

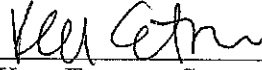
NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **April 1, 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 March 18, 2021
5. Agenda Items
 - A. Zoning Clearance- Immaculate Homes, Jeff Berrett, Mond-Aire Lot 10, 396 E 200 N.
 - B. Cripple Creek Final Plat
 - C. Other
6. City Council Report from March 25, 2021
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting- April 15, 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/before March 29, 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

March 18, 2021

1. Roll Call:

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) with Chairman Garrett Greenhalgh excused from the meeting

Others Present:

Development Coordinator Kara Everton, Treasurer Tara Hobbs, Recorder Corey Twedt, Pam June, Harry Meadows, Dan Hunsaker, Joe Fuhriman, Mayor David Hair

2. Opening Remarks/Pledge of Allegiance

Commissioner Dickey opened the meeting at 8:00 p.m.
She led all present in the Pledge of Allegiance.

3. Review and Approval of agenda

The agenda for the Planning Commission meeting of Meeting of March 18, 2021 was reviewed. A motion was made by Commissioner Farmer to approve the agenda as outlined. Commissioner Ripplinger seconded.

Commissioners Lynette Dickey, Bonnie Farmer, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor with Chairman Garrett Greenhalgh excused from the meeting, and Larry Lewis and Rachel Thompson absent.

Commissioner Larry Lewis arrived at 8:01 pm.

4. Review and Approval of the Minutes from March 4, 2021

The Planning Commission meeting minutes were reviewed.

A motion was made by Commissioner Ripplinger to approve the minutes. Commissioner Anderson seconded.

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor with Chairman Garrett Greenhalgh excused from the meeting, and Rachel Thompson absent.

Commissioner Thompson arrived at 8:02 pm.

A motion was made by Commissioner Farmer to skip Agenda item 5A to item 5B to see if a representative from Immaculate Homes will be present. Commissioner Anderson seconded.

5.A. Zoning Clearance – Immaculate Homes, Jeff Berrett, Mond-Aire Lot 10, 396 E 200 N

Commissioner Anderson stated that the lot is on a triangle and asked what part the frontage is considered on and what setbacks they would need to adhere to. The lot is considered a corner lot with the frontage along the road, the other two property lines are considered sides. Currently the plans state that the home is setback 25-27' in the front and does not follow our code. The side setbacks are okay.

The commission has too many questions to approve the zoning clearance at this time.

**Commissioner Farmer made a motion to delay approval until further clarification is given.
Commissioner Lewis seconded.**

Millville City Planning Commission Minutes, March 18, 2021, Continued
Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor of the motion to delay approval with Chairman Garrett Greenhalgh excused from the meeting

5.B. Sign Permit Application- Accent Painting- 10. W 300 S

Commissioner Thompson made a motion to approve the sign permit application. Commissioner Ripplinger seconded.

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor with Chairman Garrett Greenhalgh excused from the meeting

5.C. Public Hearing – Annexation Policy Plan Adjustment

Commissioner Dickey moved to begin the public hearing at 8:05 p.m.

Present:

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) Development Coordinator Kara Everton, Treasurer Tara Hobbs, Recorder Corey Twedt, Pam June, Harry Meadows, Dan Hunsaker, Joe Fuhrman

Development Coordinator Everton presented the comments from Nibley city for the commission to review.

No comments made by public.

Commissioner Dickey motioned to close the public hearing. Commissioner Lewis seconded.
Public hearing closed at 8:06 pm

Recorder Twedt stated that a lot of properties overlap with other cities, and the reason for excluding these areas in the proposed adjustments is because they are in both ours and another city plan. We do not want to size our pump station for the sewer according to the current annexation plan.

A motion was made by Commissioner Farmer to recommend the proposed annexation policy plan and map to the City Council. Commissioner Thompson seconded.

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor with Chairman Garrett Greenhalgh excused from the meeting.

5.D. Public Hearing – Subdivision Road Treatment Requirements

Commissioner Dickey moved to open the hearing at 8:13 p.m.

Present:

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) Development Coordinator Kara Everton, Treasurer Tara Hobbs, Recorder Corey Twedt, Pam June, Harry Meadows, Dan Hunsaker, Joe Fuhrman

No comments made by public.

Commissioner Dickey motioned to close the public hearing. Public hearing closed at 8:14 pm

A motion was made by Commissioner Thompson to recommend the proposed annexation policy plan and map to the City Council. Commissioner Farmer seconded.

Commissioners Lynette Dickey, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) voted in favor with Chairman Garrett Greenhalgh excused from the meeting.

5.E Cripple Creek Preliminary Plat

Commissioner Farmer asked if the hammerhead road was still required. Dan Hunsaker said that the engineer stated that it was no longer necessary, and all emergency services will be able to be met.

Commissioner Ripplinger inquired if, with this being a four-lot major subdivision, has BRHD approved it with the moratorium in place. Recorder Twedt said that the only reason it's being permitted to proceed is because of the exception from BRHD.

Dan Hunsaker said that lot four unbuildable until the sewer is installed and functional and explained the background on the agreement between Dan Hunsaker and the BRHD. It's important to note that the City of Millville will not issue a permit to build on this property until the sewer is in and completed on this property.

The lot dimensions are incorrect on the Preliminary Plat. Dan Hunsaker drew a line to show the commissioners and said that it would be corrected by Final Plat submission. The back 50 feet of the property of lot four is in the boundaries of lot three.

5.F. Celco Property Development Questions

The commission reviewed the questions that were asked and answered what we could to respond to the inquirer.

In reviewing, the commission found a few things to consider for future meetings to add into our code:

1. Open Space/Amenities requirements in subdivisions- do we require a park when the housing number reaches a certain threshold in a subdivision
 - a. In the past we have had the need of retention ponds due to the septic systems
 - b. Advised to tie the requirement to the number of homes per acre

6. City Council Report

City Council did not meet, so there are no minutes to review.

Mayor Hair updated the commission on working projects on roadways. The well is in the 'flushing phase' that cleans all the filtration systems. When that is complete, they will start pumping.

The sewer bid has been extended for another two weeks because of fluctuating pipe costs.

7. Agenda Items for Next Meeting

1. Future park/amenities/open space development questions (see Agenda 5.F. Celco Questionnaire)
2. Ezra Eames has not finished a sidewalk on Main that is supposed to go to 550 E.
3. Immaculate Homes

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, April 1, 2021 at 8:00 pm.

9. Adjournment

Chairman Dickey moved to adjourn the meeting at 8:48 p.m.



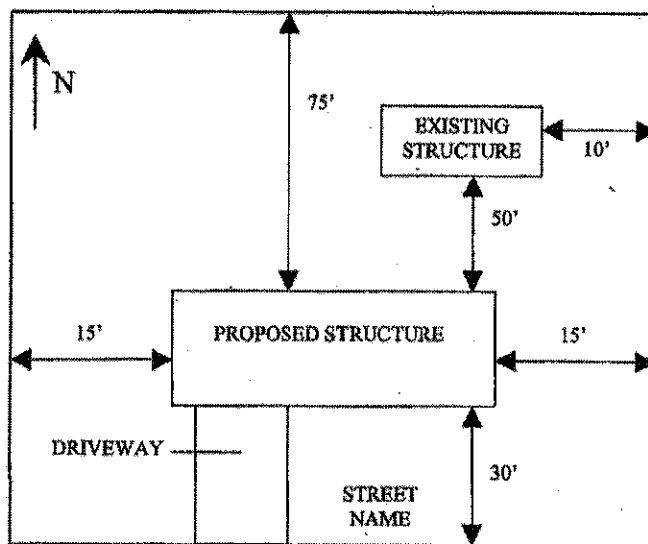
MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

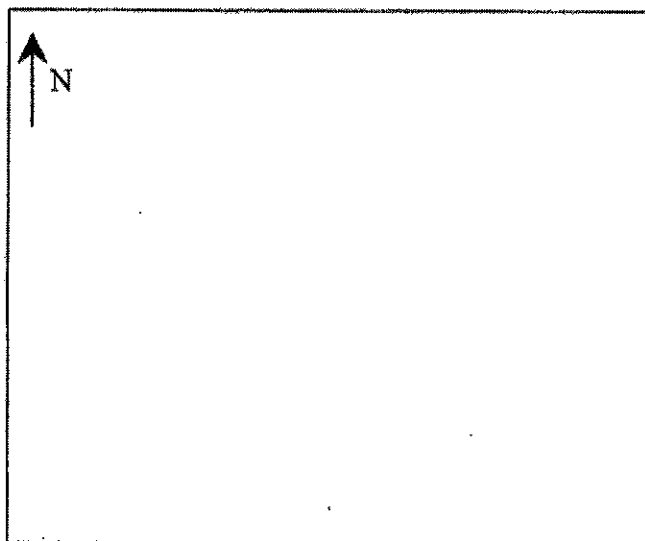
1. Immaculate Construction
APPLICANT'S NAME
2. 2 N. main #1
MAILING ADDRESS
Providence ut 04332
CITY STATE ZIP CODE
3. 512-8320 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Residential
TYPE OF STRUCTURE
7. 3086 8. Rs.
SQUARE FOOTAGE ZONE
9. Mond-Aire lot 10
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 194 - 0010
TAX IDENTIFICATION NUMBER
11. 396 E. 200 N.
ADDRESS OF CONSTRUCTION
12. .35 Acre 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



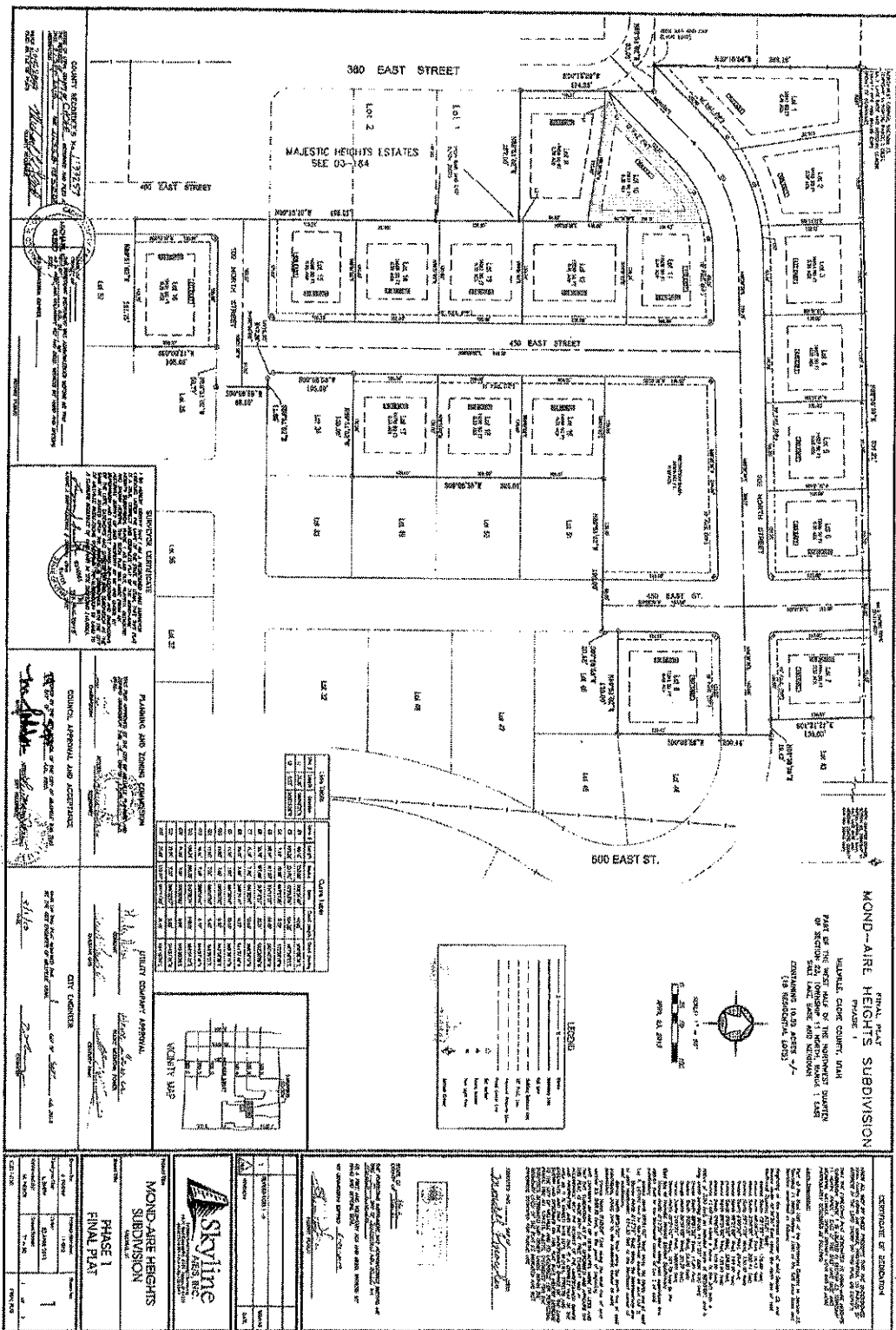
APPROVED - PLANNING AND ZONING

DATE

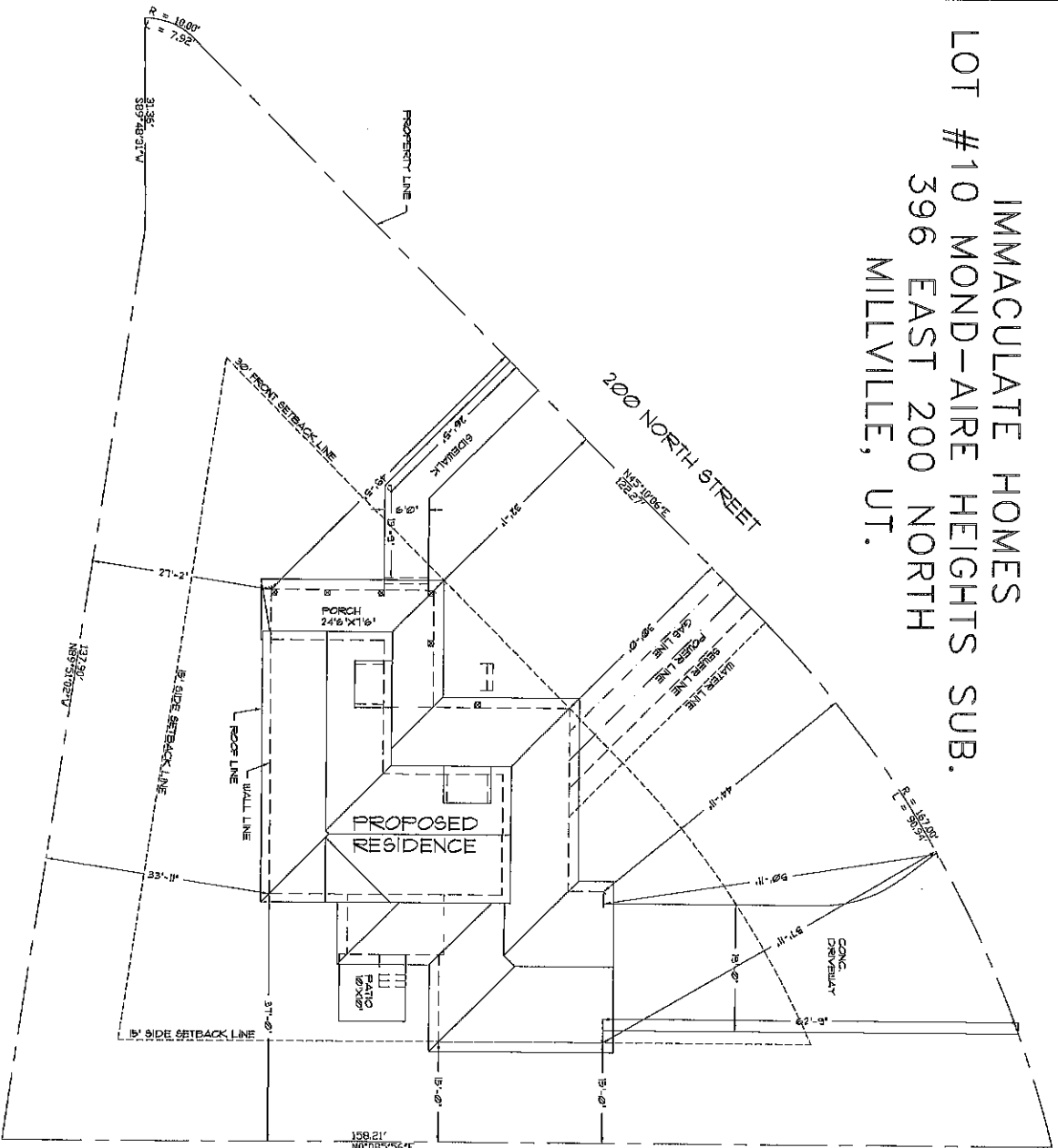
FEES PAID - TREASURER

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)



IMMACULATE HOMES LOT #10 MOND-AIRE HEIGHTS SUB. 396 EAST 200 NORTH MILLVILLE, UT.



- CONTENT:**
1. PLOT PLAN & COVER PAGE
 2. FOUNDATION/BASEMENT FLOOR PLAN
 3. MAIN FLOOR PLAN
 4. UPPER FLOOR PLAN, ROOF, & UPPER FLOOR FRAMING PLANS
 5. FRONT & LEFT ELEVATIONS
 6. REAR & RIGHT ELEVATIONS
 7. ELECTRICAL FLOOR PLANS

SPECIFIC ITEMS FOR APPROVAL		BUILDER INITIALS
WINDOW SIZES		
DOOR SIZES		
DOOR OPERATION		
RAVINE DOOR SIZES		
RAVINE DOOR OPERATION		
RAVINE DOOR DISCLOSURE		
RAVINE DOOR DISCLOSURE		



PLOT PLAN
SCALE: 1" = 8'

**FINISHING DESIGN
& DRAFTING**
JENNIFER L. GUNN, INC.
1000 S. 1000 E.
MILLVILLE, UT 84542
PHONE: 801.733.7222
FAX: 801.733.7222
WWW.JLGINC.COM

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
March 25, 2021

PRESENT: David Hair, Daniel Grange, Clay Wilker, Pamela June, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Dean Stevens, Gabriel Whelan, Samantha Sampson, Lynn Ringer, Connor Ringer, Jasey Ringer, Ryan Shurtleff, Coltan Williams, Carolyn Davidson

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for March 25, 2021 at 7:00 p.m. The roll call indicated Mayor Hair and Councilmembers Pamela June, Ryan Zollinger, Clay Wilker and Daniel Grange were in attendance with Councilmember Michael Callahan absent. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

Councilmember Zollinger welcomed everyone to the Council Meeting. He turned the time over to Sea Scout Skipper Dean Stevens. The Sea Scouts performed a flag ceremony and led all present in the pledge of allegiance. Councilmember Zollinger then offered a word of prayer.

Approval of Agenda

The agenda for the City Council Meeting of March 25, 2021 was reviewed.

Councilmember Wilker moved to approve the agenda for March 25, 2021.

Councilmember Grange seconded. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent. (A copy of the agenda is included as Attachment "A".)

Approval of minutes of the previous meeting

The Council reviewed the minutes of the City Council Meeting for February 25, 2021.

Councilmember Grange motioned to approve the minutes for February 25, 2021.

Councilmember June seconded. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent.

Public Comment Period

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

City Holiday Flag Service with Sea Scout Ship 716

Dean Stevens turned the time over to Sammy Sampson. Sammy addressed the City Council and thanked them for allowing the Sea Scouts to provide the holiday flag service to the community. She said that the Sea Scouts would like to continue the service for another year which would include putting up eight flags spread around both of the Millville roundabouts for ten different flag holidays/events throughout the year. The cost is \$225 for the year.

Councilmember Grange motioned to approve the continuation of the Sea Scout flag service. Councilmember Wilker seconded. Mayor Hair pointed out that the Sea Scouts are willing to put flags up at residences as well for \$50 per year. Skipper Stevens said that originally, the Sea Scouts had focused just on businesses so that the Boy Scouts of America could work with the homeowners. Now that the BSA is no longer associated with the LDS Church, the Sea Scouts are now offering the flag service for residences as well. He explained that the funds received from the flag service were used to help pay for the Sea Scout super activity. This year they planned to go to San Diego with their boats and sail out to Catalina Island. Skipper Stevens said that he was appreciative of the opportunity to do the flag service. The Sea Scouts were not asking for a handout. They work hard on the flag service and provide a valuable service to the community for the funds that they receive. This also gives the scouts a sense of purpose and accomplishment. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent. (A copy of the information presented is included as Attachment "B".)

Request for a Business License for CampSaver.com

Ryan Shurtleff has submitted a request for a business license for CampSaver.com at 695 W. 1700 S. Bldg. 12 Unit C. Ryan explained that Camp Saver has been doing business in the Valley for many years. The intent here is to open up a new warehouse location in the Zollinger complex for fulfillment of online sales. **Councilmember Wilker motioned to approve the business license for CampSaver.com.** Councilmember Zollinger seconded. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent. (A copy of the license application is included with the minutes as Attachment "C".)

Report on P & Z Meetings held March 4, 2021 and March 18, 2021

Councilmember June reviewed with the rest of the Council the Planning Commission's draft minutes for the meetings held March 4, 2021 and March 18, 2021. There was a brief discussion on the Biominerals plans to run the office on City culinary water and do their production work using well water in the County. Councilmember Zollinger also briefly discussed the improvements needed so that trucks were not dragging mud out onto the City streets. Biominerals has already made some improvements and Public Works Director Kendrick is planning to keep an eye on it.

Guymon Boundary Adjustment

Recorder Twedt said that Stephan Guymon came in and spoke with him about his parcel that was brought into Millville with the recent Mike Zollinger Annexation. The Zollinger Estates Subdivision does not provide any access to the Guymon property from Millville City roads. There is access from Providence. A future subdivision and development of the Guymon property in Millville would create an issue in that both Providence City and Millville City have decided to not allow developments where access is not possible through their own city.

Mr. Guymon would like to clean this up by moving the parcel into Providence. This would require a boundary adjustment. Recorder Twedt said that there is a process to follow and that he has been discussing this with Providence City to align things, but tonight we just need to know if the City Council would be in favor of this boundary adjustment.

Recorder Twedt said that he also understands from Providence City that there is a small piece of property in the same area for which Mike Zollinger is trying to move from Providence into Millville. He said that he has suggested to Providence that they deal with both of these adjustments at the same time.

Councilmember Grange said that he feels like this boundary adjustment makes sense. Councilmember Zollinger said that he would also support the boundary adjustment.

Councilmember Grange motioned to proceed with the process for the boundary adjustment. Councilmember June seconded. Councilmembers June, Grange and Zollinger voted yes. Councilmember Wilker abstained and Councilmember Callahan was absent. (The request from Mr. Guymon is included with the minutes as Attachment "D".)

Consideration of Ordinance Updating City Code to require first road treatments from developers of new subdivisions

Recorder Twedt introduced the ordinance and the code changes. He explained that the Council had reviewed this previously before it was sent to the Planning Commission for review. P&Z has held a public hearing and recommended approval by the City Council.

Councilmember Grange clarified that this would only apply to new roads that were built and dedicated as part of a new subdivision and not existing roads.

Councilmember Zollinger asked if the City could use impact fees to cover these costs instead. The Council discussed the amount of the impact fees and when they are available. Large subdivisions were discussed where a lot of new roads would be dedicated, but buildout wouldn't happen immediately. The impact fees for all of the homes that would eventually be built would not be available to the City by the time the first road treatment was needed. Director Kendrick said that it was best to do the first road treatment within the first two years. Also, the amount from the impact fees would likely not be sufficient to cover the costs of the initial road treatment.

Councilmember Zollinger said that the contractors follow the City specs for the roads and he doesn't like the idea of requiring them to pay for maintenance. Recorder Twedt said that the developer would only be paying for the initial road treatment. If this is not paid for by the developer, it would be paid for by all of the Millville taxpayers.

Director Kendrick said that many cities have adopted similar code to allow them to treat the roads within the first years of dedication. This would be a way for Millville to cover the first road treatment and then allow Class C revenue to build up over time to cover the costs going forward. Director Kendrick also said that the road maintenance will get more difficult in the future with the addition of the sewer system.

Councilmember Zollinger said that the fact is that the system isn't sustainable currently and that this is a way to cover the costs. Councilmember Grange said that he hated the idea of adding new fees, but that he doesn't like the idea of the cost being covered by the existing residents.

Councilmember Wilker said that the increased cost will be passed along to people that are building homes in Millville. Recorder Twedt said that neighboring cities already have similar requirements in their code. Developers aren't charging less for lots in Millville than they do in other cities. There is a market value for lots throughout the valley. Currently, developers are just making a little more in Millville than they are in other cities and we are passing those costs along to the rest of the Millville taxpayers. Councilmember Wilker said that all Millville residents drive on and benefit from the addition of new roads in subdivisions.

Councilmember Zollinger said that he agreed that developers are making a lot of money right now and that he isn't sure that this wouldn't be the right thing to do for the City.

Councilmember Grange motioned to approve Ordinance 2021-1 implementing requirements from developers for first road treatments on newly dedicated roads.

Councilmember June seconded. Councilmember Grange said that he may do a development in Millville in the future and knows that he would not like this as a developer, but that he thinks it is the right thing to do. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent. (The approved ordinance is included with the minutes as Attachment "E".)

Annexation Policy Plan

Recorder Twedt reviewed the draft of the Annexation Policy Plan map and write-up. He said that the Planning Commission has reviewed the plan and held a public hearing to receive input. The next step will be for the City Council to schedule another public hearing for additional review.

Councilmember Grange motioned to set a public hearing for the Annexation Policy Plan for April 8, 2021 at 7:15 p.m. Councilmember Wilker seconded. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent.

Recorder Twedt briefly reviewed the memo from Nibley concerning the proposed plan. He pointed out that the adjustments to the Millville annexation plan would not be adding any additional property. It was actually reducing the land in the annexation plan. Also, the Price property was needed because Nibley was unwilling to work with Millville for the preferred location of the pump house. (The draft version of the Annexation Policy Plan is included with the minutes as Attachment "F".)

Consideration for Contracting with the County for the 2021 Municipal Election

Recorder Twedt explained that State Law now required all Utah cities to do vote-by-mail elections. There is a huge amount of work in running an election and there are legislative changes every year. The equipment to quickly read the ballots is expensive. Recorder Twedt attended a meeting with several other cities this week. All of them are planning to contract with the County to help run their elections. Recorder Twedt recommended that the City contract with the County to run the Millville election this year.

The Candidacy Filing Period this year will be from June 1-7 for a regular election and would be from August 10-17 for a Ranked Choice Voting Election. Recorder Twedt said that some of the cities in the County are planning to transition to Ranked Choice Voting for the election this year. This would cut the potential costs of the election in half as a Primary Election would not be required. He said that he liked Ranked Choice Voting and the Council asked that a short presentation on Ranked Choice Voting be on the agenda for the following meeting.

The consensus of the Council was to proceed with an interlocal agreement with Cache County for the 2021 election. Recorder Twedt said he would draft a resolution to go with the interlocal agreement for review at the next meeting. (A copy of the related information is included with the minutes as Attachment "G".)

City Reports

Public Works Director Kendrick said that the swabbing of the new well is now complete. This is part of the well development process to clean up and remove sand. He said that the water is very clean at this point. Next week, they will put in a pump and see how much water is available. Director Kendrick said that they are now expecting a really good amount of water. The static water is currently at 102' deep which is really good.

Director Kendrick said that the County would be coming next week to help get the tree out of the river that fell during the wind storm.

Director Kendrick said that the large green waste bin was now back at the park. Recorder Twedt said that they are in the process of installing a new camera so that they can better monitor use of the bin.

Councilmember Reports and Items for Future Agendas

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

Councilmember June asked about the low-income lateral grant program. Recorder Twedt said that a lot of the details on the sewer project would be clearer in the coming weeks when a contractor is selected and we have a better idea on the schedule.

Recorder Twedt said that the ULCT Mid-Year Conference would be April 21-23 in St. George this year and asked the Councilmembers to let him know if anyone was planning to attend so that he could get them registered.

Recorder Twedt said that the High School had contacted both Treasurer Hobbs and him about a new way of doing Senior Awards this year. They want to do a Ridgeline Senior Awards Riverwalk. This is planned for May 21st from 8:45-10:00 a.m. and they are requesting to just block that road during that time so that the students can safely cross the road. The resource officer from the school would plan to help divert and direct traffic. They want to see if the City would be okay with this. Councilmember Grange said that he thought it would be okay, but that it should be shut down between the seminary building and the school roundabout. The consensus of the Council was to allow for the road to be closed during this time.

Recorder Twedt said that Deputy Higbee needed to know approximate times for the City Celebration so that he could schedule for the Sheriff's Department. After a brief discussion, Councilmember June said to plan on 10 am for the parade and 5 pm for the Night Out Against Crime and the City Celebration.

Recorder Twedt said that the current expected allocation to Millville City from the American Rescue Plan stimulus would be \$239,802. These funds can be used much more broadly than those received from the Cares Act and the Council will need to discuss how to use them in future meetings when more details are available.

Adjournment

Councilmember Zollinger moved to adjourn the meeting. Councilmember Wilker seconded. Councilmembers Wilker, June, Grange and Zollinger voted yes with Councilmember Callahan absent. The meeting adjourned at 8:18 p.m.