



Chair: Les Whitney

Commission:

Luke Ambrose

Lynae Malchus

Nick Schofield

Chancey Carter

Garland Walker

Michelle Craw

Planning and Zoning Meeting Agenda

March 19, 2025

7:00 PM

Milford City Office 26 South 100 West

PUBLIC NOTICE is hereby given that the Milford City Planning and Zoning Commission will hold a Regular Meeting at 7:00 PM at the Milford City Administrative Office, 26 South 100 West, Milford, Utah on Wednesday, March 19, 2025.

- I. CALL TO ORDER and ROLL CALL**
- II. APPROVAL OF MINUTES**
 - a. February 19, 2025 Public Hearing and Regular Meeting
- III. DISCUSSIONS/ORDINANCES/NEW BUSINESS**
 - a. Review Scotty's Business Operating Agreement
 - b. Discuss and Review Development Standards
- IV. COMMISSION REPORTS AND COMMENTS**
- V. ADJOURNMENT**

I, *Lisa Thompson*, hereby certify that the above notice was posted to the state public notice website and the following locations:

- 1. Milford City Office-26 South 100 West
- 2. Milford Post Office-458 South Main
- 3. Milford City Library-401 South 100 West

Lisa Thompson

In compliance with the Americans with Disabilities Act, the City of Milford will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Requests for assistance can be made by contacting the City Recorder at 435.387.2711 at least 24 hours in advance of the meeting to be held.

**MINUTES OF MILFORD CITY
PLANNING AND ZONING COMMISSION PUBLIC HEARING
26 South 100 West, MILFORD, UTAH
WEDNESDAY, FEBRUARY 19, 2025, 7:00 PM**

The Milford City Planning and Zoning Commission meeting was called to order by Chairman Les Whitney at 7:03 p.m.

Present: Chairman Les Whiteny; Commissioner(s), Luke Ambrose, Nick Schofield Michelle Craw and Zoning Administrator Lisa Thompson

Absent: Garland Walker, Chancey Carter, Lynae Malchus

Visitors: Lisbeth Miramontes, Genisis, Robert Sanguino, Jose, Jerry Gomez (translator)

Zoning Chairman Les Whitney opened up the public hearing to hear any public comment on ordinance 02-2025 amendments to the Recreational Vehicle Park and Short-Term Rental Ordinance.

ADJOURNMENT

As there was no public comment, Public Hearing was closed at 7:02 pm

APPROVED by PLANNING & ZONING this ____ day of March 2025.

Lisa Thompson

LISA THOMPSON, Planning Administrator

**MINUTES OF MILFORD CITY
PLANNING AND ZONING COMMISSION MEETING
26 South 100 West, MILFORD, UTAH
WEDNESDAY, FEBRUARY 19, 2025, 7:00 PM**

The Milford City Planning and Zoning Commission Regular Meeting was called to order by Chairman Les Whitney at 7:02 p.m.

Present: Chairman Les Whiteny; Commissioner(s), Nick Schofield, Garland Walker, Chancey Carter, Lynae Malchus and Zoning Administrator Lisa Thompson

Absent: Luke Ambrose, Michelle Craw

Visitors: None

Consent Issues

MOTION: Commissioner Nick Schofield made a motion to approve the minutes from November 13, 2024, Public Hearing and Regular Meeting. Commissioner Garland Walker seconded the motion; all were in favor. The motion passed unanimously.

DISCUSSIONS/ORDINANCES/NEW BUSINESS

Ordinance 02-2025 Amendments to Short-Term Rental and Recreational Vehicle Park Ordinance

Lisa reported that she has added everything that the commission talked about to this ordinance such as a definition of a cabin added to allow them, added recommendations from our legal counsel on parking and in the short-term rentals we added Highway Commercial to have a no limit on the amount of short-term rentals allowed.

MOTION: Commissioner Lynae Malchus made a motion to recommend ordinance 02-2025 as presented to the city council. Commissioner Nick Schofield seconded the motion. All were in favor.

COMMISSION REPORTS AND COMMENTS

- Les Whitney- None
- Nick Schofield- Nick asked about the process of having someone bring in a modular home. Lisa recommended to have his friend contact the office to ensure the zoning district in which they are looking in is allowed.
- Michelle Craw- Absent
- Garland Walker- None
- Chancey Carter-None
- Luke Ambrose-Absent
- Lynae Malchus- None
- Lisa Thompson- Reported we have a vacancy on the Planning Commission due to Michelle Craw moving out of city limits.

ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:08 pm

APPROVED by PLANNING & ZONING this ____ day of March 2025.

Lisa Thompson

LISA THOMPSON, Planning Administrator



City of Milford

P.O. Box 69
Milford, Utah 84751
435 387-2711
Fax: 435 387-2748

March 6, 2025

Melissa Wunderlich
PO Box 387
Milford, UT 84751

Subject: Notification of Business Operating Agreement Review

Dear Melissa,

Milford Planning and Zoning Commission will be reviewing the Business Operating Agreement for Scotty's Diner at their upcoming meeting on Wednesday, March 19th, at 7PM and the Milford City Office.

Enclosed with this letter is a copy of your operating agreement. We kindly ask that you review this document prior to the meeting and come prepared with plans to finalize all the conditions that were set forth in the original agreement.

Should you have any questions, please feel free to reach out to Makayla Bealer at 435-387-2717.

We appreciate your cooperation and look forward to your participation in the review process.

Sincerely,

Milford Planning and Zoning Department

BUSINESS OPERATING AGREEMENT

Applicant: Melissa Wunderlich

Business Type: Coffee Shop/Small Diner

Property Owner: Melissa Wunderlich

Property Description: 81 West 400 South

Zoning District: Main Street Commercial (MSC)

Purpose: An agreement which allows the applicant to start operating business prior to installing all required improvements.

Conditions

1. The following items must be completed prior to opening establishment:
 - A. Install three parking spots on the south side of the property for salon parking
 - a. Install 3 bollards to separate salon parking and drive-thru
 - B. Install 6" curbing along the north side of the building to protect from vehicles hitting into the building.
 - C. Install 1 bollard on the north east side of the building to protect the building
 - D. Secure the gas meter that is located on the north side of the building with 2 bollards or a cover.
**This is to be determined by Dominion Gas
 - E. Install road base/gravel for the drive through area
 - F. Relocate the frost freeze hydrant to the south approximately 2 feet to ensure its not in the drive path of the drive thru
 - G. Install rolled curb for the drive thru exit
 - H. Paint the curbing red on the west side of the property
 - I. Install two additional lights
 - a. East side of building to assist with lighting up salon parking lot
 - b. North East side of building to assist with lighting up the drive thru area.
 - J. Install a sign at the drive-thru entrance that states: Patrons don't block alley
2. The following items must be installed within 12 months of opening the coffee Shop/Small Diner:
 - A. Install asphalt or concrete for salon parking and paint lines
 - B. Install asphalt or concrete for the drive thru
3. Alley: The planning commission will allow the drive thru entrance to come off the alley; however, this will be reviewed 3 months after opening to determine if the drive thru is causing issues for delivery trucks and/ or salon parking.

THIS AGREEMENT is between the City of Milford Planning and Zoning Commission and Melissa Wunderlich. This agreement will be reviewed by the Planning and Zoning Commission. Upon review all required improvements must be completed for business to remain in operation.

Approved this 15 day of February, 2022.



Actual

Zone	Minimum Lot Size	Max Density	Min Width Single Family	Min Width Attached Units	Front Yard	Side Yard Single Fam	Side Yard Attached Unit	Street Side Yard	Rear Yard Main Building	Rear Yard Accessory Building	Max Height of Main Building	Max Height of Accessory Buildings	Building Coverage
RM	6,000 sqft	7.26	60'	100'	20'	5'	10'	N/A	15'	5' *	2-Story 25'	1 Story	40%
RM6S	6,000 sqft	7.26	60'	100'	20'	5'	10'	N/A	15'	5' *	2-Story 25'	1 Story	40%
MR15	4,500 sqft Single 7,500 sqft Multi		50'	100'	30'	5'	10' **	N/A	10'		3-Story 35'	1 Story	50%
MR30	4,500 sqft Single 7,500 sqft Multi		50'	100'	30'	5'	10' **	N/A	10'		3-Story 35'	1 Story	50%
MR7	4,500 sqft Single 7,500 sqft Multi		50'	100'	30'	5'	10' **	N/A	10'		3-Story 35'	1 Story	50%

* Accessory Structures may be built at the rear property line, if that property line abuts a Milford City Alley Way and care is taken to maintain a continuing drainage that emits onto subject property.

** 1/2 the height of adjacent structures of ten feet, whichever is greater

*** 10' or twice the height of the building, whichever is greater, where abutting a residentially zoned property, otherwise no setback is required.

Proposed

Zone	Minimum Lot Size	Max Density	Min Width Single Family	Min Width Multifamily	Front Yard	Side Yard Single Fam	Side Yard Multifamily	Street Side Yard	Rear Yard Main Building	Rear Yard Accessory Building	Max Height of Main Building	Max Height of Accessory Buildings	Building Coverage
RM	6,000 sqft	7.26	60'	100'	25'	5'	10'	20'	15'	5' *	30'	18'	50%
RM6S	6,000 sqft	7.26	60'	100'	25'	5'	10'	20'	15'	5' *	30'	18'	50%
MR15	4,500 sqft Single 7,500 sqft Multi		50'	100'	25'	5'	10'	20'	10'		35'	18'	50%
MR30	4,500 sqft Single 7,500 sqft Multi		50'	100'	25'	5'	10'	20'	10'		35'	18'	50%
MR7	4,500 sqft Single 7,500 sqft Multi		50'	100'	25'	5'	10'	20'	10'		35'	18'	50%

Change front setback to 25'

Add street side yard. (would we want to add if it includes a garage the setback is 25'?)

Increase the site coverage to 50%

Increase the building height

Change accessory building to 18'

Rear yard accessory building. * Can be built at property line if abutting an alleyway. Drainage must be contained to property.