



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
May 23, 2023 - WORK 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 a zoning text amendment to parking regulations as found in Title 11, Chapters 11G and 14 of the Clearfield Municipal Code.

Discussion on a request by Dean Garrett with Morgan Pavement to rezone the subject property at 593 South Main Street from P-F (Public Facilities) to M-1 (Manufacturing).

Discussion on the 2023 Fraud Risk Assessment

(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****



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Brad McIlrath, Senior Planner

MEETING DATE: May 23, 2023

SUBJECT: Discussion on **ZTA 2022-030050**, a zoning text amendment proposal by Clearfield City to amend parking regulations as found in Title 11, Chapters 11G and 14 of the Clearfield Municipal Code.

RECOMMENDED ACTION

Staff recommends that the City Council review the proposed code changes for parking within Clearfield City and provide any necessary feedback to staff prior to the policy session for review and possible adoption of the code changes on June 13, 2023.

DESCRIPTION / BACKGROUND

Based upon the recommendations of the Clearfield Parking Study completed in 2022 and feedback from the Planning Commission and City Council, Planning Staff is proposing changes. Changes are reflected in both Chapters 14 (Off Street Parking Regulations) and 11G (Downtown Clearfield Form-based Code) of the Land Use Ordinance. Proposed changes are indicated in red text and are underlined where language/code standards are being added. The Planning Commission provided additional feedback as a discussion item on April 19, 2023 which are reflected in the proposed code changes. That feedback directed staff to provide additional parking regulations in Chapter 14 for commercial daycare centers, open space & recreation uses, rehabilitation treatment centers, and residential care. Additional minor edits were recommended to clarify standards and correct grammatical errors. The Planning Commission forwarded a recommendation of approval for the proposed code changes on May 3, 2023.

GENERAL FINDINGS

Zoning Ordinance Text Amendment

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



Review Consideration		Staff Analysis
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed amendments are in accordance with the General Plan which encourages the continual update and amendments of zoning standards as necessary.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	Based upon the research and analysis provided in the Clearfield Parking Study, the proposed changes are based upon an understanding of commercial and residential uses in Clearfield. The proposed amendments are necessary to ensure the proper utilization and provision of parking based upon Clearfield's local context.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy
- Providing Quality Municipal Services

The proposed code changes are supported by these policy priorities by encouraging parking standards appropriate for the associated uses. By evaluating the City's current parking regulations and identifying areas to update, the City seeks for continuous improvement in the code regulations that best fit the needs of the community and businesses located herein.

FISCAL IMPACT

None.

ALTERNATIVES

The City Council may make changes to the proposed text amendments or propose alternatives that are different than those drafted by Staff and recommended for approval by the Planning Commission.

SCHEDULE / TIME CONSTRAINTS

The zoning text amendment is scheduled for a policy session on June 13, 2023. If the City Council chooses, they may table the public hearing for a future date certain at that policy session to provide staff time to provide additional information based upon council direction.



PUBLIC COMMENT

Public notice was placed the weekend of April 22, 2023, on the State of Utah public notice website and on the City's website. No public comment has been received to date.

FINDINGS & CONCLUSION

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

1. The proposed changes reflect a robust analysis of the parking needs and challenges in Clearfield City.
2. The proposed changes encourage the proper provision of parking and property utilization of land for parking within the city.
3. The proposed changes reflect recommendations by the Planning Commission and City Council.

LIST OF ATTACHMENTS

- Chapter 14, Off-Street Parking and Loading Regulations – Draft Changes
- Chapter 11 G, Downtown Clearfield Form-Based Code Parking Standards – Draft Changes
- Clearfield Parking Study Executive Summary

CHAPTER 14 OFF STREET PARKING AND LOADING

SECTION:

[11-14-1: Purpose](#)

[11-14-2: General Requirements](#)

[11-14-3: Parking Spaces Required](#)

[11-14-4: Access](#)

[11-14-5: Parking Area And Parking Lot Requirements](#)

[11-14-6: Off Street Loading](#)

[11-14-7: Other Parking Provisions](#)

11-14-1: PURPOSE:

The purpose of the off-street parking and loading requirements is to reduce street congestion and traffic hazards in the city by incorporating adequate, attractively designed facilities for off street parking and loading as an integral part of every use of land in the city. (Ord. 2009-41, 11-24-2009)

11-14-2: GENERAL REQUIREMENTS:

A. Adequate Provisions Required: There shall be provided at the time of erection of any main building or at the time any main building is enlarged or increased in capacity or converted to a new use, minimum off street parking space with adequate provision for ingress and egress by standard size automobiles in accordance with the requirements herein.

B. Size: For the purpose of this chapter, one parking space shall be assumed to be one hundred eighty (180) square feet (dimensions of 9 feet x 20 feet). In situations where the parking stall allows a portion of the vehicle to extend over landscaping ("nose over landscaping"), the painted lines for the stall may be allowed to be eighteen feet (18') in length. Ten percent (10%) of total surface parking may be developed as "compact parking spaces" with the parking stall dimensions of eight feet six inches by eighteen feet (8'6" x 18').

C. Parking Structures: Parking structures may be developed entirely with parking stall dimensions of nine feet by eighteen feet (9' x 18'). Parking structures shall be required to include an adequate fire suppression system. Parking structures shall have a minimum vertical clearance of eighty-four inches (84"). Parking structures that include ADA parking spaces, the minimum vertical clearance for the level the ADA spaces are located shall be ninety-eight inches (98") to accommodate the vertical clearance for wheelchair lift-equipped vehicles.

D. Alternatives To On Site Parking: For any new use, structure, building or parcel, required off street parking may be provided on other property not more than a two hundred foot (200') distance from the nearest point of the parcel, and shall not require persons to cross a public street. The planning commission may consider such alternatives through the site plan process. (Off-site parking shall not be

allowed for dwellings or to accommodate parking needs for property/parcels located either entirely or partially outside of Clearfield City.) (Ord. 2015-13, 7-28-2015)

11-14-3: PARKING SPACES REQUIRED:

A. Floor Area Defined: "Floor area", in the case of offices, merchandising or service types of uses, shall mean the gross floor area used or intended to be used by tenants or for service to the public as customers, patrons, clients or patients, including areas occupied by fixtures and equipment used for display or sales of merchandise. It shall not include areas used principally for nonpublic purposes, such as storage, incidental repair, processing or packaging of merchandise.

B. Specific Requirements: Required off street parking shall be provided for each use as listed below. Numbers listed shall be the minimum required. Parking for uses not specifically listed below shall be provided in the same ratio as the use most nearly approximating the characteristics of the unlisted use, as determined by the planning commission.

<u>Use</u>	Parking Spaces Required	
Auditoriums, assembly halls		1 space ~~per for every~~ 5 seats or fraction thereof.
<u>Batting cages</u>		<u>2 spaces per cage.</u>
Bowling alleys, ~~skating rinks~~		~~2 spaces for every 1,000 square feet of floor area or fraction thereof~~ <u>2 spaces per lane.</u>
Churches		1 space ~~per for every~~ 150 square feet or fraction thereof.
<u>Daycare, commercial</u>		<u>1 space per 5 students and 1 space per employee at highest shift.</u>
<u>Distribution</u>		<u>1 passenger vehicle space per 1,000 square feet of floor area.</u> <u>Truck and trailer storage shall be</u>

		<u>provided on a case-by-case basis.</u>
<u>Distribution, light</u>		<u>1 passenger vehicle space per 1,000 square feet of floor area.</u>
Dwellings: ⁴		
	Single-family	2 parking spaces.
	Two-family ¹	2 spaces per unit.
	All other multi-family ^{1,2,3}	<u>2.125 spaces per unit with 1.125 spaces per 1-bedroom unit; 2.125 spaces per 2-bedroom unit; and 2.625 spaces per 3+ bedroom unit.</u> ~~a~~ Any fraction of a space raised to the next whole number (example: 3 dwellings = 6.375 spaces, which is rounded up to 7). At least 1 space per unit shall be covered.
Fast food or drive-in restaurant		~~20~~ <u>5</u> spaces ~~for each~~ <u>per</u> 1,000 square feet of sales and enclosed eating space or fraction thereof.
<u>General office</u>		<u>2.5 spaces per 1,000 square feet of floor area.</u>
Golf courses, ~~tennis courts and similar recreation areas~~		~~Determined by specific review by the planning commission~~ 8.5 spaces per hole.

Hospitals, schools, civic buildings		1 space ~~for every~~ <u>per</u> 300 square feet of floor area or fraction thereof.
Hotel, motel and lodge		1 space per unit, plus 1 space per 200 square feet of assembly, banquet and restaurant area. ~~In addition, 1 space shall be provided for trailers and accessory vehicles per every 5 units or fraction thereof~~
~~Industrial and wholesale establishments~~	-	~~2 spaces for each 1,000 square feet of gross floor area or fraction thereof. This shall not apply to floor areas used exclusively for storage~~
<u>Industrial</u>		<u>0.5 passenger vehicle space per 1,000 square feet of floor area.</u>
<u>Industrial, light (manufacturing)</u>		<u>1 passenger vehicle space per 1,000 square feet of floor area.</u>
Intensive retail commercial shops selling directly to the public		3.5 spaces ~~for each~~ <u>per</u> 1,000 square feet of floor area or fraction thereof.
Less intensive commercial business, as furniture, appliance, and lumber sales		~~1.5~~ <u>0.75</u> spaces ~~for each~~ <u>per</u> 1,000 square feet of floor area or fraction thereof.

<u>Medical and dental offices</u>		<u>3.5 spaces per 1,000 square feet of floor area.</u>
<u>Misc. indoor recreation</u>		<u>2 spaces per 1,000 square feet of floor area.</u>
Mortuary		1 space ~~for every~~ <u>per</u> 300 square feet of floor area or fraction thereof.
~~Offices and personal services, including medical and dental clinics~~		~~2 spaces for each 1,000 square feet of floor area or fraction thereof~~
<u>Open Space & Recreation</u>		<u>Based on a case-by-case parking study.</u>
<u>Rehabilitation Treatment Center</u>		<u>1 space per 2 beds and 1 space per employee at highest shift.</u>
<u>Residential Care (Assisted Living, Rest Home, etc.)</u>		<u>0.5 spaces per unit and 1 space per employee at highest shift.</u>
Restaurants, bars		~~1 space for each 100~~ <u>10 spaces per 1,000</u> square feet of floor area or fraction thereof, <u>or 0.5 spaces per seat, whichever is greater.</u>
<u>Skating rinks, swimming pools</u>		<u>1 space per 1,000 square feet of floor area.</u>
<u>Tennis and pickleball courts</u>		<u>2 spaces per court.</u>

- ¹ In cases where tandem garages are used with space for two vehicles, the garage shall only count as 1 space for purposes of meeting minimum parking needs.
- ² Tandem parking within a parking garage or parking lot shall only be permitted if the parking garage or lot includes parking attendants to park and manage the vehicles at all times the garage or lot is open for use.
- ³ Parking behind a garage space located in an apartment building or apartment garages is prohibited unless a driveway is provided that meets the standards of footnote #4 below.
- ⁴ Driveways shall have a minimum depth of twenty feet (20') to be counted as a parking space to meet the minimum parking standards of this title.

(Ord. 2009-41, 11-24-2009)

11-14-4: ACCESS:

A. Ingress And Egress:

1. The placement of ingress and egress to commercial and industrial lots shall be subject to review and approval by the ~~planning commission~~ Clearfield City public works staff and/or Utah department of transportation. On commercial and industrial lots, driveway approaches shall not be more than forty-five feet (45') in width or less than sixteen feet (16') in width for one-way traffic and thirty feet (30') in width for two-way traffic.

2. On residential lots, driveway approaches shall not be less than twelve feet (12') in width for one-way traffic and twenty-four feet (24') in width for two-way traffic. A driveway approach with a maximum width of thirty-four feet (34') may be permitted as approved by public works.

B. Spacing: In all commercial, public facilities, and manufacturing zones, the distance between driveway approaches shall be subject to review and approval by ~~the planning commission~~ Clearfield City public works staff and/or Utah department of transportation. Wherever possible, that distance shall not be less than twelve feet (12').

C. Distance From Intersections: In all commercial and manufacturing zones, driveway approaches shall not be closer to an intersection of two (2) streets, than fifty feet (50'), measured from the corner point of the property lines.

D. Radii Of Approaches: The radii of driveway approaches shall be a minimum of ten feet (10'). (Ord. 2009-41, 11-24-2009)

E. Residential Driveways: The minimum length of any single-, two-, or multi-family residential driveway shall be twenty feet (20') from back of curb or sidewalk (if present).

11-14-5: PARKING AREA AND PARKING LOT REQUIREMENTS:

Every parcel of land used as a public or private parking area, including commercial parking facilities and motor vehicle, farm equipment or other open-air sales lots, shall be developed and maintained in accordance with the following requirements:

A. Backing Onto Public Street: No off-street parking lot shall be constructed in a manner that would require vehicles to back out onto a public street. (Ord. 2009-41, 11-24-2009)

B. Surfacing:

1. Requirements: Except as provided in subsection B2 of this section, parking areas shall be properly surfaced with concrete, asphalt, or masonry pavers, maintained in good condition, and kept free of weeds, dust, trash, and debris.

2. Residential Parking Areas:

a. All new main residential driveways, approaches, and parking spaces required by this title shall be surfaced with concrete, asphalt or other hard surfaced (impermeable) pavement material. All new main residential driveways shall have a minimum depth from the front property line to the front of the residence or garage of twenty feet (20').

b. Any gravel or crushed rock installed for accessory parking in a residential zone after July 1, 2014, must be a minimum of two inches (2") deep, compacted, placed atop a weed barrier, be maintained completely free of grass and weeds, and contained within durable borders.

c. Legally established, but nonconforming residential gravel driveways installed prior to July 1, 2014, may continue to be utilized, provided they are properly maintained and kept completely free of grass and weeds.

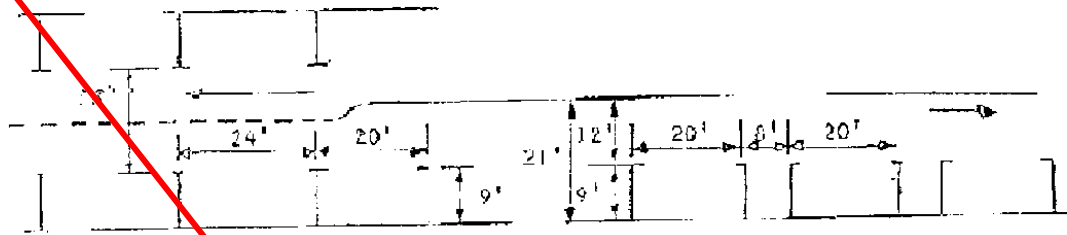
3. Variations: Variations to the required surface materials set forth in subsection B1 of this section may be permitted for residential parking in the A-1 agricultural zone and for temporary businesses and special events for which the necessary permits or licenses have been issued by the city. (Ord. 2014-15, 6-24-2014, eff. 7-1-2014)

C. Grading: Parking lots shall be graded for proper drainage.

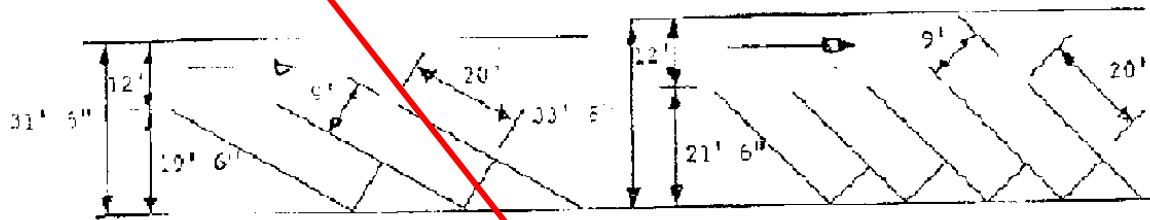
D. Lighting: Lighting used to illuminate an off-site parking area shall be so arranged as to reflect the light away from adjoining premises in any residential district. (Ord. 2009-41, 11-24-2009)

E. Design: As a minimum requirement, parking areas shall comply with the standards as shown below. Travel lanes between dual rows of ninety-degree (90°) parking may be developed at twenty-four feet (24') in width subject to prior approval from the city engineer and the North Davis fire district. Primary access points to the parking lot, or the access lane located closest to the primary structure on the lot must be provided with twenty-six foot (26') travel lanes. (Ord. 2015-13, 7-28-2015)

CITY OF FARFIELD CITY PARKING DESIGN STANDARDS

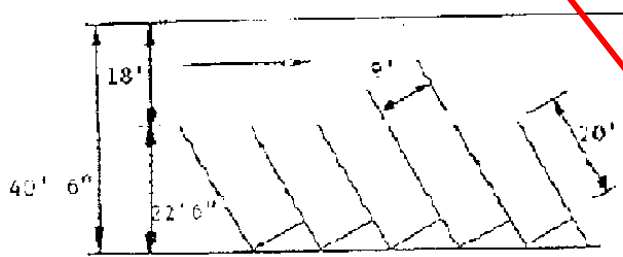


PARALLEL PARKING

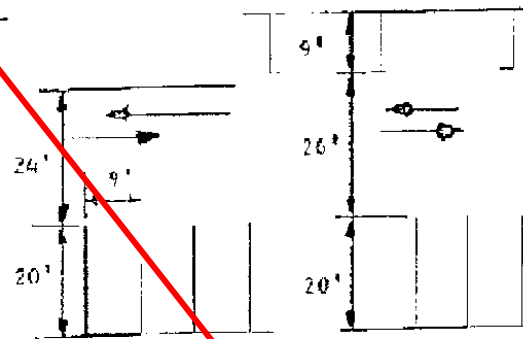


30° ANGLE PARKING

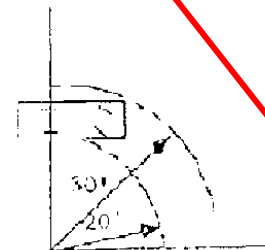
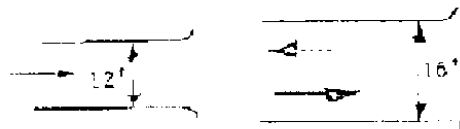
45° ANGLE PARKING



60° ANGLE PARKING

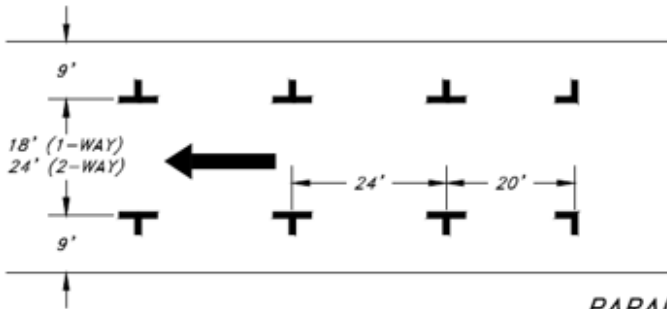


90° ANGLE PARKING

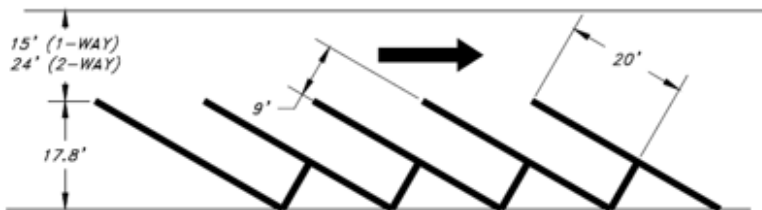
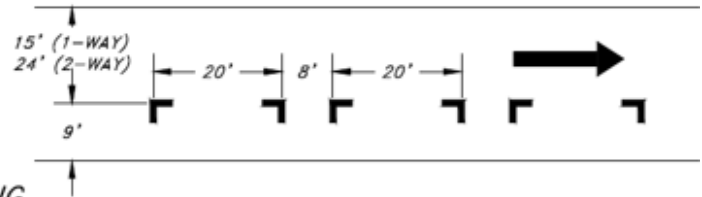


MINIMUM TURNING RADIUS

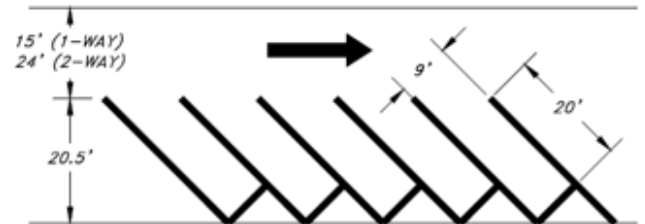
CLEARFIELD CITY PARKING DESIGN STANDARDS



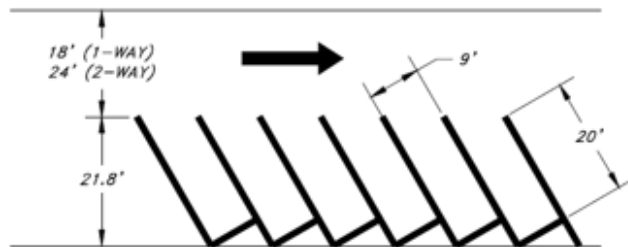
PARALLEL PARKING



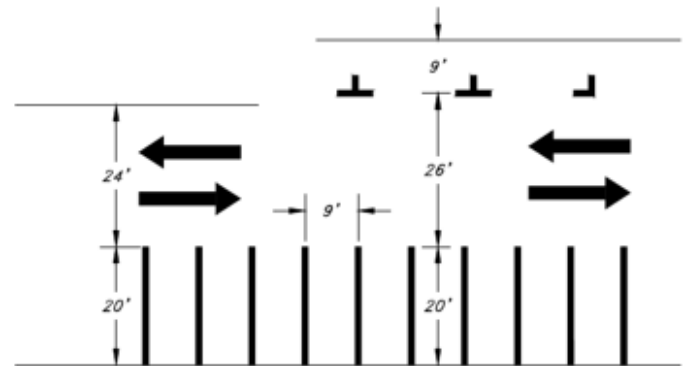
30° ANGLE PARKING



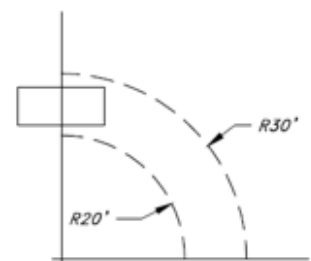
45° ANGLE PARKING



60° ANGLE PARKING



90° ANGLE PARKING



MINIMUM TURNING RADIUS

F. Interior Parking Lot Landscaping:

1. On doubled rows of parking stalls, there shall be a forty-foot (40') long by nine-foot (9') wide landscaped island on each end of the rows, plus a forty-foot (40') long by nine-foot (9') wide landscaped island to be placed at a minimum of every twelve (12) parking stalls. Each island on doubled parking rows shall include a minimum of two (2) deciduous trees, having a minimum trunk size of two inches (2") in caliper measured eight inches (8") above the soil line. Other landscaping installed in the island shall include shrubbery and an acceptable ground cover. No hard surface improvements such as concrete or asphalt are allowed within any landscape islands.

2. On single rows of parking there shall be a twenty-foot (20') long by nine-foot (9') wide landscaped island a minimum of every twelve (12) stalls. In situations where the parking stall allows a portion of the vehicle to extend over landscaping ("nose over landscaping"), the island planter may be allowed to be no less than eighteen feet (18') in length. Islands on a single parking row shall have a minimum of one deciduous tree having a minimum trunk size of two inches (2") in caliper measured eight inches (8") above the soil line. Other landscaping installed in the island shall include shrubbery and an acceptable ground cover. No hard surface improvements such as concrete or asphalt are allowed within any landscaped islands.

3. Landscaped islands at the ends of parking rows shall be placed and shaped in such a manner as to help direct traffic through the parking area. There shall be a break in parking rows at a minimum of forty-eight (48) parking stalls for each double row of parking for the purpose of facilitating traffic circulation on the site.

4. Interior parking lot islands are not required for industrial properties in order to facilitate traffic flow for large vehicles and proper snow removal.

~~—5. Landscaping shall be required around the perimeter of parking areas. Landscaped areas adjacent to street frontages shall be a minimum of ten feet (10') in width. Landscaped areas adjacent to parcels that have the same land use shall be a minimum of six feet (6') wide. A fence, landscaping screen, or berm is required around the perimeter of the parking area to mitigate escape of light from headlights and other lighting on surrounding property.~~

~~—6. When parking areas abut a front yard or road frontage landscaped area, such parking area shall be screened by the following methods or a combination of any of the following that is capable of blocking headlight glare and shall meet the following requirements:~~

~~—a. Landscape hedge screening shall be planted and maintained as a continuous landscape hedge not less than three feet (3') in height, measured from finish grade of the parking lot, and located outside of public rights of way. Plant materials shall be an evergreen species, a minimum of five (5) gallon size and spaced not farther than five feet (5') on center. The landscape hedge shall be set back a minimum of three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle. Ground covers and shrubs planted within the clear vision triangle area shall not exceed three feet (3') (36 inches) in height.~~

~~—b. Berms shall measure not less than three feet (3') in height from finish grade of the parking lot and shall not be located in public rights of way. The toe of the berm shall be set back a minimum of~~

three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle. The maximum slope of the berm shall not exceed four to one (4:1).

~~—c. Parking screen walls shall measure not less than three feet (3') and not more than four feet (4') in height from finish grade of the parking lot. Parking screen walls shall not be located in public rights of way, or on top of any retaining walls. Walls shall be set back a minimum of three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle, as measured from the back of curb. Walls shall be constructed of decorative block, brick, stone, or similar materials and finished on both the interior and exterior elevations. Horizontal and/or vertical variation in the design of screen wall is required whenever linear alignment exceeds one hundred feet (100').~~

~~In instances, when the parking lot and adjacent roadway are determined by the zoning administrator to be at slopes where the three feet (3') in height measured from the finished grade of the parking lot does not provide adequate screening, measurements from the higher finished grade of the property should be used, and the measurement of the screening (wall, berm, or landscape) is not to be less than three feet (3') in height.~~

—7. 5. All landscaping improvements required by this section shall be installed in accordance with the approved site plan, landscaping plan, and irrigation plan. They shall be completed prior to the issuance of a certificate of occupancy for the building or structure with which they are associated, or in cases of inclement weather, within six (6) months of the date of initial occupancy. Date of initial occupancy will be the date that a certificate of occupancy is issued for the first building or facility of an individual phase or plat of the development.

—8. 6. All landscaping required by this section shall be properly irrigated with an automatic irrigation system.

G. Perimeter Parking Lot Landscaping:

1. Landscaping shall be required around the perimeter of parking areas. Landscaped areas adjacent to street frontages shall be a minimum of ten feet (10') in width. Landscaped areas adjacent to parcels that have the same land use shall be a minimum of six feet (6') wide. A fence, landscaping screen, or berm is required around the perimeter of the parking area to mitigate escape of light from headlights and other lighting on surrounding property.

2. When parking areas abut a front yard or road frontage landscaped area, such parking area shall be screened by the following methods or a combination of any of the following that is capable of blocking headlight glare and shall meet the following requirements:

a. Landscape hedge screening shall be planted and maintained as a continuous landscape hedge not less than three feet (3') in height, measured from finish grade of the parking lot, and located outside of public rights of way. Plant materials shall be an evergreen species, a minimum of five (5) gallon size and spaced not farther than five feet (5') on center. The landscape hedge shall be set back a minimum of three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle. Ground covers and shrubs planted within the clear vision triangle area shall not exceed three feet (3') (36 inches) in height.

b. Berms shall measure not less than three feet (3') in height from finish grade of the parking lot and shall not be located in public rights of way. The toe of the berm shall be set back a minimum of three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle. The maximum slope of the berm shall not exceed four to one (4:1).

c. Parking screen walls shall measure not less than three feet (3') and not more than four feet (4') in height from finish grade of the parking lot. Parking screen walls shall not be located in public rights of way, or on top of any retaining walls. Walls shall be set back a minimum of three feet (3') and a maximum of six feet (6') from the perimeter of any parking space, driveway, or any access aisle, as measured from the back of curb. Walls shall be constructed of decorative block, brick, stone, or similar materials and finished on both the interior and exterior elevations. Horizontal and/or vertical variation in the design of screen wall is required whenever linear alignment exceeds one hundred feet (100').

In instances, when the parking lot and adjacent roadway are determined by the zoning administrator to be at slopes where the three feet (3') in height measured from the finished grade of the parking lot does not provide adequate screening, measurements from the higher finished grade of the property should be used, and the measurement of the screening (wall, berm, or landscape) is not to be less than three feet (3') in height.

3. On single rows of parking along the perimeter of a parking lot, there shall be a twenty-foot (20') long by nine-foot (9') wide landscaped island a minimum of every twelve (12) stalls. In situations where the parking stall allows a portion of the vehicle to extend over landscaping ("nose over landscaping"), the island planter may be allowed to be no less than eighteen feet (18') in length. Islands on a single parking row shall have a minimum of one deciduous tree having a minimum trunk size of two inches (2") in caliper measured eight inches (8") above the soil line. Other landscaping installed in the island shall include shrubbery and an acceptable ground cover. No hard surface improvements such as concrete or asphalt are allowed within any landscaped islands.

4. All landscaping improvements required by this section shall be installed in accordance with the approved site plan, landscaping plan, and irrigation plan. They shall be completed prior to the issuance of a certificate of occupancy for the building or structure with which they are associated, or in cases of inclement weather, within six (6) months of the date of initial occupancy. Date of initial occupancy will be the date that a certificate of occupancy is issued for the first building or facility of an individual phase or plat of the development.

5. All landscaping required by this section shall be properly irrigated with an automatic irrigation system.

H. Snow Stacking Area: Every parking lot design shall plan for a snow stacking area to accommodate the stacking volume of a four-inch (4") snow base over the entire parking lot. (Ord. 2009-41, 11-24-2009; amd. Ord. 2011-10, 9-27-2011; Ord. 2015-19, 12-8-2015; Ord. 2021-11, 7-27-2021)

11-14-6: OFF STREET LOADING:

A. Required: For every building or part thereof having a gross floor area of ten thousand (10,000) square feet or more which is to be occupied by a commercial or industrial use or from which deliveries of materials or merchandise are made by motor vehicles, there shall be provided and maintained on the

same lot with the building at least one off street loading space, plus one for each additional twenty thousand (20,000) square feet or major fraction thereof.

B. Size Of Loading Space: Each loading space shall be not less than fourteen feet (14') in width, twenty-five feet (25') in length and have an overhead clearance of not less than fifteen feet (15').

C. Location Of Loading Space: Required loading spaces may occupy any required yard or court, except that if it shall be located closer than fifty feet (50') to any residential zone, it shall be enclosed by a brick or stone wall, or landscaping not less than six feet (6') in height. (Ord. 2009-41, 11-24-2009)

11-14-7: PRIVATE GARAGE STANDARDS:

A. Single-Family Dwellings: Each dwelling unit shall have an attached two (2) car garage that complies with the following standards:

1. Minimum Dimensions: Each garage shall have minimum dimensions of no less than twenty-two feet (22') wide by twenty-two feet (22') deep.
2. Minimum Garage Door Opening: Each garage shall have a minimum garage door opening of not less than sixteen feet (16') wide.
3. Minimum Garage Height: Garages shall have a minimum unobstructed height of not less than eight feet (8') for the entire length and width of the garage.
4. Power Supply: Each garage shall be serviced with a 220-volt power source.

B. Two- and Multi-Family Dwellings: If provided, garages shall comply with the following standards:

1. Single-Car Garages:

- a. Minimum Area/Dimensions: Each single (1) car garage shall have a minimum area of two hundred and twenty (220) square feet and minimum dimensions of no less than ten feet (10') wide by twenty-two feet (22') deep or eleven feet (11') wide by twenty feet (20') deep. The minimum garage area shall be free of obstructions such as stairs, mechanical equipment, or structural appendages including but not limited to columns.
- b. Minimum Garage Door Opening: Each single (1) car garage shall have a minimum garage door opening of not less than eight feet (8') wide.
- c. Minimum Garage Height: Garages shall have a minimum unobstructed height of not less than eight feet (8') for the entire length and width of the garage.
- d. Power Supply: Each garage shall be serviced with a 220-volt power source.

2. Two-Car Garages:

- a. Minimum Area/Dimensions: Each two (2) car garage shall have a minimum area of four hundred and forty (440) square feet and minimum dimensions of no less than twenty feet (20') wide by twenty-two feet (22') deep. The minimum garage area shall be free of obstructions such as stairs, mechanical equipment, or structural appendages including but not limited to columns.
- b. Minimum Garage Door Opening: Each two (2) car garage shall have a minimum garage door opening of not less than sixteen feet (16') wide.
- c. Minimum Garage Height: Garages shall have a minimum unobstructed height of not less than eight feet (8') for the entire length and width of the garage.
- d. Power Supply: Each garage shall be serviced with a 220-volt power source.

11-14-~~78~~: OTHER PARKING PROVISIONS:

A. Drive-In Businesses: Driveways, parking areas and off-street storage lanes for automobiles awaiting entrance to drive-in theaters, banks, restaurants, etc., shall be provided.

B. Joint Use Parking Areas: Joint or common parking facilities may be provided in lieu of the individual requirements found in this chapter; provided, that the total of such off street parking spaces, when used together, shall not be less than the sum of the various uses computed separately. If the common facilities are located on more than one lot, a covenant for the preservation of the parking facilities must be filed with the city.

C. Compliance With Americans With Disabilities Act: In addition to the requirements of this chapter, parking areas shall be designed to conform to the minimum requirements of the Americans with disabilities act. (Ord. 2009-41, 11-24-2009)

Chapter 9.0

PARKING STANDARDS

9.0 Parking

9.1 Purpose

1. Intent

The established provisions are intended to accomplish the following:

- (1) Ensure an appropriate level of vehicle parking, loading, and storage to support a variety of land uses.
- (2) Provide site design standards to mitigate the impacts of parking lots on adjacent land uses and zoning districts.
- (3) Provide specifications for vehicular site access.
- (4) To allow shared public on-street parking and in parking lots to serve the needs of visitors and patrons.
- (5) To allow projects to match parking to tenant needs.
- (6) To support a more walkable, transit-oriented development pattern.
- (7) To support and improve walkability, bikeability, and non-vehicular transportation.
- (8) To mitigate the impacts of vehicular parking lots on the urban neighborhood context and streetscapes of Downtown Clearfield.

2. Applicability

This section shall apply to all new development and changes in use or intensity of use for existing development, in all Downtown Clearfield districts.

- (1) Compliance. Compliance with the standards outlined shall be attained in the following circumstances:
 - (a) Development of all new parking facilities, loading facilities, and driveways.
 - (b) Improvements to existing parking facilities, loading facilities, and driveways, including re-configuration, enlargement, or the addition of curbs, walkways, fencing, or landscape installation.
 - (c) Change in use requiring a change in the amount of parking.
- (2) Damage or Destruction. When a use that has been damaged or destroyed by fire, collapse, explosion, or other cause is reestablished, any associated off-street parking spaces or loading facilities must be reestablished based on the requirements of this section.
- (3) Site Plan Approval Required. Parking quantities, design, and layout shall be approved through the Site Plan Approval process. Refer to Chapter 11 Site Plan Approval for details.

9.2 General Requirements

1. Off-street Parking

Off-street parking spaces shall be provided in conformance with Tables 9.2 (1) Required Vehicular Parking and 9.3 (1) Bicycle Parking.

- (1) Required Accessible Parking. Parking facilities accessible for persons with disabilities shall comply with or exceed the standards detailed in the ADA Standards for Accessible Design including quantity, features, and location. (www.ada.gov)
- (2) Requirements for Unlisted Uses. Upon receiving a site plan, occupancy certificate, or other permit application for a proposed use not specifically addressed, the Zoning Administrator is authorized to apply off-street parking standards for the use deemed most similar to the proposed use. In instances where an equivalent similar use may not be clearly determined or the standard is in question, the Zoning Administrator may require the applicant to submit a parking study that will help determine the appropriate requirements.
- (3) Private Off-Premises Parking. Where private off-site parking facilities are approved, such facilities shall be in the same possession as the property occupied by the building or use to which the parking facilities are accessory.
 - (a) Such possession may be either by deed or lease, guaranteeing availability of the parking commensurate with the use served by the parking.
 - (b) The agreement providing for the use of off-site parking, executed by the parties involved, shall be in a form approved by the City Attorney and filed with the Zoning Administrator.
 - (c) The deed or lease shall require the owner to maintain the required number of parking facilities for the duration of the use served or of the deed or lease, whichever shall terminate sooner.
 - (d) Location of Parking. Any off-premise parking must be within 660 feet (1/8 mile) from the entrance of the use to the closest parking space measured along a dedicated public or private pedestrian path.
- (4) Driveway Tandem Parking. To meet minimum parking requirements, tandem parking configured with a 1-car garage and 1-car driveway is permitted for certain building types with approval of the Zoning Administrator through the site plan review process. Driveways shall have a minimum depth of 20 feet to quality as a parking space. Permitted building types include:
 - (a) Garden Court Building Types
 - (b) Townhouse Building Types
- (5) Other Tandem Parking. Tandem parking within a parking lot or garage shall only be permitted if the lot or garage includes parking attendants to park and manage the vehicles at all times the lot or garage is open for use.

2. Required Vehicular Parking

Tables 9.2 (1) outlines the vehicular parking requirements for uses.

- (1) Organized by Use. The parking requirements are organized by use.
 - (a) Parking rates are provided for general use categories; these numbers are applicable for all the uses within these categories.
 - (b) If a specific use requires a different parking rate than its use category, it is also listed in Table 9.2 (1) Required Parking by Use.
- (2) Vehicular Spaces Required. The vehicular spaces required column indicates the required off-street parking ratio, which may be subject to credits and other reductions and a maximum number, as are detailed in this section.
- (3) Maximum Allowable Vehicular Spaces. When a use requires more than 20 spaces, it is not permitted to provide greater than 10% over the minimum parking requirement.
 - (a) For those uses with no requirements, the maximum number of spaces required should be no more than the next level up of that use. For example, for Neighborhood Retail, the number of spaces should be no more than the requirements for General Retail.
- (4) Computation. Off-street parking spaces shall be calculated using the following information.
 - (a) Area Measurements. The following units of measurements shall be utilized to calculate parking requirements. See Table 9.2 (1).
 - (i) Dwelling Unit. Parking standards for residential buildings shall be computed using dwelling unit as the unit of measure, unless otherwise stated.
 - (ii) Net/Occupiable Square Footage. Unless otherwise expressly stated, parking standards for non-residential Uses shall be computed on the basis of net, occupiable floor area in square feet.
 - (iii) Occupancy- or Capacity-Based Measurements. Parking spaces required per available seat or per employee, student, or occupant shall be based on the greatest number of persons on the largest shift, the maximum number of students enrolled, or the maximum fire-rated capacity, whichever measurement is applicable.
 - (iv) Bench Seating. For uses in which users occupy benches, pews, or other similar seating facilities, each 24 inches of such seating shall be counted as one seat.
 - (b) Fractions. When computation of the number of required off-street parking spaces results in a fractional number, any result of 0.5 or more shall be rounded up to the next consecutive whole number. Any fractional result of less than 0.5 may be rounded down to the previous consecutive whole number.
 - (c) Multiple Uses on a Lot. When there are multiple uses on a lot, required spaces shall be calculated as an amount equal to the total requirements for all uses on the lot, unless the uses qualify for shared, cooperative, or other credits to reduce parking. Refer to Table 9.2 (2).

Table 9.2 (1) Required Parking By Use

Residential ^{1, 2, 4}	
Multifamily, Studio & 1 Bedrooms	1.15 / Dwelling Unit ^{1, 3}
Multifamily, 2 Bedrooms	1.725 / Dwelling Unit ^{1, 3}
Multifamily, 3+ Bedrooms	2.3 / Dwelling Unit ^{1, 3}
Lodging	1 / Room & 1 / 200 sq. ft. Office and Dining Area
Senior Housing, Multifamily	25% Reduction ³
Group Home	1 per 6 persons of Design Capacity ²
Civic/Institutional	
Assembly (Auditoriums; Churches/Places of Worship)	1 / 5 Seats
Transit Station	Per Zoning Administrator
Library / Museum / Post Office (no distribution)	~~1 / 600 sq. ft.~~ ^{2 / 1,000 sq. ft., 1 / 1,000 sq. ft., 2 / 1,000 sq. ft.}
Police & Fire	Per Zoning Administrator
~~Post-Office~~	~~1 / 400 sq. ft.~~
School: Pre K to Jr. High	1 / Classroom & 1 / 200 sq. ft. Office
School: High School, Higher Education, Specialized & Vocational/Tech Schools	1 / Classroom, 1 / 200 sq. ft. Office, & .25 / Student
Retail	
Neighborhood Retail (< 12,000 sq. ft.)	1 / 500 sq. ft.
General Retail (>= 12,000 sq. ft.)	1 / 350 sq. ft.
Service	
Neighborhood Service (< 12,000 sq. ft.)	1 / 500 sq. ft. Add Bank: 3 / 1,000 sq. ft., Fitness, Gym, Dance Studio 4 / 1,000 sq. ft., Concert Hall/Theater: 1 / 5 seats Misc. Indoor Recreation: 1.5 / 1,000 sq. ft.
General Service (>= 12,000 sq. ft.)	1 / 350 sq. ft.
Neighborhood Eating & Drinking Establishments (< 12,000 sq. ft.)	7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
General Eating & Drinking Establishments (>= 12,000 sq. ft.)	15 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof
Residential Care	.33 / Unit & .66 / Employee
Vehicle Services	1 / Service Bay & 1 / 350 sq. ft. of retail Add
Office & Industrial	
General Office	1 / 350 sq. ft. Fast Food: 6 / 1,000 sq. ft. with a minimum of 8 total spaces.
Hospital	.20 / Bed & .66 / Employee
Crafts Industry	1 / 1,000 sq. ft. of Production Space & 1 / 500 sq. ft. of Retail Space
Open Space & Recreation	
Open Space & Recreation	~~Per Zoning Administrator~~
Footnotes	
Based on a case-by-case parking study.	
¹ Visitor parking for Multi Family Residential is included at the level of 15% of the required parking.	
² Design Capacity is the maximum occupancy of a building or structure based on the Fire and/or Building code, whichever is larger.	
³ 50% of all parking spaces shall be covered parking with a minimum of 1 covered parking space per residential unit.	
⁴ In cases where tandem garages are used with space for two vehicles, the garage shall only count as 1 space for the purposes of meeting minimum parking needs.	

9.0 Parking

3. Parking Credits

Vehicular parking standards in Table 9.2 (1) may be reduced by achieving one or all of the following credits.

- (1) Transit Credit. Vehicular parking requirements may be reduced with proximity to any rail station or transit line with no greater than up to 15-minute headways continuously between the hours of 6am-7pm. Proximity is measured using network distance along dedicated public pedestrian pathways from any point along the property line to the platform or transit stop.
 - (a) Within 660 feet. A reduction of 10% of the required off-street parking.
 - (b) Within 1320 feet. A reduction of 5% of the required off-street parking.
- ~~(2) Structured Parking Credit. Vehicular parking requirements may be reduced with the provision of structured parking:~~
 - ~~(a) If 75% or more of parking is located within the building envelope or in a parking structure with two (2) or more floors, a reduction of up to 25% is allowed.~~
 - ~~(b) Parking structures must be located within 660 feet of the building.~~
- (2) Other Parking Reductions. Additional reductions (e.g. Car-Share parking credits) may be approved by the Zoning Administrator with the submittal of a parking study illustrating the reduction, including the shared parking standards provided in Table 9.2 (2).

4. Multiple Use Reductions

The following reductions may be taken:

- (1) Shared Vehicular Parking. An arrangement in which two or more uses with different peak parking demands use the same off-street parking spaces to meet their off-street parking requirements.
 - (a) General Provisions. Through review of the site plan the Zoning Administrator may permit up to 100% of the parking required for a daytime use to be supplied by the off-street parking spaces provided for a nighttime or Sunday use and vice versa.
 - (b) Approval. To approve a shared parking arrangement, the Zoning Administrator must find, based on competent evidence provided by the applicant, that there is no substantial conflict in the principal operating hours of the uses for which the sharing of parking is proposed.
 - (c) Description of Uses with Weekday, Nighttime, and Sunday Peak Parking.
 - (i) The following uses are considered predominantly weekday uses: office and industrial uses and other similar uses as authorized by the Zoning Administrator.
 - (ii) The following uses are typically considered predominantly nighttime or Sunday uses: eating and drinking establishments, assembly uses, and other similar uses with peak activity at night or on Sundays, as authorized by the Zoning Administrator.
- (2) Cooperative Vehicular Parking. When two or more categories of non-single-family residential uses share a parking lot and are located on the same lot or adjacent lots, the following applies:
 - (a) General Provisions. Shared parking will be approved in accordance with the following. Refer to Table 9.2 (2).
 - (i) For each applicable land use category, calculate the number of spaces required as if it were the only use. Refer to Table 9.2 (1).
 - (ii) Use the figures for each individual land use to calculate the number of spaces required for that use for each time period specified in Table 9.2 (2). This table establishes six time periods per use.
 - (iii) For each time period, add the number of spaces required for all applicable land uses to obtain a grand total for each of the six time periods.
 - (iv) Select the time period with the highest total parking requirement and use that as the total number of parking spaces required.
 - (b) Uses in Different Buildings. Through review of the site plan the Zoning Administrator may approve the cooperative agreement if any of the uses are not located in the same structure or building.
 - (c) Location of Cooperative Parking. Any cooperative parking must be within 660 feet from the entrance of the use to the closest parking space within the cooperative parking lot, measured along a dedicated pedestrian path.
 - (d) Off-Site Cooperative Parking Agreement. An agreement approved by the City Attorney providing for cooperative use of off-site parking spaces, executed by the parties involved, shall be reviewed by the Zoning Administrator during review of the site plan.
 - (i) Off-site cooperative parking arrangements shall continue in effect only as long as the agreement remains in force. Minimum acceptable time period for such contracts is five years.
 - (ii) If the agreement is no longer in force, then parking must be provided as otherwise required in this section.

Table 9.2 (2) Shared Parking Percentages

Use	Weekdays			Weekends		
	Midnight- 7:00 am	7:00 am- 6:00 pm	6:00 pm-Midnight	Midnight- 7:00 am	7:00 am- 6:00 pm	6:00 pm-Midnight
Residential (Non-Lodging)	100%	~~50%~~ 60%	80%	100%	80%	80%
Lodging	100%	65%	100%	100%	65%	100%
Retail & Service (General)	5%	100%	80%	5%	100%	60%
Restaurants, Taverns	50%	70%	100%	70%	60%	100%
Theaters & Entertainment	5%	30%	100%	5%	60%	100%
Civic, Office	5%	100%	5%	5%	5%	5%
Churches & Place of Worship	0%	30%	50%	0%	100%	75%
Crafts Industries	5%	100%	10%	5%	50%	10%

9.0 Parking

9.3 Parking Design Standards

1. Vehicular Off-Street Parking Lots

The design or redesign of all off-street parking facilities shall be subject to the site plan approval process.

- (1) The design of all off-street parking lots and spaces shall follow the standards outlined in Clearfield City Code, Title 11, Chapter 14 (11-14-5E).
- (2) Location of Parking. Refer to Chapter 6.0 Building Type Standards for information on the location of parking facilities.
- (3) Landscape Screening. All parking areas shall meet the requirements of Chapter 7.0 Site Landscape & Amenity Standards.
- (4) Landscape Areas and Landscape Islands. Areas not used specifically for sidewalks, parking spaces, driving aisles, loading, or refuse shall not be paved. Areas striped with diagonal striped islands are not permitted. A landscape island is required for every 12 stalls and where feasible to be used for stormwater.
- (5) Illumination. All off-street parking lots or parking structures shall provide a level of illumination at any point in the parking lot or structure not less than one foot-candle measured at the pavement. All lighting shall be shielded or otherwise optically controlled to provide glare-less illumination and limit trespass on adjacent properties.
- (6) Parking Structures: Parking structures may be developed in accordance with the standards outlined in Clearfield City Code, Title 11, Chapter 14 (11-14-2C).



Figure 9.3 (1). Parking Lot Pedestrian Walkway Example.

2. Pedestrian Access

All parking lots with 3 or more double-loaded aisles shall provide internal pedestrian pathway(s) within the parking area and outside of the parking drive aisle.

- (1) Dimension. The pathway shall be a minimum of five feet in width.
- (2) Quantity. One pathway is required for every three double loaded aisles.
- (3) Location. The pathway shall be centrally located within the parking area to serve a maximum number of parking stalls.
 - (a) Pathways shall provide direct connections to the principal structure(s) entrances from the spaces furthest from the entrance.
 - (b) At least one pathway shall provide a direct connection between adjacent vehicular rights-of-way and/or trails and the principal structure's entrance.
- (4) Pathway Delineation. Pedestrian pathways should be clearly marked either with striping or by using alternative materials, such as pavers with landscape islands on each side. Refer to Figures 9.3 (1) and 9.3 (2).

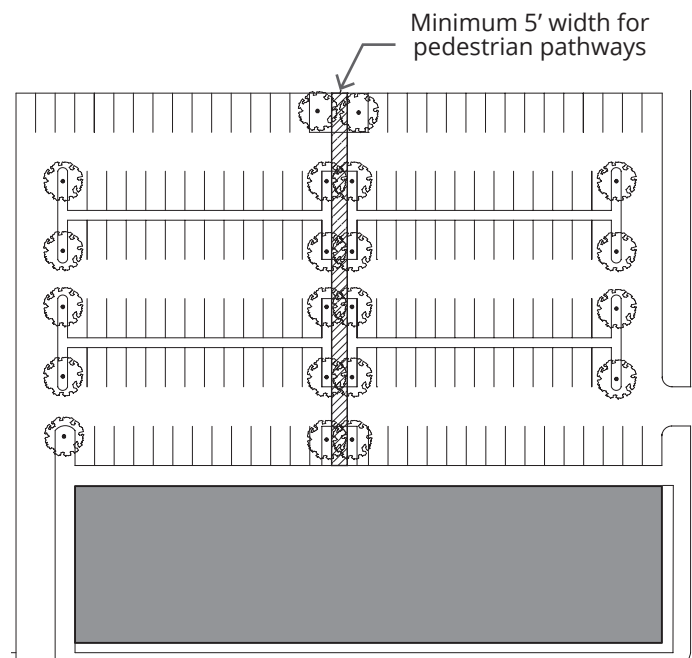


Figure 9.3 (2). Parking Lot Pedestrian Walkway.

3. Required Bicycle Parking & Design

The Required Bicycle Parking Table 9.3 (1) indicates the minimum bicycle parking ratio for a given use. Bicycle Parking for the quantity required in Table 9.3 (1) shall be designed and located as follows. Refer to Figure 9.3 (3).

- (1) Dimensions.
 - (a) Required bicycle parking spaces shall have minimum dimensions of two by six feet (2'x6') in length.
 - (b) An aisle a minimum of five feet wide shall be provided behind bicycle parking facilities to allow for maneuvering.
 - (c) A minimum of two feet shall be provided beside each parked bicycle to allow access. This access may be shared by adjacent bicycles.
 - (d) Racks shall be installed a minimum of two feet from any wall or other obstruction.
- (2) Location. Bicycle parking should be located within 50 feet of the entrance of the use.
 - (a) Indoor or outdoor spaces are permitted, provided they are located on the lot with which they are associated.
 - (b) Spaces located within individual dwelling units may not be counted toward bicycle parking requirements.
 - (c) Bicycle parking facilities shall be separated from vehicular parking areas to protect parked bicycles from damage. The separation may be accomplished through grade separation, distance or physical barrier, such as curbs, wheel stops, poles or other similar features.
- (3) Racks and Structures. Racks and structures shall be provided for each unprotected parking space and shall be designed to accommodate both chain and U-shaped locking devices supporting the bicycle frame at two points.
- (4) Bicycle Storage. In multifamily or office uses bicycle storage shall be lockable and enclosed. This may include bicycle lockers/units that are located outdoors.
- (5) Surface. The parking surface shall be designed and maintained to be mud and dust free. The use of rock or gravel areas for bicycle parking is permitted provided that edging materials are used that clearly demarcate the bicycle parking area and contain the rock material.
- (6) Signage. If required bicycle parking for public use is not visible from the street, signs must be posted indicating their location.
- (7) Maintenance and Lighting. Areas used for required bicycle parking must be well-lit with acceptable drainage to be reasonably free of mud and standing water.
- (8) Shower Facilities. Office and manufacturing uses with more than 50 employees shall provide shower and changing room facilities.
- (9) Long Term Parking. For multifamily residential uses, half of the bicycle parking spaces should be provided as long-term parking, safe and secure from vandalism and theft, and protected from the elements.

Table 9.3 (1) Bicycle Parking by Use

Use Type	# of Bicycle Parking Spaces
Multifamily - Studio/1 Bedroom	Minimum 1 bike rack space/10 Dwelling Units
Multifamily - 2+ Bedrooms	Minimum 1 bike rack space/5 Dwelling Units
Civic/Institutional	Minimum 2 bike rack spaces/10,000 sf
Retail/Services/Office	Minimum 1 bike rack space/3,000 sf
Open Space	Minimum 10 bike rack spaces/1 Acres, or Per Zoning Administrator



Figure 9.3 (3). Required Bicycle Parking Location and Design Example.

9.0 Parking

9.4 Loading Requirements

1. General Requirements

All loading facilities shall adhere to the following requirements, unless otherwise approved during Site Plan Approval (refer to Section 10.1.6).

- (1) Use of Off-Street Loading Areas. Space allocated to any off-street loading use shall not be used to satisfy the space requirements for any off-street parking facilities or portions thereof.
- (2) Location. Unless otherwise specified, all required loading facilities shall be located on the same lot as the use to be served. No loading space shall block or project into a street, alley, access drive, or parking area.
 - (a) Required loading spaces may occupy any side or rear yard except if located closer than fifty feet (50') to any residential zone, loading spaces shall be enclosed by a brick or stone wall, or landscaping not less than six feet (6') in height.
- (3) Building Frontage. Loading facilities shall be located per 5.0 Building Type requirements.
- (4) Access. Loading facilities shall have clear access onto an alley or street via a driveway.
 - (a) Direct access to a public way, other than an alley, is prohibited.
 - (b) Each required off-street loading space shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.

2. Loading Requirements

All uses except in the residential (non-lodging, non-residential care), open space, and civic & institutional categories shall provide off-street loading spaces in compliance with Table 9.4 (1) Required Loading Facilities.

3. Computation

Loading facilities shall be calculated using the following information.

- (1) Gross Square Footage. Unless otherwise expressly stated, loading standards for non-residential buildings shall be computed on the basis of gross floor area in square feet.
- (2) Fractions. When computation of the number of required off-street loading spaces results in a fractional number, any result of 0.5 or more shall be rounded up to the next consecutive whole number. Any fractional result of less than 0.5 may be rounded down to the previous consecutive whole number.
- (3) Shared or Central Loading Facilities. Shared or central loading facilities are permitted if the following conditions are met.
 - (a) Each property served shall have direct access to the central loading area without crossing streets or alleys.
 - (b) Total off-street loading spaces provided shall meet the minimum requirements herein specified, based on the sum of the several types of uses served unless reviewed and approved by the Zoning Administrator through site plan review.
 - (c) No property served shall be more than 500 feet from the central loading area.

4. Dimensions

A standard off-street loading space shall be a minimum of 10 feet in width by 26 feet in length and an oversized loading space shall be a minimum of 12 feet width and 40 feet in length, exclusive of aisle and maneuvering space and shall have a minimum vertical clearance of 15 feet.

Table 9.4 (1) Required Loading Facilities

Gross Floor Area (sq. ft.)	Loading Spaces Required
Under 10,000	0
10,000 to 20,000	1
20,001 to 40,000	2
40,001 to 70,000	3
70,001 to 100,000	4
100,001+	4 + 1 for each 100,000 sq. ft. over 100,001 sq. ft.

Clearfield Parking Study

Prepared for:
Clearfield City

September 2022

UT 21-2318

FEHR  PEERS

Clearfield City 
we've got it made


WASATCH FRONT REGIONAL COUNCIL


TRANSPORTATION
AND
LAND USE CONNECTION

Executive Summary

This study provides Clearfield City with data and recommendations to guide updates to the parking requirements and policies in the City's zoning code and other policies and practices. This study's goal is to align required parking in new developments with the actual parking demand occurring in Clearfield, ensuring that new land uses both meet the parking needs of their users and avoid overbuilding unnecessary parking. It also seeks to improve City policies to maximize the benefits of existing and future public and on-street parking assets.

Fehr & Peers collaborated with Clearfield City staff to identify land uses across both Clearfield's general citywide zoning and form-based code parking requirements that would benefit from modernization, based on typical parking rates observed across the Wasatch Front and in national data sources. The project team conducted a combination of field counts of parking activity at each site (in December 2021 and March 2022) and a review of peer communities' parking requirements for these land uses. Based on the results of these analyses, this study provides recommendations to update the minimum parking requirements at each of these land uses.

Two important qualifications to the recommendations below should be noted. First, recommended rates are for parking *minimum* requirements; developers may supply additional parking stalls if they so choose. Second, recommended minimum parking requirements are based on a representative sample of uses within each category; however, as future developments are proposed, individual parking studies may find that a development would generate more or less parking demand than is required. In those cases, the parking supply should be guided by that study and the approval of Clearfield City staff.

In addition to recommended parking requirements, this study also provides guidance to Clearfield City on a number of parking-related policy questions, including dimensional standards, shared parking requirements, on-street parking restrictions and enforcement, and structured parking.

The following tables summarize key recommendations for Clearfield City:

- **Table 1** includes recommended changes to Clearfield's minimum parking requirements based on findings from the local data collection efforts,
- **Table 2** includes recommended changes to Clearfield's minimum parking requirements based on findings from the national literature review, and
- **Table 3** includes recommended parking policies that address specific questions that were presented during this study.

Table 1: Summary of Recommended Parking Requirements Based on Data Collection

Zoning Area	Land Use	Existing Requirement	Recommended Minimum Requirements
Citywide Zoning Code	Multifamily Residential ¹	- 2.125 spaces per unit.	- 1 space per single bedroom unit. - 2 spaces per two-bedroom unit. - 2.5 spaces per three-bedroom and larger units.
	Distribution	- 2 spaces for each 1,000 square feet of gross floor area or fraction thereof. This shall not apply to floor areas used exclusively for storage.	- 1 passenger vehicle stall per 1,000 sq. ft. of gross floor area. This shall not apply to floor areas used exclusively for storage. - Truck and trailer storage spaces should be provided on a case-by-case basis as determined by a study coordinated with Clearfield staff.
	General Industrial	- 2 spaces for each 1,000 square feet of gross floor area or fraction thereof. This shall not apply to floor areas used exclusively for storage.	- 0.5 passenger vehicle parking stalls per 1,000 sq. ft. of gross floor area. This shall not apply to floor areas used exclusively for storage. - Truck and trailer storage spaces should be provided on a case-by-case basis as determined by a study coordinated with Clearfield staff.
	Restaurant	- 1 space for each 100 square feet of floor area or fraction thereof.	- 10 stalls per 1,000 sq. ft. - Alternatively, provide 0.5 stalls per seat.
	Fast Food	- 20 spaces for each 1,000 square feet of enclosed eating space or a fraction thereof.	- 5 spaces per 1,000 sq. ft. - Alternatively, provide 0.33 stalls per seat.
Form Based Code	Multifamily Residential ¹	- 1.15 space per single bedroom unit. - 1.725 spaces per two-bedroom unit. - 2.3 spaces per three-bedroom and larger units.	- 0.75 spaces per bedroom, up to 2.25 spaces per three-bedroom and larger units.
	Restaurant	- 7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof	- 7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof (maintain current standard).
	Fast Food	- 7 spaces for each 1,000 square feet of sales and enclosed eating space or fraction thereof	- 6 spaces per 1,000 sq. ft., with a minimum of 8 total stalls. - Alternatively, provide 0.33 stalls per seat with a minimum of 8 total stalls.

1. Residential parking rates in this table include the ratio needed for visitor parking. No additional parking is required for visitors.

Table 2: Summary of Recommended Parking Requirements Based on Literature Review

Zoning Area	Land Use	Existing Requirement	Recommended Minimum Requirements
Citywide Zoning Code	Batting Cages	- none	- 2 spaces per cage
	Bowling Alleys	- 2 spaces per 1,000 sq. ft.	- 2 spaces per lane
	Skating Rink/ Swimming Pool	- 2 spaces per 1,000 sq. ft.	- 1 space per 1,000 sq. ft.
	Golf Courses	- Discretionary	- 8.5 spaces per hole
	Tennis Courts	- Discretionary	- 2 spaces per court
	Misc. Indoor Recreation	- Discretionary	- 2 spaces per 1,000 sq. ft.
	Furniture/Appliance/ Lumber Store	- 1.5 spaces per 1,000 sq. ft.	- 0.75 spaces per 1,000 sq. ft.
	General Office	- 2 spaces per 1,000 sq. ft.	- 2.5 spaces per 1,000 sq. ft.
	Medical/Dental Office	- 2 spaces per 1,000 sq. ft.	- 3 spaces per 1,000 sq. ft.
Form Based Code	Library	- 1 space per 600 sq. ft.	- 2 spaces per 1,000 sq. ft.
	Museum	- 1 space per 600 sq. ft.	- 1 space per 1,000 sq. ft.
	Post Office (No distribution)	- 1 space per 600 sq. ft.	- 2 spaces per 1,000 sq. ft.
	Bank	- 1 space per 500 sq. ft.	- 3 spaces per 1,000 sq. ft.
	Fitness, Gym, Dance studio	- 1 space per 500 sq. ft.	- 4 spaces per 1,000 sq. ft.
	Concert hall/Theater	- 1 space per 350 sq. ft.	- 1 space per 5 seats
	Misc. Indoor Recreation Areas	- 1 space per 350 sq. ft.	- Recommend requiring case-by-case parking studies based on estimated facility use, vehicle traffic to the facility, transit use to the facility, potential traffic congestion, and likelihood of overflow parking in surrounding neighborhoods.
	Craftsman Industrial	- Production: 1 space per 1,000 sq. ft. - Retail: 2 spaces per 1,000 sq. ft.	- Production: 1 space per 1,000 sq. ft. - Retail: 2 spaces per 1,000 sq. ft.
	Open Space	- Per Zoning Administrator	- Recommend requiring case-by-case parking studies based on estimated facility use, vehicle traffic to the facility, transit use to the facility, potential traffic congestion, and likelihood of overflow parking in surrounding neighborhoods.

Table 3: Summary of Recommended Parking Policies

Policy Question	Recommended Policy
<i>How is parking use affected by stacked (tandem) parking as opposed to side-by-side parking?</i>	- Each required parking stall within a parking area or garage shall be accessible. Automobiles may be parked in tandem in a public garage or public parking area, which provides attendants to park vehicles at all times the garage or area is open for use. - In the case of townhomes or other multi-family dwellings, tandem garages with space for two vehicles should be calculated as providing 1.5 spaces (rather than two) for purposes of meeting minimum parking requirements.
<i>What design details should be specified in code?</i>	- Driveway length shall be 20 feet from back of curb or sidewalk (if present) to qualify as a parking stall for purposes of meeting minimum parking requirements. - Minimum vertical clearance for parking garages shall be 84 inches. Per ADA requirements, "van-accessible spaces, their associated access aisles, and the vehicular routes serving them must provide vertical clearance of at least 98 inches to allow for the height of typical wheelchair lift-equipped vehicles." - For additional parking dimensions, see the dimensions outlined in Figures 7-3 and 7-4 of ULI's Dimensions of Parking, Fifth Edition (2014) included in Appendix A.
<i>How should parking requirements be adjusted for developments that allow for shared parking?</i>	- The reductions present in Form Based Code Table 9.2 (2) should be updated to require 60% of the residential parking during the 7:00 AM to 6:00 PM period to reflect post-COVID work-from-home patterns. - Incorporate shared parking reductions for Fitness, Gym, and Dance Studio land uses.
<i>How should parking requirements be adjusted for affordable or senior housing?</i>	- Senior housing should be permitted to apply for up to 50% parking reduction. - Affordable housing should be permitted to apply for up to 25% parking reduction. - These reductions should only be granted pending review by Clearfield City staff.
<i>How should parking requirements be adjusted for transit-oriented housing?</i>	- The parking credits outlined in Form Based Code Section 9.2, Part 3: Parking Credits should be updated to specify that the transit should operate with 15-minute headways continuously from the beginning of the AM peak traffic period through the end of the PM peak traffic period to receive parking credits.
<i>How should Clearfield regulate on-street parking during winter months when snowplowing can pose a risk to vehicles parked on-street?</i>	- Identify snow routes where parking is not allowed during snowfall, which can allow parking to be preserved on streets that are primarily for local-use purposes.
<i>Should Clearfield implement paid on-street parking, and if so, how should a paid parking policy be enforced?</i>	- Paid on-street parking is not immediately recommended in Clearfield. However, as Clearfield's downtown develops, these conditions may change and make a paid parking program a viable option.
<i>When would it be feasible to provide or subsidize public parking in downtown Clearfield?</i>	- Constructing a public parking facility is not immediately recommended in Clearfield. However, as Clearfield's downtown develops, these conditions may change and make a public parking facility a viable option.
<i>Is there evidence that structured parking generates less parking demand that would justify a reduction in required parking? If not, what incentives would be appropriate to encouraging structured parking?</i>	- Structured parking has not been found to reduce parking demand. - Clearfield's allowed 25% parking reduction could serve as incentive to convert from surface to structured parking. - Consider allowing additional maximum development density (dwelling units/acre or FAR) or providing flexibility with respect to other dimensional, open space, or other requirements to applicants within the Form Based Code area who provide 75% or more off-street parking in a structured format. - Prioritize encouraging shared parking arrangements within the Form Based Code area



Planning Commission

STAFF REPORT

AGENDA ITEM

TO: Clearfield City Planning Commission

FROM: Tyson Stoddard, Planner
tyson.stoddard@clearfieldcity.org
(801) 525-2718

MEETING DATE: Wednesday, May 17, 2023

SUBJECT: Public Hearing, Discussion and Possible Action on **RZN 2023-0403**, a request by Dean Garrett with Morgan Pavement to rezone the subject property from P-F (Public Facilities) to M-1 (Manufacturing). **Location:** 593 South Main Street (TIN: 12-003-0098). **Parcel Area:** 0.26 Acres. **(Legislative Action).**

RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL of RZN 2023-0403** to the Clearfield City Council, a request by Dean Garrett with Morgan Pavement to rezone the property at 593 South Main Street (TIN: 12-003-0098) from P-F (Public Facilities) to M-1 (Manufacturing). This recommendation is based on the findings and discussion of the staff report.

PLANNING COMMISSION RECOMMENDATION OPTIONS:

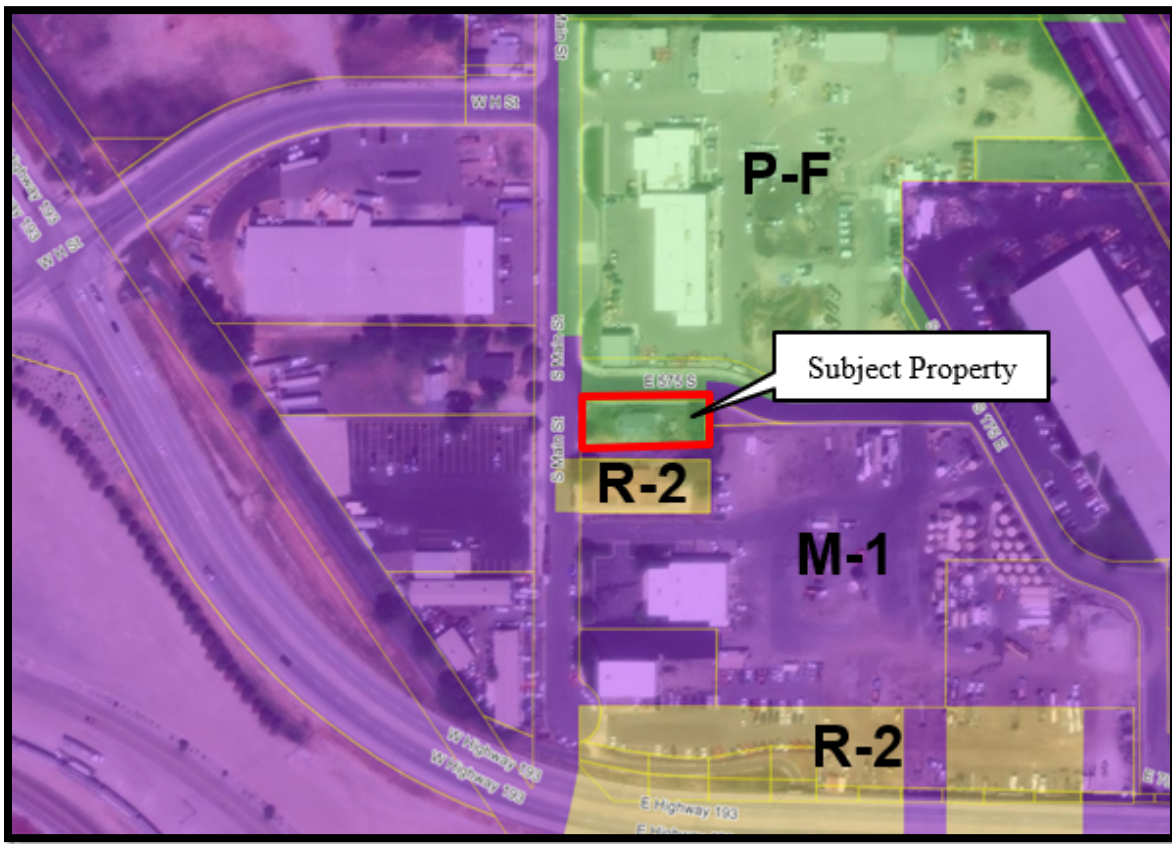
- 1. Move to recommend APPROVAL of RZN 2023-0403** to the Clearfield City Council, a request by Dean Garrett with Morgan Pavement to rezone the property at 593 South Main Street (TIN: 12-003-0098) from P-F (Public Facilities) to M-1 (Manufacturing).
- 2. Move to recommend DENIAL of RZN 2023-0403** to the Clearfield City Council, a request by Dean Garrett with Morgan Pavement to rezone the property at 593 South Main Street (TIN: 12-003-0098) from P-F (Public Facilities) to M-1 (Manufacturing).
- 3. Move to Table RZN 2023-0403** to request additional time to consider the request.

PROJECT SUMMARY

Project Information	
Project Name	Morgan Pavement Rezone
Site Location	598 South Main Street
Tax ID Number	12-003-0098
Applicant	Dean Garrett, Morgan Pavement
Owners	MPM Investment Group LP
Proposed Actions	Rezone to M-1 (Manufacturing)
Current Zoning	P-F (Public Facilities)
General Plan Land Use Classification	Business Park
Parcel Size	0.26 Acres

Surrounding Properties and Uses:		Current Zoning District	General Plan Land Use Classification
North	Public Works Building	P-F (Public Facilities)	Business Park
East	Morgan Pavement	M-1 (Manufacturing)	Business Park
South	Residential	R-2 (Residential)	Business Park
West	Morgan Pavement	M-1 (Manufacturing)	Business Park

Aerial Image & Zoning



BACKGROUND

The subject property was recently acquired by Morgan Pavement and they are requesting a rezone to M-1 (Manufacturing) to create consistency with their other properties and to allow for the expansion of their asphalt operations.

GENERAL PLAN ANALYSIS

The subject property is in the 'Business Park' land use category of the General Plan. The prior use of the property was residential, and a manufacturing use will create greater consistency with the General Plan by allowing for business expansion. The M-1 (Manufacturing) Zone is established to provide areas in the city where processing, assembling, warehousing and storage activities may take place, and for incidental facilities to serve the manufacturing area.

LAND USE ORDINANCE AND ZONING MAP ANALYSIS

As outlined in Section 11-6-3 of the Clearfield City Land Use Ordinance, the Planning Commission shall review the petition to change the zoning map and provide recommendation to the City Council. The Planning Commission may recommend adoption of the proposed 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>	Goal 1 of the Land Use Element is to “Maintain consistency between the City’s Land Use Ordinance and the General Plan.” The General Plan currently shows this parcel in the ‘Business Park’ land use category. This rezone would allow for a use more consistent with the intent of the General Plan.
<i>Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.</i>	With Morgan Pavement recently acquiring the property and removing the residence, the rezone will allow for expansion of their business operations.

PUBLIC NOTICE

A property notice was placed on May 5th, 2023, with mailed notices also sent the same day. As of the date of this report, no public comment has been received.

FINDINGS AND CONCLUSION

Based on the analysis of this request and the Clearfield City General Plan and Land Use Ordinance, staff recommends that the Planning Commission forward a recommendation of APPROVAL to the Clearfield City Council for the proposed zoning map amendment. This recommendation is based on the analysis of the staff report and the following findings:

1. The proposed zoning map amendment is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan.
2. The rezone to M-1 (Manufacturing) will allow for the expansion of the business operations of Morgan Pavement.

ATTACHMENTS

- None included with this request



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Rich Knapp, Chief Finance Officer

MEETING DATE: May 23, 2023

SUBJECT: 2023 Fraud Risk Assessment

RECOMMENDED ACTION

Presentation and Discussion only

DESCRIPTION / BACKGROUND

The City's fraud risk assessment score is now in the very low risk category—exceeding 355 points.

Very Low	Low	Moderate	High	Very High
>355	316-355	276-315	200-275	<200

In 2020, the Office of the State Auditor implemented the Fraud Risk Assessment, that is now part of the regular audit. The program is designed to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes.

The reduction of fraud risk lies in effective internal controls. Internal controls are the policies, practices, and processes that ensure the operations of an organization are performed effectively and efficiently. Since internal controls require time and resources, entities should seek to reduce risk to an acceptable level, not eliminate risk altogether. In other words, a lock should never cost more than the item it is intended to protect.

The State Auditor's developed a risk assessment model that provides a basic evaluation of an entity's fraud risk, based upon required separation of duties and their recommended measures.

Recommended Measures

- Separate Duties over Cash Accounts (Crucial)
- Require a Commitment of Ethical Behavior
- Adopt and Put into Practice Written Policies

- Hire and Train Qualified Staff
- Provide Effective Training
- Implement a Hotline
- Implement an Internal Audit Function
- Use an Audit Committee

The recommended measures are scored with the intent to communicate the entity's risk of undetected fraud, abuse, or noncompliance. Since some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. The higher the score, the lower the risk. Clearfield scored 375, putting the City in the very low risk category. Please see the attached Fraud Risk Assessment for detailed scoring.

Improvements

Basic separation of duties is worth the most points. The new finance position for FY24 will further improve separations of duties and internal auditing. Although the written policies scored perfectly, all policies will be updated and improved. The city has implemented a system for requiring employees and elected officials to annually commit in writing to ethical behavior. This process will be improved with the new policy tracking software.

Since the first risk assessment, the Council has completed the State Auditor online training, the fraud hotline is promoted, and an audit committee is now in place. Formalizing the internal audit function has different interpretations across the state and even with our recent switch in auditors. We plan to contract with a CPA firm for some internal auditing before the end of this year.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

The fraud risk assessment helps measure and reduce risk, thereby improving fiscal responsibility. The assessment also improves transparency by outlining several financial processes.

HEDGEHOG SCORE

This is an external requirement, therefore not subject to the hedgehog tool. However, some specific fraud reduction activities do have leeway with how to accomplish the activity.

FISCAL IMPACT



Minimal direct costs are needed to increase the current fraud risk score. Hiring a contractor for some internal auditing will cost around \$1,000.

ALTERNATIVES

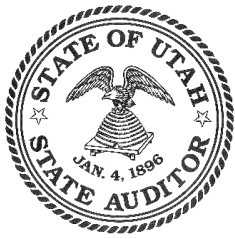
N/A

SCHEDULE / TIME CONSTRAINTS

We are told the fraud risk assessment must be presented to the Mayor and Council once a year.

LIST OF ATTACHMENTS

- Fraud Risk Assessment



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 375 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Clearfield City

*Completed for Fiscal Year Ending: 2023 *Completion Date: _____

*CAO Name: JJ Allen *CFO Name: Rich Knapp

*CAO Signature: _____ *CFO Signature: _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			X	
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.