

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a meeting on Thursday, **June 4, 2020** in the Millville City Office, at 510 East 300 South, Millville, Utah, which meeting shall begin promptly at **8:00 p.m.**

1. Roll call.
2. Opening remarks/Pledge of Allegiance.
3. Review and approval of agenda.
4. Review and approval of minutes from May 7, 2020.
5. Agenda Items:
 - A. Zoning Clearance – Chris Funk, accessory building at 223 N 100 W, Millville
 - B. Zoning Clearance – Stone Gate Homes, LLC, residence at 610 N 250 E, Millville
 - C. Other
6. City Council Report – review minutes from the May 28, 2020 meeting
7. Agenda items for next meeting.
8. Calendaring of future Planning Commission Meeting.
9. Adjournment.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Adria Davis at (435) 213-0787 at least three working days prior to the meeting.

Notice was posted on June 1, 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 June 1, 2020.



Adria Davis, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION MEETING

**City Hall - 510 East 300 South - Millville, Utah
May 7, 2020**

1. Roll Call:

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

Others Present:

Recorder Corey Twedt, Treasurer Tara Hobbs, Mayor David Hair, and Rylan Zollinger. Chad Kendrick arrived near the end of the meeting. 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 May 7, 2020 was reviewed. A motion was made by Commissioner Dickey to approve the agenda as presented. Commissioner Anderson (Alt.) seconded. Commissioners Dickey, Greenhalgh, Farmer, Ripplinger (Alt.) and Anderson (Alt.) voted in favor with Commissioners Lewis and Thompson absent.

4. Review and Approval of the Minutes from April 2, 2020

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

Commissioners Larry Lewis and Rachel Thompson arrive at the meeting at this time.

5.A. Zoning Clearance – Zollingers, commercial building at 1150 W 925 N, Millville

The Zollingers are planning to build 3 buildings for storage units on this lot. They decided on this option because the ground was too hard to dig into for septic tanks. They plan to install a security fence around the property and will have a future sign possibly on the fence.

There is no regulation currently for storage units; however the commissioners felt that this was a good fit for the commercial zone that it is developing in.

Commissioner Thompson made a motion to approve the clearance. Commissioner Anderson (Alt.) seconded. All voted in favor.

5.B. Zoning Clearance – Joann McKenny, new deck at 45 W 300 N, Millville

The homeowners are redoing their existing deck to increase the size.

Commissioner Thompson made a motion to approve the clearance. Commissioner Farmer seconded. All voted in favor.

5.C. Other

The plans for the development of the Celco property were discussed. A conceptual drawing is in the works for future review. Water and sewer will need to be worked out in the process of developing this area, as well as city boundary lines. The total area developing involves both Millville and Providence so there will be a lot of details to work through with the City Council and the city engineers.

Sewer update – The Mayor reviewed his recent advancements on the sewer. They are working on the agreements with Hyrum and trying to decide which route to Hyrum will be the best option. Nibley wants Millville to route their lines a certain direction but Nibley still has a contract with Logan so that may not be the best route for Millville to take even though we have paid so much into Nibley's sewer lines. Details are being worked through as we progress.

The new city engineers will be Frandsen Engineering for all new projects going forward. Any old projects still in the works will be finished up by JUB engineering.

6. City Council Reports – review minutes from the Apr 9, and Apr 23, 2020 meetings.

There were no comments made.

7. Agenda Items for Next Meeting

Conceptual drawings for the Celco property

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, May 21, 2020 at 8:00 pm.

9. Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 8:41 p.m.



00900

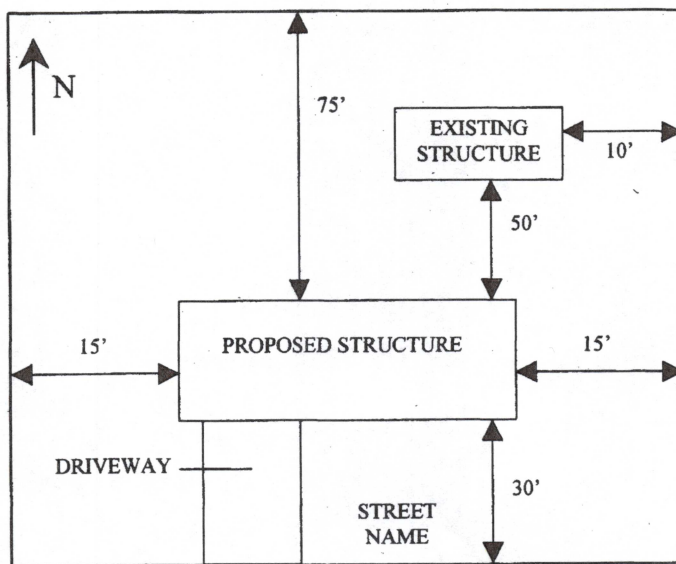
MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

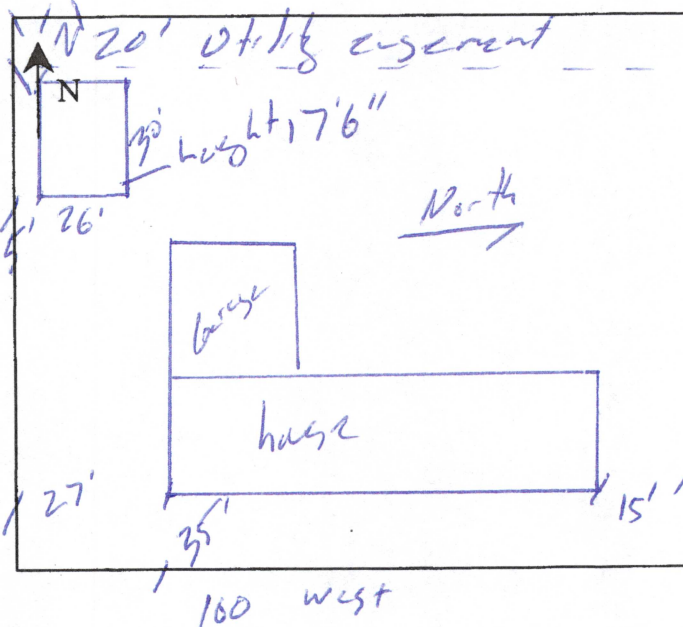
1. Chris Nelson-Junk
APPLICANT'S NAME
2. PO Box 110
MAILING ADDRESS
3. Millville VT 054326
CITY STATE ZIP CODE
4. 435-227-6138
BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Garage
TYPE OF STRUCTURE
7. 750 8. R-1
SQUARE FOOTAGE ZONE
9. Moore Manor Sub
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 02-128-0067
TAX IDENTIFICATION NUMBER
11. 223 N. 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

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)



MAIN LEVEL - DIMENSION PLAN

CUSTOMER:	CLIENT:	CHRIS FUNK	JOB #:	005	PLAN #:	CUSTOM
DRAWINGS PROVIDED BY:						
MADE CARLSE						
E-mail:	CHD@JESPLANS.COM CONTACT@GMAIL.COM					
Contact Phone:	435-896-0432 CALL OR TEXT					
Web:	WWW.BUYCOSHOPJANS.COM					
SHEET:	DATE: 5/27/2020					
				SCALE: 1/4" = 1'-0"		



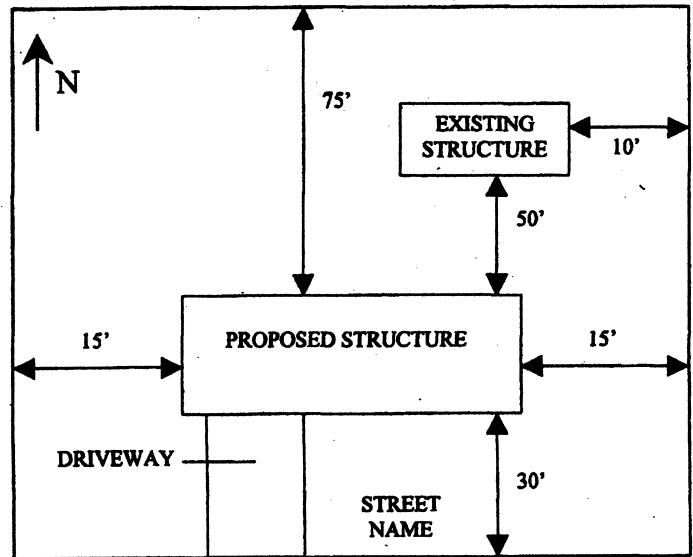
00759

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

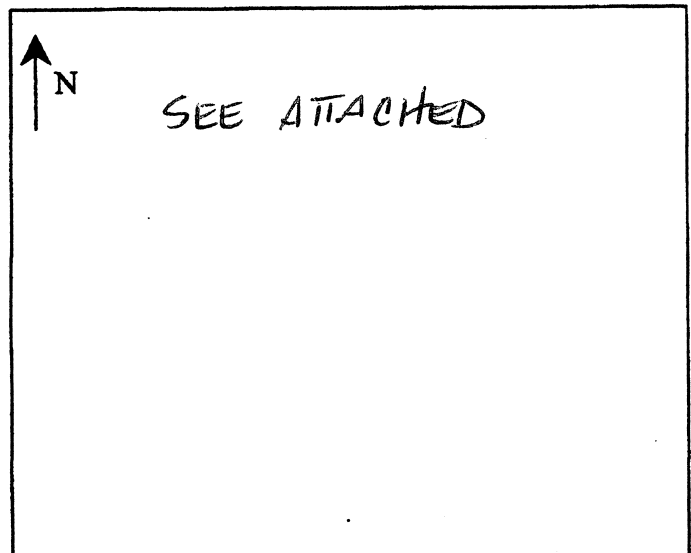
APPLICATION INFORMATION

1. STONE GATE HOMES, LLC
APPLICANT'S NAME
2. P.O. BOX 4701 W
MAILING ADDRESS
3. LOGAN UT 84323
CITY STATE ZIP CODE
4. 435-754-5350
BUSINESS TELEPHONE
5. JASON KIMBER
OWNER'S NAME (if different from applicant)
6. SINGLE FAMILY RESIDENCE
TYPE OF STRUCTURE
7. 5064 8. R-1
SQUARE FOOTAGE ZONE
9. COPPERLEAF LOT 647
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 02 - 287 - 0007
TAX IDENTIFICATION NUMBER
11. 610 N. 250 E
ADDRESS OF CONSTRUCTION
12. 1.68 13. 4744
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)

MEMORANDUM

DATE: May 19, 2020
TO: Millville Planning and Zoning Committee
CC: Chad Kendrick, Corey Twedt
FROM: Weston Bellon E.I.T. / Zan Murray S.E.
SUBJECT: Jason Kimber Hillside Overlay Zone Application Review

An application has been received from Mr. Jason Kimber for the construction of a single-family home located at 250 east 610 North in Millville, UT. As the site lies within the Hillside Development Overlay Zone (HDOZ), an application for building upon said site has been submitted. We have reviewed the submitted information, including a site plan, for the project.

Updated Site and Grading Plans were submitted on May 6, 2019 and have been reviewed with comments included below in bold.

1. The submitted plans have not been updated from the previous HDOZ prepared by Civil Solutions. – **The new submittal includes updated information applicable to this site.**
2. The landscape plan does not correspond with the site plan prepared by Civil Solutions
 - a. A landscape plan was included as part of the submission. On the landscape plan, major items are shown including a pool, detached garage, gazebo, and others in locations occupied by proposed features such as the drainage swale and retaining wall shown on the site plan. Clarification should be provided to blend the site plan and landscape plan. **Final landscape plans will need to conform with the requirements of the approved HDOZ. It is suggested that the final landscape plans be reviewed by the City Engineer prior to beginning the work for conformance with the permit.**
 - b. The site plan should be adjusted to direct water away from the East wall of the garage. **This has been addressed on the plan.**
 - c. The RV pad shown on the East side of the garage is sloped toward the road but also parallel with the building wall. As runoff will be coming from the hillside to the east, the RV pad should also have a cross slope running away from the building to prevent water entering the garage. The International Building Code (IBC) requires a fall of 6 inches within the first ten feet away from the building foundation. – **Slopes were edited around the building to slope away from the foundation. However, the fall of 6 inches within the first ten feet (5% slope) was not satisfied on landscaped areas on the East or North sides of the structure. The Building Inspector should review for proper drainage away from the structure prior to final occupancy.**
3. The proposed swale will not carry the “max. runoff” as outlined in the “channel report.”



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



**THE
LANGDON
GROUP**



**GATEWAY
MAPPING
INC.**

- a. The “max. runoff” reported in the “Total Inflow Summary Table” is 1.04 CFS. This is greater than the 0.74 cfs reported capacity as shown in the “Channel Report.” Clarification should be provided to explain the discrepancy. – **The capacity of the channel was edited to show 1.04 cfs, which matches the max runoff as outlined in the summary table.**
4. **Edits to the General Notes in Response to Requirements of Millville City Code 17.32.070**
 - a. **Item 17.32.070.B.6 states: “Lots 6 & 7 drain in their entirety into the existing stormwater system built for the ‘Views at Copperleaf’ subdivision.” This statement is incorrect as runoff will continue to flow to the west of lot 6. There is potential that increased runoff may occur from development of the property, but due to the nature of the granular soils and small increase in impervious area, and distance from the west property line, little impact is expected. If runoff does become a concern along the west property line in the future, features will need to be installed by the property owner to control the runoff.**

At this time, we find that the latest submittal satisfies the HOZ requirements with the noted items to be addressed in the future as necessary.

Please feel free to contact me with any questions at (435) 713-9514.

[illegible]

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
May 28, 2020

PRESENT: David Hair, Daniel Grange, Clay Wilker, Michael Callahan, Pamela June, Tara Hobbs, Chad Kendrick, Corey Twedt, Randy Wall, Abby Allred, Lilly Larsen, Myriam Anderson, Luke Dustin, Megan Parson, Joseph Johnson, Gordon Allred

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for May 28, 2020 at 7:00 p.m. The roll call indicated Mayor Hair and Councilmembers Pamela June, Michael Callahan, Clay Wilker and Daniel Grange were in attendance with Councilmember Ryan Zollinger excused. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

Councilmember Wilker welcomed everyone to the Council Meeting and led all present in the pledge of allegiance. He then offered a prayer.

Approval of Agenda

The agenda for the City Council Meeting of May 28, 2020 was reviewed. **Councilmember Grange moved to approve the agenda for May 28, 2020.** Councilmember Callahan seconded. Councilmembers Callahan, June, Grange and Wilker voted yes with Councilmember Zollinger excused. (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 May 14, 2020. **Councilmember Callahan moved to approve the minutes for May 14, 2020.** Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Wilker voted yes with Councilmember Zollinger excused.

Ridgeline High School Student Representatives

Ridgeline Student Body President Megan Parson introduced herself and the other student representatives and then turned time over to them to discuss various topics with the City Council.

Myriam Anderson asked if the students could paint a different intersection that is in Millville instead of the highway if the highway were not an option at some point in the future. The Council said that they didn't have concerns about a Millville road being painted.

Luke Dustin said that they would like to have fireworks during half-time of the homecoming game this year instead of after each touchdown as was done last year. Councilmember Callahan said that it is important for the City to provide notice of fireworks in the City newsletter as there are many veterans that live in the City. Recorder Twedt displayed the current City Code regarding firework displays found in Chapter 8.50.040. The code requires that requests for fireworks displays be filed with the Mayor after having been approved by the Chief of the Fire Department. Recorder Twedt said that this had not really been followed and the Council should either consider changing the code or require that the school follow the procedure. Recorder Twedt said that the school was planning on fireworks tonight to honor the graduates, but that the process had not been followed. Councilmember Wilker said that he had a horse run through a fence when there were fireworks one time, so having notice is important for people to prepare. The Council agreed that the code made sense and would provide the warning needed to notify the public as well as ensure the fire department was notified. The Council requested Recorder Twedt work with the school administration to make sure they were aware of the requirements.

Lilly Larsen discussed the homecoming dance. She said that it had been held outside on the southeast side of the school last year and asked for feedback on how it went. Councilmember Callahan said that he felt it did not go well last year. He said that it was approved by the City Council to be in the other parking lot north of the school with the speakers facing away from the homes. That had not been followed. Gordon Allred said that he did not remember a conversation from the last meeting concerning the orientation of the speakers. Lilly said that this year, they would like to have the dance in the football field with the speakers facing west and away from the homes. If this didn't work out, they would like to consider the north parking lot. Councilmember Grange said that they were kids, this was one night and that he personally didn't have a problem with it. Councilmember Wilker said that he would like a proposal to be made and then he would like the students to stick with the plan. If this was done, he said that he was okay with it. The students said that they would come back to the City Council a month or so before homecoming with their proposal for the dance. The Council clarified that they were interested in the students enjoying their homecoming.

Abby Allred discussed the homecoming parade. The parade is scheduled for Wednesday September 23rd at 6 p.m. Abby said they would like to keep the same route as last year if possible. She discussed the cleanup work that had been done by the school following the parade last year and asked if the City Council had any concerns for how the parade or cleanup had been carried out. The City Council said that they felt the students had done a good job and that they didn't have any concerns about the parade. (The flyer provided by the students regarding the parade schedule and route is included as attachment "B".)

The City Council thanked the students for coming and communicating with the City on what is going on at the school.

Public Comment Period

Mayor Hair opened the floor for any public comments. No one signed up for the public comment portion of the meeting.

Mayor Hair introduced the new City Development Coordinator Randy Wall and said that he was happy to have him on staff and to work with him.

Consideration of Interlocal Agreement with Hyrum for Wastewater Treatment

Councilmember Grange reviewed the agreement with the Council. He said that the staff and Mayor from Millville have spent a lot of time working through the details with Hyrum on finding a plan that works for both cities. The agreement has been reviewed by attorneys from both cities and the Hyrum Council has reviewed the agreement and are planning on consideration for approval at their next meeting on June 4th. Councilmember Grange said that he feels it is a good compromise for both cities and that he is in favor of the agreement.

Councilmember June asked about the status of the Nibley plan and the final route for the Millville lines that will go to Hyrum. Mayor Hair said that the engineers are starting the design to go down Highway 165 as has been discussed previously. Councilmember June asked if this agreement would change if Nibley were to go to Hyrum for treatment. Mayor Hair said that this treatment agreement would not change if Nibley were to go to Hyrum.

Councilmember Callahan moved to adopt Resolution 2020-10 accepting the Interlocal Agreement with Hyrum for Wastewater Treatment. Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Wilker voted yes with Councilmember Zollinger excused. (The approved resolution is included as Attachment "C".)

Budget Review

Recorder Twedt reviewed with the Council the revised budget for Fiscal Year 2020 and the proposed budget for Fiscal Year 2021. He discussed engineering funds being allocated for GIS mapping of utilities throughout the City. City Celebration funds are being moved from FY20 to FY21 for now in case the Council decides to have a postponed City Celebration in August of this year. Recorder Twedt also discussed transferring some money from the Capital Project Fund in addition to the money transferred for the test well to cover the gaps in reimbursement from the funding agencies so that the City could pay the engineers in a timely manner. This will essentially be a loan from the Capital Project fund to the Water Fund for a couple of months.

Recorder Twedt reviewed the proposed property tax rate revenue target. He said that with all of the rising expenses and the very low tax rate in Millville, he recommended to raise the property tax rate by a minimum of 15%. As indicated in the staff report, prices are going up this year in law enforcement, fire services and will likely go up significantly in ambulance services and first responder costs. The City is growing and will likely need new

employees and we have to do better at keeping up with inflation. An increase of the Millville portion of property taxes will result in a 1% increase to a resident's total property tax bill and will be less than a \$20 increase for the year for the average resident. Recorder Twedt said that the suggested increase is low since the residents are going to be hit with a new sewer bill soon.

Councilmember Wilker said that tax revenue is used to pay for services that the residents receive. All of the costs for services are increasing and we have to have a way to pay for them. He said that these increases are easy to understand and it is clear why they are needed. Councilmember Callahan said that having an increase in tax rate that lines up with increased service costs is what makes sense to him. Councilmember Grange said that he agreed that a tax increase was needed to cover these additional costs.

Councilmember June asked how property values weighed into the equation. Recorder Twedt said that the tax rate set by the County would be to get a similar tax revenue number that was received the year before. A good way to look at it is just to focus on the revenue and how much of a revenue increase is needed to cover cost increases that the City needs to finance.

The consensus of the Council was to proceed with the 15% tax increase in the budget documents that will be reviewed in the budget public hearing at the next meeting. (The budget and tax rate information packet that were reviewed is included with the minutes as Attachment "D".)

Review of the Millville Hazard Mitigation Plan

Councilmember Wilker reviewed the draft version of the Millville Hazard Plan. He said that in addition to this plan that will go to the County, the City should work on an emergency plan for the top items of concern in case of an emergency. He said that he wouldn't want the City to spread the focus too thin on every possible disaster when it may be better to dial in on the top potential issues first and try to get funding to help implement the mitigation strategies. He suggested he could work with Development Coordinator Wall on this.

Mayor Hair discussed the water system and how the City might provide water to the residents if the wells were damaged in an earthquake or some other disaster.

Councilmember Wilker suggested the emergency plans be documented better. Again, the focus would be on the biggest risks first and then work down the list as the City continues to create plans to deal with different levels of potential danger.

Recorder Twedt suggested that the Council make sure they agree with the mitigation strategies in this document before it went to the County, so that the City could follow through on what they say. Several of the items indicate that the City will have residents and future residents sign documents acknowledging risks before moving in. If this is the case, the attorney may need to get involved. How should that be handled?

Liability of development in certain at-risk parts of the City was discussed. Recorder Twedt asked if the City should take the responsibility to advise builders on levels of insurance they need or that an earthquake may happen at some point? Some of the mitigation plan listed studies that would be performed by the City. How would those be funded and when would they be done? The City would need to follow through on the plan that was submitted to the County and they needed to have a plan to do so.

Councilmember Wilker said that he had some concerns about the way that it was currently written and that there were parts that he didn't think were extremely valuable. He said that he would make a few edits and then bring it back to the Council for another round of reviews before it was submitted to the County. (The draft mitigation plan is included with the minutes as Attachment "E".)

Open and Public Meeting Training

Recorder Twedt explained that each year a review of the Utah Open and Public Meetings Act is required. He provided some training information of some areas of focus for this meeting. Recorder Twedt spent time on the difference between a public meeting and a public hearing and best practices for managing the conversation with the public at each of these meetings. (The training information reviewed is included with the minutes as Attachment "F".)

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment "G".)

Councilmember Grange said that he had an initial meeting with the property owner about running a sewer line down from 600 North in the Shire down through the Mathews property to Main Street. He said that the meeting went okay and that he would be having additional conversations to see if they could make it work.

Councilmember Callahan said that he would be interested in going out to Hyrum at some point and getting a tour of the treatment plant if that would be permitted. Mayor Hair said he was confident that could be arranged.

Treasurer Hobbs said that she had received a request for an extension on the deadline for a landscape refund by a homeowner because they didn't want to put in landscaping that would later need to be dug up to run their sewer lateral. Councilmember Grange suggested that they should run their sewer dry line now and then finish their landscaping. The consensus of the Council was to avoid creating exceptions to the requirements and that the City should maintain the required deadlines.

Adjournment

Councilmember Callahan moved to adjourn the meeting. Councilmember June seconded. Councilmembers Callahan, June, Grange and Wilker voted yes with Councilmember Zollinger excused. The meeting adjourned at 8:14 p.m.

DRAFT