

## NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a meeting on Thursday, **Mar 17, 2016** in the Millville City Office, at 510 East 300 South, Millville, Utah, 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 Mar 3, 2016.
5. Action Items:
  - A. Consideration of zoning clearance for a building permit by Dan Dustin, for a residence to be located at 465 East 200 North, Lot #6 Mond-Aire Heights Subdivision in Millville.
  - B. Consideration of zoning clearance for a building permit by Casey Owen, for a residence to be located at 145 North 380 East, Millville Hill Subdivision in Millville.
  - C. Public Hearing regarding the **Tibbitts Subdivision** Preliminary Drawing.
  - D. Consideration for recommendation to the city council regarding the Tibbitts Subdivision.
  - E. Public Hearing regarding **The Views at CopperLeaf Subdivision** Preliminary Drawing.
  - F. Consideration for recommendation to the city council regarding The Views at CopperLeaf Subdivision.
6. Discussion Items:
  - A. Ordinance change re: facilities for the elderly
  - B. City Council Report – review minutes from Mar 10, 2016 meeting.
  - C. Agenda items for next meeting.
  - D. 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 Mar 17, 2016 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 (<http://www.utah.gov/pmn/index.html>) on Mar 17, 2016.

  
\_\_\_\_\_  
Adria Davis, Secretary  
Millville City Planning Commission

# **MILLVILLE PLANNING COMMISSION MEETING**

**City Hall - 510 East 300 South - Millville, Utah**

**March 3, 2016**

## **1. Roll Call:**

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

## **Others Present:**

Development Coordinator Harry Meadows, Treasurer Tara Hobbs, Mayor Michael Johnson, Zan Murray, Chad Kendrick, Brett Hadfield, Ezra Eames, Tammy Johnson, Lee Tibbitts, Gary Tibbitts, Matthew Anderson, Mike Anderson, Cathy Anderson, Kristen Gonzales, Jeff Hansen, Julianne Duffin, Danny Macfarlane, and Bob Bates. Secretary Adria Davis recorded the minutes.

## **2. Opening Remarks/Pledge of Allegiance**

Chairman Hart opened the meeting at 8:03 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 Mar 3, 2016 was reviewed. A motion was made by Commissioner Dickey to approve the agenda as presented. Commissioner Thompson seconded. Commissioners Hart, Dickey, Thompson, Greenhalgh, and Lewis (Alt) voted yes.

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

The minutes for the meeting of Feb 18, 2016 were reviewed. A motion was made by Commissioner Lewis (Alt.) to approve the minutes as outlined. Commissioner Greenhalgh seconded. Commissioners Hart, Dickey, Thompson, Greenhalgh, and Lewis (Alt) voted yes.

## **5.A Consideration of zoning clearance for a building permit by Visionary Homes, for a residence to be located at 151 North 430 East, Lot #13 Mond-Aire Heights Subdivision in Millville, Utah.**

Phase 1 is still lacking street lights and signs (and sidewalks). Occupancy permits will only be granted if the subdivision is complete by the time homeowners are ready to move in. Commissioner Thompson moved to approve the clearance. Commissioner Dickey seconded. Commissioners Hart, Dickey, Thompson, and Lewis (Alt.) voted yes. Commissioner Greenhalgh abstained from the vote.

## **5.B. Consideration of zoning clearance for a building permit by Tammy Johnson, for a residence to be located at 485 East 216 North, Lot #7 Mond-Aire Heights Subdivision in Millville, Utah.**

The roof overhangs the setbacks in three places. Homeowners were cautioned to observe the setbacks closely when setting foundations. The same stipulations apply as above. Commissioner Greenhalgh made a motion to approve the clearance. Commissioner Dickey seconded. Commissioners Hart, Dickey, Thompson, Greenhalgh, and Lewis (Alt.) voted yes.

**5.C. Review of Tibbitts Subdivision Preliminary Drawing and set a Public Hearing date.**

The city has made some concessions with the developer in arranging for the 450 N/550 N roadway. The curb and gutter requirement is waived on 550 N.

Lot #4 must be accessed from 550 N.

The roadway dedication plat must be recorded before this subdivision can be finalized.

Commissioner Thompson made a motion to set a Public Hearing for Mar 17, 2016 at 8:05 pm. Commissioner Dickey seconded. Commissioners Hart, Thompson, Dickey, Greenhalgh, and Lewis (Alt.) all voted yes.

**5.D. Review of The Views at CopperLeaf Subdivision Preliminary Drawing and set a Public Hearing date.**

Chairman Hart declared he has a personal interest in this development.

This subdivision will have 24 lots with one existing exit and another exit to follow with the completion of 300 East in the adjacent proposed subdivision.

Providence sewer lines run through this property but they will not be connecting to sewer.

The 8" water line easement must be shown on the final plat.

The curve of the 300 East road doesn't conform to city standard; however this could be reviewed to work around existing homes in the area.

There was some discussion about stubbing water lines to existing properties that are currently on wells.

300 East is shown as a stub ending at the north boundary of Millville. Providence liked the idea but would not commit to connecting to this road.

Commissioner Lewis (Alt.) made a motion to set a Public Hearing for Mar 17, 2016 at 8:10 pm. Commissioner Thompson seconded. Commissioners Dickey, Greenhalgh, Thompson, and Lewis (Alt.) voted yes. Chairman Hart abstained from the vote.

**6.A Conceptual Review - Howell Subdivision**

The layout of the subdivision showed a street at 375 North. The city's master plan shows 400 North was designed to connect through from a stubbed street on the east end. There is also parking designed for the south end of the city park.

Only 66' are required for the 100 East road, however both connecting ends are currently at 99'. If the city decides they would like the road wider they would purchase the land from the developers.

Each proposed lot must meet the 108' frontage requirement.

Possible redrawn solutions could include cul-de-sacs.

Developers are required to install the road with curb and gutter, except along Main Street as that is a county street.

**6.B. Subdivision ordinance change re: non-conforming lots.**

Development Coordinator Meadows explained that a variance could be requested from the appeals board for situations like these and changing the ordinance was not necessary.

**6.C. Ordinance change re: facilities for the elderly**

Discussion was held on the phrasing of the whole ordinance. Proposed suggestions will be presented in following meetings.

**6.D. City Council Reports – review minutes from Feb 25, 2016 meeting.**

The commissioners were given copies of the minutes. No comments were made.

**6.E. Agenda Items for Next Meeting**

Discussion – Ordinance on Elderly facilities  
2 Public Hearings

**6.F. Other**

Harry Meadows will be resigning as the Development Coordinator at the end of April.

**7. Calendaring of future Planning and Zoning Meeting**

The next meeting will be held Thursday, Mar 17, 2016.

**8. Assignment of Representative for City Council Meeting**

No representative was assigned.

**9. Adjournment**

Chairman Hart moved to adjourn the meeting at 10:01p.m.  
Commissioner Lewis (Alt.) seconded.



00704

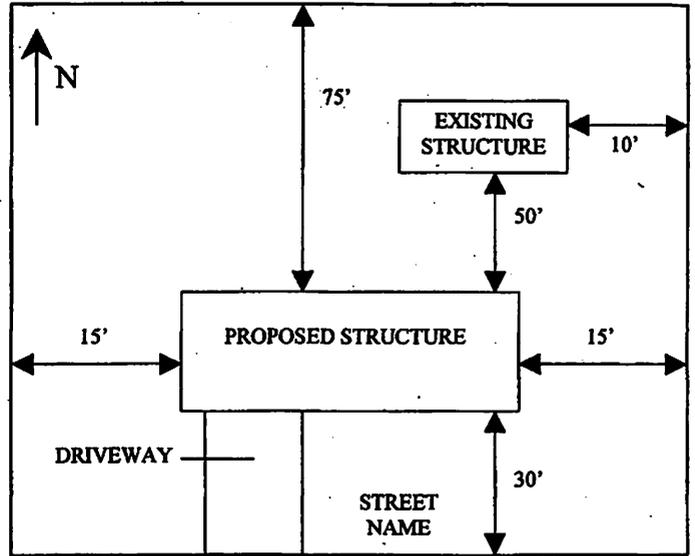
MILLVILLE CITY  
ZONING CLEARANCE FOR BUILDING PERMIT

THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

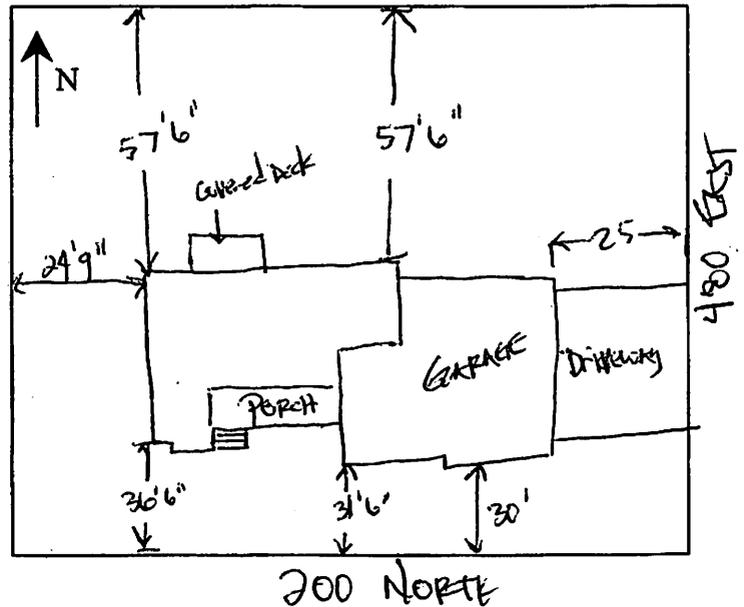
APPLICATION INFORMATION

1. DAN DOSTIN  
APPLICANT'S NAME
2. 870 S. 400 E.  
MAILING ADDRESS
- PROVIDENCE VT 84332  
CITY STATE ZIP CODE
3. 801-319-2686 4. 801-319-2686  
HOME TELEPHONE BUSINESS TELEPHONE
5. \_\_\_\_\_  
OWNER'S NAME (if different from applicant)
6. SINGLE FAMILY HOME  
TYPE OF STRUCTURE
7. 4015 W/BASEMENTS R-1  
SQUARE FOOTAGE ZONE
9. MOND-AIR-HEIGHTS LOT #6  
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 194 - 0006  
TAX IDENTIFICATION NUMBER
11. 465 EAST 200 NORTH  
ADDRESS OF CONSTRUCTION
12. 1/3 Acre 13. 4795 Approx  
LOT SIZE LOT ELEVATION
14. SEWER  SEPTIC TANK  N/A   
(choose one)
15. CITY WATER  PRIVATE WELL  N/A   
(choose one)
16. ELECTRICITY  GAS  OTHER UTILITY   
(specify in remarks)
17. \_\_\_\_\_  
REMARKS

SAMPLE PLOT PLAN  
(numbers do not represent required setbacks)



PLOT PLAN

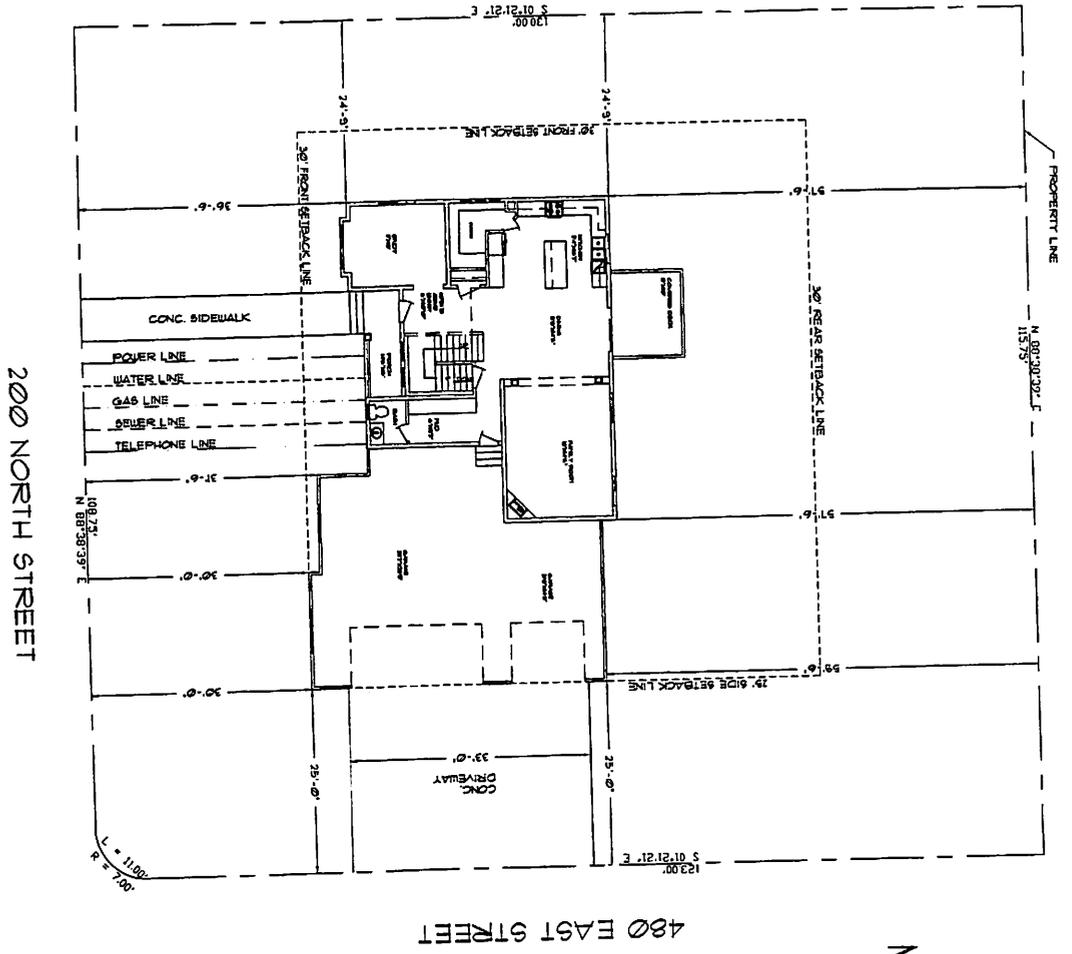


APPROVED - PLANNING AND ZONING \_\_\_\_\_ DATE \_\_\_\_\_

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 Form 101 - 15 Nov. 2003 (previous edition is obsolete)

DUSTIN RESIDENCE  
 LOT #6  
 MOND-AIRE HEIGHTS SUBDIVISION  
 465 EAST 200 NORTH  
 MILLVILLE, UT. 84326



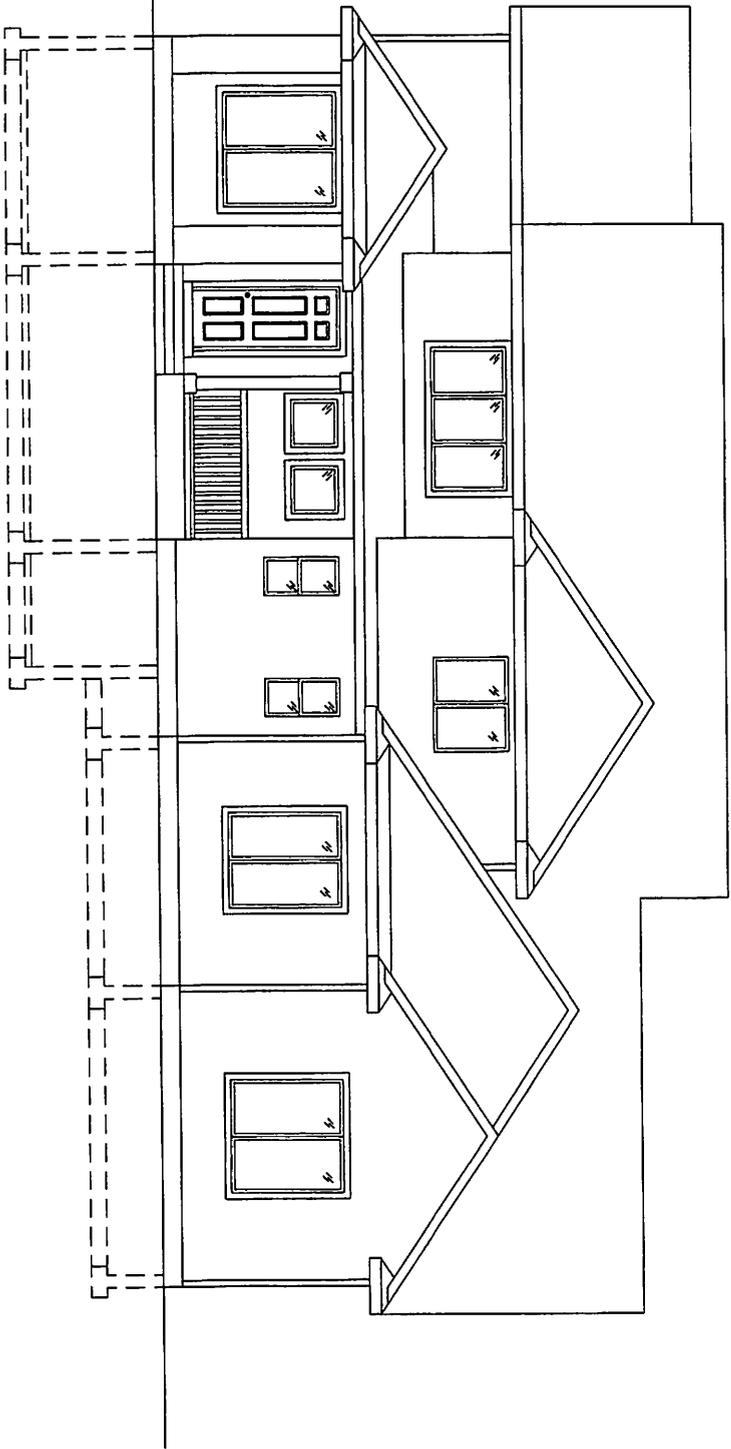
480 EAST STREET

200 NORTH STREET

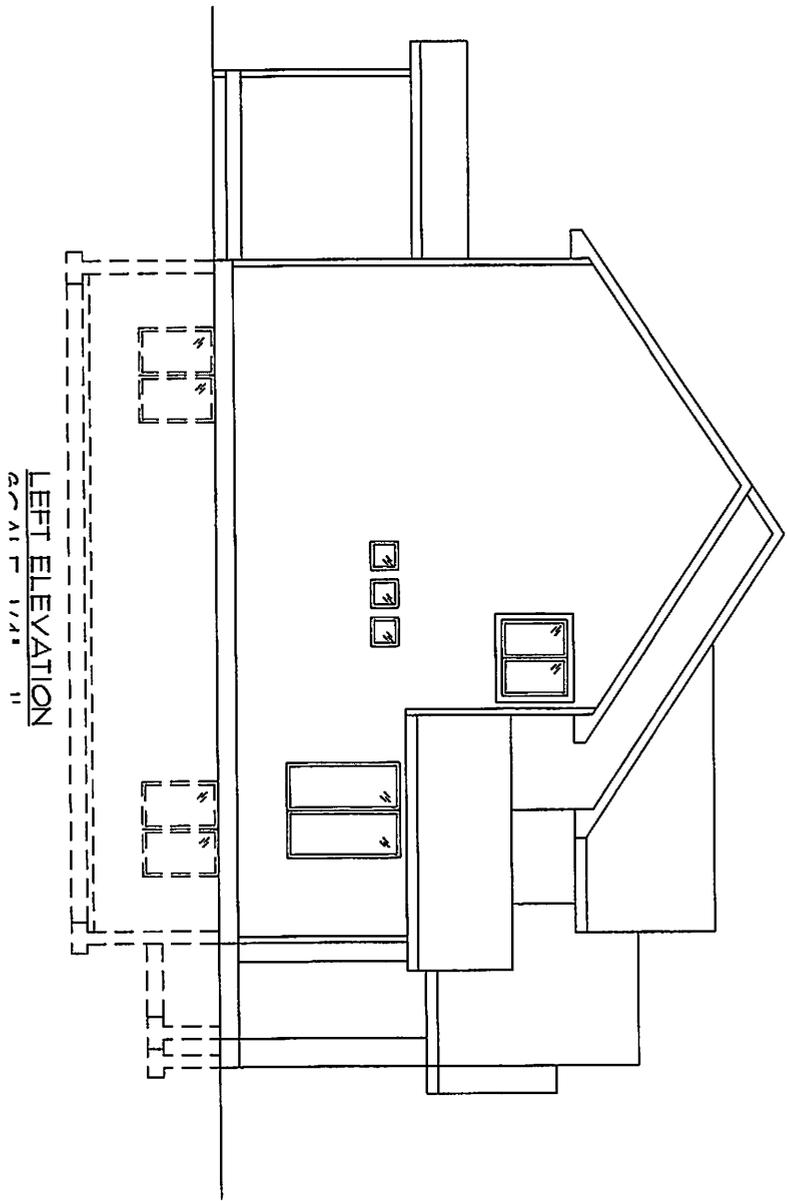


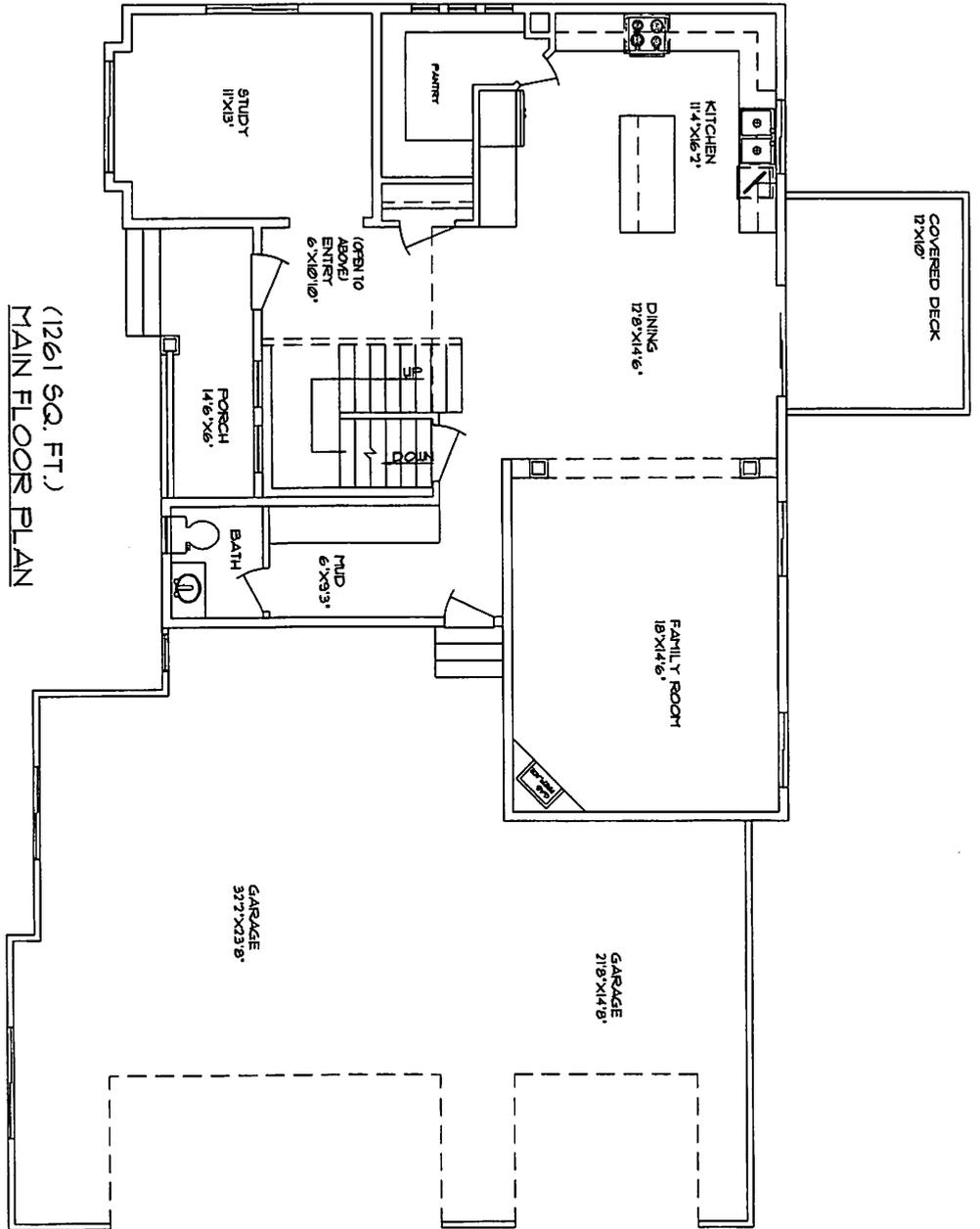
PLOT PLAN  
 SCALE: 1" = 8'

**PINEHURST DESIGN & DRAFTING**  
 TITLE: PLOT PLAN  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]  
 PROJECT: [Project Name]



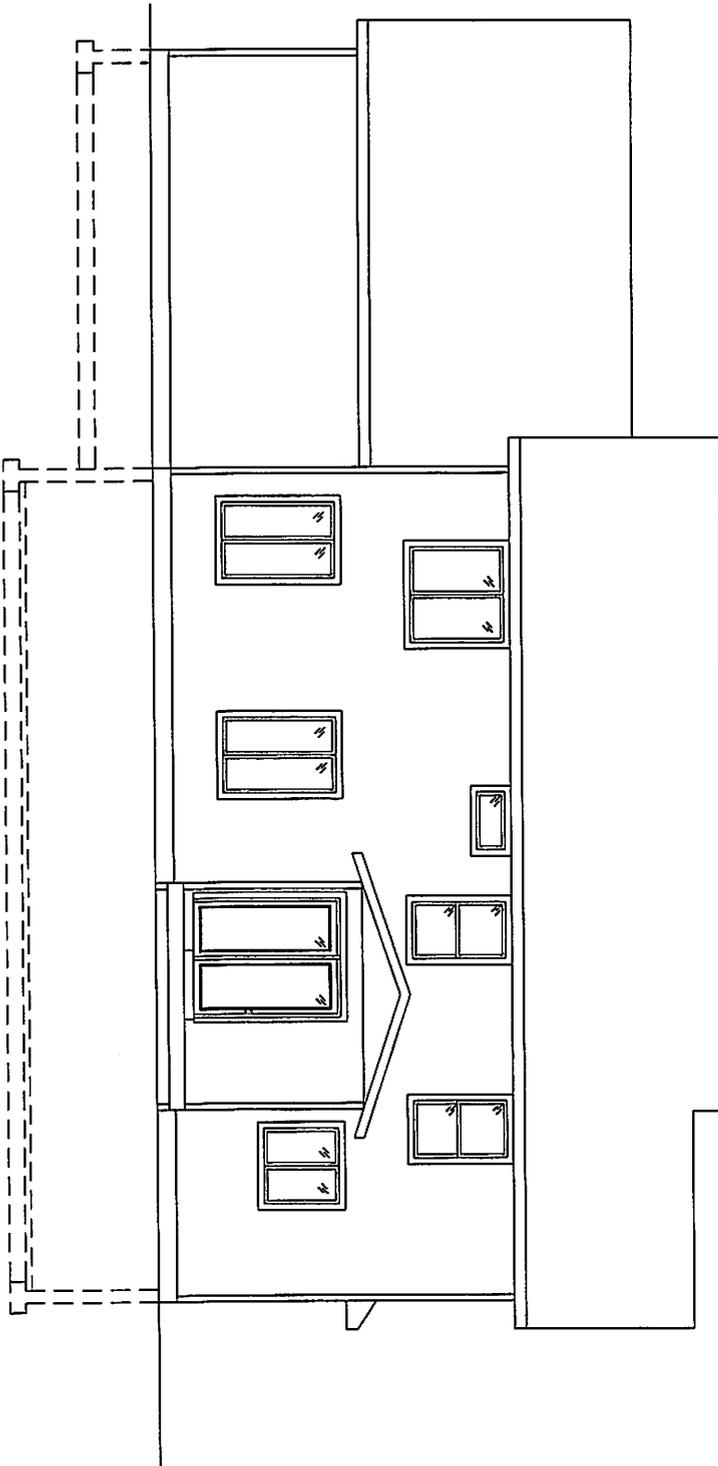
FRONT ELEVATION  
DATE: 11/11/11

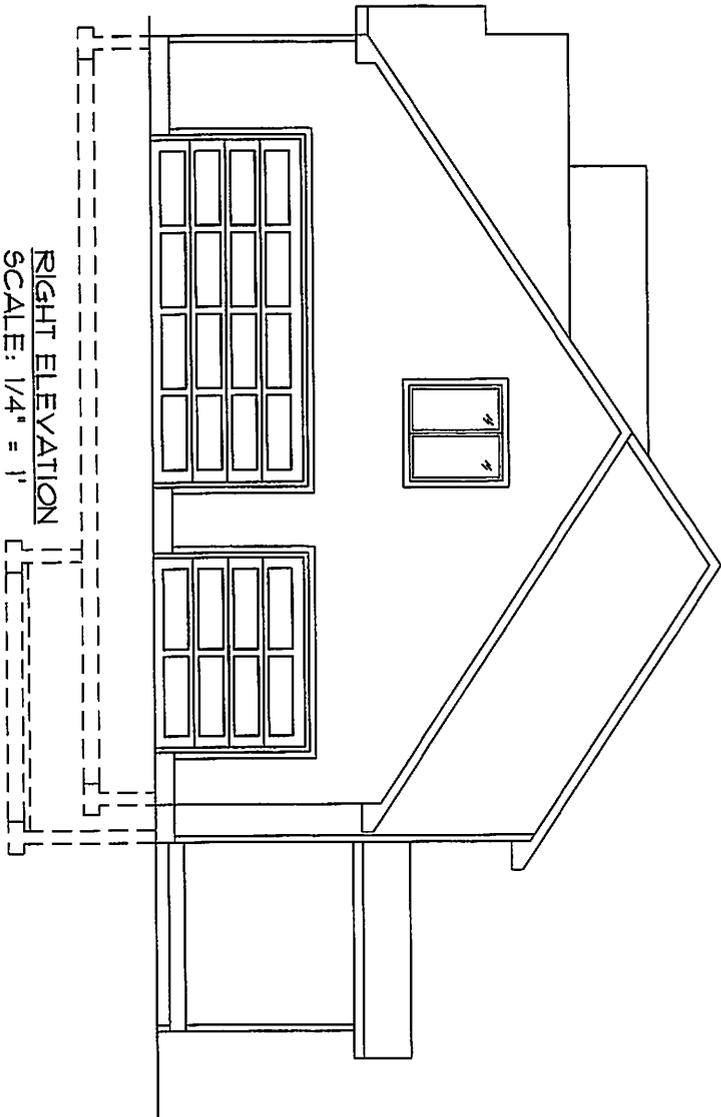




(1261 SQ. FT.)  
MAIN FLOOR PLAN

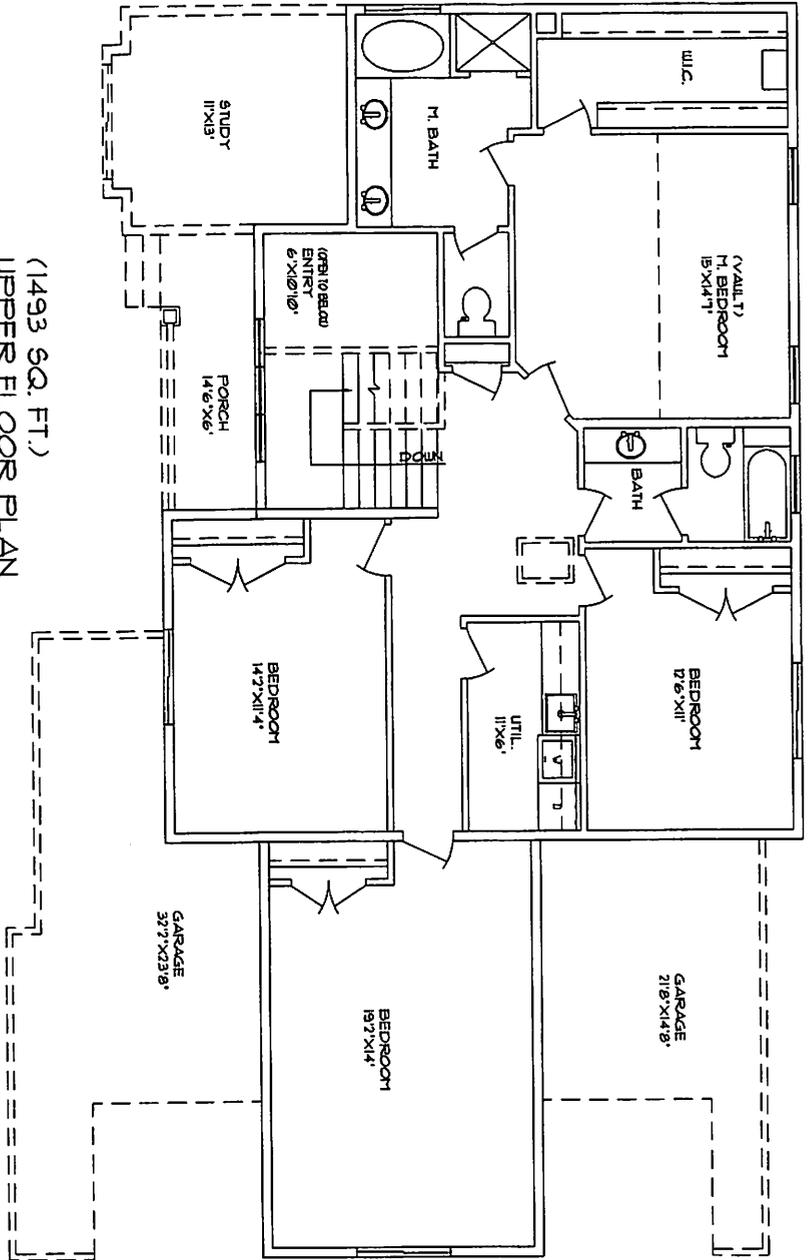
REAR ELEVATION





RIGHT ELEVATION  
SCALE: 1/4" = 1'

(1493 SQ. FT.)  
UPPER FLOOR PLAN



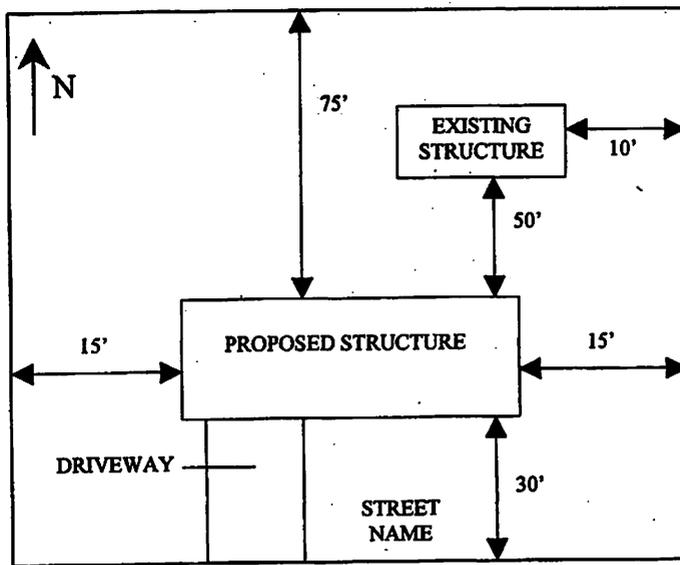


**MILLVILLE CITY**  
**ZONING CLEARANCE FOR BUILDING PERMIT**  
**THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL**

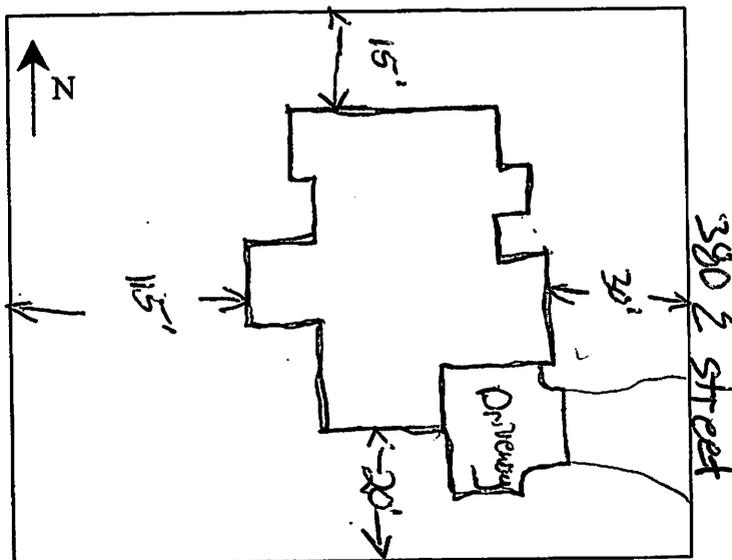
**APPLICATION INFORMATION**

1. Casey Owen  
APPLICANT'S NAME
2. PO Box 601  
MAILING ADDRESS
3. Providence WT 04332  
CITY STATE ZIP CODE
3. 435-757-1360 4. 435-757-1360  
HOME TELEPHONE BUSINESS TELEPHONE
5. Scott & Shelly Harris  
OWNER'S NAME (if different from applicant)
6. Single family  
TYPE OF STRUCTURE
7. 4880 8. \_\_\_\_\_  
SQUARE FOOTAGE ZONE
9. Millville Hill Phase 2  
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 157 - 33  
TAX IDENTIFICATION NUMBER
11. 145 N 380E Millville UT  
ADDRESS OF CONSTRUCTION
12. 23,539 SF 13. \_\_\_\_\_  
LOT SIZE LOT ELEVATION
14. SEWER  SEPTIC TANK  N/A   
(choose one)
15. CITY WATER  PRIVATE WELL  N/A   
(choose one)
16. ELECTRICITY  GAS  OTHER UTILITY   
(specify in remarks)
17. \_\_\_\_\_  
REMARKS

**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 Form 101 - 15 Nov. 2003 (previous edition is obsolete)



**MILLVILLE CITY COUNCIL MEETING**  
**City Hall – 510 East 300 South – Millville, Utah**  
**March 10, 2016**

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

**Call to Order/Roll Call**

Mayor Michael Johnson opened the Council Meeting calling it 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 Zollinger welcomed all to the Council Meeting. He then invited all to join him in reciting the pledge of allegiance.

**Approval of agenda and time allocations**

The agenda for the City Council Meeting of March 10, 2016 was reviewed. As two items were not to be addressed at the meeting, **Councilmember Williams moved to approve the agenda for March 10, 2016 removing Items 5G Agreement between Cache County and Millville City for the Ownership of Main Street at the Intersection of 450 North Main and 6B Capital Improvement Plan for Parks.** Councilmember Cummings 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 for February 25, 2016. **Councilmember Cummings moved to approve the minutes for February 25, 2016.** Councilmember Williams seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan abstaining. (A copy of the minutes is included as Attachment "B".)

**Report on P & Z Meeting held March 3, 2016**

Development Coordinator Harry Meadows reported on the Planning Commission Meeting held March 3, 2016. There was discussion on the resigning of Development Coordinator Meadows. He indicated it was because he would be spending a lot of time with his other employment. He is planning to leave employment with the City the end of April. Mayor

Johnson asked the Council to encourage individuals they may know to apply for this position. (A copy of the meeting draft minutes are included as Attachment "C".)

#### **Appointment to Planning Commission**

Councilmember Callahan indicated he had spoken with Garrett Greenhalgh and Garrett would be willing to continue to serve on the Planning Commission. **Councilmember Callahan moved to reappoint Garrett Greenhalgh as a Planning Commissioner.** Councilmember Duffin seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

#### **Review of a System for Emergency Notifications to Residents**

Mayor Johnson reported there is information available at the Utah League of Cities and Towns Conference on Emergency Notification Systems. Councilmember Callahan indicated the system he had information on would cost \$3,500 per year for the basic service. Councilmember Williams is planning to attend this conference and would be able to bring additional information to the Council as provided. **Councilmember Callahan moved to continue this item to the April 14 Council Meeting for review.** Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

#### **Review of Proposed Impact Fee Analysis and Review of Ordinance regarding Impact Fees for Roads, Parks, and Water; / Consideration for Setting a Public Hearing**

Councilmember Duffin reviewed with the Council the updated Culinary Water, Transportation, and Park Impact Fee Analysis dated March, 2016. There was discussion regarding the decrease in the water impact fee, as there are several capital projects projected to be completed. There was clarification made that the impact fee which had been approved by the Council was for a ¾-inch connection; however, Millville City no longer sells anything smaller than a 1-inch connection. This would change the impact fee amount from \$3,053 to \$5,099. This information will need to be clarified with Fred Philpot. (A copy of this analysis is included with the minutes as Attachment "D".)

The Council also reviewed a draft of an impact fee ordinance which had been revised. There were changes suggested that would bring it closer in alignment with how our current ordinances are written. A definition of a building permit fee will be added, land acquisition costs included, as well as transportation added to the capital facilities plans. The Council was asked to review the draft and make comments that will then be forwarded to Attorney Jorgensen to review. An updated draft will then be included in the packet for the next Council Meeting. (A copy of the information reviewed is included with the minutes as Attachment "E".)

**Review of General Plan and Parks and Trails Plan Drafts / Consideration for Setting the Public Hearing**

Councilmember Duffin had updated the General Plan for the Council to review. **Councilmember Duffin moved to set a public hearing on the General Plan for April 28, 2016 at 7:15 p.m.** Councilmember Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

**Councilmember Callahan was excused from the meeting at this time.**

**Review of Businesses not Licensed for 2016**

Recorder Jones reviewed with the Council a listing of businesses which had not renewed their license for this current year. (A copy of the information is included with the minutes as Attachment "F".) She reported that Daniel Grange had contacted her and he is not planning to renew the license for DD Heavy Towing & Recovery. There were other businesses removed from the list as they are no longer in business in Millville. They are: D'Arcy Echols & Co., YESCO Electronics, Crossfit Iota South, and the Horn Shoppe. Letters will be sent to the other businesses reminding them of their delinquent business license.

**Agreement between Cache County and Millville City for the Ownership of Main Street at the Intersection of 450 North Main**

As this agreement had not yet been completed, this item was removed from the agenda at the beginning of the meeting. There was no discussion at this time.

**Bills to be paid**

The bills were presented. They are as follows:

Stephanie Eggleston	3.78	Animal Control
Tara Hobbs	49.68	Water
Rose Mary Jones	320.11	Water
Adria Davis	9.56	P&Z
Rose Mary Jones	708.00	Water
Rocky Mountain Power—		
North Park	151.66	Park
Shop	210.48	Building
Crossing Guard	17.02	Crossing Guard
Ball Park	6.89	Park
North Well	17.56	Water
Park Well	123.64	Water
Water Treatment	92.73	Water
Highline Reservoir	774.68	Water

**BILLS (Continued)--**

Public Treasurers Investment Fund	7,667.00	Water
Cache County Service Area	10,412.25	Sanitation
Cache County Service Area	1,719.00	9-1-1
Watkins Printing	79.40	General/P&Z/Dev.Coord
AT&T	50.13	General
Caselle	125.00	Water
Maceys	7.50	General
Glenn's Electric	3,937.02	Water
Providence Blacksmith Fork Irrigation Company	20.00	Water
Riverside Carwash	23.03	Storm water
Abbey Inn	302.79	General
Sterling Codifiers	188.00	General
Zollco Inc.	4,039.14	Road
Utah League of Cities and Towns	67.35	General
Les Olson Company	340.00	General
Thomas Singleton	2,800.00	Road
Thomas Petroleum	93.75	Road
Utah Local Government Trust	17,970.70	Insurance Gen/Water
Deluxe Business Systems	52.37	Water
Olson & Hoggan	105.00	Legal
JSH Surveying	3,440.00	Road
Bear River Health Department	40.00	Water
Salary Register	10,946.55	

**Councilmember Cummings moved to pay the bills.** Councilmember Williams seconded. There was a question on Zollco – this is the AMACO owned by Zollingers and was for repair on the snowplow. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan excused.

**City Reports**

**Roads/Sidewalks:**

Superintendent Gary Larsen reported on an irrigation line that had been proposed to go under the 450 North roundabout as part of the 450/550 Road project. A new proposal to make the system more efficient was discussed. The existing water lines/ways on 300 North and also Main Street would be used. There would be an extension to this line provided that will continue on Main Street from approximately 335 North to 400 North to service designated properties. Engineer Murray had been in contact with Jeff Gilbert of the CCCOG to see if this change in the project would be acceptable, as they felt it would be a better use of the funds. There had also been contact made with the Millville Irrigation Company and they approved the proposal. We are awaiting a decision on the funding from Mr. Gilbert.

Superintendent Larsen reported the new policies for Storm Water Phase II has been adopted and implemented. This brings additional restrictions and controls that must be followed. A new MS4 permit and our Storm Water Management Program must accommodate requirements for: public education and outreach, public involvement/participation, illicit discharge detection and elimination, construction site storm water runoff control, long-term storm water management in new development and redevelopment, and pollution prevention and good housekeeping for municipal operations. A new storm water ordinance is to be adopted and maintained on the website within 120 days, starting from March 1. All staff and any new hires must have annual training, with all training dates and times being tracked.

Because of these new regulations, Superintendent Larsen recommended the City again participate in the Storm Water Coalition where we would be working through these new requirements with other communities in the valley. J-U-B has offered to provide the needed training and would prepare the needed templates, with the City staff personalizing the information to accommodate our community. The cost to Millville would be \$3,600. There would be three training classes with the first class being offered on March 21. Engineer Murray indicated these may be completed over a couple of fiscal years.

Engineer Murray explained because of these updates, new provisions for subdivisions will take effect. The new requirements have been given to the Copper Leaf Subdivision developers as well as the developers of Mond-Aire Subdivision Phase 3. With these new requirements, a greater percentage of storm water is required to be retained on site.

Engineer Murray outlined the following needed items: an update to the ordinance, update to the design standards, low impact development (green storm water controls), education for outreach with business licensing and building permits. All of these will likely be implemented around the first of the year.

Because of the increased building in the next year or so, there will be a lot more storm water inspections that will be required on a regular basis. The consensus of the Council was to participate with the coalition. This will be discussed at the next Council Meeting to bring the budget into compliance with these items being considered.

**City Parks:**

Superintendent Larsen had nothing to report of the parks at this time.

**Culinary Water System:**

Superintendent Larsen requested feedback on the RWAU Conference held last week. Councilmember Zollinger and Recorder Jones attended and expressed positive comments for the worthwhile information obtained from the conference.

Superintendent Larsen reported the annual Consumer Confidence Report for our culinary water has been completed and submitted to the State. This will be mailed to each customer. The findings for our water system are all positive with identified contaminants having extremely low levels, way below the minimum standards.

Superintendent Larsen reported on the newly upgraded park pump. It is up and running and has been tested to pump 882 gallons per minute with 900 gallons per minute being the targeted amount. It is required that we do continual monitoring and track the pumping for the next three years. As the Garr Spring project will have telemetry installed, this will help with tracking the water in the well.

The updated Source Delineation Plan for the well will need to be expanded and evaluated because of the new, larger pump. J-U-B has been engaged to proceed with this process. At the completion, a new Source Protection Plan will be filed with the State.

Superintendent Larsen discussed the Source Protection Plans for the Glen Ridge Well and Garr Spring. These have been completed and submitted to the State.

Development Coordinator Meadows reported Bear River Health Department is requiring a source protection area of 200 feet around the Knowles Spring; this will prevent building on one of the lots in the Mond-Aire Subdivision. He also reported that the road, water, and testing for septic systems has not yet been completed for Phase 2 of the Mond-Aire Subdivision.

Superintendent Larsen reported on new guidelines to notify landowners of the requirements for the source protection around these wells; they are to be notified every three to five years, depending on the classification of land. The City Council is to address source protection on an annual basis.

Superintendent Larsen reported he had ordered the telemetry for the Garr Spring project. This panel will be built; however, it will be two to three months before it is to be delivered. This will help with the regulating of the spring and the park well.

Superintendent Larsen reported the Division of Drinking Water had held their annual meeting during the RWAU Conference; there has not been any notification received regarding our request to use part of our Capital Replacement Funds for future water projects.

There had been concerns expressed about parking in the cul-de-sac at the bottom of 200 North near the school's east property boundary. Superintendent Larsen indicated this is

not our road yet, as it has not been accepted. He reported there is still a lot of construction work being done on the school as well. After construction, it is the intent that there would not be parking in this area.

Also at the corner of 300 West and 550 North, there is no stop sign. This road also does not yet belong to the City.

There was additional discussion about the Water Impact Fees and the calculation used for them. Engineer Murray was informed that there are no ¾-inch water hookups being sold, as indicated in the impact fee analysis. This information will need to be reviewed with Fred Philpot for this update. Councilmember Duffin requested electronic copies from Engineer Murray of the Capital Improvement Plans that are to be included with the Impact Fee Ordinance.

#### **Capital Improvement Plan for Parks**

As this item had already been previously addressed, it was removed from the agenda at the first of the meeting.

#### **Budget Information for Fiscal Year 2017**

Mayor Johnson requested the Council and departments to please prepare their proposed budgets for the next fiscal year. They were asked to have them for the next Council Meeting.

#### **Review of Animal Licensing to date**

Recorder Jones reviewed information on dog licenses completed to date; this information had been provided by Secretary Stephanie Eggleston. (A copy of this information is included with the minutes as Attachment "G".) Any owners of dogs in the City that are not licensed may be fined. Treasurer Hobbs reported that Animal Control Officer Powell will be following up on any dogs not yet licensed according to last year's records. The licensing fees double after March 1. All dogs within the City are to be licensed.

#### **Councilmember Reports**

Mayor Johnson reviewed with the Council information which had been prepared for him by Engineer Murray that will go out with the City water bills. This information informs the residents about the 450/550 North road project and what it will entail. A map is also

included which identifies the layout of the project. (A copy of this information is included with the minutes as Attachment "H".)

Engineer Murray explained their firm uses a third party to act as a liaison to communicate and inform the public about ongoing activities of projects and to also address concerns. The contact information for this company is included in the letter that will be mailed.

Mayor Johnson informed the Council that he had been in contact with those in charge of the RAGNAR race letting them know of the possible need to reroute their race, depending of the construction process.

The Council asked what the completion date would be for the road project; Engineer Murray explained it will be this fall; as there are contingent circumstances, this would be the best answer to give constituents who are asking.

The Councilmember Reports list is included with the minutes as Attachment "I".

**Other items for Future Agendas**

Treasurer Hobbs also asked for clarification for the Spring Cleanup. This should be set up as in the past, not to exceed the budgeted amount for the dumpster costs. The green waste bin will be delivered on Monday. Starting the week of March 21, the pickup of the green cans will begin for the season.

Recorder Jones asked about the final agreement with Cache County School District and the completion of the document. Engineer Murray indicated he has been in contact with Lance Anderson; there are still supplementary materials being compiled to complete the document.

Engineer Murray indicated the Council would be welcome to enjoy lunch at Beaver Mountain tomorrow sponsored by J-U-B.

Development Coordinator Meadows questioned the amount of water to be provided to the City to comply with the subdivision ordinance. He indicated Ezra Eames felt he had provided more than adequate water for Phase 3 of the Mond-Aire Subdivision. The requirement was reviewed; there should be three acre feet of water per acre of development. Development Coordinator Meadows will clarify this with Mr. Eames.

Development Coordinator Meadows also reported the Planning Commission had talked about exemptions for special parcels. After reviewing different parts of the code, he felt this was somewhat covered. There will be additional discussion regarding non-standard lots at the next Council Meeting.

Development Coordinator Meadows also addressed with the Council a request he had received for someone wanting to purchase a home in the Shire Subdivision. The individual would like to park an 18-wheel truck in front of the home or park it behind the house and questioned if there would be restrictions. He also questioned if he would be able to cement in the grassy swale to access the back yard; there would have to be an excavation permit approved in order to do that. Different codes were reviewed; the Council did not feel this would conform to the parking specifications.

Development Coordinator Meadows indicated the code refers to a hillside overlay and a permit that is required. He questioned if there were any permit forms available; Recorder Jones will research this.

**Councilmember Cummings moved to leave the regular City Council Meeting and go into an Executive Session to discuss land acquisition and also the sale of real property.** Councilmember Duffin seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan excused.

**Executive Session to discuss land acquisition and also the sale of real property**

**PRESENT:** Michael Johnson, 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 and the sale of real property.

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

**Adjournment**

**Councilmember Williams moved to adjourn the meeting.** Councilmember Cummings seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan excused. The meeting adjourned 10:06 p.m.