

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

Nov 7, 2019

1. Roll Call:

Chairman Garrett Greenhalgh, Commissioners Lynette Dickey, Darcy Ripplinger (Alt.) and Matt Anderson (Alt.).

Others Present:

Development Coordinator Harry Meadows, Treasurer Tara Hobbs, Chad Kendrick, Mayor David Hair, Penny Jenson, Jeff Strate, Dusty Hancey and Chris Funk. Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Greenhalgh opened the meeting at 8:00 p.m.
He led all present in the Pledge of Allegiance.

3. Review and Approval of agenda

The agenda for the Planning Commission meeting of Nov 7, 2019 was reviewed. A motion was made by Commissioner Dickey to approve the agenda as presented. Commissioner Anderson (Alt.) seconded. Commissioners Greenhalgh, Dickey, Anderson (Alt.) and Ripplinger (Alt.) voted in Favor with Commissioner Farmer excused, and Commissioners Lewis and Thompson absent.

4. Review and Approval of the Minutes from Sept 19, 2019

The Planning Commission meeting minutes were reviewed. A motion was made by Commissioner Anderson (Alt.) to approve the minutes as outlined. Commissioner Ripplinger (Alt.) seconded. Commissioners Greenhalgh, Dickey, Anderson (Alt.) and Ripplinger (Alt.) voted in Favor with Commissioner Farmer excused, and Commissioners Lewis and Thompson absent.

Councilman Daniel Grange and Commissioner Larry Lewis arrived at the meeting.

5.A. Zoning Clearance – Dusty & Makayla Hancey, residence at 120 S 550 E, Millville.

Property owner already had a septic permit granted from Bear River before the moratorium. Mr. Hancey stated he will be building his residence further back on the property to allow for future expansion of the street. Commissioner Dickey made a motion to approve the clearance. Commissioner Ripplinger (Alt.) seconded. Commissioners Greenhalgh, Dickey, Lewis, Anderson (Alt.) and Ripplinger (Alt.) voted in Favor with Commissioner Farmer excused and Commissioner Thompson absent.

5.B. Knowles minor subdivision - Final Plat review.

Jeff Strate is the developer. All the sidewalks must be installed before building permits will be issued. However, since the lots can't sell with the moratorium in place, it will be allowed for the subdivider to hold off on installing all the required sidewalks at this point in time. Commissioner Dickey made a motion to recommend to the City council the approval of the Knowles minor subdivision. Commissioner Ripplinger (Alt.) seconded. Commissioners Greenhalgh, Dickey, Lewis, Anderson (Alt.) and Ripplinger (Alt.) voted in Favor with Commissioner Farmer excused and Commissioner Thompson absent.

5.C. Jenson subdivision review

Penny Jenson came in to inquire what would be required if she subdivided her property. In her previous inquiries it was required that she install sidewalks on both sides of the property that fronted a street. The property on 200 South has a steep embankment rising about 5 feet from the street elevation which would require cutting back a large amount of the earth in order to lay a level continuous sidewalk. Different options were discussed, and it was decided that the same requirements would apply here as in the prior Knowles request. The sidewalks would be required on all sides fronting a street, however she would not have to install them until the new parcel was ready to develop. At that point in time the city would work with the new home builder to grade and slope the entrance from the street to allow for both their driveway and the required sidewalk. The city would require a bond to cover the landscaping, but she could wait to bond until the sewer is complete as the moratorium could potentially delay the selling of the property for quite some time.

5.D. Commercial Definitions

The city council is requesting specific definitions for what each type of Commercial category will include. Harry Meadows has drawn up some detailed definitions and also Corey Twedt had presented some simplified definitions. The commissioners will review these during the next few weeks and make a decision at the next meeting.

5.E. Other

Harry presented a building permit for Chris Funk, who had already been approved last summer. He was going to connect his home on 100 West directly to the sewer line near the school through his back yard. This turned out to be more involved and expensive than planned and his timeframe for approval has expired (90 days).

Chris has now decided to install a septic tank in the meantime until the full sewer implementation rolls out. Commissioner Lewis made a motion to approve the Zoning clearance for Chris Funk for the residence at 223 North 100 West in Millville, pending septic approval from Bear River. Commissioner Ripplinger (Alt.) seconded. Commissioners Greenhalgh, Dickey, Lewis, Anderson (Alt.) and Ripplinger (Alt.) voted in Favor with Commissioner Farmer excused and Commissioner Thompson absent.

Harry was approached by a citizen who had a garage that was built in 1920 who now wants to add a second story to the garage. The structure is only 10' from the street and would not meet today's setbacks; however there were no setbacks when it was built.

It was determined that the structure would be grandfathered under the original requirements as long as the foundation was not changed.

Commissioner Ripplinger (Alt.) inquired if the sprinklers for the south park had a water source yet. Chad updated everyone on the progress with the sprinklers. They have not fully decided on a source yet, but are trying to find the best solution for the city. Everything could possibly be ready to go by spring.

The 4 new south park pickle ball courts have already started construction.

Commissioner Ripplinger (Alt.) expressed interest in reviewing the Master Plan and becoming more familiar with the details as this is what determines how the city functions.

6. City Council Reports – review minutes from the Sept 26, Oct 10 and Oct 24, 2019 meetings.

The Bear River meeting was reviewed briefly. Our Millville situation will be decided upon at the next meeting (held in November in Brigham). Millville is requesting release of septic permits for minor subdivisions and single residences.

The Habitat for Humanity project was reviewed along with the present condition of the abandoned structure. They will be picking the project back up and completing the home.

Commissioner Lewis was excused from the meeting at this time.

Commissioner Ripplinger (Alt.) inquired about the Smart Water purification system. It is a system to recycle sewer (gray) water back to the home for secondary uses such as toilets, sprinklers, etc. It is still being tested in Colorado, and would be about 5 years out to get it functional, which doesn't line up with our time table.

7. Agenda Items for Next Meeting

Nothing pending

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, Nov 21, 2019 at 8:00 pm.

9. Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 9:12 p.m.



00867

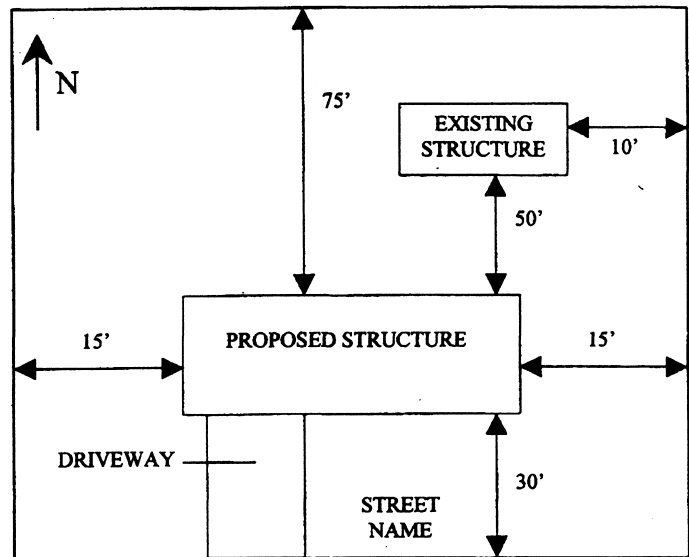
MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

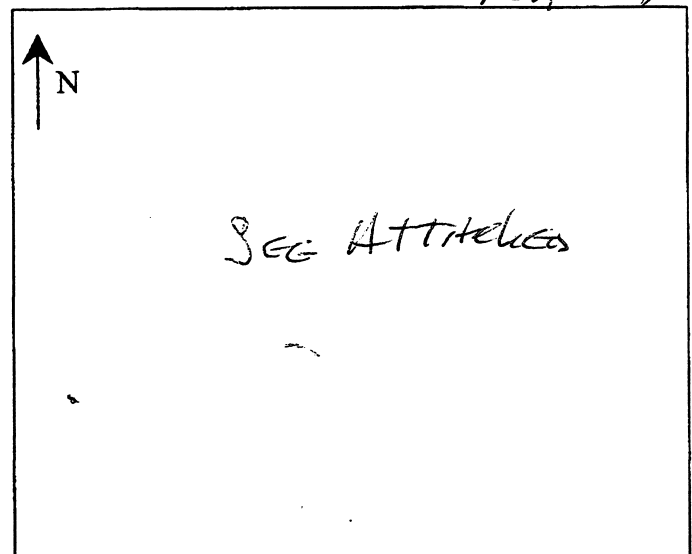
1. Dusty + Makayla Hancey
APPLICANT'S NAME
2. PO BOX 298
MAILING ADDRESS
- Millville VT 04326
CITY STATE ZIP CODE
3. 435-760-9472 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. single family home
TYPE OF STRUCTURE
7. 1760 8. R1
SQUARE FOOTAGE ZONE
9. _____
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 036 - 0026
TAX IDENTIFICATION NUMBER
11. 120 S 550 E
ADDRESS OF CONSTRUCTION
12. 1 acre 13. 4,777 sq.
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



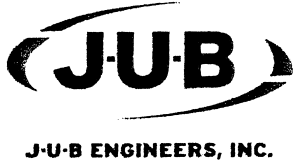
APPROVED - PLANNING AND ZONING

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)



J-U-B COMPANIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

MEMORANDUM

DATE: July 3, 2019
TO: Millville City
CC: Chad Kendrick
FROM: Zan Murray S.E.
SUBJECT: Knowles Subdivision

I have reviewed the Knowles Minor Subdivision Final Plat submission received July 2, 2019. This review includes information from the previous review dated May 31, 2019. The comments made as part of the previous review are in normal font with updated comments in bold.

- The text below the subdivision title describes the Subdivision as "containing 0.96 AC+/- & 2 lots." This does not match the description in the certificate of dedication where it outlines the subdivision as "an area of 2.02 acres" or the three lots outlined in the drawing.
 - **This item has been resolved**
- The lots should include street addresses.
 - **This item has been resolved**
- The location of future driveways should be considered with respect to the proposed sidewalk on the site plan. According to Millville City's Manual of Construction Standards the sidewalk is required to be six inches thick through residential driveways.
 - **This submission does not include the site plan, this items can be addressed at the Zoning Clearance approval.**
- The subdivider should be made aware of the limited number of septic tank permits for the City at this time. It may affect his efforts moving forward.
 - **This submission does not include the site plan. This item can be reconfirmed at the Zoning Clearance Apporoval.**

At this point we see no concern with moving forward with approval of the plat from an engineering standpoint.

Please feel free to contact me with any questions.



Bond Summary

Client: Millville City
 Project No.: 57-19-004-001
 Date: July 23, 2019
 Development: Knowles Minor Subdivision
 Number of Lots: 3
 Original Bond Summary Date:
 Bond Posting Date:
 Warranty Beginning Date:
 Warranty Completion Date:
 Warranty Release Date:
 Release Number: N/A
 Release Date: N/A
 Final Plat Recording Date:

Millville Canyon Ridge

Completed To Date

Item #	Description	Unit	Estimated Quantity	Bond Unit Price	Bond Amount	% Complete	Amount	Remaining Amount
General				Subtotal	\$ -	0.00%	\$ -	\$ -
Roadway				Subtotal	\$ 17,978.75	0.00%	\$ -	\$ 17,978.75
10	4" Concrete Sidewalk	Square Feet	2,935	\$ 4.75	\$ 13,941.25	0.00%	\$ -	\$ 13,941.25
11	6" Concrete Sidewalk (Through Driveway)	Square Feet	450	\$ 6.75	\$ 3,037.50	0.00%	\$ -	\$ 3,037.50
12	ADA Pedestrian Curb Ramp	Each	2	\$ 500.00	\$ 1,000.00	0.00%	\$ -	\$ 1,000.00
Construction Subtotal					\$ 17,978.75		\$ -	\$ 17,978.75
Construction Total					\$ 17,978.75			\$ 17,978.75
Column1	Column2		Column4	Column5	Column6	Column42	Column53	Column64
10% Bond Increase			% Construction Total	10%	\$ 1,797.88			\$ -
Total Bond Amount					\$ 19,776.63			\$ 19,776.63

Total Completed to Date:	\$0.00
Previously Released:	\$0.00
Warranty Amount being Released:	\$0.00
Construction Amount being Released:	\$0.00
Construction Amount Remaining:	\$17,978.75
Warranty Amount Remaining:	\$1,797.88
Total Bond Remaining	\$19,776.63

Penny Jenson wishes to discuss the sidewalk requirement if she subdivides parcel 03-030-0004.

When the City Council discussed the Commercial Manufacturing zoning change that was referred to them by the P&Z, they were concerned with the wording of 17.26.020: PERMITTED USES.

I have deleted that part and am suggesting that instead we insert these definitions. When someone proposes to build we evaluated the business and assign a manufacturing, retail or services designation then apply the appropriate requirements.

Parcel Map



11/1/2019, 11:37:43 AM

Parcel Tax ID Label

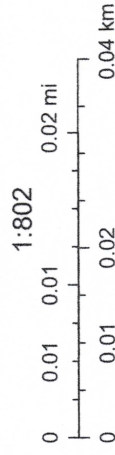
County Centerline

County Boundary

State Roads

Municipal Boundaries

Cache Parcels



MILLVILLE CITY CODE

TITLE 17 – ZONING

CHAPTER 17.26 - COMMERCIAL ~~MANUFACTURING (CM)~~ General (CG)

17.26.010: PURPOSE

17.26.020: PERMITTED USES

17.26.030: CONDITIONAL USES

17.26.040: APPLICATION REQUIREMENTS

17.26.050: AREA, SETBACK AND HEIGHT REQUIREMENTS

17.26.060: SPECIAL PROVISIONS

17.26.070: APPLICATION REVIEW FEE

17.26.010: PURPOSE

To provide commercial ~~manufacturing~~ General areas to serve the residents of the city and a larger geographic area. (Ord. 2012-4, 2012)

17.26.020: PERMITTED USES

~~Uses approved by the city council as being in harmony with the health, safety and welfare of the citizens. (Ord. 2012-4, 2012)~~

Manufacturing

Manufacturing refers to a large or small-scale production of goods that converts raw materials, parts, and components into finished merchandise using manual labor and/or machines. The finished goods can be sold directly to consumers, to other manufacturers for the production of more complex products, or to wholesalers who distribute the goods to retailers.

A manufacturing business is any business that uses raw materials, parts, and components to assemble finished goods. Manufacturing businesses often employ machines, robots, computers, and humans to produce the merchandise and typically use an assembly line, which enables a product to be put together step by step, moving from one workstation to the next.

Manufacturing businesses can choose to sell their products directly to consumers, to other manufacturers, to distributors or to wholesalers.

Retail

A retail sale occurs when a business sells a product or service to an individual consumer for his or her own use. The transaction itself can occur through a number of different sales channels, such as online, in a brick-and-mortar storefront, through direct sales, or direct mail. The aspect of the sale that qualifies it as a retail transaction is that the end user is the buyer.

There are four major categories of retailers:

Hardlines — things that tend to last a long time, such as appliances, cars, and furniture

Soft goods or consumables — things like clothing, shoes, and toiletries

Food — things like meat, cheese, produce, and baked goods

Art — things like fine art, as well as books and musical instruments

Within those categories you'll also find different types of retail stores. Some of the most common types include:

- **Department Stores** — the oldest, and often largest, place for consumers to shop for a variety of products under one roof. Target and Macy's are examples.
- **Big Box Store** — major retailers that specialize in one type of product, such as electronics. Best Buy and Bed Bath and Beyond are examples.
- **Discount Stores** -- department stores that stock discounted items and lower priced brands. Walmart and Kmart are examples.
- **Warehouse Stores** — these no-frills warehouses often require you to be a member to access their low prices. BJs and Costco are examples.
- **Mom-and-Pop Stores** — smaller, often niche stores run by small business owners. These are your corner stores and local storefronts.

- **E-tailers** online retailers that sell via the internet and have products delivered to your door. They typically do not have physical stores.
- Amazon and Etsy are examples.

Services

- Services are the non-physical, intangible parts of our economy which we cannot touch or handle.
- Services, such as banking, education, medical treatment, and transportation make up the majority of the economies.

They only exist while the provider is supplying it and the customer is consuming it. For example, a haircut is a service; you cannot transport or store a haircut.

In fact, the haircut only exists while somebody is cutting your hair.

When you pay for a service, you receive something intangible. In other words, you do not get anything solid, i.e., you cannot touch it

The buyer of a service gets something he or she needs. However, the customer does not own any physical, solid, or fixed property resulting from the transaction.

- **Intangibility:** you cannot touch or handle them. Neither can you transport, stock, manufacture, mine, or farm them.
- **Inventory (Perishability):** you cannot store them for future use. Once the provider delivers the service, it irreversibly vanishes.
- **Inseparability:** the provider must deliver the service at the time of consumption. Unlike a good, a service can only be delivered and consumed when the provider is present.

17.26.030: CONDITIONAL USES

The following may be permitted conditional uses after application and approval as specified in section 17.64.070 of this title:

Education services both public and private. (Ord. 2013-2, 2013)

17.26.040: APPLICATION REQUIREMENTS

All applications to the planning commission for development in the commercial **manufacturing** **general** zone shall be accompanied by the following technical information reports, all prepared by a licensed engineer or landscape architect, as the case may be, in sufficient detail to allow evaluation of health, safety, and general public welfare aspects of the development. The reports shall include:

A. Site Development Plans:

1. A grading or earthmoving plan showing existing and proposed contours of the property. The contour lines shall extend to at least one hundred feet (100') outside the property lines, or a sufficient distance to show on site and off site drainage channels. The contour interval shall be two feet (2').
2. Detailed site plans and elevation drawings showing the location of all existing and proposed streets, easements, and drainage channels.
3. Traffic flow study, if deemed necessary by the city engineer.
4. Detailed site plan showing the location and proposed connection points of utilities, including, but not limited to, water, natural gas, electricity, sewer and telecommunications.
5. A fire protection plan accompanied by letters of approval from the fire chief and the county fire marshal.
6. Detailed site plan showing the boundaries of any established FEMA or any other floodplain within the property and within six hundred feet (600') of the property lines.

MILLVILLE CITY CODE

TITLE 17 - ZONING

CHAPTER 17.26 - COMMERCIAL MANUFACTURING (CM) General (CG)

[17.26.010: PURPOSE](#)

[17.26.020: PERMITTED USES](#)

[17.26.030: CONDITIONAL USES](#)

[17.26.040: APPLICATION REQUIREMENTS](#)

[17.26.050: AREA, SETBACK AND HEIGHT REQUIREMENTS](#)

[17.26.060: SPECIAL PROVISIONS](#)

[17.26.070: APPLICATION REVIEW FEE](#)

17.26.010: PURPOSE

To provide commercial ~~manufacturing~~ **general** areas to serve the residents of the city and a larger geographic area. (~~Ord. 2019-8, 2019:~~ Ord. 2012-4, 2012)

17.26.020: PERMITTED USES

~~Uses approved by the city council as being in harmony with the health, safety and welfare of the citizens.~~

- A. **Manufacturing** - A manufacturing business is any business that uses raw materials, parts and components to assemble finished goods.
- B. **Retail** - A retail business sells a product to an individual consumer through one or more different types of sales channels (ie. online, brick-and-mortar storefront, direct sales, mail, etc.)

- C. Services - A service business deals with the transaction of a non-physical product (ie. hair salon, movie theater, banking, education, medical treatment, etc.)

(Ord. 2019-8, 2019: Ord. 2012-4, 2012)

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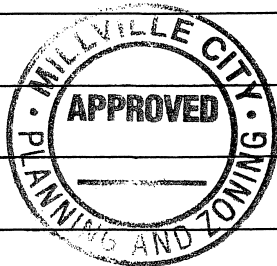
MILLVILLE CITY

ZONING CLEARANCE FOR BUILDING PERMIT

THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

1. Christie Hansen Funk
APPLICANT'S NAME
2. PO Box 110
MAILING ADDRESS
3. Millville, VT 05472
CITY STATE ZIP CODE
4. 435-572-4605 4. 435-572-6130
HOME TELEPHONE BUSINESS TELEPHONE
5. Residential Home
OWNER'S NAME (if different from applicant)
6. Res. Home
TYPE OF STRUCTURE
7. 2,900 8. D-1
SQUARE FOOTAGE ZONE
9. Home Minor Subdivision #2
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 02 - 128 - 0062
TAX IDENTIFICATION NUMBER
11. 223 North 100 West
ADDRESS OF CONSTRUCTION
12. .67 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

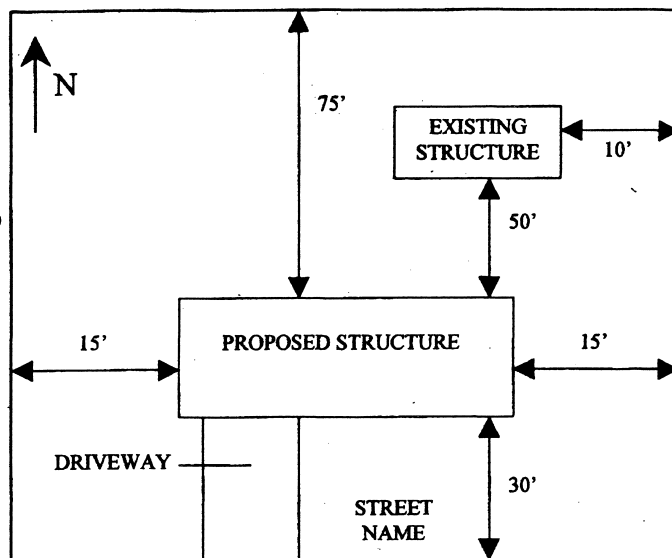


APPROVED - PLANNING AND ZONING

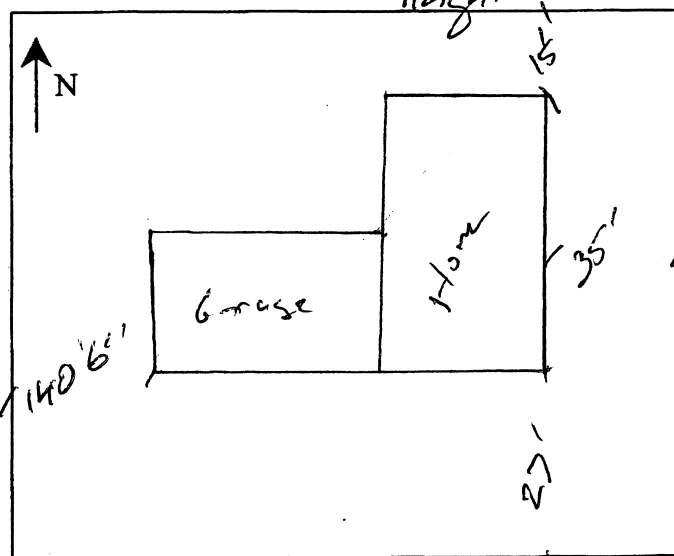
11-7-19
DATE

SAMPLE PLOT PLAN

(numbers do not represent required setbacks)



PLOT PLAN

Tara Hobbs
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)