

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a regularly scheduled meeting on Thursday, **July 16, 2026**, at the **Millville City Offices**, 510 E 300 S, Millville, Utah, which shall begin promptly at **8:00 p.m.**

1. Call to Order / Roll Call – Chairman Greenhalgh
2. Opening Remarks / Pledge of Allegiance
3. Approval of Agenda
4. Approval of minutes from last Planning & Zoning Meeting – June 4, 2026
5. Agenda Items:
 - A. Sign Permit- Ian McArthur- South Valley Rentals- 920 W 2675 S
 - B. Zoning Clearance- New Residence for Welshaw Holdings LLC located at 385 Canyon Road (550 East)
 - C. Zoning Clearance Accessory Building- Kalob Wahler- 120 N 300 E
 - D. First Draft- Retaining Wall Code
 - E. Other
6. Agenda items for next meeting
7. Calendaring for future Planning Commission Meeting- Thursday, August 6, 2026, at 8:00 PM
8. Adjournment

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Kara Everton at (480) 528-1467 at least three days prior to the meeting.

This agenda was posted on/before July 14, 2026, to the City posting locations, the City Website and the Utah Public Meeting Notices Website.



Kara Everton, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION MEETING
City Hall - 510 East 300 South - Millville, Utah
DRAFT- June 4, 2026

PRESENT: Matt Anderson, Shane Johnson, Coby Price, Kara Everton, Pam June,
Corey Twedt, Chad Kendrick, Angie Johnson, Jean Culbertson, Dan
Hunsaker, Tanner Hunsaker

Call to Order/Roll Call:

Commissioner Anderson opened the meeting for June 4, 2026, at 8:00 pm. Commissioners Matt Anderson, Coby Price and Shane Johnson were present. Development Coordinator Kara Everton was present and took the minutes.

Opening Remarks/Pledge of Allegiance

Commissioner Greenhalgh led all present in the Pledge of Allegiance.

Swearing in of Planning & Zoning Commissioner Shane Johnson

Approval of Agenda

The agenda for the Planning Commission Meeting for June 4, 2026 was reviewed. Commissioner Price moved to approve the agenda for June 4, 2026. Commissioner Johnson seconded. Matt Anderson, Coby Price and Shane Johnson voted in favor. Commissioner Shane Johnson was also present but did not vote.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the minutes for the Planning Commission Meeting for May 21, 2026. Commissioner Price moved to approve the minutes for the meeting on May 21, 2026. Commissioner Johnson seconded. Garrett Greenhalgh, Matt Anderson and Lynette Dickey voted in favor. Commissioner Shane Johnson was also present but did not vote.

5. A. Zoning Clearance- New Residence- Tanner Hunsaker located at 433 S 200 E
Setbacks are all good. Height is good. Basement.

Commissioner Johnson moved to approve Zoning Clearance for a New Residence for Tanner Hunsaker located at 433 S 200 E. Commissioner Price seconded. Garrett Greenhalgh, Matt Anderson and Lynette Dickey voted in favor. Commissioner Shane Johnson was also present but did not vote.

5. B. Other

Kim Winborg and her sister Jennie Leishman are here asking about creating a subdivision by separating a home from the remainder of the land and are asking why they need to pay the fee in lieu of.

6. Agenda Items/Notes for Next Meeting

7. Calendaring of future Planning Commission Meeting – June 18, 2026 at 8:00 pm
Shane will be gone.

8. Adjournment

Commissioner Price moved to adjourn the meeting at approximately 8:11 p.m.

City of Millville, Utah
Sign Permit Application

Applicant Information**Application Number:**Name: Ian McArthurTelephone: 435-994-4190Address: 920 W 2675 S Logan

Fax: _____

City/State/ZIP: Logan UT 84321e-mail: McArthur, J. Ian @gmail.com**Description of Signage Project**

Parcel No.: _____

☒ Permanent SignAddress: 765 W 1950 S Suite 100☐ Temporary Sign

Plan: The logo sign (South Valley Rentals) will be professionally installed by Sign Pro. The sign will be mounted above the door facing west towards 800 W.

Site Plan (to be submitted with this application)Prepared by: Sign ProTelephone: 435-787-1999Address: 3205 N Main St

Fax: _____

City/State/ZIP: Logan 84341e-mail: Julie@SignProSign.comContact: Julie Redd**Color Rendering (to be submitted with this application)**Prepared by: Sign ProTelephone: 435-787-1999Address: 3205 N Main St

Fax: _____

City/State/ZIP: Logan 84341e-mail: Julie@SignProSign.comContact: Julie Redd**Complete Signage Plan, where applicable (to be submitted with this application)**Prepared by: Sign ProTelephone: 435-787-1999Address: 3205 N Main St

Fax: _____

City/State/ZIP: Logan 84341e-mail: Julie@SignProSign.comContact: Julie Redd

Applicant Signature

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

Applicant: _____

Date: 6-23-2026

City Review (to be completed by city personnel)

Y _____ N _____

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

Signature of Reviewer

Conditions

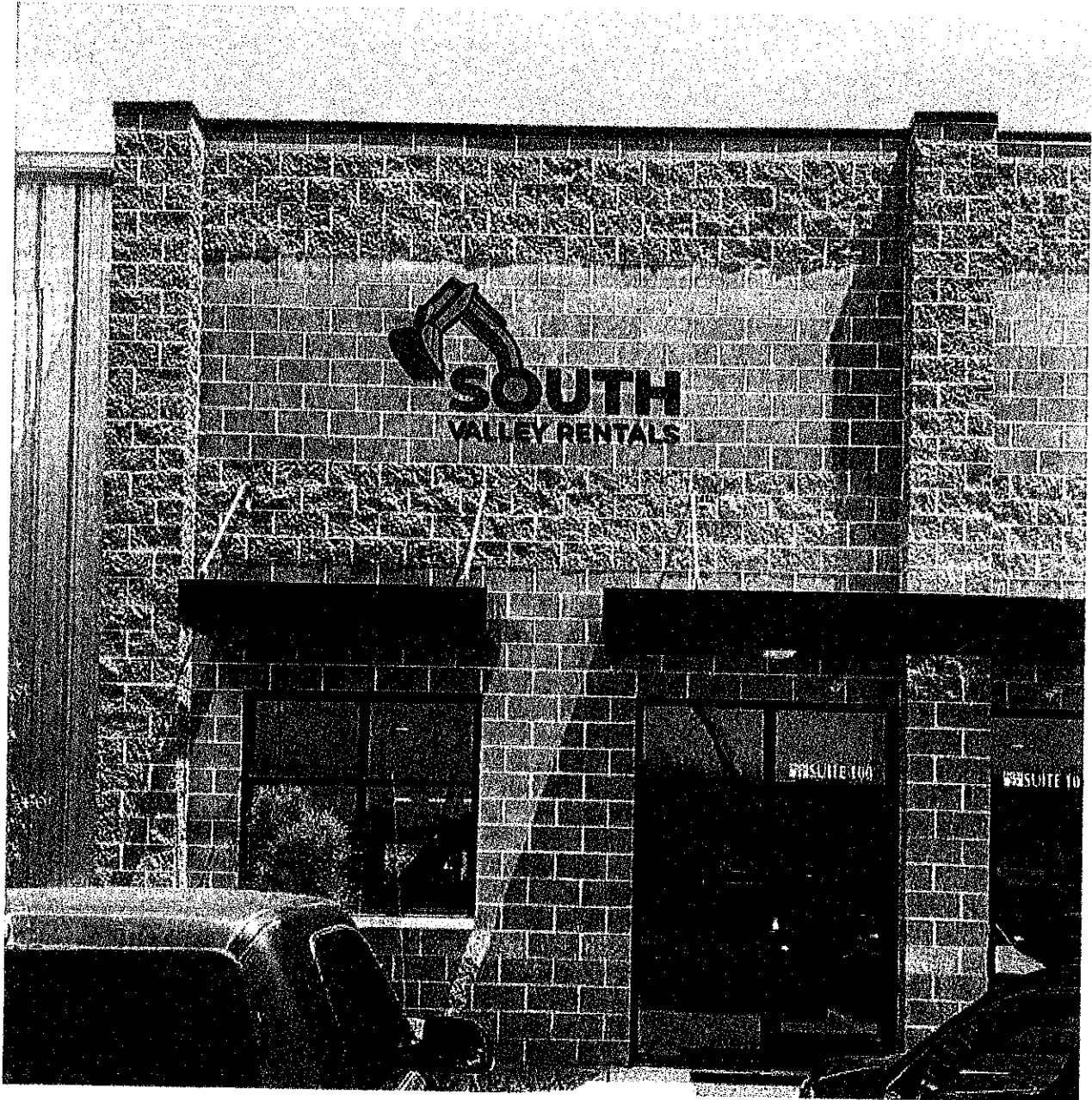
Approval of Sign Permit Application (vote of the Planning Commission)

Y _____ N _____

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

Signatures

3D Acrylic Sign @ 88" x 48"



Building 22 Suite 100, facing 800w towards
Young Power Sports.

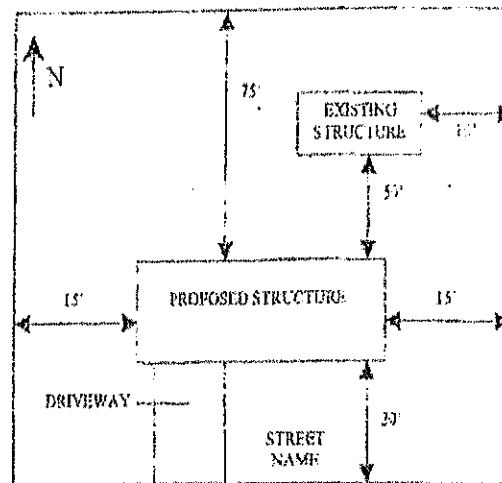
MILLVILLE CITY
Zoning Clearance for Building Permit
 For questions email para@millville-nj.gov



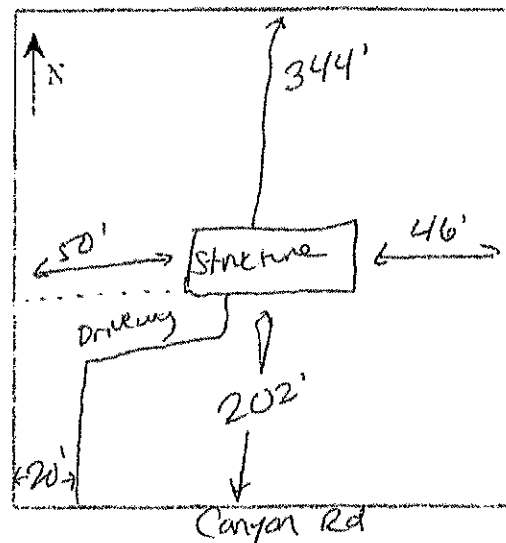
APPLICATION INFORMATION

- 1 Welshew Holdings
Applicant Name
- 2 1335 E 5375 S
Applicant Mailing Address
- 3 Opden UT 86404
City State Zip Code
- 4 385 S Canyon Rd
Address of Construction
- 5 385-629-1380
Telephone #
- 6 _____
Owner's Name (if different from applicant)
- 7 Residential
Type of Structure
- 8 Bare Acres Lot #3
Subdivision Name and Lot Number
- 9 3360 3.89
Square Footage Lot Size
- 10 03-228-0003
Tax Identification Number
- 11 26' 8"
Building Height
- 12 ☒ Sewer ☐ Septic Tank
☒ City Water ☐ Private Well
☒ Electricity ☐ Gas
- 13 _____
Notes

Sample Plot Plan
 (numbers do not represent required setbacks)



Plot Plan



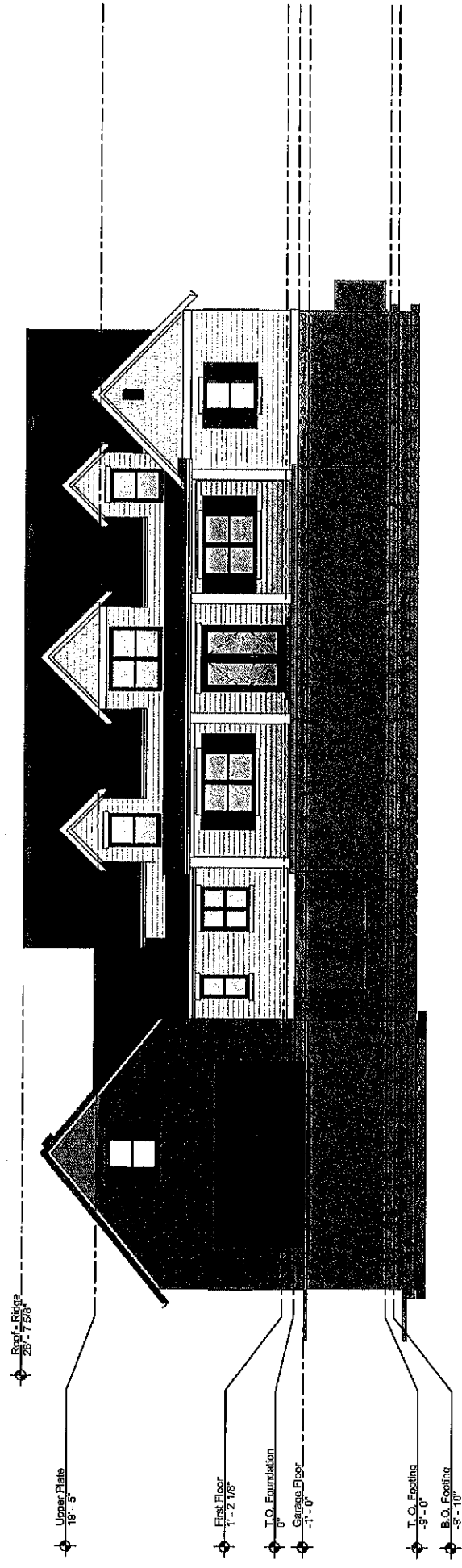
APPROVED
 PLANNING AND ZONING

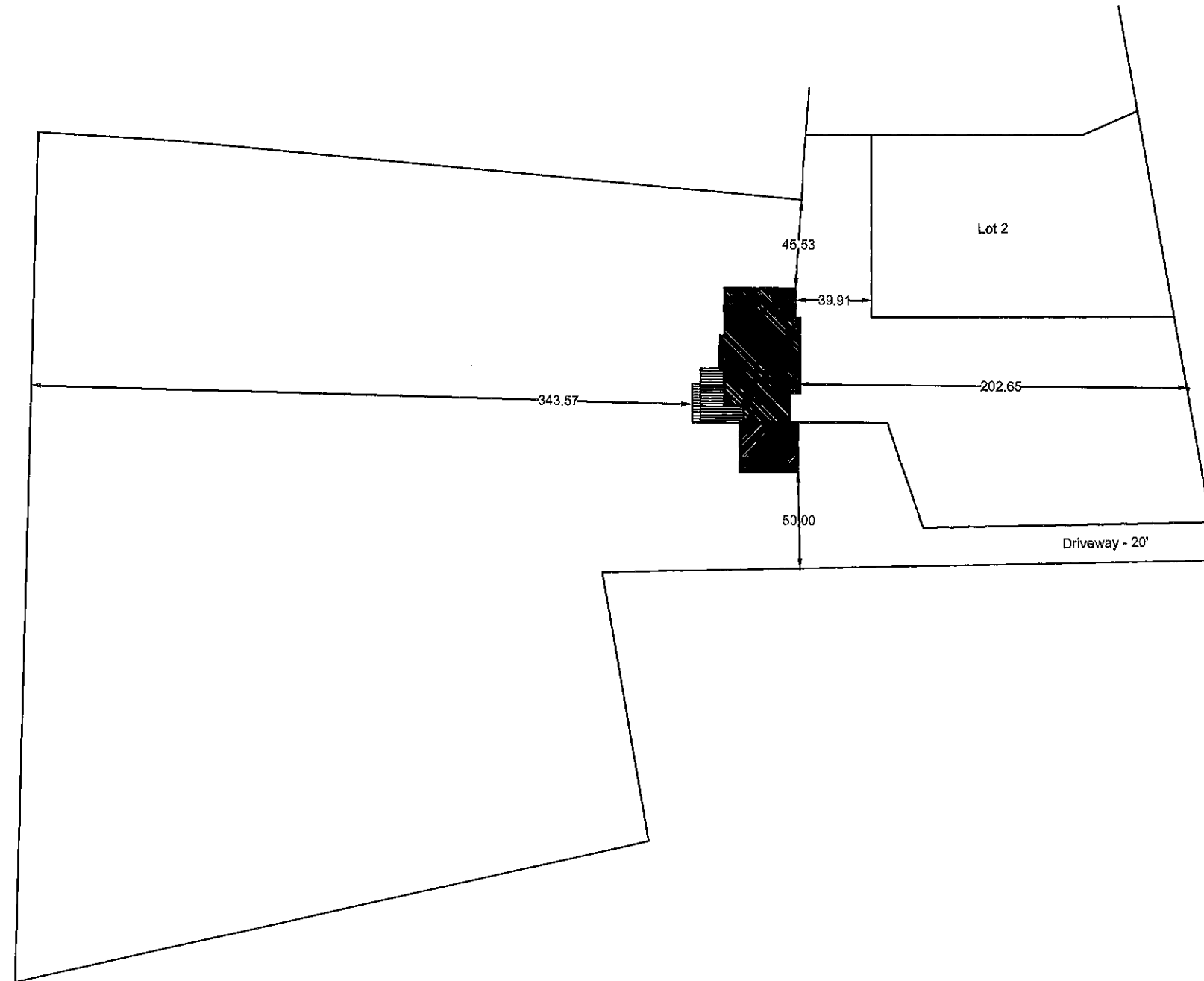
DATE

FEES PAID- TREASURER

DATE

This property is being approved for building permit issuance as indicated above. Any change in the type or placement of the structure is not allowed.
 This clearance is not a waiver of compliance with either the zoning ordinance or the building codes.





MILLVILLE CITY
Zoning Clearance for Building Permit
For questions email: kara@millvilleut.gov



APPLICATION INFORMATION

1 Kalob Wahler
Applicant Name

2 PO Box 701
Applicant Mailing Address

City State Zip Code
3 120 N 200 E
Address of Construction

4 435 770 4279
Telephone #

5 _____
Owner's Name (if different from applicant)

6 Accessory Bldg
Type of Structure

7 _____
Subdivision Name and Lot Number

8 800
Square Footage Lot Size

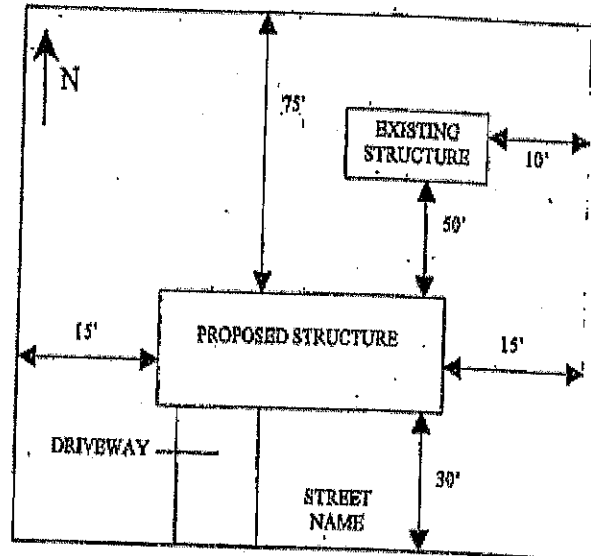
9 _____
Tax Identification Number

10 13' 6"
Building Height

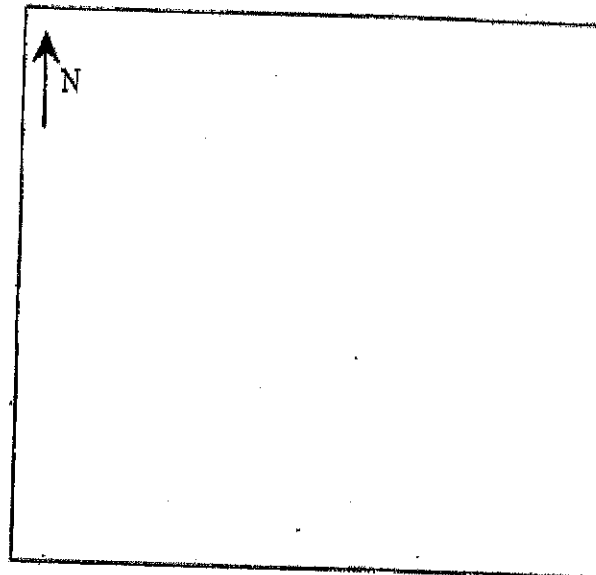
11 ☐ Sewer ☐ Septic Tank
☐ City Water ☐ Private Well
☐ Electricity ☐ Gas

12 _____
Notes

Sample Plot Plan
(numbers do not represent required setbacks)



Plot Plan



APPROVED _____ **DATE** _____
PLANNING AND ZONING

FEES PAID- TREASURER _____ **DATE** _____

This property is being approved for building permit issuance as indicated above. Any change in the type or placement of the structure is not allowed.
This clearance is not a waiver of compliance with either the zoning ordinance or the building codes.

03-157-0022

MICHAEL A &
DOMINEE R GIBBONS

03-157-0021
KALOB G
WAHLER





12/29/202

MILLVILLE CITY CODE

TITLE 17- RETAINING WALLS

6.02.010 TERMS DEFINED

6.02.010: TERMS DEFINED

RETAINING WALL: Any structure designed to resist the lateral displacement of soil or other materials. Examples include, but are not limited to, block walls, rock walls, concrete walls and segmented walls. A retaining wall is not considered a fence.

6.02.010: REGULATIONS AND REQUIREMENTS

All retaining wall systems shall meet the requirements of this section.

A. Regulations

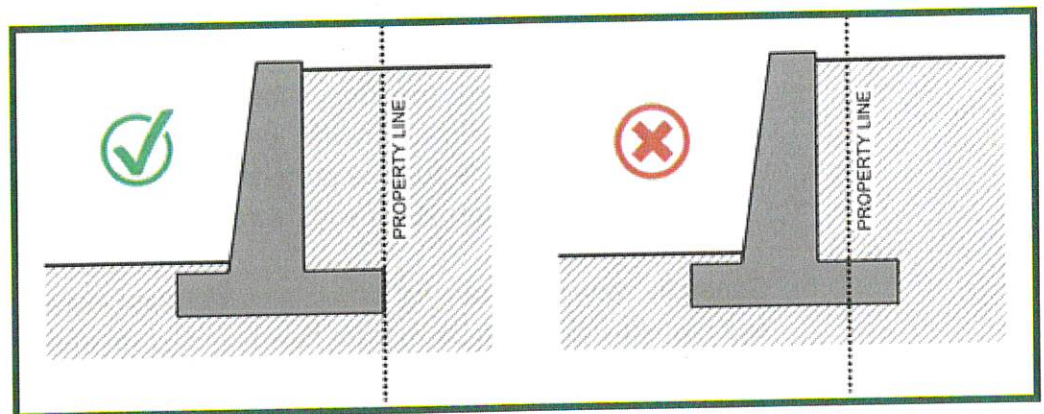
- a. All retaining walls that require a zoning clearance must be designed by an engineer licensed in the State of Utah. The design must be specific to the site and not a generic standard design.
 1. If a retaining wall, less than 4 feet in height, is subjected to an external load (such as vehicular traffic, pedestrian traffic and parking, or permanent loads such as protections systems against slope erosion, and adjacent structures), an engineered design shall be required.
- b. Generally zoning clearances for retaining walls are issued as separate permits and are not included in permits for new homes, remodels, additions, etc. If a retaining wall permit is combined with a permit for new homes, remodels, additions, etc., the application must include design plans, reports, and meet the requirements of this section.
- c. **Geologic Hazards.** If construction of any retaining wall, occurs within sensitive land areas as outlined in Chapter 17.14 of this code, then all analyses required for the design of retaining walls or rock protected slopes shall follow the Sensitive

Areas requirements, specifically in regards to limits of disturbance and the required geologic hazard and engineering geology reports.

- d. Walls 30 inches or more in height may require guards/railings. If a guard/railing is optional, the height of the guard/railing will be added to the wall
- e. Guards/railings will be required when a retaining wall is connected to or adjacent to a driveway or walkway. If a guard/railing is required, the combined height can exceed the height limitation set forth in **PCC 10-8-1** no more than the minimum height of the required guard/railing.

f. Location, Height, Separation and Plantings

- 1. Location. The retaining wall will not be placed on land designated as a recorded easement, such as a utility or trail easement, unless the owner(s) of said easement agree(s) to allow the encroachment. Documentation of the agreement shall be provided to the City.
- 2. To determine retaining wall height for zoning clearance, retaining walls shall be measured from the top of the exposed face to the finished grade.
- 3. All retaining walls, **three feet** in height or taller, require a zoning clearance.
 - a. Footings for retaining walls within the minimum setback cannot extend into the neighboring property



4. A single retaining wall shall not exceed eight feet in exposed height if the exposed face of the retaining wall can be seen from the nearest public right-of-way or adjacent properties to which it is exposed.
 - a. See section 5-4-10 of this chapter for areas with hillside or extreme sloped lots that may require limited construction of additions to and exceeding the regular fence, combined with retaining walls, height restrictions.
5. Terracing of retaining walls is permitted where justified by topographic conditions.
6. For terraced walls, where the exposed face of the retaining wall is viewable from the nearest public right-of-way, the horizontal separation between walls shall be stabilized;
 - a. landscaping, utilizing drip irrigation, to minimize erosion, and when possible, the use of drought resistant vegetation to minimize future watering needs is encouraged; or
 - b. the area may be utilized for accessory structures such as sports courts, gazebos, etc. that do not jeopardize the integrity of the retaining walls.
7. The view of the nearest public right-of-way or adjacent property shall be verified by the city official during the review process and prior to permit for construction.
8. Clear view area. Placement of an individual retaining wall or a group of terraced retaining walls (including plantings) shall not violate the provisions of PCC 10-9-2.
9. Joint ownership of walls. Occasionally, adjacent property owners will each benefit from a retaining wall placed on a shared property line. To receive approval for a joint wall all parties:
 - a. Must agree in writing;
 - b. Must participate, either equally or proportionately, in the cost of the wall and installation;
 - c. Must have a written agreement, recorded against each affected lot, regarding ongoing repair and maintenance;

d. Recorded easements, if necessary.

B. Submittals: The following documents and calculations prepared by a licensed engineer of the State of Utah shall be submitted with each retaining wall zoning clearance application:

1. Profile drawings if the retaining wall is longer than 50 lineal feet, with the base elevation, exposed base elevation and top of wall labeled at the ends of the wall and every 50 linear feet or change in grade;
2. Cross-sectional drawings including surface grades and structures located in front and behind the retaining wall a distance equivalent to three times the height of the retaining wall, and if the retaining wall is supporting a slope, then the cross section shall include the entire slope plus surface grades and structures within a horizontal distance equivalent to one times the height of slope;
3. A site plan showing the location of the retaining walls with the base elevation, exposed base elevation and top of wall labeled at the ends of wall and every 50 lineal feet or change in grade;
4. A copy of the geotechnical report used by the design engineer. The geotechnical report shall include requirement of Part E.5 otherwise additional laboratory testing is required in Part E.5;
5. Material strength parameters used in the design of the retaining wall, substantiated with laboratory testing of the materials as follows:
 - a. Soils. This may include, but is not limited to, unit weights, direct shear tests, triaxial shear tests and unconfined compression tests.
 - i. If laboratory testing was conducted from off-site but similar soils within a 2000 foot radius of the proposed wall location, the results of the testing with similar soil classification testing needs to be submitted;
 - ii. Minimum laboratory submittal requirements are the unit weight of retained soils, gradation for cohesion less soils, Atterberg limits for cohesive soils, and shear test data;
 - iii. Soil classification testing shall be submitted for all direct shear or triaxial shear tests;

- iv. If a Proctor is completed, classification testing shall be submitted with the Proctor result; and,
 - v. Laboratory testing should be completed in accordance with applicable American Society for Testing and Materials (ASTM) standards;
 - b. Segmented (walls have a facing and lateral tieback system) block walls. The manufacturer's test data for the wall facing, soil reinforcement, and connection parameters shall be submitted in an appendix.
6. The design engineer shall indicate the design standard used and supply a printout of the input and output of the files in an appendix with factors of safety within the design standard used as follows:
- a. Design calculations ensuring stability against overturning, base sliding, excessive foundation settlement, bearing capacity, internal shear and global stability;
 - b. Calculations shall include analysis under static and seismic loads, which shall be based on the peak ground acceleration (PGA) as determined from probabilistic analysis for the maximum credible earthquake (MCE), with spectral acceleration factored for site conditions in accordance with the current adopted building code;
 - c. Mechanically Stabilized Earth (MSE) walls shall be designed in general accordance with current FHWA or AASHTO standards for design of Mechanically Stabilized Earth Walls and Reinforced Soil Slopes or the current National Concrete Masonry Association (NCMA) Design Manual for Segmental Retaining Walls;
 - d. Rock walls shall be designed in general accordance with 2006 FHWA-CFL/TD-06-006 "Rockery Design and Construction Guidelines," or current FHWA standard of care and;
 - e. Concrete cantilever walls shall be designed in general accordance with specifications provided in current American Concrete Institute or American Society of Civil Engineers standards and specifications.
7. A global stability analysis with minimum factors of safety of at least 1.50 under static conditions and at least 1.10 under seismic loading conditions as follows:
- a. Factors of safety results shall be presented to the nearest hundredth;

- b. Seismic loads shall be based on the PGA as determined from probabilistic analysis for the maximum credible earthquake (MCE), with spectral acceleration factored for site conditions in accordance with the current IBC;
 - c. The cross-sectional view of each analysis shall be included, and the printout of the input and output files placed in an appendix; and,
 - d. The global stability analysis may be omitted for concrete cantilever retaining walls that extend to frost depth, that are less than nine feet in exposed height, absent of supporting structures within 30 feet of the top of the wall, and which have less than 10H:1V (H=horizontal: V=vertical) front and back slopes within 30 feet of the retaining structure.
- 8. A drainage design, including a free draining gravel layer wrapped in filter fabric located behind the retaining wall with drainpipe day-lighting to a proper outlet or weep holes placed through the base of the wall, however:
 - a. A synthetic drainage composite may be used behind MSE walls if a materials specific shear testing is completed to determine friction properties between the backfill and synthetic drainage composite;
 - b. A synthetic drainage composite is not allowed behind rock walls;
 - c. A synthetic drainage composite may be used behind the stem of the concrete cantilever walls;
 - d. If the engineering can substantiate proper filtering between the retained soils and the drain rock, then the filter fabric may be omitted, and;
 - e. If the retaining wall is designed to withstand hydrostatic pressures or the retained soils or backfill is free-draining as substantiated through appropriate testing, then drainage material may be omitted from the design.
- 9. The design engineer's acknowledgement that the site is suitable for the retaining wall;
- 10. An inspection frequency schedule, during construction of the wall.
- 11.

OPTIONAL:

A. Retaining Wall within Setbacks

- a. Less than three feet (3') in height. Retaining walls less than three feet (3') in height are exempt from setback requirements. See Illustration 6.
- b. Three feet (3') to six feet (6') in height. Retaining walls from three feet (3') to six feet (6') in height may be located within a required non-street side or rear setback area in residential zones and any setback area in nonresidential zones provided the exposed side of the wall faces into the subject parcel. See Illustrations 2, 4, 5. Proposed graphic.
- c. Greater than six feet (6') in height. Rear and non-street side setbacks for retaining walls greater than six feet (6') in height, or where the exposed side of the wall faces out from the subject parcel, is three feet in height or greater, shall be subject to the same requirements as the main structure in the applicable zoning district. See Illustrations 7.

Walls in the graphic are shown on the applicant's property.

