

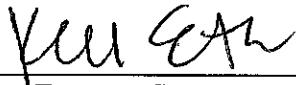
NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **October 7, 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 September 16, 2021
5. Agenda Items
 - A. Conceptual Plat- Brad Webster- 95 N 100 W.
 - B. Bio Minerals- Revised Drawings for Conditional Use Permit
 - C. Other
6. City Council Report- Review minutes from September 23, 2021
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting- October 14, 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 October 5, 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

September 16, 2021

PRESENT: Garrett Greenhalgh, Bonnie Farmer, Larry Lewis, Rachel Thompson, Matt Anderson, Darcy Ripplinger, Kara Everton, Tara Hobbs, Corey Twedt, Val Meyer, Rade Cowley, Josh Cowley, Pam June

Call to Order/Roll Call:

Commissioner Greenhalgh opened the meeting for September 16, 2021 at 8:00 p.m. Commissioners Garrett Greenhalgh, Lynette Dickey, Bonnie Farmer, Matt Anderson (Alt.) and Darcy Ripplinger (Alt.) were present. Commissioner Larry Lewis and Rachel Thompson arrived late; Also, Recorder Twedt, Treasurer Tara Hobbs and Development Coordinator Kara Everton were present.

Opening Remarks/Pledge of Allegiance

Commissioner Greenhalgh led all present in the Pledge of Allegiance.

Approval of Agenda

The agenda for the Planning Commission Meeting was reviewed. **Commissioner Dickey moved to approve the agenda for September 16, 2021.** Commissioner Farmer seconded. Commissioners Greenhalgh, Dickey, Farmer, Ripplinger and Anderson voted in favor. Commissioner Lewis and Thompson arrived later.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the Planning Commission Meeting for September 2, 2021.

Commissioner Farmer moved to approve the minutes. Commissioner Dickey seconded.

Commissioners Greenhalgh, Dickey, Farmer, Ripplinger and Anderson voted in favor. Commissioner Lewis and Thompson arrived later.

5.A.I. Zoning Clearance- Josh Cowley Shop, 55 W 400 N. Millville

Discussion about the shop. This will be a wood shop.

Larry Lewis arrived at this point.

Owner will move the shed and replace with this structure. Height is 34' 7". The shed that he will move will be placed somewhere on the lot. Commission is concerned with placement but stated that firecode is 5' from the property line then it will be okay.

Rachel Thompson arrived at this point.

No animals will be placed in the shed or shop, and there will be three total buildings. All utilities will be moved to new shop. The existing structure is linked to the septic tank in the home. Commissioners advise to check with BRHD to see how big the septic tank is or if there are two on the property. The commissioner questioned if this was intended to be used as a future living quarter, and owner replied, "No, just a bathroom, gym for the family, storage for tools and office space". Commissioner Greenhalgh stated that if this is just the shell then the county would change the zoning requirements because the county would then re-classify that as multi-family. "Kitchen" is envisioned more like a "wet bar" that has a sink and fridge. Owner has a machine shop, and this new building will

be utilized for multi-use to share machines, and open space for storage. Corey said that if there is a separate septic tank then they both will need to go to sewer and be connected.

Commissioner Thompson moved to approve the Zoning Clearance for the Accessory Building for Josh Cowley with Commissioner Lewis seconding. Commissioners Greenhalgh, Dickey, Lewis, Farmer, Lewis, Ripplinger and Anderson voted in favor.

5.A.II. Swearing in of Commissioners Rachel Thompson and Darcy Ripplinger

5.B.I. Review Code for driveway entrances for Mother-in-law apartment and/or Accessory buildings

Commissioner Greenhalgh began the discussion by asking Recorder Twedt for a background on why we are discussing this issue. There is a house on a corner that has a driveway coming off both streets, one is the main driveway, and one seems to be a mother-in-law apartment. The City Council wants to ensure that we are posing the question on every building clearance whether there is a plan for more than one access to the property. The current ordinance isn't clear on multiple accesses for one property. The discussion ensued regarding a horseshoe driveway, as well as the different driveway access options. The commission needs to consider how many accesses are on the road, if it is a collector road, and the site plan for the property.

The commission will review the following items for each Zoning Clearance moving forward:

- Designate an approved access point for the driveway
- Where two accesses are desired, they will be based on the individual property, and approval from the commission

Treasurer Hobbs introduced Val Meyer to the Commissioners at this point.

OTHER:

- Val Meyer came in and asked some questions regarding the retention walls that are required for his property. Once the wall is complete, he wants to move forward with the building of their home. The home permit has already been approved, but the retaining wall is a separate from the home property. He wants to know if he can move forward with the design. The county will require plans for the wall, Millville will require a site plan for the wall in relation to the property line. After a lot of discussion, the commission determined that because the home is on the same footprint as the approved design, then the owner does not need to come back for an additional zoning clearance if the City Engineers approve the plans. Corey Twedt said that he would begin an email conversation between the city engineers and Val Meyer.

5.B.II. Sidewalk Map Discussion

After much discussion it was determined that the Sidewalk Map code will remain in effect with no current changes. The commission feels that even if some sidewalks are "floating" for some time, they eventually will be connected. The only consideration that will be discussed further will be the location of the sidewalk in relation to the road, considering future widening of the city roads, and will be approved by either the Planning & Zoning Commission or the Director of Public Works, Chad Kendrick.

5C. Other

- Development Coordinator Kara Everton and Recorder Twedt briefly went over the rules for an open meeting. In the future, we will enforce moving all discussions to the next meeting so that the public is aware. All fees will be due prior to the scheduling of the agenda items. Recorder Twedt will be providing additional training in the coming weeks.

City Council Report held on September 23, 2021

Agenda Items for Next Meeting

Future Planning Commission Meeting

The next regularly scheduled meeting will be held **Thursday, October 7, 2021** at 8:00 pm. Lynette Dickey will be gone.

Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 9:24 p.m.

DRAFT



Plat Preapplication (Conceptual) Checklist

General Requirements

1. Are the proposed subdivision property boundaries shown on a date certified plat from the county office?

A. Is the date on the certified plat within the last 30 days?

2. Are the names and addresses of the adjacent property owners given?

3. Is the approximate number of proposed lots shown?

4. Is the street numbering of the lots on the plat adequately shown?

5. Is the approximate total acreage of the development given?

6. Is the approximate lot size range given?

7. Is there a written statement describing the intent of the development?

8. Is the plat location appropriately zoned for the development?

9. Have the requirements of the adopted:

A. Roadway corridor study been met?

B. Land uses been met?

C. Schools been met?

D. Parks and other public open spaces been met?

10. Have any required improvements been identified?

Public Utilities

I. Is there availability to water?

A. Culinary water system?

B. Irrigation water system?

II. Are the water rights identified and quantified per R309-510-7?

III. Is there a description of the proposed sewer or sanitary waste system?

IV. Is the drinking water source protection zone shown?

V. Is there a written description of the proposed stormwater drainage system?

VI. Is there a description of the proposed water (culinary and irrigation) system?

Sensitive Lands

1. Are the location and extent of any floodplains shown?

2. Are the soil types and problems shown with information source indicated?

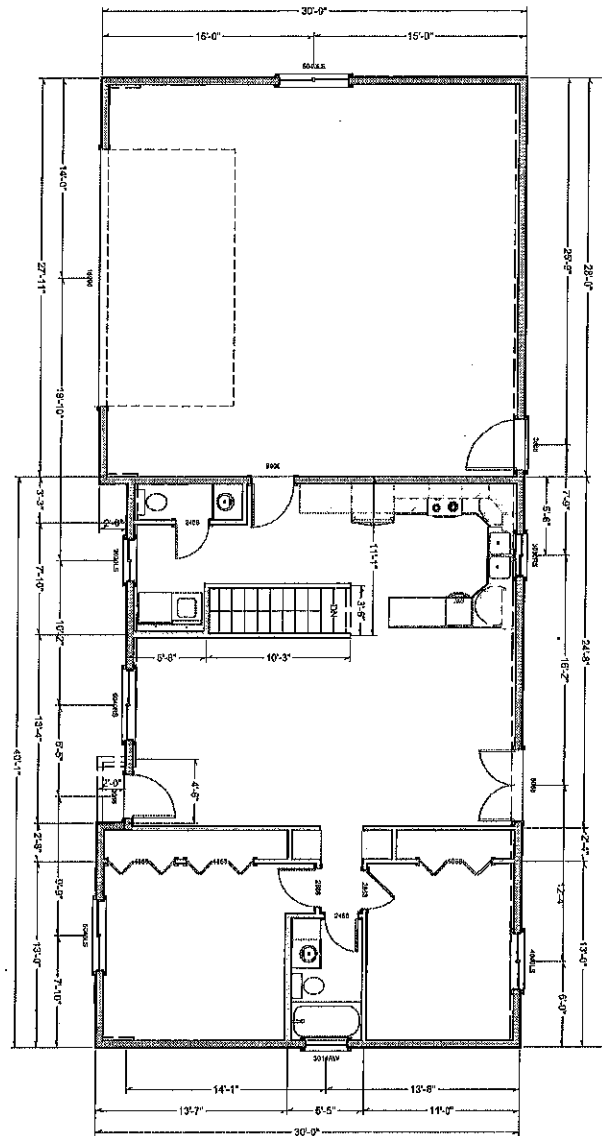
3. Is the proximity to an established agricultural protection area indicated?

4. Is all property in the development that falls under the hillside development overlay indicated as such?

Comments

This subdivision is proposed for the purpose of dividing the home at 95 North 100 West, Millville, Ut. from the pasture so that the house can be sold. At this time the owners do not intend to develop the remainder of the property. All utilities are presently in place for the house. Proposed lots have been surveyed and staked.

Design Engineer Checklist			Reviewing Engineer Checklist		
Yes	No	N/A	Yes	No	N/A
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		✓			



1st Floor

08/15/2020

REVISION TABLE			
NUMBER	DATE	REVISION BY	DESCRIPTION

Main Floor Plan

DRAWINGS PROVIDED BY:
 Bridgeland Technical College
 Nicole Caldwellwood
 (405) 954-1501
 ncaldersw@btcc.edu

DATE:

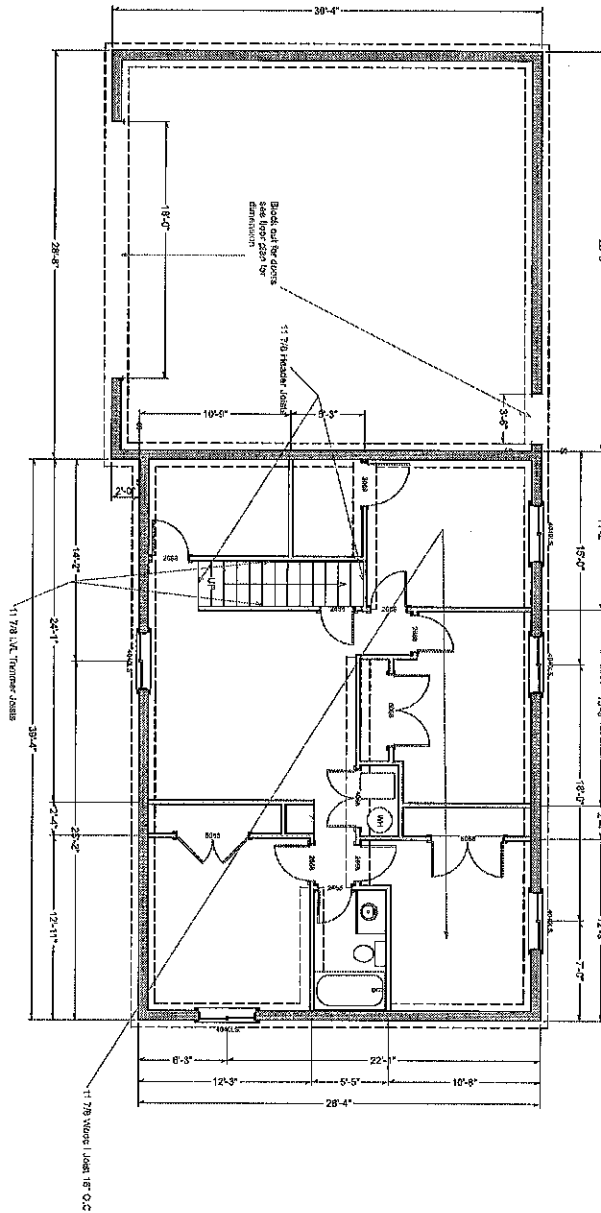
9/9/2020

SCALE:

1/4" = 1'-0"

SHEET:

P-2



Foundation

1/4" = 1'-0"
 08/15/2020

P.3

SHEET:

SCALE:

9/9/2020

DATE:

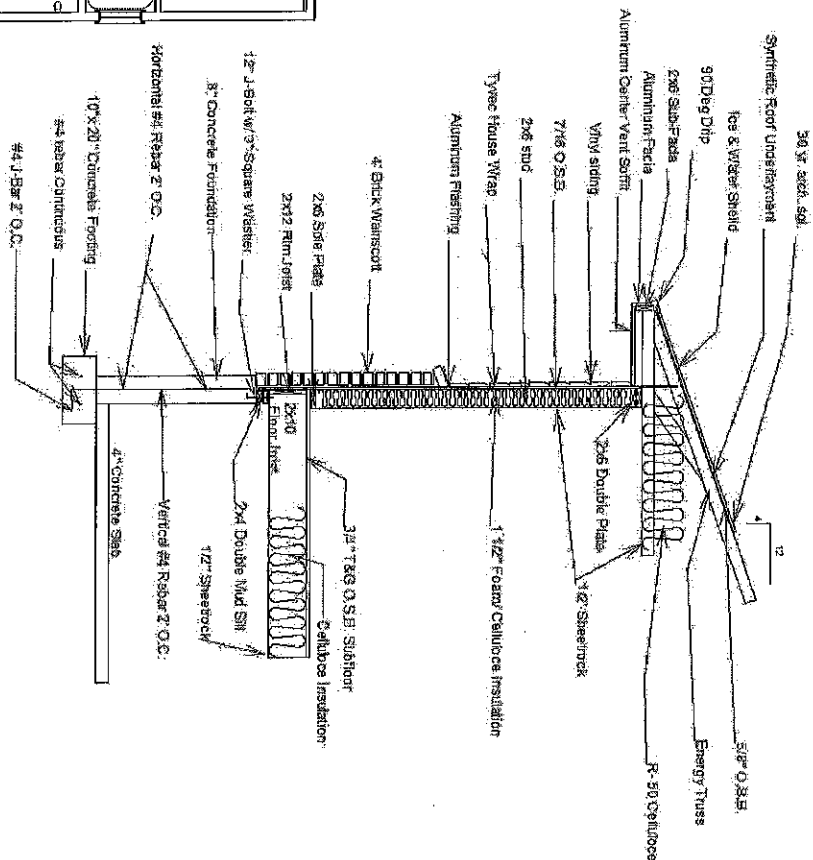
DRAWINGS PROVIDED BY:
 Bridgeland Technical College
 Ruffin Goldenwold
 (435) 794-1067
 rgoldenwold@btech.edu

Foundation Plan

REVISION TABLE			
NUMBER	DATE	REVISION BY	DESCRIPTION



Test Plan



REVISION TABLE			
NUMBER	DATE	REVISED BY	DESCRIPTION

Electrical/ Section View

DRAWINGS PROVIDED BY:
Bridgeland Technical College
Richie Goldenwood
(435) 994-1067
rgoldenwood@btech.edu

DATE

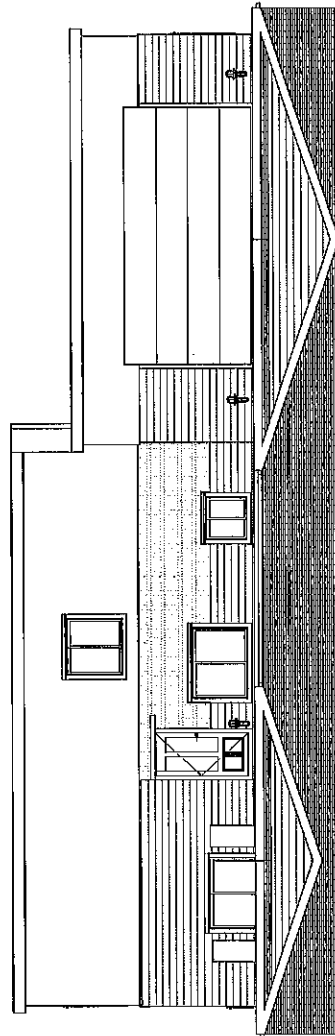
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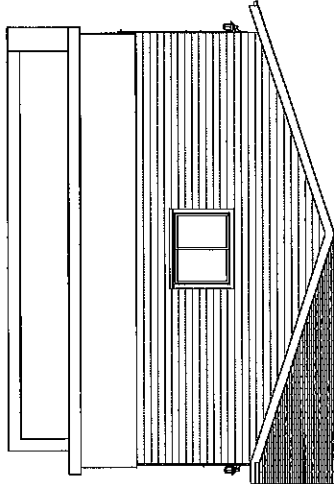
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Sheet:

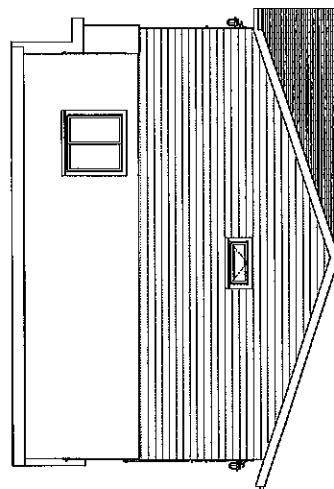
P-2



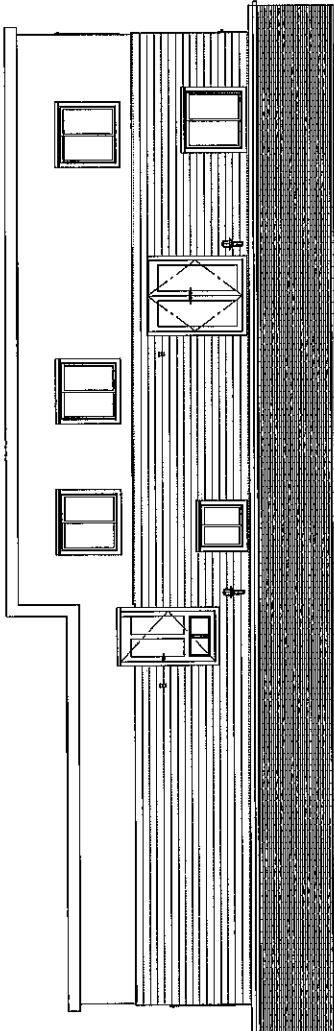
Front



Left



Right



Back

Shawn Chisley Building Maintenance
 9/9/2020
 09/14/2020

Elevations

DRAWINGS PROVIDED BY:
 Willapond Technical College
 Rialto, California
 (435) 934-1067
 rcalderwood@blech.edu

REVISION TABLE		
NUMBER	DATE	REVISION BY DESCRIPTION

DATE: 9/9/2020
 SCALE: 1/4" = 1'-0"
 SHEET: P-5

MILLVILLE CITY COUNCIL MEETING
Ridgeline High School – 180 North 300 West – Millville, Utah
September 23, 2021

PRESENT: David Hair, Daniel Grange, Michael Callahan, Pamela June, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Paz Calderon, Katie Evans, Quintin Karasek, Isabelle Ogden, Sabene Ogden, Jaycie Williams, Allie Williams, Karli Gowen, Kenzie Everton, Kendyllee Jensen, Emma Ferrin, Addee Belle Davis, Cole Smith, Zadok Sheen, Hadley Sheen, Courtney Bishop, Denaeyer Dean, Sarah Duffin, Sadie Low, Decatur Nielsen, Greta Greenhalgh, Brielle Hustad, Lauren May, Sydnee Walton, Michael Duffin, Maria Floyd, Dannalee Walton, Sydnie Barfuss, Dylan Twedt, Linkyn Twedt, Ashley Woffinden, Allee Carlsen, Pierce Carlsen, Annie low, Kim Barfuss, Julianne Duffin

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for September 23, 2021 at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Ryan Zollinger and Daniel Grange were in attendance with Councilmember Michael Callahan to arrive later and Councilmember Clay Wilker excused. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

Councilmember Zollinger welcomed everyone to the Council Meeting. He said he was excited to see the Millville City Youth Council in attendance and expressed his gratitude for the advisors and their dedication to the program. Councilmember Zollinger led all present in the pledge of allegiance and then offered a word of prayer.

Approval of Agenda

The agenda for the City Council Meeting of September 23, 2021 was reviewed.

Councilmember Grange moved to approve the agenda for September 23, 2021.

Councilmember June seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker 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 September 9, 2021.

Councilmember June moved to approve the minutes for September 9, 2021.

Councilmember Grange seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker excused.

Public Comment Period

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

Millville City Youth Council Introductions

The Millville City Youth Council Advisor Julianne Duffin turned the time over to the Youth Council Mayor, Sydnie Barfuss. Mayor Barfuss introduced the Youth Council leadership for this year: Recorder Sadie Low, Treasurer Hunter Johnson (not present at the meeting), and Councilmembers Lauren May, Ashley Woffinden, Sydnee Walton, Dylan Twedt and Allee Carlsen.

Mayor Barfuss briefly discussed the upcoming Youth Council activities. She said that they would have a Halloween activity in October. In November they will have a military service members "Dinner for Defenders". In December the Youth Council will run the annual Santa event as well as the Youth Council breakfast and fundraiser.

Swearing in of the Millville City Youth Council

Recorder Twedt then swore in the 2021/2022 Millville City Youth Council. (A list of the MCYC members and advisors for 2021/2022 is included with the minutes as attachment "B".)

Request for a Business License for Red Poppy Rentals

Justin Hamilton has submitted a request for a business license for Red Poppy Rentals at 695 W. 1700 S. Bldg- 28 Unit 111. Paz Calderon was present at the meeting representing Red Poppy Rentals. Paz explained that the business rented out supplies for special events. **Councilmember Grange motioned to approve the business license for Red Poppy Rentals.** Councilmember Zollinger seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker excused. Recorder Twedt said that an invoice had been sent out. As soon as payment was made, the City would mail out the official business license. (A copy of the license application is included with the minutes as Attachment "C".)

Councilmember Callahan arrived at this time.

Request for a Business License for Home Plan Portfolio

Katherine Evans has submitted a request for a business license for Home Plan Portfolio at 543 North 300 East. Katherine said that she runs a website and sells home plans. The intent is to not have customers in her home. **Councilmember Zollinger moved to approve the business license for Home Plan Portfolio.** Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember

Wilker excused. (A copy of the license application is included with the minutes as Attachment "D".)

Consideration of a Resolution Accepting the Millville FY2021 Fraud Risk Assessment

Recorder Twedt said that he had met with Scott Swenson, the contract CPA used by the City, and that they had reviewed the State fraud risk assessment for FY21. Recorder Twedt said that when they had completed the assessment for last year (FY20), they had identified several policies that the City was missing that they had felt would add value. Over the past year, the City Council had adopted resolutions with new policies to fill these gaps. Recorder Twedt said that they had scored 340 out of 395 this year which places the City in the "low risk" level. This is a significant improvement over last year when the fraud risk score was 280 which had been at the low end of the "moderate risk" level.

Councilmember Zollinger said that he felt the City was doing a good job mitigating fraud risks with the limitations on separation of duties as a result of such a small staff.

Councilmember Callahan moved to approve Resolution 2021-26. Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker excused. (The approved resolution is included with the minutes as Attachment "E".)

Report on P & Z Meeting held September 16, 2021

Councilmember June reviewed with the Council the Planning Commission's draft minutes for the meeting held September 16, 2021.

TAP and Safe Sidewalks Grant Funding Programs

Recorder Twedt said that the application period was open for applying through these match grant programs for additional sidewalks in Millville City. The current programs seem to be a little less involved and cumbersome than the Safe Route to School (SRTS) grant funding the City had received about five years ago. Recorder Twedt said that the application was fairly simple. He felt that he could get some cost estimates together with work the City is currently doing with Legacy Concrete to complete the application without adding engineer overhead and they could see what happens. The Council agreed that applying for sidewalks with these programs would be a good idea.

Recorder Twedt suggested that the Council consider desired locations for the sidewalks unless they already had something in mind and then they could come up with a plan in the next meeting. Councilmember Zollinger suggested the City look at applying for grant funding for completion of the sidewalk on 100 East from 300 South to 100 South. This would complete that important section of sidewalk and fill in the gaps left from the sidewalks installed by the Andersons and Berry Banham. The consensus of the Council was to proceed with this direction and look at the expected 25% match that the City would need to pay if they received grant money for this project.

Water Share Bidding

Recorder Twedt reviewed the staff report with the information on water shares owned by the City that are leased out to residents. He asked the Council if they were okay with the City proceeding once again with four-year leases for the City-owned water shares.

Councilmember Zollinger said that he was okay with it. He said that he felt the City might as well put the water to use since there was not a current need for the City to use those water shares. Councilmember Callahan agreed and said it would be good to show beneficial use of that water. Councilmember Grange briefly discussed the minimum bid requirements as compared to the cost to the City for the shares.

The consensus of the Council was to proceed as outlined in the staff report for advertising and leasing of the City-owned water shares.

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 Brian Jenkins had reached out to him on some affordable hard cases for storing the City emergency radio equipment. Councilmember Grange said that he would look into it further and see if it would make sense to purchase the cases.

Councilmember Zollinger mentioned the recent KSL reports about RV parking issues in Salt Lake City. Public Works Director Chad Kendrick said that they had been fixing a water leak and had been approached about someone potentially living in an RV near a home in Millville. These issues will be addressed in the near future with the focus on code enforcement and parking issues throughout the City.

Director Kendrick said that the sidewalks near the south bathrooms in the South Park were underway.

Recorder Twedt said that the Treasurer computer was having issues again and they were planning on a replacement. Recorder Twedt said that he felt they could fit this within the existing budget, but he wanted to make the Council aware of the upcoming purchase.

Mayor Hair said that the work on the well house had begun. They are currently installing the electrical lines.

Mayor Hair also reported that he had attended the COG meeting on Monday and it looked likely that the City would receive funding for the project to add a right turn lane on 550 North approaching the highway.

Mayor Hair said that he met at Hyrum City with some other Mayors to investigate the possibility of an alternate contractor for garbage services. More information will be provided in the future.

Recorder Twedt reported that the lawsuit with Celco concerning their disconnection from the City was continuing. The City has received a counter-offer from the Celco attorney and there will be a meeting next week to review the offer and determine next steps.

Recorder Twedt also reported that the City has submitted an application for the ARPA grant program sponsored by the Governor's Office for additional sewer funds. Also, RDA had reached out and suggested there may be a small amount of grant money available at the federal level to cover some additional costs for the well project. There had been some tight time constraints, but Mayor Hair and Recorder Twedt had submitted the application to see if the City could capture some of those additional grant funds.

Adjournment

Councilmember Grange moved to adjourn the meeting. Councilmember Callahan seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker excused. The meeting adjourned at 7:42 p.m.