

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

January 15, 2015

PRESENT: Chairman Jim Hart, Commissioners Lynette Dickey, Bonnie Farmer, Rachel Thompson, and Garrett Greenhalgh, Development Coordinator Harry Meadows, Dr. Robert Oaks, Bob Bates, Dale Siler, RoseMary Jones, and Martha Balph. Secretary Adria Davis recorded the minutes.

Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:03 p.m.
He led those present in the Pledge of Allegiance.

Review and Approval of agenda

The agenda for the Planning Commission meeting of January 15, 2015 was reviewed. A motion was made by Commissioner Dickey to approve the agenda as outlined. Commissioner Farmer seconded. Commissioners Hart, Dickey, Farmer, Thompson, and Greenhalgh voted yes.

Review and Approval of the Minutes

The minutes for the Planning Commission meeting of December 18, 2014 were reviewed. A motion was made by Commissioner Dickey recommending approving the minutes as outlined. Commissioner Thompson seconded. Commissioners Hart, Dickey, Farmer, Thompson and Greenhalgh voted yes.

Set a Public Hearing date for changes to Fencing Ordinance 17.40.050 D

Chairman Hart made a motion to set a public hearing for February 5, 2015 at 8:05 p.m. Commissioner Dickey seconded. Commissioners Hart, Dickey, Farmer, Thompson and Greenhalgh voted yes.

Set a Public Hearing date for the Millville General Plan Draft and the Parks & Trails Master Plan Draft.

Chairman Hart made a motion to set a Public Hearing for February 5, 2015 at 8:10 p.m. Commissioner Farmer seconded. Commissioners Hart, Dickey, Farmer, Thompson and Greenhalgh voted yes.

Consideration for recommendation to the City Council regarding the rezone request by Martha H. Balph.

Dr. Robert Oaks was present again to review his presentation for those commissioners who had missed it previously. He reviewed mud flows, debris flows, clear water flows, alluvial fans, channels, levees and reloading.

Commissioner Larry Lewis (Alt.) arrived at the meeting at this time.

Dr. Oaks walked through maps and layover slides, showing their relation to the property in question. He explained the canyons nearest these parcels were composed mostly of Dolomite which had only a 1/2% of producing mud. This area having the least amount of mud would be more likely to have water flows than mud or debris flows. He pointed out a southern fan which showed drainage to the south of that fan, and a northern fan which showed drainage to the north of that fan, explaining that each would probably drain in those same directions in the future directing flows away from the property in question.

Commissioner Greenhalgh was concerned about future homes being built on this property. Currently the vegetation provides a buffer for water erosion on this land; however construction in the area would remove this natural buffer leaving the homes in a danger zone.

This is the reason that newer homes are required to have curb and gutter, plus subdivisions must have a storm water system in place.

Development Coordinator Meadows had researched the minutes from the city meeting held Oct. 1, 1998 when the zoning map with these changes was approved. The minutes showed concern from the members regarding the homes that had already been built in these danger areas, and the motive behind the new zoning designations seemed to be a desire to prevent future building in this area.

Chairman Hart pointed out that what was a safety issue then, is still a safety issue now. The research done has satisfied his concerns for this area.

Commissioner Greenhalgh believes rezoning this land now will lead to future building/development of this area and feels that even if the mud flows are not an issue it will still have problems with flooding for those potential homeowners. He wanted no part in that liability.

Commissioner Lewis (Alt.) believes there should be some kind of safeguard built in to protect those who will eventually build there. This danger zone should be identified somehow.

Chairman Hart made a motion to recommend to the City Council to change the zoning on the south parcels only (03-037-0019, 03-037-0020, and 03-037-0055) from Open Space (OS) to Residential (R-1). Commissioner Farmer seconded. Commissioners Hart, Dickey, and Farmer voted in Favor, with Commissioners Greenhalgh and Thompson voting against.

City Council Report

The commissioners received a copy of the minutes from the December 8, 2014 City Council meeting. There were no comments.

Agenda Items for Next Meeting

Public Hearing on Fencing ordinance
Public Hearing on City Master Plan Draft
Minor Subdivision - Leishman

Other Discussion items

RSVP headcount for the Winter Social on February 7, 2015.

Calendaring of future P&Z meeting

The next Planning Commission meeting will be held Thursday, February 5, 2015 at 8:00 p.m.

Assignment of Representative for City Council Meeting.

Both Larry Lewis (Alt.) and Lynette Dickey will try to attend. Dr. Oaks will also be there to review his presentation for the council.

Adjournment

Commissioner Hart moved to adjourn the meeting at 9:25 p.m.

5. A.

17.40.050: FENCING:

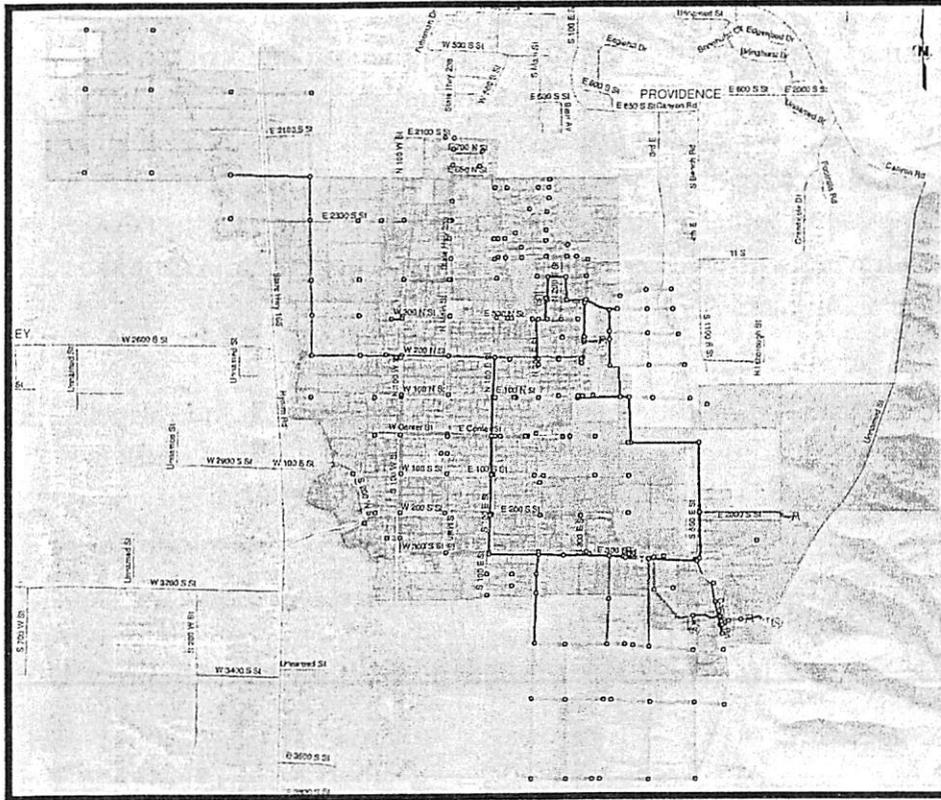
D. Corner Lot Requirements:

1. On all corner lots, a fence, not to exceed six feet (6') in height, may be erected along the rear and interior side lot line, but not in the front yard setback area.
2. In all zones requiring a front yard setback, no obstruction to view in excess of thirty six inches (36") in height shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points thirty feet (30') from the intersection of the property line.
3. Notwithstanding any other provisions herein, a fence which does not obstruct view (i.e., chain-link fence) may be erected to a height of six feet (6') in any yard abutting a street within the setback area. The fence shall in no way be closed in with adjacent plant materials or strips of material inserted into the fence so as to obstruct vision.

NO Change

Delete

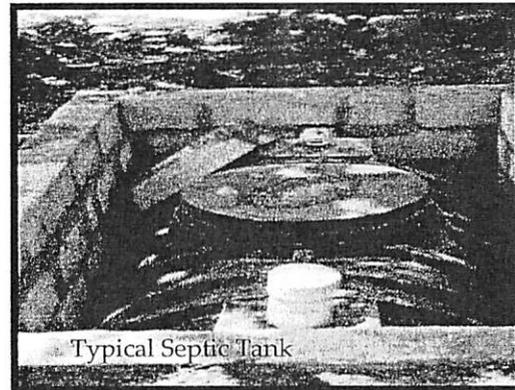
Figure 10 2008 Water Master Plan Future Service Area



Sewer

Millville does not have a wastewater treatment facility or collection system within the community. Instead the currently uses septic tanks for wastewater treatment subsequently, lot sizes within Millville are limited to a minimum of 14,000 sq-ft to provide for space enough for drain fields.

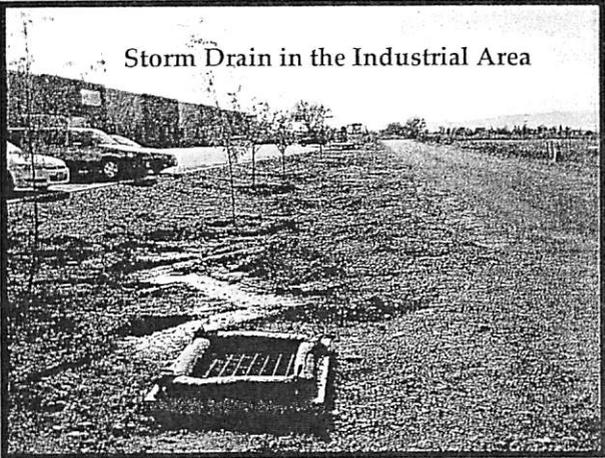
In the early 2000's Nibley City installed a sewer collection system that pumps wastewater to Logan City for treatment. Millville considered installing sewer at that time, but it was not supported by the community. However, community leaders did make an initial investment in Nibley's sewer system to provide for future capacity if the community ever had a desire to connect and would be conveyed through Nibley City to Logan City for wastewater treatment.



Presently Cache County School District is constructing a High School in Millville. They preferred to be connected to the sewer. Because of this, Millville is connecting the sewer lines to Nibley across the Blacksmith Fork River to the High School. Millville is also extending sewer lines past the required improvements, being installed by the high school, to provide for future connection. This will allow residents adjacent to the new sewer lines to have the option to connect if they wish to. Millville will own the sewer lines, but anticipates contracting with Nibley for operation and maintenance of the system until future expansion occurs.

Stormwater

Millville’s storm drainage system is essential in protecting residents’ life and property. Storm events can cause major flooding of canals, the Blacksmith Fork River, and the several mountain drainages that pass through the City. Additionally, localized flooding occasionally occurs from storm water runoff generated within the City’s boundaries. As the City grows, the potential for localized flooding increases with the addition of impervious cover such as asphalt, concrete, and rooftops. As a result, significant improvements to the storm drain system will be needed to accommodate new development.



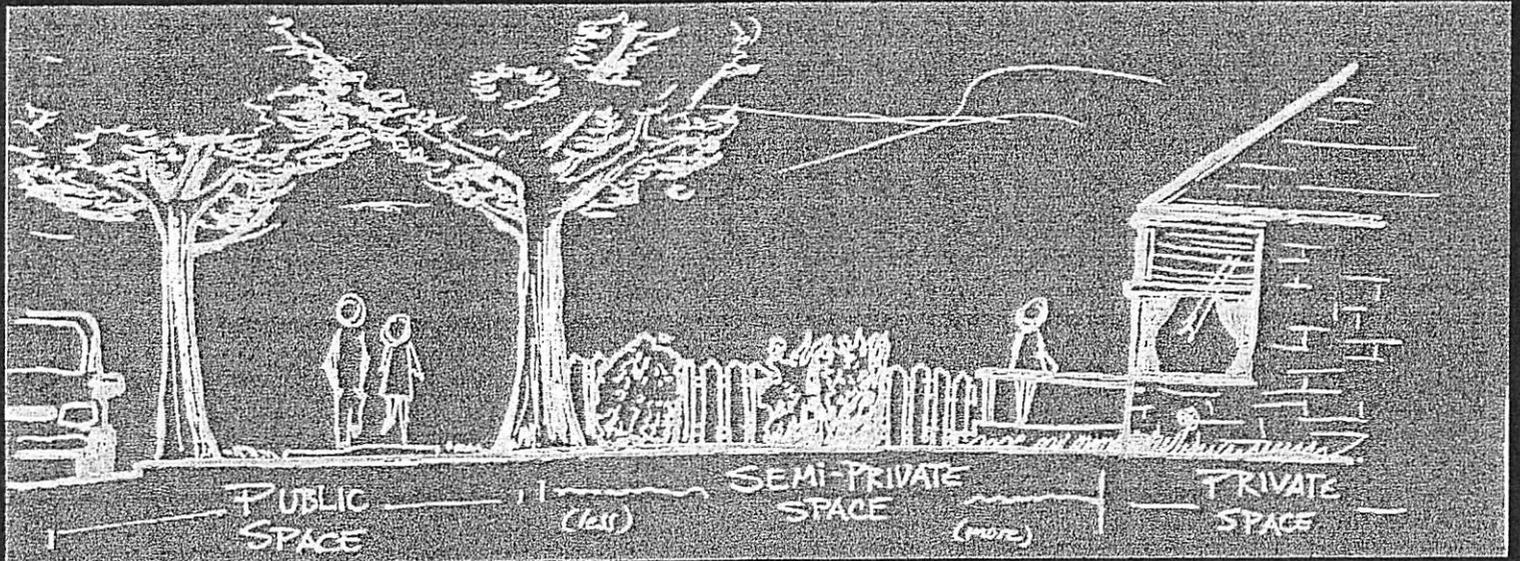
The existing storm drain system consists of small collection systems that were either installed to correct site-specific problems, or were installed with more recent developments. Additional storm water infrastructure investment is needed to correct existing deficiencies within Millville. Future growth in Millville will require storm drain system improvements to be made as well.

Public Safety

Millville City has always been a safe community, and its resident’s value and prioritize safety and security considerations highly. Currently, 24-hour police service is provided under contract with the Cache County Sheriff’s Department. Millville City has no police department of its own. Millville’s 24-hour fire, rescue, and emergency services are provided by the Hyrum City Volunteer Fire Department and Nibley-Millville First Responders. There is no fire station located within the City limits of Millville.

Millville City Affordable Housing Plan January 2015

Written and Assessment produced by Bear River Association of Governments



Introduction

Master Plan Directive

Planning housing opportunities for all people, regardless of income level, while maintaining the aesthetic qualities and public service levels Millville residents currently enjoy is an important part of the Master Plan. Current zoning districts allow for single-family lots as small as 14,000 sq. feet with minimum frontages of 124 feet pending septic system approval.

It is the goal of this directive to enforce and develop City Code requirements for property maintenance to ensure well maintained properties, regardless of housing value. Thus keeping with the zoning principles to protect and promote the health, safety, order, prosperity, and general welfare of the present and future inhabitants of the City.

Principles

- Provide opportunities to develop moderate income housing.
- Consider higher density zoning districts in areas with existing infrastructure to minimize development costs.
- Consider mixed use (density) overlay zoning districts to encourage development in areas with existing infrastructure.

State Law Directing the Development of Affordable Housing Plan

Utah Code Title 10 Chapter 9a amended in 2005 states:

10-9a-401. General Plan required content.

- (1) In order to accomplish the purposes of this chapter, each municipality shall prepare and adopt a comprehensive, long-range general plan for:
 - (a) present and future needs of the municipality; and
 - (b) growth and development of all or any part of the land within the municipality.
- (2) The plan may provide for:
 - (f) the protection or promotion of moderate income housing;

10-9a-403. Plan preparation.

- (2) (b) In drafting the moderate income housing element, the planning commission:
 - (i) shall consider the Legislature's determination that cities shall facilitate a reasonable opportunity for a variety of housing, including moderate income housing:
 - (A) to meet the needs of people desiring to live there; and
 - (B) to allow persons with moderate incomes to benefit from and fully participate in all aspects of neighborhood and community life; and
 - (ii) may include an analysis of why the recommended means, techniques, or combination of means and techniques provide a realistic opportunity for the

development of moderate income housing within the planning horizon, which means or techniques may include a recommendation to:

- (A) rezone for densities necessary to assure the production of moderate income housing;
- (B) facilitate the rehabilitation or expansion of infrastructure that will encourage the construction of moderate income housing;
- (C) encourage the rehabilitation of existing uninhabitable housing stock into moderate income housing;
- (D) consider general fund subsidies to waive construction related fees that are otherwise generally imposed by the city;
- (E) consider utilization of state or federal funds or tax incentives to promote the construction of moderate income housing;
- (F) consider utilization of programs offered by the Utah Housing Corporation within that agency's funding capacity; and
- (G) consider utilization of affordable housing programs administered by the Department of Workforce Services.

10-9a-403. Biennial review of moderate income housing element of general plan.

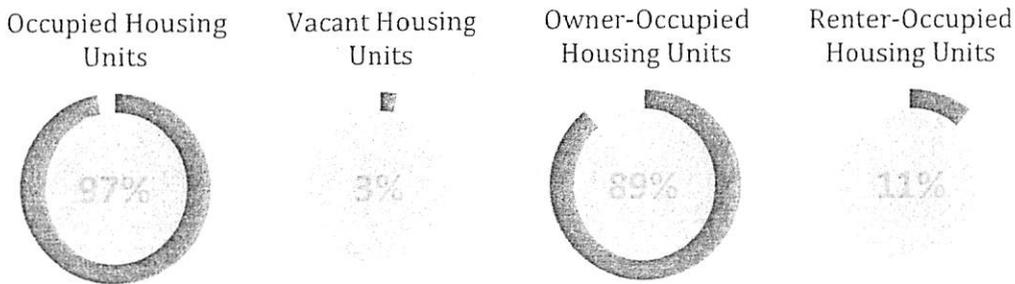
- (1) The legislative body of each city shall biennially:
 - (a) review the moderate income housing plan element of its general plan and its implementation; and
 - (b) prepare a report setting forth the findings of the review.
- (2) Each report under Subsection (1) shall include a description of:
 - (a) efforts made by the city to reduce, mitigate, or eliminate local regulatory barriers to moderate income housing;
 - (b) actions taken by the city to encourage preservation of existing moderate income housing and development of new moderate income housing;
 - (c) progress made within the city to provide moderate income housing, as measured by permits issued for new units of moderate income housing; and
 - (d) efforts made by the city to coordinate moderate income housing plans and actions with neighboring municipalities.
- (3) The legislative body of each city shall send a copy of the report under Subsection (1) to the Department of Workforce Services and the association of governments in which the city is located.
- (4) In a civil action seeking enforcement or claiming a violation of this section or of Subsection 10-9a-404(5)(c), a plaintiff may not recover damages but may be awarded only injunctive or other equitable relief.

A. MILLVILLE CITY AFFORDABLE HOUSING NEEDS ASSESSMENT

Housing Stock

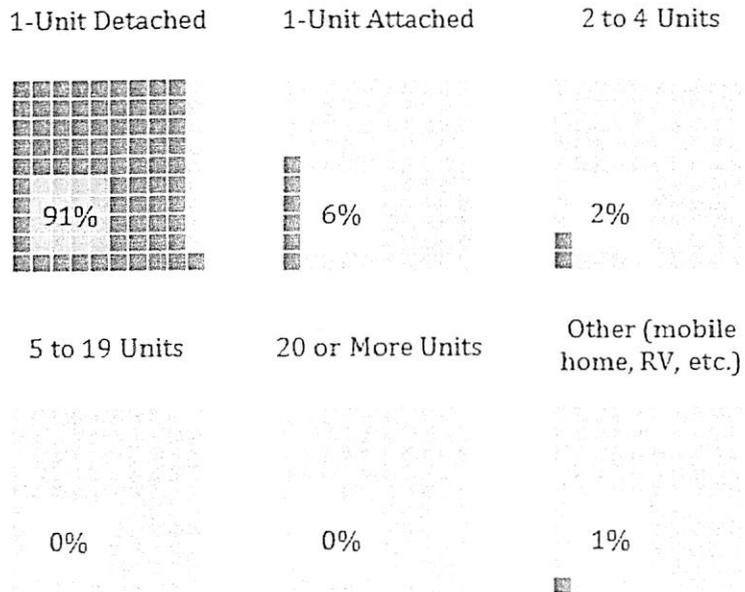
As of the 2010 U.S. Census, there were 519 housing units in Millville City. Of those units, 504 (97.1 percent) are occupied and 15 (2.9 percent) are vacant. Owner-occupied units make up the majority (89.1 percent) of the city's housing stock, while renter-occupied units account for 10.9 percent of the city's housing stock.

Housing Occupancy



Millville City's housing stock consists of 553 (91.1 percent) single-unit detached homes, 35 (5.8 percent) single-unit attached homes, 14 (2.3 percent) two- to four-unit structures, 0 (0 percent) five- to nineteen-unit structures, 0 (0 percent) structures with twenty or more units, and 5 (0.8 percent) other structure types, such as RVs and mobile homes.

Housing Units by Structure Type



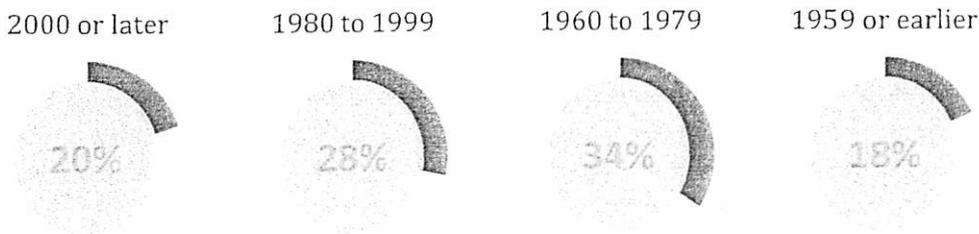
Given that 91.1 percent of the city's housing stock is made up of single-unit detached homes, Millville City may want to consider whether a more

diversified housing stock would benefit current and future residents.

In terms of unit size, Millville City's housing stock consists of 0 units with no bedrooms, 0 units with one bedroom, 271 units with two or three bedrooms, and 336 units with four or more bedrooms.

An assessment of structure age can, in some cases, reveal whether there is a need for housing rehabilitation. In Millville City, 20.6 percent of residential structures were built in 1959 or earlier, 34.1 percent were built between 1960 and 1979, 25.4 percent were built between 1980 and 1999, and 19.9 percent were built in the year 2000 or later. With 54.7 percent of the city's housing stock constructed before 1979, extensive rehabilitation may be necessary.

Owner-Occupied Housing Units by Year Built



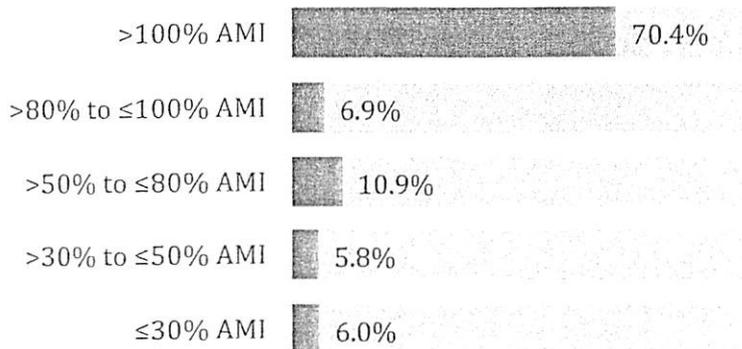
Household Income & Needs

The median household income in Millville City is \$71,850, which is \$13,550 above the area median income (AMI) for Cache County (\$58,300). Given these figures, 6 percent of the households in Millville City earn less than or equal to 30 percent of AMI, 5.8 percent earn between 30 and 50

percent of AMI, 10.9 percent earn between 51 and 80 percent of AMI, 6.9 percent earn between 81 and 100 percent of AMI, and 70.4 percent earn more than 100 percent of AMI.

Households that earn a moderate income (80 percent of AMI) or less make up 22.6 percent of Millville City's population.

Households by Income Level (Present)



Summary of Affordability

Household Income	Maximum Monthly Income for Housing Expenses	Maximum Mortgage Loan Amount
<i>≤30% AMI</i>	\$437	\$40,320
<i>>30% to ≤50% AMI</i>	\$729	\$77,368
<i>>50% to ≤80% AMI</i>	\$1,166	\$132,940
<i>>80% to ≤100% AMI</i>	\$1,458	\$169,988

Housing is considered affordable when households—regardless of their income—spend no more than 30 percent of their monthly income on housing expenses. Therefore, cost-burdened households are those households whose housing expenses exceed 30 percent of their monthly income. Based on this definition, 90.9 percent of Millville City's renter households that earn a moderate income or less and 41.4 percent of the city's owner households that earn a moderate income or less are cost burdened, which indicates that Millville City's residents would benefit from additional affordable rental and ownership options.

Cost Burdened Renter Households

Households Spending 30% or More of Monthly Income on Housing (by Income Level)

<i>>50% to ≤80% AMI</i>	100.0%
<i>>30% to ≤50% AMI</i>	0.0%
<i>≤30% AMI</i>	100.0%

Cost Burdened Owner Households

Households Spending 30% or More of Monthly Income on Housing (by Income Level)

<i>>50% to ≤80% AMI</i>	40.0%
<i>>30% to ≤50% AMI</i>	0.0%
<i>≤30% AMI</i>	95.0%

Households Spending 50% or More of Monthly Income on Housing (by Income Level)

<i>>50% to ≤80% AMI</i>	0.0%
<i>>30% to ≤50% AMI</i>	0.0%
<i>≤30% AMI</i>	0.0%

Households Spending 50% or More of Monthly Income on Housing (by Income Level)

<i>>50% to ≤80% AMI</i>	0.0%
<i>>30% to ≤50% AMI</i>	0.0%
<i>≤30% AMI</i>	75.0%

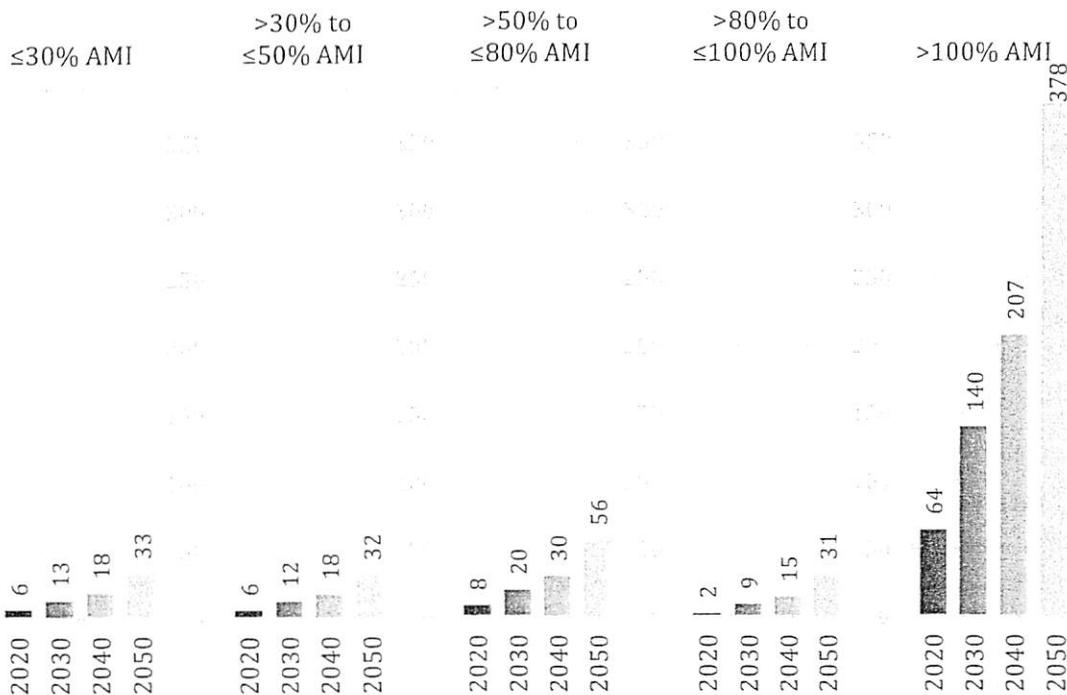
Population Change and Affordable Housing Demand

The population of Millville City is expected to increase from 1,829 in 2010 to 2,196 by 2020 and 2,593 by 2030. These additional residents amount to an additional 101.1 households by 2020 and an additional 210.5 households by 2030, based on the city's current average household size (3.63).

Based on population change, observed income levels, and existing vacancies, it is projected that Millville City will need an additional 86 housing units by 2020. Of those 86 units, 6 will need to be affordable to extremely low-income ($\leq 30\%$ AMI) households, 6 will need to be affordable to low-income ($>30\%$ to $\leq 50\%$ AMI) households, and 8 will need to be affordable to moderate-income ($>50\%$ to $\leq 80\%$ AMI) households.

By 2030, Millville City will need an additional 193.5 housing units. Of those 193.5 units, 13 will need to be affordable to extremely low-income ($\leq 30\%$ AMI) households, 12 will need to be affordable to low-income ($>30\%$ to $\leq 50\%$ AMI) households, and 20 will need to be affordable to moderate-income ($>50\%$ to $\leq 80\%$ AMI) households.

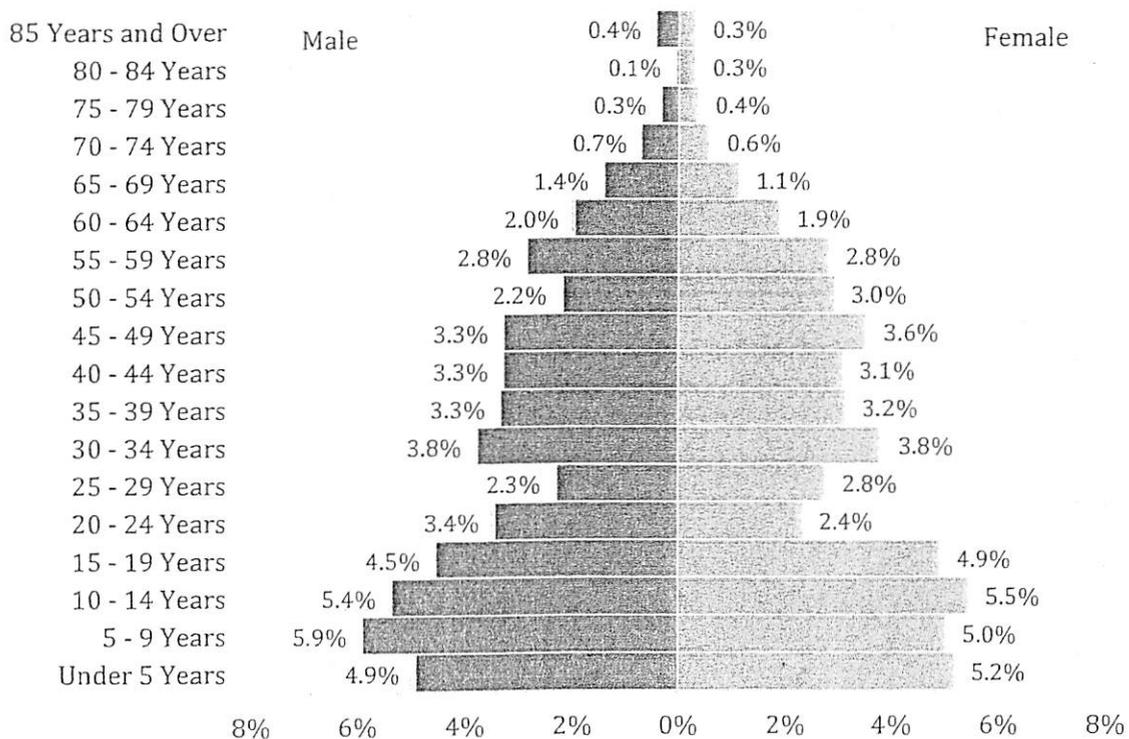
New Housing Unit Demand by Household Income Level



Special Needs Groups

Data from the 2012 American Community Survey indicates that 8.3 percent of all Americans under the age of 65 and 36.8 percent of all Americans 65 and older have some form of disability. Assuming that the percentage of Millville City residents with disabilities is comparable to national figures, approximately 144 Millville City residents under the age of 65 and 39 Millville City residents 65 and older suffer from a disability. Adults with disabilities are generally considered low or moderate income. Individuals with disabilities may require special housing accommodations.

Population Pyramid



About 5.7 percent of Millville City's population was 65 and older as of the 2010 U.S. Census. The share of the city's population that is 65 and older is expected to increase to 8.6 percent by the year 2020 and to nearly 15 percent by the year 2030. Some elderly individuals may not be able to remain in their homes or may choose to relocate to a unit that better suits their preferences and needs. The legislative body of Millville City may wish to evaluate the housing options available to seniors wishing to remain in or move to the community.

B. Housing Types & Ordinance Element

Sample Housing Types to consider that may contribute to Community Livability and Affordability

- Mixed-Use Housing Above Retail

Housing on the upper floors of retail shops or mixed apartments and shops on the same street.

- Accessory Dwelling Units

Converting a basement or guesthouse into separate living quarters.

- Garden Courts

A garden or park surrounded by higher density housing. Minimal lot sizes required by modern zoning codes make this type of housing difficult to develop.

- Live Work Units

Zoned so occupants are able to work from home, with a separate entrance and discreet signage. This type of housing must be zoned to allow for office use by non-resident employees and customers.

- "Big House" Apartments

Apartments that fit into neighborhoods, designed to look like a large home, but built to accommodate two, four, or even eight units.

Example Ordinance Elements

- Design standards that give guidance for parking design, open space design, privacy and visibility. For direction on developing design standards see Attachment A – Affordable Housing “Design Guidelines and Best Practices” by Bear River Association of Governments.
- Limit multi-unit housing to 4 or less in R1 residential zone as conditional use.
- Conditions can include design standards and careful management of ingress/egress, lighting, property management, etc.
- Limit multi-unit housing to 4 units per “block” or units cannot be closer than 660 feet
- More than 4 units require PUD or higher-density zone such as Commercial or Planned Professional

C. AFFORDABLE HOUSING POLICY STATEMENT

The following statement is primarily based on the changes recommended by the implementation policies of the Land Use Elements of the City’s General Plan.

It has been and will continue to be the intent of the City to not limit the development of residential housing within the incorporated areas of the City. The physical environment (geography, zoning, etc.) will place some restrictions on the type and density of any residential development in the City. However, to meet the current and future affordable housing needs, zoning codes need to be continually evaluated and, if necessary, changed to allow for more affordable housing choices.

Goals, Policies and Implementation Measures

Goal 1: Improve Access to Housing Opportunities for Low and Moderate Income Residents.

Policy: Support and Utilize Existing Affordable Housing Resources

- Continued support of Bear River Regional Housing Authority, which is administered by Bear River Association of Governments (BRAG) and offers the HUD Section 8 Rental Assistance Programs to eligible renters who reside in Millville.
- Support and promote First-time Homebuyer Program administered by BRAG.
- Support and promote housing repair and rehabilitation program administered by BRAG and USDAs Rural Development Agency.
- Investigate the merits of creating a Local Development Corporation either individually or in partnership with other communities and development agencies, to undertake affordable housing development on land acquired for such purposes.
- Work with Logan City and other neighboring communities to regularly assess affordable housing needs and the impact of new development on existing demand for such housing.

Goal 2: Improve Fair Housing Practices

Policy: Support Fair Housing Practices through Education and Awareness

- Promote a variety of affordable housing options in the City that are compatible with neighborhood character, including rental and ownership opportunities, and a variety of housing types such as multi-family, duplex, and single-family detached units.
- Sponsor and support presentations and information dissemination by non-profit and government agencies.
- Commit to combat any negative perception of affordable housing (NIMBY: Not in My Back Yard) by helping residents become educated about and understand the social and economic values of having diversified housing choices and opportunity in our community.
- Permit affordable housing in each neighborhood so long as the specific unit type and design is consistent with the character of the neighborhood.
- Acknowledge the economic and social consequences that large-scale or concentrated low-income housing developments place on neighboring households.

Goal 3: Encourage and Support the Provision of Affordable Housing Units

Policy: Modify Existing Regulatory Measures to Encourage the Development of Affordable Housing and Reduce Production Cost.

- Support non-profit and private affordable housing with affordable projects within the City limits.
- Encourage flexibility and innovation in the interpretation of local building codes to allow for the use of different building materials and new technologies.
- Increase flexibility in development standards allowing for reduction of site development costs, including allowances for reduced lot sizes pending available sewer access and/or septic approval.
- Streamline the local administrative development review and permitting process to allow for cost reductions.
- Encourage and incentivize the development of affordable housing in small complexes and low concentrations of buildings, appropriately distributed and integrated into the whole community.

Policy: Provide Financial Incentives for Affordable Housing

- Provide for fee waivers and impact fee exemptions for projects, or portions of projects that provide new affordable housing units.
- Take advantage of Urban Development Area (UDA) tax incentive increment financing specifically for affordable housing.
- Support Local Community Housing Trusts that support new or existing financial assistance programs.
- Provide new density bonuses or other benefits to developers willing to incorporate a portion of affordable housing in a project.

Policy: Encourage the Provision of Adaptive Re-use and Mixed-Use

- Encourage adaptive re-use and mixed-use projects to stimulate affordable housing and economic development.

Policy: Adopt New Regulatory Measures to Encourage the Development of Affordable Housing

- Plan for the expansion of access to wastewater treatment facilities to allow for smaller, affordable residential lot sizes.
- Allow for the development of accessory dwelling units in single-family zones – not just caretaker accommodations.
- Have no more restrictions for manufactured housing than for regular housing.
- Consider adopting local rehabilitation codes to maintain existing housing stock to encourage neighborhood revitalization.
- Adopt quality design standards to help erase negative attitudes and increase acceptance of affordable housing.
- Utilize selective re-zoning of residential land to allow greater density for both single-family and multi-family housing.
- Consider adopting an inclusionary zoning ordinance requiring that a certain portion of new housing units be affordable.
- Promote continued use of the City’s subdivision and zoning ordinances that could include density bonuses for certain types of affordable housing units.
- Consider amending residential zoning ordinance to areas that have access to connect to a sewer system to include single-family lots under ¼ acre, second and third floor housing options, and other similar techniques.

- Consider procedures that require certain affordable housing projects be held in perpetuity and monitoring all such deed restrictions.
- Consider adopting ordinances that discourage and disincentives large-scale or concentrated low-income housing.