

## NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a regularly scheduled meeting on Thursday, **December 21, 2023**, at the Millville City Offices, 510 East 300 South in Millville, Utah, which shall begin promptly at **8:00 p.m.**

1. Call to Order / Roll Call
2. Opening Remarks / Pledge of Allegiance
3. Approval of agenda
4. Approval of minutes from meeting held on December 7, 2023
5. Agenda Items
  - A. Conceptual Plat Review- Canyon Breeze Estates- located approx. 587 South 550 East
  - B. Zoning Clearance- Addition- Brent Coleman- 110 S 100 E, Millville UT 84326
  - C. Other
6. City Council Minutes- December 14, 2023
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting- Thursday, January 4, 2023, at 8pm.
9. Adjournment

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Kara Everton at (480) 528-1467 at least three days prior to the meeting.

This agenda was posted on/before December 20, 2023 to the City posting locations, the City Website and the Utah Public Meeting Notices Website.



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Kara Everton, Secretary  
Millville City Planning Commission

**MILLVILLE PLANNING COMMISSION MEETING**  
**City Hall - 510 East 300 South - Millville, Utah**  
**December 7, 2023**

**PRESENT:** Garrett Greenhalgh, Lynette Dickey, Rachel Thompson, Larry Lewis, Darcy Ripplinger, Matt Anderson, Kara Everton, Tara Hobbs, Pam June, Gary Stauffer, Gary Gettman, Lisa Haymore, Scott Stauffer

**Call to Order/Roll Call:**

Commissioner Greenhalgh opened the meeting for December 7, 2023, at 8:01 pm. Commissioners Garrett Greenhalgh, Lynette Dickey, Rachel Thompson, Larry Lewis, Darcy Ripplinger, and Matt Anderson were present. Development Coordinator Kara Everton was present and took the minutes.

**Opening Remarks/Pledge of Allegiance**

Commissioner Greenhalgh led all present in the Pledge of Allegiance.

**Approval of Agenda**

The agenda for the Planning Commission Meeting was reviewed. **Commissioner Thompson moved to approve the agenda for December 7, 2023.** Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Rachel Thompson, Larry Lewis, Darcy Ripplinger, and Matt Anderson voted in favor.

**Approval of the Minutes of the Previous Meeting**

The Planning Commission reviewed the minutes for the City Work Meeting and Planning Commission Meeting for November 16, 2023. **Commissioner Ripplinger moved to approve the minutes for both meetings.** Commissioner Dickey seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Rachel Thompson, Larry Lewis, Darcy Ripplinger, and Matt Anderson voted in favor.

**5.A. Preliminary Plat Design- Stauffer Subdivision- 750 N Main Street, Millville**

Our engineers have reviewed everything and has been approved to this point. The sewer line will go west down the private lane and connect at that location. At a previous city council meeting Chad Kendrick said he was going to investigate the cost of the line, and Gary is waiting to hear back. The road is the width of 66' with swales on each side. Commissioner Ripplinger asked about the number of lots in the subdivision. Gary Gettman wanted to make a point in the official record about the previous discussion at a city council meeting. The sewer originally was going to go as far north as 750 North Main Street, but now it is only going as far as Lot 2 in the 700 North Subdivision which is Gary

Gettman's Lot 1 in the 700 North Subdivision. Gary is asking if running a lateral from the Stauffer Subdivision's sewer line to Lot 2 of his subdivision is the direction the city would suggest and if the city will provide that line.

**The commission reviewed the Preliminary Plat and agreed to have the Stauffer Subdivision move forward to the Final Plat Phase.**

**5.B. Discussion cont'd from work meeting on Heritage Development**

Commissioner Greenhalgh gave a recap on this development location, and asked the commission to consider if Millville wants multi-family in the city limits and if this location is where we want it.

Commissioner Thompson stated that Providence and Nibley are loaded up with people and multi-family and that Millville doesn't need to fulfill that obligation. Commissioner Ripplinger stated the proximity to other multi-family developments in other cities makes it so we don't need to have it. Commissioner Anderson said that if utilities were available, the commercial development could have already begun.

Commissioner Greenhalgh reminded the commission of what Recorder Twedt stated about the pros and cons regarding financial benefits. Commissioner Ripplinger asked the commission to give a 'thumbs up' or 'thumbs down' as far as the current feeling of a multi-family development. Commissioner Lewis stated that he would still like to see more commercial development. Commissioner Anderson said that this his opinion changes day by day, hour by hour.

Commissioner Greenhalgh asked if an option would be to consider duplexes to be closer together. Commissioner Anderson indicated that he sees the benefit of four-plex's and could see that type of development here. He had looked up what some surrounding cities definitions were. Logan City has medium mixed-residential defined as 9 to 75 units per acre. Currently, Millville City has 3 units per acre in varying ways.

Treasurer Tara Hobbs mentioned that police are called more frequently into higher density locations around the valley.

Commissioner Anderson stated that a four-plex seems like a better solution that would fit with Millville. Commissioner Lewis agreed. Commissioner Thompson said that with so many locations available throughout the valley, Millville City doesn't need to provide that type of housing. Commissioner Greenhalgh asked if a different type of development such as a retirement community or an assisted living development would work that has an HOA to maintain the property.

Commissioner Greenhalgh asked if there was anything else that the city would like to see at that location. Discussion ensued with different options in that area, and it was determined that multi-family housing is not necessary within the city limits of Millville City.

Some options the commission would consider as higher density housing would be quarter acre lots, retirement communities, or assisted living communities. The Town Center code was brought up and the list of permitted and non-permitted uses were reviewed. A suggestion of moving the town center zoning further east was discussed. A review of the commercial general code was briefly reviewed.

**5.C. Other**

- There's a property on 110 S 100 E that has a steel steel building going up. It looks like it may be an addition to the current building, but it has not come before the planning & zoning commission for review. Development Coordinator will speak with the county building department.
- Someone called this week asking about the property for sale along the highway and 550 North. He is interested in it and asked some questions regarding options for an event center. The commission briefly discussed. The representative will be back on the 21<sup>st</sup> to speak more on it.

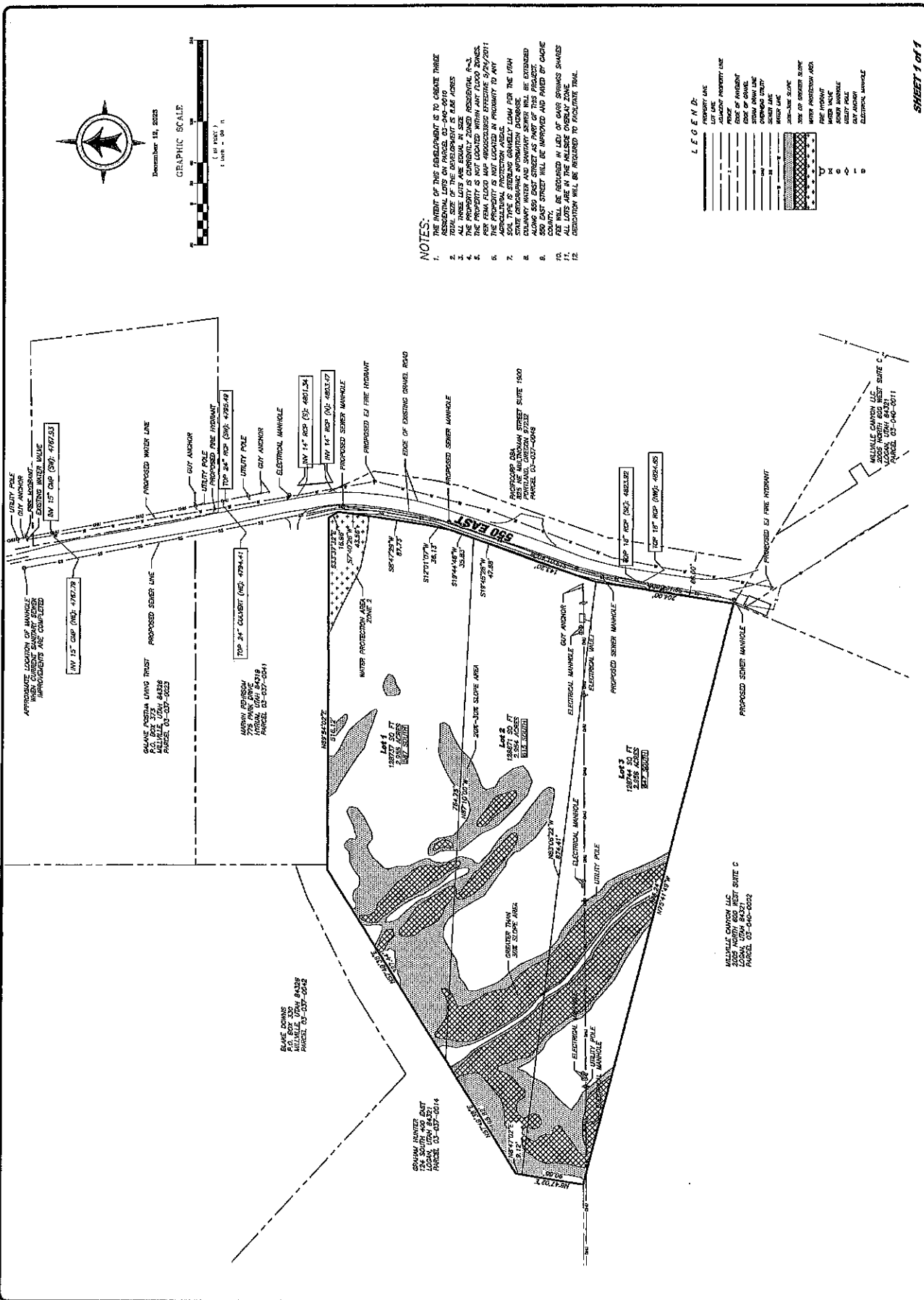
**6. City Council Minutes – N/A**

**7. Agenda Items/Notes for Next Meeting**

**8. Calendaring of future Planning Commission Meeting** - December 21, 2023, at 8:00 pm.

**9. Adjournment**

Chairman Greenhalgh moved to adjourn the meeting at approximately 9:27 p.m.





# MILLVILLE CITY

## ZONING CLEARANCE FOR BUILDING PERMIT

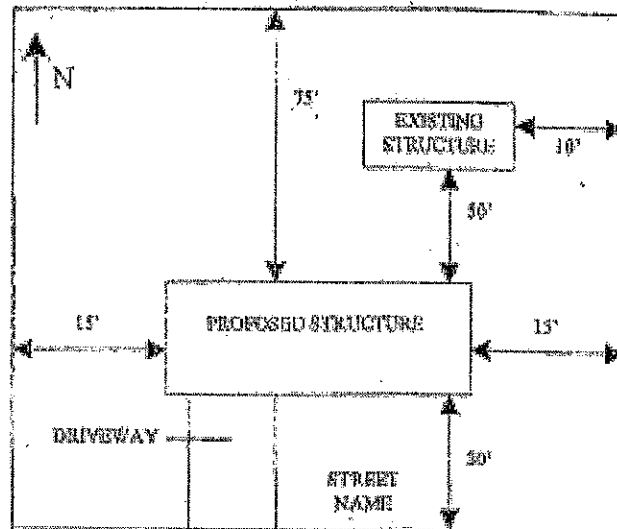
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

### APPLICATION INFORMATION

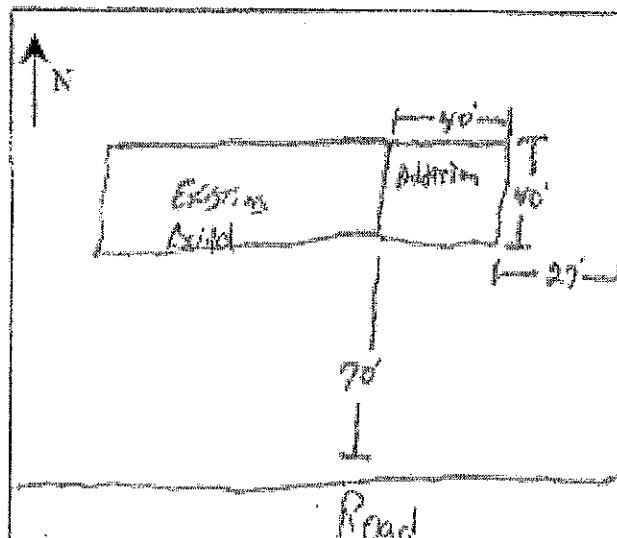
1. Brent Cohen  
APPLICANT'S NAME
2. 1105 4000 N. Suite F  
MAILING ADDRESS
- Hyde Park 07 84818  
CITY STATE ZIP CODE
3. \_\_\_\_\_ 4. 485-299-5757  
HOME TELEPHONE BUSINESS TELEPHONE
5. SCOTT PROSSER  
OWNER'S NAME (if different from applicant)
6. Equipment Shed  
TYPE OF STRUCTURE
7. 1600 8. \_\_\_\_\_  
SQUARE FOOTAGE ZONE
9. \_\_\_\_\_  
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 84 - 2115051  
TAX IDENTIFICATION NUMBER
11. 1105 4000 N. Millville  
ADDRESS OF CONSTRUCTION
12. 2.6 acres 13. 18'  
LOT SIZE Bldg Height
14. SEWER ☐ SEPTIC TANK ☐ N/A ☒  
(choose one)
15. CITY WATER ☐ PRIVATE WELL ☐ N/A ☒  
(choose one)
16. ELECTRICITY ☐ GAS ☐ OTHER UTILITY ☒  
(specify in remarks)
17. \_\_\_\_\_  
REMARKS

### SAMPLE PLOT PLAN

(numbers do not represent required setbacks)



### PLOT PLAN



APPROVED - PLANNING AND ZONING \_\_\_\_\_ DATE \_\_\_\_\_ FEES PAID - TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

This property is being approved for building permit issuance as indicated above. Any change in the type or placement of the structure is not allowed. This clearance is not a waiver of compliance with either the zoning ordinance or the building codes. Millville City Form 101 - 13 Nov. 2003 (previous edition is obsolete)

**MILLVILLE CITY COUNCIL MEETING**  
**City Hall – 510 East 300 South – Millville, Utah**  
**December 14, 2023**

**PRESENT:** David Hair, Daniel Grange, Pamela June, Ryan Zollinger, Jeremy Ward, Tara Hobbs, Chad Kendrick, Corey Twedt, Lieren Hansen, Gary Gettman, Deputy Alex Gerke

**Call to Order/Roll Call**

Mayor David Hair called the City Council Meeting to order for December 14, 2023, at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Jeremy Ward, Ryan Zollinger, and Daniel Grange were in attendance with Councilmember Clay Wilker excused.

**Opening remarks/Pledge of Allegiance**

Councilmember June welcomed everyone to the Council Meeting and led all present in the pledge of allegiance. Councilmember Zollinger then offered a word of prayer.

**Approval of agenda**

The agenda for the City Council Meeting of December 14, 2023, was reviewed.

**Councilmember Zollinger moved to approve the agenda for December 14, 2023.**

Councilmember Ward seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. (A copy of the agenda is included as Attachment "A".)

**Approval of minutes of the previous meeting**

The Council reviewed the minutes of the City Council Meeting for November 9, 2023.

**Councilmember June moved to approve the minutes for November 9, 2023.**

Councilmember Grange seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused.

**Public comment period**

Mayor Hair opened the floor for public comments. No one signed up for the public comment portion of the meeting.

**Report on P&Z Meetings held November 16, 2023 and December 7, 2023**

Development Coordinator Everton reviewed with the Council the Planning Commission's draft minutes for the meetings held on November 16, 2023, and December 7, 2023.

**Consideration of resolution adopting the FY2023 Impact Fee Report**

Recorder Twedt reviewed the impact fees collected and the Impact Fee Report for FY2023.

**Councilmember Ward motioned to approve Resolution 2023-28.** Councilmember Grange seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. (A copy of the adopted resolution is included with the minutes as Attachment "B".)

**Consideration of resolution appointing Lieren Hansen as the Millville City representative on the Cache Valley Transit District Board**

Mayor Hair reviewed with the Council the resolution to renew Lieren Hansen's appointment as Millville City's representative on the CVTD Board. He said that Lieren has done a great job and thinks she is the best person to continue with this responsibility.

It was discussed that with the recent changes in apportionment and representation, Lieren would now be representing Millville, Nibley, and Hyrum cities on the board.

**Councilmember Ward motioned to approve Resolution 2023-29.** Councilmember Grange seconded. Councilmembers Ward, June, and Grange voted yes. Councilmember Zollinger voted no. Councilmember Wilker was excused. (A copy of the adopted resolution is included with the minutes as Attachment "C".)

Councilmember Zollinger pointed out that he was not opposed to Lieren Hansen or how she represents Millville City on the board. He said he was opposed to the recent reduction in the number of representatives on the board and how the State is reducing the little representation that cities have concerning what happens with the CVTD.

The Mayor and Council thanked Lieren for what she does on the board and her representation of Millville City.

**Consideration of resolution to adopt updates to the Millville Park Use Policy**

Recorder Twedt reviewed the staff report and resolution for the updates to the Park Use Policy. He said that there have been some issues with the North Park pavilion rentals recently and these updates would just make it a little clearer that the City will hold deposits if the renter does not meet certain requirements. On the reservation form that is signed by the renter, this updated version clearly states that the City will hold deposits if there is alcohol at the pavilion or if the pavilion is used beyond the approved hours.

**Councilmember Grange motioned to approve Resolution 2023-30.** Councilmember June seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. (A copy of the adopted resolution is included with the minutes as Attachment "D".)

### **Green Waste Collection**

Mayor Hair discussed the meetings he has had with the other mayors discussing green waste. He reviewed the information from the staff report.

There was a discussion of the difficulties in offering green waste service to customers who are interested when there are stipulations on no changes being permitted in the number of users in the City. The cost increase from what customers had been paying in the past was also discussed. The consensus from the Council was that there is not a good option in green waste pickup services from what Waste Management is offering.

**Councilmember Zollinger motioned to reject the green waste proposal from Waste Management for green waste collection services in Millville City.** Councilmember Grange seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. (A copy of the related staff report is included with the minutes as Attachment "E".)

Mayor Hair then discussed the fee that will be charged to residents who currently have a green waste can if they ask Waste Management to pick them up. He said that there would be no fee if customers bring their cans back to the Waste Management office in North Logan themselves. The Council requested that a message be included with the next newsletter stating that Millville will not be offering green waste services going forward and making residents aware of the fee associated with having their cans picked up. The Council said that they would be able to help residents return their cans if they have no way to bring them back to Waste Management themselves.

### **Illegal Subdivisions**

Recorder Twedt discussed his concerns with how subdivisions can be recorded at the County without any approval or knowledge from the City. He said that with the new alert system from the County, the City at least gets an email so they are aware a division has taken place.

Recorder Twedt showed a recent example of a subdivision that had occurred. He has discussed this with the City attorney who has advised some new code to be adopted to allow for the City to put a restriction on the property title noting that it was illegally subdivided when this happens in the future. This would give someone notice if they were to try and purchase the property for development that they will have issues with the City.

Recorder Twedt said he just wanted to get it in front of the Council at this point so that they know what is going on and can voice their thoughts or concerns. The next step would be to build it into our Code as a draft and have P&Z review it and potentially make changes. The Council agreed that these updates made sense and asked Recorder Twedt to proceed with the steps needed for implementation. (A copy of the staff report is included with the minutes as Attachment "F".)

**Utility charges for residents that are only in their homes for a portion of the year**

Mayor Hair reviewed the concern voiced to him by a resident who leaves his Millville home for several months every winter. The Millville monthly fees were discussed and compared to what some other cities do. Councilmember Zollinger said that utility rates can be difficult to compare from city to city. There may be different impact fees or higher costs for initial meter installation that make it hard to see the whole picture when doing a comparison.

Councilmember Ward said that he liked the idea of coming up with some reductions in what these residents would have to pay if they were gone for several months. He said that he liked the idea of having a minimum amount of time for which a reduction would be permitted. The consensus of the Council was that four months would be a good amount of time.

Councilmember Ward also suggested that the water and sewer base rates be reduced by half if a resident is going to be gone for at least four months. The rest of the Council agreed that this would be a fair way to deal with this while still covering the costs of the water and sewer debt.

With Public Works Director Kendrick, the Council discussed the pros and cons of the City physically turning off the water at the meter. Director Kendrick said that if a resident was going to be gone for four months, it may be better to turn off the water to reduce the risk of a leak happening that could cause damage to the home of the resident. The Council also discussed the fee for turning the water off and on at the meter and that it would likely need to increase as it has been many years since this has been evaluated.

Recorder Twedt said that he would take the information from the discussion tonight and implement it into a resolution for review at the next City Council meeting.

**Setting the 2024 City Council Meeting Schedule**

Mayor Hair discussed the meeting schedule for 2024. Since the audit is ongoing and getting close to being done, but could use another week, the recommendation is to move the January meeting from January 11<sup>th</sup> to January 18<sup>th</sup>. After that, the City Council would meet on the 2<sup>nd</sup> Thursday of each month at 7 p.m. as they have this past year.

**Councilmember Ward motioned to approve the 2024 meeting schedule.**

Councilmember Zollinger seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. (A copy of the 2024 Meeting Schedule is included with the minutes as Attachment "G".)

**Request for Millville to provide hot chocolate and cups for caroling at the cemetery**

Recorder Twedt said that the City has received a request that they provide hot chocolate and cups for a group that is planning to do Christmas caroling at the cemetery on

December 21<sup>st</sup> at 6 p.m. The request was made by Jaicee Roden. Recorder Twedt said that he would like the Council to decide on these types of requests.

Recorder Twedt said that for him, it is like the posting board. We receive requests all the time from people wanting to post notices of activities or missing pets or other things. The City has a resolution that dictates what the posting board can be used for. No matter how good the cause of what someone wants to be posted, we rely on that resolution to determine what is permitted to be posted there.

Councilmember Grange said that he didn't think this was something the City should be involved with, no matter how good the cause. Councilmember June said that they should probably go to private organizations and companies to ask for donations since the City runs on tax dollars. Councilmember Zollinger said that he thinks this is a great cause, but that it isn't what City funds are for. Councilmember Grange said that he agreed and said it is also an issue as this is not something that is included in the budget.

The consensus of the Council was that Recorder Twedt let Jaicee know that the City won't be donating for their event.

#### **Set dates for City recreation activities for 2024**

Mayor Hair discussed the dates for City-sponsored activities for 2024. The Youth Council is planning to do the Easter egg hunt on March 30, 2024. The Christmas Celebration will be on December 7, 2024. The Council needs to select a day for the City Celebration.

Recorder Twedt said that the Lavendar Festival is scheduled to be held on July 12-13 this year, so there shouldn't be a conflict if the City does its celebration in June.

The Council reviewed the open Saturdays and decided to schedule the City Celebration for June 15, 2024.

#### **City Reports**

Director Kendrick discussed the ongoing sewer project. He said that during the excavation, a fiber internet line was broken because it had not been marked properly. Repair of that line took several days for repair.

He said that with all of the digging happening around the City, they are taking the opportunity to replace some of the older galvanized steel water services.

Director Kendrick said that the letter that was sent to homes that will likely require a sewer pump has had the desired effect. The City has received a lot of calls and has been able to find alternate lateral routes for several homes to avoid the need for a pump.

Director Kendrick said that he appreciates calls from the City Council if they see issues. A lot is going on in the City right now and they are aware of many of the issues, but more

eyes are better. He asked that the Council not hesitate to call if they see issues that are concerning.

**Councilmember Reports and Items for Future Agendas**

(A copy of the Councilmember Assignments List is included with the minutes as Attachment "H".)

Councilmember Ward said that he had been contacted by a resident who received the sewer pump letter. He asked who they should contact if they have questions. Recorder Twedt asked Councilmember Ward to have the resident call the number listed on the letter so that staff could address their questions directly.

Councilmember June asked as a follow-up if the Mayor had gone to look at the new shed that had been built near the east entrance of Mond-Aire. Mayor Hair said that he looked at it and didn't have any concerns with where it was built. Several of the Councilmembers agreed that they didn't think it was an issue.

Recorder Twedt said that new conflict of interest forms had been provided to each of the Councilmembers, the Mayor, and staff. He asked that they fill them out and get them turned back in by January as the City policy requires.

Sheriff Deputy Gerke discussed winter parking restrictions and said that he would begin issuing tickets for parking violations.

**Adjournment**

**Councilmember Ward moved to adjourn the meeting.** Councilmember Zollinger seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes with Councilmember Wilker excused. The meeting adjourned at 8:18 p.m.