

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a meeting on Thursday, **May 7, 2015** in the Millville City Office, at 510 East 300 South, Millville, Utah, 84326, which meeting shall begin promptly at 8:00 p.m.

1. Roll call
2. Opening remarks/Pledge of Allegiance.
3. Review and approval of agenda
4. Review and approval of minutes from April 16, 2015.
5. Action Items:
 - A. Consideration for a conceptual review of a proposed subdivision from Karla O. Anderson. The subdivision includes parcel 03-029-0121, located on the southeast corner of the 100 West and 100 North intersection, and parcel 03-029-0074, located on the northeast corner of the same intersection in Millville.
6. Discussion Items:
 - A. City Council Report – review minutes from April 23, 2015.
 - B. Agenda items for next meeting.
 - C. Other.
7. Calendaring of future Planning Commission Meeting.
8. Assignment of Representative to next City Council Meeting.
9. Adjournment.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Adria Davis at (435) 213-0787 at least three working days prior to the meeting.

Notice was posted on May 4, 2015 a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was sent electronically to the Utah Public Meeting Notice Website at (<http://www.utah.gov/pmn/index.html>) on May 4, 2015.



Adria Davis, Secretary
Millville City Planning Commission

4.

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

April 16, 2015

1. Roll Call:

Chairman Jim Hart, Commissioners Bonnie Farmer, Lynette Dickey, Garrett Greenhalgh, Rachel Thompson, Larry Lewis (Alt.), and Natalie Smith (Alt.).

Others Present:

Development Coordinator Harry Meadows, Councilman Michael Callahan, Treasurer Tara Hobbs, Dean Boulton, and Ezra Eames. Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:02 p.m.
He led those present in the Pledge of Allegiance.

3. Review and Approval of agenda

The agenda for the Planning Commission meeting of April 16, 2015 was reviewed. A motion was made by Commissioner Lewis (Alt.) to approve the agenda as outlined. Commissioner Dickey seconded. Commissioners Dickey, Farmer, Greenhalgh, Thompson, and Hart voted yes.

4. Review and Approval of the Minutes of the Planning Commission Meeting

The minutes for the meeting of April 2, 2015 were reviewed. A motion was made by Commissioner Farmer recommending approving the minutes as outlined. Commissioner Smith (Alt.) seconded. Commissioners Dickey, Farmer, Greenhalgh, Thompson, and Hart voted yes.

5.A. Consideration for approval of the Mond-Aire Heights Subdivision preliminary drawing. The subdivision is located East of 400 East to 550 East, and North of Center St. to 200 North in Millville.

The city engineer, Zan Murray had prepared a memorandum (see attached) which outlined all of the prior requirements from the previous meeting held May 28, 2014. All of the issues have been addressed with the exception of lot #39, which is not an immediate concern since it will not be developed until phase 5. He feels comfortable moving ahead to the final drawing stage.

The preliminary plat has the following label: DITCH TO CONVEY STORM WATER FROM END OF STREET TO DETENTION BASIN.

This should be changed to RETENTION BASIN. As a retention basin has no release.

On the Plat drawings the road that curves off of 380 East is not labelled and should be listed as 400 East.

The 3 ring binder required with the preliminary drawing documents has never been submitted and is still needed before final approval.

Only one access road will be developed with this first phase since up to 30 homes may be built before requiring a second access road.

Discussion was held regarding which roads would be completed and which would be left as dead ends in this first phase. The council wasn't happy with leaving roads unfinished. It was agreeable to the developers to complete more of the roads to allow for better access at this point. If a few more lots were included in phase 1, then the road at 430 E. could be connected to 100 N. and connect back to 380 E. making a complete loop.

Lots #17 and #18 are not listed on the plat because that area is designated as a retention basin. It is intended as a space for the city to develop a future park. The city will own, develop and maintain this land as they see fit.

The developers are ready to begin as soon as they get the okay from the city and receive their bids for the improvements.

Chairman Hart made a motion to approve the Mond-Aire Heights Subdivision preliminary drawing with the exceptions of:

- 1) Adding lots 65 and 18 to Phase 1.
- 2) Completing the road to connect as a complete loop with the existing road at 380 East.
- 3) Lots 30 and 34 may be added to Phase 1 at the developer's discretion.

Commissioner Dickey seconded. Commissioners Dickey, Farmer, Greenhalgh, Thompson, and Hart voted yes.

6.A. City council report

The commissioners received copies of the minutes from the April 9, 2015 City Council meeting. There were no comments.

6.B. Agenda Items for Next Meeting

Mond-Aire Subdivision Final Drawing
Possible 7 lot subdivision for Verla Olsen Trust

6.C. Other discussion items:

Development Coordinator Meadows needed clarification on the calculating of the city setback. It was reviewed that the setback requirements start their measurements at the property line and measure in from that point creating a buildable space where the home may be situated. The city guidelines are minimums and the home could be built farther away from the property lines if desired.

The commissioners were directed in the next step of setting up electronic access, through an app on their smartphones/IPads.

7. Calendaring of future Planning and Zoning Meeting

The next Planning Commission meeting will be held Thursday, May 7, 2015 at 8:00 p.m.

8. Assignment of Representative for City Council Meeting

There was no commissioner designated to represent the planning commission.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 8:42 p.m.

Parcel & Zoning Viewer

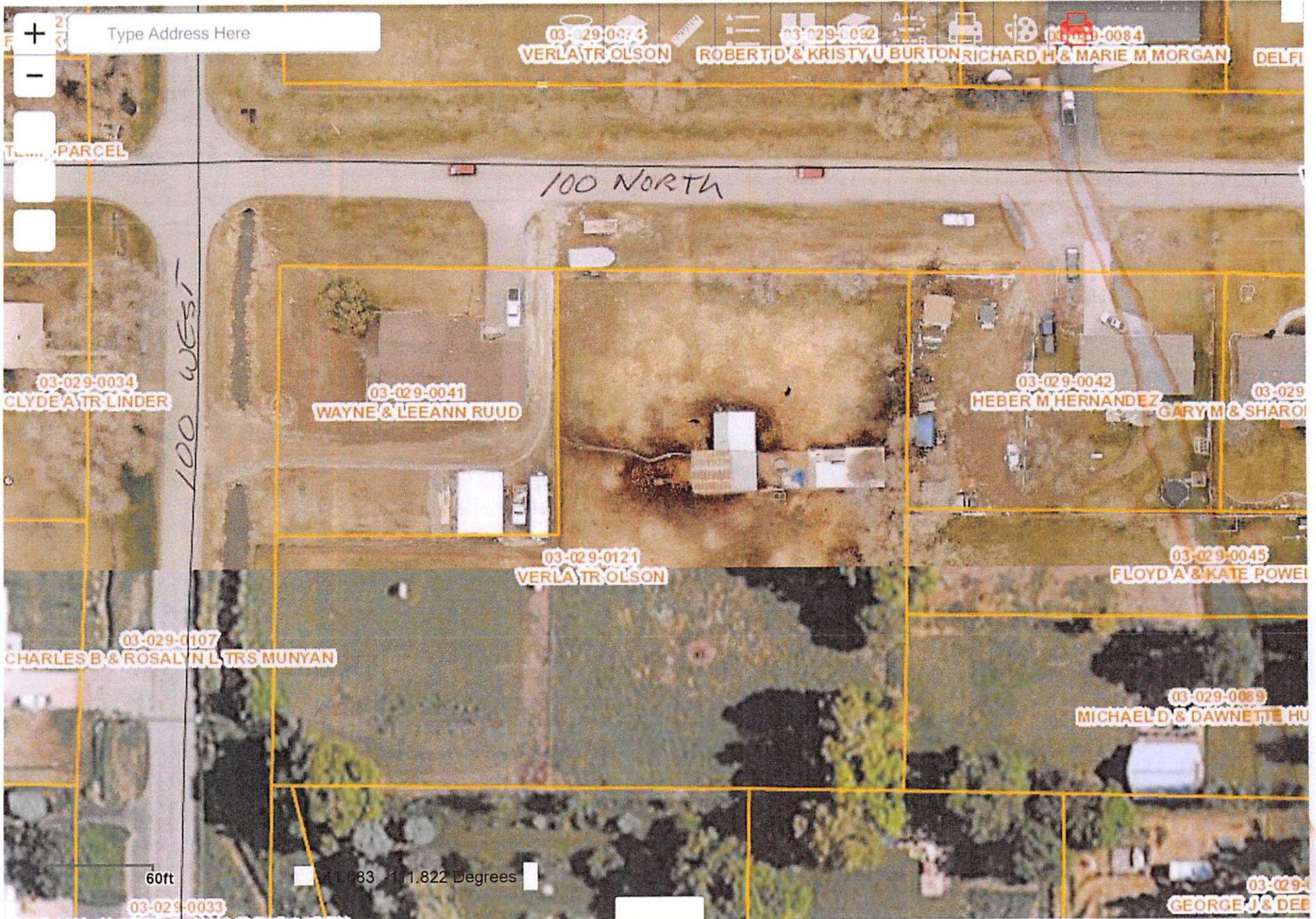
If the Search Tool or GIS Layers are not working then clear your web browser's cache



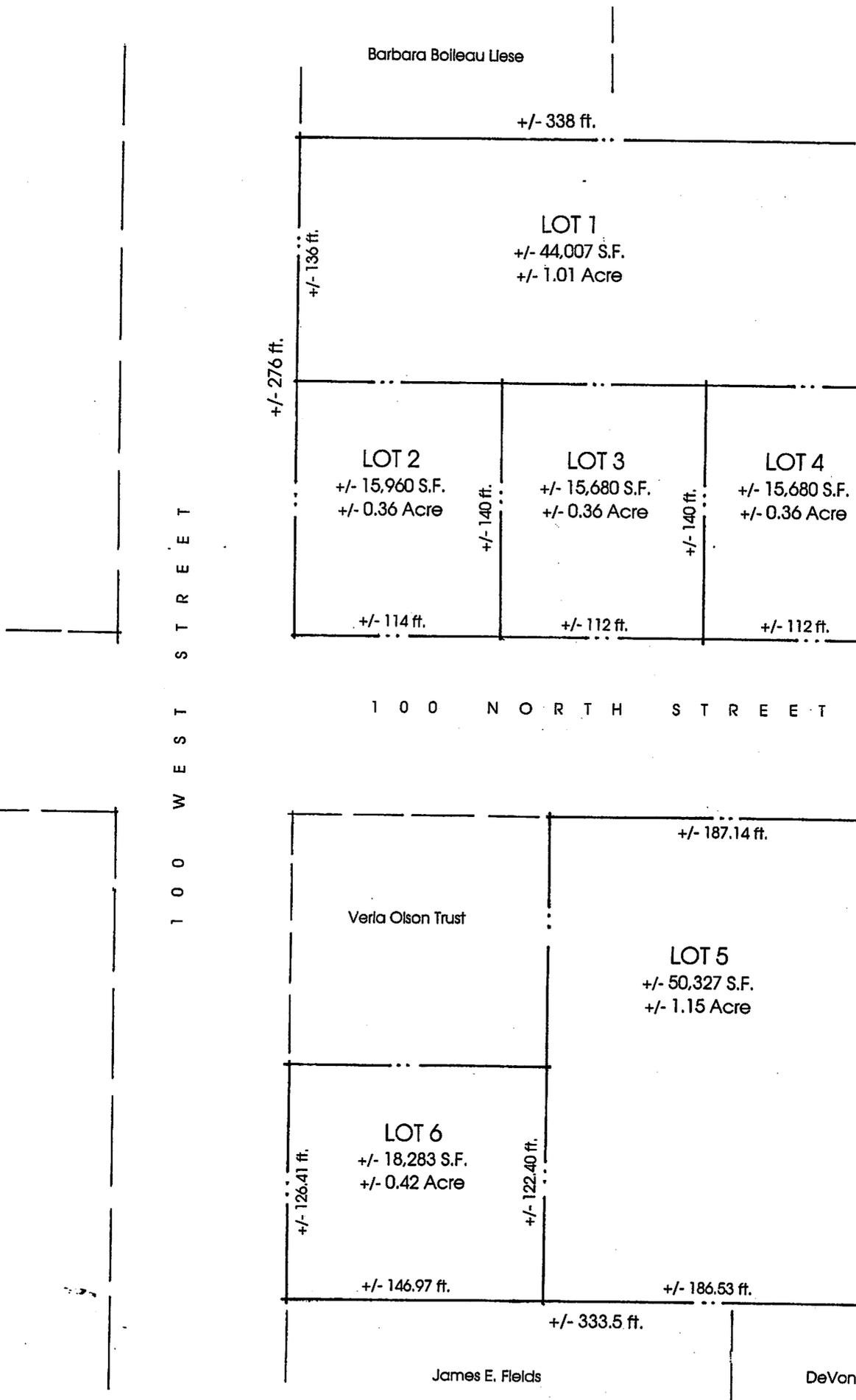
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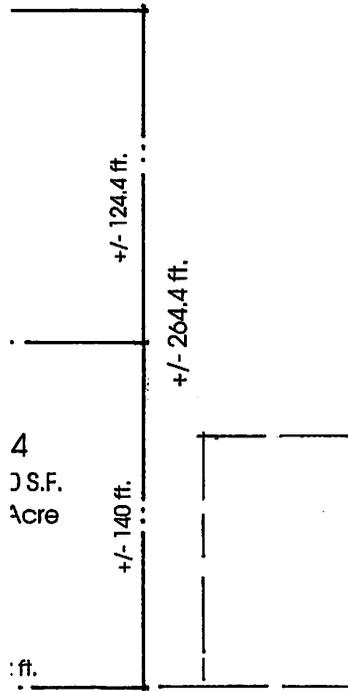
Parcel & Zoning Viewer

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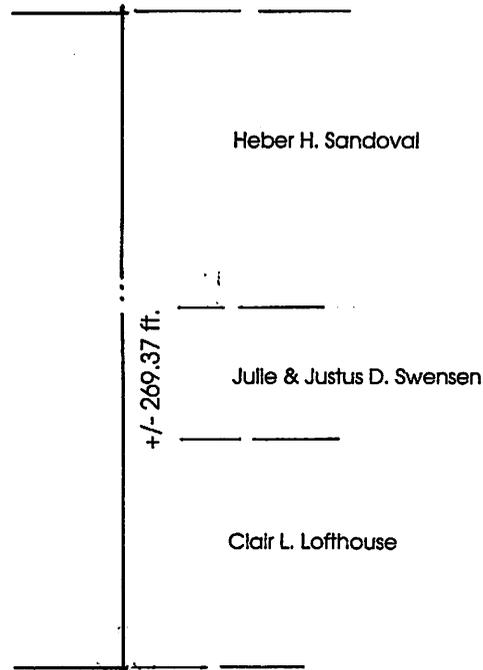


Site Summary . Verla Olson Trust Property . Millville, Utah

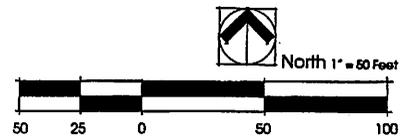
Area:	+/- 3.59 Acres
Lots:	6
Sizes of Lots:	15,680 S.F. to 50,327 S.F.

- Water: Culinary provided by Millville City
- Sewer: Septic systems on each individual lot
- Current Zoning: R-1
- Storm water drainage system proposed: Grassy swales within the city right of way
- The intent of the development is to provide building lots within the guidelines of Millville City.
- These lots are not within the hillside development overlay zone.

T



DeVon D. & Rhonda Lee Labrum



29 APRIL 2016
Concept Plan

VERLA OLSON TRUST PROPERTY
Millville, Utah



R. MICHAEL KELLY
CONSULTANTS

LAND PLANNING - LANDSCAPE ARCHITECTURE

G.A.

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
April 23, 2015

PRESENT: Michael Johnson, Michael Callahan, Julianne Duffin, Mark Williams, Ryan Zollinger, Cindy Cummings, Stephanie Eggleston, Tara Hobbs, Harry Meadows, Gary Larsen, Bob Fotheringham, Craig W. Buttars, Jake Young, James Thatcher, Peter Whelan, Shane Reed, Zan Murray, Chris and Crystal Jensen, Tori Nyman, Alec Johnson, Gabriel Whelan, Chris Slater, Trey Hustad, Samuel Whelan, Ronan Melani, Stratford Simmons, Quint Casperson, and Kai Casperson.

Minutes taken by Secretary Stephanie Eggleston. Due to a malfunction in the recording, there is no audio available from the meeting.

Call to Order/Roll Call

Mayor Michael Johnson welcomed everyone to the Council Meeting calling the meeting to order at 7 p.m. The roll call indicated Mayor Michael Johnson and Councilmembers Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, and Ryan Zollinger were in attendance. Recorder Rose Mary Jones was excused; also Treasurer Tara Hobbs and Secretary Stephanie Eggleston were present.

Opening Remarks/Pledge of Allegiance

Councilmember Ryan Zollinger welcomed everyone to the meeting, including Cub Scout Troop #305 from Millville. Troop #305 led those present in the Pledge of Allegiance.

Approval of agenda and time allocations

The agenda for the City Council Meeting of April 23, 2015 was reviewed. **Councilmember Julianne Duffin moved to approve the agenda with a request to add a report from the Youth Councilmember, Tori Nyman, as the first action item.** Councilmember Mark Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the agenda is included as Attachment "A".)

Approval of minutes of the previous meeting

The Council reviewed the minutes of the City Council Meeting held April 9, 2015.

Councilmember Mark Williams moved to approve the minutes for April 9, 2015.

Councilmember Michael Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the draft minutes is included as Attachment "B".)

Youth Council Report

Youth Councilmember Tori Nyman reported the Youth Council attended a Youth Conference in March. There were three motivational speakers who were very inspiring. The theme of the

conference was about Soul and Service. In April, the Youth Council helped with the city Easter Celebration which was a success. In May, the Youth Council will have an End of the Year party. In June, the Youth Council will be helping with the City Celebration for Millville Days.

Report on Planning Commission Meeting held April 16, 2015

Councilmember Zollinger asked Harry Meadows what the memorandum stated for Mond-Aire estates. Harry Meadows said it was an outline showing all previous issues that had been addressed and an approved final checklist. The Planning Commission feels comfortable moving forward with Mond-Aire Heights Subdivision. (A copy of the draft Planning Commission minutes is included as Attachment "C".)

Information regarding Cache Valley Transit District

Tricia Cronin handed out a Cache Valley Transit District 2014 Performance Packet. This report shows ridership numbers and other statistics for the year. Ms. Cronin did not have time to answer questions but did notify the council of upcoming meetings; at which time the councilmembers in attendance could ask questions and give input. There will be discussion on the "Faire Free" issue. The meetings are scheduled for May 27th and June 24th at 5:45 p.m. at BATC room 40. (A copy of the information provided is included as Attachment "D".)

Request for a business license for Little Explorers Academy Preschool – 370 North 300 East

Crystal Jensen asked for a business license for a preschool. She stated there would be a limited number of students attending. She does not think there will be a problem with traffic, as far as picking children up and dropping them off. There were no questions from the councilmembers.

Councilmember Ryan Zollinger moved to approve the request for a business license for Little Explorers Academy Preschool. Councilmember Cindy Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the business license application is included as Attachment "E".)

Cache County Water Master Plan/Consideration to Create a Water Conservancy District

Bob Fotheringham handed out a brochure titled "Cache County Water Master Plan". He said water conservation and water protection are two additional needs facing Cache Valley. He presented a map of the Bear River Allocation. He also presented a map of Preliminary Possible Water Projects. He discussed cost and possible start dates. He noted the possible increase in county population in the future.

Craig Buttars explained the importance of creating a Water Conservancy District by pointing out three key reasons: 1. secure our Bear River allocation; 2. promote water conservation; and 3. safeguard adequate amounts of water for the future.

Bob Fotheringham emphasized the importance of forming a district to protect current water rights. He spoke about some concerns such as, what a Water District will and will not do. He asked if there are any questions.

Mayor Johnson asked if the Water District has tax authority. Mr. King said there is a limit but yes, it has tax authority.

Bob Fotheringham continued, reemphasizing the value of water and the cost to protect it. He gave some examples of communities investing in Water Districts. He pointed out the state is requiring a district in order to participate in decision making. A district gives the community more power and authority. The Water District may be brought about by two different means. The brochure explains both processes – by Resolution or by Petition.

Harry Meadows asked how many people are on the board. Bob Fotheringham said there are up to eleven members on the board. All members must be elected or appointed.

Councilmember Callahan asked if the city would be able to sell or lease water rights after the Water District is formed. Bob Fotheringham said there are many different possibilities to choose from within a Water District. Councilmember Callahan said this will be good for the future.

Mayor Johnson asked if there are any other questions. There were none.

Councilmember Callahan requested the Cache County Water Master Plan booklet be put on the next meeting's agenda as a discussion item. (A copy of this information will be on file at the City Office.)

Councilmember Julianne Duffin moved to return to item 5.D. Request for a business license for G & E Wholesales Produce in the Zollinger Complex. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Request for a business license for G & E Wholesales Produce in the Zollinger Complex – 1000 North 1000 West – Building 28, Suite 108

Jose is a partner with Lazaro Guerra representing G & E Wholesales Produce. Harry Meadows asked Jose if he would be processing the produce. Jose said yes. Harry Meadows gave Jose the state paperwork necessary for the Department of Agriculture requirements. Jose states they will not be selling to the public but wholesale distribution only.

Councilmember Michael Callahan moved to approve the request for a business license for G & E Wholesales Produce in the Zollinger Complex. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the business license application is included as Attachment "F".)

Proposal on Form-Based Code

Jake Young gave councilmembers a handout titled Millville City – Commercial Design Ordinance. He pointed out examples of recently constructed buildings in downtown Logan. He discussed the question of whether Millville could support a Commercial Center. He noted examples in North Logan City and explained the development process.

Councilmember Zollinger asked what kind of time line the city is looking at for plans. Mr. Young said approximately four months.

Councilmember Lance Zollinger moved to put the Proposal on Form-Based Code on the next agenda as a discussion item. Councilmember Duffin seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the information is included as Attachment “G”).

Interlocal Agreement with Cache County School District/Conditional Use Permit

Zan Murray explained three specific additional exhibits to the agreement; 1. Plans, 2. Roadway Corridor Study and 3. Manual Design and Construction Standards. He discussed the changes of responsibilities to be borne by the district. There was also discussion on the differences there may be between the original agreement and the cost of the new add-ons from the city. Councilmembers would like to see a balance between the costs that have been reduced by the city and the cost of the add-ons requested by the city.

Exhibit D titled Project Improvement Costs was explained and discussed. The exhibit shows the upgraded costs from section 5.b. of the Interlocal Agreement.

Councilmember Zollinger requested the school district be responsible for road improvements to 550 North Main. He added that it may not need to be improved right now but most likely at sometime in the future. If the CCCOG money doesn’t come through, the school district should be held responsible for the road improvement.

Zan Murray will get a revised copy of the Interlocal Agreement to the county as soon as possible. He will be available to meet with the council again the week of May 11th for final approval. (A copy of the information reviewed is included as Attachment “H”).

Quarterly Financial Report for 3rd Quarter 2015

Treasurer Tara Hobbs reviewed with the councilmembers the Profit & Loss Budget vs. Actual from July 2014 through March 2015. (A copy of the report is included as Attachment “I”).

Bills to be paid

The bills were presented. They are as follows:

Mike Johnson	50.00	Water
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BILLS (Continued)--

Tara Hobbs	41.20	Water
Julianne Duffin	22.09	Easter
Cindy Cummings	790.58	General
Olson and Hoggan	285.00	Legal
Tex-Net Inc.	960.44	Road
Millville City Corporation	3,764.26	General/Park
Questar	103.62	Park/Building
Maverik	193.35	Water
Utah Geological Survey	659.88	Water
Utah Water Users Association	100.00	Water
Century Link	176.83	Water
Bear River Health Department	40.00	Water
Ecosystems Research	184.00	Water
Riverside Carwash	27.67	Stormwater
Jones Simkins	77.80	General/Water
Rocky Mountain Power	1,157.57	Street Lights
Utah Local Governments Trust	248.55	Insurance
Cache Valley Bank	50.00	General
Salary Register	8,977.26	

Councilmember Mark Williams moved to pay the bills. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

City Reports

Roads/Sidewalks:

Gary Larsen stated there has been progress made on the bridge. The trees that were marked have been removed. The storm drain is a go.

City Parks:

Gary Larsen said the city parks signs are ready to be picked up. The splash pad is scheduled to open Memorial Day Weekend.

Culinary Water System:

Gary Larsen said the ASR project is in the monitoring stage. The stormwater fair is next Tuesday and Wednesday at the Cache County Fair Grounds.

Gary Larsen gave a demonstration using the white board to show what might happen if the city water is contaminated.

Discussion item 6.B. Review of Ordinance for Private Roads will be postponed until the next council meeting.

Councilmember Reports

Councilmember Julianne Duffin said the Mini-Miss Millville pageant was a complete success. Everything went exceptionally well.

She also stated the school district has narrowed down the choices for the name, color, and mascot for the new high school.

Councilmember Callahan said the Mond-Aire Estates is getting close to final approval.

Gary Larsen said Millville City has been helping Nibley City by giving them clean drinking water if needed.

(A copy of the Councilmember Reports is included as Attachment "J".)

Other items for Future Agendas

Zan Murray requested the Millville City Sewer Master Plan be put on the May 14th meeting agenda as a discussion item.

The Mayor added he has requested a 3% increase in wages for city employees. He has also requested an increase for the councilmembers and mayor. He asked the councilmembers to let him know if this needed to be a discussion item for the next meeting's agenda.

Adjournment

Councilmember Cindy Cummings moved to adjourn. Councilmember Julianne Duffin seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. The meeting adjourned at 10 p.m.