkstrip Landscape	Low	2021 Bond \$ 197,900.63
	Express	Asphalt Pavement	High	2021 Bond \$ 150,933.04
		Street Lights	Medium	2021 Bond \$ 15,525.00
	Parks	APWA Type A Curb and Gutter	High	2021 Bond \$ 24,532.13
		6' Sidewalk	High	2021 Bond \$ 25,700.03
	Office Sewer	Parkstrip Landscape	Medium	2021 Bond \$ 117,531.32
		Asphalt Pavement	High	2021 Bond \$ 127,357.03
	Signals	Street Lights	Medium	2021 Bond \$ 5,175.00
		Signs	Low	2021 Bond \$ 575.00
	Express	Right of Way Acquisition	High	2021 Bond & Additional Sources \$ -
		Demo Ex. Sanitary Sewer	High	2021 Bond \$ 62,410.50
	Parks	60" Deep Manholes	High	2021 Bond \$ 57,500.00
		72" Drop Manhole	High	2021 Bond \$ 143,750.00
	Signals	24" PVC in 1000 East	High	2021 Bond \$ 308,200.00
		Main and 1150 S Signalization	High	2021 Bond \$ 575,000.00
	Express	Main and Depot Road/Street Signalization	High	2021 Bond \$ 575,000.00
		Median curb at 1000 East	High	2021 Bond \$ 19,665.00
	Parks	1150 S curb and median curb	High	2021 Bond \$ 32,775.00
		Asphalt patch/widening at 1150 S intersection	High	2021 Bond \$ 82,800.00
	Signals	Right of Way Acquisition	High	2021 Bond & Additional Sources \$ -
		Demo Existing Pavement	High	2021 Bond \$ 247,303.88
	Express	Demo Existing Landscape	High	2021 Bond \$ 494,607.77
		Park Landscaping	Low	2021 Bond \$ 1,345,500.00
	Parks	Detention Pond Grading	Low	2021 Bond \$ 44,528.00

Infrastructure Schedule		Priority	Funding	Cost with Additional 15% Contingency
Lot 17 Townhome Village	Misc. Items	Item		
		Parkstrip Landscape	Low	Future Bond & Additional Sources \$ 193,013.87
		Street Lights	Medium	Future Bond & Additional Sources \$ 15,525.00
		Demo Existing Pavement	High	Future Bond & Additional Sources \$ 44,587.37
		Signs	Low	Future Bond & Additional Sources \$ 575.00
		Northern Parking Structure (General Stalls)	High	Future Bond & Additional Sources \$ 15,000 / Stall
		Northern Parking Structure (UTA Stalls)	High	Future Bond & Additional Sources \$ 15,000 / Stall
	Storm Drain	18" Reinforced Concrete Pipe	High	Future Bond & Additional Sources \$ 58,650.00
		48" SD Manhole	High	Future Bond & Additional Sources \$ 18,802.50
		24"x36" Curb Inlet	High	Future Bond & Additional Sources \$ 9,602.50
		10" PVC	High	Future Bond & Additional Sources \$ 42,262.50
		4" PVC	High	Future Bond & Additional Sources \$ 14,087.50
		48" Sewer Manhole	High	Future Bond & Additional Sources \$ 25,070.00
		12" Ductile Iron Pipe	High	Future Bond & Additional Sources \$ 80,440.43
		4" PVC Class 200 (Culinary Lat.)	High	Future Bond & Additional Sources \$ 10,384.50
		6" PVC Class 200 (Fire Lateral)	High	Future Bond & Additional Sources \$ 12,880.00
		Fire Hydrant Assembly	High	Future Bond & Additional Sources \$ 6,325.00
Lot 17 Townhome Village	Dry Utilities	Natural Gas	High	Future Bond & Additional Sources \$ 15,525.00
		Joint Trench for Power and Communication	High	Future Bond & Additional Sources \$ 14,490.00
	Roads	Topsoil Removal	High	Future Bond & Additional Sources \$ 55,075.05
		APWA Type A Curb and Gutter	High	Future Bond & Additional Sources \$ 37,921.81
	Signals	6' Sidewalk	High	Future Bond & Additional Sources \$ 48,926.22
		Asphalt Pavement	High	Future Bond & Additional Sources \$ 150,457.49

*COST ESTIMATES ARE PRELIMINARY AND SUBJECT TO CHANGE BASED ON MARKET CONDITIONS AND FUTURE UNKNOWN. ESTIMATE DOES NOT INCLUDE PROPERTY ACQUISITION.

FIRST AMENDMENT - EXHIBIT A - RESPONSIBILITY FOR PROJECT INFRASTRUCTURE AND FUNDING CLEARFIELD MDP



CLEARFIELD CITY ORDINANCE 2022-12

AN ORDINANCE APPROVING AMENDMENTS TO THE MASTER DEVELOPMENT AGREEMENT BETWEEN CLEARFIELD CITY, UTAH TRANSIT AUTHORITY (UTA) AND CLEARFIELD STATION PARTNERS, LLC FOR THE CLEARFIELD STATION PROJECT LOCATED AT APPROXIMATELY 1250 SOUTH STATE STREET (TINS: 12-066-0138, 12-882-0001, 12-882-0004, AND 12-882-0005), CLEARFIELD, DAVIS COUNTY, UTAH.

PREAMBLE: This Ordinance approves amendments to the Master Development Agreement (MDA) between Clearfield City, Utah Transit Authority (UTA), Clearfield Station Partners, LLC, for the Clearfield Station Project located at approximately 1250 South State Street (TINS: 12-066-0138, 12-882-0001, 12-882-0004, and 12-882-0005), Clearfield, Davis County, Utah.

WHEREAS, pursuant to an application by the City to make amendments to the Master Development Agreement (MDA) between Clearfield City, Utah Transit Authority (UTA), Clearfield Station Partners, LLC, for the Clearfield Station project located at approximately 1250 South State Street (TINS: 12-066-0138, 12-882-0001, 12-882-0004, and 12-882-0005), Clearfield, Davis County, Utah, regarding a phased approach to the installation of the public infrastructure consistent with available funding; and

WHEREAS, after a public hearing on the matter, the Clearfield City Planning Commission recommended to the Clearfield City Council that amendments to the MDA be approved in accordance with the staff recommendations; and

WHEREAS, following proper notice, as set forth by state law, the City Council held a public hearing on the amendments to the MDA and allowed for public comment thereon; and

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

WHEREAS, following its public deliberation, the City Council has determined that the amendments to the MDA proposed by the Planning Commission are in the best interests of Clearfield City and its residents and will most effectively implement the City's planning efforts while allowing the subject properties to be put to their highest and best use;

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

Section 1. Development Agreement: The amendments to the Master Development Agreement (MDA) between Clearfield City, Utah Transit Authority, Clearfield Partners, LLC, for the properties located approximately 1250 South State Street (TINS: 12-066-

0138, 12-882-0001, 12-882-0004, and 12-882-0005), Clearfield, Davis County, Utah, are approved and attached hereto as Exhibit “A”.

Section 2. Effective Date: This Ordinance shall become effective upon its posting in three public places within Clearfield.

Dated this 10th day of May, 2022, at the regularly scheduled meeting of the Clearfield City Council.

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: Rich Knapp, Finance Manager
Meeting Date: May 11, 2022
Subject: Fiscal Year 2023 Tentative Budget

Recommended Action

Staff recommends the City Council adopt the FY 2023 Tentative Budget.

Description / Background

Before each budget year begins, local governments are to prepare a tentative budget for each major fund. Major funds include (a) the general fund, (b) special revenue funds, (c) debt service funds, (d) capital project funds, (e) proprietary funds, and any other fund or funds deemed significant. The tentative budget for each fund shall contain estimates of all anticipated revenues and all appropriations for expenditures.

Hedgehog Analysis

The budget is legally required, a high priority, and an essential task.

Corresponding Policy Priorities

This budget allocates the City's limited resources to further all policy priorities including quality municipal services, image, livability, and economy, and a highly motivated and a well-trained workforce.

Fiscal Impact

The final adopted budget is a legally binding financial plan. The proposed budget has total revenues and transfers equal to \$39,220,317 in addition to \$40,481,956 use of fund balance, equaling \$79,702,273 in total sources. Total appropriations equal \$79,702,273. The \$40,481,956 use of fund balance includes \$21 million from debt proceeds from FY22.

Schedule / Time Constraints

The Tentative Budget must be approved on or before the first scheduled meeting in May, and the final budget must be approved by June 30 if there is no truth in taxation. With a truth in taxation the last opportunity to adopt the final budget before September 1.

Alternatives

There is no alternative to budgeting for FY23. The possibilities of how to allocate resources are many.

FY23 Budget Summary All Funds

	Revenues & Transfers In	Operating Expenditures & Transfers Out	Capital Expenditures	Total Expenditures	Change in Available Cash
Governmental Funds					
General Fund	\$ 21,986,177	\$ 20,759,610	\$ 3,610,860	\$ 24,370,470	\$ (2,384,293)
CDRA	2,611,265	1,760,410	-	1,760,410	850,855
Capital Projects	1,597,237		28,890,902	28,890,902	(27,293,665)
Total Governmental	\$ 26,194,679	\$ 22,520,020	\$ 32,501,762	\$ 55,021,782	\$ (28,827,103)
Enterprise Funds					
Utility Administration	\$ 486,814	\$ 1,633,167	\$ -	\$ 1,633,167	(1,146,353)
Water	4,385,000	3,450,644	4,294,797	7,745,441	(3,360,441)
Sewer	4,892,000	4,416,138	4,020,500	8,436,638	(3,544,638)
Storm Water	1,507,824	861,856	3,211,377	4,073,233	(2,565,409)
Garbage & Recycling	1,754,000	1,647,512	1,144,500	2,792,012	(1,038,012)
Total Enterprise	\$ 13,025,638	\$ 12,009,317	\$ 12,671,174	\$ 24,680,491	\$ (11,654,853)



STAFF REPORT

To: Mayor Shepherd and City Council Members
From: Rich Knapp, Finance Manager
Meeting Date: March 10, 2022
Subject: Fiscal Year 2022 Third Quarter Finance Update

Recommended Action

Presentation and discussion only.

Description / Background

As of the packet deadline numbers for October through March were not ready to publish.

Schedule / Time Constraints

List of Attachments