

MILLVILLE PLANNING COMMISSION MEETING
City Hall - 510 East 300 South - Millville, Utah
May 15, 2025

PRESENT: Lynette Dickey, Matt Anderson, Larry Lewis, Kara Everton, Megan Dyer, Pam June, Caroline Knowles, Clayton Olsen, Chad Kendrick

Call to Order/Roll Call:

Commissioner Dickey opened the meeting for May 15, 2025, at 8:03 pm. Commissioners Lynette Dickey, Matthew Anderson and Larry Lewis were present. Commissioner's Bonnie Farmer and Darcy Ripplinger 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 May 15, 2025, was reviewed.

Commissioner Lewis moved to approve the agenda for May 15, 2025. Commissioner Anderson seconded. Commissioners Bonnie Farmer, Darcy Ripplinger and Rachel Thompson voted in favor. Commissioner's Lynette Dickey, Matt Anderson 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 May 1, 2025. **Commissioner Anderson moved to approve the minutes for the meeting on April 3, 2025.** Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Bonnie Farmer, Darcy Ripplinger and Rachel Thompson voted in favor. Commissioner's Lynette Dickey, Matt Anderson and Larry Lewis were excused.

5.A. Sign Permit- Shawn Baxter- Baxbo- 700 W 1700 S, Ste 108/109, Logan UT 84321

Shawn was not present. There is no size listed on the application.

Commissioner Anderson moved to approve the sign permit- to Shawn Baxter of Baxbo located at 700 W 1700 S, Ste 108/109, Logan UT 84321. Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Bonnie Farmer, Darcy Ripplinger and Rachel Thompson agreed. Commissioner's Lynette Dickey, Matt Anderson and Larry Lewis were excused.

5.B. Zoning Clearance- Single Family Home- Clayton Olsen + Jennifer Adair- 417 E 200 N

Clayton was present. Setbacks look great. Water is stubbed out. Sewer is as well.

Commissioner Anderson moved to approve the Zoning Clearance for a single-family home for Clayton Olsen + Jennifer Adair located at 417 E 200 N. Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Bonnie Farmer, Darcy Ripplinger and Rachel Thompson voted in favor. Commissioner's Lynette Dickey, Matt Anderson and Larry Lewis were excused.

5C. Zoning Clearance- Single Family Home- Brown Residence- 161 West 265 South

The Brown's daughter is present. This is a home built off the private lane. Director of public Works stated that they should install the private drive before zoning clearance. The commission discussed utilities and installing them before the asphalt is laid. There will be a track out pad. Commissioner Anderson is concerned with coming off the city road with big trucks, however, the sewer install is tearing up the asphalt anyway. Commission decided to issue zoning clearance and have the lane installed later.

Commissioner Lewis moved to approve the zoning clearance for a new home for Brown Residence- 161 West 265 South contingent on Certificate of Occupancy being granted when the lane is installed. Commissioner Anderson seconded. Commissioners Garrett Greenhalgh, Bonnie Farmer, Darcy Ripplinger and Rachel Thompson voted in favor. Commissioner's Lynette Dickey, Matt Anderson and Larry Lewis were excused.

5.D. Other

- Commissioner Lewis mentioned changing the code in the south fields.
- If trees are on city property is special permission needed.
 - Home located at 44 E 300 N. This was one of the grandfathered in ¼ acre lots. It has 102' of frontage.
 - Pam June 280 E 250 N Travis Brusnon has a back patio that the supports are failing. He would need a zoning clearance to take down and the supports and rebuild.

6. Agenda Items/Notes for Next Meeting

7. Calendaring of future Planning Commission Meeting – June 5, 2025, at 8:00 pm

MA out of town.

8. Adjournment

Chairman Dickey moved to adjourn the meeting at approximately 8:25p.m.

City of Millville, Utah
Sign Permit Application

Applicant Information**Application Number:**Name: Shawn BaxterTelephone: 801-361-5214Address: 700 W 1700 S Ste 108 & 109

Fax: _____

City/State/ZIP: Logan, UT 84321e-mail: billing@baxbo.com**Description of Signage Project**

Parcel No.: _____

☒ Permanent SignAddress: 700 W 1700 S Ste 108 & 109 Logan, UT 84321☐ Temporary Sign

Plan: ~~Two signs, one over each suite door. On suite 108 we plan on putting "Custom Print Shop" with our number and website below. We also plan to put "Screen Printing Company Merch, Embroidery, Team Gear, and More". We also plan to put Stryder and our logo on this sign. Over suite 109 we plan on putting "Stryder Custom Gear" with our logo.~~

Site Plan (to be submitted with this application)Prepared by: All info same as above

Telephone: _____

Address: _____

Fax: _____

City/State/ZIP: _____

e-mail: _____

Contact: _____

Color Rendering (to be submitted with this application)Prepared by: All info same as above

Telephone: _____

Address: _____

Fax: _____

City/State/ZIP: _____

e-mail: _____

Contact: _____

Complete Signage Plan, where applicable (to be submitted with this application)Prepared by: All info same as above

Telephone: _____

Address: _____

Fax: _____

City/State/ZIP: _____

e-mail: _____

Contact: _____

More application information is required on the back side of this form.

Applicant Signature

I have submitted all required plans and reports for this application and agree to submit any other reports, plans, and information as may be deemed necessary by the Planning Commission, City Council, or City Engineer, at my expense. I have also enclosed a check, payable to Millville City Corporation, for the amount of the non-refundable Sign Permit Application fee with this application. I understand that the approval of this application is a prerequisite of approval for the Building Permit Clearance form.

Applicant: Shawn Baxter

Date: May 6, 2025

City Review (to be completed by city personnel)

Y N

Signature of Reviewer

- ☐ ☐ Received Sign Permit Application fee.
- ☐ ☐ Submitted Building Permit Clearance form.
- ☐ ☐ Requires other reports, plans, or information. List:

Conditions

Approval of Sign Permit Application (vote of the Planning Commission)

Y N

Signatures

- ☐ ☐ Planning Commission grants Approval.
- ☐ ☐ Applicant agrees to the Conditions.



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SUITE 108

SUITE 109

241721

PROJECT STATISTICS

LOT SIZE: 16,103 SQ. FT./.34 ACRE
ANTICIPATED DISTURBED AREA: 7,243 SF (45%)
BLDG. FOOTPRINT: 3,969 SF
ROOF: 5,221 SF
MAX RIDGE HEIGHT: 35'
LIVABLE SF: 5,345
MAIN: 2,296
2ND: 1,459
BASEMENT: 1,590
GARAGE: 1,026
DECKS & PATIOS: 1,226

SITE PLAN NOTES

SOIL: CONTRACTOR TO VERIFY SOIL CONDITIONS PRIOR TO ANY EXCAVATION WORK.
FROST DEPTH: 30"
SITE SURVEY TO VERIFY PIN LOCATIONS AND HOME LOCATION PRIOR TO EXCAVATION. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES. ALL FINISH GRADES SHALL BE SMOOTH AND UNIFORM.
MARKED TREES SHALL BE REMOVED PRIOR TO SITE WORK.
CALL BEFORE YOU DIG: 811

PROJECT NARRATIVE

THE PROPOSED SITE LOCATION IS 417 E 200 N, MILLVILLE, UT 84326. LOT 3, MOND-AIRE HEIGHTS, CACHE COUNTY. THE PROPOSED PROJECT INCLUDES A SINGLE-FAMILY RESIDENCE.

EROSION CONTROL NOTES:

- 1. INSTALL SILT FENCE PRIOR TO ANY EXCAVATION OR CONSTRUCTION
- 2. MINIMIZE SITE DISTURBANCE BY TIGHT CONTROL OF EXCAVATION LIMITS.

GRADING NOTES:

- 1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
- 2. ALL FINISH GRADES SHALL BE SMOOTH AND UNIFORM.
- 3. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
- 4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.

LANDSCAPE NOTES:

- 1. OWNER RESPONSIBLE FOR LANDSCAPING - SUCH AS LAWN, TREES, SHRUBS, ETC.
- 2. IRRIGATION SYSTEM SHALL BE STUBBED IN WITH VALVE BOX AND CONDUIT LARGE ENOUGH TO RUN ADDITIONAL IRRIGATION LINES THROUGH INSTALLED UNDER CONCRETE DRIVEWAYS AND SIDEWALKS. OWNER SHALL PROVIDE FINISH HEADS AND LINES

UTILITY LEGEND

D

G

P

S

W

DATA (CABLE/FIBER)

GAS

POWER

SEWER

WATER

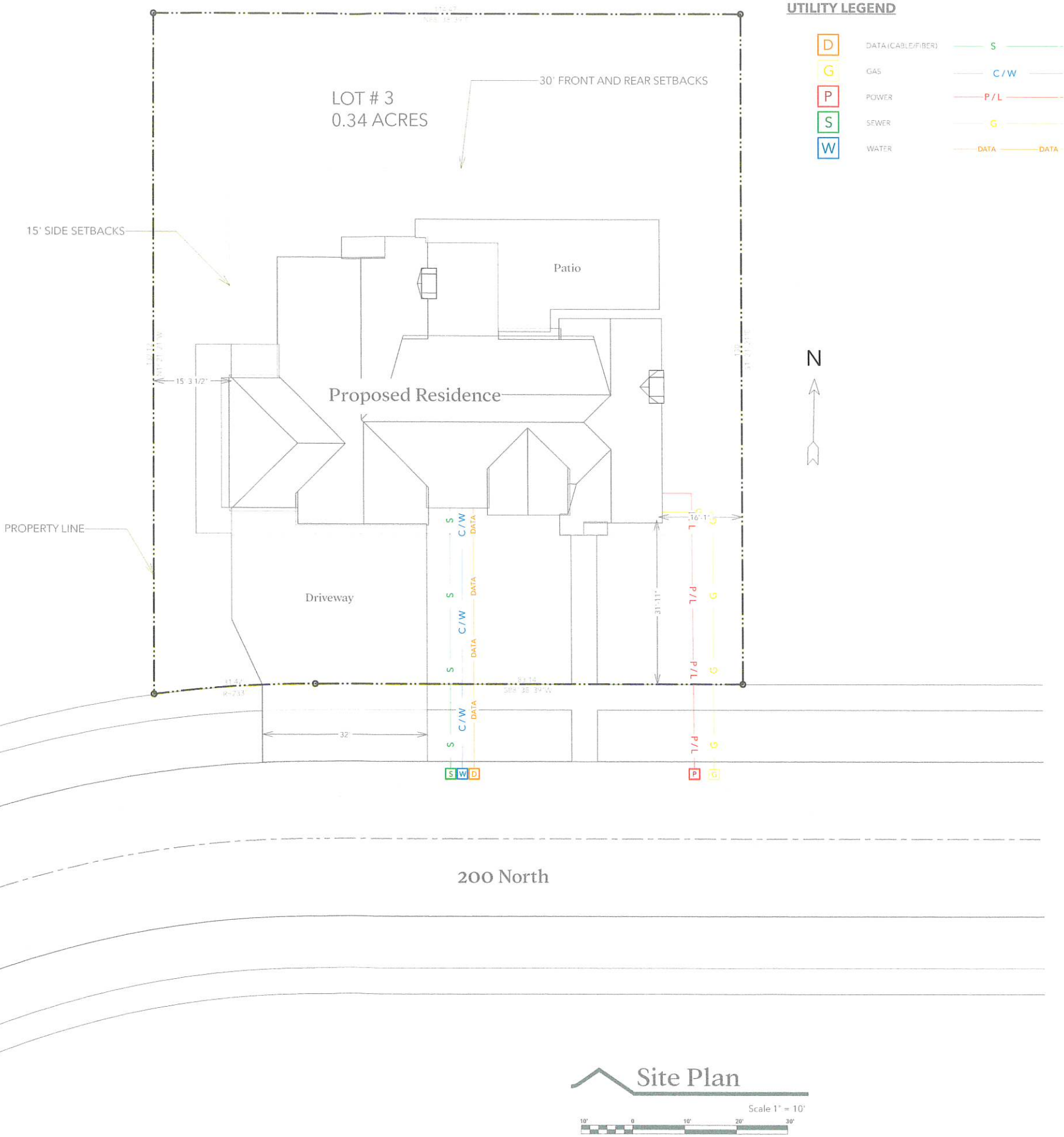
S

C/W

P/L

G

DATA



Olsen Residence

CLAY OLSEN & JEN ADAIR
417 E 200 N MILLVILLE, UT 84326

Site Plan

REVISION TABLE	
#	Description

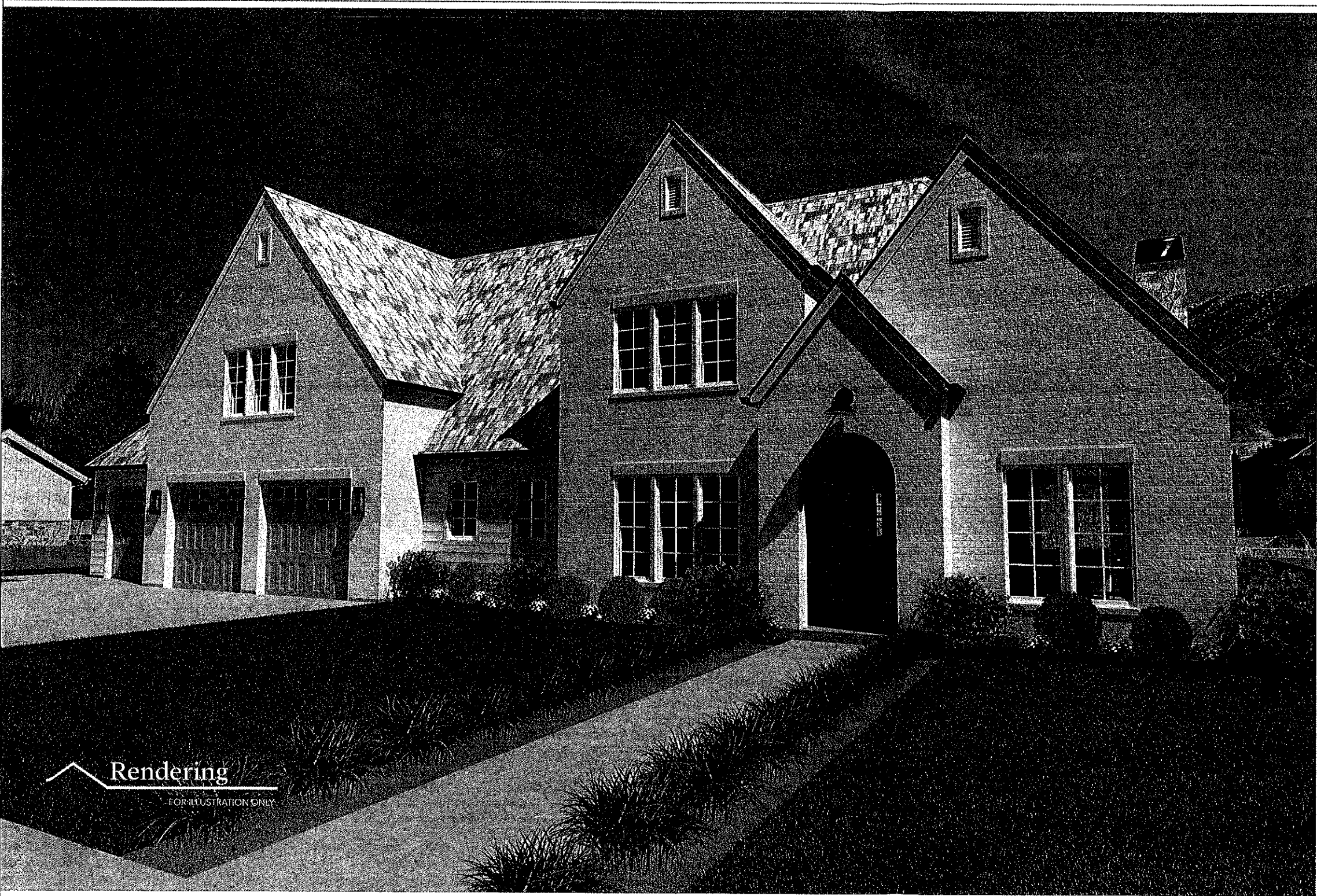
DATE:
5/8/25

SCALE @ 24" X 36"

Drawn by:
Scott Hyl Dahl

SHEET:

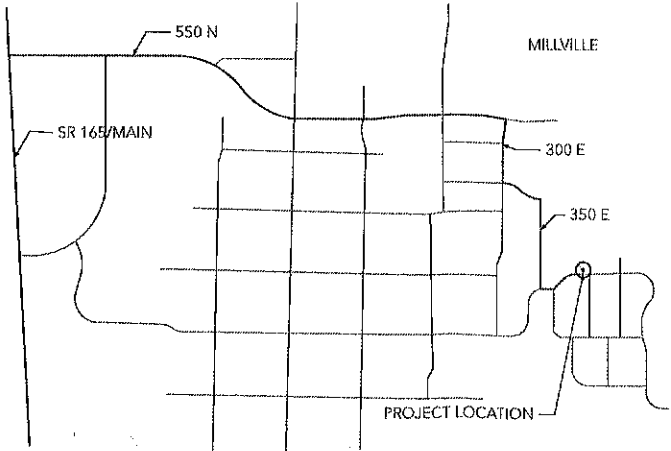
A1-1



Rendering
FOR ILLUSTRATION ONLY

Olsen Residence

417 E 200 N MILLVILLE, UT 84326



Square Footage

Residence Finished	Unfinished	
1st Floor		2,296
2nd Floor		1,459
Basement		1,590
Patio and Decks		1,226
Garage		1,026

Residence Finished Total 5,345

SHEET INDEX	
G-1	COVER PAGE
G-2	PERSPECTIVES
A1-1	SITE PLAN
A1-2	LANDSCAPE PLAN
A2-1	FRONT ELEVATIONS
A2-2	SIDE ELEVATIONS
A3-1	MAIN FLOOR PLAN
A3-2	2ND FLOOR PLAN
A3-3	BASEMENT FLOOR PLAN
A3-4	FOUNDATION PLAN
A4-1	ROOF PLAN
A5-1	SECTIONS
A5-2	SECTIONS
A6-1	DOOR & WINDOW SCHEDULE
E1-1	1ST FLOOR ELECTRICAL
E1-2	2ND FLOOR ELECTRICAL
E1-3	BASEMENT ELECTRICAL

PROJECT INFO

OWNER: CLAY OLSEN & JEN ADAIR

PROJECT: OLSEN RESIDENCE
ADDRESS: 417 E 200 N MILLVILLE, UT 84326
LEGAL: LOT 3 MOND-AIRE HEIGHTS SUBDIVISION PHASE 1

FIRE DISTRICT: CACHE COUNTY FIRE
WATER/SEWER: MILLVILLE CITY

STORM WATER PERMIT: _____
BUILDING PERMIT: _____

DESIGNER: JEN ADAIR, SCOTT HYLDAHL
DRAFTER: SCOTT HYLDAHL, HYLDAHL DESIGN
BUILDER: _____
SITE DISTURBANCE: _____
ENGINEERING: JACKSON SAGERS, WHITE PINE ENGINEERING,

GENERAL NOTES

THIS PLAN SET PROVIDES BUILDING DETAILS FOR THE RESIDENTIAL PROJECT. THE CONTRACTOR SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES. CONTRACTOR SHALL BE RESPONSIBLE AND BEAR ANY FINES OR PENALTIES FOR CODE, ORDINANCE, REGULATION OR BUILDING PROCESS VIOLATIONS. INSURANCES SHALL BE IN FORCE THROUGHOUT THE DURATION OF THE BUILDING PROJECT.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN, IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES. CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS). ALL TRADES SHALL MAINTAIN A CLEAN WORK SITE AT THE END OF EACH WORK DAY.

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.



Olsen Residence

CLAY OLSEN & JEN ADAIR
417 E 200 N MILLVILLE, UT 84326

Cover Page

REVISION TABLE	
#	Description

DATE:
5/8/25

SCALE @ 24" X 36"

Drawn by:
Scott Hyldahl

SHEET:

G-1

EXTERIOR NOTES

- 1 PAINTED BRICK CLADDING
- 2 PAINTED LAP SIDING
- 3 BROWN ASPHALT SHINGLE
- 4 ATTIC VENT
- 5 STONE-CLAD CHIMNEY
- 6 4:12 ROOF
- 7 CABLE FASCIA - 7 1/2"
EAVE FASCIA - 5 1/2"
Drip Edge - 1 1/2"
- 8 COPPER OR FAUX-COPPER GUTTERS AND DOWNSPOUTS
- 9 DECORATIVE CHIMNEY CAP - COPPER OR FAUX-COPPER
- 10 OUTDOOR GAS LOG FIREPLACE
- 11 RAILING - 2" X 1/2" TOP RAIL
2" X 1/2" BOTTOM RAIL, 1/2" BALUSTERS
BALUSTERS SPACED 4" APART



Front Elevation

Scale 1/4" = 1'



Rear Elevation

Scale 1/4" = 1'



Olsen Residence

CLAY OLSEN & JEN ADAR
417 E 200 N MILLVILLE, UT 84326

Front Elevations

REVISION TABLE	
#	Description

DATE:
5/8/25

SCALE @ 24" X 36"

Drawn by:
Scott Hyldahl

SHEET:

A2-1

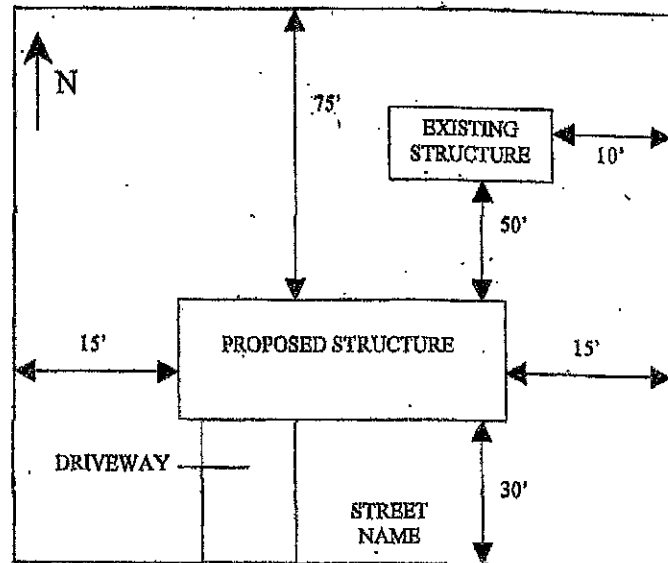


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

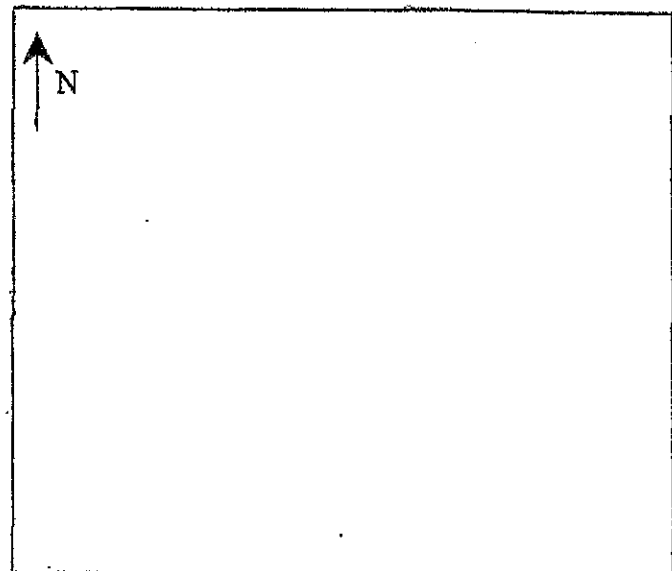
APPLICATION INFORMATION

1. Terin Anderson
APPLICANT'S NAME
2. 1251 E 8500 S
MAILING ADDRESS
3. Paradise Ut 84328
CITY STATE ZIP CODE
3. 435 760-5999 4. 435 760 5999
HOME TELEPHONE BUSINESS TELEPHONE
5. Brian Brown
OWNER'S NAME (if different from applicant)
6. Residential
TYPE OF STRUCTURE
7. 2480 8. N/A
SQUARE FOOTAGE ZONE
9. Mill Creek Lot #2
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 238 - 0002
TAX IDENTIFICATION NUMBER
11. 161 W 265 S Millville
ADDRESS OF CONSTRUCTION
12. 0.55 13. 24' 6 5/16"
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



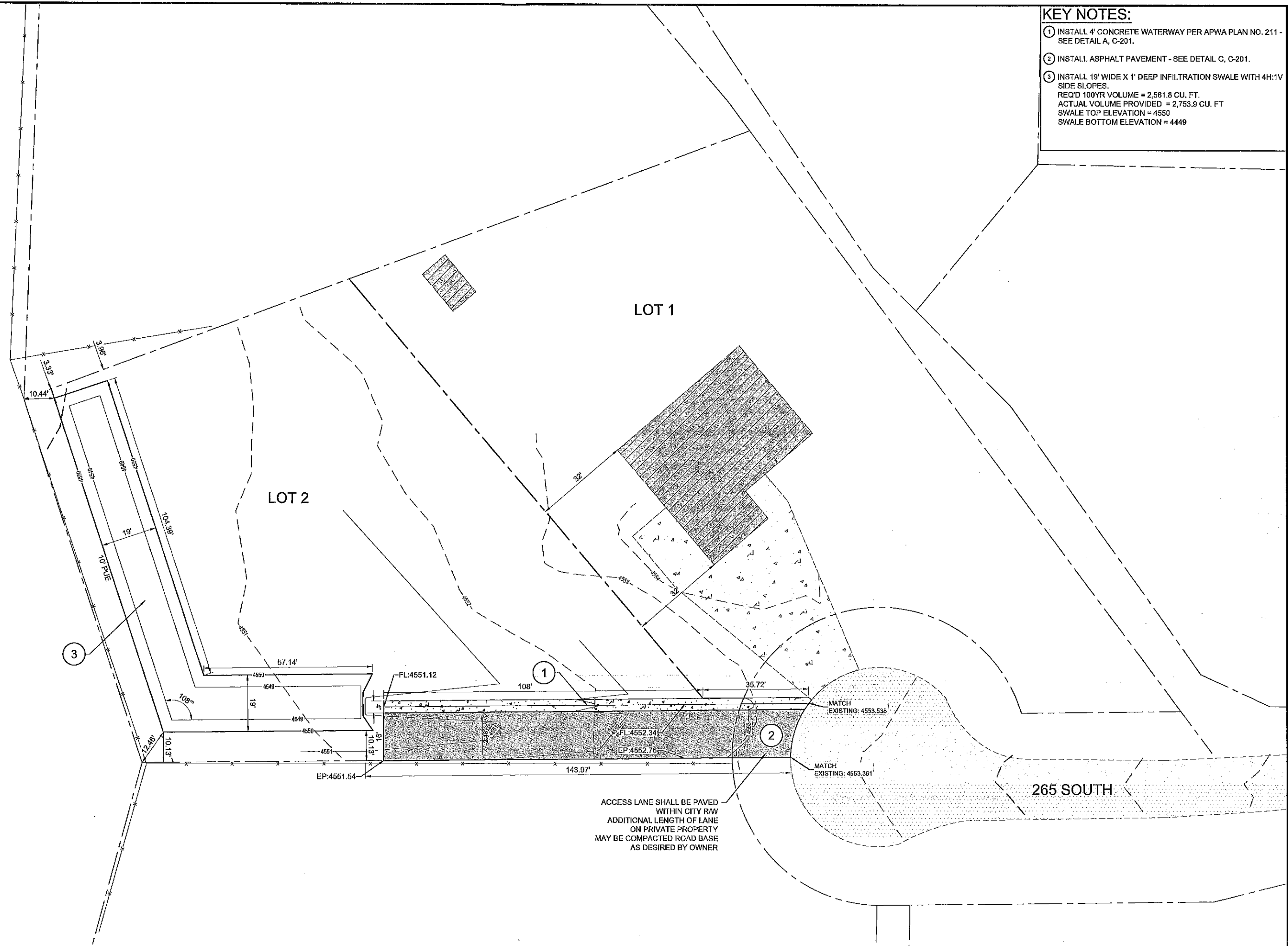
APPROVED - PLANNING AND ZONING

DATE

FEE PAID - TREASURER

DATE

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.



KEY NOTES:

- ① INSTALL 4' CONCRETE WATERWAY PER APWA PLAN NO. 211 - SEE DETAIL A, C-201.
- ② INSTALL ASPHALT PAVEMENT - SEE DETAIL C, C-201.
- ③ INSTALL 19" WIDE X 1' DEEP INFILTRATION SWALE WITH 4H:1V SIDE SLOPES.
REQ'D 100YR VOLUME = 2,561.8 CU. FT.
ACTUAL VOLUME PROVIDED = 2,753.9 CU. FT
SWALE TOP ELEVATION = 4550
SWALE BOTTOM ELEVATION = 4449



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- CIVIL STRUCTURAL -

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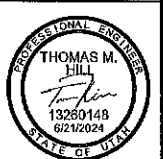
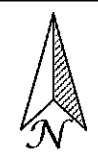
435-515-0126
jackson@whitepineeng.com
tom@whitepineeng.com

P.O. BOX 669
HYDE PARK, UTAH
84318

NO.	DESCRIPTION	DATE

MILL CREEK LOT 6 SUBDIVISION

161 WEST 265 SOUTH
MILLVILLE, UTAH



0' 15' 30'
SCALE: 11"x17": 1" = 30'
22"x34": 1" = 15'

DESIGNED BY: T. HILL

CHECKED BY: J. SAGERS

SHEET TITLE:

SITE PLANS
SITE IMPROVEMENTS

C-101

FDN WALL LEGEND

MARK	HEIGHT	THICKNESS	FOOTING OFFSET
△	4'-0"	8"	0'-0"
△	N/A	N/A	N/A

NEED MIN. 8" EXPOSED FDN.
ABOVE GROUND LEVEL

PRESCRIPTIVE INSULATION METHOD

R-23 NET & BLOWN INSULATION IN WALLS
R-49 INSULATION IN CEILING
R-10 INSULATION INSIDE FDN WALLS 4'-0" MIN.
U-.35 WINDOWS
R-11 BATT GARAGE WALLS
R-20 GARAGE CEILING

BUILDING AREA

Main Level: 2,480 SF
Garage(s): 1,130 SF
Cov'd Front Porch: 115 SF
Cov'd Back Patio: 560 SF

Footages are Approximate

BROWN RESIDENCE

Mill Creek Subdivision, Lot #2
Parcel #03-238-0002, 0.55 Acres
161 West 265 South Street
Millville, UT 84326

R RESIDE
DESIGNS
website: www.ResideDesigns.com
drawn by: Curtis Cooper
email: Curtis@ResideDesigns.com
phone: (435) 881-5172

Custom Reside Design for
Brian & Sharon Brown

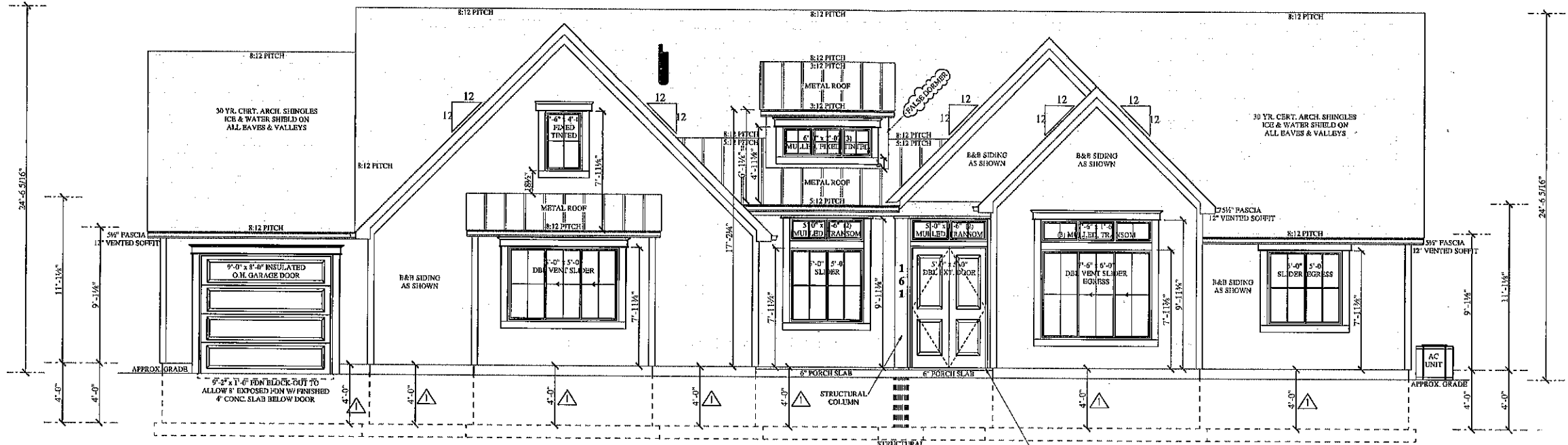
"BROWN RESIDENCE"
FRONT & REAR ELEVATIONS

SCALE: 1/4" = 1'-0"
© COPYRIGHT RESIDE DESIGNS 2025
Thursday, May 1, 2025

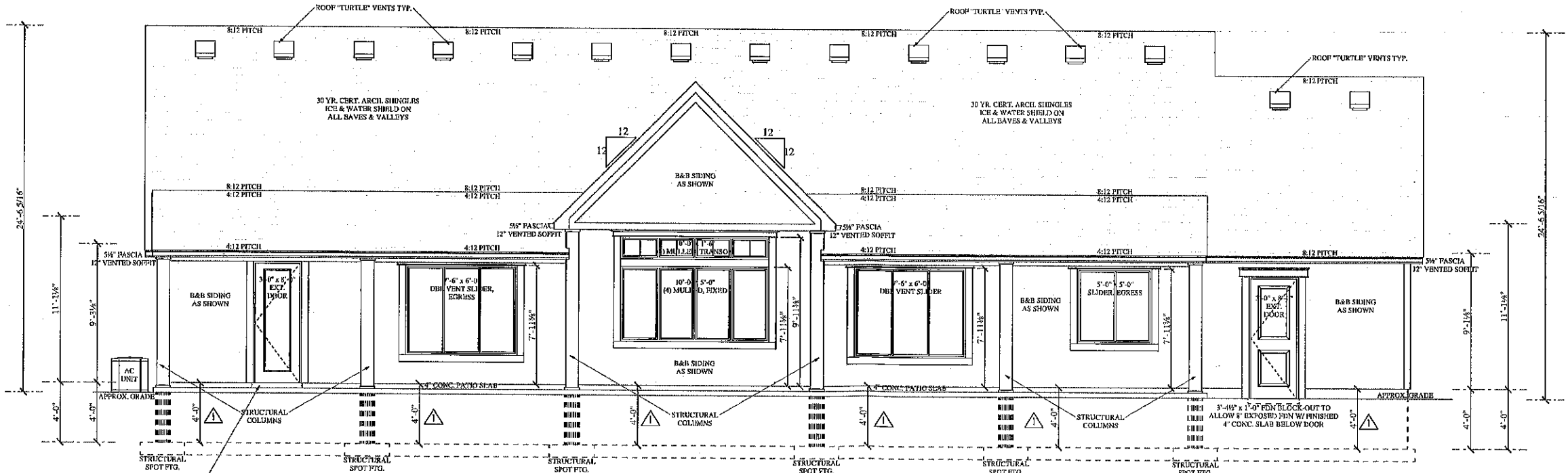
RESERVED FOR
MUNICIPALITY STAMP

SHEET
1

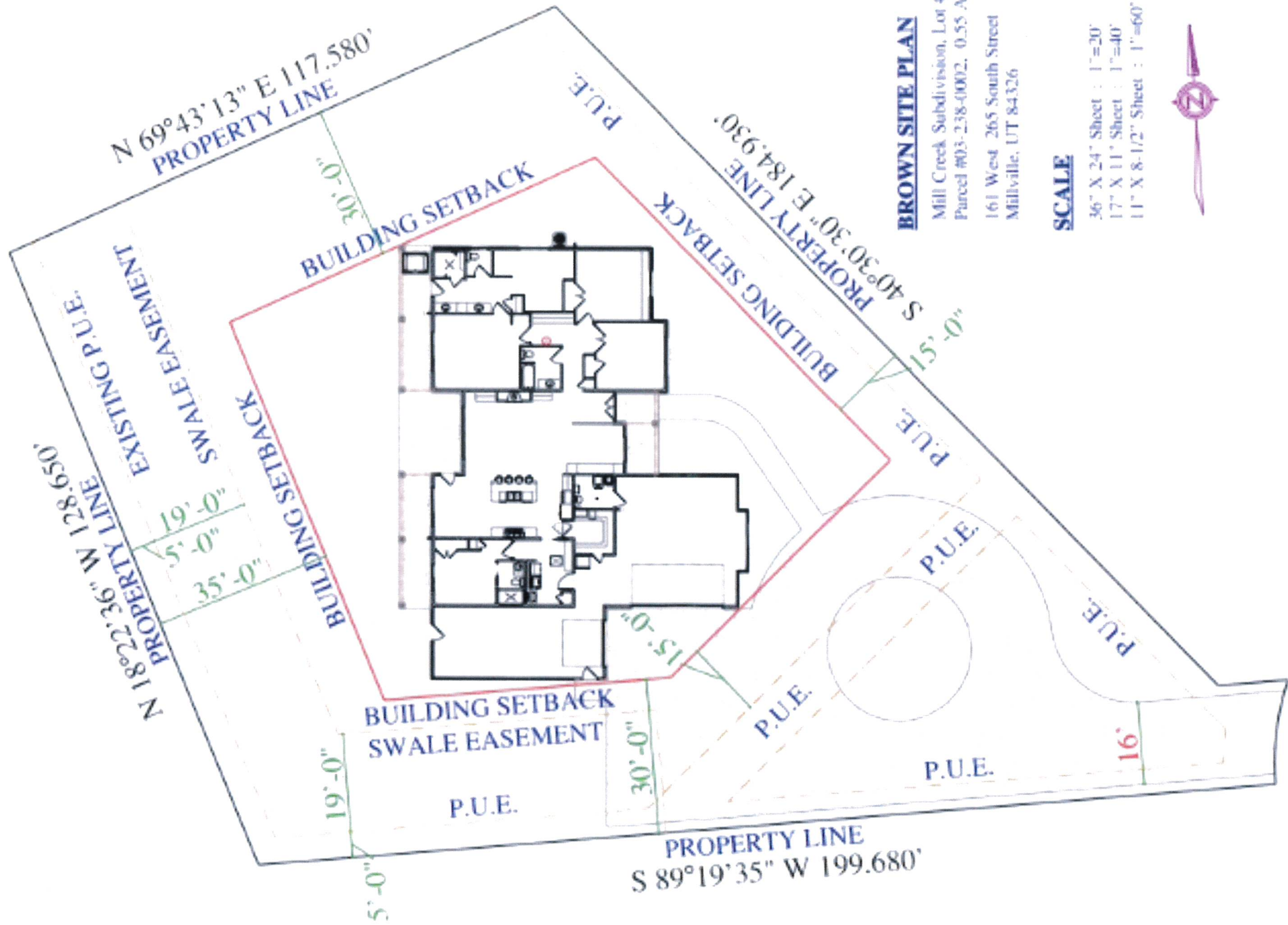
PLANS PRINTED ON
11 x 17 PAPER ARE
1/2 THE SCALE NOTED.



FRONT ELEVATION



REAR ELEVATION



BROWN SITE PLAN

Mill Creek Subdivision, Lot #2
 Parcel #03-238-0002, 0.55 Acres
 161 West 265 South Street
 Millville, UT 84326

SCALE

36" X 24" Sheet : 1"=20'
 17" X 11" Sheet : 1"=40'
 11" X 8-1/2" Sheet : 1"=60'

