

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.



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

APPLICATION INFORMATION

1. Josh Cowley
 APPLICANT'S NAME
 2. P.O. Box 577
 MAILING ADDRESS
Millville UT 84328
 CITY STATE ZIP CODE

3. 435-512-4036 4. _____
 HOME TELEPHONE BUSINESS TELEPHONE

5. _____
 OWNER'S NAME (if different from applicant)

6. shop
 TYPE OF STRUCTURE

7. 3200 8. _____
 SQUARE FOOTAGE ZONE

9. _____
 SUBDIVISION NAME AND LOT NUMBER (if applicable)

10. 02 - 128 - 0004
 TAX IDENTIFICATION NUMBER

11. 55 W 400 N millville UT 84328
 ADDRESS OF CONSTRUCTION

12. 1.08 13. _____
 LOT SIZE LOT ELEVATION

14. SEWER ☐ SEPTIC TANK ☐ N/A ☒
 (choose one)

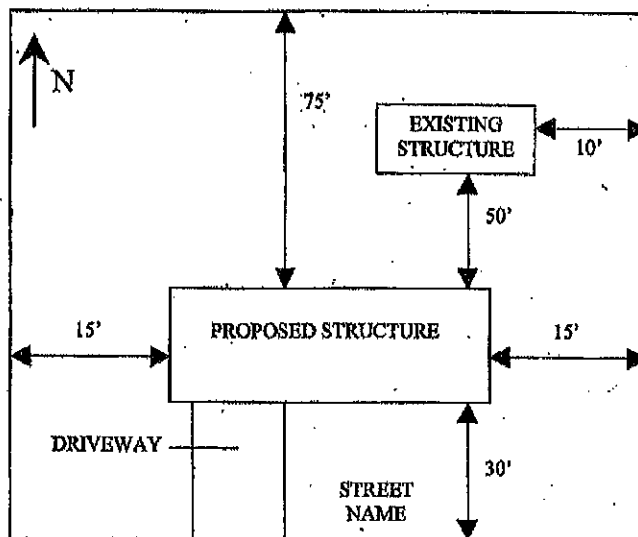
15. CITY WATER ☐ PRIVATE WELL ☐ N/A ☒
 (choose one)

16. ELECTRICITY ☐ GAS ☐ OTHER UTILITY ☐
 (specify in remarks)

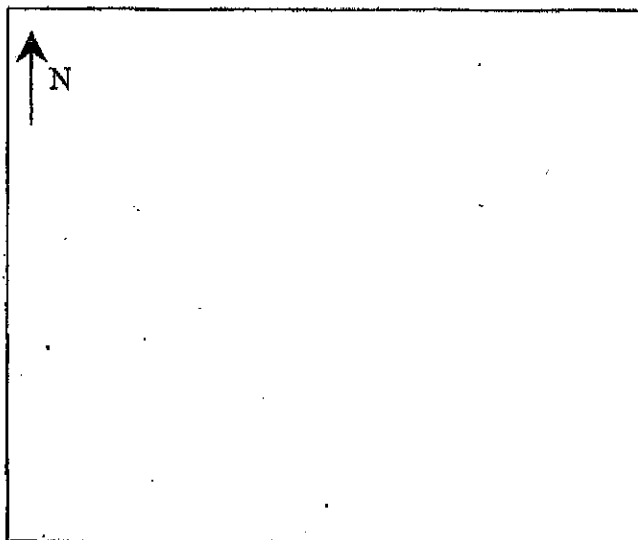
17. New building will be joined to existing
 REMARKS
smaller building and will use utilities
already in place in existing structure
gas, electricity, water, septic.

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)

02-127-0013
CLAY G & WENDY
JO TRS WILKER

02-127-0007
CLAY G & WENDY
JO TRS WILKER

02-127-0012
MILLVILLE CITY

02-127-0011
MILLVILLE CITY

02-128-0001
MILLVILLE
CITY CORP

02-128-0040
KERNATT WARD
TR PRICE

02-128-0002
ANTHONY
M JENSON

02-128-0004
JOSH & CARIE
COMLEY TRS

02-128-0039
GEOFFREY M E
DESERAIR MCGEE

02-128-0007
MILLVILLE CITY

02-128-0015
JUDD C TR
WILSON

02-128-0016
ROSS H & LOYCE
B WILSON

02-128-0014
ROGER MICHAEL & RENAE
ANN TRS GEORGE

02-128-0030
EDWARD E JR
TERRI LYVAIDEN

02-128-0015
BOBBIE JO
LAMONT

02-127-0007
CLAY G & WENDY
JO TRS WILKER

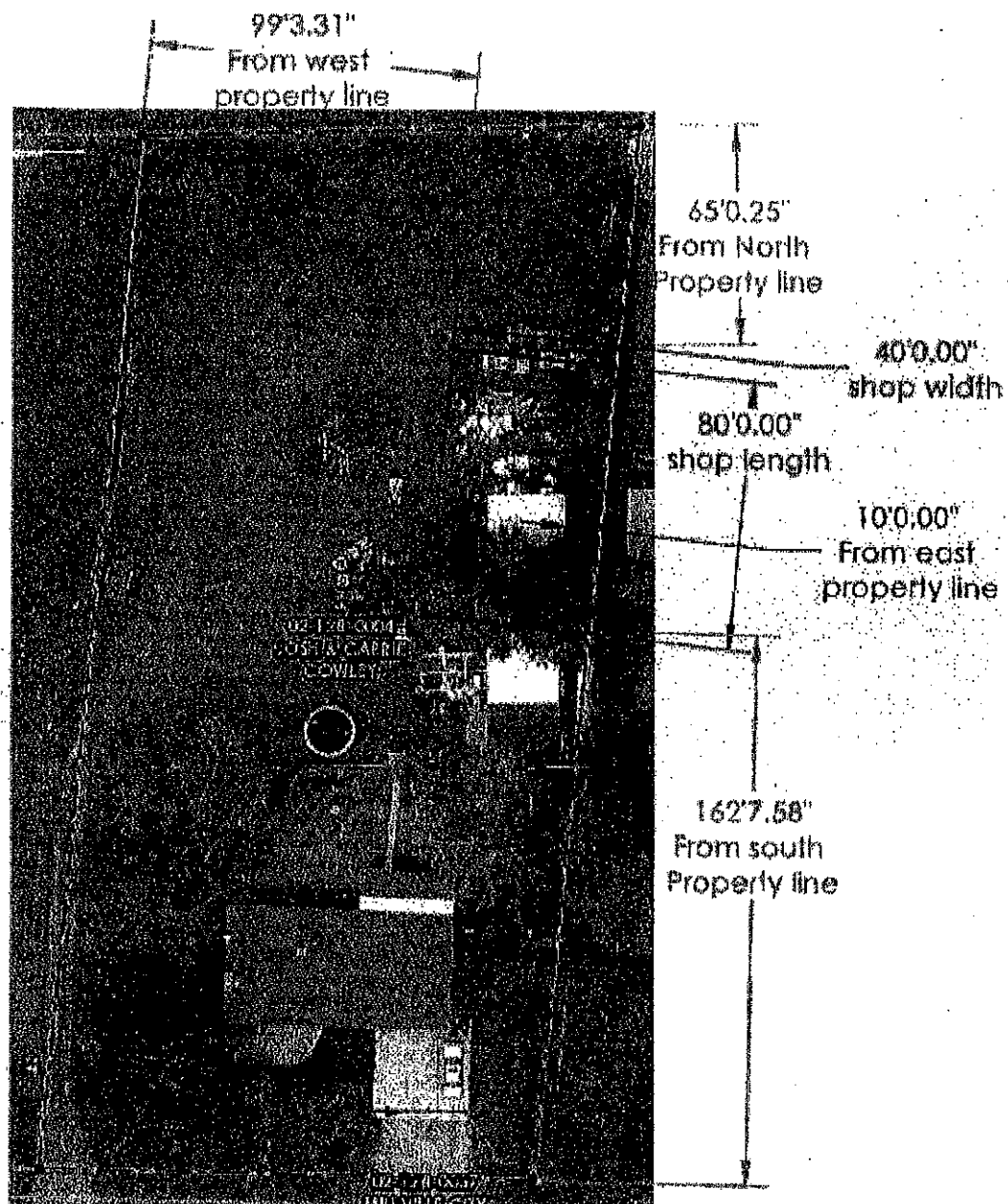
02-128-0043
MIDN L
YU HAIR

N 100 W

W 400 N

W 400 N

ROUNDABOUT



MILLVILLE CITY CODE

TITLE 17 - ZONING

CHAPTER 17.20A - SINGLE-FAMILY AND TWO-FAMILY RESIDENTIAL (R-1)

17.20A.010: PURPOSE; DEFINITION

17.20A.020: PERMITTED USES

17.20A.030: CONDITIONAL USES

17.20A.040: REGULATIONS AND REQUIREMENTS

17.20A.050: ACCESSORY BUILDINGS

17.20A.010: PURPOSE; DEFINITION

- A. Purpose: The purpose of the R-1 zone is to provide appropriate locations where residential neighborhoods may be established, maintained, and protected. The regulations also permit the establishment of, with proper controls, the public and semipublic uses which serve the requirements of families such as churches, schools, libraries, parks, and playgrounds. The regulations are intended to prohibit those uses that would be harmful to a single- and two-family neighborhood.
- B. Definition: "Family" means one or more persons related by blood, adoption, or marriage, living and cooking together as a single housekeeping unit, exclusive of household servants. A number of unrelated adult persons, but not exceeding two (2) and their children related by blood, adoption, or marriage, living and cooking together as a single housekeeping unit, shall be deemed to constitute a family. (Ord. 2000-01: Ord. 99-02-18-01 § 2)

17.20A.020: PERMITTED USES

Accessory buildings.

Agriculture.

Apartment in owner occupied, single-family dwelling.

Barbershop.

Beauty shop.

Bed and breakfast.

Childcare and/or education.

Craft store.

Duplex.

Household pets.

Municipal facilities.

Personal services.

Pools.

Public utilities.

Single-family dwelling.

Uses not listed as permitted or conditional are not permitted without approval from the city council. (Ord. 2018-6, 2018: Ord. 2009-4, 2009: Ord. 2004-4, 2004: Ord. 2003-5 §§ 1, 2, 2003: Ord. 2000-9 § 1)

17.20A.030: CONDITIONAL USES

The following may be permitted conditional uses after application and approval as specified in section 17.64.070 of this title:

Education services both public and private. (Ord. 2013-2, 2013; Ord. 2009-4, 2009; Ord. 99-02-18-01 § 2)

17.20A.040: REGULATIONS AND REQUIREMENTS

A. One Main Building: Not more than one main building may be placed upon one lot or parcel of land.

1. Lot corners will be marked with five-eighths inch ($\frac{5}{8}$ ") rebar (#5 rebar) that is eighteen (18) to twenty four inches (24") long, capped with the surveyor's red cap containing the surveyor's name or license number driven down to ground level.

B. Minimum Conditions: Minimum conditions for a single-family dwelling shall include, but not be limited to:

1. Lot area: Minimum fourteen thousand (14,000) square feet for slope class 1 lots (see definitions in this title), pending septic tank approval.

Minimum twenty thousand (20,000) square feet for slope class 2 lots, pending septic tank approval.

Minimum twenty six thousand (26,000) square feet for slope class 3 lots, pending septic tank approval.

Minimum thirty two thousand (32,000) square feet for slope class 4 lots, pending septic tank approval.

2. Lot frontage: Minimum one hundred eight feet (108') of clear ownership of the lot the dwelling is built on.
3. Lot slope requirement: All building lots shall be slope class 1, unless a hillside development permit has been issued. In a hillside development area, when a lot has a mix slope of slope classes 1 through 4, and the lot has seventy five percent (75%) or more of the lower slope area, the minimum lot area for the lower slope shall be allowed.

C. Front Yard Setback: Minimum thirty feet (30') from the lot line.

D. Side Yard Setback:

1. Interior lots: Minimum fifteen feet (15') from the side property line. For accessory buildings, no minimum setback shall be required, except the drip line shall be on the lot.

2. Corner lots:

- a. Minimum fifteen feet (15') from the property line common to an interior lot.
- b. Minimum twenty feet (20') from the property line adjacent to the street.
- c. For accessory buildings no minimum setback shall be required at an interior lot line, except the drip line shall be on the lot. Minimum twenty feet (20') from the property line adjacent to the street.

E. Rear Yard Setback:

1. Interior lots: Minimum thirty feet (30') from the rear property line. For accessory buildings, no setback requirement except the drip line shall be on the lot.
2. Corner lots: Minimum twenty feet (20') from the rear property line. For accessory buildings, no setback requirement except the drip line shall be on the lot.

F. Building Height:

1. Maximum thirty five feet (35').
2. Height shall be measured from the highest point of the building roof to the main entrance threshold.

G. Distance Between Buildings: Corrals, barns, stables, coops, kennels and other buildings used for the accommodation of animals (except for household pets) must be located at least seventy five feet (75') from owner's existing structure and at least fifty feet (50') from a property line.

H. Building Size: The finished living area of any dwelling shall be a minimum of nine hundred sixty (960) square feet for a single-story dwelling. Living area shall be calculated excluding basement, open porches, and garages.

I. Space Compliance: No space needed to meet the width, yard, area, coverage, parking, or other requirements for minimum lot size or setback may be sold or leased apart from such lot or building unless other space so complying is provided.

J. Minimum Conditions: Minimum conditions for a duplex shall include, but not be limited to:

1. Lot Area: Minimum twenty thousand (20,000) square feet for slope class 1 lots (see definitions in this title), pending septic tank approval.

Minimum twenty six thousand (26,000) square feet for slope class 2 lots, pending septic tank approval.

Minimum thirty two thousand (32,000) square feet for slope class 3 lots, pending septic tank approval.

Minimum thirty eight thousand (38,000) square feet for slope class 4 lots, pending septic tank approval.

2. Lot Frontage: One hundred twenty four foot (124') minimum.
3. Minimum Parking: Parking spaces for a minimum of four (4) cars shall be provided.
4. Exterior Elevations: Exterior elevations shall resemble a single-family dwelling.
5. Living Area: Each living unit shall have at least nine hundred sixty (960) square feet of living area exclusive of porches, garages, and carports.
6. More Than One Prohibited: Not more than one duplex may be placed upon one lot or parcel of land.
7. Minimum Distance: Lots with duplexes shall be a minimum distance of three hundred fifty feet (350'), in any direction, from any other lot with a duplex.
8. Repealed.
9. Lot Slope Requirement: All building lots shall be slope class 1, unless a hillside development permit has been issued. In a hillside development area when a lot has a mix slope of slope classes 1 through 4, and the lot has seventy five percent (75%) or more of the lower slope area, the minimum lot area for the lower slope shall be allowed.

K. Minimum Dimension: All dwellings for human occupancy shall have a minimum dimension of twenty feet (20') (measured wide or deep), be attached to a permanent concrete foundation, and meet minimum uniform building code requirements.

- L. **Trash Prohibited Outside Containers:** No trash, rubbish, weeds, debris, waste products or other combustible material shall be allowed to remain on any lot outside of approved containers in any residential zone. No junk, abandoned automobiles, automobile parts, or restoration projects shall be stored or allowed to remain on any lot in any residential zone unless such objects are out of visible sight of the public.
- M. **Odorous Uses Prohibited:** A use shall not be permitted which creates objectionable odor in such quantity as to be readily detectable at the boundaries of the site.
- N. **Lot Grading Standards:** For residential developments, a plan shall be prepared in a manner that will allow the following conditions to be met prior to, or as part of, actual building construction. If necessary, individual lot grading plans will be required prior to issuance of building permits:
1. A minimum fall of six inches (6") in the first ten feet (10') away from any building is required;
 2. A maximum gradient of twenty one percent (21%) within four feet (4') of the foundation;
 3. Usable minimum yard area of three hundred (300) square feet with a maximum slope of five percent (5%);
 4. A minimum foundation exposure of six inches (6") above finished grade;
 5. Slopes of three to one (3:1) and steeper must be sodded and will be accepted only when the developer and engineer can show this to be the most feasible approach;
 6. Driveway grades should be maintained between 0.5 percent and five percent (5%) when possible;
 7. Entry walks shall not exceed 5.0 percent;
 8. Lots should be graded so that a minimum slope of two percent (2%) can be maintained between the sewer flow line in the street and the finished grade of the lowest floor elevation;
 9. Minimum depth of any sewer line shall be five feet (5').
- O. **Legal Nonconforming Status:** Vacant lots which do not meet the current frontage requirement, but can provide division and deed history showing they met historic requirements, may be granted "legal nonconforming" status and receive building permits.

Such documentation is to be provided to the development coordinator who shall provide documentation to the planning and zoning commission, mayor and/or city council if needed.

- P. **ORIENTATION:** Any residence constructed on any buildable parcel must be accessed from a "public street", as defined in Ordinance 17.08.020 "STREET, PUBLIC". Said residence shall have the property entrance located to face the public street to which its address was assigned. (Ord. 2018-8, 2018: 2018-6, 2018: Ord. 2012-2, 2012: Ord. 2008-3, 2008: Ord. 2004-6, 2004: Ord. 2004-4, 2004: Ord. 2004-2, 2004: Ord. 2003-2, 2003: Ord. 2002-6 § 1, 2002: Ord. 2002-5 § 1, 2002: Ord. 2002-2 § 3, 2002: Ord. 2000-16 §§ 1, 2: Ord. 2000-9 § 1: Ord. 99-02-18-01 § 2)

17.20A.050: ACCESSORY BUILDINGS

No building permit will be required for a structure up to and including two hundred (200) square feet, unless required by state statute. (Ord. 2018-6, 2018: Ord. 99-02-18-01 § 2)

1. All driveway approaches shall meet the following specifications:

	Residential	Commercial / Industrial
Minimum Width	10 feet	24 feet
Maximum Width	32 feet	35 feet
Minimum Concrete Thickness	6 inches	8 inches
Minimum Base Course Thickness	4 inches	4 inches
Minimum Distance Between Driveways	see Driveway offsets	20 feet

2. Driveway Location – Driveways for all uses except single-family homes shall not be closer than eight feet (8') to an adjacent interior property line and shall be set back a minimum of eighty feet (80') from the intersection of two (2) arterial streets and fifty feet (50') from any other street classification intersection. Special restrictions apply on State Highways.
3. Driveway Offsets - All single family residential driveways shall be offset from other driveways by no less than twice the flare width as per Plan No. 221 of the Manual of Standard Plans. All others shall have a minimum separation of 20'.
4. Common Driveways - Driveways along the property lines may be installed for common use of both adjacent properties only upon approval by the City Engineer and guaranteed by a recorded access agreement. Such driveway width shall be limited to the maximum allowable individual driveway width. Common driveway width may be extended by up to 10' for Commercial and Industrial zones.

2.05 Street Numbers

- A. All Street numbers shall be approved by the commission and shall conform to the established numbering system of the city.
- B. Street names may be allowed with the approval of Planning and Zoning and the City Council where a grid number is not applicable. When street names are used, proposed street names shall be substantially different so as to not be confused in sound or spelling with other street names, except that streets that join in alignment with streets of an abutting or neighboring subdivision shall bear the same name.
- C. No street, except loop streets, shall change direction by more than ninety degrees (90°) without a change in street number.

**MILLVILLE CITY
RESOLUTION 2021-8**

**RESOLUTION ADOPTING SIDEWALK REQUIREMENTS FOR DEVELOPMENT IN
MILLVILLE CITY**

WHEREAS, the Millville City Council and Planning Commission have determined that there are areas within the City for which sidewalks are desired for the safety of pedestrians; and

WHEREAS, the Planning Commission has reviewed all existing City streets to determine where sidewalks would be useful and provide benefit and safety to Millville residents; and

WHEREAS, the Millville City Council has reviewed the location of the desired sidewalks and agrees that sidewalks in these locations would benefit Millville residents;

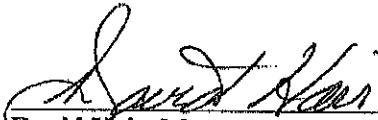
NOW THEREFORE, be it resolved that the Millville City Council adopts the following sidewalk development plan:

- All new development or building within Millville City is required to install sidewalks as specified by the Design Standards Manual if the location is indicated on the attached sidewalk map.
- All new development that occurs that is not currently on this map will be evaluated by the Planning Commission to determine sidewalk requirements.

This resolution shall become effective upon adoption. Passed and approved by the Millville City Council, this 11th day of February 2021.



SIGNED:


David Hair, Mayor

ATTEST:


Corey Twedt, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Michael Callahan	X			
Daniel Grange	X			
Clay G. Wilker	X			
Pamela June	X			
Ryan Zollinger	X			

Milville City Map
2 January 2020
Scale: none

