

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 P.M. POLICY SESSION

January 11, 2022

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

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Nike Peterson	Chair
PRESENT:	Kent Bush	Director
	Vern Phipps	Director
	Tim Roper	Director
	Mark Shepherd	Director
	Karece Thompson	Director
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Devin Rogers	Police Assistant Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Ricki Miller	Human Resources Manager
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder
STAFF PRESENT VIA ZOOM:	Adam Favero	Public Works Director
	Braden Felix	City Engineer/PW Deputy Director
	Lee Naylor	Accountant

VISITORS: Kathryn Murray, Donovan Gilliland

Chair Peterson called the meeting to order at 8:38 p.m.

ELECT THE CHAIR AND VICE-CHAIR FOR THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)

JJ Allen, City Manager, stated Chair Peterson had been serving as the Chair of the CDRA for the past year. He indicated the bylaws adopted by the Community Development and Renewal Agency (CDRA) specified the Board elect the chair and vice-chair.

Director Shepherd moved to nominate Director Thompson as the Chair and Director Bush as the Vice Chair of the Clearfield Development and Renewal Agency (CDRA), seconded by Chair Peterson.

Directors Thompson and Bush indicated they would be willing to accept the nomination.

Chair Peterson called for a vote electing Director Thompson as the Chair and Director Bush as the Vice-Chair of the Community Development and Renewal Agency (CDRA). The motion carried upon the following vote: Voting AYE: Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None.

Newly elected Chair Thompson conducted the remainder of the meeting.

APPROVAL OF THE MINUTES FROM THE OCTOBER 26, 2021 POLICY SESSION AND DECEMBER 14, 2021 WORK SESSION

Director Roper moved to approve the minutes from the October 26, 2021 policy session and December 14, 2021 work session, as written; and authorize the Chair's signature to any necessary documents, seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Bush, Peterson, Phipps, Roper, and Shepherd. Voting NO – None.

APPROVAL OF THE SECOND ADDENDUM TO THE DEVELOPMENT AGREEMENT WITH CLEARFIELD CITY AND CLEARFIELD JUNCTION, LLC FOR THE CLEARFIELD JUNCTION PROJECT LOCATED AT APPROXIMATELY 101, 69, 49, AND 19 NORTH MAIN

Spencer Brimley, Community Development Director, stated in 2018 a Development Agreement between the CDRA, Clearfield City, and Clearfield Junction LLC was approved which outlined the applicant's duties for development of the Clearfield Junction project. He added in October of 2018, the Board approved an addendum to the agreement that outlined several modifications to the development standards. He continued the second addendum proposed additional changes which were more specifically identified as items related to the site plan approval requiring the Planning Commission and City Council's approval. Mr. Brimley noted the Planning Commission reviewed the proposed changes during its meeting on December 1, 2021 and recommended approval. He acknowledged the Council considered the changes during its meeting earlier in the evening. He stated the development agreement was approved with some additional conditions that would be reflected in the motion of the City Council on January 22, 2022.

JJ Allen, City Manager, indicated the motion of the Board should reflect the action taken by the City Council earlier in the evening.

Director Shepherd moved to approve the Second Addendum to the Development Agreement with Clearfield City and Clearfield Junction, LLC for the Clearfield Junction project as it was approved in City Council meeting and authorize the Chair's signature to any necessary documents, seconded by Director Peterson. The motion carried upon the following vote: Voting AYE – Directors Bush, Peterson, Phipps, Roper, and Shepherd. Voting NO – None.

APPROVAL OF THE FIRST AMENDMENTS TO THE PURCHASE AND SALE AGREEMENT AND LIBRARY LEASE AGREEMENT WITH DAVIS COUNTY

JJ Allen, City Manager, explained in 2018 the CDRA entered into two agreements with Davis County regarding the property located at 562 South 1000 East formerly known as the North Davis Branch Library. He stated the Board expressed interest in exploring options of selling the property. Mr. Allen acknowledged Nations for Christ Church submitted a formal offer to purchase the property and it was currently under contract, contingent on formal approval by the Board. He explained the two agreements originally signed with Davis County regarding the land swap and lease would need to be amended to facilitate the sale of the land. He reviewed the key elements of the amendments which would release the County from its legal obligation to demolish the building, update the terms of the lease so the effective date to vacate the property would be March 31, 2022, and require a payment of \$100,000 to the County for the cost of the boiler which would remain in place but was originally intended to be relocated. He mentioned the first amendments to the purchase and sale agreement and library lease agreement were reviewed with the Board during its work session on December 14, 2021.

Mr. Allen indicated the sell of the property would also be part of the process and come before the Board in the near future.

Director Shepherd moved to approve the First Amendments to the Purchase and Sale Agreement and Library Lease Agreement with Davis County and authorize the Chair's signature to any necessary documents, seconded by Director Bush. The motion carried upon the following vote: Voting AYE – Directors Bush, Peterson, Phipps, Roper, and Shepherd. Voting NO – None.

Director Bush moved to adjourn as the CDRA in policy session and reconvene as the City Council in work session at 8:45 p.m., seconded by Director Roper. The motion carried upon the following vote: Voting AYE – Directors Bush, Phipps, Roper, Shepherd, and Thompson. Voting NO – None.

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

APPROVED AND ADOPTED
This 28th day of June, 2022

/s/ Karece Thompson, Chair

ATTEST:

/s/ Nancy R. Dean, Secretary

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield Community Development and Renewal Agency meeting held Tuesday, January 11, 2022.

/s/ Nancy R. Dean, City Recorder