

**MILLVILLE CITY COUNCIL MEETING**  
**City Hall – 510 East 300 South – Millville, Utah**  
**March 24, 2016**

**PRESENT:** Michael Johnson, Michael Callahan, Cindy Cummings, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Gary Larsen, Brett Hadfield, Meagan Hadfield, Sam Hadfield, Jonah Hadfield, Viv Hadfield, Craig Nielson, Donna Nielson

**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 Cindy Cummings, Mark Williams, and Ryan Zollinger were in attendance with Councilmember Julianne Duffin excused and Councilmember Michael Callahan absent. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

**Opening Remarks/Pledge of Allegiance**

Mayor Johnson 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 24, 2016 was reviewed.

**Councilmember Williams moved to approve the agenda for March 24, 2016.**

Councilmember Cummings seconded. Councilmembers Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused and Councilmember Callahan absent. (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 March 10, 2016.

**Councilmember Williams moved to approve the minutes for March 10, 2016.**

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

**Report on P & Z Meeting held March 17, 2016**

Development Coordinator Harry Meadows reported on the Planning Commission Meeting held March 17, 2016. There was discussion regarding the Tibbitts Subdivision that had not yet been recorded and property transferred to the City. Mayor Johnson explained that through the negotiations regarding the 450/550 North Road project, there are items which are still being worked through. This is in the process; however, not all of

the signatures have yet been received. This is being proactively addressed. (A copy of the draft minutes for this meeting are included as Attachment "C".)

**Councilmember Michael Callahan arrived at the meeting at this time.**

**Interlocal Agreement with Providence City regarding Sewer**

Brett Hadfield discussed with the Council the Providence City sewer lines which had been previously installed on property currently in the Views at Copper Leaf Subdivision. Because of the layout of the subdivision, it was requested that some of the sewer lines be relocated in proposed roadways. This proposal had been reviewed and accepted by the Providence City Planning Commission and the Providence City Council. An interlocal agreement had been prepared and Providence City Mayor Calderwood had signed it.

Mr. Hadfield reviewed the plat of the subdivision showing the sewer line locations currently and proposed. There was also discussion about the lot lines being perpendicular with the roadways; the Council did not feel that there was a problem as to how this subdivision had been drawn.

The Council reviewed the Interlocal Agreement – Providence Sewer Lines in Millville City Limits. **Councilmember Williams moved to accept the Interlocal Agreement regarding Providence Sewer Lines in the Views at Copper Leaf Subdivision.** Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused. (A copy of the Interlocal Agreement is included with the minutes as Attachment "D".)

**Consideration for a Business License for Stellar Collision Repair at 380 North 200 East**

Craig Nielson requested a business license for Stellar Collision Repair at 380 North 200 East. He explained he had been in this service business for about 35 years. He has been willing to help with various projects but didn't feel that he could charge because he did not have a business license. He would like to continue doing as he has but would like to be able to be paid for his service. He has applied for the required state licensing for this business. He explained about paint pollutants and what the emission capacities are for various paints according to federal and state guidelines.

The Council questioned what the hours of operation for this home business would be; he indicated it would be after 5 p.m., as he is employed full time. He explained he would only have one vehicle at a time being worked on and it would be in his garage.

The Council also questioned the noise and the concern it may be for his neighbors. Mr. Nielson indicated it would be minimal. He indicated he liked his neighbors and wanted to keep them happy.

Mr. Nielson explained there would be no materials disposed into the septic system. He rarely has any materials left over, as this is not cost efficient. He did not propose any expansion for this business in the future.

**Councilmember Callahan moved to approve a business license for Stellar Collision Repair.** Councilmember Williams seconded. Councilmember Cummings reiterated that the repairs are to be in the garage with no storage of auto parts outside. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused. (A copy of the license application is included with the minutes as Attachment "E".)

**Review of Impact Fee Analysis Amounts for Road, Park, and Water Fees; Review of Proposed Ordinance / Consideration for Setting a Public Hearing**

Mayor Johnson reviewed the Impact Fee Analysis which had been provided by Lewis Young Robertson & Burningham. A correction to the reference of the ¾" water line was removed from the Water Impact Fee Analysis. The water impact fee amount remained the same. (A copy of the Impact Fee Analysis is included with the minutes as Attachment "F".)

The Council reviewed the Impact Fee Ordinance that had been prepared by Attorney Jorgensen to consolidate all of the impact fees into one chapter of the code. (This is included with the minutes as Attachment "G".)

In Section 3.16.050 A (2) it states the ordinance should be made available at least fourteen days before the date of the hearing; however, it had been previously reviewed with the Council to be ten days. This needs to be identified making sure it is in compliance with the law.

There was discussion about Section 3.16.020 identifying the current impact fees to be repealed by having the current code numbers listed in this ordinance.

There was also discussion about the use of property purchased with impact fee monies. It was suggested that if land was purchased for stormwater retention or some other reason and was later changed to be used as a park, the impact fees would need to be returned. The discussion continued relating various scenarios of land use on private versus public property. There was no consensus to this discussion.

It was noted that the proposed impact fee amounts had been rounded to make the bookkeeping easier. Also, there was a concern expressed for the amount of the impact fees for parks versus what is being required for transportation or water.

This was continued to the next meeting for further clarification.

### **Projected Cost Increases in the Stormwater Budget for Fiscal Year 2016**

Superintendent Gary Larsen reviewed with the Council information regarding the new stormwater requirements that are to be implemented by July 1. J-U-B Engineers has suggested to address these new requirements with a stormwater coalition of several communities in Cache County. The cost to participate in this would be \$3,600. This will include training for as many participants as desired and would also provide templates to be used to complete the new requirements. (A copy of the information provided is included with the minutes as Attachment "H".)

Superintendent Larsen explained there are several facets to maintain compliance with the stormwater guidelines. The first training class will be held on April 4, 2016 from 1–4 p.m. He reported he would like to have Chad take over the stormwater inspections as his responsibility. Chad has completed training to be a stormwater inspector, but he must do so many inspections to remain certified. Treasurer Hobbs will also be involved in helping with this program.

**Councilmember Williams moved to approve \$3,600 to participate in the stormwater classes.** Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused.

### **Proposal regarding Automated Water Meter Reading System**

Superintendent Larsen reviewed information provided by MeterWorks for an Auto Water Meter system. He explained he currently has one meter left in stock to use. He explained with the growth spurt that is happening, now is the time to make the transition to the automatic system. He proposed ordering 100 meters which would supply the new construction as well as doing some retrofitting. The cost for the meters was bid to be \$37,655. This does not include the needed software and training to upgrade Caselle. Treasurer Hobbs indicated she would be able to find out a cost for doing this at her upcoming conference. He would then propose to order 300 additional meters in fiscal year 2017; the cost would be approximately \$90,000. (A copy of the information presented is included with the minutes as Attachment "I".)

**Councilmember Cummings moved to approve \$37,655 for Neptune MeterWorks for the Automated Meter Reading project from the water account.** Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused.

**Bills to be paid**

The bills were presented. They are as follows:

Mike Johnson	50.00	Water
Tara Hobbs	43.20	Water
Ryan Zollinger	627.84	Water
Rose Mary Jones	51.60	General
Melanie Nichols	187.51	Easter
Julianne Duffin	6.37	Youth Council
Cache Valley Publishing	69.94	P&Z
Questar	256.98	NorthPark/Building
CenturyLink	181.30	General
Semi-Service	788.57	Road
Wells Fargo Bank	500.00	Water
Kylie Hatch	75.00	Water
Crystal Marie Jensen	75.00	Water
South Fork Hardware	17.98	Water
Watkins Printing	863.00	Safety
Staples	69.98	General
IPACO	16.94	Road
Rocky Mountain Power	1,175.74	Street lights
ACN Communications	17.58	Building
Comcast	49.95	Building
Maverik	237.65	Park
Olson & Hoggan	855.00	Legal
J-U-B	20,708.98	General/Water/Stormwater
Salary Register	9,321.60	

**Councilmember Cummings moved to pay the bills for March 24, 2016.**

Councilmember Williams seconded. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused.

**City Reports**

**Roads/Sidewalks:**

Superintendent Larsen reported on a Flood Scoping Meeting with FEMA he attended. FEMA representatives are gathering information to update and define flood plains in the area. A study completed by TERRACON during one of our water projects was given to the representatives to provide information on the alluvial fan in the eastern part of our community. They are searching for changes or recommendations to be used as they update the information. They will be doing a fly over and looking at the lower part of the Blacksmith Fork River as well as the Logan River to document changes to the flood plain.

Superintendent Larsen indicated the ULC&T Road School is April 19-22 in St. George. He is planning to have Chad participate in this.

He reported on a meeting to be held with the Mond-Aire developers tomorrow. The signs are to be identified and ordered. He showed a plat of this subdivision and is only planning to place one stop sign at approximately 380 East 200 North. The other street signs will also be ordered. The cost for the signs will be approximately \$3,000. They will be installed nearing the end of the construction phase in the area.

The 450/550 North project is in progress. The storm drain being installed from the canal on 450 North toward the west has been started. Several of the trees along the roadway have been removed. The agreement with the Mathews property has been reached and there is a Right of Occupancy Agreement which has been signed. There were concerns expressed for relocation of the utilities at 450 North and Main; CenturyLink has the most infrastructure to relocate.

There has been fiber-optic cable installed on 200 North from Main Street to the high school. This project has just been completed.

There was information provided for the Council's consideration on two proposed roads. As projects are considered and reviewed to construct roads in the areas of Center Street to 100 North on 200 East and also 400 North from Main Street eastward, the information may prove helpful. (A copy of this information is included with the minutes as Attachment "J".)

**City Parks:**

Superintendent Larsen reported the restrooms are now open for the season.

**Culinary Water System:**

Superintendent Larsen reported there is a Water Rights Certificate Training on April 14-15 in Salt Lake City. The cost is \$335 or \$195 without the exam. This is sponsored by the Division of Water Rights and also Rural Water Association of Utah.

Superintendent Larsen has tried to follow up with Michael Grange on a request sent to the Drinking Water Board. The City proposed using funds from our Capital Replacement Fund. So far, he has not been able to make contact to verify the request had been reviewed.

The Garr Spring winter water ends on March 31, with the City going back on the wells as of April 1.

Superintendent Larsen proposed hiring someone for summer part-time work to help with parks. The person may also be used to help with the installation of water meters. It was proposed to have this employment opportunity posted at the posting boards.

#### **Review of Non-Standard Lots**

Development Coordinator Meadows reviewed from our Code information in Title 16 and Title 17 regarding non-standard lots. A discussion ensued about variances and the guidelines for them. This item was to be again discussed at the next Council Meeting. There was also a discussion about the Board of Adjustment which has now been identified to be the Appeal Authority.

#### **Proposals for FY 2017 Department Budgets**

Mayor Johnson requested the Council's input regarding department budgets. Several items were submitted to be considered for the Fiscal Year 2017 budget process.

#### **Councilmember Reports**

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

Councilmember Cummings reported she is working on getting a committee for the City Celebration. She is proposing some changes and is trying to determine the costs for having a movie on Friday night or perhaps fireworks. There was discussion about the dinner which has been free, but the cost is proposed to increase; most of the other communities charge for the meal. This will be discussed again at a future meeting,

Councilmember Williams indicated he would not be able to attend the Utah League of Cities and Towns Training in St. George as planned.

#### **Other items for Future Agendas**

Councilmember Callahan discussed the Community Fair Booth. He will prepare a flyer to go on the Post Office Posting Board asking for volunteers to work on this project. He will also request volunteers in the City Newsletter.

Councilmember Cummings indicated she had been approached by Meagan Hadfield for Silicone Plastics to do something for the community in behalf of their company. The Council may want to think about this and offer suggestions.

Councilmember Williams had been approached about a stop sign on 100 West to encourage safety for the school. There was discussion about the differing times between the elementary and high school; however, it was also suggested that with a high school, there is a steady traffic flow. It was determined to wait until the school gets started to see what the traffic and other concerns really are.

Development Coordinator Meadows questioned a plat prepared by J-U-B for the Mond-Aire Subdivision. This now has a signature box for Bear River Health Department, which is not identified in our code to be included.

There was also discussion about the original subdivision proposal to have five phases; however, they are now considering combining the rest of the lots that have not been approved into one phase. If this happens, there was concern about ingress and egress for the subdivision. The Center Street road was identified to be connected to the lower part of the road during the final phase. There is a meeting tomorrow with Mond-Aire developers; this may provide more insight on what is planned.

**Adjournment**

**Councilmember Cummings moved to adjourn the meeting.** Councilmember Williams seconded. Councilmembers Callahan, Cummings, Williams, and Zollinger voted yes with Councilmember Duffin excused. The meeting adjourned at 9:20 p.m.

# ATTACHMENT "A"

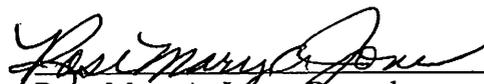
## NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled council meeting on Thursday, March 24, 2016, 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 – Mayor Michael Johnson.
3. Approval of agenda and time allocation.
4. Approval of minutes of the previous meeting – March 10, 2016.
5. Action Items—
  - A. Report on P & Z Meeting held March 17, 2016 – Development Coordinator Harry Meadows – 7:03 p.m.
  - B. Interlocal Agreement with Providence City regarding Sewer – Brett Hadfield – 7:05 p.m.
  - C. Consideration for a Business License for Stellar Collision Repair at 380 North 200 East – Craig Nielson – 7:10 p.m.
  - D. Review of Impact Fee Analysis Amounts for Road, Park, and Water Fees; Review of Proposed Ordinance / Consideration for Setting a Public Hearing – Mayor Michael Johnson – 7:15 p.m.
  - E. Projected Cost Increases in the Stormwater Budget for Fiscal Year 2016 – Superintendent Gary Larsen – 7:20 p.m.
  - F. Proposal regarding Automated Water Meter Reading System – Superintendent Gary Larsen – 7:25 p.m.
  - G. 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. Review of Non-Standard Lots – Mayor Michael Johnson/Development Coordinator Harry Meadows.
  - C. Proposals for FY 2017 Department Budgets – Mayor Michael Johnson.
  - D. Councilmember Reports.
  - E. 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 March 21, 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 Notices website (<http://www.utah.gov/pmn/index.html>) on March 21, 2016.

  
Rose Mary A. Jones, Recorder

# ATTACHMENT "B"

## 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.

# ATTACHMENT "C"

## **MILLVILLE PLANNING COMMISSION MEETING**

City Hall - 510 East 300 South - Millville, Utah

March 17, 2016

### **1. Roll Call:**

Commissioners Lynette Dickey, Rachel Thompson, and Garrett Greenhalgh

### **Others Present:**

Development Coordinator Harry Meadows, Treasurer Tara Hobbs, Councilman Michael Callahan, Councilman Ryan Zollinger, Jamie Zollinger, Lee Tibbitts, Brett Hadfield, Bodie Lyon, Kirk Lay, Kermit Price, Casey Owen, Susan Goldsberry, Patricia Ries, Susan Vail, Linda Crosby, Chris Crosby, Clair Mathews, Gail Mathews, Dan Dustin, Kevin Mohr, Harvey Mohr, Wendy Wilker, Scott Theurer, Richard Jex, Lana Jex, and Kerby McDonagh. Secretary Adria Davis recorded the minutes.

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

Commissioner Dickey opened the meeting at 8:02 p.m.  
She led those present in the Pledge of Allegiance.

### **3. Review and Approval of agenda**

The agenda for the Planning Commission meeting of Mar 17, 2016 was reviewed. A motion was made by Commissioner Thompson to approve the agenda as presented. Commissioner Greenhalgh seconded. Commissioners Dickey, Thompson, and Greenhalgh voted yes.

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

The minutes for the meeting of Mar 3, 2016 were reviewed. A motion was made by Commissioner Thompson to approve the minutes as outlined. Commissioner Greenhalgh seconded. Commissioners Dickey, Thompson, and Greenhalgh voted yes.

### **5.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.**

Commissioner Thompson moved to approve the clearance. Commissioner Greenhalgh seconded. Commissioners Dickey, Thompson, and Greenhalgh voted yes.

### **5.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.**

Commissioner Greenhalgh made a motion to approve the clearance. Commissioner Thompson seconded. Commissioners Dickey, Thompson, and Greenhalgh voted yes.

### **5.C. Public Hearing regarding the Tibbitts Subdivision Preliminary Drawing**

Commissioner Dickey opened the public hearing for comments.

Bodie Lyon- wanted clarification on what the subdivision would look like.

Patricia Ries- felt that the development of this subdivision will make it not 'country living' anymore. She likes seeing the chickens and the fields across the street, doesn't want the houses, the noise, or the change. She also questioned the water piped into this area.

**Commissioner Larry Lewis (Alt.) arrived at the meeting at this time.**

Lee Tibbitts- responded to questions, that they had only divided out 3 lots, and only 3 houses were going in with full acre lot sizes. The city was making pressurized water available to this subdivision.

Wendy Wilker- They had been working with the city for over a year and no property had been transferred, or signed off from their end yet. Wanted to know if it was customary for the city to go ahead with a subdivision when the land hadn't been transferred yet.

Michael Callahan- The City Council has already approved the land transfers. He would follow up with the mayor to see where they were at in this process.

Patricia Ries- wanted to know what would happen with the house numbers on her street, as her house is 56 W and her mother's house is 65 W right next door. Both are on the north side of 550 North, showing odd and even numbers on the same side of the street.

Commissioner Dickey closed the public hearing.

**D. Consideration for recommendation to the city council regarding the Tibbitts Subdivision.**

Commissioner Dickey made a motion to recommend approval of the Tibbitts Subdivision Preliminary Drawings contingent on the signing and final transfer of properties. Commissioner Greenhalgh seconded. Commissioners Dickey, Thompson, Greenhalgh, and Lewis (Alt.) voted yes.

**5.E. Public Hearing regarding The Views at CopperLeaf Subdivision Preliminary Drawing.**

Commissioner Dickey opened the public hearing for comments.

Kerby McDonagh- Didn't think this land was buildable because of the steep slope. Had concerns about water runoff with new homes coming in.

Also was concerned about privacy issues with homes overlooking her property, and the possibility or regulations surrounding retention walls.

Brett Hadfield- Addressed concerns, this subdivision has 24 total parcels. Showed location of retention ponds and how runoff would funnel downhill being directed by the curb and gutter. New homes would actually result in less water running downhill to the neighbors below, as compared to the current situation where the entire hillside has unrestricted runoff.

Scott Theurer- Owner of the Providence property to the north of this subdivision. Wanted clarification of the road dead ending at the Providence boundary. He has no intention of connecting the road through. Homes planned for this area will face north with back yards touching the Millville boundary.

Clair Mathews- Had questions about how many roads would access this subdivision. Was concerned about the increase in traffic (24 homes = 48 cars).

Commissioner Dickey wanted to know if the city would have enough water for all the new homes.

Harry Meadows- Each developer must provide water shares with each subdivision. Currently the city only uses Garr Spring's water in the winter. No wells are even used until summer.

Tara Hobbs- addressed a postal concern that was expressed. The post office would deal with the increase in homes by adding more PO Boxes or expanding the existing building toward the rear parking lot. No change in postal services would be made until the city was over 1,000 residences. We are currently at 585.

Richard Jex- Unhappy with the motorbikes during the summer on the sledding hill, believes the development will be an improvement. Doesn't like the roundabout planned for main street, most roundabouts are not wide enough for large/long trucks and trailers.

Commissioner Dickey closed the public hearing.

**5.F. Consideration for recommendation to the city council regarding The Views at CopperLeaf Subdivision**

Commissioner Thompson made a motion to recommend approval of The Views at CopperLeaf Subdivision Preliminary Drawings. Commissioner Lewis (Alt.) seconded. Commissioners Dickey, Greenhalgh, Thompson, and Lewis (Alt.) voted yes.

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

Commissioner Greenhalgh presented changes to the phrasing of the whole ordinance. Suggested changes will be reviewed in following meetings where additional commissioners can give input.

**6.D. City Council Reports – review minutes from Mar 10, 2016 meeting.**

The commissioners were given copies of the minutes. Garrett Greenhalgh was renewed for another term as a Planning Commissioner even though he was absent for the council meeting. (He was re-sworn in at the beginning of tonight's meeting)

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

Discussion – Ordinance on Elderly facilities

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

The next meeting will be held Thursday, April 7, 2016.

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

No representative was assigned.

**9. Adjournment**

Commissioner Lewis (Alt.) moved to adjourn the meeting at 9:17 p.m.  
Commissioner Dickey seconded.

# ATTACHMENT "D"

## Providence Sewer Lines in Millville City Limits

### Inter-local Agreement

This inter-local agreement ("Agreement"), made by and between the city of Millville and the city of Providence for the purpose of assigning maintenance and ownership responsibilities to Providence city's sewer line that runs through Millville city limits.

Whereas, Providence City owns a sewer line that runs through Millville City limits in the area of 300 E and 600 N.

Whereas, a portion of the sewer line will be located under a new section of a public Millville city road from the East edge of the cul-de-sac at 600 North moving westward to 300 East then turning North until the Providence City border.

Whereas, a portion of the current sewer line will be relocated as shown on the attached plat map.

Whereas, there will be pavement, sidewalk, curb, and gutter above the sewer line.

Whereas, Providence City may have need in the future to repair/maintain this sewer line under said improvements.

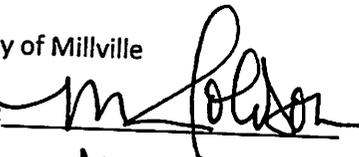
Now therefore, Millville City and Providence City agree as follows:

- 1-Providence City will provide Millville City proper written notice before commencing any project that will damage any pavement, sidewalk, curb, and/or gutter.
- 2-Providence City will provide Millville City a written estimate of time and damages they may incur in repairing/maintaining their sewer line.
- 3-Providence City will coordinate with Millville City on the repairs of any pavement, sidewalk, curb, and/or gutter.
- 4-Providence City will repair said improvements to the conditions required by Millville City Design Standards 2.0 (Street Design) and 9.01 (Easements).
- 5-Providence City will do said repairs at their own expense.
- 6-Millville City will provide a new 20' easement around the new sewer line route.
- 7-The previous 20' easement in Millville City will be removed.
- 8-Millville City will likewise provide Providence City with adequate notice if the sewer line will be affected in any way due to Millville City requirements.

9-Millville City will cover the costs should the sewer line be affected for Millville City needs.

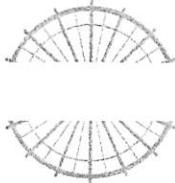
10-Millville City will provide Providence City a written agreement for easement through the property.

By signing below, both cities agree to abide by the terms of this inter-local agreement.

City of Millville  
By:   
Title: Mayor  
Date: 3/24/14

City of Providence  
By:   
Title: Mayor  
Date: 17 Nov. 16

# ATTACHMENT "E"



## Millville City

PO Box 308  
510 East 300 South  
Millville, Utah 84326  
(435) 750-0924 FAX (435) 750-6206

### CHECK APPLICABLE BOX

- Commercial       New Application  
 Home Business       Application Amendment

### CHANGE OF:

- Ownership       Business Name  
 Address       Business Description

### Business License Application

For businesses with a permanent physical location within the Millville City limits.  
This is not the application for special events, temporary businesses or solicitors.

License No. \_\_\_\_\_

Date Received \_\_\_\_\_

### SECTION I: Business Information

Application Contact: Craig Nielson Contact Ph: 435 770 0429

A. Business Name "DBA": Stellar Collision Repair

B. Business Location: 380 N 200 E Millville, UT 84326

C. Mailing Address: PO Box 164, Millville 84326  Same as "B. Business Location"

D. Local Business Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ www: \_\_\_\_\_

### SECTION II: Business Description — General (complete the commercial or the Home Business AND the far right column)

#### COMMERCIAL

Building/plaza: \_\_\_\_\_

Is this a secondary use within an existing business location?

Yes, in \_\_\_\_\_  No

Hours of Operation: \_\_\_\_\_

Type of Operation: (mark all that apply)

- Sales/Service: Customers typically come on site
- Sales/Service: Customers rarely come on-site
- Service no sales
- Fresh food service and/or preparation
- Manufacturing
- Medical/dental
- Daycare
- Instruction
- Preschool
- Other: \_\_\_\_\_

Previous use of location: \_\_\_\_\_

#### HOME BUSINESS

Please Note:

A home business does not change the aesthetic character of the area and zone.

On-site employees?  Yes  No

If yes, Up to how many? \_\_\_\_\_ Working hours? \_\_\_\_\_

Where will they park? \_\_\_\_\_

On-site customers?  Yes  No

If yes, Up to how many per day? \_\_\_\_\_

Up to how many per week? 2

Where will they park? driveway

On-site business will be performed from a:

- (mark all that apply)
- Home office
  - Desk and chair
  - Garage/storage room
  - Carport/driveway
  - Shed/out building
  - Vehicle
  - Other: \_\_\_\_\_

Do you intend to set-up off-site?

(i.e. in parking lot, at festivals, within stores)

Yes  No

Proposed start date: \_\_\_\_\_

#### This Business Includes:

- | Yes                                 | No                                  |   |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Signage   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Alcohol sales and/or services                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Live entertainment on-site                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Door-to-door solicitation                                       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Fireworks sales on-site   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Vending machines on-site  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | On-site secondary business                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | On-site events (ie. community party parking lot/sidewalk sales) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Investment advice and/or service                                |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Pesticides use and storage                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Hazardous materials use and storage                             |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Vehicle sales   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Firearms or explosives sales                                    |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Care of children or preschool                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Any construction jobs over \$1,000                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Piercing, tattooing, perm, make-up                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Used merchandise transactions                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Changes to existing garbage service                             |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Vehicles, trailers, mowers, etc. (stores on site)               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Electrical, plumbing, structural, or mechanical changes to site |

### SECTION III: Business Description — Specific

(attach additional pages if necessary)

autobody repair & refinish

**SECTION IV: Additional Information**

E. Utah State Tax Commission — Sales Tax Number: \_\_\_\_\_  Not applicable  
F. State & federal regulatory agency licensing info: \_\_\_\_\_  Not applicable  
G. Did you use "One-Stop Online Business Registration" to Register your business with state and federal agencies?  
 Completely  Partially  Not at all  I do not know — someone else did it  
H. Previous Business Name: \_\_\_\_\_  Not applicable  
I. Previous Business Location: \_\_\_\_\_  Not applicable

**SECTION V: Ownership** (Parent business entity and business officer information)

Parent Entity  
Parent Business Name: N/A  same as "A. Business Name DBA"  
State Entity Type:  Sole Proprietorship  Partnership  LLC  Corporation  Non-Profit Corporation (w/501 c3 letter)

**Officers (1)**

Officer Name: \_\_\_\_\_ Contact Ph. \_\_\_\_\_  
Home Address: \_\_\_\_\_  
 This person can be contacted in the event of an after-hours police or fire emergency.

Sole Prop./Partnership  Owner  Local Manager  
LLC  Member  Manager  Local Manager  
Corporation  President  Director  Officer  Local Manager

**Officers (2)**

Officer Name: \_\_\_\_\_ Contact Ph. \_\_\_\_\_  
Home Address: \_\_\_\_\_  
 This person can be contacted in the event of an after-hours police or fire emergency.

Sole Prop./Partnership  Owner  Local Manager  
LLC  Member  Manager  Local Manager  
Corporation  President  Director  Officer  Local Manager

**SECTION VI: Notification and Verification of Authority**

- 1) **Mandatory review process** – this application does not constitute a business license. All applications are subject to the review process mandated by Title 5 of the Municipal Code. Incomplete applications will not be processed. Decisions on applications will take 15 days (minimum), and are made based on:  
(i) the information provided on the application, and  
(ii) review of the Mayor and City Council
- 2) **Additional Requirements** – Under the Municipal Code, additional Business License application requirements are necessitated for some business types.
- 3) **Denial of License** – Application denial or subsequent license suspension or revocation are most often the result of:  
(i) an inaccurate or incomplete application, or failure to update information with the City and/or  
(ii) non-compliance with the Municipal Code, Land Use Code, and/or applicable building, fire, and environmental codes.
- 4) **Other regulatory bodies** – It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.
- 5) **Signage** – Permanent signage requires a separate Sign Permit Application, which is located on the city web site, Millvillecity.org.
- 6) **Building alterations** – All alterations to buildings or spaces, including electrical, plumbing, and mechanical alterations, require a separate building application.

I/We hereby agree to conduct said business strictly in accordance with the business license regulations as set forth in the Millville City Code, and swear under penalty of law the information contained herein is true.

Signature of Owner/Authorized Agent: Craig P. Nielson Printed Name: CRAG P. NIELSON Date: 3/24/16

**SECTION VII: For administration use only**

Classification:  Conforming  Non-Conforming  Child Care  Home Business  Low Impact  Medium Impact  
Conditional Use: (If box is checked see conditions)

Agree  Do not agree Signature: [Signature] Date: 18 Nov 2016

Yes  No City Council grants permission Signature: [Signature] Date: 3/24/16

FEES  \$25.00 PAYMENT TYPE CC # 209  RECEIPT 1672