



Chair: Tayson Willis

Commission:

Luke Ambrose

Chancey Carter

Lynae Malchus

Garland Walker

Nick Schofield

Wayne Lounsbury

Planning and Zoning Meeting Agenda

May 13, 2026

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, May 13, 2026.

I. CALL TO ORDER and ROLL CALL

II. CONFLICTS OF INTEREST

- a. Declaration of any potential conflicts of interest relating to agenda items

III. APPROVAL OF MINUTES

- a. April 8, 2026 Regular Meeting

IV. DISCUSSIONS/ORDINANCES/NEW BUSINESS

- a. Annexation Policy Plan
- b. Site Plan Review-Rollins Construction and Trucking
- c. Conditional Use Permit-Heritage Plaza Hotel

V. COMMISSION REPORTS AND COMMENTS

VI. ADJOURNMENT

I, Lisa Thompson, hereby certify that the above notice was posted to the state public notice website and the following locations on May 5, 2026:

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, APRIL 8, 2026 7:00 PM**

The Milford City Planning and Zoning Commission meeting was called to order by Chairman Tayson Willis at 7:00 p.m.

Present: Chairman Tayson Willis; Commissioner(s) Nick Schofield, Lynae Malchus, Luke Ambrose, Wayne Lounsbury, Garland Walker, Chancey Carter Zoning Administrator Lisa Thompson

Absent:

Visitors: Russ Long, Ken Milkne

Conflict of Interest

Chairman Tayson Willis asked the commission if anyone need to declare any potential conflict of interest relating to any agenda items? Commissioner Chancey Carter declared she has a conflict with the Site Plan Review for Fervo.

Zoning Administrator Lisa explained everyone is required to complete one form annually. Prior to every meeting we will declare any conflicts of interest. If there's something on the agenda that you have a conflict with, you'll just need to disclose it. This is a part of Utah transparency.

Consent Issues

MOTION: Commissioner Chancey Carter made a motion to approve the minutes of December 10th 2025-Regular Meeting and Public Hearing. Commissioner Lynae Malchus seconded the motion; all were in favor. The motion passed unanimously.

Discussions/Ordinances/New business

Development of Duplexes-Parcel 5-15-33

Zoning Administrator Lisa explained that Matt Charron is developing two duplexes, and they are currently going to be on one parcel. However, once they get the duplexes completed, they are going to split the parcels into two lots. The reason it was brought to the planning and zoning is because they are putting two units on one dwelling and it just requires approval from the planning and zoning. I had sent out an e-mail on March 20th explaining the situation and all commissioners responded with they would like to choose option one, which was to approve it at that time and just ratify it during this meeting. Their building permit has been pulled so all we need to do tonight is just motion to approve it.

I think there was a little bit of confusion when I sent it out. So just so you guys are aware, how it works is a building permit is never issued until the building department approves everything on their end and I approve everything on the zoning side. They intertwine with each other. I'm never going to invoice for a permit until the building department has went

through and approved everything on their end so this project would have never went through without the planning commission approval.

Commissioner Luke Ambrose asked where this exact location is. Lisa explained it is across from old elementary school.

Lisa explained that when and if they do subdivide it, before I ever sent this out to you guys, I checked the zoning code. They'll still meet all the zoning requirements.

MOTION: Commissioner Luke Ambrose made a motion to approve the development of multiple duplexes on one lot at parcel 5-15-33. Commissioner Garland Walker seconded the motion. Roll Call Vote was taken and all commissioners voted yes. The motion passed unanimously.

Site Plan Review-Fervo Energy

Chairman Tayson Willis explained everyone should have the updated site plan review so we will go through it together:

- Setbacks for the main office and garage meet the zoning requirements.
- Building height for the office is 32': Code States the maximum building height is 50 feet. Buildings over 18 feet in height shall not be permitted within 150 feet of adjacent residential zone property. This zone allows for buildings 50 feet. However, this property is located next to residentially zoned area, which states it cannot be over 18 foot in height unless it's 150 feet from the residentially zoned area. The building is currently 66 feet from the residentially zoned area and due to the power poles that exist on this property, the building cannot be moved east to accommodate 150 feet. The residential zone that it is located next to allows for buildings of heights of 35 feet. This development is only 32 feet. So basically it's saying the building code says it can't be over 18 feet in height because it's next to residentially zoned property but in the residentially zoned property, we allow for buildings of thirty-five feet. Commissioner Lynae Malchus stated we just changed that in residential but didn't do anything in commercial. Lisa confirmed. Lynae stated that she feels if residential is at 35' we should change the commercial. Lynae asked about Gaspar's Auto. Lisa explained that his lot is a little bit different and his shop is 150' away from residential but he had that option to do so.
- Sidewalks. Chairman Willis asked Russ (Fervo) that he just want to make sure you guys are on board with UDOT for the ADA ramps and stuff like that along the highway, just so you're aware that they might require you to do something. Russ stated that yes we had to start here and then go to Beaver, and then we're going to start working with UDOT in conjunction with the rest of the permits. Chairman Willis also stated that we are working on obtaining the 60' easement for the 60' road so when that's all taken care of we want to make sure the sidewalk along 900 north abuts with the road. Russ confirmed.
- Access and traffic circulation is good.
- Parking, they've got 36 spots, 4 ADA spots, which is well over code, so we're good there.
- Lighting is the next one we need to discuss. There is no layout on the plans of lighting. The only code things we have to go by is MMC 13.03.010 states you shall provide for adequate and MMC 15.06.010 states lights shall be placed and situated to meet the following. As spacings of 500 foot intervals from nearest light at the entrances of new subdivisions at every intersection. Chairman Willis explained that

when the hospital was constructed, they were allowed to place in downward lights throughout their parking lot. There is a picture on your packet that shows these lights. Commissioner Lynae Malchus stated downward lighting is probably smart with the helicopters coming and asked if Fervo could do the same thing. Zoning Admin Lisa explained that the problem with our code is you've got one area of the code that says you have to provide adequate lighting and then you have another section of the code that's saying you've got to have street lights at intersections and every so many feet. When I met with Fervo yesterday they talked about they were proposing lighting on the building so you guys as a commission just need to decide if you're good, if you feel like that is adequate lighting to just have it on the building, or if you want to see more lighting similar to what they've got across the street with the parking lot lights. Russ with Fervo explained that we are not planning on having light pollution. because we don't want to upset the natural sky. It would be from an environmental standpoint. There is also a substantial amount of cost for putting in the downward facing lighting similar to what they have at the hospital. We plan on having more than adequate lighting from a security standpoint. We don't want the building there not being lit up, but we don't want to get light polluted. We would rather not have to put in like stanchion lighting all over the place or wherever, because copper's expensive, lights are expensive, depending on where we have to put them etc. For the shop and for the building, there will be adequate lighting there. Chancey also explained that I think it's important to know that the HSE team's the one that's developed it and so from a safety standpoint, we want to make sure the parking lot's well-lit so we'll make sure that happens with the lighting that's attached to the building. Commissioner Lynae Malchus explained she would rather just have this lighting than lights out on the street. Because if a helicopter comes in at the hospital, that's my thought, you know. Commissioner Ambrose stated the helicopter comes in on the backside, and I don't think lighting would be in the way. Russ at Fervo explained that he is not going to sit here and try to kind of light y'all or anything or stretch the truth. We don't want to put them in because it's going to cost money. And the building is already becoming quite expensive, and the lighting will add a lot of money, and we would rather not do that. Commissioner Malchus stated she is okay with that. I'm okay with the building's lit up enough. I'm okay with that, especially because there's lights across the street. Russ at Fervo stated you've got to think about the assets that we'll have inside as well, the security risks that we're going to have associated with the building, the badging, the locks, all of that type of stuff. We're not going to have a building that's not going to be lit up appropriately. If we move in and we look and we see that, hey, we probably need to add some lighting, we probably will. But we'd rather just stick with adequate lighting around the structures at this time. Commissioner Ambrose asked if there has there been a lighting study done, you know, kind of showing, you know, where your lights are planned and where they'll be shining on the parking lot? Because to me, a lot of that parking lot's not covered in lighting. Ken with Brahma answered that a lighting study has not been done, but it's something we can definitely look at. Russ asked if that something that's required by the city? Chairman Willis explained that like I said, it says states shall provide for adequate St. lighting. So the reference code 13.03.010. States shall provide for adequate St. lighting to service the proposed development. And then you've got code 15.06.010. Streetlights shall be placed and situated to meet the following spacings of 500 feet intervals from the nearest light at the entrance of new subdivision and at every intersection. So the only thing I would suggest or think

about is just at the entrances of, you know, if we, depending on what you guys decide, just at these entrances to make sure they're lit up. Russ asked if that could be at ground level and we don't we don't necessarily have to have whole lighting. You could have ground level lighting that's casting. Chairman Willis explained that he don't know if there's anything in the code that says it has to be above ground. Commissioner Schofield asked if that what the hospital has. Chairman Tayson answered that the hospital put in downward facing parking lot lights. Commissioner Carter asked if we are comparing apples to apples because when you read this, it's talking about subdivisions and streets, not office buildings. It just says adequate lighting and the other code. And then this one specifically is saying streets and subdivisions. Ken stated I think another thing to consider is you're comparing this building to a hospital. Commissioner Ambrose stated he personally doesn't think putting lights on a building can be adequate to that parking lot, and I come from a company that over light things. Commissioner Carter explained that she thinks that they're saying they want it well lit, so if we see that there's a gap, they are going to fill the gap. Russ from Fervo stated he can't stress you all enough as a committee that we're not going to have something that's not going to look aesthetically pleasing or be well lit or be secured. I'm trying to be as honest with you as I can as a man, just as a representative of our company, that we're trying to save a little bit of cost here. If we need to put the lighting up, we will. Commissioner Walker asked if he parking goes around the building-the building is going to be lighted and the lighting coming off the building should light up the parking lot. Zoning Administrator stated this is entirely up to you guys, I just have to bring you what the code says and if you feel like that's adequate, it's entirely up to you guys. Commissioner Lounsbury stated he thinks between the helipad across the street and being directly on the flight of an FAA landing strip, that's an emergency runway for commercial aircraft. Anything that you have downlit is just way better around there. You'd have to be way more concerned with that than access and entrance into subdivision area where you have 45 different families going in there. That's a different thing than a big commercial building. Commissioner Ambrose explained that this is Main Street and you're starting to speed up right there and I feel as your turn there it should be lit up at the intersection. Russ from Fervo agree and stated they are going to do lighting surveys, et cetera, just from a health and safety standpoint, to Chancey's point, that if we need more lighting or whatever around that, then we'll have it. I mean, to your point, though, right there in that section where there is no light, that's where you go down to 25 miles an hour and you start entering into town, and it's that would be a higher risk scenario in my mind. Russ at Fervo asked about putting a light on one of the existing power poles out there. Commissioner Lounsbury asked if they are going to have any monuments out in front of the entrances or anything. Russ stated yes, and they will have lights. There will also be an American Flag, Utah Flag and Fervo Flag with lights. I don't think lighting is going to be an issue. I think being able to come off they poles is a really good alternative. Commissioner Malchus asked if we have to vote on this part. Zoning Admin Lisa explained you need to have some type of agreement on what you are doing with the lights. Commissioner Malchus stated she is all right if their building is well lit, they've got flagpoles, they've got a sign out front, that will be giving you light, it's just not overly lit That's my opinion. I think what they're proposing is good. Commissioner Walker agreed. Commissioner Ambrose disagreed and stated they need to have something at that intersection. I worry about that intersection-we all see the traffic going through there right now and obviously

that will decrease when construction drops but I mean, you guys are probably looking, what, 5, 10 years of construction. Commissioner Carter answered construction should be tied up by 2028. Russ at Fervo stated he doesn't understand why we're bringing in the construction and the traffic into this particular conversation. We're not the only people building things out there either, is what I would draw your attention to. Commissioner Ambrose stated he knows that and he thinks its great, I just think that, you know, that's where, you know, people are starting to slow down and people are turning there. You got residents up there, they're turning in and out of there and I just feel like a light should be there. Russ at Fervo stated he is more than willing to get lights installed on the power line poles that are existing through the through the utility company. Zoning Admin Lisa asked Commissioner Ambrose if they put a light on this pole right here, where is pretty close to the intersection would that be good? Commissioner Ambrose stated he wouldn't be opposed to that. Commissioner Lounsbury asked what's the occupation load on this building? Commissioner Carter answered there is roughly 5 of us at a time. 5 to a maximum of 25. Commissioner Lounsbury asked if there is going to be any dwelling areas up stairs and it was confirmed there will not be. Zoning Admin Lisa asked if you went ahead with your lighting on the building as they're proposing, with one light on this pole right here to make sure that the intersection is lit up is that a good compromise? Commissioners all agreed and Russ from Fervo stated we are 100% in agreement.

- Utilities: Water, extending the 8-inch main line. Sewer extending the eight-inch main line. Fire hydrants, 3 hydrants are identified on the plan. And we're still working on the easement. Commissioner Ambrose asked about the easement. I know when the hospital come in it was a fight. The hospital's property kind of is offset from where this road comes in so we had them give us a spot to where they can drive and eventually go according to the master plan. Is that all lining up all right here? After looking at maps and having discussion it was determined that it will all line up. Russ at Fervo stated for the record, we plan on giving that easement and working with the community and doing right and making sure that the sidewalks and everything align with that easement.
- Landscaping: A landscaping plan was provided. Landscaping will be a mixture of xeriscape with some trees, similar design to the hospital. Code 13.1A.050, so where it abuts a residential district, a wall at least 6 feet in height or appropriate landscaping shall be located adjoining the property line. So basically the west side of their property needs to have a 6 foot high fence or appropriate landscaping. It shows here, developer will be installing a landscape buffer between the parcels, so that's good.
- Drainage: Site plan identifies the storm water basin. Chairman Willis asked if this is a french drain or is it being out piped somewhere? They will have a catch basin and push water into the gravel. Chairman Willis asked if the area from the parking lot to the highway will have a belly in it similar to what the hospital has done. Ken answered yes. Ken explained when we did the geotechnical report, this site actually went to that really well when we did dig all the test pits and foundations. You get this weird clay layer that's about 10 feet, but it permeates so everything down to 10 feet, it's going to go like a sieve. At 10 feet, it held, but it was still quick.
- Pavement: All areas for movement and parking should be paved. They are going to pave around that and the garage. After detailed research and recommendations from city staff, legal counsel, property rights ombudsman, city council determined

that requiring pavement improvements along 900 North is not roughly proportionate to the impact of this development. There's currently an agreement that is being worked out that states in the event that future development to the west or the north happens, that these requirements will be revisited. So, 900 North is city limits and Milford City requires that anytime anyone builds, they have to pave half the road. Where that is county, the county doesn't make them pave their half of the road. So basically, Fervo would pave half the road, and the other side's never going to be paved. The council approved this, I mean, it states in there that, you know, we're going to revisit it, and if there's ever development to the north or to the west. Lisa did a whole huge study on it, and it's This just doesn't really make sense to have them do it right now. So just wanted to bring that to your attention. Zoning Admin Lisa explained the impact of their development, which is this office, so the impact is really minimal to what the cost would be for them to install pavement, the entire length to the center line of the road and you would be left with 1/2 Rd. Not only that, but road also serves as access to the houses out in the county, Martin Marietta, the trap club, and it's difficult to maintain 1/2 Rd. Commissioner Ambrose asked so, what you're saying is at this time they are going to leave it as a dirt road and it will just be continued to be maintained by grading and mag chloride. Zoning Admin confirmed.

- Chairman Willis asked if everyone good with what we talked about as far as the lighting and building heights? All commissioners agreed.

MOTION: Commissioner Lynae Malchus made a motion to approve the site plan as presented with changes to their lighting plan with an addition of adding a light on the power pole and approval of the building height at 32 feet. Wayne Lounsbury seconded the motion. Roll Call Vote was taken and all commissioners voted yes aside from Chancy-she abstained. The motion passed unanimously.

COMMISSION REPORTS AND COMMENTS

- Tayson- None
- Luke Ambrose-None
- Nick Schofield- None
- Garland Walker- None
- Lynae Malchus- None
- Chancey Carter-None
- Wayne Lounsbury-None
- Lisa Thompson- Lisa mentioned that when we do our ordinance updates, we need to keep on our radar the height restrictions in the commercial districts.

ADJOURNMENT

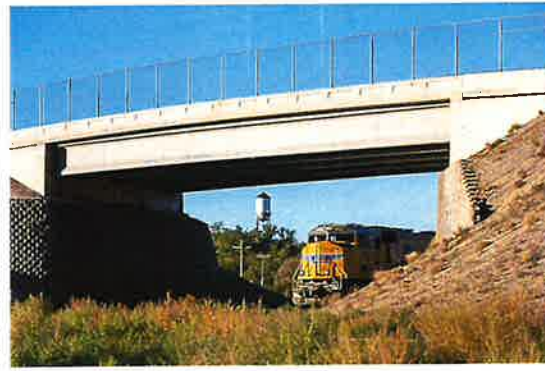
As there was no further business, the meeting was adjourned at 7:43 pm

APPROVED by PLANNING & ZONING this _____ day of May 2026.

Lisa Thompson

LISA THOMPSON, Planning Administrator

Planning and Zoning Regular Meeting
April 8, 2026



MILFORD ANNEXATION POLICY PLAN

Beaver County, Utah

2026

Adopted by Resolution of the Milford City Council

Prepared in conjunction with the Milford General Plan 2026



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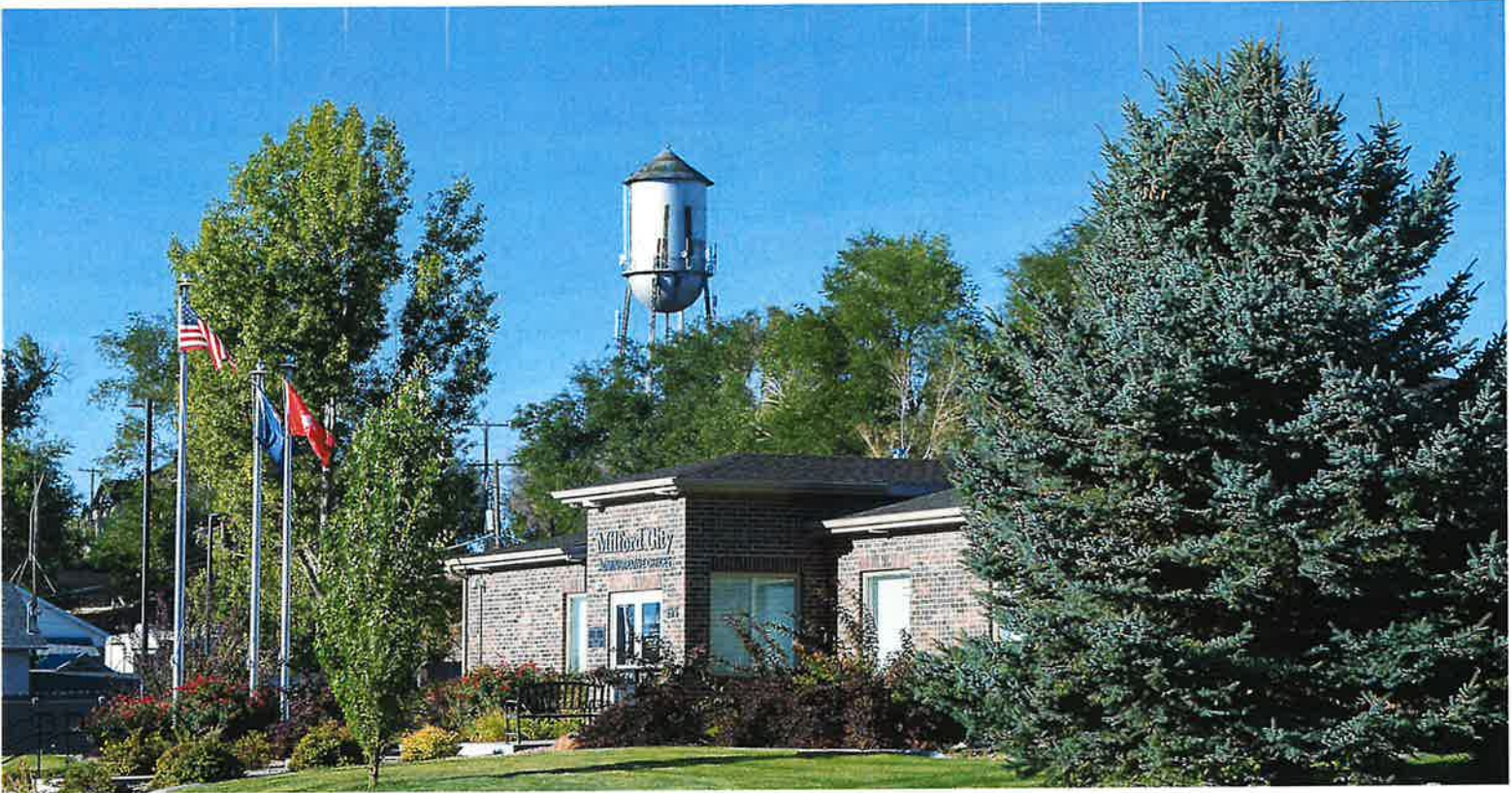
Chapter 1: Purpose and Authority

This Annexation Policy Plan guides the Milford City Council and Planning Commission in the orderly, deliberate evaluation of future annexation requests. It identifies the general area where annexation may be appropriate, establishes criteria for evaluating petitions, and provides a framework for coordinating boundary changes with Beaver County and other affected entities. The plan reflects Milford's size, resources, and planning priorities and is intended to ensure that any expansion of city limits advances long-term community interests rather than creating near-term burdens on existing residents and infrastructure.

Milford is a fifth-class city with approximately 1,430 residents. Its planning context is defined by a compact historic core, limited water and sewer capacity, a legacy role as a regional rail and service hub, and more recently, by its inclusion in the Mineral Mountains Inland Port Project Area established by the Utah Inland Port Authority in 2023. These conditions shape both the opportunities and the constraints that any annexation decision must weigh.

This plan is adopted pursuant to Utah Code §10-2-401.5, which requires municipalities within specified counties to adopt an annexation policy plan before annexing unincorporated territory. Beaver County is a specified county under Utah law.

The plan is adopted by resolution of the Milford City Council, following a recommendation from the Planning Commission and after the public meeting, comment, and public hearing process required by state law. It is advisory in character. Nothing in this plan requires the City to annex any property, grants any right to annexation, confers zoning or development entitlements, or obligates the City to extend municipal services. Inclusion within the Annexation Policy Area map does not guarantee annexation; exclusion does not permanently foreclose it. Each annexation request is a legislative decision made by the City Council on its own merits at the time of petition, in accordance with applicable state law.



Chapter 2: Relationship to the Milford General Plan

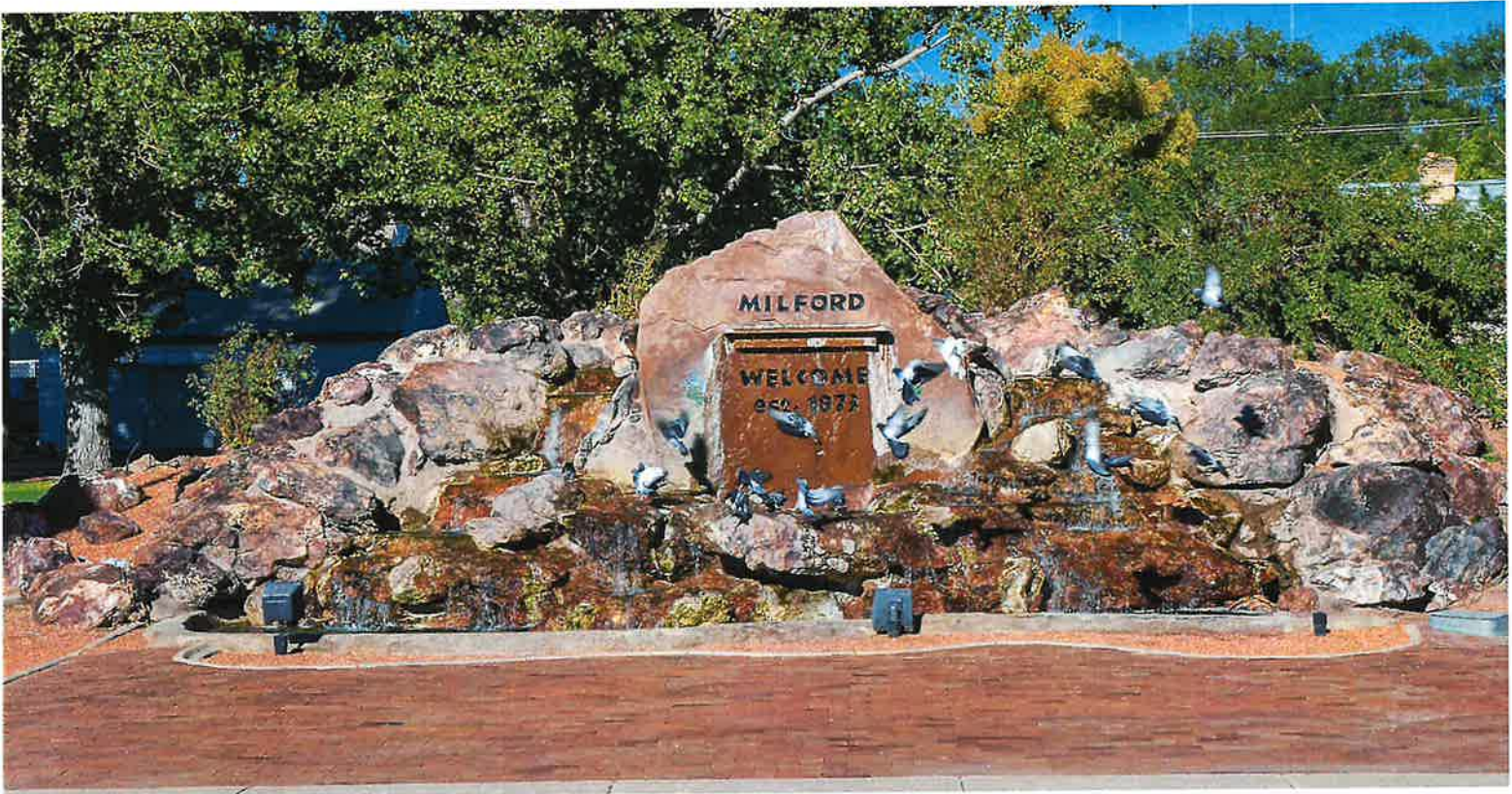
The Annexation Policy Plan does not function independently from the Milford General Plan. The two documents are intended to be read and applied together. The General Plan, adopted concurrently with this plan, establishes Milford's long-range vision for land use, housing, transportation, infrastructure, and public services. Annexation decisions must be evaluated for consistency with that vision.

In particular, the General Plan's Land Use Element emphasizes that Milford's primary growth strategy for the foreseeable future is reinvestment within the existing city footprint, focusing on filling vacant lots, rehabilitating underutilized commercial properties, and expanding housing options in established neighborhoods. Outward expansion is a secondary consideration, appropriate only where adequate services can be provided efficiently and where new development would genuinely extend and complement the city's existing patterns rather than jump over vacant land or fragment service delivery.

The Future Land Use Map (FLUM) in the General Plan identifies the land use categories appropriate for different parts of the city and its immediate surroundings. Annexation proposals will be evaluated for compatibility with the FLUM. A proposal that would result in development patterns inconsistent with the FLUM — for example, large-lot rural residential development in an area designated for industrial or employment use, or industrial uses adjacent to planned residential areas without adequate transitions — warrants heightened scrutiny or may be deemed inappropriate without a concurrent General Plan amendment.

The General Plan also emphasizes Milford's infrastructure constraints, particularly its water system and wastewater lagoon capacity. These constraints are not abstract planning considerations; they are real operational limitations that shape where and at what pace growth can occur. The Annexation Policy Plan carries forward those constraints as direct considerations in evaluating annexation requests.

Zoning, land use entitlements, and development rights do not follow automatically from annexation. Any property annexed to Milford is subject to a separate zoning designation process, which must comply with the General Plan, applicable state law, and the Milford City Code.



Chapter 3: Milford's Planning Context

COMMUNITY CHARACTER AND GROWTH HISTORY

Milford was platted following the arrival of the Union Pacific Railroad in 1880, and its street grid, commercial core, and industrial corridor along the rail line reflect that origin. The city's population has fluctuated throughout its history, never exceeding roughly 1,700 residents at its peak, and stood at 1,431 in the 2020 Census. This stable, modest scale is not a planning failure—it reflects Milford's role as a small but durable service center in a rural high-desert setting, supported by rail, agriculture, and increasingly by the renewable energy economy.

Residents consistently identify Milford's small-town character, dark night skies, rural setting, and strong civic identity as the community's most valued qualities. Planning for annexation must take seriously that outward expansion for its own sake could undermine those qualities if it outpaces the city's ability to provide services, dilutes the compact community form, or brings incompatible land uses to the city's edges.

THE MINERAL MOUNTAINS INLAND PORT PROJECT AREA

In October 2023, the Utah Inland Port Authority (UIPA) board unanimously approved the Mineral Mountains Project Area in Beaver County—Utah's sixth inland port designation. Milford City passed a resolution supporting the project area in May 2023. The designation encompasses approximately 19,820 total acres across four zones, two of which directly involve Milford:

- Milford Flats Zone: Approximately 17,115 acres north of Milford City, intersected by State Route 257 and the Union Pacific Railroad, including the Milford Municipal Airport and multiple wind and solar facilities. Fervo Energy's Cape Station geothermal project (400 MW, phase one operational in 2026) is located in this zone.
- Milford Depot Zone: Approximately 445 acres immediately proximate to existing industrial infrastructure, including the former Smithfield Foods unit train loop track, Atkore's manufacturing facility, and Rocky Mountain Power's regional field office.

The inland port designation does not create immediate development pressure within city limits, but it changes the planning context in important ways. It signals the potential for logistics, light manufacturing, and energy-related employment to grow north and west of the existing city over the planning horizon. The Annexation Policy Area map reflects this context by identifying the SR 257 / rail corridor as the primary direction for potential future expansion, consistent with the General Plan's emphasis on employment lands and industrial compatibility.

Milford's relationship to UIPA also introduces a new intergovernmental dimension. Annexation of property within or adjacent to the Inland Port project area may involve coordination with UIPA in addition to Beaver County, and the City should account for that relationship in its review of

future petitions. The Annexation Policy Area map includes the Milford Municipal Airport and immediately surrounding lands within the Milford Flats Zone due to their proximity to existing city infrastructure, but excludes more distant portions of the zone where development timing and service demands remain uncertain.

INFRASTRUCTURE CAPACITY

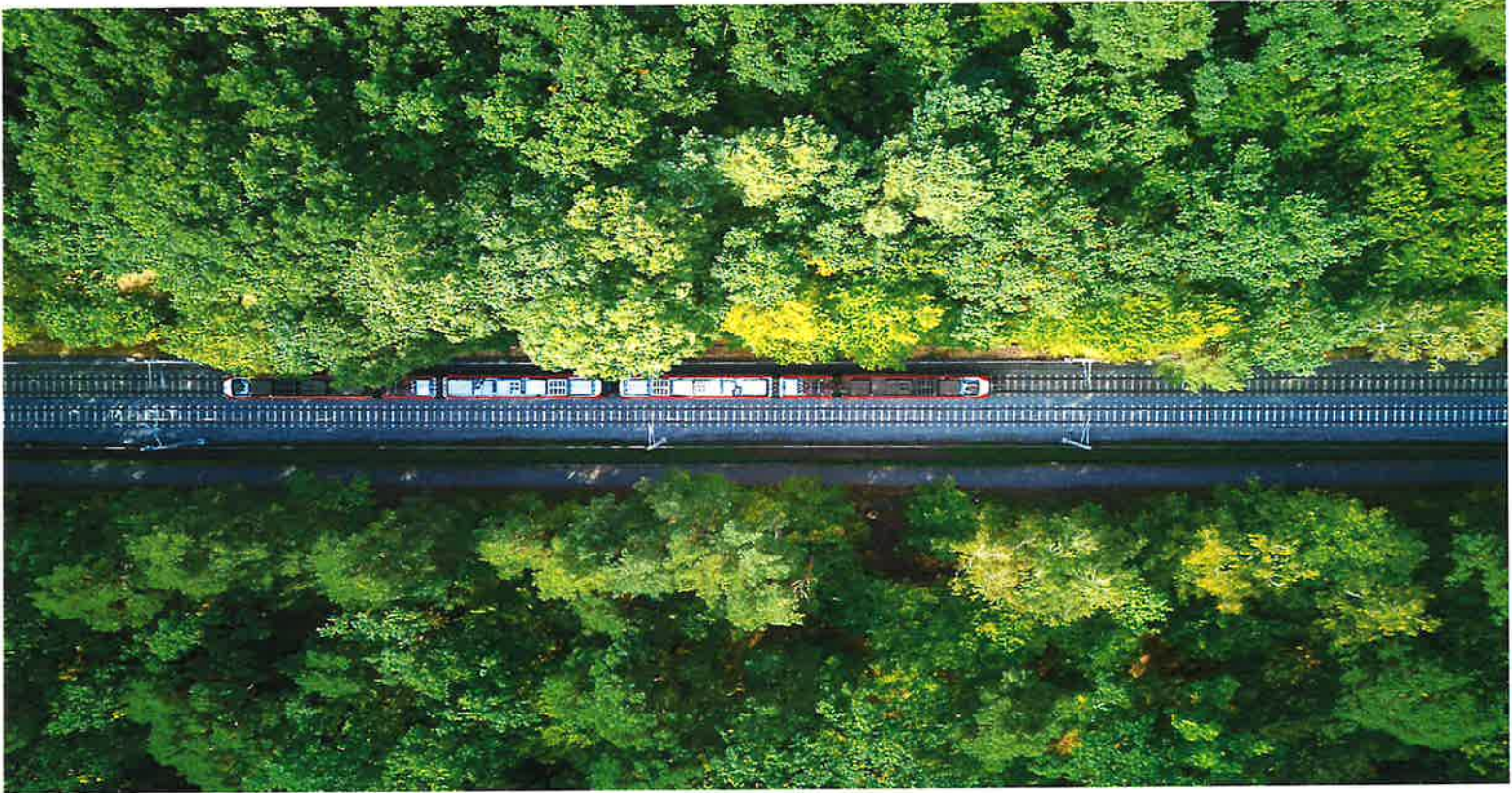
Water and wastewater capacity are the most binding near-term constraints on Milford's ability to accommodate new development, whether through infill or annexation. The following provides a planning-level summary. Detailed analysis is contained in Milford's adopted Water Master Plan and associated utility planning documents, which should be consulted whenever specific annexation proposals are under consideration.

System	Planning-Level Considerations for Annexation
Culinary Water	Milford operates a groundwater-based municipal water system sized for current service area. Extending water service to annexed areas requires evaluation of well capacity, storage, and distribution line sizing. Water availability — not just infrastructure — is a limiting factor given Milford's arid setting and average annual precipitation of roughly nine inches. Annexation of land likely to generate significant water demand requires advance coordination with the Water Master Plan.
Wastewater	Milford's centralized collection and lagoon-based treatment system is practical and cost-effective for the city's current scale. However, lagoon-based systems have defined treatment capacity limits. Annexation proposals that would introduce high wastewater generation without corresponding capacity improvements should be carefully evaluated. Development agreements may be an appropriate mechanism for ensuring that annexation-related capacity needs are addressed at the developer's cost.
Stormwater	Milford's stormwater system relies largely on natural drainage, roadside ditches, and culverts. Intense storm events have caused localized flooding in parts of the community. New annexation areas, particularly those north of the city near the alluvial fans at the base of the Mineral Mountains, may require site-specific drainage analysis before development is permitted.
Roads	Local streets are maintained through General Fund and Class C Road Fund allocations. State Routes 21 and 257 are UDOT's responsibility. Annexation that generates new traffic on local streets should be evaluated for its maintenance cost implications. Connections to the existing grid street pattern are preferred over designs that create maintenance obligations without corresponding network benefit.
Public Safety	Law enforcement is provided by Beaver County Sheriff; fire protection and EMS by Beaver County Fire District #2, which relies on volunteer personnel. Expansion of city boundaries should not materially degrade response times or create coverage gaps without corresponding coordination with these partner agencies.

POPULATION AND GROWTH PROJECTIONS

As a fifth-class city, Milford's population growth over the next 20 years is expected to be gradual and closely tied to employment conditions in the energy and logistics sectors. The General Plan does not project a specific population target, but it anticipates modest growth consistent with Milford's role as a service center and energy hub. The inland port designation introduces potential for employment-led population growth that could modestly accelerate housing demand within and immediately adjacent to the city.

The Annexation Policy Plan reflects the expectation that most of Milford's near-term growth will occur through infill and reinvestment within existing boundaries. Outward expansion through annexation is anticipated to be incremental and responsive to demonstrated demand, particularly in the SR 257 / rail corridor where industrial and employment uses are most compatible with existing patterns and infrastructure.



Chapter 4: Annexation Policy Area

GENERAL DESCRIPTION

The Annexation Policy Area map, included as an exhibit at the end of this plan, identifies the territory surrounding Milford City that may be considered for annexation during the planning horizon of this document. The boundary of the policy area is not a development line—it identifies the outer extent within which the City is willing to consider annexation petitions, not a commitment that all property within it will be annexed.

The policy area is drawn to reflect the following conditions specific to Milford:

- Continuity with the existing city boundary and the street grid. The policy area extends outward from the existing city limits in directions where infrastructure connections are logical and where the terrain does not create barriers to service delivery.
- Alignment with the SR 257 corridor north of the city, which serves as the primary direction for potential employment and industrial expansion, consistent with the Mineral Mountains Inland Port Project Area zones and the General Plan's Future Land Use Map.
- Modest extension around the perimeter of the existing city in areas where low-density residential development could be served by extending existing distribution lines and streets without requiring disproportionate new investment.
- Avoidance of terrain or land use configurations that would create irregular or indefensible boundary conditions, unincorporated islands, or gaps inconsistent with 10-2-402(1)(b)(iii).
- The annexation policy area boundaries are as follows: The northern boundary extends from the existing city limits at the current city width northward to include the Milford Municipal Airport and adjacent lands along State Route 257. The southern boundary extends from the existing city limits southward at approximately the current city width to align with 1440 South. The eastern boundary extends modestly beyond the current city limits to logical property lines. The western boundary

extends beyond the current city limits following section lines and property boundaries to encompass lands with reasonable access to existing and planned infrastructure extensions.

Agricultural land within the policy area is not assumed to be developable or imminently available for annexation. Its inclusion reflects geographic context, not an intent to pressure conversion of agricultural uses to urban uses.

EXCLUSIONS FROM THE POLICY AREA

Certain areas within proximity to the city are not included in the Annexation Policy Area at this time. These exclusions reflect current planning conditions and the following considerations specific to Milford:

- Lands to the east, at the base of and within the Mineral Mountains, are excluded due to terrain constraints, their designation as public lands or open space on the General Plan's FLUM, and because annexation would not support efficient service delivery.
- Lands beyond the annexation policy area boundaries to the south (beyond 1440 South), west, and southwest are excluded because annexation would require disproportionate infrastructure investment relative to likely development potential or because terrain, access constraints, or distance from existing infrastructure make service extension impractical under current conditions.
- Distant portions of the Mineral Mountains Inland Port Milford Flats Zone beyond the annexation policy area boundaries are excluded at this time. While the policy area includes the Milford Municipal Airport and immediately adjacent lands within the Milford Flats Zone, the remainder of the 17,115-acre zone extending to the north and west is excluded. Development in those distant areas will be driven by port-related economic activity and large-scale industrial investment, not by typical municipal service demand. Timing and sequencing of any annexation of these distant lands should be demand-driven rather than speculative. Portions of the zone adjacent to or contiguous with the policy area may be considered for annexation as development occurs and service extension becomes feasible.

Exclusion from the policy area does not mean that annexation of a given parcel could never be appropriate. It means that under current conditions, annexation would not be consistent with Milford's planning priorities, infrastructure capacity, or fiscal responsibility. The plan may be amended as conditions change.

The Annexation Policy Area Map is provided as a separate exhibit in the Appendix to this plan. It should be read in conjunction with the Milford General Plan Future Land Use Map.



Chapter 5: Criteria for Evaluating Annexation Petitions

Utah Code §10-2-401.5(3)(b) requires the Annexation Policy Plan to include “a statement of the specific criteria that will guide the municipality’s decision whether or not to grant future annexation petitions.” The following criteria reflect both the statutory requirements and Milford’s specific planning context. These criteria do not function as pass/fail thresholds; the City Council retains full legislative discretion to weigh them in the context of each petition. However, petitioners should be prepared to demonstrate how their proposal addresses each criterion, and the Planning Commission’s recommendation to the City Council should specifically address each one.

CONSISTENCY WITH THE GENERAL PLAN AND FUTURE LAND USE MAP

The proposed annexation and the land use likely to follow from it should be consistent with the Milford General Plan, including the Land Use Element and the Future Land Use Map. A petition that would result in development incompatible with surrounding land uses, inconsistent with the FLUM, or in tension with the General Plan’s core planning principles

should not be approved without a concurrent General Plan amendment demonstrating community support for the change.

INFRASTRUCTURE CAPACITY AND SERVICE EXTENSION

This is the most operationally significant criterion for Milford, given its constrained water and wastewater systems. Before recommending approval of any annexation, the City should obtain confirmation — in writing from the appropriate City department or consulting engineer — that the following conditions are met or can be met through mechanisms described in the petition:

- Culinary water service can be extended to the proposed annexation area at the required pressure and flow without degrading service to existing customers, and that available water rights and well/storage capacity are adequate to serve anticipated development.

- Wastewater collection and treatment capacity exists for the proposed development density, or capacity improvements are committed in a development agreement with cost obligations assigned to the developer.
- Stormwater drainage from the proposed annexation area will not increase runoff onto adjacent properties or into existing drainage systems beyond their design capacity.
- Road access to and through the proposed area can be provided consistent with the city's street grid and emergency access standards without creating dead-ends, cul-de-sacs, or isolated street segments that impose long-term maintenance obligations disproportionate to the development served.

Infrastructure costs borne by the City to serve annexed areas should not create a long-term net fiscal burden on existing taxpayers. Development agreements, impact fees, or other mechanisms may be used to ensure that the costs of serving new development are appropriately allocated.

FISCAL IMPACT AND TAX CONSEQUENCES

Utah Code §10-2-401.5(3)(b)(v) requires the Annexation Policy Plan to address an estimate of tax consequences to residents both within the existing city boundary and within the proposed annexation area. For Milford, fiscal analysis should examine:

- Whether the anticipated property tax revenue from the annexed area, at likely development density, will offset the cost of providing municipal services over a ten-year horizon.
- Whether annexation will increase or decrease per-resident costs for existing services.
- Whether the development type proposed is likely to generate demand for public services (schools, parks, roads, emergency response) beyond what existing infrastructure can support without additional capital investment.
- For employment and industrial uses: whether the anticipated tax increment from development within or adjacent to the Mineral Mountains Inland Port project area would benefit City revenues, recognizing that

UIPA captures 75% of the tax differential within project area boundaries for 25 years.

The City may require a fiscal impact analysis as part of any annexation petition for properties larger than five acres or for development proposals exceeding 10 residential units or significant commercial or industrial floor area.

CONTIGUITY AND LOGICAL BOUNDARY CONFIGURATION

Annexed territory must be contiguous to the existing city boundary as required by Utah Code §10-2-402(1)(b)(ii). Beyond the strict legal requirement, Milford should evaluate whether proposed boundaries create logical service areas or instead result in irregular configurations, peninsulas, or gaps that complicate emergency response, utility maintenance, or street connectivity.

Annexation that would create unincorporated islands or peninsulas is generally not appropriate and is restricted under state law. Milford's compact existing form means that most viable annexation candidates lie immediately adjacent to the current boundary, and the City should be cautious about leapfrog annexations that skip over unincorporated land.

COMPATIBILITY WITH MILFORD'S CHARACTER AND COMMUNITY VALUES

Public input gathered during the General Plan process consistently identified Milford's small-town scale, rural setting, dark skies, and close-knit community identity as defining values. Annexation proposals should be evaluated for whether the land use and development they would enable is compatible with those values. Uses that would generate significant traffic, light pollution, noise, or visual impact near existing residential areas require careful evaluation and may warrant design standards or buffering requirements as conditions of any annexation approval.

This criterion does not mean that industrial or employment uses are inherently incompatible with annexation. Many of Milford's most economically important assets — its rail corridor, energy infrastructure, and airport — involve industrial-scale activity. The question is whether the location, buffering, and design of proposed uses are compatible with surrounding areas and consistent with the character the community wants to preserve.

COORDINATION WITH AFFECTED ENTITIES

Utah Code requires annexation proposals to be noticed to affected entities, including Beaver County, applicable special service districts, and utilities that serve or may serve the proposed annexation area. Milford should:

- Provide required notice to Beaver County, Beaver County Fire District #2, the Beaver County Sheriff, any applicable school district, and any other service provider identified in the annexation petition.
- Consider input received from affected entities as part of the Planning Commission's review.
- For annexation proposals within or adjacent to the Mineral Mountains Inland Port Project Area, coordinate with the Utah Inland Port Authority to identify any implications for the project area plan, infrastructure programming, or UIPA's statutory role within the project area.

The City will maintain and periodically update a list of affected entities for purposes of annexation notice, consistent with Utah Code requirements.

PREVENTION OF UNINCORPORATED ISLANDS AND GAP AREAS

In developing or amending the Annexation Policy Area boundaries, Milford shall attempt to avoid creating gaps between its expansion area and that of other municipalities, or configurations that would leave unincorporated pockets. There are no other incorporated municipalities immediately adjacent to Milford, but this principle applies as growth occurs and as the policy area is updated.



Chapter 6: Zoning Designation

ZONING PROCESS FOR ANNEXED PROPERTY

Property annexed to Milford must receive a zoning designation in accordance with Milford City Code Sections 13.38 (Prezoning Unincorporated Territory) and 13.08.080 (Zoning At Time of Annexation). The zoning designation process shall occur as follows:

A. Property Previously Prezoned Under Chapter 13.38

Where property proposed for annexation has been prezoned pursuant to Milford City Code Chapter 13.38, the prezoned classification shall apply upon annexation unless:

1. The City Council determines, based on changed conditions or information not available at the time of prezoning, that a different zoning designation is more appropriate; or
2. The petitioner requests a different zoning designation.

In either case, the property shall be zoned following the procedures described in Subsection 6.1(B)

B. Property Not Previously Prezoned

For property that has not been prezoned, the zoning designation shall be determined through the following process:

1. Petition shall identify requested zoning.

The annexation petition shall identify the zoning district(s) the petitioner requests be applied to the property upon annexation. If no zoning is requested, the City may select an appropriate zoning designation based on the General Plan Future Land Use Map and surrounding zoning patterns.

2. Planning Commission review and recommendation.

Following acceptance of the annexation petition but prior to City Council consideration of the annexation ordinance, the Planning Commission shall hold a public hearing

on the proposed zoning designation in accordance with Utah Code 10-9a-502 and Milford City Code. The Planning Commission shall forward a zoning recommendation to the City Council.

3. City Council determination prior to annexation

approval. Before adopting an ordinance granting annexation, the City Council shall conduct a public hearing and make a determination regarding the zoning designation to be applied upon annexation. The City Council may:

- Approve the requested zoning designation;
- Approve an alternate zoning designation; or
- Determine that no zoning designation acceptable to both parties can be reached.

4. Right to withdraw petition. If the City Council determines that a zoning designation other than that requested by the petitioner is appropriate, the petitioner shall have 14 days following the City Council's determination to either accept the determination and proceed with annexation or withdraw the annexation petition without prejudice.

5. Zoning effective upon annexation. The zoning designation approved by the City Council shall be expressly stated in the ordinance granting annexation and shall become effective upon the effective date of the annexation as certified by the Lieutenant Governor.

NO DEFAULT ZONING

Milford does not apply a default zoning classification to annexed property. All annexed properties must receive a specific zoning designation through one of the processes described in Section 6.1.

CONSISTENCY WITH GENERAL PLAN REQUIRED

All zoning designations for annexed property shall be consistent with the Milford General Plan, including the Future Land Use Map, unless the General Plan is concurrently amended to accommodate the proposed use.



Chapter 7: Excluded Areas and Rationale

The following areas are not included within the Annexation Policy Area at this time. The rationale for each exclusion reflects current planning conditions, infrastructure constraints, and community priorities. These exclusions may be revisited in future amendments to this plan as conditions change.

Area	Rationale for Exclusion
Mineral Mountains foothills and slopes (east)	Terrain constraints limit street access and utility extension. Lands are predominantly public lands or open space. Development would conflict with the General Plan's commitment to preserving key viewsheds and Milford's rural mountain backdrop. No municipal services can be provided efficiently in this area.
Lands beyond the annexation policy area boundaries to the south (beyond 1440 South), west, and southwest	The Annexation Policy Area boundaries represent the practical limits of efficient service extension from existing city infrastructure. Lands beyond these boundaries would require disproportionate infrastructure investment relative to likely development potential, are constrained by distance from existing systems, or lack adequate access. Annexation of these areas is inconsistent with Milford's infill-first strategy and infrastructure capacity constraints.
Distant portions of the Mineral Mountains Inland Port Milford Flats Zone (beyond the annexation policy area)	The Annexation Policy Area includes the Milford Municipal Airport and immediately adjacent lands within the Milford Flats Zone. However, the majority of the 17,115-acre Milford Flats Zone extending north and west beyond the policy area boundaries is excluded. Development in those distant areas will be driven by UIPA's project area plan and large-scale industrial investment. Blanket annexation in advance of demonstrated demand would be speculative, fiscally imprudent, and inconsistent with Milford's incremental growth strategy. Portions of the distant Flats Zone may be considered for annexation as development occurs, service extension becomes feasible, and the City amends this plan to expand the policy area.
Areas beyond 1/2 mile of current city boundary without demonstrated service feasibility	Consistent with the General Plan's direction to prioritize existing infrastructure, the Annexation Policy Area is generally limited to areas within a reasonable service extension distance of current city limits. Properties beyond this range may be considered only when accompanied by a specific service extension analysis demonstrating fiscal viability.
Public Safety	Law enforcement is provided by Beaver County Sheriff; fire protection and EMS by Beaver County Fire District #2, which relies on volunteer personnel. Expansion of city boundaries should not materially degrade response times or create coverage gaps without corresponding coordination with these partner agencies.



Chapter 8: Coordination with Beaver County and Service Providers

Milford's public safety, utilities, and community services are deeply intertwined with Beaver County and a set of regional service providers. Annexation decisions that alter city boundaries have direct implications for those relationships, and Milford is committed to transparent, early coordination with its partners.

BEAVER COUNTY

As the county government and the provider of law enforcement services to Milford, Beaver County is the primary affected entity in any annexation proceeding. The City will provide required statutory notice to Beaver County for all annexation petitions and will genuinely consider County input before the Planning Commission makes its recommendation. Where annexation would affect County-maintained roads, drainage features, or agricultural land subject to County land use authority, early coordination is especially important.

Utah Code §10-2-402(5) provides that the Beaver County legislative body may not approve urban development within Milford's expansion area without first notifying Milford and obtaining consent or providing a response to written objection. Milford should ensure that its expansion area boundaries are clearly communicated to Beaver County and updated as this plan is amended.

BEAVER COUNTY FIRE DISTRICT #2

Fire protection and emergency medical services in Milford are provided by Beaver County Fire District #2, which serves Milford and surrounding unincorporated areas using primarily volunteer personnel. Annexation that meaningfully expands the geographic area requiring fire and EMS coverage should be coordinated with the District in advance. The City should not annex territory that would degrade the District's response capability without a plan for how the additional coverage area will be served.

UTAH INLAND PORT AUTHORITY

The Mineral Mountains Inland Port Project Area overlaps with portions of Milford's planning area. UIPA captures property tax increment within project area boundaries for 25 years, which affects the fiscal analysis for any annexation of property within a UIPA zone. For annexation proposals within or adjacent to the Milford Flats Zone or Milford Depot Zone, Milford should proactively coordinate with UIPA to understand the project area plan, anticipated infrastructure investments, and the relationship between UIPA's programmatic activities and the City's land use and service planning.

SCHOOL DISTRICT

Annexation that results in residential development affects school enrollment and school district service boundaries. The City should include the applicable school district on its affected entity notice list and should coordinate with the district on annexation proposals that include significant residential development.

ROCKY MOUNTAIN POWER AND OTHER UTILITIES

Rocky Mountain Power maintains a regional field office in the Milford Depot Zone and provides electrical service to Milford and the surrounding area. Coordination with Rocky Mountain Power and any other utility providers operating in proposed annexation areas is appropriate to understand service boundaries, infrastructure capacity, and any easement or right-of-way considerations.



Chapter 9: Plan Use, Amendment, and Review

USE BY CITY STAFF AND DECISION-MAKERS

The Annexation Policy Plan is a planning tool, not a regulatory standard. City staff should reference it when evaluating annexation petitions and when providing guidance to property owners and developers who inquire about potential annexation. The Planning Commission should use the criteria in Section 5 as the framework for its recommendation to the City Council on any annexation petition. The City Council retains full legislative discretion; no provision of this plan limits the Council's authority to approve, condition, or deny a petition based on its assessment of community interest at the time of review.

RELATIONSHIP TO ANNEXATION PROCESS UNDER STATE LAW

This plan satisfies the requirement under Utah Code §10-2-401.5 that Milford adopt an annexation policy plan before annexing territory within Beaver County. The procedural requirements for specific annexation petitions — including petition thresholds, required findings, notice periods, protest

procedures, and lieutenant governor certification — are governed by Utah Code §§10-2-402 through 10-2-425 and are not restated here. Staff and petitioners should consult current state law for procedural requirements, as those provisions may be amended from time to time by the Utah Legislature.

AMENDMENTS

Conditions affecting annexation eligibility and feasibility change over time. The infrastructure landscape around Milford is shifting with the Mineral Mountains Inland Port designation, with new energy development in the Milford Flats, and with potential changes to Milford's water system capacity and wastewater treatment capacity. This plan should be reviewed whenever the Milford General Plan is reviewed or amended, and may be amended independently when material changes in conditions warrant it.

Amendments shall be considered through a public process consistent with Utah Code §10-2-401.5(2), including notice to affected entities and a public hearing before the Planning Commission and City Council. Amendments to the

Annexation Policy Area map should be accompanied by an updated narrative explaining the rationale for boundary changes.

At a minimum, the City should review this plan every five years in conjunction with the required review of the Milford General Plan.

RELATIONSHIP TO MILFORD CITY CODE CHAPTER 13.38 (PREZONING)

Milford City Code Chapter 13.38 establishes a prezoning process by which the City may designate the zoning classification that would apply to unincorporated property upon annexation. Section 13.08.080 requires that property not previously prezoned undergo rezoning procedures upon annexation. These code provisions address the zoning classification applied to annexed property and are separate and distinct from the annexation decision itself.

This Annexation Policy Plan does not require or prohibit the use of prezoning. Where prezoning has been applied to property within the Annexation Policy Area, the prezoned classification may inform but does not control the City Council's discretion in evaluating an annexation petition. The City Council retains full authority to:

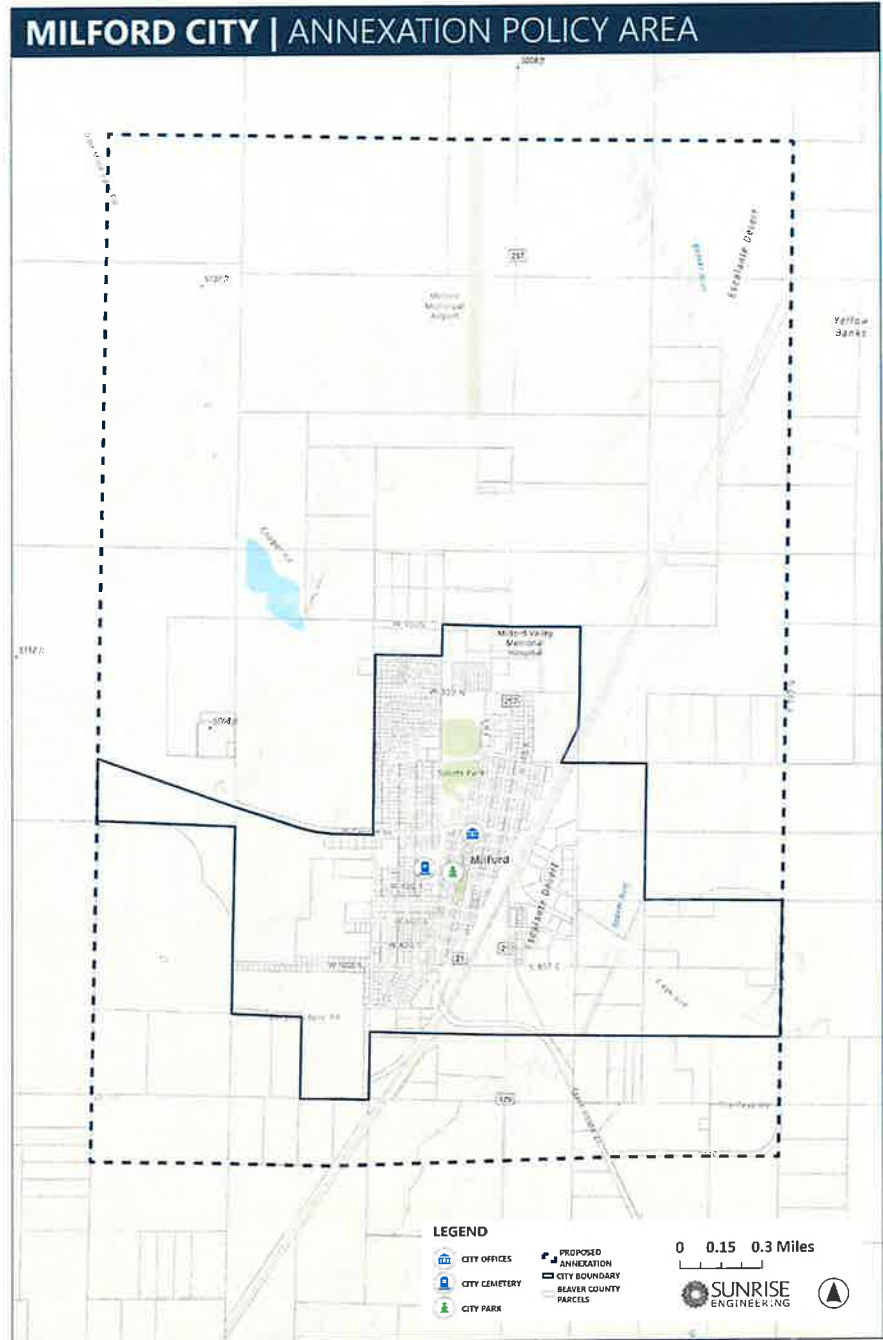
- Approve or deny any annexation petition based on the criteria in Section 5 of this plan, regardless of whether the property has been prezoned;
- Apply a zoning designation different from any prezoning classification, following the procedures required by state law and Milford City Code and Section 6 of this plan; and
- Revoke prezoning classifications pursuant to Section 13.38.030.

The prezoning of property does not create any entitlement to annexation, guarantee that an annexation petition will be approved, or alter the City's obligation to evaluate annexation petitions under the standards established in this plan and applicable state law.

Similarly, Section 13.08.080 requires that property not previously prezoned undergo rezoning procedures. Section 6 of this plan provides the specific procedure and timing for how zoning determinations are made in connection with annexation petitions.

Appendix: Annexation Policy Area Map

The Annexation Policy Area Map is provided as a separate exhibit. It should be read in conjunction with this plan and with the Milford General Plan Future Land Use Map. The map identifies the outer boundary of the area within which the City of Milford may consider annexation petitions during the planning horizon of this document. Inclusion within the map boundary does not guarantee annexation, confer development rights, or obligate the City to extend municipal services.



3/23/2026



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

SITE PLAN/DESIGN REVIEW APPLICATION

For Office Use Only			
Fee: \$100.00	Receipt #: <u>12093</u>	Date Received: <u>5/4/20</u>	Hearing Date: _____
Date Approved: _____	Approved By: _____		

Date 4-30-26

Applicant Name: Rollins Construction and trucking

Mailing Address: po box 40 City: Milford State: ut Zip: 84751

Physical Address: 893 so 120 e City: milford State: ut Zip: 84751

Phone # (435) 387-2175 Cell # (435) 6910934 Fax # (435) 387-2190

Email: kelly@rollinsutah.com

Property Owner(s):

Name(s): Richard kelly Rollins

Mailing Address: po box 40 City: milford State: ut Zip: 84751

Physical Address: 440 w 1000 n City: milford State: ut Zip: 84751

Phone # (435) 387-2175 Cell # (435) 691-0934 Fax # ()

Email: _____

Property Information:

Location/Address: 893 south 120 e Parcel #: 0500390001

Zoning District: MSC RM6 MR6S HSC MR15

(Circle One)

Purpose Plan of Site Use: Office and warehouse

PROPERTY OWNER AFFIDAVIT

STATE OF Utah §
COUNTY OF Beaver

I (we), Richard Kelly Rollins, being duly sworn, depose and say that I (we) am (are) the owners(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instruction regarding the process for which I (we) am (are) applying and the Milford City Staff have indicated they are available to assist me in making this application.

DATED this 4th day of May, 2026.

[Signature]
Property Owner Signature

Property Owner Signature



Subscribed and sworn/affirmed to before me this 4th day of May, 2026.
Carol Ann Gray
Notary Public

My Commission Expires: October 11, 2027

AGENT AUTHORIZATION AFFIDAVIT

STATE OF _____ §
COUNTY OF _____

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respect as our agent in matters pertaining to the attached application.

DATED this _____ day of _____, 20____.

Property Owner Signature


Property Owner Signature

Subscribed and sworn/affirmed to before me this ___ day of _____, 20____.

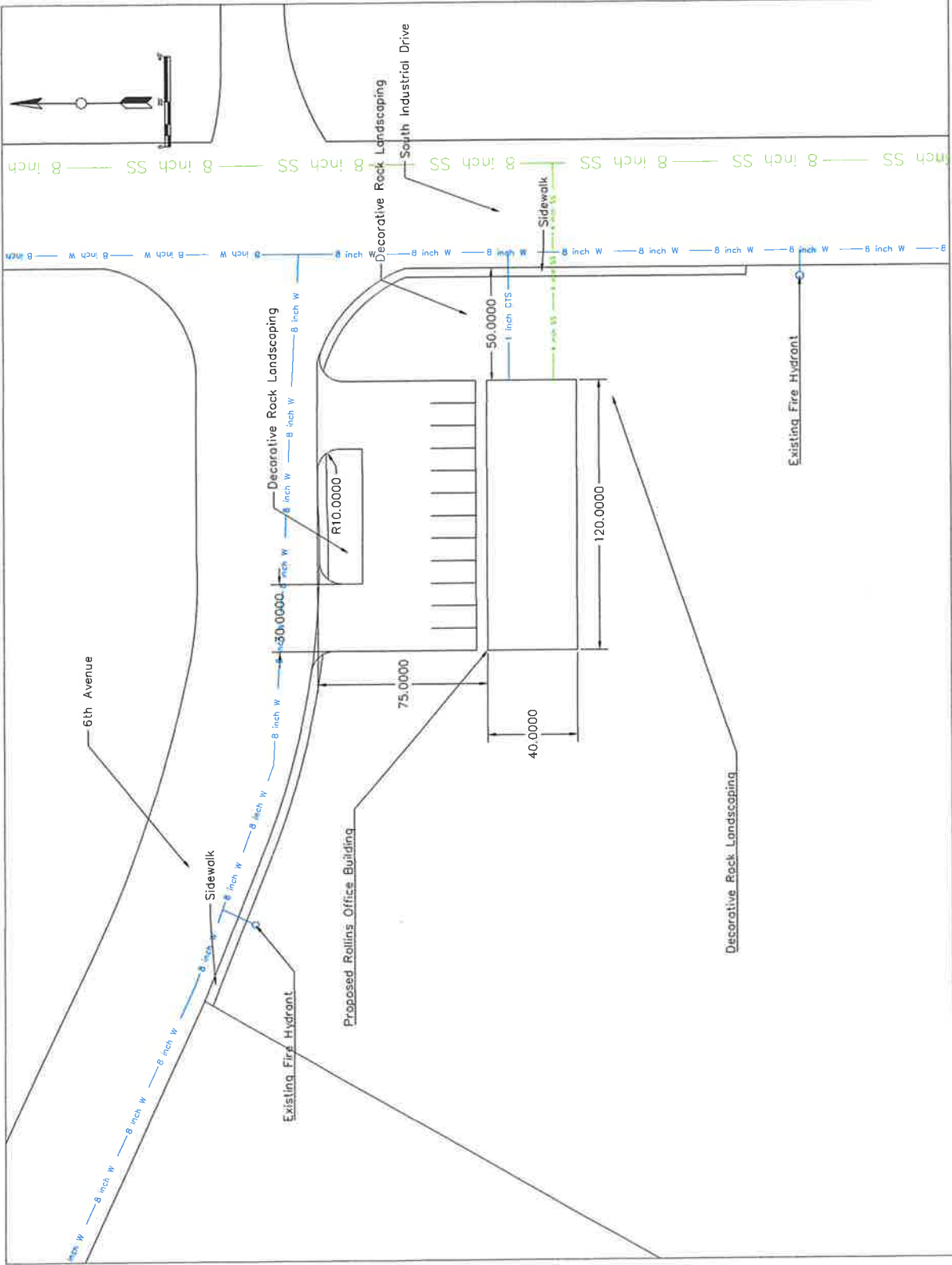
Notary Public

My Commission Expires: _____

General Notes	
No.	Revision/Issue
Date	



Rollins Office
893 South, 120 East
Date: 5/1/26
Scale: 1" = 20'



MILFORD CITY – SITE PLAN REVIEW

Project Information

Project Name: Rollins Office Building
Applicant Name: Rollins Construction and Trucking
Property Owner: Rollins
Parcel Number(s): 05-39-01
Project Address/Location:
Zoning District: Industrial Park
Proposed Use: Office Building
Date Submitted: 05/04/26
Planning Commission Meeting Date: 05/13/26

1. Setbacks for Main Office

	Front	Rear	East Side	West Side
Minimum	20'	'0	20'	0
Actual	75'	++++	50'	+++'

√ Meets zoning requirements

2. Building Height:

Code states: 35 feet. The plan does not show the height of the building.

3. Sidewalks

√ Proposed sidewalks shown

➤ ADA Ramp at the intersection will be required

4. Access & Traffic Circulation

√ Traffic circulation adequate

√ Emergency access

5. Parking

✓ Number of spaces meets requirements 12 Spots

- Dimensions: need to be at least 9'X19'
- ADA Spots
- Parking Lot/Spots must be asphalt or concrete

6. Lighting

X Need layout of where lights will be placed (13.03.010) Shall provide for adequate lighting to service the proposed development.

✓ Existing Street light at this intersection.

7. Utilities

✓ All existing and proposed utilities shown

Water: Existing 8" Water Main line that a lateral line can be ran from.

Sewer: Extending the 8" main line that a lateral line can be ran from.

- Trenching Permit will be required and inspections of the connections.

✓ Fire Hydrants There are 2 existing hydrants. One hydrant is 296 feet away and the other is 200 feet.

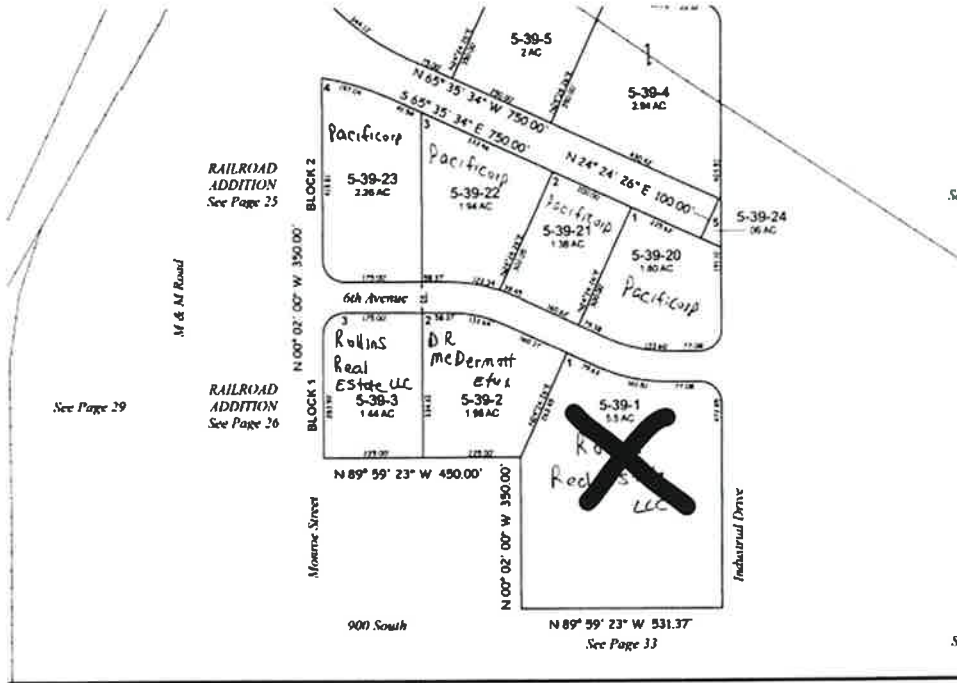
- International Building Code states for Commercial the max spacing between hydrants is 300-400 feet.

8. Landscaping

✓ Landscaping plan provided

Landscaping is shown along the front of parking lot where it abuts the sidewalk and along the east side. Landscaping plan shows decorative rock.

Exhibit A



Site Plan Review Summary – Milford City Code 13.35

Pursuant to Milford City Code 13.35 (Considerations in Review of Site Plan Applications), the Planning Commission is required to evaluate the proposed development with respect to traffic safety, landscaping, and overall site layout.

Staff have conducted an in-house review of the submitted site plan and provides the following findings:

- **Setbacks:** Meet code requirements
- **Sidewalks:** Meet code requirements (ADA Ramp at corner)
- **Traffic Circulation:** Meets code requirements.
- **Parking:** Meets code requirements for number and layout (stall dimensions, ensure that applicant knows parking lot has to be asphalt or concrete)
- **Lighting:** Requires further discussion by the Planning Commission.
- **Landscaping:** Meets code requirements
- **Fire Hydrants:** Meets requirements

Staff Conclusion

Overall, the proposed site plan is consistent with Milford City Code requirements related to site layout, traffic safety, and landscaping. The primary items identified for further consideration are:

- Planning Commission will need to ask for further details on the lighting and determine if they want to accept it. There is a existing street light at this intersections, so the planning commission will need to ensure adequate lighting on outside of office building.
- This zoning district allows for building heights of 35'. Their plan did not identify the height of the building.
- ADA Ramp at corner.
- Parking Stalls: Need to be at least 9'X19'.
- Parking lot/stalls shall be either asphalt or concrete.



APPLICATION FOR CONDITIONAL USE PERMIT

For Office Use Only

Fee: \$250.00 Receipt #: 11796 Date Received: 4.17.26 Hearing Date: 5.13.26

Application Date: _____

Type of Conditional Use Requested: HOTEL

Address of Proposed Conditional Use: 218 SOUTH MAIN STREET

Name of Applicant: HERITAGE PLAZA INC

Address: 218 - 228 S. MAIN STREET City: MILFORD State: VT Zip: 84751

Phone # ^{VAL} (435) 393-5056 Cell # ^{PETE} (435) 253-1619 Fax # () _____ Email: _____

Name of Property Owner(s) (if other than applicant): _____

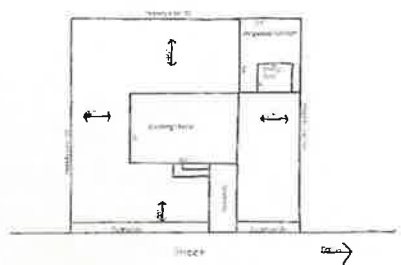
Address: _____ City: _____ State: _____ Zip: _____

Zoning District: MSC RM6 MR6S HSC MR15
(Circle One)

Application Requirements

- Completed CUP Application Form
- Signed & Notarized Affidavit Form
- Application Filing Fee \$250.00
- Written response to questions
- A list of all property owners located within 300 feet of exterior boundaries of the subject property. Contact Beaver County Recorder's Office at 435-438-6484 for a list of property owners.
- Plot Plan drawn to scale including the following:
 - Minimum paper size of 8 ½ X 11
 - Property boundaries and dimensions
 - Existing and proposed buildings, parking, landscaping and signs.
 - North Arrow

Sample Plot Plan →



If you feel additional information is needed such as photographs or further written response, please attach them to the application.

Please respond to the following questions:

1. What is the present use of the property (manufacturing, residential, commercial)?

HOTEL & HOTEL ANCILLARY SERVICES

2. What is the proposed use? Be specific as to type, hours of operation, number of employees, special issues or considerations, etc.

HOTEL & HOTEL ANCILLARY SERVICES

HOTEL SHIFT WORKERS - NIGHTTIME USE

COFFEE SHOP - 5:30 AM - 9:00 PM (INCLUDES ICE CREAM & ARCADE)

GOLF SIMULATOR - 24/7 ACCESS

EVENT AREAS - DAYTIME USE

3. How will the proposed use "fit-in" with surrounding uses?

THE PLAZA WILL PROVIDE SERVICES FOR TOWN'S PEOPLE, WORKERS AND TOURISTS ON MAIN STREET.

4. What type of service will it provide to Milford City?

PROVIDE TEMPORARY HOUSING

" BREAKFAST / LUNCH OPTIONS FOR TOWN / WORKERS

" SAFE ENTERTAINMENT FOR KIDS / FAMILIES

ENHANCE MAIN STREET

5. Is the proposed use consistent with the current zoning and land use designation? Please explain

HOTEL & SERVICES FALL WITHIN ZONING GUIDELINES

6. Is the proposed use similar or compatible with other uses in the same area? Please explain

PROPOSED ACTIVITY IS COMPATIBLE WITH PREVIOUS USE AS WELL AS BRINGING BACK FOOD / DRINKS TO THE OLD "ATKIN CAFE"

7. Is the proposed use suitable for the proposed site? Please explain

AS PART OF THE HISTORIC DISTRICT AND PRINCIPAL
THOROUGHFARE OF MILFORD, RENOVATIONS AND RESTORED USE
OF THIS BUILDING COMPLEX IS

8. Will the proposed use emit noise, glare, dust, pollutants, ^{*}odor? Please explain

NONE OF THE ABOVE
* THE SMELL OF FRESH BREAD & PASTRIES WILL BE
PRESENT AND MAY FIND ITS WAY ONTO MAINSTREET.

9. What will be the hours of operation and how many people will be employed?

12-15 EMPLOYEES ARE EXPECTED, LIKELY ONLY 2-3
AT ANY GIVEN TIME

Milford City may require additional information or plans

General Conditional Use Permit Requirements & Guidelines

Please be as detailed as possible when filling out this application. Incomplete or inadequate information may result in your case being delayed or denied. The commission cannot grant a CUP simply because an applicant has requested it. The burden of proof rests upon you as the applicant to show that all of the conditions justifying a CUP have been met. If you fail to support your request, the commission should not approve your application.

The Milford City Planning and Zoning Commission may grant a conditional use permit only if all of the following apply:

- 1. That the proposed location of the conditional use is in accord with the objectives of this title and purpose of the district in which the site is located.*
- 2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or be materially injurious to properties or improvements in the vicinity.*
- 3. That the proposed conditional use will comply with each of the applicable provisions of this title, except for approved variances or adjustments.*
- 4. That the proposed conditional use complies with the goals, objectives and policies of Milford City General Plan.*

PROPERTY OWNER AFFIDAVIT

STATE OF _____

§

N/A

COUNTY OF _____

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owners(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instruction regarding the process for which I (we) am (are) applying and the Milford City Staff have indicated they are available to assist me in making this application.

DATED this _____ day of _____, 20____.

Property Owner Signature

Property Owner Signature

Subscribed and sworn/affirmed to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

AGENT AUTHORIZATION AFFIDAVIT

STATE OF UTAH

§

COUNTY OF BEAVER

I (we), HERITAGE PLAZA INC., the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s), PETER BROWN, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respect as our agent in matters pertaining to the attached application.

DATED this 17 day of April, 2026.

By: Peter Brown
Property Owner Signature

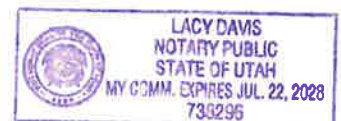
Property Owner Signature

Subscribed and sworn/affirmed to before me this 17 day of April, 2026.

Lacy Davis
Notary Public

Notary Public

My Commission Expires: July 22, 2026





HERITAGE PLAZA

MICHIGAN

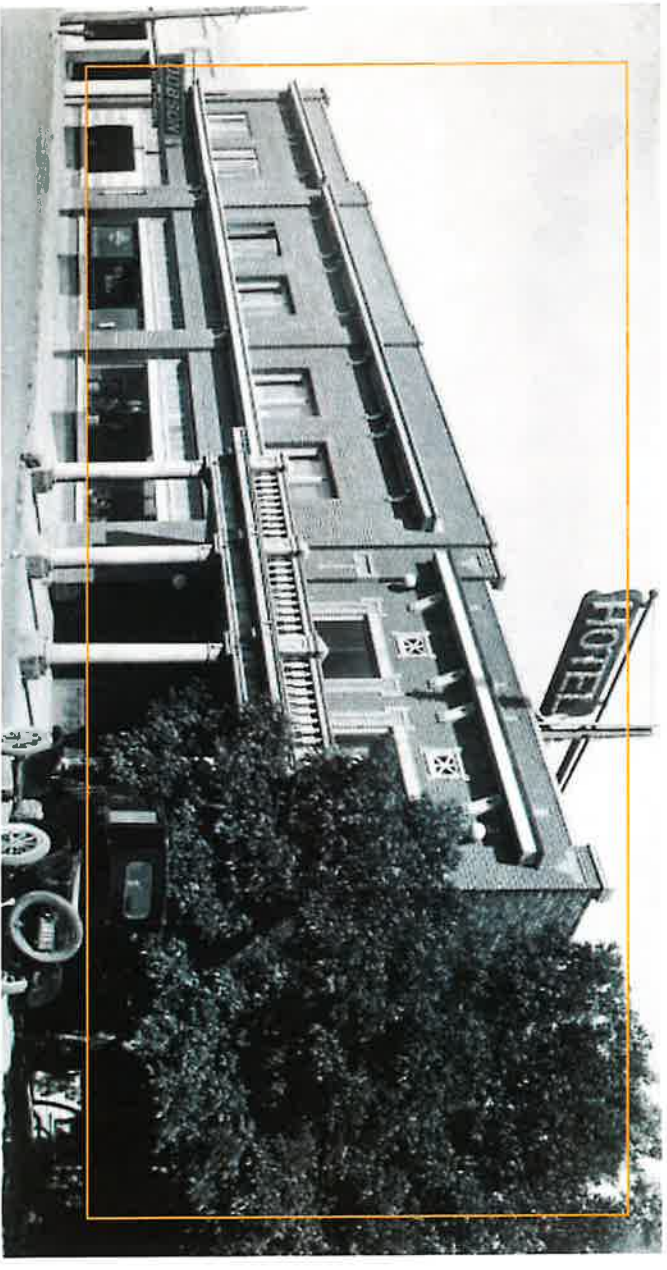
1903

UNIVERSITY



OUR WHY

Our Purpose is Community. We are delighted by the pivotal role community plays in every town. Milford shines with its close-knit community, continuously offering support to both locals and newcomers. Welcome to Heritage Plaza, the newest social hub in our community! By revitalizing the allure of Milford's main street, this historic spot is not only a rejuvenation for our town but also a lively hub for social gatherings, creating new traditions, and weaving a tapestry of memories for generations to come. Let the festivities commence!



OUR MISSION

The plaza will host four businesses, 10 employees to begin in mid-July 2024.

The entire project is anticipated to be finished by September 2026.



WHAT'S COMING

Renovation of The Horn Silver Hotel

The Social Crow - Coffee, Ice Cream and Arcade

Heritage Event Center

Firehouse Golf - State of the art simulator

The Revival Bar & Grill - Currently in full operation



Horn Silver Hotel

BUILT IN 1903 RENOVATED 1920/2026 ✨

The Horn Silver Hotel and suites are scheduled for renovations to modernize them to meet current standards and restore them to their Art Deco glory from the 1920s. The updated suites will offer luxurious amenities and a welcoming environment for everyone.



Horn Silver Hotel & Suites

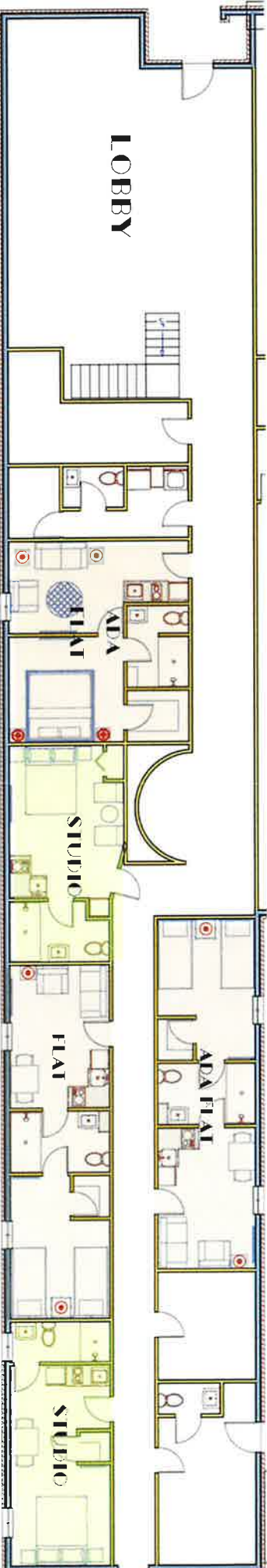
Employees – 3

- 1 Maintenance
- 2 Housekeeping

Points of interest

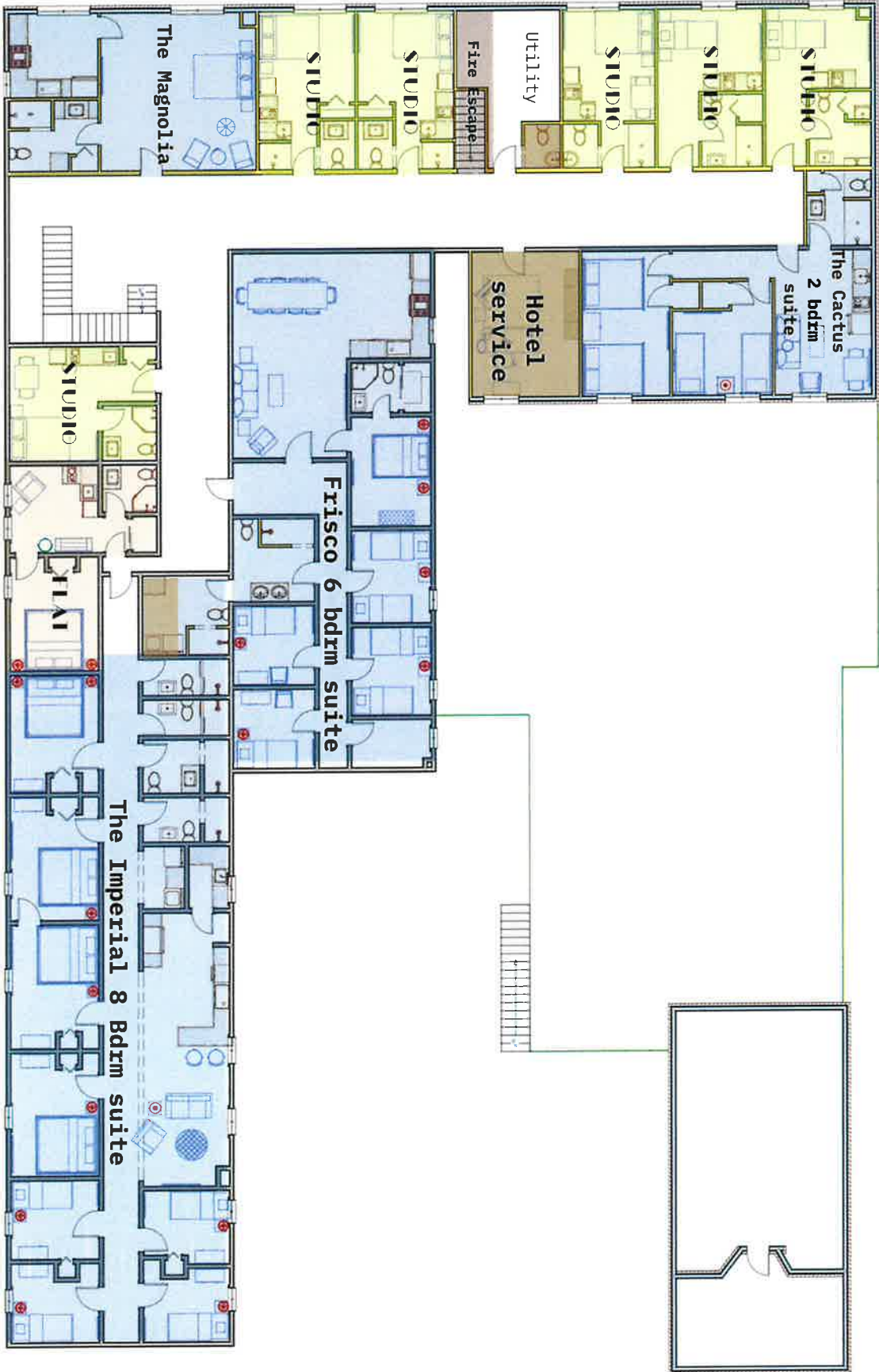
- Public Restroom
- Laundry Room
- Maintenance Room
- Storage Room
- Lobby and common area
- 1- Administrative Office
- 16 Total accommodations for 29-33 people
 - 8- Studio Suites 200 sq ft ea
 - 4- 2 Room Flats 450 sq ft ea
 - The Cactus – 2-bedroom suite
 - The Magnolia – 1-bedroom Historical suite
 - The Imperial – 8 bedroom suite
 - Frisco – 6-bedroom suite
 - 2 ADA-compliant suites





FIRST FLOOR

SECOND FLOOR





Social Grow

COMMUNITY HUB



The Social Crow hangout is a jazzy spot serving up artisanal coffee, creamy ice cream, and nostalgic penny treats. Step into a time machine back to the roaring 20s, with vibes that mesh perfectly with the Horn Silver Hotel and Suites.

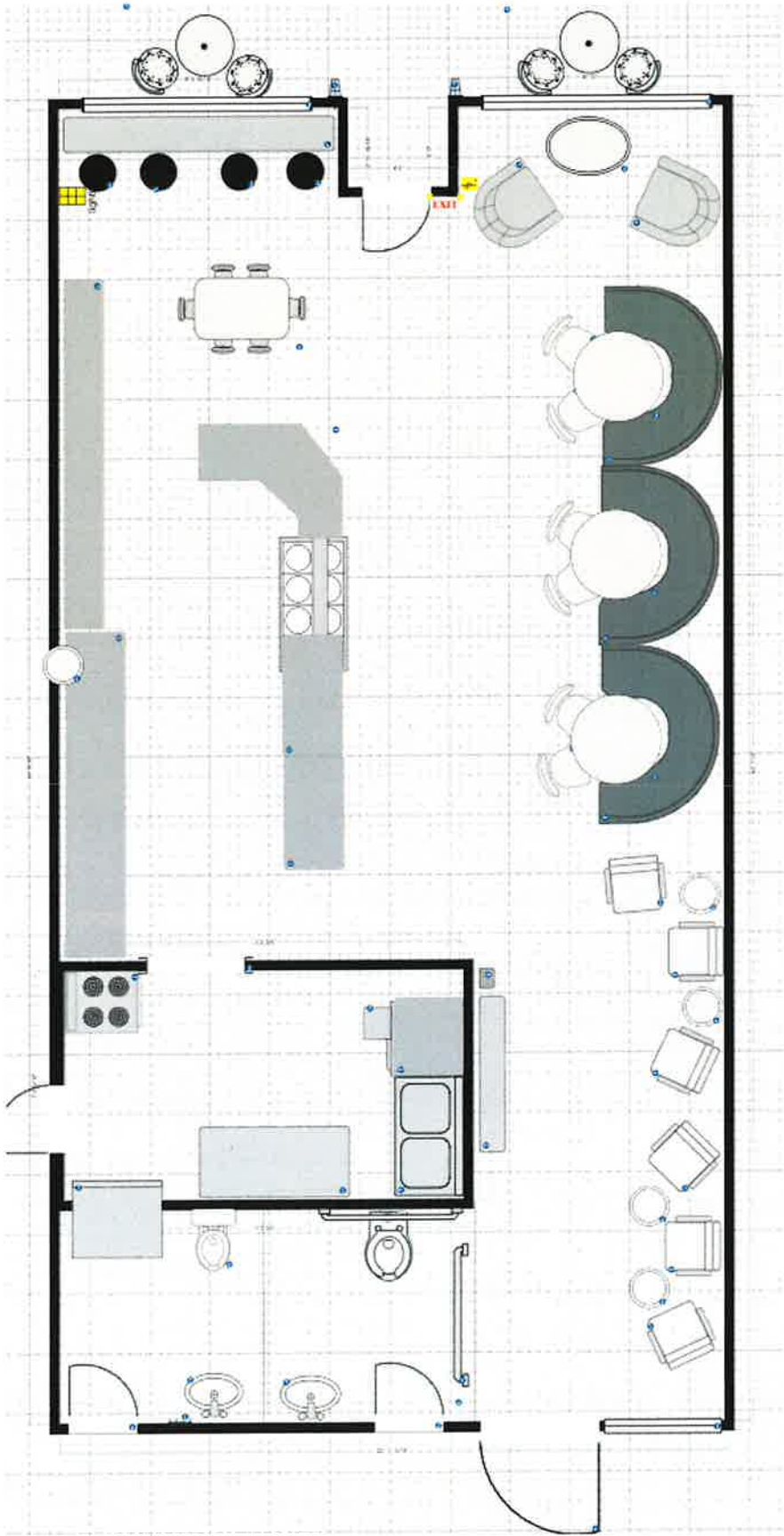
POINTS OF INTEREST



Employees – 6

- 1 Manager
- 5 Baristas

The Social Grow



Coffee



**FRESH GROUND COFFEE
SPECIALTY DRINKS
TEA/LEMONADE/HOT CHOCOLATE** *

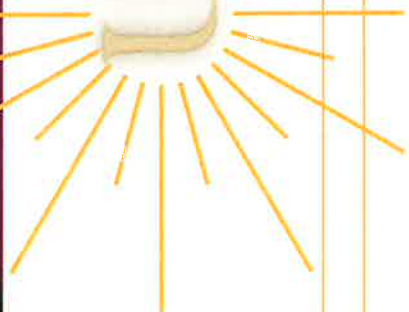


**THE LOOK AND FEEL OF
NOSTALGIC MAIN STREET** *



**FRESH BAKED GOODS
IN HOUSE KITCHEN
LIGHT BREAKFAST/LUNCH** *

Ice Cream



**HAND DIPPED GRADE A ICE CREAM
8 FLAVORS
SHAKES/MALTS
SUNDAES AND FLOATS**



**BUBBLE WAFFLE: THE
ROLLERCOASTER TO SCRUMPTIOUS
TREATS OR A HEALTHY MORNING
MUNCH!**



**PENNY CANDY! DIVE INTO A MIX
OF SWEET SURPRISES, WHERE
THERE'S A TREAT WAITING FOR
EVERYONE!**



The KU



FAMILY FUN

The KU is set to be the coolest spot on Main Street where kids can have a blast in a safe and educational environment. Picture this: cutting-edge interactive floor and wall games for all ages, classic 80's arcade games like air hockey and foosball, and all the video game hits. Toddlers will have a blast exploring and getting creative, making it a top spot for mommy and me squads!

POINTS OF INTEREST

We are strongly committed to working with both schools to further educational programs and create incentives for children to use points instead of money. We will also provide discounted family memberships to make it an affordable and fun place to create memories.



The Social Grow

OUR VISION IS TO CREATE A SPACE WHERE ALL FEEL WELCOME

Points of Interest

- Spotlight small businesses
- The hub for birthday parties
- Family nights
- Small club meeting space
- Approx 1,100 sq ft
- Indoor Seating for 27
- Patio access
- After school programs
- Community Expertise workshops
- High School Work Release Program



HERITAGE EVENT CENTER

New traditions, family reunions, weddings, and gourmet feasts! At Heritage Event Center, we've got the perfect recipe for your next shindig. Easy online booking, pick the space that best suites your needs.

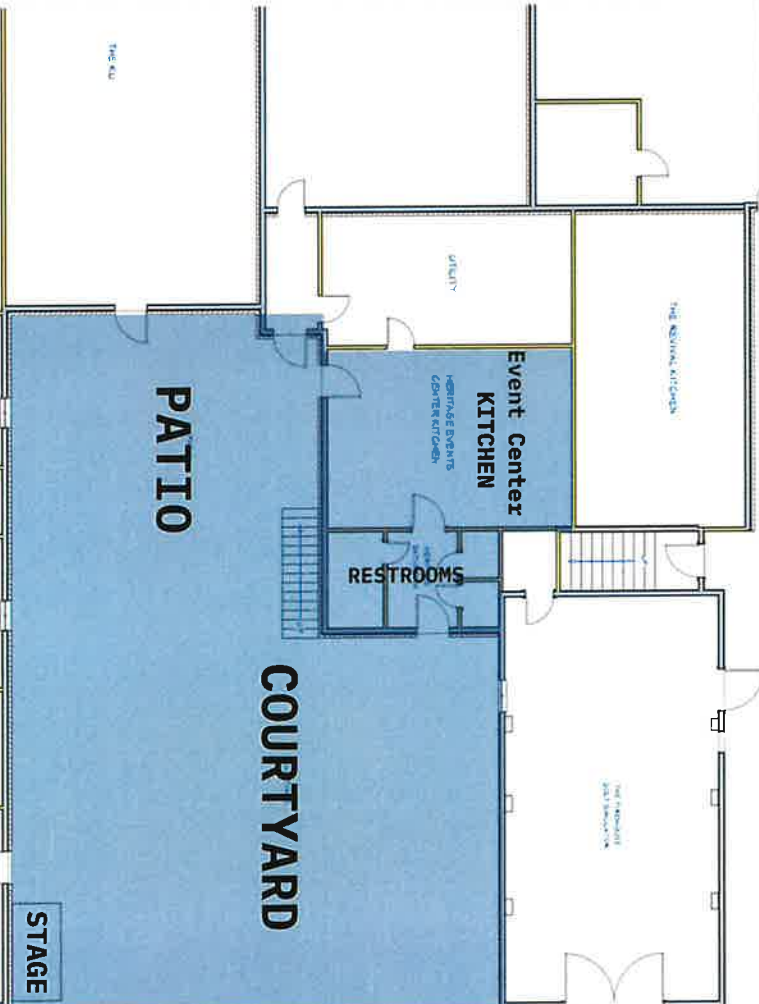


UPPER LEVEL EVENT CENTER



Get ready to enhance your experience at The Crows Nest, an elegant 1500 sq ft rooftop patio located adjacent to the Indoor Heritage Event Center. This venue is a haven for leisure, featuring outdoor grills, smokers, dumbwaiters, and stylish furniture that offers breathtaking views. Step onto the balcony for a magnificent panorama of the event center, furnished with tables, chairs, sunshades, and wind protection.

LOWER LEVEL EVENT CENTER



Heritage Event Center's outdoor patio is 2,900 sq ft with amenities like public bathrooms, a kitchen, a stage, and access gates. The venue offers various rental options for events like family reunions, weddings, and company parties, allowing patrons to choose the space that fits their needs.

Firehouse Golf

Firehouse Golf is the ultimate golf hotspot with a top-notch simulator. Swing by anytime, day or night, whether you're a member or a spontaneous visitor. Booking a session is a breeze with our high-tech system, complete with online reservations and special door codes. Picture yourself chilling in the cozy lounge, catching up on your golf game with a side of TV entertainment. It's the perfect spot for a leisurely practice session, a competitive tournament, or even a quick 18-hole round to kickstart your day!



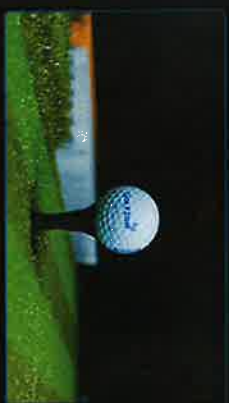
Moving Swing Plate

With the 6500, swinging on a plate that can move up to 100 degrees is the most realistic swing possible. Unlike any other moving-plate simulator, the 6500 provides two 24-position, anti-slip surface hitting mat to carry your ball as it lies.



Auto-Tee & Ball Retrieval System

No need to bend over, pick up, or see after every shot with a custom, automated ball retriever. The auto-tee features a ball retriever that automatically returns the ball to the tee box after every shot. The auto-tee also features a ball retriever that automatically returns the ball to the tee box after every shot.



High Speed Camera Sensors

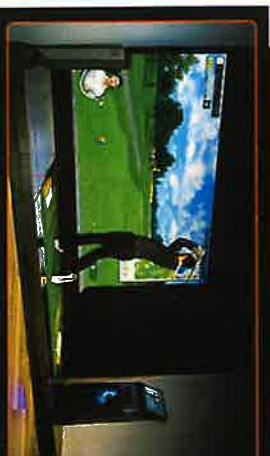
Each of our high-speed camera sensors captures 200 frames per second at the moment of impact. This allows you to see exactly what your club is doing at the moment of impact, and you can see exactly what your club is doing at the moment of impact.



Play 200+ Golf Courses Around the World

GolfSim has partnered with more than 200 golf courses to virtually recreate some of the most well-known tracks in the world, including St Andrews, Pebble Beach, Kiawah Island, Harbour Town, Poinciana National and more.

[View All Golf Courses](#)



Firehouse Golf

Points of Interest

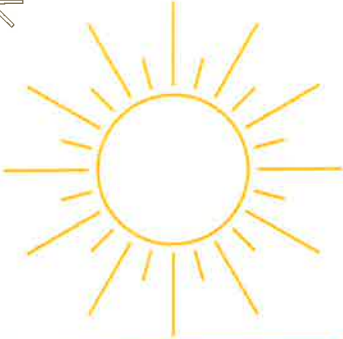
- 900 sq ft
- Private Lounge
- Private restroom
- Club washing bay
- Food and beverage service available
- Membership and walk-in tee times
- Special student and athlete programs
- Private coaching lessons

Parkings

- Tenant Parking
 - 29 beds/tenants
 - 474 S. Main Street (Mayers Lot)
 - Purchase complete
 - 75X150 11.250 sq ft
 - Further discussion on development that best is suited for Main Street
- Social Crow Kid's Parking
 - Bike Rack
 - Located on the north side of Horn Silver



Heritage Plaza



SITE PLAN REVIEW

Project Information

Project Name: Heritage Plaza

Applicant Name: Pete Brown/Valorie Rollins

Project Address/Location: Main Street

Zoning District: MSC

Proposed Use: Parking/Hotel

Planning Commission Meeting Date: 05/13/26

1. History Summary on Site Plan Review:

Pete and Valorie came before the planning commission on June 12, 2024 for their initial site plan review. During this meeting the uses indicated were approved however the parking area and drainage were tabled until further information was available. During tonight's meeting we will be reviewing parking/drainage plan.

** Aside from the use changing from apartments to hotel, we need to ensure that no other uses have changed since the initial site plan review.

Here are the minutes from the Planning meeting on June 12, 2024 that related to the parking:

- **Parking:** Valorie presented a plan to the commission and explained that it will have 34 spaces with 2 handicap spots. Pete explained that they have been looking at possibilities and have worked with Lisa and Makayla. We are working on items such as drainage. We are looking at a type of surface that has a 2' gravel bed to allow the water to drain as opposed to installing a drain. There are some issues with the water drainage and where to push the snow. The street by the Hotel Milford is icy during the winter and you can't push it onto main street. We haven't completely worked through our parking area, but we are open to discussion and feedback from the commission.
 - Commissioner Luke Ambrose asked if with this type of surface if you can put parking lines in? Valorie explained that there will be markers that can be put in. Pete commented that just the grid itself without the gravel is 50k but the flip side is if we went with a paved parking we would have to install a storm drain and there is a lot of upkeep on pavement.

- Valorie asked what the commissions thoughts are. Commissioner Ambrose commented that he likes the idea of how you have the flow of traffic going but one item that Les had brought up was making it a right turn only on the exit because it is so close to main street. Another concern I have is with the addition of this parking is going to be an issue on main street parking but having it as shared parking is great. Commissioner Schofield commented that the sidewalk on the south side where it looks like cars will be entering is concerning. Valorie commented that the sidewalk will not be blocked. Nick asked if there will still be a sidewalk and Pete and Valorie answered yes. Lisa confirmed that there will still be a place for the pedestrians to walk and Valorie answered yes. Lynae asked how wide the parking spots are? Valorie answered they are 10'x20'. The driving lane is 16'. Lynae asked if this drawing included the existing sidewalk and Valorie said no it does not. Lisa asked what the distance from the front sidewalk to the exit is-Lisa answered that you must have a corner area that is no obstructed by 20'. Valorie said if we have to go back further, we will take out another parking spot. Commissioner Ambrose stated his concern with the material-we have forced a lot of businesses to follow the code and install asphalt, and the sidewalk. Les asked if a rolled curb could be an option. Luke agreed and said that way it would give water a way to be directed to drainage. Pete commented that this is just a preliminary idea, and we are still working through it. Commissioner Lynae Malchus asked if they were going to take this to a civil engineer because they work these projects all the time. Valorie answered yes. Lynae commented that you don't need to worry too much because they will figure that out. Valorie just commented that they just want some kind of approval on the layout. Commissioner Nick Schofield commented that he doesn't feel you can get much better than it is. Zoning Admin Lisa commented that in our code it states that bumper guards are required and pavement-I know you are exploring this other option for the surface. The Planning Commission must follow the code as written but you can apply for a variance with the board of adjustments. There are certain requirements that must be met-just an option. Pete wanted to clarify the drainage issue in front of the bar and ice cream parlor-if we are to do the parking lot in pavement or concrete and run the water down the gutter, we are going to increase the swamp that we currently have. Lisa explained that your drainage issue on main street is on a state highway and should be something that you address with UDOT. Chairman Whitney asked where the water goes on the intersection of 500 South and Main goes. Lisa explained there is a drain and at some point, it goes across main street and out to the railroad ditch. Lisa mentioned that when her and Valorie talked the week prior, they had talked about sloping the parking lot, so everything drained to the alley and placing a drain back there. One parking spot could be designated for the snow to be pushed to until it melts and drains into the drain. Commissioner Ambrose commented than in general is what we are being asked is if we like the parking plan, we have addressed our concerns-is it now

that you guys will go make your plans and come back to us. Lisa commented that tonight was their site plan approval, we have gone over their ideas and approved the uses and conditional uses. Parking is the bigger issue, the commission is good with how they have it laid out, exiting right hand only onto 500 south, bumper guards, shared parking for the plaza and patrons on main street as well as the event center and golf simulator-I think we just need to figure out something with the surface. Our code states it must be paved with a hard surface and if you guys are wanting to waive from that you will need to apply for a variance. Drainage is also something that needs to be figured out. Commissioner Ambrose commented that it is hard to approve a site plan without parking and drainage, technically we can't approve any other surface than what is in our code. Pete asked if we could move the parking and drainage discussion for another date until we acquire the property, we just wanted to present the idea for the direction we are wanting to go. In summary Pete commented that the site plan itself is good but the drainage and surface needs to be further discussed.

Notes: During the meeting in 2024 the following items were mentioned:

- Requiring exiting traffic to only turn right.
- Conversation about shared parking because residents would lose parking along 500 south.
- Rolled curb along 500 South

2. Current Items to Review:

During this meeting we need to review the following:

Current Parking Plan: Parking plan has been submitted that shows the following information:

- 33 Spaces Total
 - Stall Dimensions: 10X20 and 9.6X32
 - Meets Requirement - Code requires 9X19
- 2 are ADA
 - Meets Requirement
- Parking Stalls need to be clearly marked
- Landscaping
- Entering from the alleyway and exiting onto 500 South. (install a sign that states right turn only)
- Perimeter Guard Requirements: Bumper guards or wheel stops shall be provided for all parking spaces abutting the perimeter of a parking area where such perimeter is within 15 feet of a building, structure or wall. Code Ref: 13.32.040(6)
- Paving Requirement: All areas used for the movement or parking shall be paved. Code Ref: 13.32.040 (7)

Lighting:

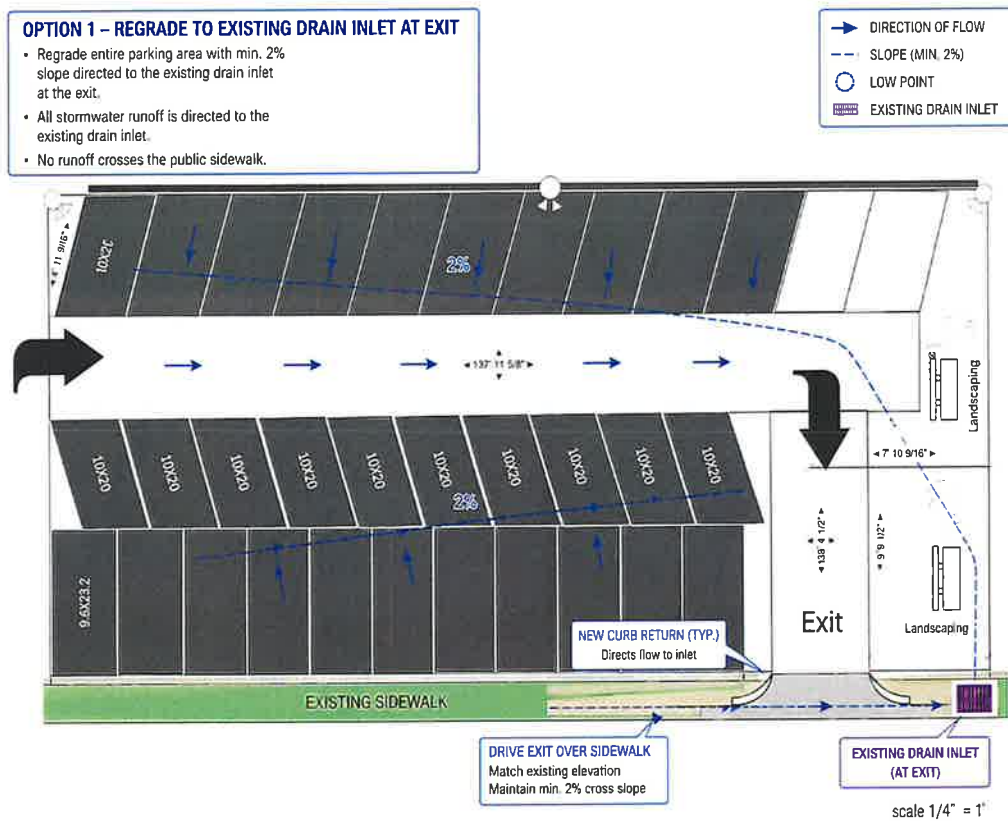
- Lighting needs to be discussed

Parking Lot Drainage:

- A drainage plan needs to be presented that shows how the water will drain. It cannot drain over the sidewalk. Pete said Kelly Rollins is working on this.
- Code Ref: 13.32.040 (8) All areas used for the movement/parking, shall be graded and drained to dispose of all surface water. Drainage shall not be permitted across the surface of sidewalks or driveways.
- There is drainage that is on the corner of 500 South and Main that could be used. It would just need to be designed to get to this drain without crossing over the sidewalk.



Exit needs to be reviewed. Do they need to tear out the existing sidewalk and pour the exit so it flows onto 500 south. (similar to a driveway access)



These are the items that need to be addressed:

- Parking Layout
- Paving
- Drainage
- Perimeter Guards
- Lighting
- Drainage/Sidewalk/Curb
- Exit

Conditional Use Permit

1. History Summary:

During the June 12, 2024 meeting the commission determined that the following business could operate as a permitted use:

- Firehouse Golf
- Even Center
- Social Ice Cream/Coffee Shop
- KU Arcade

However, a Conditional Use Permit would be required for the apartments. (The use has changed from apartments to a hotel, but it is still required to obtain a CUP for a hotel)

The PC determined this because they felt it was appropriate to require a single CUP covering the entire plaza rather than requiring a CUP for the golf simulator, Arcade and Hotel when one would address the relevant issues for the overall development.

During this meeting Chairman Whitney had also addressed the current operating agreement that was in place and asked if it was void. We had discussed and decided that once the site plan is 100% approved and the CUP has been issued we would update the operating agreement.

I have attached a draft CUP but we may have to make some changes based on what is determined with the parking/drainage plan.

**Conditional Use Permit
Permit No. 2026-01**

Applicant: Heritage Plaza (Pete Brown)

Property Address: 418 South Main Street

Parcel: 0500090012

Zoning District: Main Street Commercial (MSC)

Purpose of Conditional Use: Hotel

Permit Conditions

General Use & Compliance

1. The hotel use shall comply with all applicable code requirements, including zoning, building, fire and health regulations.
2. The approved use is limited to a hotel. Any expansion or change in use shall require additional city review and approval.

Parking Lot

1. One parking spot shall be required for each room in the hotel and an additional 2 parking spaces for employees.
2. Parking lot shall be hard surfaced with either asphalt or concrete.
3. Parking circulation should be maintained to ensure safe vehicle and pedestrian movement.
4. A sign shall be placed at the exit at 500 South that indicates right hand turn only to ensure safe traffic flow.
5. Parking should not obstruct public right-of-way, sidewalks or access points.
6. Bumper guards shall be in place for parking along the north side of parking lot where it abuts the neighboring building.
7. Parking stalls, including ADA stalls, shall be painted, striped, and always maintained in good condition.
8. Lighting shall be installed for safety and shielded downward.

Drainage

1. Drainage for the parking lot should be designed to prevent standing water and to ensure storm water does not flow onto adjacent properties or over sidewalks.

Landscaping

1. Landscaping shall be installed in accordance with site plan and shall be maintained.

Conditional Use Permit
Permit # 2026-01
Page 2

This conditional use permit shall expire by limitation and become null and void if the work authorized by such permit has not commenced within one hundred and eighty (180) days or is not complete within one (1) year from the date of issuance of this permit.

The Planning Commission on an annual basis will review all conditional use permits. Violation at any time, of any of the terms and/or conditions of this permit or conduct that adversely affects the health, welfare or safety of persons residing or working in Milford City, Utah, could result in the termination of this permit.

Approved this ____ day of _____, 20__.

Tayson Willis, Chairman
Milford City Planning & Zoning Commission

Applicant (signature)

Applicant (signature)

Applicant (printed name)

Applicant (printed name)

Attest:

Monica D. Seifers
Milford City Recorder