

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **February 18, 2021** at the Millville City Offices, 510 East 300 South in Millville, Utah, which meeting shall begin promptly at **8:00 p.m.**

1. Call to Order / Roll Call
2. Opening Remarks / Pledge of Allegiance
3. Approval of agenda
4. Approval of minutes from February 4, 2021
5. Agenda Items—
 - A. Zoning Clearance- Grunig Home, Millville Canyon Ridge Lot 4, 604 East Center Street
 - B. Other
6. City Council Report- Review minutes from February 11, 2021
7. Agenda items for next meeting
 - A. Bio Minerals Warehouse and Office Building Permit
8. Calendaring for future Planning Commission Meeting- March 4, 2021
9. Adjournment.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Kara Everton at (480) 528-1467 at least three days prior to the meeting.

This agenda was posted on February 16, 2021 to the City posting locations, the City Website and the Utah Public Meeting Notices Website.



Kara Everton, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

February 4, 2021

1. Roll Call:

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

Commissioner Larry Lewis to arrive later.

Others Present:

Recorder Twedt, Treasurer Tara Hobbs, Pamela June, Mayor Hair, Mike Zollinger, Chad Kendrick, Melissa Humphreys, Michael Humphreys. Development Coordinator/P&Z Secretary Kara Everton took notes.

2. Opening Remarks/Pledge of Allegiance

Commissioner 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 Meeting of February 4, 2021 was reviewed. A motion was made by Commissioner Rachel Thompson to approve the agenda as outlined. Commissioner Darcy Ripplinger seconded. Chairman Garrett Greenhalgh, Commissioners Lynette Dickey, Bonnie Farmer, Rachel Thompson, Matt Anderson and Darcy Ripplinger (Alt.).

Commissioner Larry Lewis absent at this time.

4. Review and Approval of the Minutes from January 21, 2021

Made a correction to input the word *enforced*.

The Planning Commission meeting minutes were reviewed. A motion was made by Commissioner Bonnie Farmer to approve the minutes as amended. Commissioner Rachel Thompson seconded. Chairman Garrett Greenhalgh, Commissioners Lynette Dickey, Bonnie Farmer, Rachel Thompson, Matt Anderson and Darcy Ripplinger (Alt.).

Commissioner Lewis entered at 8:03 pm.

5.A. Zoning Clearance – Zollinger Subdivision Final Plat

Commissioner Ripplinger asked what the determination from City council was for using the private road, and clarification of the reasons it was approved. Recorder Twedt & Mayor Hair informed the council that the City Council approved it based on a number of factors including the court case, the fact that it's a current paved road that has been maintained for years, as well as meeting the requirements for emergency services. Commissioner Ripplinger inquired what the consensus will be moving forward as far as approval of building on private lanes. Every other private lane request will need to come before the City Council for approval. The current code says no, but there were mitigating circumstances that permitted the approval. (Please see the city council minutes from DATE reference on approval). Further inquiry was made about water, emergency services, and

Millville City Planning Commission Minutes, February 4, 2021, Continued

maintenance of the road. The owners will be bringing water to the properties, emergency services can currently go down the private lane, and the owners will be continuing to maintain the road. Commissioner Ripplinger then referenced a previous ruling that only a certain number of homes could be on a private lane to allow emergency services access and asked if this would be a case by case basis as well. Recorder Twedt referenced the court ruling and stated that that superseded what the previous ruling was for this individual case. Mayor Hair stated that the lane does meet the requirements for a turn around. Chairman Greenhalgh discussed making a note regarding the length of the private lane. These lots have approximately 950 feet from the main street to the end of the private lane, but ultimately a judge has already approved this existing private lane and the city council has approved it. Matt Anderson emphasized this is already an existing private lane, and Rachel Thompson pointed out that *most* requests that come before us will be from existing lanes. Commissioner Greenhalgh stated that this code has been enforced for only a year, and maybe we need to revisit the ruling and emphasize that this will be taken on in a case by case ruling. Currently, we are voting to recommend to the City Council to approve the final plat as they have already approved the use of the private lane. Larry Lewis asked if the furthest west lot could be subdivided further. Mike Zollinger stated that he owns that property and is building on it and has no intention of dividing the property. Chairman Greenhalgh also pointed out that the court ruling only allows for three.

Commissioner Larry Lewis made a motion to approve the clearance. Commissioner Lynette Dickey seconded. Chairman Garrett Greenhalgh, Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson and Darcy Ripplinger (Alt.).

5B. Swearing in of Garrett Greenhalgh

5C. Swearing in of Bonnie Farmer

5.D. Other

1. Lynette Dickey stated that we need an official green sign to indicate where to turn to enter Millville as you're coming from Logan and heading south. Chad Kendrick stated that we do have a light on the sign that is before you get to Ridgeline on the east side of the road. The light is hard to program during this time of the year because of daylight savings time. Chairman Greenhalgh asked if we can put a photocell on it to help. Chad Kendrick said we tried a few years ago, but he'll inquire now.
2. Matt Anderson asked if the subdivisions that are bordering Millville will be held accountable for the sidewalks that they are currently driving over to get onto the back side of their properties. Chad Kendrick is aware of the problem and has spoken with the owners and stated that if anything is broken we will split the cost
3. Matt Anderson asked if the sidewalk plan presented to city yet? Recorder Twedt said it would be next Thursday.
4. Kara Everton got a call from David Carter (Dish Network) about co-locating cellular antennas. Asked the council if they knew anything about it. Kara will follow up with David and report back.

6. City Council Report – review minutes from the January 28, 2021 meeting

7. Agenda Items for Next Meeting

Nothing yet.

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, February 18, 2021 at 8:00 pm.

9. Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 8:30 p.m.

TURN IN

00949

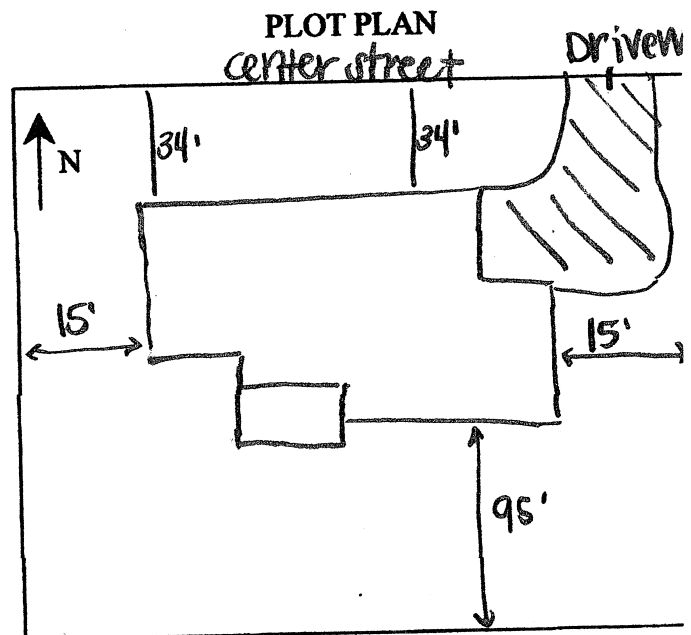
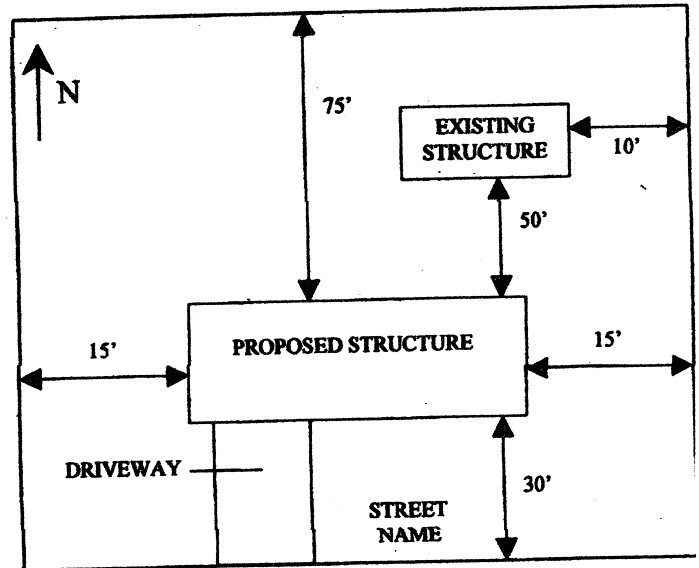


MILLVILLE CITY ZONING CLEARANCE FOR BUILDING PERMIT THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

1. Jed Gronig
APPLICANT'S NAME
2. 2988 Stonebridge dr
MAILING ADDRESS
- Nibley UT 84321
CITY STATE ZIP CODE
3. 435-512-7832 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Framed home
TYPE OF STRUCTURE
7. 4,685 8. City
SQUARE FOOTAGE ZONE
9. Millville Canyon Ridge #4
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 199 - 0004
TAX IDENTIFICATION NUMBER
11. 604 East Center
ADDRESS OF CONSTRUCTION
12. .49 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)



APPROVED - PLANNING AND ZONING

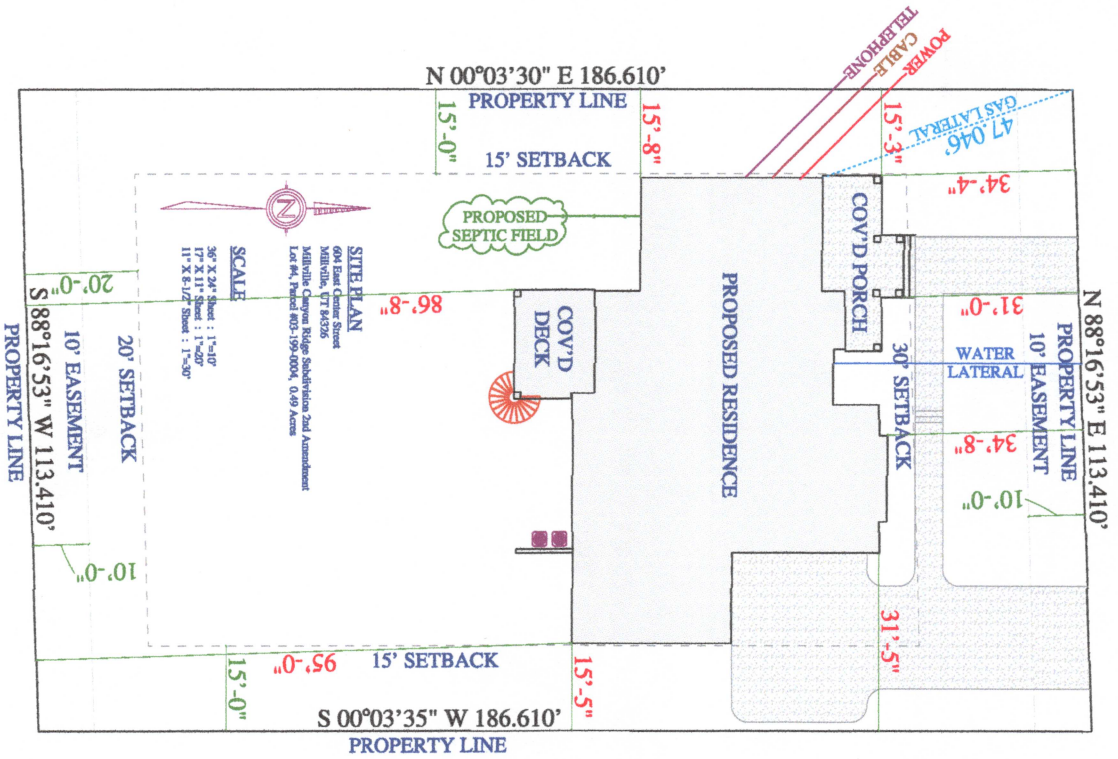
DATE

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)

CENTER STREET





Permit to Install Septic System

Owner: Jed Grunig
Property Address: 604 East Center
City: Millville
County: Cache
Tax ID: 03-199-0004
Phone #: 435-512-7832
Subdivision and lot #: Canyon Ridge, Lot 4

DATE 1-21-2021
Cache/Rich County PLANS REVIEWED BY [Signature]
85 E 1800 N 817 W 980 S
North Logan, UT 84341 Brigham City, UT 84302
(435) 791-1570 (435) 833-1000
Richard Worley No. 351590-2001
Licensed Environmental Health Scientist
Bear River Health Department

DATE 3/20/19
PLANS REVIEWED BY [Signature]
Richard Worley No. 351590-2001
Licensed Environmental Health Scientist
Bear River Health Department

Type of system: Basic, Seepage pit
Minimum septic tank size: 1250 Gallon
Maximum depth of Absorption trenches or pit: 12 feet
Elevation of top of sewer pipe exiting foundation: 54 inches maximum depth into virgin soil
Minimum absorption area: Two rings stacked with 4 feet of gravel around the rings
Comments/instructions:
Permit is not transferable

DELIVERED VIA EMAIL 3/25/19

CONSTRUCTION GENERAL REQUIREMENTS

- Prior to installation, all minimum setback distances and the elevation of sewer exiting the foundation shall be field verified. If there are any issues, contact the health department before proceeding with the installation.
- The gravel fill used in the absorption trenches or pit shall be free from fines, dust, sand, or organic material.
- Absorption area excavations and piping shall be level.
- Sewer pipes shall be installed on a foundation of undisturbed earth, or stabilized earth that is not subject to settling.
- Absorption systems may not be excavated when the soil is wet enough to smear or compact easily.
- The absorption area shall be protected from soil compaction prior to and during construction.
- All smeared or compacted surfaces should be raked to a depth of 1 inch, and loose material removed before the absorption system components are placed in the excavation.
- If the septic tank burial depth is greater than four feet, Risers will need to be installed on the inlet and outlet side, and a septic tank approved for greater than a four-foot burial depth must be used.
- Building sewer placed under driveways or other areas subjected to heavy loads shall be constructed to ensure against crushing or disruption of alignment.
- Final grading shall prevent ponding throughout the entire system area and promote surface water runoff.

Permit expires one year from date of approval and is non-transferrable. By signing this permit, owner agrees to install system as specified. Any changes must be approved by the Health Department before construction. This permit is based on minimum design standards, and in no case does it guarantee against the failure of the installed system. The performance of the system is affected by many other factors, such as operation, maintenance, wastewater contents, etc., not addressed by the standards. An inspection is required before backfilling.

Signature [Signature]

Date 1-22-21



DATE 1-21-2021

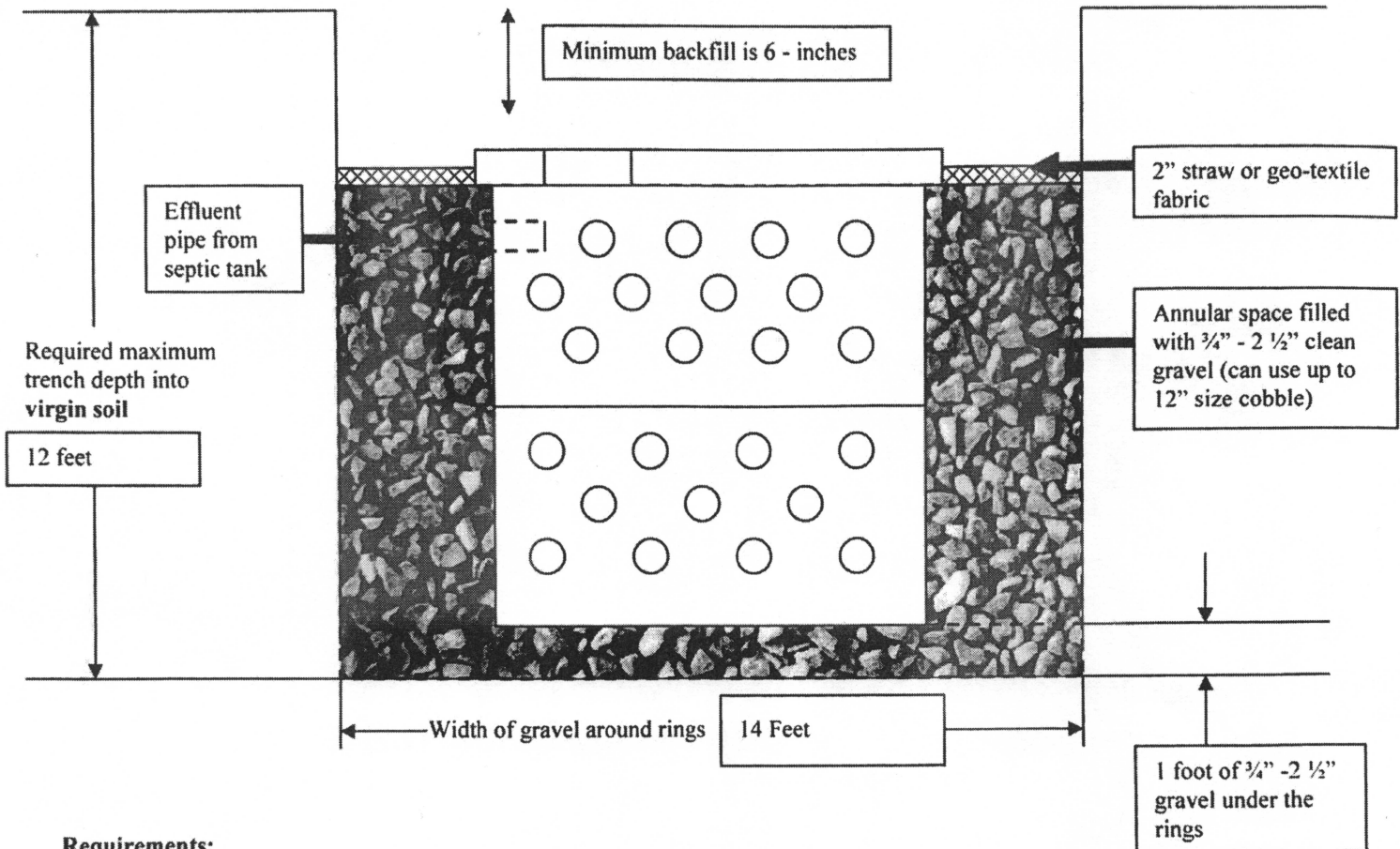
Cache/Rich Counties
85 E 1800 N
North Logan, UT 84341
(435) 792-6570

PLANS REVIEWED BY:

Box Elder County
817 W 980 S
Brigham City, UT 84302
Richard Worley (435) 351-5904

Licensed Environmental Health Scientist
Bear River Health Department

Stacked Drywell Rings Detail



Requirements:

- System must be at least 100' from water (wells, lakes, ponds, streams, rivers, canals, subsurface drains etc.)
- Seepage pit it must be a minimum of 20 feet from building foundations and 5 feet from property lines
- Ring size: 6 feet diameter x 3 feet height; 2 rings stacked with structurally sound top
- Seepage pit is not to be installed in slopes that exceed 25 percent

Acceptable Building Sewer and Effluent sewer materials	
Type of Pipe	Minimum Standard
ABS	ASTM D-2680, D-2751, F-628
PVC Schedule 40	ASTM D-2665, D-3033, D-3034
Acceptable Distribution Pipe Materials	
Type of Pipe	Minimum Standard
ABS Schedule 40	ASTM D-2661, D-2751
Polyethylene (PE) Smooth Wall	ASTM D-3350
PVC Schedule 40	ASTM D-2665, D-3033, D-3034
PVC	ASTM D-2729

DATE 3/20/19

PLANS REVIEWED BY:

Richard Worley No. 351590-2001

Licensed Environmental Health Scientist
Bear River Health Department

Tax ID: 03-199-0004

County: Cache

03-199-0004 CAGETO COUNTY

DATE 1-21-2021

PLANS REVIEWED BY:

Richard Worley No. 351590-2001

Licensed Environmental Health Scientist
Bear River Health Department

NORTH



— DRY SEWER LINE FOR FUTURE SEWER

5 FEET MIN.



1250 GALLON
SEPTIC TANK

5 FEET MIN.



2 DRYWELL RINGS
STACKED WITH
4 FEET OF GRAVEL
AROUND RINGS

DATE 3/20/19

PLANS REVIEWED BY:

Richard Worley No. 351590-2001

Licensed Environmental Health Scientist
Bear River Health Department

66.0

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
February 11, 2021

PRESENT: David Hair, Daniel Grange, Clay Wilker, Michael Callahan, Pamela June, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Paul Hair, Lance Zollinger

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for February 11, 2021 at 7:00 p.m. The roll call indicated Mayor Hair and Councilmembers Pamela June, Michael Callahan, Ryan Zollinger and Daniel Grange were in attendance with Councilmember Clay Wilker to arrive later. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

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

Approval of Agenda

The agenda for the City Council Meeting of February 11, 2021 was reviewed.

Councilmember Callahan moved to approve the agenda for February 11, 2021.

Councilmember June seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker to arrive later. (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 January 28, 2021.

Councilmember Callahan moved to review and approve the minutes for January 28, 2021. Councilmember June seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan abstaining because he was not present at the previous meeting and Councilmember Wilker to arrive later.

Public Comment Period

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

Request for a Business License for Triple PPP LLC

Paul Hair has submitted a request for a business license for Triple PPP LLC at 180 West Center Street. Paul explained that he currently runs the business in Millville and has an active license, but is just planning to move it to the new location. He said that the new location will have the addition of an outbuilding. **Councilmember Grange moved to approve the business license for Triple PPP LLC.** Councilmember Callahan seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker to arrive later. (A copy of the license application is included with the minutes as Attachment “B”).

Report on P & Z Meeting held February 4, 2021

Development Coordinator Kara Everton reviewed with the Council the Planning Commission’s draft minutes for the meeting held February 4, 2021.

Consideration of a Resolution Adopting the Zollinger Estates Subdivision

Mayor Hair reviewed with the Council the resolution to accept the Zollinger Estates Subdivision. Recorder Twedt explained that the Planning Commission had recommended the City Council approve the subdivision. He also said that the City engineers had given approval and confirmed that all requirements had been met. Councilmember Grange asked if the details had been worked out for getting sewer to this new subdivision. Recorder Twedt said that this had all been resolved and that the Zollingers were paying for the added sewer infrastructure.

Councilmember Grange moved to adopt Resolution 2021-5. Councilmember Callahan seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker to arrive later. (The information is included with the minutes as Attachment “C”).

Consideration of a Resolution Adopting the Bear River Region Pre-Disaster Mitigation Plan

Councilmember Callahan reviewed with the Council the resolution to adopt the Bear River Region Pre-Disaster Mitigation Plan. He said that he had completed the two-page survey as requested by Mayor Hair. After doing that, and meeting with Recorder Twedt, Councilmember Callahan had reviewed again the Millville-specific Pre-Disaster Mitigation Plan that had been prepared and reviewed by the Council previously. This original plan had not been adopted due to concerns of the Council to follow through on the plan. There had been a lot of requirements in the original plan that would make compliance by the City difficult. Councilmember Callahan said that Recorder Twedt had gone through this plan to clean it up and make it something that would work well for a City the size of Millville and with the potential disasters that Millville might face. Councilmember Callahan proposed that the Council adopt the Regional Plan including the assessment survey along with the updated Millville-specific Pre-Disaster Mitigation Plan.

Councilmember Callahan moved to adopt Resolution 2021-6. Councilmember Zollinger seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker to arrive later. (The information is included with the minutes as Attachment “D”).

Consideration of a Resolution Accepting the FY2020 Fraud Risk Assessment

Recorder Twedt reviewed the FY2020 Fraud Risk Assessment. He explained that he met with Scott Swensen, the City’s contract CPA who was a former auditor, to go through the questionnaire and complete the assessment. Recorder Twedt said that there are difficulties in reducing all risk of fraud with a staff this small, but that we have some good controls in place to minimize the risk. He said that the recommendations in the memo were things that he felt the City could implement fairly easily that would add value.

The Council discussed the recommendation for all payments and mail to be opened at the City Office. Treasurer Hobbs said that this was already being done with the exception of when she had the Coronavirus and was working completely from home. Recorder Twedt said that this had been a specifically approved exception, but that it is important that all incoming mail be handled at the office normally.

Public Works Director Chad Kendrick pointed out that neither he nor Recorder Twedt handled incoming payments. All payments are handled by Treasurer Hobbs with some minor coverage by Development Coordinator Everton.

The consensus of the Council was that the City staff did a good job on implementing controls to minimize the risk of fraud. Councilmember Zollinger pointed out that with a small staff, the risk may also decrease as there are fewer people exposed to circumstances that could result in fraud.

Councilmember Callahan moved to approve Resolution 2021-7. Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker to arrive later. (The information is included with the minutes as Attachment “E”).

Councilmember Wilker arrived at this time.

Consideration of a Resolution Setting Development Sidewalk Requirements

Recorder Twedt reviewed with the Council a resolution that would clarify developer sidewalk requirements. The City Council previously requested that the Planning Commission create a map showing the areas of Millville for which sidewalks were desired. The map included with the resolution has red lines indicating the areas where sidewalks would be required if those areas are developed. It was discussed that the majority of the sidewalks requested on the map are around the schools and parks.

Councilmember Zollinger said that he appreciated the map, but wondered how these sidewalks would ever be completed as much of the area is already developed. If there is a single home that is built in the sidewalk area, the sidewalk would stand alone and go nowhere. Councilmember Callahan said that there was the potential for the City to budget in the future and start to install sidewalks a little bit at a time. Recorder Twedt said that if this was the case, if the City were to want to install sidewalks at some point in the future, adopting this resolution now would make sense so that development between now and then would put in some of the desired sidewalks.

Councilmember Grange talked about elevation and the specifications for sidewalks that are installed so that they are done correctly. Recorder Twedt said that the Manual of Construction and Design indicated the specific requirements. He said that there is some clean up needed in that manual that would be happening in the future as well where they could verify that the specifications were current to what the City wanted.

Councilmember Grange said that there are parts of the City, like 550 East, that are designated as trails. These would need to be wider than other sidewalks throughout the City. Councilmember Zollinger said that the developers in these areas would pay for the required 5-foot-wide sidewalk and the City would need to pay for the additional width.

Mayor Hair said that one of the issues he sees when he is pushing snow is that some of the sidewalks are lower than the grass which results in puddles on the sidewalks. Councilmember Zollinger said that some of this may be caused by poor design and some of it may be the result of landscaping completed after the sidewalks are in place.

Councilmember Zollinger said that he would like to look at extending the width of the asphalt on some of the roads to make room for a walking path on the edge of the asphalt. He pointed out that many runners or even people walking prefer to be on the road. He asked that they look at the budget with the sewer project as it proceeds to see if that is something the City might consider.

Councilmember Zollinger said that he does like the idea of finishing the sidewalks in key parts of the City. He asked if the City could collect fees from all development and then put sidewalks in based on where they would be most beneficial. Mayor Hair said that the City attorney looked into this and the City cannot collect fees for sidewalks from development in one area and use them in another area.

Councilmember Grange said that he would prefer the City not go through another Federal sidewalk program because how much time they take and the extreme costs in that type of project. An inexpensive sidewalk ends up costing much more than it should.

Councilmember June asked if there was City Code that required the clearing of weeds and branches that hang over the sidewalks. Recorder Twedt said that there was code that required keeping these areas clear. Public Works Director Kendrick said that the Public Works Department also tries to keep sidewalks clear. He said that they do not see everything, so he appreciates it if when the Council sees concerns, they let him know.

Councilmember Callahan moved to approve Resolution 2021-8. Councilmember Zollinger seconded. Councilmember Grange clarified that the trigger for implementing this requirement would be at either subdivision review and approval or at the time building clearance is granted. Councilmembers Callahan, June, Grange, Wilker and Zollinger voted yes. (The information is included with the minutes as Attachment "F".)

City Reports

Public works Director Kendrick said that things are going good with the new well. They are in the process of increasing the width of the hole now and will be at depth with the final width in the next day or so. All of the underground portion of the well development is planned to be done within the next month.

Director Kendrick discussed the 550 East Road that turns into Canyon Road. He recommended they look into changing this so that it is all 550 East. Councilmember Zollinger agreed with the recommendation. Director Kendrick said that he would look into the logistics of what needed to be done to make this happen.

Director Kendrick said that the construction that is happening throughout the City right now is extremely muddy because the ground is not frozen as it would typically be this time of year. The new homes that are being built on 550 North are really muddy. He said that he is trying to be understanding and work with the builders because of the circumstances, but also trying to make sure that they don't make a huge mess and problem. He asked the Council to let him know if they are seeing issues and he will address them with the builders.

Councilmember Zollinger said that it is quite muddy on 300 South with the vehicles exiting from the Bio Minerals road. Director Kendrick said that this was the next thing he was planning to discuss. He agrees that this is a problem. Bio Minerals was required to put in some road base for a track out pad. This was not done. Recorder Twedt said that Bio Minerals was in the process of putting in a request for a new building and that this should be addressed with authorization for new buildings.

Councilmember Reports and Items for Future Agendas

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

Mayor Hair said that he would like to have the engineers look at what it would take to put in a right turn lane on 550 North as it approaches the highway. There may be a possibility of doing this as a COG project. He said that he would also like to revisit the possibility of

requesting a COG Project for taking the 300 South Road out to the highway and fixing the Nibley intersection at the light.

Adjournment

Councilmember June moved to adjourn the meeting. Councilmember Callahan seconded. Councilmembers Callahan, June, Grange, Wilker and Zollinger voted yes. The meeting adjourned at 7:57 p.m.

DRAFT