



Chair: Les Whitney

Commission:

Luke Ambrose

Lynae Malchus

Nick Schofield

Chancey Carter

Garland Walker

Wayne Lounsbury

## Planning and Zoning Meeting Agenda

September 10, 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, September 10, 2025.

- I. **CALL TO ORDER and ROLL CALL**
- II. **APPROVAL OF MINUTES**
  - a. July 9, 2025 Regular Meeting
- III. **DISCUSSIONS/ORDINANCES/NEW BUSINESS**
  - a. Business Inquiry in Main Street Commercial District
- 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 MEETING  
26 South 100 West, MILFORD, UTAH  
WEDNESDAY, JULY 9, 2025 7:00 PM**

***The Milford City Planning and Zoning Commission meeting was called to order by Chairman Les Whitney at 7:05 p.m.***

**Present:** Chairman Les Whitney; Commissioner(s) Wayne Lounsbury, Lynae Malchus, Luke Ambrose, Garland Walker and, Zoning Administrator Lisa Thompson

**Absent:** Chancey Carter, Nick Schofield

**Visitors:** Jayson and Mallory Bailey

**Consent Issues**

***MOTION:*** Commissioner Luke Ambrose made a motion to approve the minutes of June 11, 2025 Public Hearing and Regular Meeting. Commissioner Lynae Malchus seconded the motion; all were in favor. The motion passed unanimously.

**New Business**

**Petition to Vacate Alleyway-Jayson and Mallory Bailey**

Zoning Administrator Lisa Thompson explained to the commission that Jayson and Mallory Bailey have filed a petition to vacate a portion of the alleyway at 657 W 200 N. They are only petitioning to vacate a portion which would end up leaving the south end open. Included in your packet is a copy of the petition with a map that shows the portion they would like to vacate. They did get all property owners within that block to sign off on it with the exception of Linda Merryweather. She has passed away but the property is still in her name. Cari Hardy did make a note by her signature that indicated she was only in favor of the north end of the alley being vacated. Chairman Whitney asked why we wouldn't want to vacate the entire alley. Zoning Administrator Lisa explained that all the property owners in that block have access to the back yards through their front yard except for Cari Hardy. Although Cari meets her setbacks there isn't enough area other than foot traffic to access her back yard from the front yard unless its through the alleyway. Commissioner Luke Ambrose asked what utilities are in the alleyway. Lisa explained that she believes power runs along the front of the property but south central has lines that run in the back. She explained that they aren't in the alleyway, they are in the property owners rear yard on the properties on the east side of the alley. Commissioner Ambrose brought up the shed that is currently in the alleyway. Lisa explained that she will have to address that with the Williamsons. Zoning Administrator Lisa explained that she has sent certified letters to all utility companies letting them know about the petition and that the city council will be discussing this and holding a public hearing on July 15<sup>th</sup>. She encouraged them to reach out to the office or send a representative to the meeting if they had concerns. As of today, she hasn't had contact with anyone.

Mallory Bailey reported that Scholfield's recently had South Central Communications cap their line off in the rear of their property because the new fiber optic line runs along the front of the property.

Commissioner Ambrose asked if we have any alleyways that are partially vacated in the city. Lisa stated that there is one up by Ken Hussey that is a partial vacate.

Commissioner Lounsbury asked if the alleyway was city property. Chairman Whitney reported that alleyways belong to Milford City. Zoning Admin Lisa explained that if the planning commission recommends this to the council, the council will hold a public hearing and make the final decision. If granted, the city will prepare deeds and have them recorded at the county.

Commissioner Ambrose asked if the signatures were required for the vacate. Lisa explained that yes they are required as per state code.

**MOTION:** Commissioner Lynae Malchus moved that we recommend to the City Council the vacation of the north portion of the alleyway located between 600 and 700 West and 100 and 200 North, specifically the segment running between Lots 10, 11, 12, 13, the north half of Lot 14, the north 21 feet of Lot 5, and Lots 6, 7, 8, and 9. Commissioner Garland Walker seconded the motion and all were in favor. Motion passed unanimously.

### **COMMISSION REPORTS AND COMMENTS**

- Les Whitney- None
- Luke Ambrose-None
- Nick Schofield- Absent
- Garland Walker- None
- Lynae Malchus- None
- Chancey Carter-Absent
- Wayne Lounsbury-None
- Lisa Thompson-None

### **ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:25 pm

**APPROVED** by **PLANNING & ZONING** this \_\_\_\_ day of September 2025.

*Lisa Thompson*

**LISA THOMPSON, Planning Administrator**



**FORM 75  
MILFORD CITY  
PLANNING AND ZONING  
GENERAL APPLICATION**

Meeting - Sept 10<sup>th</sup>  
need application back by Sept 4

Please Complete this Application in Full

| Applicant Information               |                          |
|-------------------------------------|--------------------------|
| Date: 9-1-25                        |                          |
| Owner Name: Scott Symard            | Owner Phone: N/A         |
| Mailing Address: P.O. Box 888       | Cell Phone: 435-669 2510 |
| City, State, Zip: Milford ut 84751  | Fax Phone: N/A           |
| Subject Property Information        |                          |
| Address/Location: 47 East 400 South | Zone District:           |
| Parcel #                            | Property Size (acres):   |
| Proposed Use of Property:           |                          |
| If Rezoning or Land Use Change:     |                          |

Proposed Change From: \_\_\_\_\_ to: \_\_\_\_\_

Please provide a brief summary of your business operations:

Uts office, general Business of  
A vet. testing - shots etc.

Please list all questions you have regarding this property:

It was Dr. Symard's family clinic.  
No changes are necessary just paint, carpet  
Heating and cooling.  
it turns out that I will have to pave  
the parking lot. I would appreciate some time  
Before I can do that. so to limited money.  
This town needs a Vet!!!

### **13.17 Main Street Commercial Districts (MSC)**

13.17.010 Intent And Purpose

13.17.020 Permitted Uses

13.17.030 Conditional Uses

13.17.040 Maximum Development Densities

13.17.050 General Development Standards

13.17.060 Applicable Regulations

#### **13.17.010 Intent And Purpose**

The MSC designation is intended to provide for single residences, traditional merchandising, home occupation, and retailing establishments that serve the needs of the local residents.

#### **13.17.020 Permitted Uses**

The following are permitted uses in any Main Street district:

1. Medical offices or clinics;
2. Administrative, business or professional offices;
3. Single Family Residence
4. Home Occupations
5. Personal service establishments including, but not limited to, beauty or barber shops, photography studios, shoe repair, dry cleaners, Laundromats, tailors, dressmaking shops or pet grooming;
6. Retail stores including, but not limited to, nurseries, grocery stores, convenience markets, appliance or furniture stores, bookshops, drugstores, florist shops, hardware stores, clothing stores, variety stores, or shoe shops;
7. Delicatessens, bakeries, or walk-in restaurants, high or low turnover;
8. Banks, financial institutions or savings and loan institutions;
9. Antique shops;
10. Day care centers;
11. Public parks or recreational facilities;
12. Museums, art galleries or botanical gardens;
13. Wholesaling, secondary and appurtenant to a retail outlet;
14. Clubs, lodges or halls;
15. Household appliance repair including, but not limited to, refrigerators, washers, dryers, televisions or radios;
16. Outdoor storage, when completely screened from public right-of-way, including, but not limited to, contractors yards, vehicle storage, lumber yards, construction supplies, equipment rental yards;
17. Bars and nightclubs;
18. All uses permitted in the RM district; and

19. Any other uses deemed by the Planning and Zoning Commission to be in harmony with listed permitted uses and the purpose and intent of this district.

### **13.17.030 Conditional Uses**

The following uses may be permitted subject to a conditional use permit;

1. Hospitals, convalescent hospitals, skilled nursing facilities, congregate care facilities;
2. Hotels or motels;
3. Mortuary;
4. Public or private schools or educational institutions;
5. Public utility structures;
6. Auto related uses including, but not limited to, repair garages, gasoline/service stations, drive through restaurants or markets or car washes;
7. New or used vehicle sales with appurtenant auto repair;
8. Multi-family residential developed to the MR standards;
9. Pawnbroker shops;
10. Thrift shops or secondhand dealerships;
11. Licensed "community care facilities" including: Residential facility; adult day care; day treatment; social rehabilitation facility; community treatment facility;
12. Churches
13. Amusement and recreation establishments including, but not limited to, theaters, billiard parlors, bowling alleys, or amusement arcades;
14. All uses subject to conditional use permit in the RM district; and
15. Any other uses deemed by the Planning and Zoning Commission to be in harmony with listed conditional uses and the purpose and intent of this district.
16. One dog shall be allowed per 2,000 sqft-up to a maximum of 4 dogs per county recorded lot.
17. Short-Term Rental

(Ord. 02-2015, Amended, 06/17/2015)

#### HISTORY

Amended by Ord. 04-2023 on 9/19/2023

Amended by Ord. 09-2024 on 7/23/2024

### **13.17.040 Maximum Development Densities**

Main Street Commercial lots may be developed to the maximum extent so long as all other applicable regulations are satisfied.

### **13.17.050 General Development Standards**

1. Minimum street frontage setback shall be ten feet;
2. Minimum rear setback shall be ten feet, or twice the height of the building, whichever is greater, where abutting a residentially zoned property, otherwise no setback is required;

3. Minimum side setback shall be ten feet, or twice the height of the building, whichever is greater, where abutting a residentially zoned property, otherwise no setback is required;
4. All setbacks shall be landscaped;
5. Maximum building height, 35 feet or two stories, whichever is less. Buildings over one story, or 18 feet, in height shall not be permitted within 150 feet of an adjacent residentially zoned property unless separated by a public street or easement of no less than 50 feet in total width.
6. Accessory structures shall not exceed one story in height;
7. Architectural features such as cornices, chimneys and bell towers may exceed the height limit;
8. Design review shall be required for all structures;

### **13.17.060 Applicable Regulations**

13.24.010 through 13.27.080 - Public Uses

13.31.010 through 13.31.030 - Fencing and Walls

13.32.010 through 13.32.080 - Vehicular Parking, Loading and Maneuvering Areas

13.33.010 through 13.33.030 - Landscaping

13.34.010 through 13.34.060 - Yards and Setbacks

13.35.010 through 13.35.100 - Design Review and Site Plan Review