

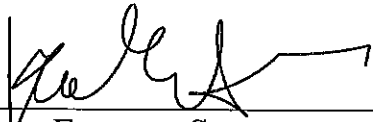
NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a regularly scheduled meeting on Thursday, **March 6, 2025**, 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 previous meeting held on January 16, 2025
5. Agenda Items
 - A. Zoning Clearance- Addition- Gavin Hall- 155 North 250 East
 - B. Zoning Clearance- New Residence- Carson Anderson- 70 West 200 South
 - C. Review & Discussion of Proposed Escape Subdivision- Millville Escape
 - D. Other
6. City Council Minutes- City Council Meeting from January 9, 2025 and February 13, 2025
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting- Thursday, March 20, 2025, at 8:00 PM
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 March 4, 2025, to the City posting locations, the City Website and the Utah Public Meeting Notices Website.



Kara Everton, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION MEETING
City Hall - 510 East 300 South - Millville, Utah
January 16, 2025

PRESENT: Lynette Dickey, Bonnie Farmer, Matt Anderson, Kara Everton, Pam June, Eric & Molly Dursteler

Call to Order/Roll Call:

Commissioner Dickey opened the meeting for January 16, 2025, at 8:00 pm. Commissioners Lynette Dickey, Bonnie Farmer and Matt Anderson were present. Commissioners Garrett Greenhalgh, Darcy Ripplinger and Larry Lewis were excused. Development Coordinator Kara Everton was present and took the minutes.

Opening Remarks/Pledge of Allegiance

Commissioner Dickey led all present in the Pledge of Allegiance.

Approval of Agenda

The agenda for the Planning Commission Meeting for January 16, 2025, was reviewed.

Commissioner Farmer moved to approve the agenda for January 16, 2025.

Commissioner Anderson seconded. Commissioners Lynette Dickey, Bonnie Farmer and Matt Anderson voted in favor. Commissioners Garrett Greenhalgh, Darcy Ripplinger and Larry Lewis were excused.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the minutes for the Planning Commission Meeting for December 5, 2024. **Commissioner Anderson moved to approve the minutes for the meeting on December 5, 2024, with revisions.** Commissioner Farmer seconded. Commissioners Lynette Dickey, Bonnie Farmer and Matt Anderson voted in favor. Commissioners Garrett Greenhalgh, Darcy Ripplinger and Larry Lewis were excused.

5.A. Zoning Clearance- Revised- Eric Dursteler 140 North 100 West

The footprint was changed and so he is asking for a revised approval. They will begin construction soon.

Commissioner Anderson moved to approve the zoning clearance for Eric Dursteler located at 140 North 100 West. Commissioner Farmer seconded. Commissioners Lynette Dickey, Bonnie Farmer and Matt Anderson voted in favor. Commissioners Garrett Greenhalgh, Darcy Ripplinger and Larry Lewis were excused.

5.B. Other

6. City Council Review- December 12, 2024

7. Agenda Items/Notes for Next Meeting

8. Calendaring of future Planning Commission Meeting – February 6, 2025, at 8:00 pm

9. Adjournment

Chairman Dickey moved to adjourn the meeting at approximately 8:15 p.m.

DRAFT

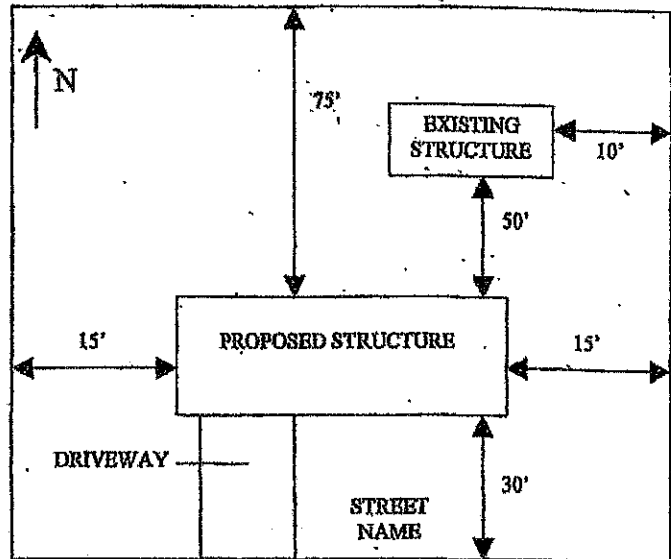


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

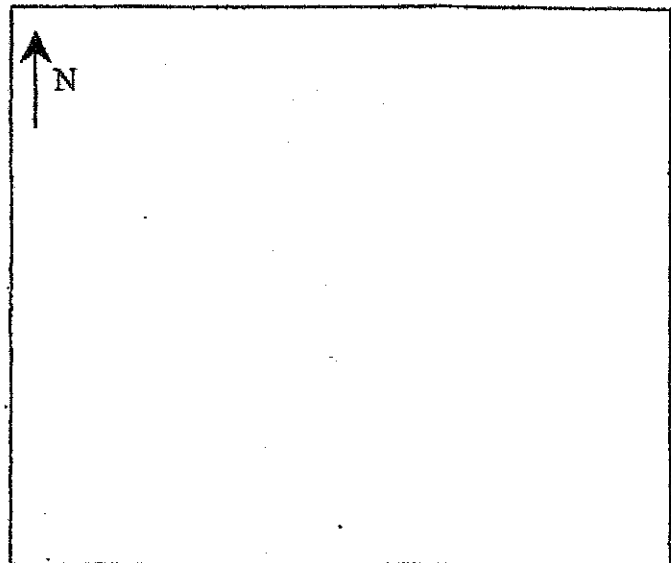
APPLICATION INFORMATION

1. Carson Anderson
APPLICANT'S NAME
2. 1235 E 1700 N
MAILING ADDRESS
- North Logan Utah 84341
CITY STATE ZIP CODE
3. 435 754 5230 4. 435 754 5230
HOME TELEPHONE BUSINESS TELEPHONE
5. Carson Anderson
OWNER'S NAME (if different from applicant)
6. Residential house
TYPE OF STRUCTURE
7. 4,660 8. N/A
SQUARE FOOTAGE ZONE
9. Alla E Jessop Small Subdivision, Lot #1
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 032 - 0037
TAX IDENTIFICATION NUMBER
11. 70 West 200 South Street
ADDRESS OF CONSTRUCTION
12. 0.32 13. 22 ft 7/16"
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

FEE PAID - TREASURER

DATE

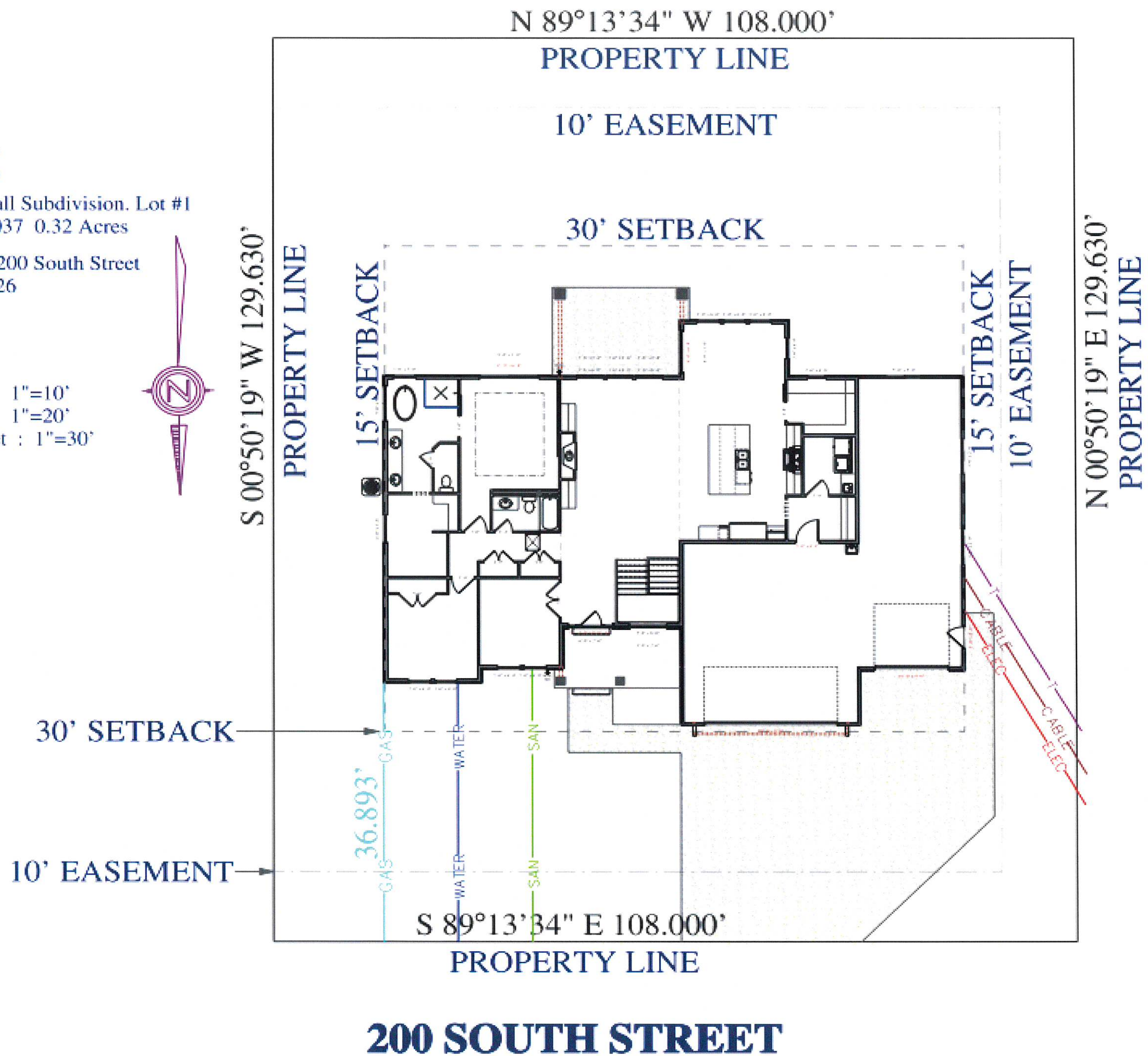
SITE PLAN

Alta E Jessop Small Subdivision, Lot #1
Parcel #03-032-0037 0.32 Acres

Approx. 70 West 200 South Street
Millville, UT 84326

SCALE

36" X 24" Sheet : 1"=10'
17" X 11" Sheet : 1"=20'
11" X 8-1/2" Sheet : 1"=30'



W 200 S

400 E

S 100 W

03-032-0005
REUNELL J BANK
HEAD TRUST

03-032-0037
CARSON ALLEN
ANDERSON

03-032-0038
LYNDIE PARKER



MILLVILLE CITY

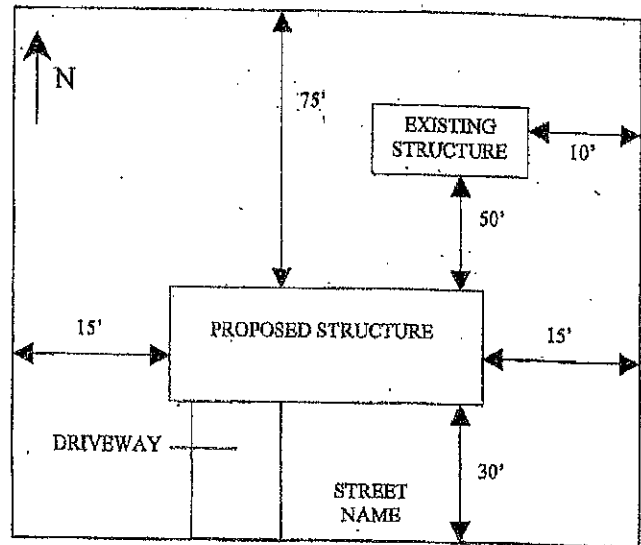
ZONING CLEARANCE FOR BUILDING PERMIT

THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

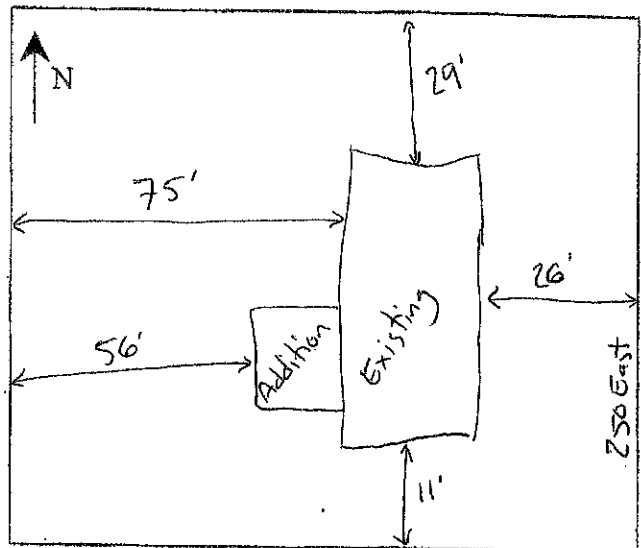
APPLICATION INFORMATION

1. Gavin Hall
APPLICANT'S NAME
2. Po Box 718
MAILING ADDRESS
- Millville UT 84326
CITY STATE ZIP CODE
3. (435) 230-3349 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Home Addition
TYPE OF STRUCTURE
7. 439 sq. ft. 8. _____
SQUARE FOOTAGE ZONE
9. Millville Hill Subdivision Lot #3
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. _____
TAX IDENTIFICATION NUMBER
11. 155 N. 250 E.
ADDRESS OF CONSTRUCTION
12. 14,541 sq. ft. 13. 15'
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. living room and closet addition
REMARKS
- to back of existing home.

SAMPLE PLOT PLAN (numbers do not represent required setbacks)



PLOT PLAN



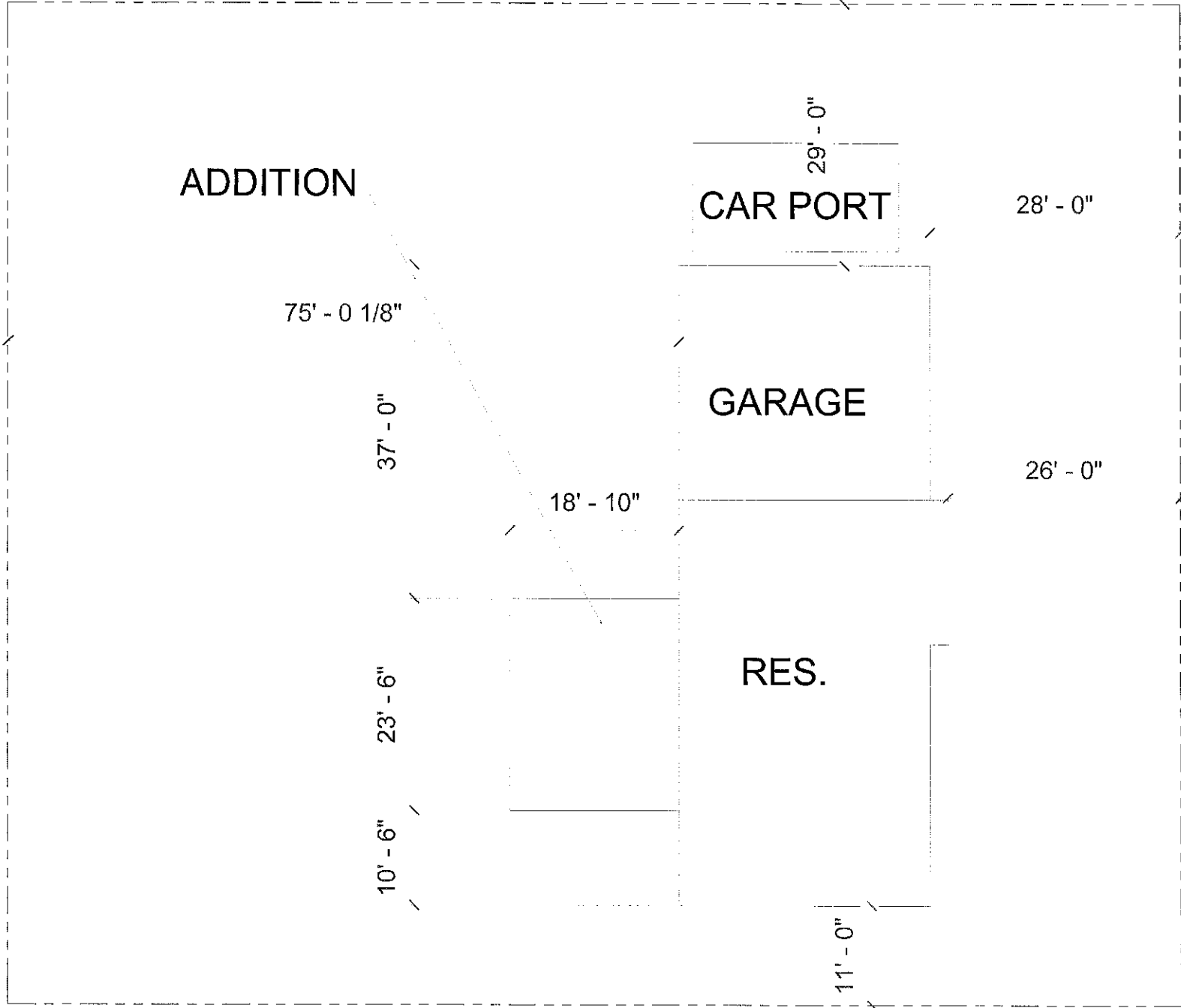
APPROVED - PLANNING AND ZONING

DATE

FEES PAID - TREASURER

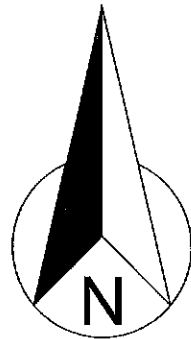
DATE

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 - 15 Nov. 2003 (previous edition is obsolete)

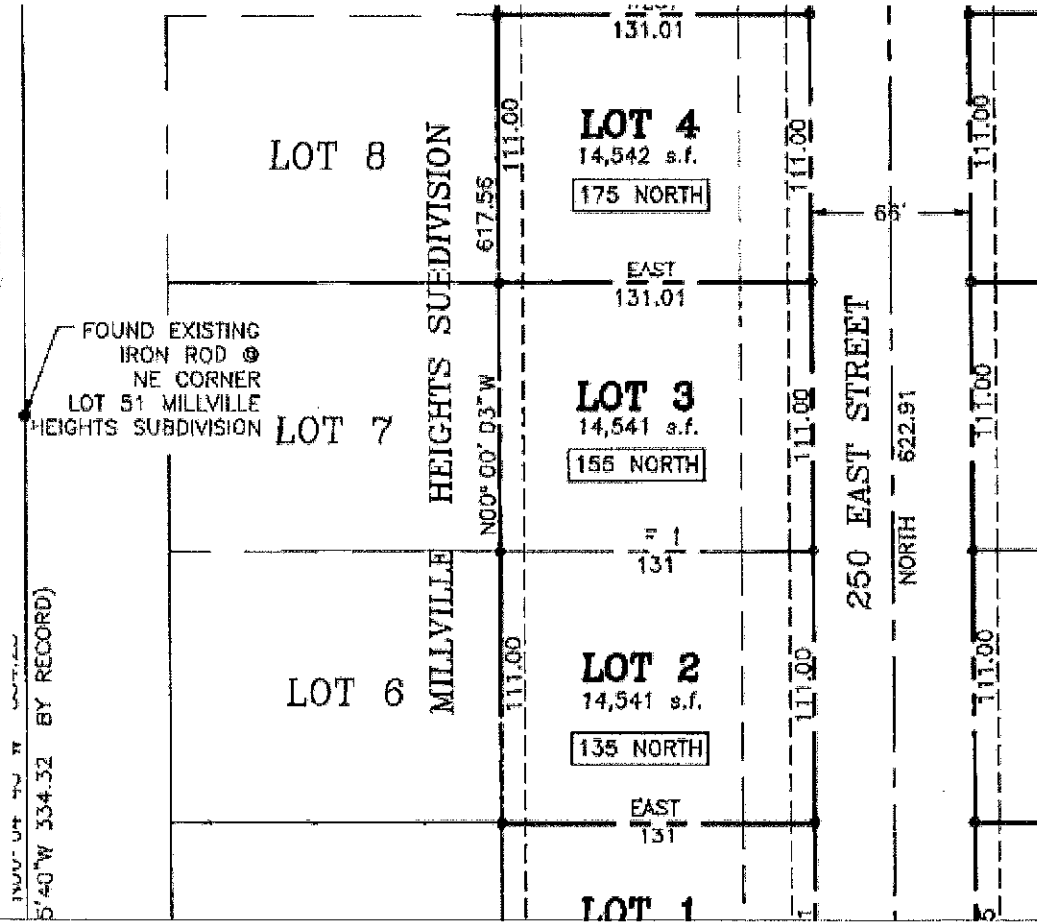


1 Site Plan
1/8" = 1'-0"

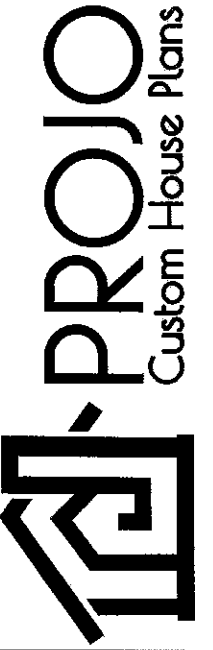
20 FEET



250 EAST



DATE:
2/18/25



JOSEPH LEIFSON 1-(801)-687-4252

SITE PLAN

HALL REMODEL

155 N 250 E MILLVILLE, UTAH 84326

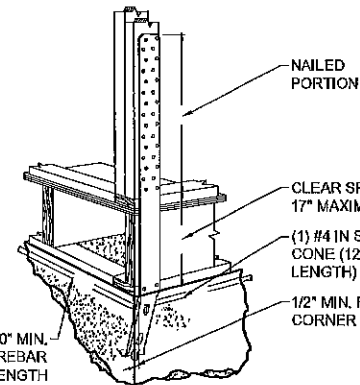
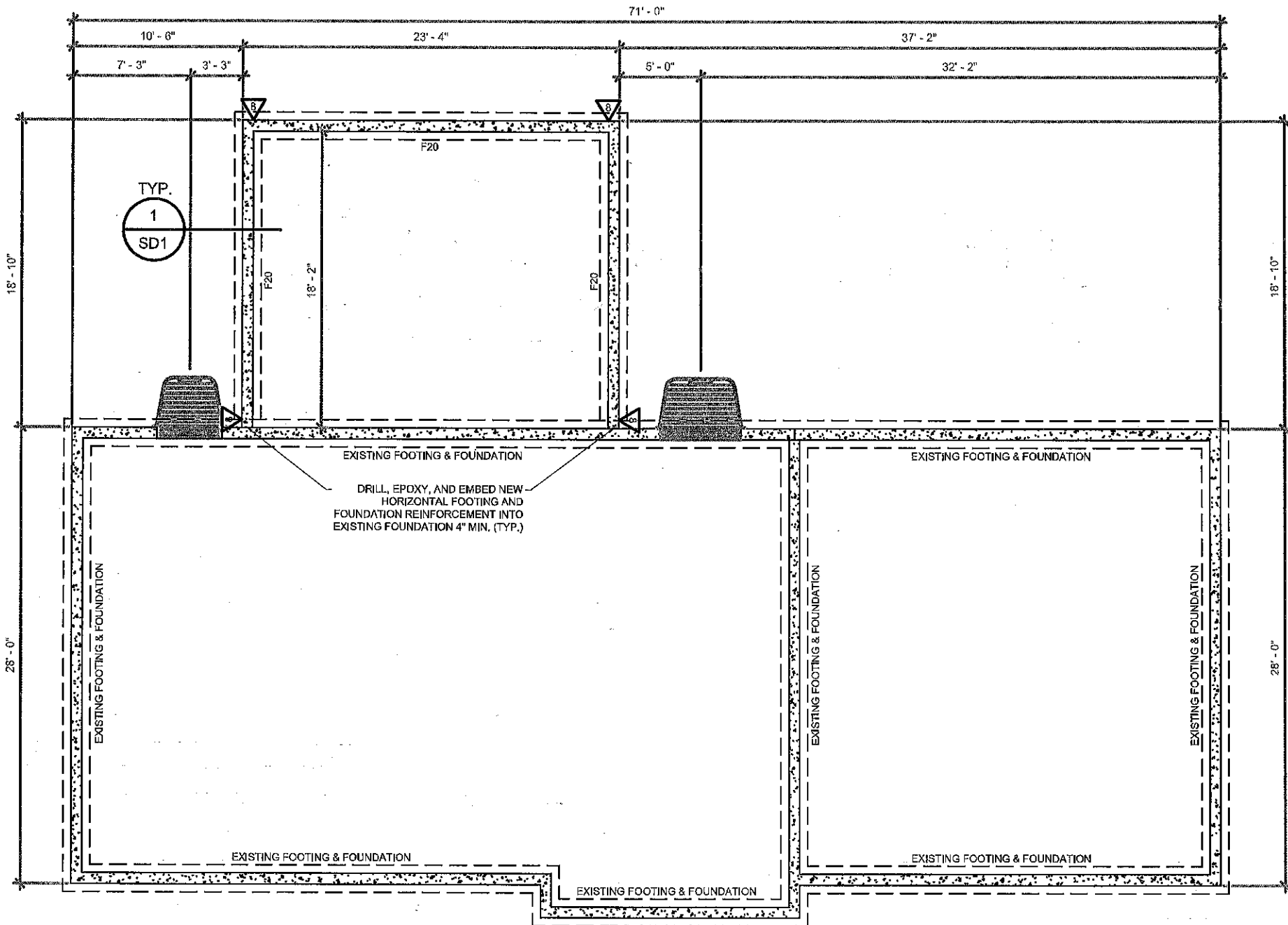
ALL WORK PERFORMED ON THIS DESIGN SHALL BE BY A LICENSED CONTRACTOR IN ACCORDANCE WITH U.C., STATE AND LOCAL BUILDING CODE REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO STARTING ANY AND ALL CONSTRUCTION OR WORK. CONTRACTOR IS TO ASSUME RESPONSIBILITY FOR ANY DAMAGES OR STRUCTURAL FAILURES DUE TO ANY OMISSIONS OR ERRORS IN THE DESIGN AND OR THESE DRAWINGS

S100

Scale

1/8" = 1'-0"

FOUNDATION WALL SCHEDULE				
MARK ⁽²⁾	FND8 - 8" THICK CONCRETE FOUNDATION WALLS			
MAX HEIGHT	VERT. STEEL ⁽³⁾	HORIZ. STEEL ⁽⁴⁾	LINTELS ⁽⁵⁾	
			MAX SPAN	MIN DEPTH
2'	#4 @ 32" O.C.	(2) #4	2'	6"
3'	#4 @ 32" O.C.	(3) #4	2'	6"
4'	#4 @ 32" O.C.	(4) #4	3'	6"
6' ⁽⁶⁾	#4 @ 24" O.C.	(5) #4	6'	SEE NOTE 8
8' ⁽⁶⁾	#4 @ 24" O.C.	(6) #4	6'	SEE NOTE 8
9' ⁽⁶⁾	#4 @ 16" O.C.	(7) #4	6'	SEE NOTE 8
1. VALUES IN THE TABLE ABOVE BETWEEN 2'-0" ARE PROVIDED FROM UTAH STATE CODE 15A-3-108.				
2. FOUNDATION WALLS SHALL BE 8" THICK (FND8) U.N.O. (FND.)				
3. VERTICAL REINFORCEMENT SHALL BE PLACED IN THE CENTER OF THE WALL. REBAR EXTENSION BARS INTO THE FOOTINGS SHALL EXTEND UP INTO FOUNDATION WALL A MINIMUM OF 24"				
4. ONE HORIZONTAL BAR SHALL BE PLACED 4" FROM THE TOP OF THE WALL AND 4" FROM THE BOTTOM OF THE WALL WITH ALL OTHER HORIZONTAL BARS EVENLY SPACED. PROVIDE REINFORCING AROUND CORNERS SUCH THAT IT LAPS HORIZONTAL BARS A MINIMUM OF 24"				
5. PROVIDE (2)#4 BARS ABOVE MAX LINTEL SPAN SHOWN IN TABLE WITH (1)#4 ON EACH SIDE AND (1)#4 BELOW THE OPENING. BARS SHALL BE PLACED WITHIN 2" OF THE OPENING AND EXTEND 24" (MIN.) BEYOND THE OPENING. VERTICAL BARS MAY TERMINATE 3" BELOW THE TOP OF WALL.				
6. CONCRETE SHALL CURE A MINIMUM OF 7 DAYS AND HAVE INTERIOR SLAB INSTALLED PRIOR TO ANY BACKFILL. FOUNDATION WALLS 6' IN HEIGHT AND ABOVE DESIGNED FOR TOP SUPPORT. CONTRACTOR SHALL INSTALL FLOOR OR ROOF DIAPHRAGM PRIOR TO BACKFILL, AND SHALL NOT COMPACT ANY BACKFILL PLACED AROUND THESE WALLS.				
7. ALL FOUNDATIONS SHALL HAVE 6" MIN. EXPOSED ABOVE GRADE.				
8. PROVIDE 2" DEPTH OF LINTEL FOR EACH FOOT OF OPENING, 6" MINIMUM				
FOOTING SCHEDULE				
FROST DEPTH FOR ALL EXTERIOR FOOTINGS			30"	
CONTINUOUS FOOTINGS				
MARK ON PLANS	FOOTING WIDTH	FOOTING DEPTH	CONT. REINF.	PERP. REINF.
F18	18"	10"	(2) #4	N/A
F20	20"	10"	(2) #4	N/A
F36	36"	10"	(4) #4	N/A
SPOT FOOTINGS				
MARK ON PLANS	FOOTING SQ. DIM.		FOOTING DEPTH	REINF.
SF24	24" X 24"		10"	(3) #4 B.W.
SF36	36" X 36"		10"	(4) #4 B.W.
SF48	48" X 48"		10"	(5) #4 B.W.
PIER SCHEDULE				
MARK ON PLANS	PIER DIA.	SQ. PIER DIM.	VERT. REINF.	
P12	12"	12" X 12"	(4) #4 W/ #3 TIES @ 12" O.C.	
1. CONTINUOUS FOOTINGS SHALL BE F18 INTERIOR, F20 EXTERIOR U.N.O.				
2. FOOTINGS SHALL BE PLACED ON COMPACTED NATIVE SOILS AT FROST DEPTH SPECIFIED OR ON ENGINEERED FILL MATERIAL AS SPECIFIED BY A LICENSED GEOTECHNICAL ENGINEER.				
3. FOOTING REINFORCEMENT SHALL BE PLACED 3" FROM BOTTOM OF FOOTING AND LAPPED 24" MINIMUM WHERE NECESSARY				
HOLDOWN SCHEDULE				
MARK	HOLDOWN		NOTES	
8	SIMPSON #LSTHD8 (RJ)		CAST IN PLACE	
10	SIMPSON #STHD10 (RJ)		CAST IN PLACE	
14	SIMPSON #STHD14 (RJ)		CAST IN PLACE	
5	SIMPSON #HTT5 ⁽²⁾⁽³⁾		INSTALL 1/2" Ø THREADED ROD WITH 3"X3-1/2" MIN. WOOD MEMBER SIZE	
8B	SIMPSON #HDB8 ⁽³⁾		INSTALL 1/2" Ø THREADED ROD WITH 3"X3-1/2" MIN. WOOD MEMBER SIZE	
11	SIMPSON #HDB11 ⁽³⁾		INSTALL 1" Ø THREADED ROD WITH 3"X5-1/2" MIN. WOOD MEMBER SIZE	
1. FOLLOW SPECIFICATIONS IN LATEST SIMPSON WOOD CONSTRUCTION CONNECTORS CATALOG				
2. ALTERNATE TO ANY CAST IN PLACE STRAP ABOVE				
3. CAST IN THREADED ROD OR DRILL AND EPOXY IN FOUNDATION WALL. 16" MIN. EMBED AND WITHIN 6" OF VERTICAL FOUNDATION REBAR USING SIMPSON VE EPOXY OR APPROVED EQUIV.				



1 #STHD INSTALLATION
S1 NTS

SEE SHEETS SD3 AND SD4 FOR
GENERAL CONSTRUCTION
NOTES AND SCHEDULES

WHITE PINE ENGINEERING
- CIVIL STRUCTURAL -
www.whitelineeng.com

435-515-0126
jackson@whitelineeng.com
tom@whitelineeng.com

P.O. BOX 669
HYDE PARK, UTAH
84318

PROJO HALL ADDITION MILLVILLE
155 NORTH 250 EAST
MILLVILLE, UTAH

JACKSON D. SAGERS
13258211
2/12/2025
STATE OF UTAH

DRAFTED BY: J. MICKELSON
DESIGNED BY: J. SAGERS
CHECKED BY: T. HILL
SCALE:
1/8" = 1'-0" (PRINTED ON 11X17)
1/4" = 1'-0" (PRINTED ON 22X34)
SHEET TITLE:
FOUNDATION PLAN
S1



TO THE BEST OF MY KNOWLEDGE THESE PLANS ARE DRAWN TO COMPLY WITH OWNER'S AND/ OR BUILDER'S SPECIFICATIONS AND ANY CHANGES MADE ON THEM AFTER PRINTS ARE MADE WILL BE DONE AT THE OWNER'S AND/ OR BUILDER'S EXPENSE AND RESPONSIBILITY. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ENCLOSED DRAWING. PROJO CUSTOM HOUSE PLANS IS NOT LIABLE FOR ERRORS ONCE CONSTRUCTION HAS BEGUN. WHILE EVERY EFFORT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN TO AVOID MISTAKES, THE MAKER CAN NOT GUARANTEE AGAINST HUMAN ERROR.

PROJECT
HALL ADDITION
155 N 250 E MILLVILLE,
UTAH 84326

PARCEL: 03-157-0003

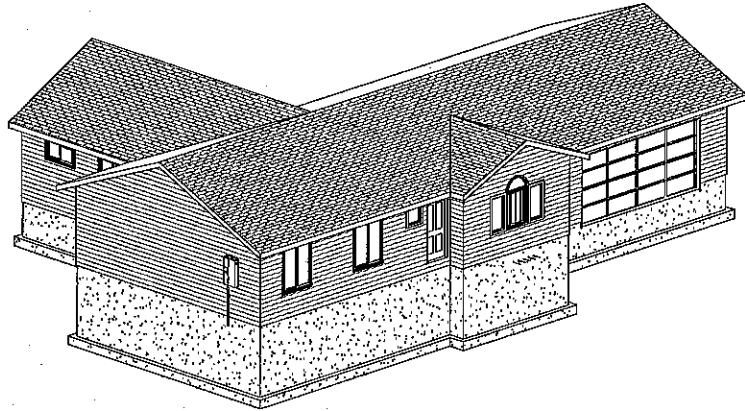
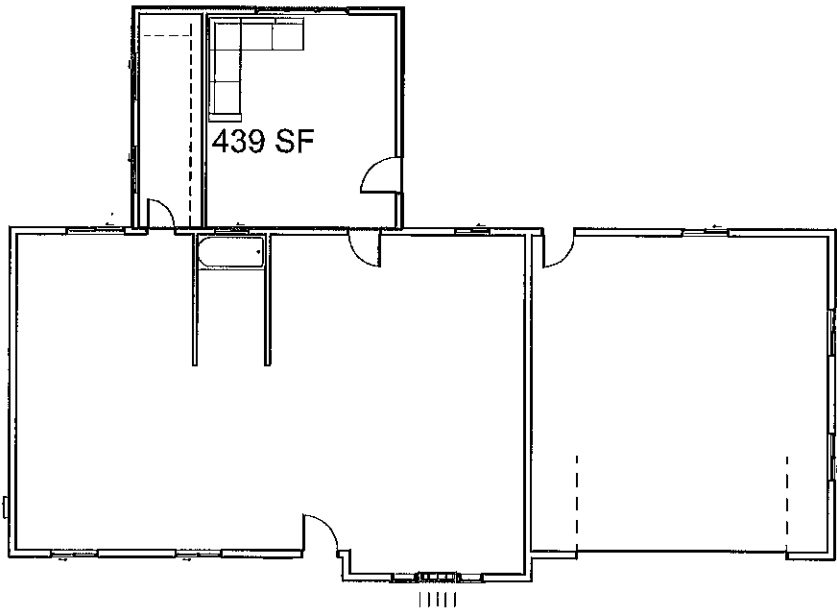
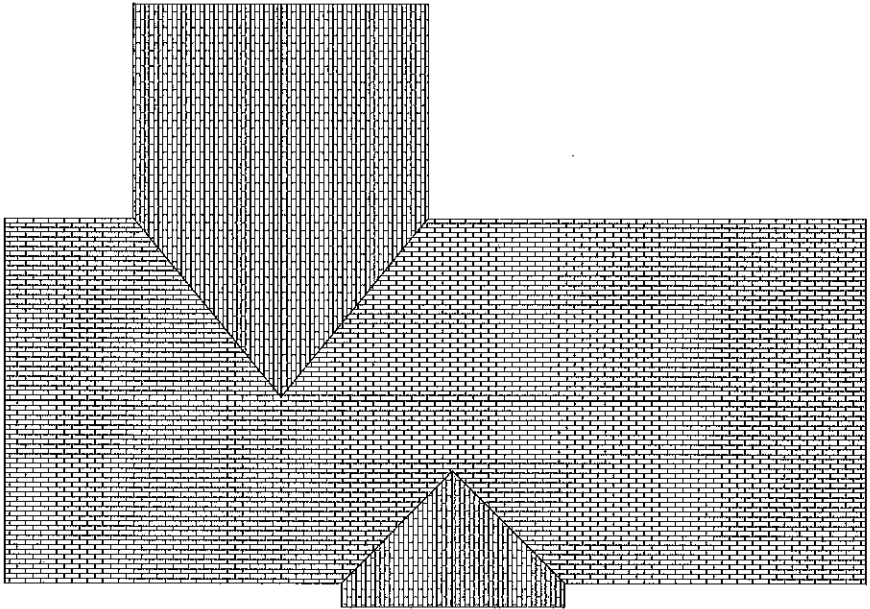


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ELEVATIONS	A2
ELEVATIONS	A3
3D VIEWS	A4
FOUNDATION PLAN	A100
BASEMENT FLOOR PLAN	A101 N/A
MAIN FLOOR PLAN	A102
SECOND FLOOR PLAN	A103 N/A
ROOF AND ELECTRICAL PLAN	A104
MAIN FLOOR FRAMING-BASEMENT LEVEL OVERLAY	A105
MAIN FLOOR FRAMING- MAIN LEVEL OVERLAY	A106 N/A
SECOND FLOOR FRAMING- MAIN LEVEL OVERLAY	A107 N/A
SECOND FLOOR FRAMING-SECOND LEVEL OVERLAY	A108 N/A
BASEMENT ELECTRICAL	E100 N/A
MAIN FLOOR ELECTRICAL	E101 N/A
SECOND FLOOR ELECTRICAL	E102 N/A
SITE PLAN	S100



ADDED SQUARE FOOTAGE



BIRD'S EYE VIEW

DATE: 2/5/25

JOSEPH LEIFSON 1-(801)-687-4252

COVER SHEET

HALL REMODEL

155 N 250 E MILLVILLE, UTAH 84326

ALL WORK PERFORMED ON THIS DESIGN SHALL BE BY A LICENSED CONTRACTOR IN ACCORDANCE WITH I.B.C., STATE AND LOCAL BUILDING CODE REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO STARTING ANY AND ALL CONSTRUCTION OR WORK. CONTRACTOR IS TO ASSUME RESPONSIBILITY FOR ANY DAMAGES OR STRUCTURAL FAILURES DUE TO ANY OMISSIONS OR ERRORS IN THE DESIGN AND OR THESE DRAWINGS

A1

Scale 1/8" = 1'-0"

Imagine Development

c/o Colliers International
111 S Main Street, Suite 2200
Salt Lake City, UT 84111

Millville City
Attn: Kara Everton, Planning & Zoning Secretary
510 E 300 South
Millville, UT 84326

January 21, 2025

Re: Millville Escape Preliminary Plat Application

Kara,

Thank you for your email and quick initial review comments on the Millville Escape Preliminary Plat documents provided to you last week and for providing us with the Preliminary Subdivision Application checklist as well. Please consider this letter as the "Cover Letter" that accompanies the application documents previously provided. Attached are the updated plat documents addressing your comments and checklist.

Imagine Development is the Developer of the property, and I will be the agent and primary contact for correspondence. Our Civil Engineer is Alliance Consulting Engineers and they have prepared the preliminary plat and plans. Cody Zohner will be the primary contact for review information (with a copy of any review information provided to me as well) and in person meetings. The property is zoned R-1 which is consistent with the current application. The Concept Plan was previously reviewed and approved. Attached is a copy of a Memorandum of Understanding that was executed by myself and Mayor Hair on December 14, 2022 authorizing the project to move forward with the Preliminary Plat application process. Also attached is a letter provided by Lance Houser with Franson Civil Engineers dated July 20, 2020 confirming the availability Millville City services of water and sewer for the subdivision.

You will find that the Preliminary Plat documents provided identifies 108 lots and each lot is labeled with a lot number and acreage calculations. The property will not have any private roads and it is anticipated that Millville City will have maintenance responsibilities after development.

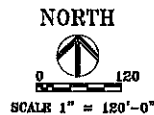
You will note that the Preliminary Plat identifies the Schedule of Phasing requested. The included plans are based on a boundary survey completed in 2004. We will provide an updated Boundary Survey when weather conditions are more favorable to complete additional field work.

After reviewing the included plans and documents, please let us know if you have any questions or would like any additional information.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeremy A. Jensen', enclosed within a large, loopy oval shape.

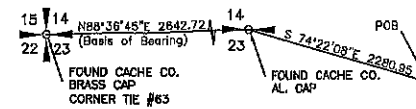
Jeremy A. Jensen, Manager
Imagine Development, LLC



MILLVILLE ESCAPE
PART OF THE NORTHWEST & NORTHEAST QUARTER OF SECTION 23
TOWNSHIP 11 NORTH, RANGE 1 EAST,
SALT LAKE BASELINE AND MERIDIAN,
MILLVILLE, UTAH

PRELIMINARY PLAT

SECTION CONTROL



LEGEND



SECTION CORNER

1/4 SECTION CORNER

SUBDIVISION BOUNDARY LINE

EASEMENT

P.O.B.

P.U.E.

POINT OF BEGINNING

PUBLIC UTILITY EASEMENT

SURVEYOR'S CERTIFICATE
I, Brian A. Lyon, a Registered Land Surveyor, hold Certificate No. 275617, as prescribed by the laws of the State of Utah, and do hereby certify that by authority of the owners, I have made a survey of the land shown on this plat, which is accurately described therein, and have subdivided said tract of land into lots and streets to be hereafter known as MILLVILLE ESCAPE, and that the same has been surveyed and staked on the ground as shown on this plat.
Signed on this _____ day of _____, 2025.

NOTES

- 5/8" rebar with cap will be set at all rear and interior property corners. Durb pins will be set at the intersection of the lot line with the curbing once it is placed.
- All lots have an adequate buildable envelope with regards to hazardous slope, building, water and zoning setback.
- The City will not issue any building permit for any lot until minimum improvements are complete.
- Building setbacks are as follows:
Corner Lots:
Front= 30 feet
Rear= 20 feet
Side= 15 feet interior side, 20 feet street side
Interior Lots:
Front= 30 feet
Rear= 30 feet
Side= 15 feet
- Lot easements unless otherwise noted are as follows:
Front Yard = 10 feet
- All expenses involving the necessary improvements or extensions for a culinary water system, sanitary sewer system, gas service, electrical service, telephone service, cable television service, grading and landscaping, storm drainage systems, curb and gutters, fire hydrants, pavement, sidewalks, signage, street lighting and other improvements shall be paid for by the subdivider.

LEGAL DESCRIPTION

Part of the Northwest & Northeast Quarter of Section 23, Township 11 North, Range 1 East of the Salt Lake Baseline and Meridian described as follows:
Commencing at the North Quarter Corner of Section 23 monumented with a Cache County Surveyor Aluminum Cap and point being N 88°36'45" E 2642.72 feet (Base of Bearing) from the Northwest Corner of Section 23 monumented with a brass cap; thence S 74° 22' 06" E 2280.95 feet to the POINT OF BEGINNING and running:
thence S 06°01'34" W 136.53 feet;
thence N 83°58'25" W 300.00 feet;
thence S 22°30'55" W 610.02 feet;
thence S 16°14'36" W 185.99 feet;
thence S 22°02'20" W 652.00 feet;
thence S 32°16'57" W 729.13 feet;
thence S 89°01'46" W 549.47 feet;
thence N 00°35'06" W 684.24 feet;
thence N 00°34'53" W 660.19 feet;
thence S 88°02'52" W 1324.17 feet;
thence N 00°07'24" E 721.74 feet;
thence N 88°49'14" E 1314.95 feet;
thence N 88°49'14" E 2168.10' to the point of beginning containing 92.84 Acres more or less;

MILLVILLE ESCAPE

PART OF THE NORTHWEST & NORTHEAST QUARTER OF SECTION 23
TOWNSHIP 11 NORTH, RANGE 1 EAST,
SALT LAKE BASELINE AND MERIDIAN,
MILLVILLE, UTAH

PRELIMINARY PLAT

ALLIANCE CONSULTING
ENGINEERS

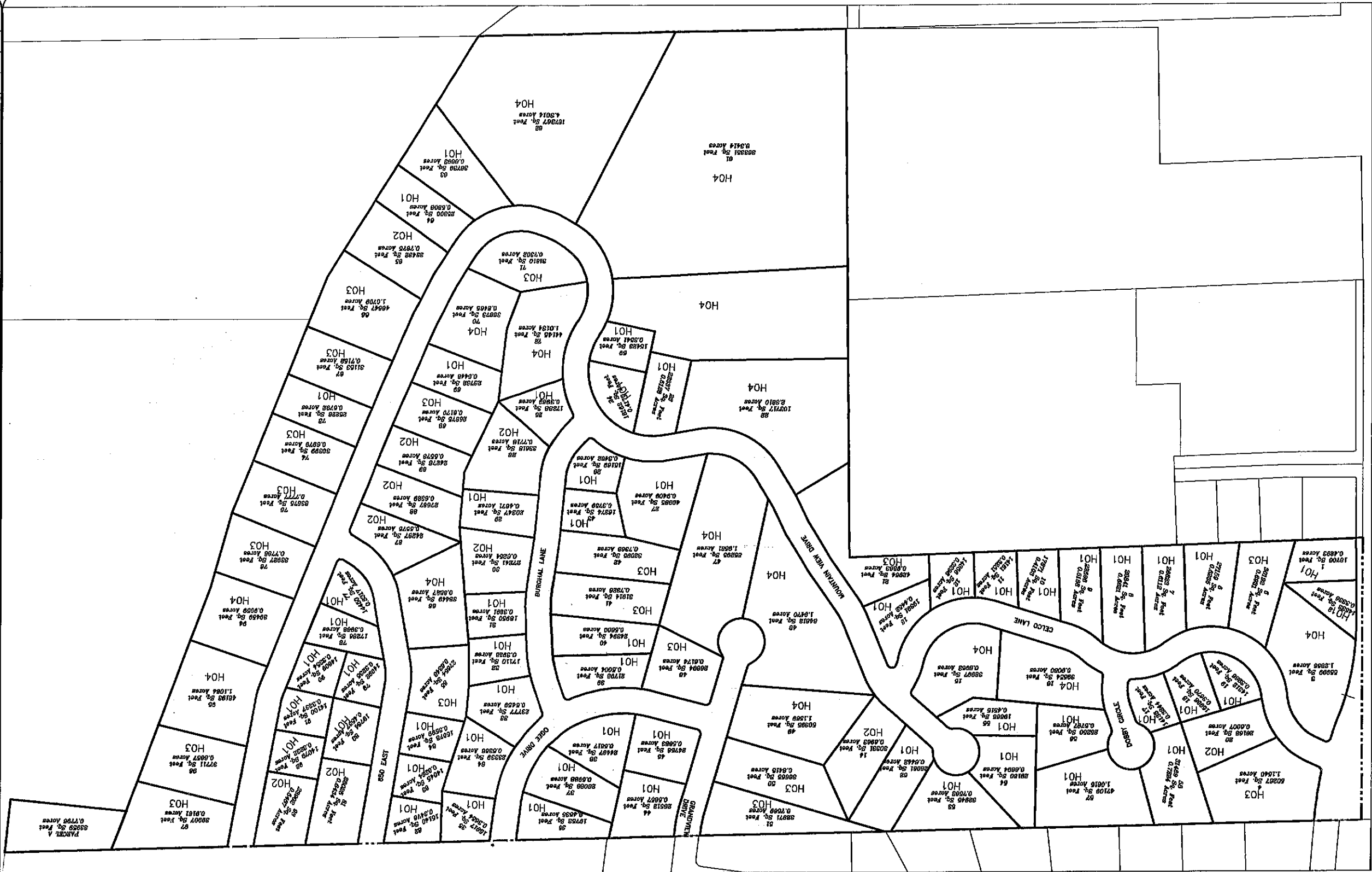
150 EAST 200 NORTH SUITE P
LOGAN, UTAH 84321
(435) 755-5121

DATE JANUARY 28, 2025

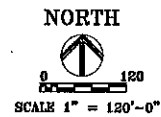
DRAWN BY

REVIEW BY:

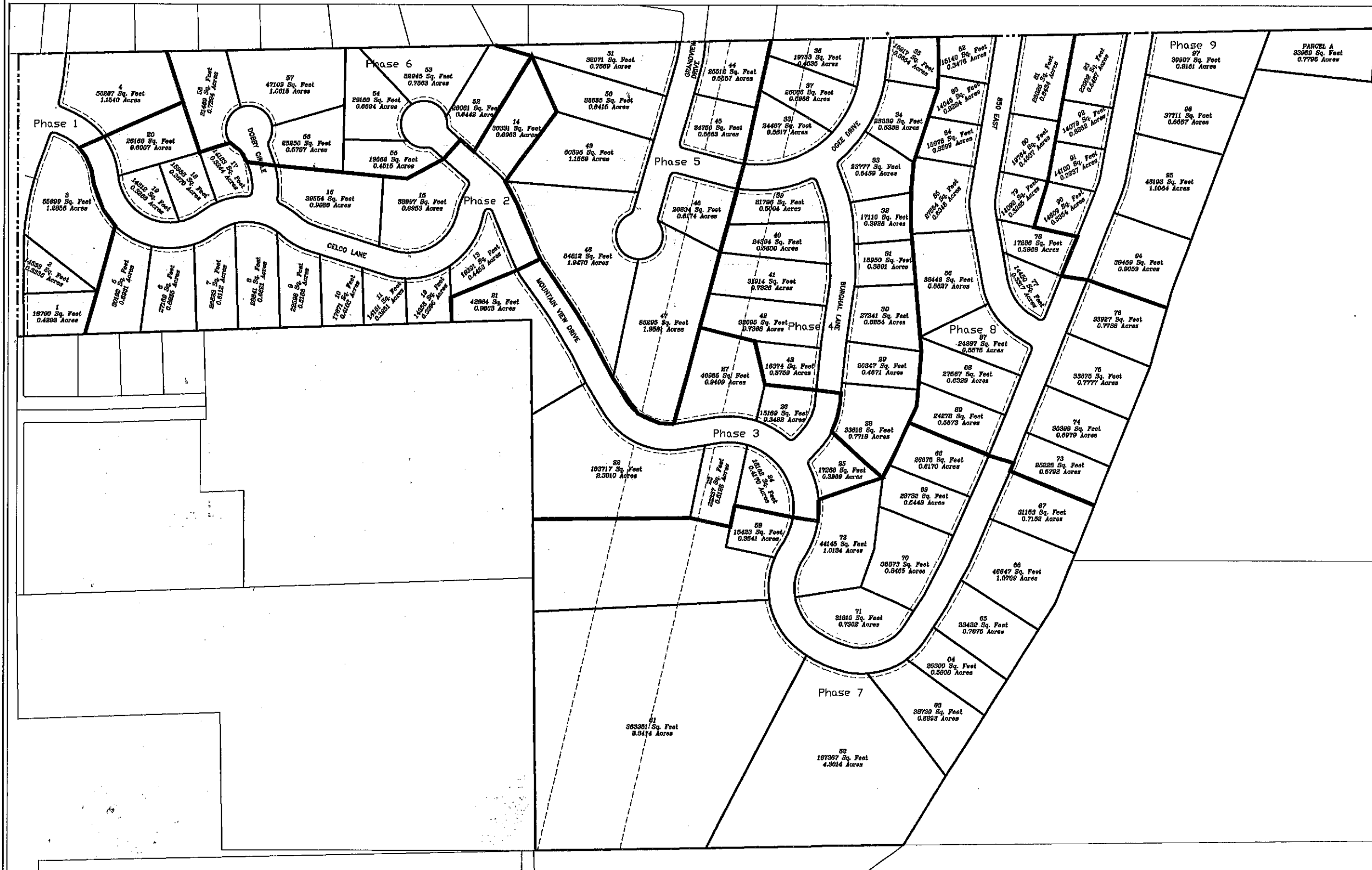
JOB NO.



0 120
SCALE 1" = 120'-0"
NORTH



MILLVILLE ESCAPE
PART OF THE NORTHWEST & NORTHEAST QUARTER OF SECTION 23
TOWNSHIP 11 NORTH, RANGE 1 EAST,
SALT LAKE BASELINE AND MERIDIAN,
MILLVILLE, UTAH
PRELIMINARY PLAT PHASING PLAN



MILLVILLE ESCAPE
PART OF THE NORTHWEST & NORTHEAST QUARTER OF SECTION 23
TOWNSHIP 11 NORTH, RANGE 1 EAST,
SALT LAKE BASELINE AND MERIDIAN,
MILLVILLE, UTAH

PRELIMINARY PLAT PHASING PLAN
ALLIANCE CONSULTING
ENGINEERS

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DATE JANUARY 10, 2025

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JOB NO.

SHEET 3 OF 4

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
January 9, 2025

PRESENT: David Hair, Daniel Grange, Clay Wilker, Pamela June, Ryan Zollinger, Jeremy Ward, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Gary Stauffer, Mike Elwood, Susan Elwood, DJ Grange, Joe Fuhrman

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for January 9, 2025, at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Jeremy Ward, Ryan Zollinger, and Clay Wilker were in attendance with Councilmember Daniel Grange to arrive shortly.

Opening remarks/Pledge of Allegiance

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

Approval of agenda

The agenda for the City Council Meeting of January 9, 2025 was reviewed.

Councilmember Zollinger motioned to approve the agenda for January 9, 2025.

Councilmember June seconded. Councilmembers Ward, June, Wilker, and Zollinger voted yes, with Councilmember Grange to arrive later. (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 on December 12, 2025.

Councilmember June motioned to approve the minutes for December 12, 2025.

Councilmember Ward seconded. Councilmembers Ward, June, Wilker, and Zollinger voted yes, with Councilmember Grange to arrive later.

Public comment period

Mayor Hair opened the floor for public comments. Mike Elwood signed up for the public comment portion of the meeting. Mike said that he and his wife moved into Millville about three years ago and they live near 150 West on 200 South.

Councilmember Grange arrived at this time.

Mike said that people drive fast on 200 South, and he would like to see if traffic-calming measures could be implemented to help with the issue. Mike suggested a stop sign for east and west traffic at the intersection of 100 West 200 South, creating a four-way stop. He said that people drive fast on that long stretch between Maverik in Nibley and 100 East in Millville since there are no stop signs. Mike also suggested that the speed limit could be reduced from 30 mph to 25 mph. Since this road is within a block of the existing school zone, there could be an opportunity to reduce the speed limit on 200 South.

Recorder Twedt pointed out that this is not a City road. The County still has ownership of that road from Maverik and on Main Street in Millville. The City has been trying to work out an agreement with the County to take over ownership, but it hasn't moved past the Executive's office at the County.

Councilmember Zollinger recommended that the Elwoods speak to the County to start the conversations and see what they think about traffic calming on that street. Mayor Hair said that this could be on a future agenda for Millville City after the Elwoods check in with the County.

Report on P&Z Meeting held December 5, 2025

Development Coordinator Everton reviewed with the Council the Planning Commission's draft minutes for the meeting held December 5, 2025.

Consideration of resolution accepting the Stauffer Subdivision located at approximately 750 North Main

Mayor Hair reviewed the resolution for acceptance of the Stauffer Subdivision. It was discussed that all requirements had been met, and the Planning Commission had recommended approval from the City Council. Councilmember June asked about the four lots since Millville still has a moratorium on major subdivisions until the sewer system is in place. Recorder Twedt said that the Stauffers were well aware of the status of the sewer construction and would not be building any homes until sewer would be available. By approving the subdivision now, they could begin working on the infrastructure needed for the subdivision.

Councilmember June motioned to adopt Resolution 2025-1. Councilmember Grange seconded. Councilmembers Ward, June, Wilker, Grange, and Zollinger voted yes. (A copy of the adopted resolution is included with the minutes as Attachment "B".)

Consideration of ordinance updating subdivision code

Development Coordinator Everton reviewed the updates to the code that were required with the new legislation passed in 2023 and 2024 at the State level. She explained that the consultant who specializes in this had put the code together and it has gone through several revisions and reviews with the Planning Commission.

Coordinator Everton reviewed the different assignments for the land-use authority for the subdivision reviews with the new process as well as the timelines. She also discussed the slope class requirements and said that slopes would be reviewed before and after improvements had been implemented to ensure that slope issues were not created when the infrastructure was being installed.

Recorder Twedt said that when a new subdivision application is submitted, staff will send it to the City Council so that they are aware of what is happening. As they no longer have a role in the approval process, they should be involved with the reviews and approvals done with the Planning Commission.

Councilmember Zollinger confirmed with Development Coordinator Everton that there had been unanimous approval from the Planning Commission for the City Council to approve and adopt the updated code. Coordinator Everton confirmed that this was the case.

Councilmember Ward motioned to adopt Ordinance 2025-1. Councilmember June seconded. Councilmembers Ward, June, Wilker, Grange, and Zollinger voted yes. (A copy of the adopted ordinance is included with the minutes as Attachment "C".)

Fuhriman request for a letter regarding parcel 19-020-0025

Mayor Hair said that as was discussed at the last City Council meeting, Joe Fuhriman has made a request for a letter from the Millville City Council stating that Millville City has no interest in parcel 19-020-0025 as Joe was trying to take over ownership of that parcel.

Recorder Twedt said that both he and Councilmember Zollinger had spoken with the Cache County Recorder about this parcel. He showed a copy of an old plat map from 1898 that the County Recorder had provided that showed this as a platted road at that time.

Councilmember Wilker said that this had come up when the 550 North Road to the roundabout was being worked on. Platted roads, no matter how old they are, take precedence over pretty much everything. The local government that has rights to the platted road always has priority over what happens there.

Councilmember June asked if others felt the City had an interest in that parcel. Recorder Twedt said that he felt the City should have an interest in that parcel. There are several parcels west of the highway that reside in Millville City. This parcel may provide one of the only accesses to those parcels from the highway. He said that he wasn't sure what incentive the City would have to give up that property (if they were even allowed to do that). It would benefit Joe Fuhriman, but the City Council needed to look out for the best interests of the City.

Councilmember Grange said that based on the advice the City has received from the City attorney, the City Council cannot give up this road to an individual.

Councilmember Zollinger asked Joe Fuhriman what would actually change if the City had ownership of that road instead of Mr. Fuhriman having ownership. Joe said he wasn't sure what it would change. He said that his purpose in ownership would be to prevent traffic from passing through that parcel to the west from Highway 165.

The consensus was that it was not in the best interest of the City for Joe to take over ownership of the parcel. If the City has a claim on that parcel, it will be best for them to retain that ownership in case a road is needed in that location in the future.

Councilmember Grange made a motion to not send a letter from the Council as requested by Joe Fuhriman. Councilmember Ward seconded. Councilmembers Ward, June, Wilker, Grange, and Zollinger voted yes. (A copy of the 1898 Plat is included with the minutes as Attachment "D".)

Review of Utility Adjustments for the Second Quarter of Fiscal Year 2025

Treasurer Megan Dyer reviewed the utility adjustments for the last quarter. There are more than usual this month as the City has been working through the bugs of a software change from Caselle to Pelorus for the utility billing software.

There were no concerns from the City Council with the adjustments that had been made.

Review of Budget Progress through the Second Quarter of Fiscal Year 2025

Recorder Twedt reviewed the budget through the end of December 2024. Recorder Twedt said that as had been discussed as part of the audit, this quarterly report does not give a complete picture of the revenue and expenses through the quarter, although it provides what the Council is looking for in these reviews. For example, the December interest revenue was not available from the State at the time this report was created, and therefore, it was not included in the quarterly report.

Recorder Twedt said that expenses are tracking well for the year so far. The water expenses are a bit higher than anticipated. With the ongoing sewer construction, Public Works has been able to identify and replace some old failing water lines. We are not over budget on these expenses, but we are spending more than we usually would have spent by this point in the year. We will keep an eye on this to see if a budget revision is needed later in the year. This had been discussed in previous City Council meetings and there was agreement that these water line replacements are needed and now is the right time to deal with them while the roads are already excavated.

Recorder Twedt said that he feels like the City is doing well financially and that he didn't have any major budgetary concerns. (A copy of the budget review is included with the minutes as Attachment "E".)

New park pavilion discussion

Public Works Director Kendrick reviewed the current plan for the new pavilion that will be located south of the west pickleball courts. There was some discussion of minor adjustments to the plan for the new pavilion. The Council asked staff to proceed with kicking off this project.

RAPZ Tax Application

Recorder Twedt said that it was time to decide if the City wanted to apply for RAPZ Tax Funding for a City project in 2025. He said the deadline for the application will be the end of February. Recorder Twedt asked the Council to think about it for a discussion at the next meeting. (A copy of the related staff report is included with the minutes as Attachment "F".)

Cemetery Water

Public Works Director Kendrick said that he and Recorder Twedt had met with a member of the Cemetery Board to discuss water for the cemetery. The recommendation from staff is to make an offer for a direct trade for the City rights to the spring for the two shares of Garr Spring Irrigation Company owned by the Cemetery District. The Council discussed other possible options. Some members of the Council suggested that the Cemetery Board should pay for any improvements to the spring and then pay a higher rate to purchase the water from the City.

The Council asked that a rate adjustment and the old agreement be discussed at an upcoming City Council meeting.

Cooperative Wildfire System Agreement

Recorder Twedt discussed the Wildfire Cooperative Agreement that Millville City had signed back in 2017 with the State Department of Natural Resources. The Council would need to decide if they wanted to renew that agreement. Recorder Twedt said that there was quite a bit of work required in some of the documentation needed, but that he felt it was probably worth the time and cost to ensure the City is protected if there is a wildfire in the area. The consensus of the Council was to renew the agreement. Mayor Hair signed the initial approval letter, indicating Millville's acceptance of the agreement.

Open and Public Meeting Training

Recorder Twedt reminded the Council that yearly training on public meetings is required. He reviewed the training information as prepared and distributed to the City Council as a refresher on the open public meeting laws and requirements.

City Reports

Director of Public Works Chad Kendrick discussed the ongoing progress with the sewer project. He also reported that the new lights for the pickleball courts are now complete, and the tennis court lights are almost done. Director Kendrick confirmed with the Council that everyone was okay with potentially removing some of the old tall light poles that haven't been used for years in the South Park. The Council said that they were okay with staff making that decision.

Councilmember Reports and Items for Future Agendas

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

Councilmember Ward asked about potentially doing some fundraisers to generate additional funds for City activities this year. He said that he would begin meeting with his committee soon to plan for the City Celebration and other activities.

Treasurer Dyer said that online bill pay was now active and working. A message will be going out in the newsletter letting everyone know.

Recorder Twedt said that it was time again for all elected and appointed officials as well as staff employees to fill out the yearly conflict-of-interest form. The Utah State Legislature passed House Bill 80 this year that have added some new requirements as far as posting these conflict-of-interest forms on the City Website. All disclosures are due, by State Law, by the end of January. He asked the councilmembers to fill them out and get them back to him as soon as possible.

Recorder Twedt reminded the Council about the employee winter social on Monday evening.

Mayor Hair said that former councilmember Mark Williams' health has continued to deteriorate, and he was not doing well.

Adjournment

Councilmember Zollinger moved to adjourn the meeting. Councilmember June seconded. Councilmembers Ward, June, Wilker, Grange, and Zollinger voted yes. The meeting adjourned at 9:06 p.m.

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
February 13, 2025

PRESENT: David Hair, Daniel Grange, Pamela June, Ryan Zollinger, Jeremy Ward, Chad Kendrick, Corey Twedt, Megan Dyer, Dean Stevens, Coltan Williams, Mark Bodily, Gene Eggleston, Brad Bingham, Deputy Alex Gerke

Call to order/Roll call

Mayor David Hair called the City Council Meeting to order for February 13, 2025 at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Jeremy Ward, and Ryan Zollinger in attendance in City Council chambers. Councilmember Daniel Grange attended over the phone. Councilmember Clay Wilker was excused.

Opening remarks

Councilmember Ward welcomed everyone to the Council Meeting and offered a word of prayer. He then introduced Skipper Dean Stevens from the Sea Scouts.

Pledge of Allegiance by Sea Scout Ship 716

Coltan Williams from the Sea Scouts led the Pledge of Allegiance.

Approval of agenda

The agenda for the City Council Meeting for February 13, 2025 was reviewed. Mayor Hair explained that this morning, he had been notified that a third Councilmember was not going to be able to attend the meeting. This would mean that a quorum wouldn't be present, and a meeting could not be held. There were a couple of short agenda items that really needed to take place today, so Councilmember Grange said that he could join by phone, as is permitted for a councilmember, while driving to the state wrestling tournament. As a result, an updated agenda had been posted, which had been dramatically reduced to only cover those emergency items. This afternoon, a meeting scheduled that would have required Councilmember Zollinger to be absent was canceled because of the weather, allowing him to attend City Council, but not in enough time to republish the previous full agenda. Councilmember Grange still agreed he could join this short meeting over the phone to allow for a quorum on the agenda item for which Councilmember Zollinger had a conflict and on which he could not vote.

Councilmember June motioned to approve the updated agenda for February 13, 2025. Councilmember Zollinger seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes, with Councilmember Wilker excused. (A copy of the agenda is included with the minutes as Attachment "A".)

Approval of minutes of the previous meeting

The Council reviewed the minutes of the City Council Meeting on January 9, 2025.

Councilmember June motioned to approve the minutes for January 9, 2025.

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

Public comment period

Brad Bingham said that he had come to address an invoice he had received to cover the cost of a part purchased to relocate the location where his sewer lateral connects to the main line. Brad showed the Council the drawing from the health department displaying his home septic connection location. He said that he felt the City should have known and placed the sewer lateral connection there instead of on the other side of the home.

Recorder Twedt explained the process used by the engineers to do the original sewer design. The Bingham home was built after the City had received the packet of septic drawings from the Health Department, so the engineers had designed the sewer with their best idea of where the connection should take place. Even if all septic drawings had been available, many of them are incorrect. This is why the sewer contractor public relations representative has been placing notices on every door and why the sewer contractor website, as well as the City newsletter, had indicated that residents need to determine where they want their lateral to go and let the City know if it is different from what is on the engineer's design.

It was discussed by the Council that there needed to be some level of involvement from homeowners in determining the preferred location of their laterals. Changes made after construction could not be dropped on the City wherein other taxpayers would need to cover the costs.

Recorder Twedt said that in this case, there was some confusion as to whether or not the flyers had actually been placed on the Bingham door properly before the digging had taken place. After Council deliberation, they decided to cancel the Bingham invoice since there were questions as to who was at fault. Brad Bingham thanked the Council for their time and consideration.

City Holiday Flag Service with Sea Scout Ship 716

Skipper Dean Stevens turned the time over to Sea Scout Coltan Williams.

Coltan addressed the City Council and thanked them for allowing the Sea Scouts to provide the holiday flag service to the community. He described the amazing trip the Sea Scouts had taken last year to sail in the San Francisco Bay on the Matthew Turner. Coltan said that this was only possible because of the fundraising funds received from Millville City and others. Coltan said that the Sea Scouts would like to continue the service for

another year, which would include putting up eight flags spread around both Millville roundabouts for ten different flag holidays/events throughout the year. The cost would be the same as it was last year.

Members of the Council expressed their appreciation to the Sea Scouts for this service and said that they liked seeing the flags at the roundabouts on the holidays.

Councilmember Zollinger motioned to approve the request from the Sea Scouts to pay for the flags to be hung in the roundabouts again this year. Councilmember Grange seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes, with Councilmember Wilker excused. (A copy of the information sheet provided by the Sea Scouts is included with the minutes as Attachment "B".)

Consideration of resolution authorizing PTIF administration

Mayor Hair reviewed the proposed resolution. He explained that this was just updating records with the State for who has access to manage and get reporting on the City's Public Treasury Investment Fund investments. The resolution would add Treasurer Dyer and remove former Treasurer Hobbs from the account.

Councilmember Zollinger motioned to adopt Resolution 2025-2. Councilmember Ward 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 "C".)

Consideration of resolution for the Zollinger boundary line adjustment request

Councilmember Zollinger recused himself and sat in the chairs dedicated for the public.

Recorder Twedt reviewed the proposed resolution with the Council. He explained that a boundary line adjustment (BLA) goes through the same steps as an annexation as defined by State code. This resolution is the first step. There will be a public hearing and consideration of adoption by ordinance later in the process. This resolution states that the City is beginning the process and is considering accepting the BLA request.

Ryan Zollinger said that the purpose of the BLA was to clean up the area on the County records so that some of the Zollinger Commercial complex parcels did not span both Logan City and Millville City. With the change, each parcel would be in a single city.

Recorder Twedt said that he did not like to have parcels that span two cities, so he thinks this is a great change. He asked if there were any sales tax implications with the proposed change. Ryan confirmed that sales tax recipient cities wouldn't be affected by the change.

Councilmember Grange motioned to adopt Resolution 2025-3. Councilmember June seconded. Councilmembers Ward, June, and Grange voted yes, with Councilmember

Wilker excused. (A copy of the adopted resolution is included with the minutes as Attachment "D".)

RAPZ Tax application discussion

Recorder Twedt reported that a lot of progress had been made this past month on the new pavilion at the South Park. All of the concrete work is complete, and the pavilion should be done well before the City Celebration this year.

Recorder Twedt said that he and Director Kendrick had met regarding potential RAPZ applications and would propose the City apply for more funds to complete the pavilion project as it was only partially funded last year. This new application could include whatever else is needed after spending through the funds received with the 2024 funding cycle.

Recorder Twedt asked the Council for other ideas on what the City should apply for this year. Councilmember June said that she had been discussing this with her kids and would like to propose some improvements to Glenridge Park. She recommended an outdoor futsal court that could be made to fit the envelope allowed at that park. The Council felt that improvements to that small park and some kind of futsal field could be a good addition for the City and allow for future improvements as funding became available.

The Council felt that applying for both the completion of the South Park pavilion and the Glenridge Park futsal field this year would be good. Recorder Twedt said that he would begin working on the applications. (A copy of the related staff report is included with the minutes as Attachment "E".)

Councilmember Reports and Items for Future Agendas

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

Recorder Twedt reported that the Millville City website had now been ported to a new URL as required by the state. The new URL is millvilleut.gov. Recorder Twedt explained that this had been a bit of a painful undertaking, but it was finally complete. The old URL redirects to the new one so people will be able to locate the City website. There are some small website maintenance items he will be working on, but the site is up and active and compliant with the new state requirements.

Adjournment

Councilmember Ward moved to adjourn the meeting. Councilmember June seconded. Councilmembers Ward, June, Grange, and Zollinger voted yes, with Councilmember Wilker excused. The meeting adjourned at 7:39 p.m.