

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled meeting on Thursday, **Apr 2, 2020** at **8:00 p.m.** over a Zoom electronic meeting.

Zoom Meeting URL: <https://us04web.zoom.us/j/625278273>

Zoom Meeting ID: 625 278 273

1. Roll call.
2. Opening remarks/Pledge of Allegiance.
3. Review and approval of agenda.
4. Review and approval of minutes from Mar 19, 2020.
5. Agenda Items:
 - A. Verla N. Olsen Minor Subdivision – Final Plat
 - B. Other
6. Agenda items for next meeting.
7. Calendaring of future Planning Commission Meeting.
8. 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 30, 2020 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 30, 2020.

Adria Davis, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION (Limited) MEETING

City Hall - 510 East 300 South - Millville, Utah

Mar 19, 2020

City Representatives Present:

Development Coordinator Harry Meadows, Chairman Garrett Greenhalgh and Secretary Adria Davis who recorded the minutes.

Attendees:

Berry Banham, Matthew Payne, Jessie Williamson, Joan Findlay, Reed Findlay, Lance Zollinger, and Rylan Zollinger.

There was not an actual meeting held.

Those persons listed on the agenda were invited into the building one at a time to sign off their documents and pay their fees.

Commissioners Garrett Greenhalgh, Lynette Dickey, Bonnie Farmer, Larry Lewis, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) replied and voted through emails. No response was received from Commissioner Rachel Thompson.

Business items:

1. Review and approval of agenda.
2. Review and approval of minutes from Mar 5, 2020.
3. Review of City Council minutes

All the business items were completed through emails, see attached.

Agenda Items:

- A. Zoning Clearance – Berry Banham, remodel of residence at 108 E 200 S, Millville.**
- B. Zoning Clearance – Orchid Homes, residence at 370 N Main, Park Meadows, Lot 2, Millville.**

Matthew Payne was in attendance. Refund will be returned to the homeowners upon completion of the landscape.
- C. Zoning Clearance – VHD, LLC, residence at 35 E 700 N, Millville.**

Jessie Williamson was in attendance. Homeowner is Gary Gettman. There is a private lane on this property which was approved by the City Council in 2002. Refund will be returned to the homeowners upon completion of the landscape.
- D. Zoning Clearance – Reed and Joan Findlay, residence at 249 E Center Street, Millville.**

Homeowners provided a new drawing of the residence on the lot. This clarified some of the concerns raised by the commissioners. They will be taking down the existing shed before building the home. The home is shown within a buildable area but exact location is not yet known.

Zoning clearance was approved with the condition of meeting the minimum setback requirements.
- E. Zoning Clearance – Zollingers, commercial building at 1200 W 925 N, Millville**

On Mon, Mar 16, 2020 at 6:02 PM Adria Davis <adria_d@q.com> wrote:

Greetings Commissioners,

You should all be receiving a packet on your doorstep sometime today.

Inside you will find an agenda, the minutes from our last P&Z meeting, and 5 zoning clearance applications. The minutes from the City Council meeting are attached to this msg for you to read electronically.

There will not be an actual meeting held. You will review the material and reply back to me with your responses, and/or questions and how you are voting.

We need a vote for agenda approval, P&Z minutes approval, and one for each of the zoning clearances. No response is necessary for the City Council minutes.

On the day of the meeting, March 19th, those people on the agenda will be able to come to the office at 8:00 pm and meet with Garrett, who will sign off their paperwork.

Tara will be there to take their payments.

Harry will be there to answer any questions.

And I will be there to record the minutes.

No other Commissioners will attend this meeting, all your input will be through email.

Please let me know if you have any questions.

Thanks for your understanding as we navigate these new circumstances.

Adria Davis

Planning Commission Secretary

435-213-0787

On Tues, Mar 17, 2020 at 10:13 AM Larry Lewis texted:

Hi Adria I have gone over the packet and I vote to approve the five zoning clearances.

Thanks Larry

On Thu, Mar 19, 2020 at 8:30 PM Lynette Dickey <lynettedickey@gmail.com> wrote:

I vote that we approve the agenda as written.

I also vote that we approve the minutes from March 5, 2020.

In addition, I vote that we approve the Berry Banham remodel, Orchid Homes residence at 370 North Main, Park Meadows, Lot 2; VHD, LLC, residence at 35 East 700 North; Reed and Joan Findlay residence at 249 East Center Street, and Zollinger's commercial building at 1200 West 925 North Millville.

The City council's minutes were very interesting!

Lynette Dickey

On Tues, Mar 17, 2020 at 7:15 PM Matt Anderson <mattatdons@gmail.com> wrote:
Adria, I think everything looks great. Consider my vote approved on all.

On Tues, Mar 17, 2020 at 8:40 PM Garrett Greenhalgh <garrett.gpd@gmail.com> wrote:
I vote to approve the minutes of the last meeting.

I'm fairly clear on most of the zoning clearances, but I'm not quite sure what's going on with the VHD application. It's not a very clear site plan. It almost looks like a subdivision application. I might need to see that one in person. All the other clearances I'm good with.

On Thurs, Mar 19, 2020 at 12:54 PM Bonnie Farmer <farmer.bonnie@gmail.com> wrote:

I vote to approve the minutes from March 5, 2020.

I vote to approve the following clearances: Berry Banham, Orchid Homes, Zollinger's

I Have a question about the Reed & Joan Findlay application. There is a statement on the plans "Exact location of house to be determined at time of construction by contractor & property owner" - I would approve it as long as the city does a final approval to make sure the setbacks meet all the requirements at the time of construction. Right now it looks very "tight" on the lot.

I am neutral on the VHD, LLC application since it does appear to be a minor subdivision. Do we need to have more discussion on this?

Thank you,
Bonnie

On Thu, Mar 19, 2020 at 1:41 PM, Matthew Anderson <mattatdons@gmail.com> wrote:

I don't think VHD LLC is trying to do a subdivision, I think the wording is confusing.

I looked up on the county maps and the Gettman property has been divided as a minor subdivision some time ago. Looks like he's building a new home behind his existing residence.

I don't know when he divided it, but if you look at a plat from 2006 it is not divided. So my guess is some time in the last ten years.

I've attached a copy of the plat.

On Thu, Mar 19, 2020 at 2:15 PM Garrett Greenhalgh <garrett.gpd@gmail.com> wrote:

Yes, thanks Matt. That was confusing. I still don't see a good site plan that shows their house within the setbacks, but maybe that's on a larger copy in the office. I also agree that on the Findley lot, we can't leave that open ended for the contractor to put the house wherever he wants. That's a good catch Bonnie. I would also agree to a condition on that that the house needs to be checked or that it must be placed as per the submitted site plan.

As for Darcy's question, I always hate it when they draw the site plan showing the roof overhang. That appears to be what's going on here. It always looks like the house extends into the setbacks when they do that, but that's just the roof; the foundation is a faint line inside from that that looks to be within the setbacks. I really wish people would submit that site plan showing the foundation as related to the setbacks and not the roof.

Hopefully that clarifies that.

On Mar 19, 2020, at 7:20 PM, Garrett Greenhalgh <garrett.gpd@gmail.com> wrote:

I looked again at the VHD site plan and it looks like all the setbacks are fine. It was just very small writing and a confusing application. I'm ok with it now, although it has future sewer details into manholes that are probably not official or approved yet, but whatever. I think the owner was just trying to be a little too detailed.

So I guess I'm ok with everything except that Findlay note (especially on a site plan that is so close to the setbacks as it is.)

Does anyone else have any issues or concerns with anything else on these applications?

On Thu, Mar 19, 2020 at 7:43 PM Matthew Anderson <mattatdons@gmail.com> wrote:

Definitely needs to be a note that the set back needs to be double checked on the Findlay residence before the foundation is poured.

On Thu, Mar 19, 2020 at 8:30 PM Lynette Dickey <lynettedickey@gmail.com> wrote:

Thank you Matt. How shall we double check?

MEMORANDUM

DATE: March 20, 2020
TO: Millville City
CC: Harry Meadows, Millville City
FROM: Zan Murray, S.E.
SUBJECT: Verla N Olsen Minor Subdivision Review

This memo is a summary of our review of the Verla N Olsen Minor Subdivision. Modified versions of the Final Plat and Site Plan dated March 19, 2020 were received as part of this submission. It was recommended in a prior review the City require the adjustments outlined below to the Final Plat and Site Plan prior to acceptance in order to align the submission with City Code. **The comments as a result of the revised submission are show in Bold.**

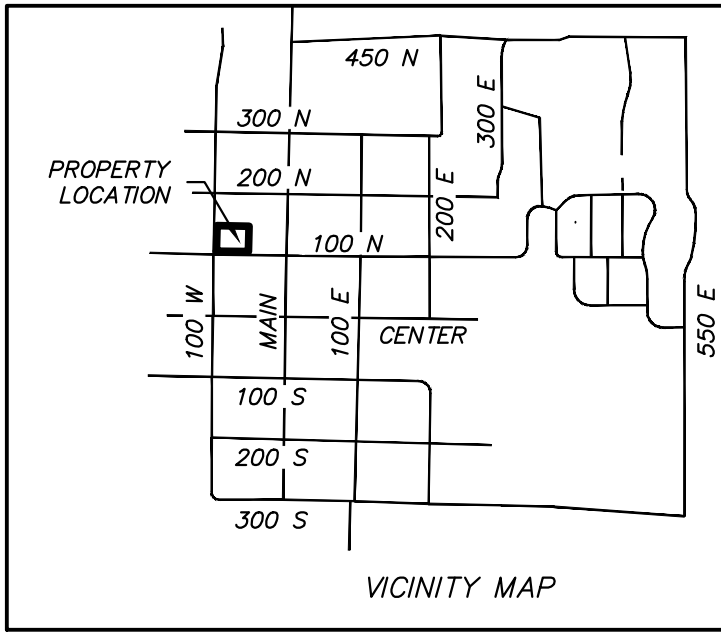
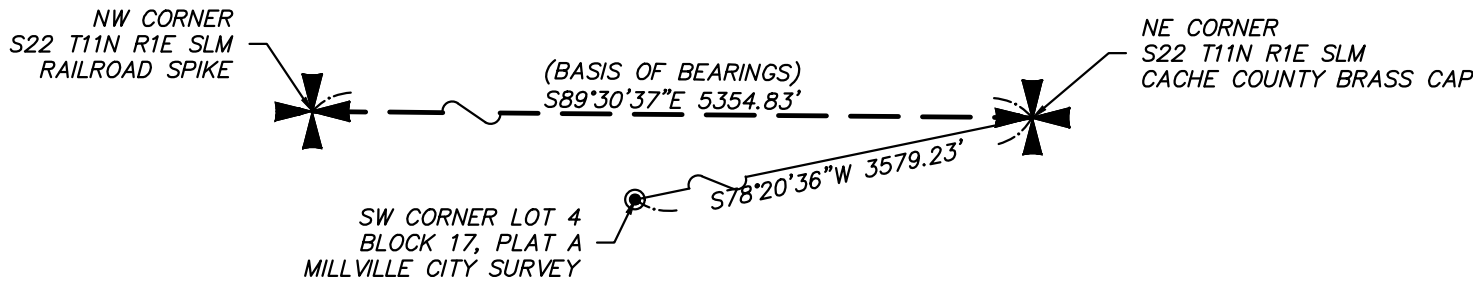
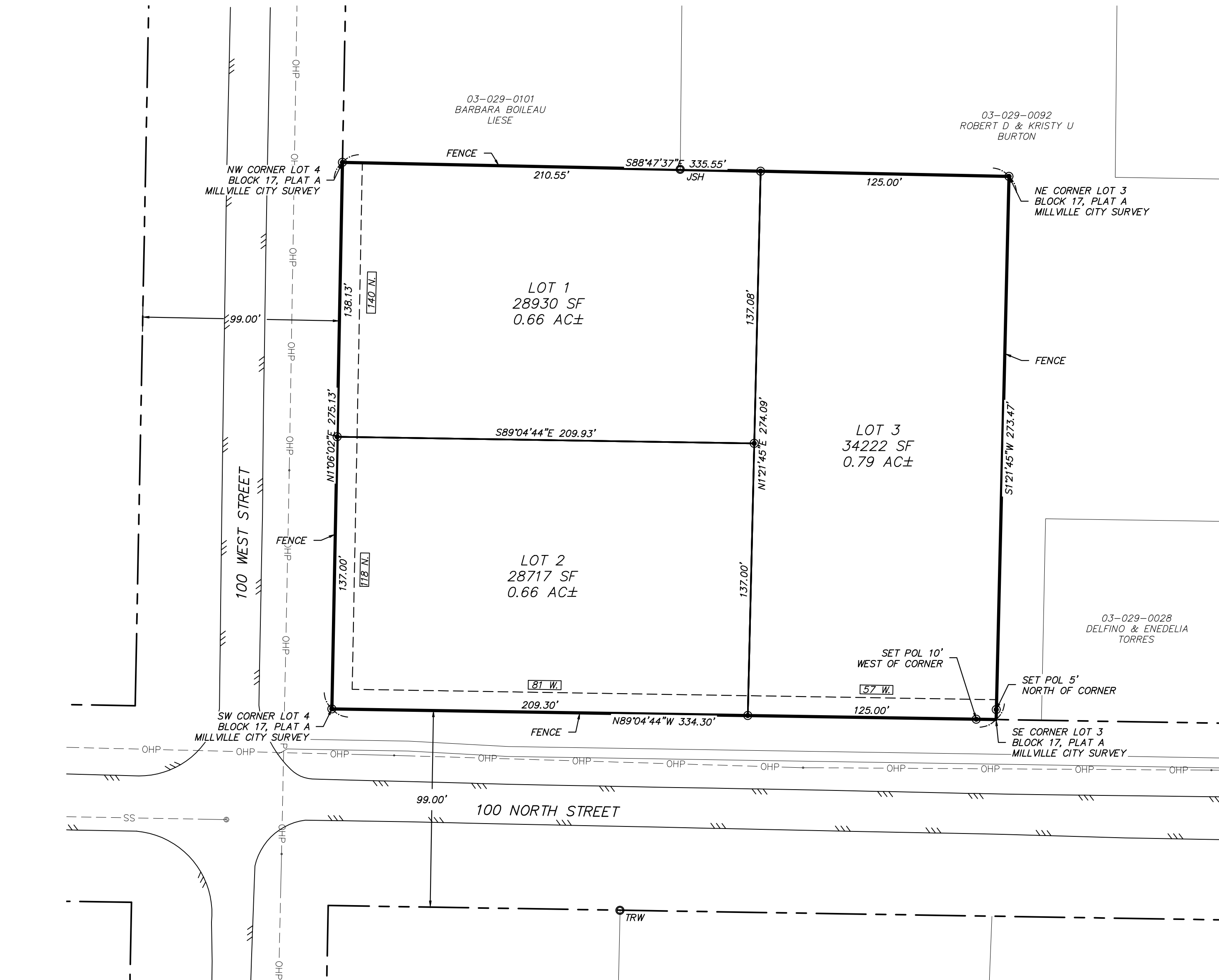
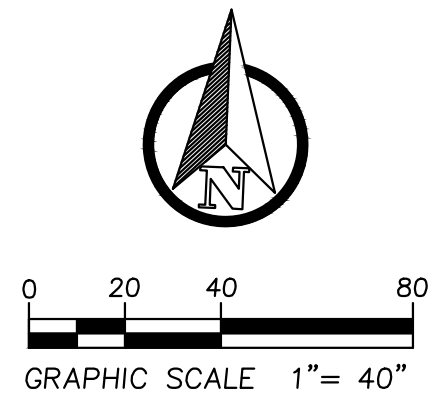
- Correct signature blocks should be included on the Final Plat. The following signature blocks should be adjusted to match those outlined in Millville City Ordinance 2019-6 Section 16.20.040.E:
 - Survey Certificate - **RESOLVED**
 - Bear River Health Department Approval - **RESOLVED**
 - County Recorder's - **RESOLVED**
- The Site Plan shows the use of an existing water service for lot 2. The service line should be investigated, and a report submitted to the City prior to approval by the City. If the line is copper, it can be used to service the future lot. If the line is galvanized or some other material, the line shall be replaced in its entirety (including the connection to the main line) with new copper line according to City Construction Standards. - **RESOLVED**
- The use of culverts according to Millville City Standards to cross existing ditches as well as sidewalk improvements to driveway sections should be included in a note on the plans for the reference of those purchasing lots. – **RESOLVED**

Based on the submission dated March 19, 2020 the Final Plat and Site Plan are in accordance with the Engineering requirements outlined in the City Code.

If you have any questions, please call at 435 713 9514.

3/19/2020 3:38 PM Z:\2020 PROJECTS\20018AND KARLA ANDERSON - SUBDIVISION - MILLVILLE, UT\ACAD\SURVEY\PRELIMINARY PLAT\20018AND FINAL PLAT (CURRENT).DWG

FINAL PLAT
VERLA N OLSON SUBDIVISION
PART OF THE NW 1/4 OF SEC 22, T11N, R1E, SLM
MILLVILLE CITY, CACHE COUNTY, UTAH
CONTAINING 2.11 AC± & 3 LOTS



LEGEND

- BOUNDARY
- SECTION LINE
- LOT LINE
- PUBLIC UTILITY EASEMENT 10 FEET WIDE, EXCEPTIONS NOTED
- RIGHT-OF-WAY LINE
- SET REBAR W/CAP
- FOUND REBAR W/JEFF HANSEN CAP
- FOUND REBAR W/THERON WESTON CAP
- STREET ADDRESS

SURVEY CERTIFICATE

I, STEVEN C. EARL, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR LICENSED UNDER THE LAWS OF THE STATE OF UTAH, THAT THIS PLAT IS A TRUE, CORRECT, AND COMPLETE PLAT OF VERLA N OLSON SUBDIVISION AS LAID OUT, PLATTED, DEDICATED, AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY BY ME AND UNDER MY SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF THE LOTS, EASEMENTS, AND STREETS OF SAID SUBDIVISION AS THE SAME ARE STAKED UPON THE GROUND IN COMPLIANCE WITH THE CITY OF MILLVILLE REGULATIONS GOVERNING THE SUBDIVISION OF LAND TO AN ACCURACY OF ONE PART IN TEN THOUSAND (10,000).

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED VERLA N OLSON, BEING THE OWNER, PROPRIETORS, OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY: THAT THE FOREGOING PLAT DESIGNATED AS VERLA N OLSON SUBDIVISION, IS LOCATED IN SECTION 22, TOWNSHIP 11 NORTH, RANGE 1 EAST, SALT LAKE MERIDIAN, IN MILLVILLE CITY, CACHE COUNTY, UTAH, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 3 AND 4, BLOCK 17, PLAT A, MILLVILLE CITY SURVEY.

AND CONTAINS AN AREA OF 2.11 ACRES, MORE OR LESS, AND THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS, AND THAT THIS IS A CORRECT PLAT OF THE AREA, AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS, AND THAT THE UNDERSIGNED OWNERS OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DO HEREBY DEDICATE TO THE CITY OF MILLVILLE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE ALL STREETS, ALLEYS, AND EASEMENTS FOR THE PURPOSES DESIGNATED AND OTHER LANDS WITHIN THE BOUNDARY LINES OF THE PLAT AS INDICATED AND NOT OTHERWISE DEDICATED FOR PUBLIC USE.

EXECUTED THIS ____ DAY OF _____, A.D., 2020.

BY: VERLA N. OLSON

ACKNOWLEDGMENT

STATE OF UTAH

COUNTY OF CACHE

ON THIS ____ DAY OF _____, IN THE YEAR 2020, BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED VERLA N. OLSON, PROVED ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO IN THIS DOCUMENT, AND ACKNOWLEDGED THEY EXECUTED THE SAME.

NOTARY PUBLIC SIGNATURE: _____
NOTARY PUBLIC FULL NAME: _____
COMMISSION NUMBER: _____
MY COMMISSION EXPIRES: _____
A NOTARY PUBLIC COMMISSIONED IN UTAH

NOTES & RESTRICTIONS

- PURSUANT TO UTAH CODE ANN. § 54-3-27 THIS PLAT CONVEYS TO THE OWNER(S) OF OPERATORS OF UTILITY FACILITIES A PUBLIC UTILITY EASEMENT ALONG WITH ALL THE RIGHTS AND DUTIES DESCRIBED THEREIN.
- PURSUANT TO UTAH CODE ANN. § 17-27a-603(4)(c)(ii) ROCKY MOUNTAIN POWER ACCEPTS DELIVERY OF THE P.U.E. AS DESCRIBED IN THIS PLAT AND APPROVES THIS PLAT SOLELY FOR THE PURPOSE OF CONFIRMING THAT THE PLAT CONTAINS PUBLIC UTILITY EASEMENTS AND APPROXIMATES THE LOCATION OF THE PUBLIC UTILITY EASEMENTS, BUT DOES NOT WARRANT THEIR PRECISE LOCATION. ROCKY MOUNTAIN POWER MAY REQUIRE OTHER EASEMENTS IN ORDER TO SERVE THIS DEVELOPMENT. THIS APPROVAL DOES NOT AFFECT ANY RIGHT THAT ROCKY MOUNTAIN POWER HAS UNDER:
(i) A RECORDED EASEMENT OR RIGHT-OF-WAY
(ii) THE LAW APPLICABLE TO PRESCRIPTIVE RIGHTS
(iii) TITLE 54, CHAPTER 8a, DAMAGE TO UNDERGROUND FACILITIES OR
(iv) ANY OTHER PROVISION OF LAW.
- DOMINION ENERGY APPROVES THIS PLAT SOLELY FOR THE PURPOSE OF CONFIRMING THAT THE PLAT CONTAINS PUBLIC UTILITY EASEMENTS. DOMINION ENERGY MAY REQUIRE OTHER EASEMENTS IN ORDER TO SERVE THIS DEVELOPMENT. THIS APPROVAL DOES NOT CONSTITUTE ABROGATION OR WAIVER OF ANY OTHER EXISTING RIGHTS, OBLIGATIONS OR LIABILITIES PROVIDED BY LAW OR EQUITY. THIS APPROVAL DOES NOT CONSTITUTE ACCEPTANCE, APPROVAL OR ACKNOWLEDGMENT OF ANY TERMS CONTAINED IN THE PLAT, INCLUDING THOSE SET IN THE OWNER'S DEDICATION AND THE NOTES AND DOES NOT CONSTITUTE A GUARANTEE OF PARTICULAR TERMS OF NATURAL GAS SERVICE. FOR FURTHER INFORMATION PLEASE CONTACT DOMINION ENERGY'S RIGHT-OF-WAY DEPARTMENT AT 1-800-366-8532.

SURVEY NARRATIVE

THIS SURVEY WAS ORDERED BY KARLA ANDERSON FOR THE PURPOSE OF SUBDIVIDING THE SUBJECT PROPERTY AS SHOWN. SURVEY 2010-0072 WAS USED AS THE BASIS FOR THE BOUNDARY SURVEY. NO MAJOR DISCREPANCIES WERE FOUND.

5/8" X 24" REBARS W/ORANGE PLASTIC CAPS STAMPED "STEVEN C. EARL PLS 318575" WERE SET AT THE LOCATIONS INDICATED.

BEAR RIVER HEALTH DEPARTMENT

THE SUBDIVISION HAS BEEN REVIEWED FOR SEPTIC TANK SUITABILITY BY THE BEAR RIVER HEALTH DEPARTMENT.
THIS ____ DAY OF _____, 2020.

REPRESENTATIVE: _____
TITLE: _____
DATE: _____

UTILITY COMPANY APPROVALS

DOMINION ENERGY _____ DATE: _____
ROCKY MOUNTAIN POWER _____ DATE: _____
CENTURY LINK _____ DATE: _____
COMCAST CORPORATION _____ DATE: _____



S22 T11N R1E SLM

FINAL PLAT

SHEET DESCRIPTION

VERLA N OLSON SUBDIVISION



Cache • Landmark
Engineers
Surveyors
Planners

95 W. Golf Course Rd.
Suite 101
Logan, UT 84321
435.713.0099

DATE: 19 MARCH 2020

SCALE: 1" = 40'

CALCULATED BY: D. AUSTIN

CHECKED BY: S. EARL

APPROVED BY: S. EARL

PROJECT NUMBER: 20018AND

1 / 1

COUNTY RECORDER

ENTRY # _____
STATE OF UTAH, COUNTY OF CACHE, RECORDED AND FILED AT THE REQUEST OF _____
DATE _____ TIME _____ MAP NUMBER _____
FEE _____
CACHE COUNTY RECORDER

PLANNING AND ZONING COMMISSION

THIS PLAT APPROVED BY THE CITY OF MILLVILLE PLANNING AND ZONING COMMISSION THIS ____ DAY OF _____, A.D. 2020.
ATTEST: _____
CHAIRPERSON SECRETARY

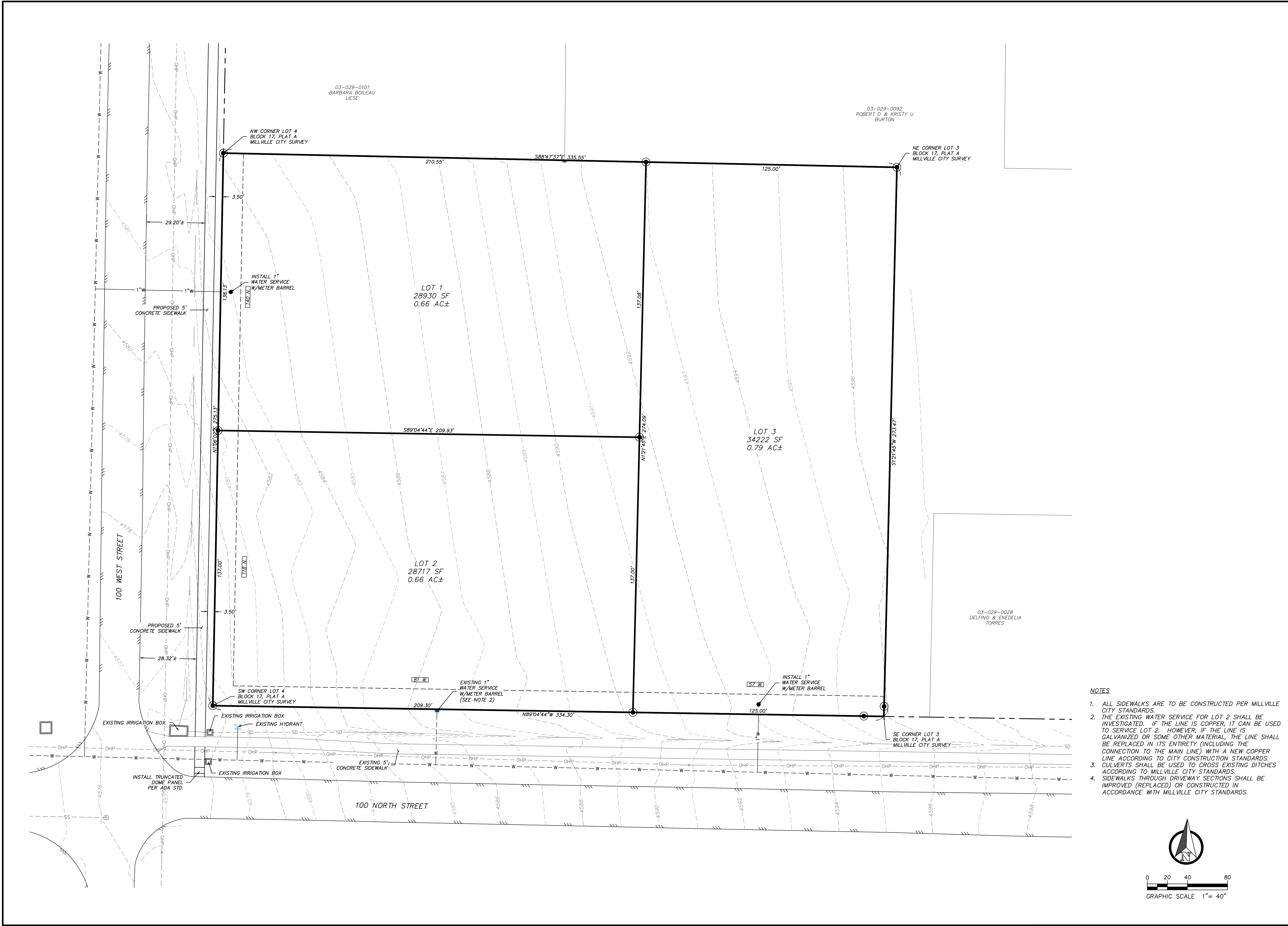
COUNCIL APPROVAL AND ACCEPTANCE

APPROVED BY THE CITY COUNCIL OF THE CITY OF MILLVILLE THIS ____ DAY OF _____, A.D. 2020.
ATTEST: _____
MAYOR CITY RECORDER

CITY ENGINEER

DATA ON THIS PLAT REVIEWED THIS ____ DAY OF _____, A.D. 2020 BY THE CITY ENGINEER OF MILLVILLE, UTAH.

CITY ENGINEER



- NOTES**
1. ALL SIDEWALKS ARE TO BE CONSTRUCTED PER MILLVILLE CITY STANDARDS.
 2. THE EXISTING WATER SERVICE FOR LOT 2 SHALL BE INVESTIGATED. IF THE LINE IS COPPER, IT CAN BE USED TO SERVICE LOT 2. HOWEVER, IF THE LINE IS GALVANIZED OR SOME OTHER MATERIAL, THE LINE SHALL BE REPLACED IN ITS ENTIRETY (INCLUDING THE CONNECTION TO THE MAIN LINE) WITH A NEW COPPER LINE ACCORDING TO CITY CONSTRUCTION STANDARDS. CULVERTS SHALL BE USED TO CROSS EXISTING DITCHES ACCORDING TO MILLVILLE CITY STANDARDS.
 3. SIDEWALKS THROUGH DRIVEWAY SECTIONS SHALL BE IMPROVED (REPLACED) OR CONSTRUCTED IN ACCORDANCE WITH MILLVILLE CITY STANDARDS.

PROFESSIONAL ENGINEER

STEVEN C. EARL

316075-2002

3/19/20

STATE OF UTAH

SHEET DESCRIPTION

VERLA N OLSON SUBDIVISION

C.L.

Cache • Landmark

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95 W. Golf Course Rd.
Suite 101
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435.713.0099

DATE:
19 MARCH 2020

SCALE:
1" = 20'

CALCULATED BY:
D. AUSTIN

CHECKED BY:
S. EARL

APPROVED BY:
S. EARL

PROJECT NUMBER:
20018AND

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