

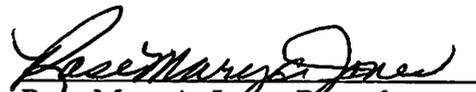
NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled council meeting on Thursday, July 9, 2015, at the Millville City Office, 510 East 300 South in Millville, Utah, which meeting shall begin promptly at 7 p.m. (Please note the time given to each agenda item is an approximate time.)

1. Call to Order / Roll Call – Mayor Michael Johnson.
2. Opening Remarks / Pledge of Allegiance – Councilmember Julianne Duffin.
3. Approval of agenda and time allocation.
4. Approval of minutes of the previous meeting – June 25, 2015.
5. Action Items—
 - A. Sealed bids for Surplus Items Reviewed and Awarded – Mayor Michael Johnson – 7:05 p.m.
 - B. Concern regarding Flies – Jason Allred – 7:10 p.m.
 - C. Review of Mond-Aire Heights Subdivision, Phase 1, Final Plat located at approximately 380 East to 500 East and 100 North to 225 North –Development Coordinator Harry Meadows–7:25 p.m.
 - D. Consideration of Approval for Joining the County in Hiring a Cache County Regional Trail Coordinator – Mayor Michael Johnson – 7:40 p.m.
 - E. Consideration of Resolution Appointing a Mayor Pro-Tem for Fiscal Year 2016 – Mayor Michael Johnson – 7:45 p.m.
 - F. Bills to be paid.
6. Discussion Items—
 - A. City Reports.
 1. Roads/Sidewalks – Superintendent Gary Larsen.
 2. City Parks – Superintendent Larsen.
 3. Culinary Water System – Superintendent Larsen.
 - B. Proposal on Form-Based Code – Mayor Michael Johnson.
 - C. Communication with Residents in case of an Emergency – Councilmember Michael Callahan.
 - D. City-owned Property Adjacent to Cemetery – Mayor Johnson.
 - E. Report on Old Mill Day – Councilmember Julianne Duffin.
 - F. Councilmember Reports.
 - G. Other items for Future Agendas.
7. Adjournment.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Rose Mary Jones at (435)752-8943 at least three working days prior to the meeting.

Notice was posted on July 6, 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 Notices website (<http://www.utah.gov/pmn/index.html>) on July 6, 2015.


Rose Mary A. Jones, Recorder

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
June 25, 2015

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Gary Larsen, Zan Murray, Sally Sears, Martha Balph, Dale Willden, Sherry Willden, Tom Eames, Karla Eames, Judy Dickey, Blaine Dickey, Holly Hinckley, Todd Aslett, Luann Callahan, Wendy Wilker, Clay Wilker, Bob Bates, Cindy Gooch

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. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

Opening Remarks/Pledge of Allegiance

Councilmember Callahan stated that he would be glad when summer was over because it is hot. He then led those present in the Pledge of Allegiance.

Approval of agenda and time allocations

The agenda for the City Council Meeting of June 25, 2015 was reviewed.

Councilmember Duffin moved to approve the agenda for Thursday, June 25.

Councilmember 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 June 11, 2015.

Councilmember Williams moved to approve the minutes of June 11, 2015.

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

Report on Planning Commission Meeting held June 18, 2015

The Council reviewed the draft minutes from the Planning Commission Meeting held on June 18, 2015. (A copy of the draft minutes is included as Attachment “C”.) There was discussion about the rezone request by Martha Balph and the question raised as to why the

parcel had been withdrawn from the last request. Mrs. Balph explained because there had been confusion between two parcels and the parcel was to be divided.

Concerned Residents for Firework Restrictions East of 500 East

Sally Sears representing several individuals living in the neighborhood above 500 East presented to the Council a petition requesting that no fireworks be allowed above 500 East in Millville. She indicated this was a public safety concern because of all of the tall grass in the area and the hazard for starting a fire. (The petition is included with the minutes as Attachment "D".)

There was discussion among the Council for having some type of an ordinance or resolution proposed that would permanently ban the use of fireworks in that area so it would not have to be brought to the Council annually.

Dale Willden indicated he was not in favor of the petition the way it is written. He would not be opposed to limiting aerial fireworks; however, he and his family enjoys using sparklers and other small fireworks. Sherry Willden reiterated these same concerns indicating it would limit their family's traditions. She could see the wisdom in not having the aerial fireworks, but her family enjoys the other smaller displays.

There was discussion about the use of Millville Canyon and the fire hazards that come from use of cigarettes, fireworks, and partying. However, the last fire on the mountain was caused by lightning.

The Council discussed whether there was a need for any restrictions for this area because the majority of the neighborhood has already agreed there would be no fireworks used.

Ms. Sears indicated there had been 38 adults and 2 under the age of 18 that signed the petition out of 47 possible—4 were against the petition and three others were unable to be reached. Ms. Sears indicated that the 4th of July falls on a Saturday this year and she felt this may encourage more activity in their area.

Karla Eames felt that sparklers and small fireworks should not be restricted; family traditions should still be able to continue.

Councilmember Callahan moved to restrict fireworks by ordinance or resolution for the entire summer season allowing no aerial fireworks east of 500 East and no other fireworks east of 550 East. Councilmember Duffin seconded. Councilmember Duffin voted yes and Councilmembers Callahan, Cummings, Williams and Zollinger voted no.

Councilmember Cummings moved to not have the City involved in this and that no restrictions be imposed. Councilmember Zollinger seconded. Councilmembers Duffin and Williams along with Mayor Johnson felt it would be irresponsible of the City to not take some measures to protect the safety of the area. Councilmember Cummings and Zollinger voted yes and Councilmembers Callahan, Williams, and Duffin voted no.

Councilmember Duffin moved for this year only to have no aerial fireworks above 500 East and no fireworks east of 550 East. Councilmember Williams seconded. Councilmembers Callahan, Duffin, and Williams voted yes with Councilmember Cummings and Zollinger voting no. This motion carried. Councilmember Duffin will make signs to be mounted on the “A” frame stands and Mayor Johnson will notify the Herald Journal and the Sheriff’s office.

Communications with Residents in Case of an Emergency

Mayor Johnson indicated Councilmember Zollinger had brought up this topic a couple of meetings ago about how Millville would communicate with our residents in case of an emergency. Councilmember Zollinger indicated there is a free app that can be downloaded onto a smart phone called ‘remind’. This would be a voluntary participation for the City residents to participate in. Notifications could be made by texting about any emergencies, etc. There was also the option discussed for using Facebook and also by putting information on the website.

There was discussion about the reverse 9-1-1 service that was used by Nibley City. The initial contact only reached about 25% of their residents; as there were more and more contacts given, this was increased to 80% with this system.

Councilmember Callahan will check with Nibley City to find out more about how contacts were made and report back to the Council.

It was the consensus of the Council to continue this to the next meeting for discussion.

Proposal for Pickle Ball at the North Park

Councilmember Duffin reported to the Council on information she had gathered regarding painting lines on the tennis courts for Pickle Ball. Blaine Dickey had contacted Dennis Murray and had obtained an estimate of \$250 per court to have this completed plus the cost of paint and materials. Todd Aslett had done some research on the paint and the tennis court surface and felt with volunteer labor this could be done for under \$200 for both courts. The Council discussed the need to invest in having the tennis courts preserved, as there was a substantial investment that had been made in them. There was also discussion about the color for the lines that should be painted. It was proposed that an Eagle Scout Project could be used to complete this project.

Councilmember Callahan moved to approve up to \$250 for the court painting using the volunteer labor of Todd Aslett and other labor sourced out from the Pickle Ball community. Councilmember Duffin seconded. Councilmember Cummings felt this should be hired out to someone that has done this before. Superintendent Gary Larsen questioned how the paint would be removed if the game is no longer being played. Another suggestion made by Councilmember Zollinger was to hire this out and have the City pay for one-half of the costs and the Pickle Ball community pay for the other half. The Council voted on the motion with Councilmembers Callahan, Duffin, and Williams voting yes and Councilmembers Cummings and Zollinger voting no. Councilmember Duffin will take the lead on this project in having it completed.

Policy on Chain of Command in an Emergency

Mayor Johnson along with the Council discussed various suggestions in determining who would take charge of meetings or would be in command in an emergency in lieu of the Mayor if he was not available. Varying options of how to decide who should do this were discussed.

Councilmember Cummings moved to draft a resolution appointing a Councilmember for a one-year term as Mayor Pro-Tem. Councilmember Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. This will be discussed at the next Council Meeting.

The consensus of the Council after discussing the specifics of how this would proceed was to have the resolution include the name of the Councilmember and the term they would serve; this resolution would be updated every year. Recorder Jones was asked to prepare a resolution for the Council that would identify a Mayor Pro-Tem for fiscal year 2016.

Review of Millville Future Roadway Capital Projects

Engineer Zan Murray reviewed with the Council an update to the information regarding the Capital Improvement Projects (CIP) which had been reviewed at the last meeting. This information included more specific information regarding the dimensions of the roads and the costs associated with the projections. (The Millville Future Roadway Capital Projects information is included with the minutes as Attachment "E".)

This information will be used in determining the cost of the impact fees for roadways in the future. The roads that will be identified to be built within the next six to ten years will be added into the impact fee calculation. These projects identified in the CIP will be useful with future developments where some various sizes may be requested to complete proposed trails, roadways, etc. These projects may be included with the Roadway Master Plan on the specific map.

Councilmember Callahan expressed concern about some of the roads listed on the plan. He did not want to have 200 East developed on Center Street.

Bills to be paid

The bills were reviewed. They are as follows:

Mike Johnson	50.00	Water
Julianne Duffin	4.41	City Celebration
Becky Twedt	31.67	City Celebration
Alicia Nyman	148.12	City Celebration
Staples	24.99	Water
CenturyLink	179.24	Water
Ecosystems Research	25.00	Water
Utah Local Governments Trust	30.00	General
Rocky Mountain Power	1,157.63	Street Lights
Don's Auto Body	120.80	General
Cache Valley Publishing	49.20	Election
Bear River Health Department	40.00	Water
Maverik	323.84	Water
Kristine Miller	75.00	Water
Jaimie Hamlin	11.27	Water
Peterson Plumbing	69.93	Water
Larry Lewis	200.00	Construction Refund
Utah Local Government Trust	526.58	Water
Comcast	73.75	Water
Julie Hunsaker	100.00	City Celebration
Salary Register	8,924.07	

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

City Reports

Roads/Sidewalks:

Superintendent Larsen reported the Chip and Seal Project for this summer has been identified. (A copy of this map is included with the minutes as Attachment "F".) The project is scheduled for some time after July 6. The County will be spearheading the project. A copy of this map will be posted at the City posting places. The project will be mainly on 300 South and also along 100 West.

Superintendent Larsen updated the Council on the roundabout near the new high school. The water that would be in this area is planned from the school irrigation system. The roundabout has been designed with lights around it; however, there has been no determination if the City will be responsible for the lights or a separate meter will need to

be installed. This is an on-going project, but Superintendent Larsen indicated he is working with the school district on it.

City Parks:

Superintendent Larsen reported the City Park is getting a lot of use and it is becoming a real challenge to water it. There needs to be a schedule posted that identifies when reservations have been made so that watering can be planned around it.

The splash pad water usage is approximately 22 gpm during operation. The City has used approximately 280,000 gallons since June 1, which is about seven gallons per minute. Superintendent Larsen explained it is about one-half of a garden hose running to supply the water. Everything seems to be running fine with the system.

Culinary Water System:

Superintendent Larsen reported the City had received the permanent change order for the City's water in the Garr Spring Irrigation Company. (A copy of this information is included with the minutes as Attachment "G".) This order gives permission for the City to use its' irrigation water for municipal purposes. The intent in the months ahead will be to design a system with engineering to make this change. The plan and pricing for this project will be computed and brought to the Council for their consideration. The project should begin sometime in the fall.

There was discussion about proving up on the City's water usage. Superintendent Larsen explained that an application is required to be renewed every five years, but an extension may be requested.

The City has been using a million gallons of water each day during these hot days.

The Glen Ridge pump has been started. After completing water sample testing every two weeks, the nitrates have been holding at a low level; however, there are no withdrawals or injections being made. The pumping will begin shortly, and this should provide more direction on how the ASR project has affected the nitrate levels in the well.

Proposal on Form-Based Code

Mayor Johnson asked the Council if they would like to discuss the proposal on Form-Based Code at this meeting. It was the consensus to continue this to the next meeting.

City-owned Property Adjacent to Cemetery

Mayor Johnson discussed with the Council the request that had been made by the Cemetery District to purchase property adjacent to the cemetery on the west. Different options were discussed about selling all of the property, part of the property, or developing part of the property, which would enable the 200 East roadway to be installed from 100 North to Center Street.

Superintendent Larsen explained that when the 2005 Water Project was completed, the water master plan was to have the water lines improved in that area upon development of this property. There are no water lines that tie this area of the City to the upper system and he felt it needed to be installed.

The majority of the Council felt that this connecting roadway should be built between 100 North and Center Street. There is currently a partial road dedication that has been made to the City from Center Street going north.

There was no consensus on the direction to take regarding this property at the current time. This item was continued to the next agenda for further discussion.

Review of General Plan Draft

Councilmember Duffin reviewed the draft of the General Plan with the Council, and the following items were discussed:

- Formatting and several clerical changes to be made in the document
- The paragraph on p. 9 regarding the Utah State Municipal Land Use, Development, and Management Act Title 10 needs to be rewritten
- There was considerable discussion about the Future Land Use Map and how it is to be applied to the future growth of the City through the Master Plan. It was the Council's understanding that if this map is adopted, it must be followed with whatever is identified on it. Other items in the general plan are for suggestions and guidance. This map could be changed, but it would require that the general plan be reopened and public hearings, etc. held to complete the process for a change. Cindy Gooch explained that many cities have in their ordinance a fee schedule to have such changes made.
- There was discussion about the width and length of our city blocks; they are measured to the center of the roadways, which adds additional footage onto the measurements.
- The Parks and Trails information is a guideline of proposed areas to have improvements made for the future use of the entire community.
- In Chapter 6 it was requested to insert 'tank' when talking about the Garr Spring 300,000 gallon capacity. It was also suggested to add the water pipeline in miles; it states there is 82,000 feet of pipe *add:* (15½ miles).
- There was discussion about the south fields and what planning should be done for area that may be annexed into the City.

- The survey forms encouraged preserving agricultural land; there was a question raised if the general plan was meeting that desire.
- There was discussion on whether the general plan addresses future sensitive areas; it was understood that this has been addressed.
- Engineer Murray felt that around the fringes of the development which has occurred, this area should be allowed to grow with the same zoning as the property which it is next to.
- There was discussion about the LUDMA laws that are in place. Ms. Gooch explained that if there was a change to density then the plan should be reopened and addressed through the amending process.
- There was discussion about having the south fields or other lands brought in as agricultural; this is in our ordinance and does not have to happen that way. The ordinance could be changed to allow annexations to come in as the Future Land Use Map and Zoning Maps have it zoned. This would require an ordinance change for us to be able to do it that way.
- There was discussion about one of the goals in the general plan which states it is to preserve the character of the community; however, having sidewalks and curb and gutter installed next to grassy swales was questioned if this was preserving this character. It was felt that this needed to be decided on a case by case basis within the city.
- There was discussion about encouraging in-fill within the community and keeping neighborhoods the same. The subdivision ordinance applies for new subdivisions coming into the community.
- There was discussion about the need to have some of the projects set for the park and trails master plan. This would allow for grants and funding to be pursued that would greatly aid with the cost of the development of these.
- The Capital Improvement Projects (CIP) were discussed. They should be reviewed every year according to Cindy Gooch. There should be projects set for 5, 10, and 20 years.
- The Parks and Trails Plan should be a fluid plan and allows for choosing where and when to have them installed.
- The roadway corridor study that was completed 10 years ago needs to be included in the general planning documents, as overlays or some other way.
- The roadway master plan may only outline the future arterial and collector roads so there are no buildings constructed in these major planned roadways. It was suggested they are to be located at 450/550 North, 100 North, 200 South, 500 South, 900 South, and 1300 South. The consensus of the Council was that they agreed to those corridors.
- The roadway master plan should address the master planning throughout the county as well. The CMPO plan does not match up with roadways we have planned, partly because of political pressures.
- Appendix 1 – General Plan Process, there was a change from Sewer Master Plan to Water Master Plan.

- Attachment 1 – Recreation Classification System – needs to have the pages numbered.
- There was discussion about having all of the Capital Improvement Projects put on the Future Land Use Map. It was determined that only the arterial and collector roads would be on that map with all other roadways included in the transportation plan.
- In the Affordable Housing Plan, there was discussion about housing density. It was suggested that high densities should only be allowed contiguous to the commercial zones.
- There was discussion about the sewer / septic tank systems for Millville City. Millville is in compliance with the Affordable Housing Plan by allowing apartments in homes because we do not have sewer facilities for larger complexes. If the city went on a sewer system, it would be required that smaller, more affordable housing be required because the City would be able to accommodate this.

The next step after reviewing all of these conceptual discussions would be to make any corrections necessary and come back to the Council with a final draft. At that time, the Council would review the document and then set a public hearing. Councilmember Duffin suggested this would be back to the Council by August 20 for their review. After the Council has discussed all needed changes, a public hearing will then be set.

Old Mill Day

Councilmember Duffin reviewed with the Council information for Old Mill Day. She requested the following:

- garbage cans to be put out at various places at the City Park as well as the North Park
- orange cones placed at the south end of the City Park to allow for the Vintage Cars to enter into the grassy area
- orange cones placed at the west of the park along 300 South to secure a drive through for unloading the animals for the rodeo
- splash pad to be closed beginning at 1 p.m. on the day of the celebration
- use of City trucks – one for the Youth Council to ride in for the parade and also one to haul the animals for the rodeo
- flags will be used from the City Office for the event
- payment for Julie Hunsaker for \$100 for her service being the balloon clown
- City float will be used – it will be pulled by Don's Auto Body and the mini miss princesses will ride on it
- The Council was asked to help set up at 10 a.m., getting chairs out to the south pavilion area for the Community Band to sit on
- The dinner will be fried or baked chicken, chicken tenders for the children, with salad, rolls, and drinks

Superintendent Larsen also reviewed information for the surplus sale that will be set up on the east side of the City Park; sealed bids will be made on various items. These items were advertised in the City Newsletter.

Councilmember Reports

There were no Council reports made. (A copy of the Councilmember Reports list is included with the minutes as Attachment "H".)

Other items for Future Agenda

Treasurer Tara Hobbs informed the Council of the MS Bike Tour that will be taking place on Sunday. The North Park pavilion will be used as a rest stop during this ride. She indicated there may be individuals exploring through the City on Saturday routing the course of where the race will be taking place.

Recorder Jones informed the Council that the funding in the Storm Water Fund is very close to becoming non-compliant. This should be watched carefully and the Council may want to consider transferring funds from the General Fund into the Storm Water Fund upon revising the budget.

Development Coordinator Meadows briefly discussed the fee schedule and the charges being made for services through the City that directly relate to engineering costs that could be passed onto the individual seeking the service. This item was continued to the second meeting in July. A proposal of some sort should be developed for the Council to review.

Councilmember Callahan moved to go into an executive session for the purpose of land acquisition. Councilmember Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Executive Session for the purpose of Land Acquisition

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Gary Larsen, Zan Murray

The purpose of the Executive Session was to discuss land acquisition. The executive session began at approximately 11 p.m. and ended at 11:49 p.m.

Councilmember Cummings moved to close the executive session and move back into the regular Council Meeting. Councilmember Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Adjournment

Councilmember Cummings moved to adjourn the meeting. Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. The meeting adjourned at 11:50 p.m.

DRAFT

RESOLUTION 2015-

An Resolution to Establish the Mond-Aire Subdivision, Phase 1

WHEREAS, a request to subdivide property located at approximately 380 East to 500 East and 100 North to 225 North has been received; and

WHEREAS, the Planning Commission reviewed the request on June 4, 2015, and recommended approval to the City Council on June 11, 2015; and

WHEREAS, the City Council has previously discussed and reviewed the conceptual plan for this subdivision with approximate addresses of 380 East to 550 East and 225 North to Center Street; and

WHEREAS, the City Council reviewed the proposed Final Plat for Phase 1 of this subdivision at the City Council Meeting held on June 11, 2015;

WHEREAS, revisions to the Final Plat for Phase 1 were reviewed at the City Council Meeting held on July 9, 2015;

THEREFORE, BE IT RESOLVED that the City council hereby accepts Phase 1, in the Mond-Aire Subdivision as proposed in drawings and documents submitted. These documents have been found to be in compliance with applicable Millville City Ordinances.

Passed and approved by the Millville City Council this 9th day of July, 2015.

SIGNED:

Michael E. Johnson, Mayor

ATTEST:

Rose Mary A. Jones, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Michael Callahan				
Cindy Cummings				
Julianne Duffin				
Mark Williams				
Ryan Zollinger				

RESOLUTION 2015-

RESOLUTION APPOINTING A MAYOR PRO-TEM

WHEREAS, the City Council has been reviewing the need for maintaining Public Safety within the community and determining the chain of command; and

WHEREAS, if for some reason the Mayor, Chief Officer of the community, was not available or could not be reached for some reason; and

WHEREAS, the Council felt there should be someone appointed to be in charge and make decisions in behalf of the City;

NOW THEREFORE, it is hereby resolved that Councilmember Cindy Cummings will serve as Mayor Pro-tem for the fiscal year 2016.

Approved and passed by the Millville City Council this 9th day of July, 2015.

BY:

Michael E. Johnson, Mayor

ATTEST:

Rose Mary A. Jones, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Michael Callahan				
Cindy Cummings				
Julianne Duffin				
Mark Williams				
Ryan Zollinger				

Civil Solutions Group – Millville, Utah Commercial Design Ordinance

April 23rd, 2015

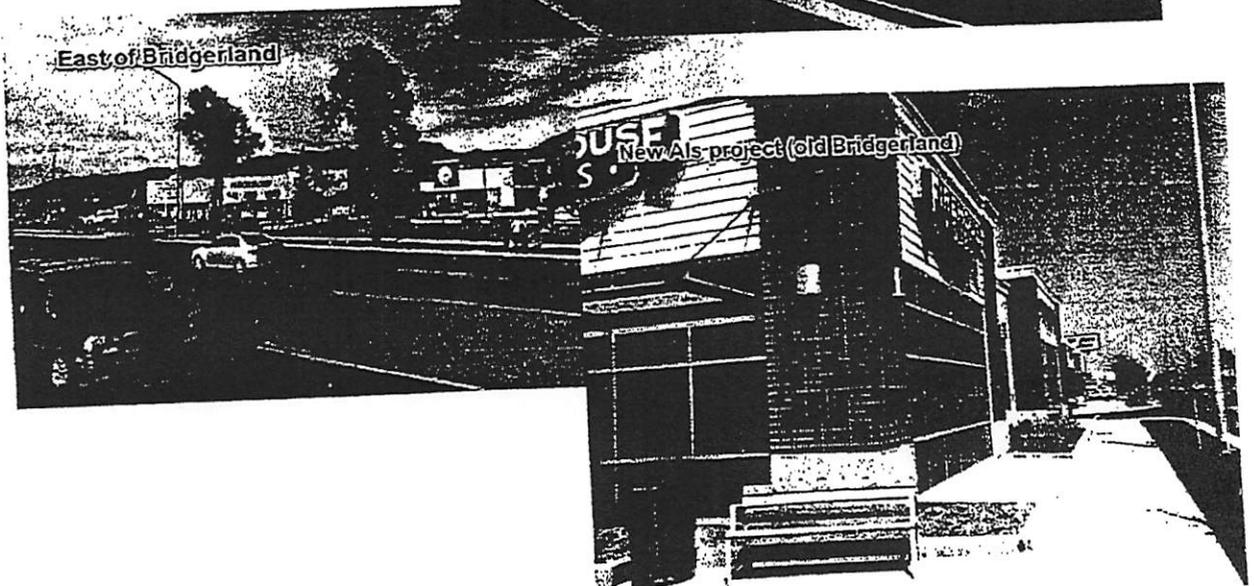
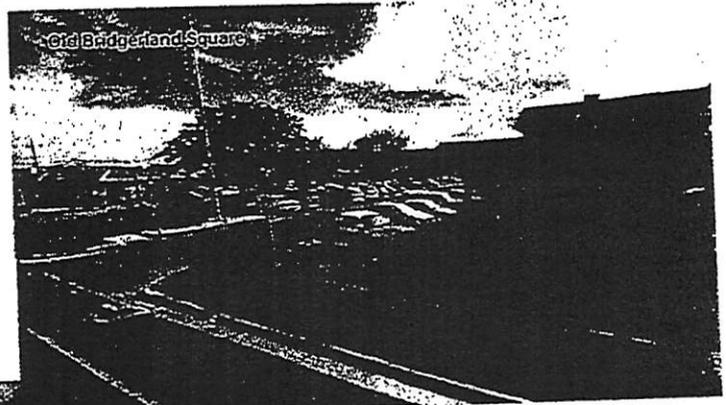
RE: Commercial Design Ordinance

Dear City Council and Mayor,

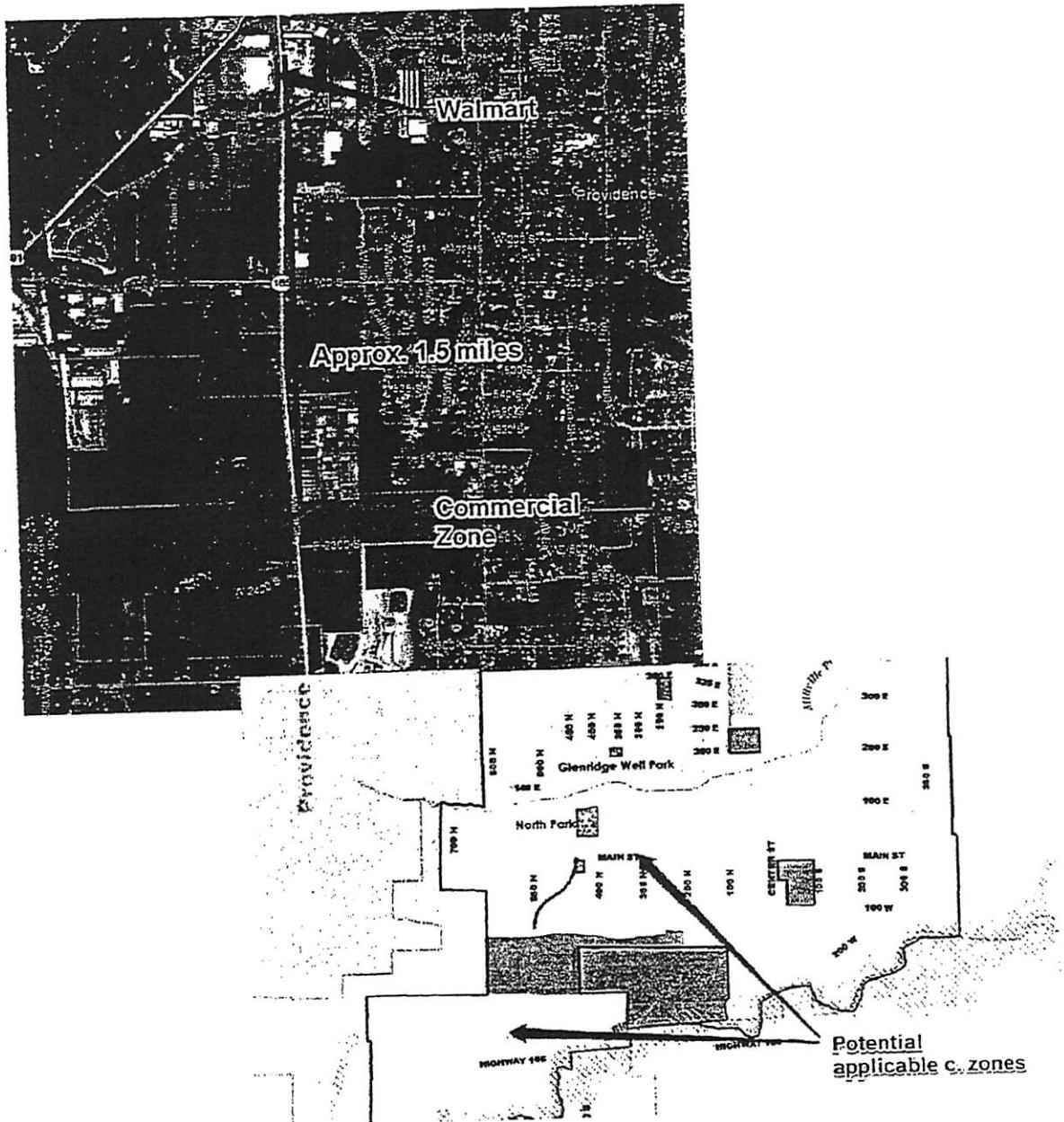
At Civil Solutions Group we are pleased to offer you the following services regarding city planning and design ordinances for your Commercial Zone. Below you will find our proposed services and scope of work.

Background:

1. Zoning and Ordinances matter, many developers, but not all build to the lowest standard or ordinance required by the city. Good planning with proper ordinances will help Millville achieve the buildings and properties that the City desires.
2. Logan City provides a good example with the new Als project. The site design, layout, building types, building facades walks, vegetation and other site elements are direct result of the ordinance.



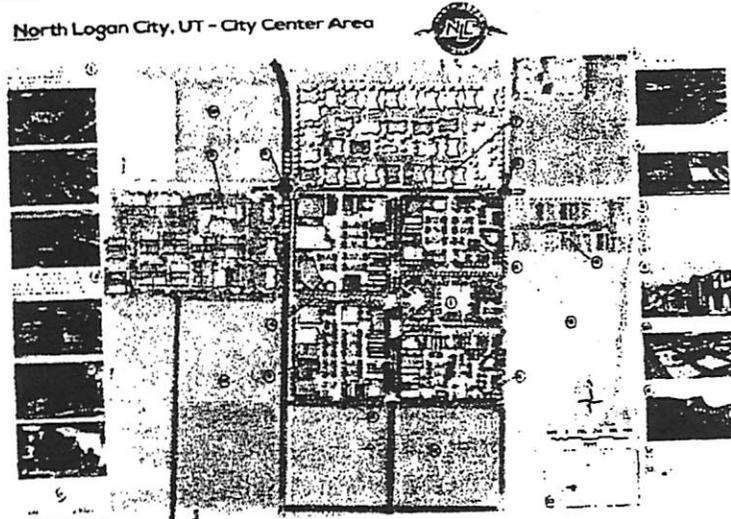
3. Does Millville have the capability of supporting a commercial center? Highway SR-165 has an Average Daily Traffic count of 13,900+. The high school will have approximately 800-1,000 trips a day. In general major retailers want 2 miles from nearest major retail location, but Millville is only about 1.5 miles from Walmart. However business offices, smaller commercial and maybe light industrial would want to be in Millville.
4. CSG recommends the development of a Steering Committee which should include: City Planner (Harry Meadows), City Council Member, and Planning Commission Member. CSG would work directly with the Steering Committee and they would report to their respective groups. The City Planner would provide input, reviews and oversee final adoption.



CSG Team Experience:

North Logan – City Center and Form Based Code-

CSG was retained by North Logan City to assist with the development of a future city center. The work included planning for the area, developing standards and design driven ordinances (Form-based Code) for the city center and working with a citizen committee, Planning Commission and City Council. The goal was to create a city center that is walkable, economically sustainable, and a destination for people to gather



NLC - City Center Plan - by CSG

and entertain. CSG conducted an online city survey for public input into the planning and ordinances. The city center planning included biking planning, street grid planning, town square land planning, buildings, and open space planning. Services included: City Center Master Planning, Community Workshops Leadership, **design graphics to convey the code**, Form-based Code/City Ordinances, Land-use Zoning Planning, Transportation Planning, Town Square Planning, Trails Planning and 3D Modeling.

North Ogden Downtown Plan, General Plan and Master Planned Community Ordinance –

The CSG Team is currently nearing completion of a Downtown Master Plan for North Ogden and helping establish a strong plan to develop a future downtown in a current suburban crossroads area (Washington/2700 N).

South Salt Lake East Streetcar Neighborhood Form Based Code – In 2014 CSG worked with South Salt Lake and WFRC in developing a form-based code for the S-Line Corridor.

Heber City Form-based Code – This project included the development of a new form-based code for Heber City. The project area included a commercial/residential mixed-use. Jake worked on this project while employed at IBI Group.

Vineyard – CSG is currently developing a town center master plan and design ordinance for Vineyard on the former Geneva Steel property in Utah County.

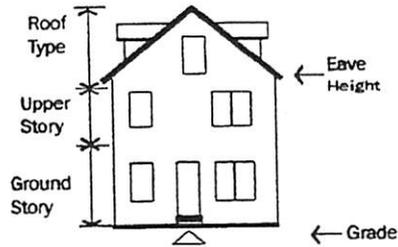
Additional Planning Team Member (John Janson) Experience – West Valley, Pleasant View, Utah Manual for Form-based Codes and Loa.

Design Ordinance Development Process:

1. **CSG Background study.** The CSG Team will review all essential items pertaining to the site(s) include: zoning, general plan, transportation , regional transportation, and adjacent schools.
2. **Kick-off visioning workshop with City Council and Planning Commission**
 - a. Items to be discussed:
 - i. Desired character of commercial area
 1. Does Millville want a unique commercial area or do they want to be anywhere USA?
 - ii. Uses permitted
 - iii. Building types desired
 - iv. Streetscapes desired
3. **Review of comparable codes**
 - a. The CSG team will do a review of applicable codes similar to Millville's needs and provide the Steering Committee with report and list.
4. **Fieldtrip** – The CSG team proposes 1 fieldtrip.
 - a. Option A local trip: During this trip we will visit local business and talk about how the building design, ordinance and current businesses are working together (or not).
5. **Design features identification workshop for commercial zone** - this meeting will include a discussion to consider the potential design features including: building heights, widths, materials, required glass amount, entrances, landscape, signs and etc.
6. **Design Ordinance/Document Outline and Format** – The CSG Team will develop the outline and format for the design ordinance. This will be shared with the Steering Committee.
7. **Development of First Draft** – The CSG Team will develop the first draft of the design ordinance and land-use/area plan based on the SC workshop. Beginning with the first draft and continuing throughout the project the CSG team will provide Millville with updates.
8. **Steering Committee Work Session** – This meeting with the SC is to review the draft design ordinance draft and problem solve.



9. **Development of Second Draft** – The CSG Team will develop the second draft of the design ordinance. It is anticipated that the second draft will be more detail oriented: whereas the first draft will cover the bigger picture items.



10. **Developer Workshop** – During this workshop we will discuss the Ordinance with invited builders, developers and others to get their feedback. This important step helps developers and the City work together in the future.

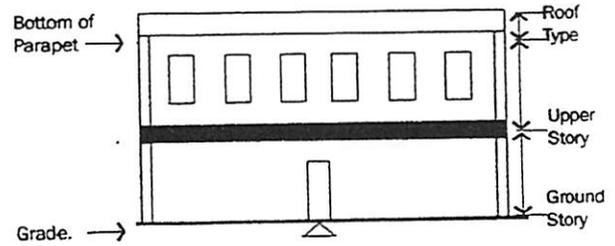


Figure 5.2 (4). Measuring Height.

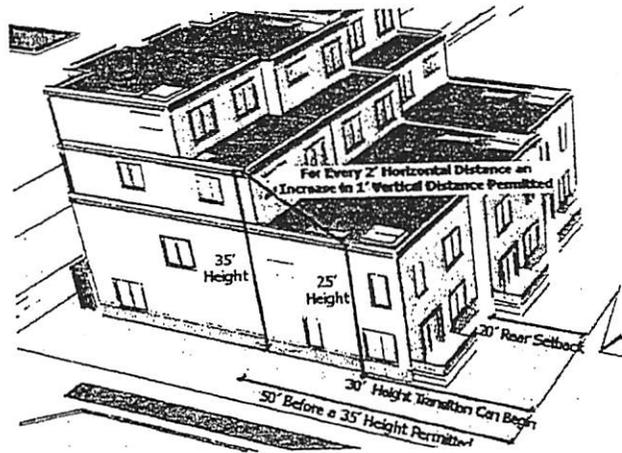
11. **Steering Committee Final Workshop** –

In this the final workshop the Steering Committee and CSG Team will review the feedback from developers and make changes on the design ordinance.

12. **Development of Final Document** – The CSG Team will prepare the final documents and ready it for public hearings.

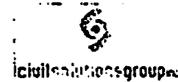
13. **Public hearing** – Millville City planner will present the ordinance as a public hearing.

14. **Adoption** – Millville City will work to adopt Final Design Ordinance. It is recommended that the City attorney review and approve the ordinance.



15. **Update** – CSG will update the Design Ordinance based on feedback given by the City Council and Planning Commission during hearings and City meetings.

Millville City – Commercial Design Ordinance



Deliverables:

1. **Site & Inventory and Analysis**
2. **Visioning Document**
3. **Design Ordinance (Design Guidelines or Form-based Code recommended)**
 - a. **This includes the text and graphics to show all the requirements for the zones**
4. **Fieldtrip(s)**
 - a. **Local (optional). Travel to be in car or by CVTD.**

Fee Schedule

Item	Description	Fee
Planning Scope items	Design Ordinance, Meetings, Workshops, and Deliverables	\$10,800.00
Total		\$10,800.00

Civil Solutions Group will provide the work described above for a fixed fee, in the fee schedule. Any additional work if requested will be pre-negotiated for a fixed sum or hourly rate. Civil Solutions Group will bill Millville monthly as work is completed. Millville City will be responsible for adopting the Ordinance and it is suggested that the City Attorney review the final draft and provide feedback. If accepted CSG will provide Millville City with a contract.

CIVIL SOLUTIONS GROUP, INC.

A handwritten signature in cursive script that reads "Jake Young".

Jake Young,

Councilmember Reports

July 9, 2015

Sign into Millville – Mayor Johnson/Councilmember Duffin

Fees in Lieu of Water Rights – Gary Larsen/Bob Fotheringham

Review of Group Residential Facilities – Coordinator Harry Meadows

Volunteerism Always Pays (VAP) Projects provided by Wal-Mart – Mayor Johnson

City Artifacts – Councilmember Callahan

Old Mill Day Committee – Councilmember Duffin

CERT Training Program – Councilmember Cummings

Water Rights Recommendation from Planning Commission – Mayor Johnson

High School – Councilmember Duffin

Schedule for Newsletter Article – August, Councilmember Cummings; September,

Councilmember Duffin; October, Councilmember Williams; November –

Councilmember Zollinger; December – Mayor Johnson; January – Councilmember

Callahan. (To be turned in by the 6th of each month)