

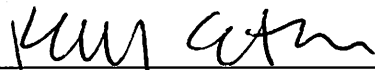
NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **June 16, 2022** 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 June 2, 2022
5. Agenda Items
 - A. Zoning Clearance: Accessory Bldg- Jake Forsgren- 36 N 100 W Millville UT 84326
 - B. Pre-Conceptual Plan: Gary Stauffer- 700 South Main Street, Millville UT 84326
 - C. Other
6. City Council Report- June 9, 2022
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting- July 7, 2022
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 June 14, 2022 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

June 2, 2022

PRESENT: Garrett Greenhalgh, Lynette Dickey, Bonnie Farmer, Larry Lewis, Matt Anderson, Kara Everton, Pam June, Chad Kendrick, Spencer Munyon, Nora Munyon, Christian & Laura Taylor, Scott Seely

Call to Order/Roll Call:

Commissioner Greenhalgh opened the meeting for June 2, 2022, at 8:00p.m. Commissioners Garrett Greenhalgh, Lynette Dickey, Bonnie Farmer and Matt Anderson (Alt.) were present. Commissioner Lewis and Thompson were absent, and Commissioner Ripplinger excused. Treasurer Tara Hobbs and Development Coordinator Kara Everton was present and took the minutes.

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 Farmer moved to approve the agenda June 2, 2022.** Commissioner Dickey seconded. Commissioners Greenhalgh, Dickey, Farmer, and Anderson voted in favor with Commissioner Larry Lewis and Rachel Thompson absent and Commissioner Darcy Ripplinger excused.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the Planning Commission Meeting for May 5, 2022, **Commissioner Anderson moved to approve the minutes.** Commissioner Dickey seconded. Commissioners Greenhalgh, Dickey, Farmer, and Anderson voted in favor with Commissioner Larry Lewis and Rachel Thompson absent and Commissioner Darcy Ripplinger excused.

Commissioner Larry Lewis arrived at this point.

5.A. Sign Permit: Yesco for CampSaver, 765 W 1940 #100 Millville UT 84326

The sign is coming over from the old Camp Saver building and measures at 6' x 12'. The requirements are not readily found as to how big the smooth area is on the new building.

Commissioner Dickey moved to approve the Sign Permit contingent on the sign fitting in the required signage area and approved through the Zollinger Complex. Commissioner Lewis seconded. Commissioners Greenhalgh, Dickey, Farmer, Lewis and Anderson voted in favor with Commissioner Rachel Thompson absent and Commissioner Darcy Ripplinger excused.

5.B. Zoning Clearance- New Home- Immaculate Construction- Spencer Munyon, 95 W 750 N, Millville UT 84326, Zollinger Estates Lot #2

New home plans meet all setback requirements. The basement may be turned into an apartment later. Commissioner Greenhalgh informed Spencer that when an apartment is in place, he should contact the city for any additional fees that may be in place. Commissioner Greenhalgh also informed Spencer to tell the builder how important the orange paper is. Chad will come and check to ensure everything is in place

before final sign off and Certificate of Occupancy can be obtained. Commissioner Anderson informed the homeowner that one driveway is code even if he is renting an apartment.

Commissioner Lewis moved to approve the Zoning Clearance for Immaculate Construction-Spencer Munyon, 95 W 750 N, Millville UT 84326, Zollinger Estates Lot #2. Commissioner Anderson seconded. Commissioners Greenhalgh, Dickey, Farmer, Lewis, and Anderson voted in favor with Commissioner Rachel Thompson absent and Commissioner Darcy Ripplinger excused.

5.C. Zoning Clearance: New Home- Western Trades Construction- 561 N 250 E, Copperleaf Lot #4

Western Trades Construction is the builder and Ascentive Homes LLC is the property owners. Christian Taylor is the owner of Western Trades Construction. This is a spec home. The commission was informed that this is a Hillside Overlay lot that has been approved through the city engineers. From the threshold it looks like a single level but going down the hill it is 3 levels. The setbacks are right on the limit of 15' and the commission suggested having surveyor come out to properly stake the property, and to mark the footings on the foundation before the walls are placed. Commissioner Lewis stated that Cache County does not allow the home to encroach on the setbacks including a window well, but because Millville City requires 15' setbacks a window well will be cleared. A dryline is part of BRHD approval. Christian stated that the new owner will receive the \$2000 refund for landscaping. Chad Kendrick said that the trailer needs to be removed.

We moved on to section 5.D and then came back to discuss the fence on the back lot and side lot is encroaching on their own property. Commissioner Greenhalgh stated that this owner can get a surveyor and then the adjoining property can get a surveyor to see if they align. Civil Engineers did the original survey and came back and redid this properties survey. Commissioner Greenhalgh stated that all the property lines were based on the subdivision plat. This lot is .32 acres and has been approved through Franson Engineers but in our city code it specifies that a Class 2 slope requires .5 acres. Because this is a pre-approved subdivision, and lots have been surveyed we will still approve but advised the homeowner to stick with what the engineers stated.

Commissioner Farmer moved to approve the Zoning Clearance. Commissioner Dickey seconded. Commissioners Greenhalgh, Dickey, Farmer, Lewis, and Anderson voted in favor with Commissioner Rachel Thompson absent and Commissioner Darcy Ripplinger excused.

5.D. Other

- Larry Lewis has a friend's friend that is building a "shed" off 55 W. 450 N. There is someone who stated that they were building a nice apartment in the back. Commissioner Anderson said he remembered asking about it and it was meant to be a nice activity space. The commission questioned how to enforce this issue as we are having in multiple areas in the city. **Commissioner Greenhalgh suggested writing a letter to the homeowners reminding that Millville City does not allow accessory dwellings of any sort are not allowed.** Commissioner Farmer suggested that the meeting that she attended last month seemed that to get approval it was an in-depth process to gain approval. Currently, our accessory *buildings* can be on the drip line, but any *dwellings* cannot be that close to the property line. The commission does agree that further review needs to take place because this issue is coming up a lot. Commissioner Farmer will research and report at the next meeting.
- Scott Seely lives at 209 N Main St. He told the commission that his home has been quite a project knowing that the sewer is coming in. He has completed his home all but the west side of his home. One concern is that the location of his septic system is in a different location between

what the engineers are stating (per BRHD) on the sewer project and what the original homeowners think it is located. Scott cannot complete a carport due to the line that the sewer project shows it is coming onto his property. He also needs to bring in electrical around the same spot. The commission began by stating that the septic system needs to be found first. Scott stated that he was told at the Public Hearing that 60% of the septic systems are accurate. Chad Kendrick said that number is way off and the projections are more accurate than that. Suggestions were made as to help locate the septic system through a metal detector, or through a fishing-like contraption that is flushed down the toilet to help locate it. Scott stated his frustrations with BRHD isn't available through phone or in person. The commission did state that it is the homeowner's responsibility to locate the septic system. Chad Kendrick suggested Scott be more aggressive in finding his septic tank because the city's responsibility is to bring the sewer line through the streets and stub to the property line, but it is the homeowner's responsibility to bring the lateral connection to the home. Scott said that he was approved for the grant and that prevents him from installing the dryline himself. Scott reiterated his frustrations with the lack of communication and feels like the city citizens are not knowledgeable enough to ask the right questions and they may not know what they're getting into. Chad Kendrick stated that the citizens had multiple opportunities through the city council meetings and public hearings to gather more information and ask any questions they had to understand this project more. Scott said that he was told that the sewer would be 18-1/2' deep on 200 North but he isn't sure on Main Street. The commission reiterated that Scott's priority needs to be finding his septic tank. Scott was under the impression that a carport was a part of the Zoning Clearance he received in 2018 and that is untrue. He will move forward with finding his septic tank, and finish what he needs to on the house to get his deposit back.

- Lynette Dickey mentioned that Barbara Undhjem has an irrigation headgate that she cannot lift and open. Scott Seely is the water master and will go and look at it.

City Council Report- May 26, 2022

Agenda Items for Next Meeting

- Gary Stauffer Subdivision

Future Planning Commission Meeting

The next regularly scheduled meeting will be held **Thursday, June 16, 2022**, at 8:00 pm. Commissioner Anderson may be gone.

Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 9:36 p.m.

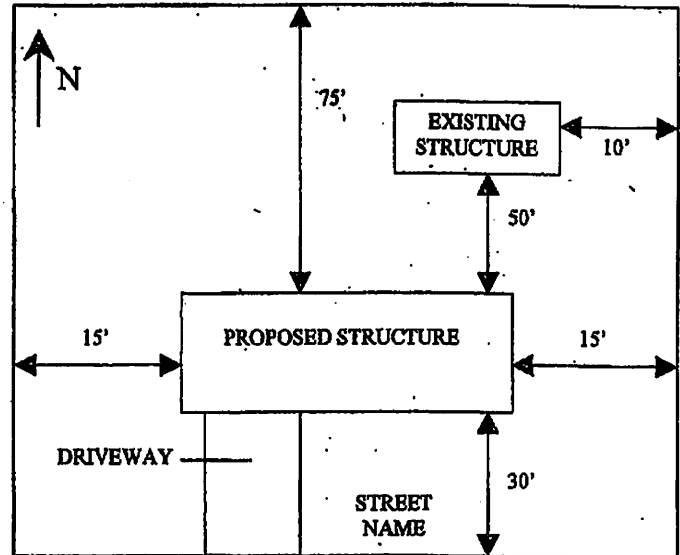


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

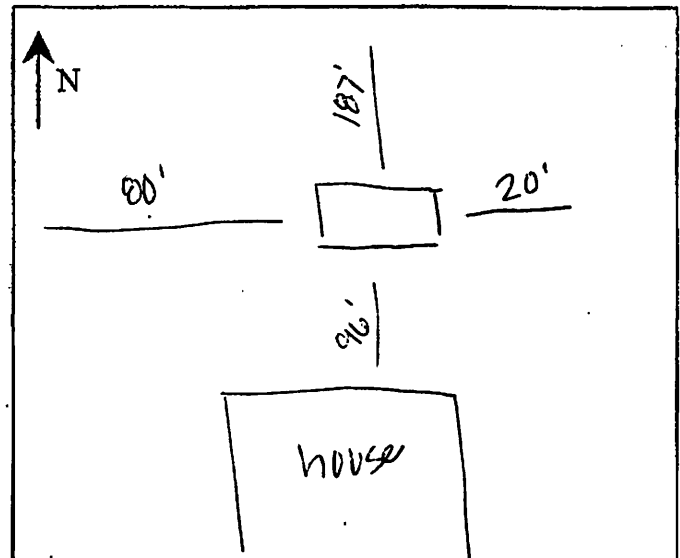
APPLICATION INFORMATION

1. Jacey (Jake) Forsgren
APPLICANT'S NAME
2. P.O. Box 688
MAILING ADDRESS
3. Millville UT 84326
CITY STATE ZIP CODE
3. 435-753-0170 4. Same
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Metal Shed
TYPE OF STRUCTURE
7. 875 8. _____
SQUARE FOOTAGE ZONE
9. Iverson Minor Subdivision Lot 4
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 029 - 0033
TAX IDENTIFICATION NUMBER
11. 35 N. 100 W. Millville, UT
ADDRESS OF CONSTRUCTION
12. 1.36 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)

03-216-0001
BRADLEY NELSON
& LINDA WEBSTER

03-029-0107
CHARLES B & ROSALYN
L TRS MUNYAN

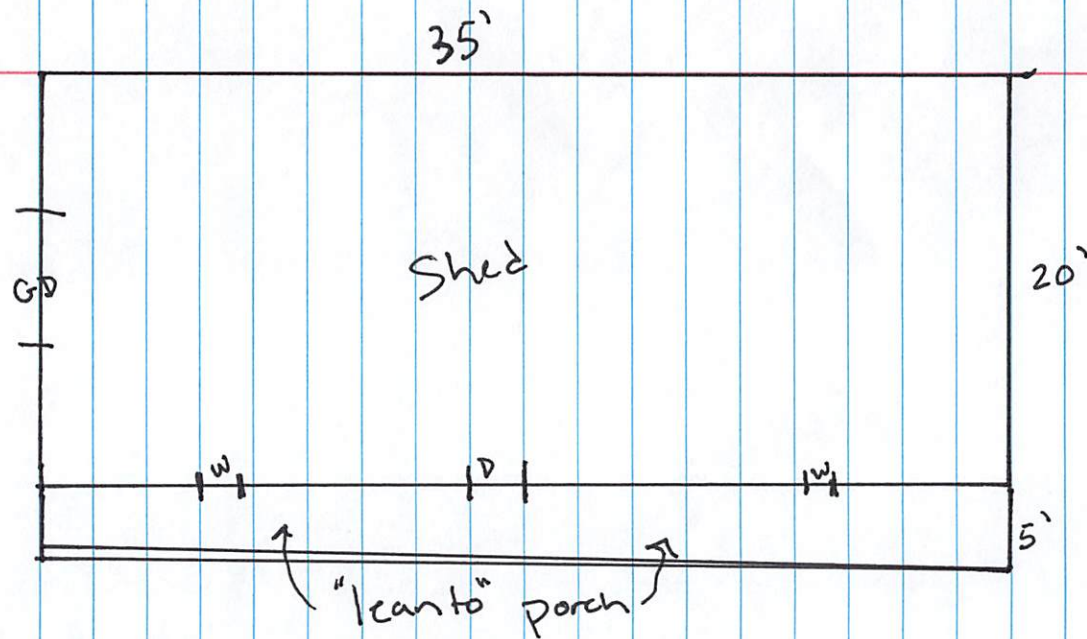
03-029-0033
JACEYD & JANA
FORSGREN

03-029-0083
WAYNE L &
LORI IVERSON

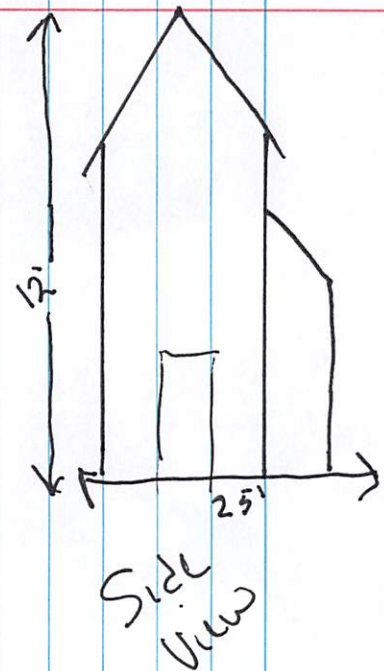
03-029-0119
JACOB DANIEL
& ERIN MAY

03-029-0118
NIKI KNOWLES

NORTH

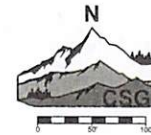
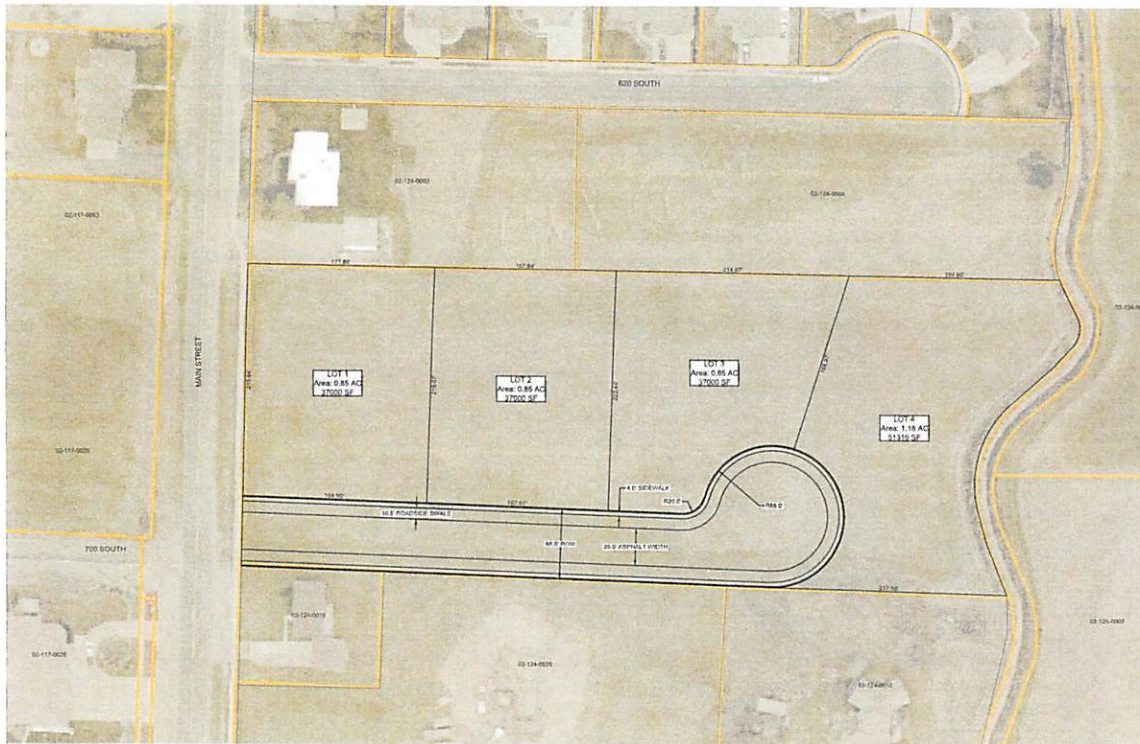


25' wide x 35' long
12' Height
with
a 10' Garage Door



STAUFFER SUBDIVISION CONCEPT PLAN

PARCEL 02-124-0009

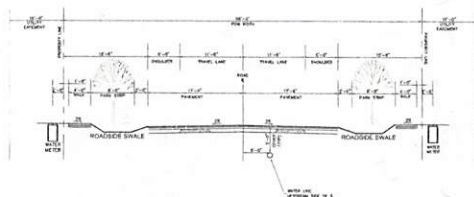


NOTES

ZONING
CURRENT ZONE: AG
PROPOSED ZONE: R-2

LOT REQUIREMENTS (SINGLE FAMILY DWELLINGS)
SLOPE CLASS: 1
MINIMUM LOT SIZE REQUIRED: 21,000 SF
MINIMUM LOT SIZE PROVIDED: 37,000 SF

SETBACKS
LOT FRONTAGE REQUIRED: 136 FT
FRONT YARD SETBACK: 30 FT
INTERIOR LOT SIDE YARD SETBACK: 15 FT
CORNER LOT SIDE YARD SETBACK TO STREET: 20 FT
INTERIOR LOT REAR YARD SETBACK: 30 FT
CORNER LOT REAR YARD SETBACK TO STREET: 20 FT



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UTAH VALLEY | P: 801.874.1432
info@civilsolutionsgroup.net
www.civilsolutionsgroup.net

STAUFFER SUBDIVISION
CONCEPT PLAN
700 SOUTH MAIN STREET
MILLVILLE, UTAH

DATE	DESCRIPTION

PROJECT #: 22-065
DRAWN BY: T. GLOVER
PROJECT MANAGER: T. GLOVER
ISSUED: 03-09-2022



CONCEPT

Know what's below. **811**
Call 811 before you dig.
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MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
June 9, 2022

PRESENT: David Hair, Clay Wilker, Michael Callahan, Pamela June, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Linn Stuebner, Scott Seeley, Harry Meadows

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for June 9, 2022 at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Michael Callahan and Clay Wilker were in attendance with Councilmembers Ryan Zollinger and Daniel Grange excused. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

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

Approval of Agenda

The agenda for the City Council Meeting of June 9, 2022 was reviewed. **Councilmember Callahan moved to approve the agenda for June 9, 2022.** Councilmember June seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. (A copy of the agenda is included with the minutes as Attachment "A".)

Approval of Minutes of the Previous Meeting

The Council reviewed the minutes of the City Council Meeting for May 26, 2022. **Councilmember June motioned to approve the minutes for May 26, 2022.** Councilmember Callahan seconded. Mayor Hair said that he wanted to make sure the Public Works Department would have a way to water new trees in the park expansion before planting them. Recorder Twedt said that this had been discussed and they would have a plan put together to ensure they could provide water.

Mayor Hair said that he would like to make a correction to paragraph two on page eleven from the minutes. The resident has created a channel for the storm water to drain right up against the side of the sidewalk which will result in issues when it freezes. The water is not going underneath the sidewalk. Recorder Twedt updated the minutes accordingly.

Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused.

Public Comment Period

Mayor Hair opened the floor for public comments.

Linn Stuebner said that she has a basement apartment in her Millville home that she rents out some of the time. For that apartment, she is currently required to pay \$83 per month for utilities in addition to her utility bill for the main residence. Linn said that she called ten different cities of which eight are in Cache Valley. Wellsville is the only other city that charges utilities on a monthly basis for apartments like Millville does. She said that most of the other cities don't charge anything. Some charge between \$25 and \$75 per year for an apartment. Linn said that she needs to rent out an apartment in her home for income and she doesn't think the Millville rates are fair.

Mayor Hair said that he understands this as he has an apartment and pays the same amount. He said that this has been reviewed in detail by the City Council and it was discussed that renters cause additional impact. The City has debt for the infrastructure they provide and they need to bring in revenue to pay down that debt.

Linn said that she has neighbors with more people in their homes than she has in her home including the rental unit. She said that the total of four people in her home will create less impact on the City than a home with a single family of seven people.

Mayor Hair said that it is up to the Council if they want to look at this again and see if they want to make a change to the rates for apartments.

Linn said that four out of the eight cities she referenced in Cache Valley do not charge anything. In Alpine, where she comes from, they charge \$50 per year for an apartment. Alpine was allowing apartments in homes at this low cost as an attempt in preventing large apartment complexes from coming into Alpine. This was their solution for dealing with State requirements for higher density. Councilmember Callahan, said that he personally has no interest in having apartment buildings in Millville City.

Linn said that when the sewer bill is added in the future, she could be paying up to \$400 per month for utilities if the apartment is charged at the same rate as her main residence.

Councilmember Wilker said that if you look at the big picture, the cost to live in Millville is likely less than living in other cities. He said that he thinks the Council would be willing to relook at the information and see if a change is needed.

Recorder Twedt said that Millville has by far the lowest property taxes of any City in Cache Valley and that this should be part of the conversation. Mayor Hair said that he agreed and that overall, he thinks Millville is affordable. He said that the City could look at the different line items and how Millville compares to other cities.

Harry Meadows said that he is looking for an update on the nuisance complaint he filed against the Jacksons that live near his home. It was discussed prior to the meeting that the

Jacksons had moved their vehicles from the City right-of-way and that they had therefore not been given a notice of violation. Harry said that the high weeds should be dealt with as well as the garbage that has been in the yard for years. He said that the tractor is parked too close to the intersection and you can't see from either direction, even though it is on their personal property and not the right-of-way. Mayor Hair said that the City would take another look at it.

Report on P&Z Meeting held June 2, 2022

Development Coordinator Kara Everton reviewed with the Council the Planning Commission's draft minutes for the meeting held June 2, 2022. Mayor Hair said that there had been more discussions on apartments. He spoke with the resident building the barn near the roundabout. They have confirmed that this is a shop and will not have an apartment.

Budget review for FY22 and FY23

Recorder Twedt reviewed the proposed budget revisions for FY22 and the proposed new budget for FY23. He pointed out that at the last meeting, during the budget review, the Council had asked how much revenue the City would have generated from 2022 property taxes if they had decided to hold the property tax rate from last year instead of accepting the new County-certified rate. Recorder Twedt said that the numbers were now available. The Millville City tax rate in 2021 was 0.000754. The certified rate in 2022 is 0.000612. With the certified rate in 2022, the City will bring in about \$155,000, which is the amount of revenue the City received from property taxes in 2021. If the City had maintained the tax rate percentage from 2021, the revenue would have been \$191,000. So, there would have been a \$36,000 increase in revenue.

Recorder Twedt said he didn't really have any other budget updates to discuss that were not discussed in the previous meeting or that are not called out in the staff report. He asked if the City Council had any questions. (A copy of the staff report is included with the minutes as Attachment "B".)

PUBLIC HEARING

Councilmember Callahan motioned to go into the public hearing. Councilmember June seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused.

PUBLIC HEARING: 7:15 p.m.

Commenced at 7:34 p.m.

PRESENT: David Hair, Clay Wilker, Michael Callahan, Pamela June, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Scott Seeley

Mayor Hair explained the purpose of the public hearing was to receive input from the public on the Fiscal Year 2022 and Fiscal Year 2023 budgets.

Public Comment:

There were no public comments.

Councilmember Callahan motioned to close the public hearing. Councilmember June seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused.

Consideration of a Resolution Adopting the revised Fiscal Year 2022 Budget

Mayor Hair reviewed with the Council the resolution to adopt the updated Fiscal Year 2022 Budget.

Councilmember Wilker motioned to approve Resolution 2022-12. Councilmember Callahan seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. (The approved resolution is included with the minutes as Attachment "C".)

Consideration of a Resolution Accepting the Certified Property Tax Rate for 2022

Mayor Hair reviewed with the Council the resolution to approve the County-provided certified property tax rate for 2022. Councilmember Wilker said that with everything going on with inflation and home prices right now, if they City can afford to work with the certified rate, he thinks that we should.

Councilmember Wilker motioned to approve Resolution 2022-13. Councilmember Callahan seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. (The approved resolution is included with the minutes as Attachment "D".)

Consideration of a Resolution Adopting the Fiscal Year 2023 Budget

Mayor Hair reviewed with the Council the resolution to adopt the Fiscal Year 2023 Budget.

Councilmember Callahan motioned to approve Resolution 2022-14. Councilmember June seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. (The approved resolution is included with the minutes as Attachment "E".)

Consideration of a Resolution Appointing Councilmember Pamela June as the Mayor Pro Tempore for Fiscal Year 2022

Mayor Hair reviewed with the Council the resolution to appoint Councilmember June as the Mayor Pro Tempore for Fiscal Year 2022.

Councilmember Callahan motioned to approve Resolution 2022-11. Councilmember Wilker seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. (The approved resolution is included with the minutes as Attachment "F".)

City Celebration

Councilmember Wilker said that the Mayor is going to notify and provide transportation for the parade grand marshal. Councilmember Wilker said that things are progressing really well. He said that he will need some help from Public Works in providing trash cans. The fire dancer may need a stage for which the City may need to provide transportation, but the details are not resolved on that currently. The car show is all good to go and Councilmember Wilker gave a rough estimate of between 20-50 cars participating. He said that there would be four different food trucks at the event.

City Reports

Director of Public Works Chad Kendrick said that we now have the operation permit for the new well. The only thing remaining for completion is some communication between the different pieces and that will be resolved quickly.

Director Kendrick said that the four new pickleball courts are opening tomorrow morning for the first time. Recorder Twedt asked if the Council thought the pickleball courts should be closed and locked up during the City Celebration or left open. The City Council decided to close the new courts which will be closer to the events, but leave the old courts open for use.

Director Kendrick said that the three new trees in the roundabout have been planted and he thinks they look good.

Director Kendrick is working to find a grader for the parking lot surfacing at the South Park, but it doesn't look like it will be complete before the City Celebration.

Director Kendrick said that the ditch in front of the house that is east of the Post Office is now fixed.

Recorder Twedt said that NeCole Walton had reached out to see if the City would allow for additional space for another soccer field at the Millville parks. The three competitive teams that use Millville as their home field need to move up in size of field. The best location for that size of field in Millville is west of the new pickleball courts. This would displace one of the smaller fields and they would like to add a space for that field north of the baseball field. Another alternative plan would be to try and squeeze in an additional field at the North Park. Recorder Twedt said that he needs to let them know by tomorrow if they can add another field in Millville. Mayor Hair brought up the concern of noise and the ball going over the fence on to the Humphreys property. The Council decided to allow for an additional soccer field as requested at the South Park on a trial basis this year to see how it went. They also said that no recreational or competitive teams would be permitted to use the fields unless their upcoming and past fees had been paid.

Councilmember Reports and Items for Future Agendas

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

Councilmember June said she has been making calls and trying to figure out if a city display at the fair is still an option. She will continue to work on this.

Mayor Hair said that he wanted to set a date to discuss short-term rentals and apartments. Recorder Twedt said that the Council had said that they wanted to do a work session with P&Z to talk about apartments, short-term rentals and accessory dwellings. He suggested this could be done in July and that he could have some information ready for them to review at that time. Mayor Hair said that July is difficult with everyone's schedule and asked that this work meeting be scheduled for August 11th. The Council agreed that this would be a good date.

Treasurer Hobbs said that the abandoned home on Main Street is being entered again. It was discussed again that the owner of the property needs to be responsible for boarding up the windows and taking care of the property and that this is not a City responsibility. Mayor Hair asked Treasurer Hobbs to work with Councilmember Zollinger to reach out to the owner to work on a solution.

Adjournment

Councilmember Callahan motioned to enter a closed session to discuss ongoing litigation after which both the public meeting and executive session will adjourn.

Councilmember Wilker seconded. Councilmembers Callahan, June and Wilker voted yes with Councilmembers Grange and Zollinger excused. The meeting adjourned at 8:35 p.m.