

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **September 15, 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 August 18, 2022
5. Agenda Items
 - A. Zoning Clearance- Randall Gasaway- Covered Carport- 316 S 100 E, Millville
 - B. Pehrson Subdivision Conceptual
 - C. Zoning Clearance- New Residence- High Peaks Construction- 452 E 25 N, Millville
 - D. Other
6. City Council Minutes from August 25, 2022 & September 8, 2022
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting October 6, 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/before September 12, 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

August 18, 2022

PRESENT: Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, Darcy Ripplinger, Matthew Anderson, Kara Everton, David Hair, Sheryl Hair, Lance Houser, Hal Christensen, Denise Samples, Kent Norton, Alex Nora, Paul Willey, Chad Kendrick, Corey Twedt

Call to Order/Roll Call:

Commissioner Greenhalgh opened the meeting for August 18, 2022, at 8:00p.m. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) were present with Commissioner Thompson absent. 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 August 18, 2022.** Commissioner Dickey seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor with Commissioner Thompson absent.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the Planning Commission Meeting for August 4, 2022, **Commissioner Dickey moved to approve the minutes.** Commissioner Ripplinger seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor with Commissioner Thompson absent.

5.A. Public Hearing – Millville City Annexation Policy Plan

Commissioner Dickey moved to open the public hearing 8:02 p.m. Commissioner Lewis seconded.

Present: Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, Darcy Ripplinger, Matthew Anderson, Kara Everton, David Hair, Sheryl Hair, Lance Houser, Hal Christensen, Denise Samples, Kent Norton, Alex Nora, Paul Willey, Chad Kendrick, Corey Twedt

Commissioner Farmer moved to close the public hearing at 8:02p.m. Commissioner Anderson seconded.

Recorder Twedt stated that the main change was to move the boundary further south to account for future annexation for the sewer.

Commissioner Ripplinger moved to recommend the Millville City Annexation Policy Plan to City Council. Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor with Commissioner Thompson absent.

5.B. Swearing in of Larry Lewis as Planning Commissioner for another term

5.C. Highlands Development Conceptual Review

There were updated conceptual plans provided to the commission with minor changes such as showing a water tank in both Millville and Providence. A quick overview of the project is as follows: there are four phases with Phase 1 & 2 being in Providence with single family traditional lots and single-family large lots and show 123 lots. Phase 3 & 4 are in Millville and show 115 lots.

Commissioner Ripplinger asked if there would be access to the other side of the deer fence. With little access to the opposite side Commissioner Dickey suggested the developers or city work with Division of Wildlife Reserve as they have commented they were willing to place a gate in for access.

With a conceptual review there are items that are not required for this review, such as the labels of Hillside Overlay, surveys, reports, lot sizes, etc. All of those items will be provided at the next review.

Commissioner Greenhalgh wanted to clarify that the Hillside Overlay classifications will be determined based on the *construction plans per design*. The contractors, and developers, need to be held to those plans, and if there are lots that are changed post-grading and do not align with those original construction plans per design, they will be reclassified to determine the slope they now fall under, and if the slope is too great, they will be classified as non-buildable. Lance Houser and Hal Christensen were present and agreed. Hal Christensen did say that there will be a lot of earthwork done but it will be completed according to the site grading plan.

Recorder Twedt stated that a boundary line adjustment is needed for the property where the storage tank is located, and that process, while it can be lengthy, can be done consecutive to other developments.

Commissioner Greenhalgh asked about the timeline for the project. Hal Christensen said that, with this being one complete project in his eyes, he will begin to prepare construction drawings in the next 4 months, and begin construction in Millville in 3-4 years when the sewer is installed. Millville will get through the Preliminary Design, and the developer will move to Providence for construction while Millville water tank is constructed and road improvements made.

Commissioner Ripplinger had some feedback regarding Providence parks and encouraged the developer to designate more space to go towards those areas. She would also love to see the *single-family large* lots on the Millville side of the development.

Commissioner Anderson inquired about the cul-de-sac frontage. Hal Christensen stated that the lot frontage would be bigger than what is shown on these drawings, as they are not to scale. The lines that are shown on these drawings are the pavement lines and the lots would be 20-foot back.

Commissioner Greenhalgh asked about the right-of-way width. Hal stated this was a 59-foot right-of-way, but Millville City requires a 66-foot right-of-way. Lance Houser will email Hal the design standards to ensure the correct measurements are shown.

Commissioner Ripplinger wanted further details regarding the open space in Millville. At the southwest corner of the development, it will connect to Josh Barnett's development. Recorder Twedt specified that in Barnett's development there is a north road and a south road. The south road may go into a parking lot for that open space area, and the north road will connect to this development.

Lance Houser informed the commission that in the next phase of design is where the details come in. More details will be available such as the engineering studies, hazard studies, rendering of parks, final designs for lots with sizes, frontage, labels, etc. as well as any other information needed to approve the Preliminary Plan & Plat Design & Checklist.

Chad Kendrick suggested to keep winter activities in mind when designing the parks and open space.

Commissioner Ripplinger asked about who will be responsible in maintaining the deer fence. Lance Houser stated that the dirt road is for fire access, but the question was raised as why it was needed if the fire access was provided on the other side of the fence. Further discussion ensued regarding if that road would be turned into an easement, if the property owners would maintain it, etc. Ken Norton stated that from a developer's standpoint, they would be more interested in guaranteeing the purpose for the gravel road opposed to that becoming part of the lots as they want uniform compliance. The deer trail was supposed to be access but it's never been maintained well enough to use. Lance Houser stated that it is supposed to be maintained by the county.

Commissioner Dickey motions to recommend moving forward to preliminary phase based on the completed conceptual checklist as required by city code. Commissioner Lewis seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor with Commissioner Thompson absent.

5.D. Zoning Clearance- Duplex- Matthew Anderson, 210 S Main St, Millville UT 84326

Matt Anderson has removed himself from the panel due to a conflict of interest.

The frontage is met on Main Street. All setbacks are met as well. The question of the water meter came up and Matt said that Logan City does one water connection. Chad Kendrick stated that 2 meters on a duplex would be preferred. Matt stated that currently there is one septic being shown but he can install two dry lines. Commissioner Greenhalgh stated he would like to see two sewer lines and two water meters. Chad Kendrick stated that he would fall under commercial and may suggest a 2" water line rather than a double residential meter. Two 1" line is cheaper than one 2" line, but there would still be two tapping fees.

Commissioner Farmer moved to approve the Zoning Clearance Duplex- Matthew Anderson, 210 S Main St, Millville UT 84326. Commissioner Ripplinger seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt) voted in favor with Commissioner Thompson absent, and Matt Anderson removed himself due to conflict of interest.

5.E. Zoning Clearance- Accessory Building- Matthew Anderson, 210 S Main St, Millville UT 84326
Steel building, no electricity, no utilities, just a storage unit to be rented out. There will be 4 small storage units that are 10x10, and 8 units are 10x20 that would be rented out.

Concerns of a storage unit off main street in a residential area is concerning. Ultimately storage units are not an approved business in a residential zone.

Commissioner Lewis moved to deny the Zoning Clearance Accessory Building- Matthew Anderson, 210 S Main St, Millville UT 84326. Commissioner Farmer seconded. Commissioners Garrett Greenhalgh, Lynette Dickey, Larry Lewis, Bonnie Farmer, and Darcy Ripplinger (Alt) voted in favor with Commissioner Thompson absent, and Matt Anderson removed himself due to conflict of interest.

5.F. Other

- Joint meeting with City Council next Thursday, August 25th at 6pm to discuss AirBnb, Accessory Dwellings, and Apartments
- Garrett Greenhalgh mentioned that other cities have done maximum number of building permits per year here in Cache Valley. If we can control the number of building permits, then we can control the infrastructure along with it.

6. City Council Report – review minutes from the August 11, 2022, meeting

7. Agenda Items for Next Meeting

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, September 1, 2022, at 8:00 pm. Commissioners Greenhalgh and Lewis will be gone.

9. Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 9:46 p.m.

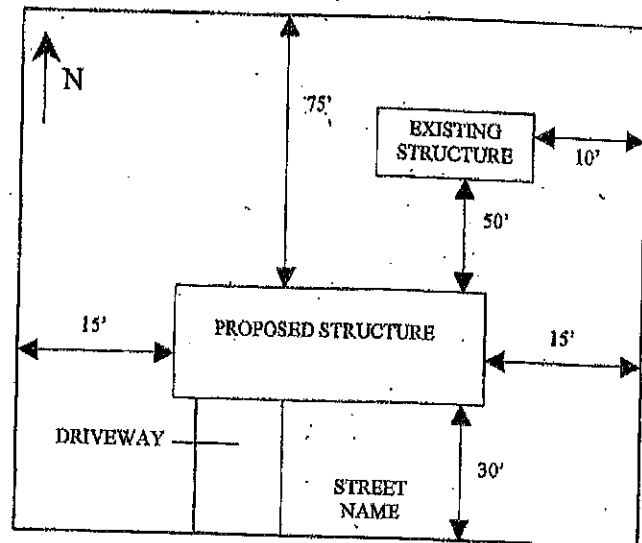


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

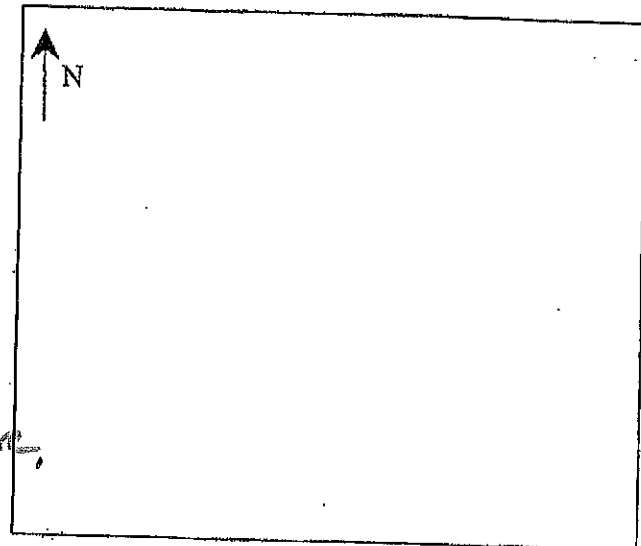
APPLICATION INFORMATION

1. GASAWAY, Randall
APPLICANT'S NAME
2. P.O. 662
MAILING ADDRESS
- Millville Utah 84326
CITY STATE ZIP CODE
3. 435-232-9539 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Covered CARPORT
TYPE OF STRUCTURE
7. 462 8. _____
SQUARE FOOTAGE ZONE
9. _____
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. _____
TAX IDENTIFICATION NUMBER
11. 316 SOUTH 100 EAST Millville Ut.
ADDRESS OF CONSTRUCTION
12. _____ 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. DESIRING TO BUILD AND ATTACH
REMARKS
A CARPORT TO THE Covered Patio
structure of Existing House Structure.

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)



SIDE WALK

SIDE WALK

DRIVEWAY
concrete

DRIVEWAY
asphalt

HOUSE

COVERED PATIO

DESIRED CARPORT

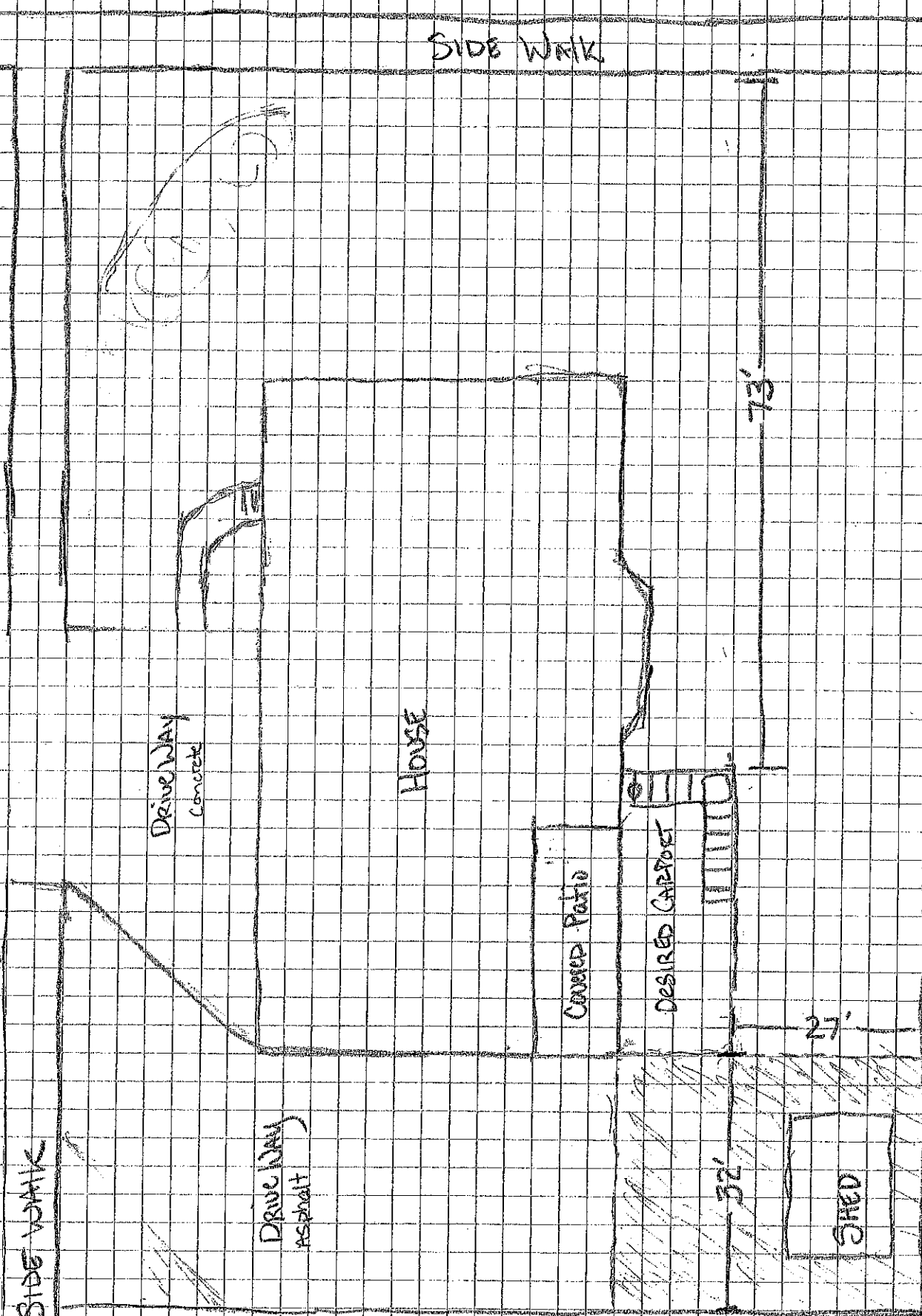
SHED

WHITE VINYL FENCE

73'

32'

27'







Executive Director: Jordan D. Mallin
Deputy Director: Jolynn Greer

August 31, 2022

To Whom It May Concern:

This letter is in response to the proposed Pehrson subdivision located at approximately 332 North 100 East, Millville, Utah. It is proposed that a previously developed lot (lot 1) will be split to create one new building lot.

Based on septic feasibility records from lot 1, it is determined that this new lot is feasible for an onsite wastewater system. The new lot (lot 2) will require a maximum trench depth to be limited to 10 feet below virgin soil grade for the septic system drain field area. Drainfield size will be determined by using a soil percolation rate of 1-10 MPI. The drainfield must be a minimum of 100 feet from the canal running along the east property line. Potable water will be provided by Millville City. Lot 2 will contain 0.409 acres. Lot 1 will be reduced in size to 0.509 acres.

The on-site individual wastewater disposal system is to be installed in accordance with R317-4, Utah Administrative Code, Onsite Wastewater Systems Rule. Before installation begins, a septic permit will need to be obtained from this office. Final approval will be given only after an onsite inspection of the completed project and prior to the accomplishment of any backfilling.

Please be advised that feasibility status may change if it is determined that the information on which it is based is either incorrect or incomplete.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Worley", is written over a horizontal line.

Richard Worley
Division of Environmental Health



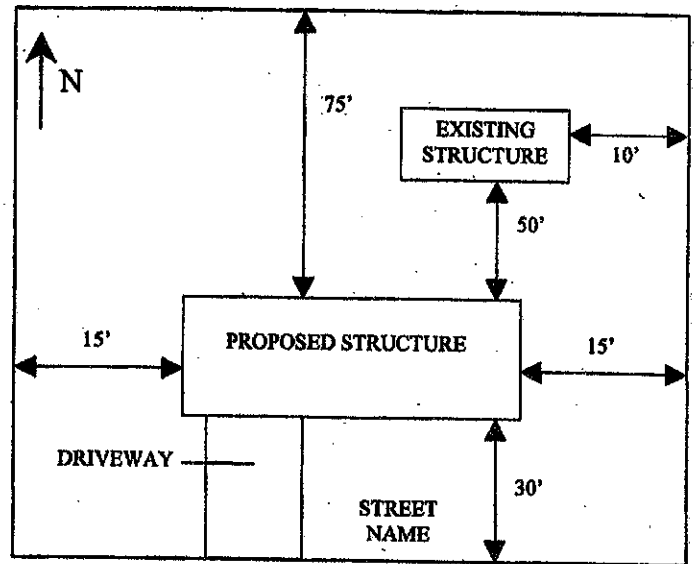
MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

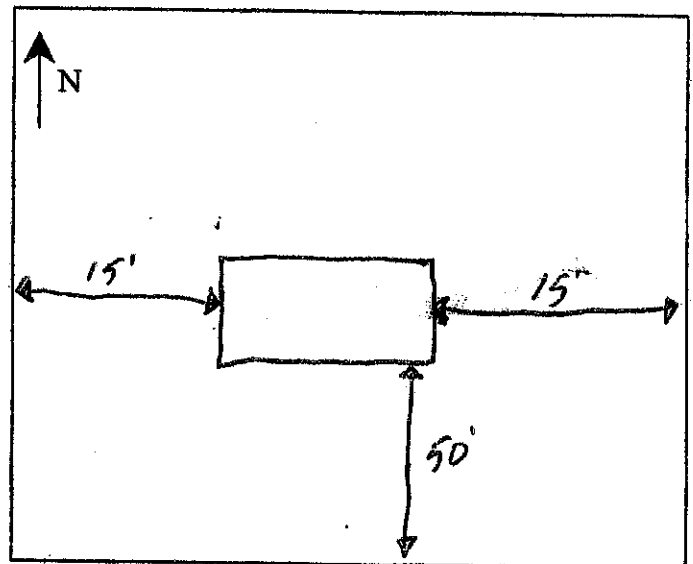
1. Cathy Anderson High Peaks Construction
APPLICANT'S NAME
2. 1840 W. 2600 S.
MAILING ADDRESS
3. 435 770 4570 4. Utah 84339
HOME TELEPHONE BUSINESS TELEPHONE
CITY STATE ZIP CODE
5. Cathy Anderson
OWNER'S NAME (if different from applicant)
6. Residential
TYPE OF STRUCTURE
7. 4721.56 8. Zone
SQUARE FOOTAGE
9. Mond-Aire #61
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 194 - 0061
TAX IDENTIFICATION NUMBER
11. 452 E 25 N.
ADDRESS OF CONSTRUCTION
12. .57 13. Lot Elevation
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)

City of Millville, Utah
Application for Development
in a Hillside Development Overlay Zone

Applicant Information

Application Number:

Name: <u>Cathy Anderson</u>	Telephone: <u>435-770-4572</u>
Address: <u>P.O. Box 140</u>	Fax: <u>435-753-1585</u>
City/State/ZIP: <u>Millville, UT 84326</u>	e-mail: <u>kristeng1978@gmail.com</u>

Description of Development Project

Parcel No.: <u>03-194-0061</u>	Desired Start Date: <u>ASAP</u>
Project Mngr: <u>Bob Page - High Peaks Const.</u>	Estimated Completion Date: <u>APRIL 2023</u>
Overview: <u>Personal home for Cathy Anderson</u>	

Site Plan (to be submitted with this application)

Prepared by: <u>James Hoth - Seneca Design</u>	Telephone: <u>435-720-2087</u>
Address: _____	Fax: _____
City/State/ZIP: _____	e-mail: <u>james@seneca-designplans.com</u>
Contact: <u>James Hoth</u>	

Drainage Control Plan (to be submitted with this application)

Prepared by: <u>Price Engineering</u>	Telephone: <u>801-814-0227</u>
Address: <u>3677 N. HWY 126</u>	Fax: _____
City/State/ZIP: <u>Farr West, UT 84404</u>	e-mail: <u>tom@price-engineering.com</u>
Contact: <u>TOM Hill</u>	

Geology Soils Report (to be submitted with this application)

Prepared by: <u>Christensen Geotechnical</u>	Telephone: <u>801-475-0504</u>
Address: <u>8143 S. 2475 E. S. Weber</u>	Fax: _____
City/State/ZIP: <u>S. Weber, UT</u>	e-mail: _____
Contact: <u>Mark Christensen</u>	

More application information is required on the back side of this form.

Landscape Plan (to be submitted with this application)

Prepared by: Kristen Gonzalez Telephone: 770-4572
Address: P.O. Box 032 Fax: 753-1565
City/State/ZIP: Millville UT 84326 e-mail: kristeng1978@gmail.com
Contact: Kristen

Other Reports, if required (to be submitted with this application)

The Planning Commission, City Council, or City Engineer may require other reports, plans, or information for the evaluation of this application. On a separate sheet of paper, provide the same information for each additional report as you did for the standard required plans and reports.

Applicant Signature

I have submitted all required plans and reports for this application and agree to submit any other reports, plans, and information as may be deemed necessary by the Planning Commission, City Council, or City Engineer, at my expense. I have also enclosed a check, payable to Millville City Corporation, for the amount of the non-refundable Application Review fee with this application. I understand that after the Preliminary Approval, that the final plans for this development must be submitted to the Planning Commission for Final Approval and Clearance to obtain a Building Permit.

Applicant: Cathy O. Anderson Date: 9-9-2022

City Review (to be completed by city personnel)

Y N

- ☐ ☐ Received Application Review fee.
- ☐ ☐ Meets conditions for Hillside Development Overlay requirements.
- ☐ ☐ Requires traffic flow study.
- ☐ ☐ Requires other reports, plans, or information. List:

- ☐ ☐ Planning Commission recommends Preliminary Approval.

Signature of Reviewer

Preliminary Approval of Application for Development (Vote of City Council)

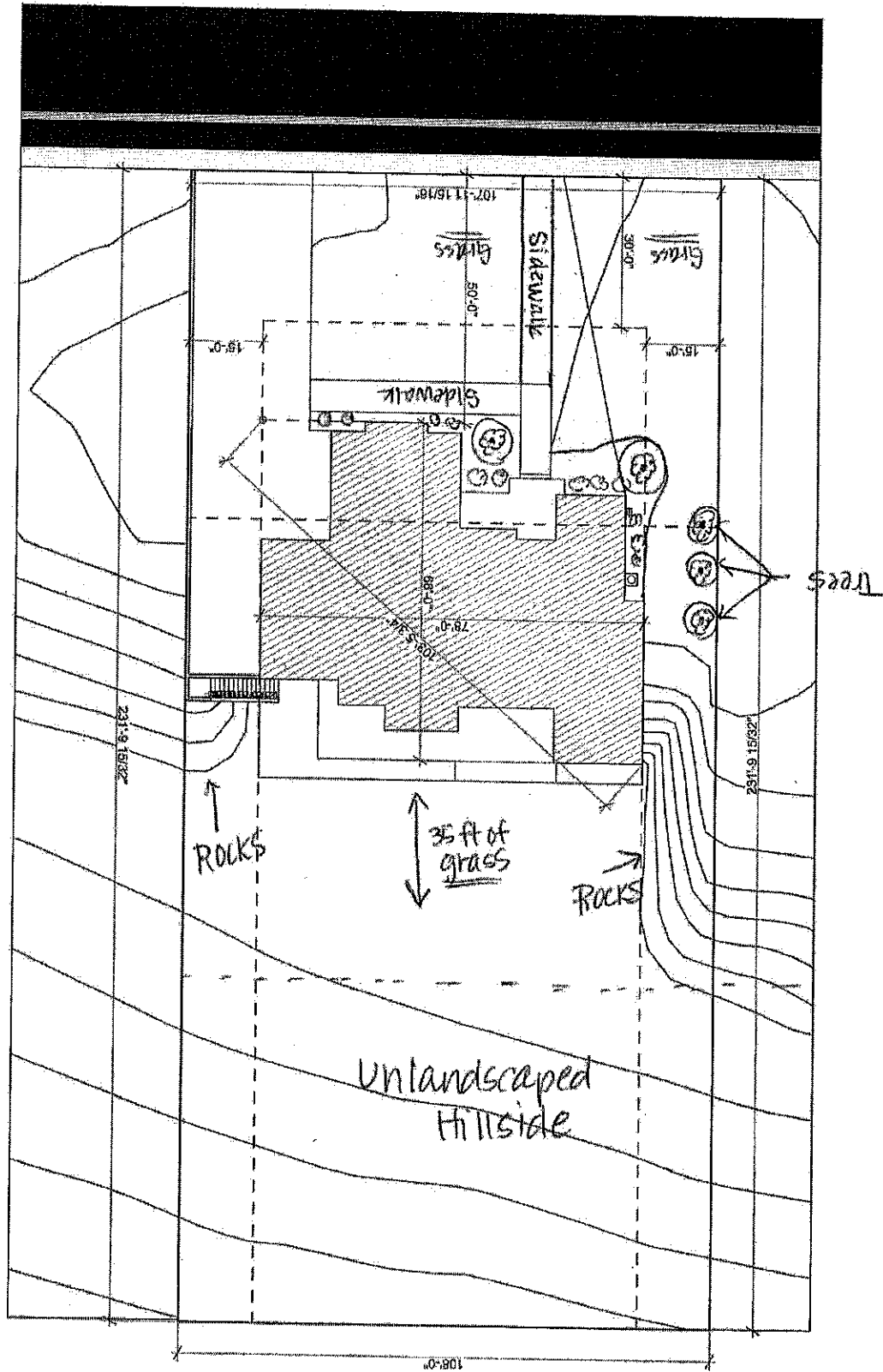
Y N

- ☐ ☐ City Council grants Preliminary Approval.

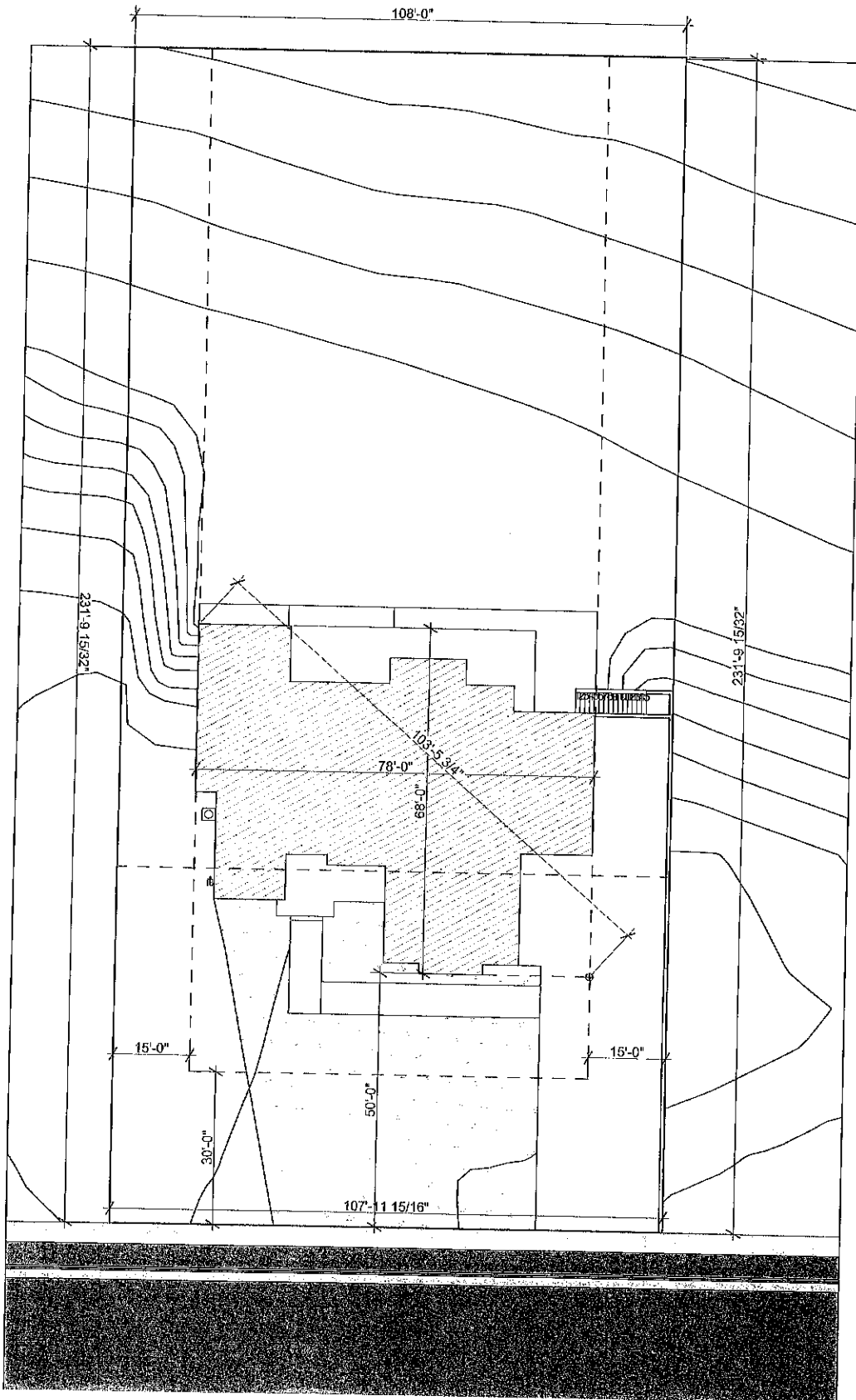
Mayor's Signature

After Preliminary Approval has been granted, the next step is to submit your final development and building plans and a Building Permit Clearance form to the Planning Commission for approval.

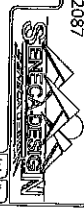
JAMES@SENECADSIGNPLANS.COM JAMES HOTI: 435-720-2087



Landscape Plan



JAMES@SENECADSIGNPLANS.COM JAMES HOTI: 435-720-2087



AA03

PROJECT ADDRESS - 452 East 25 North Millville, UT - Mond-Alra Heights, Lot# 61	DATE: 6/1/2022	REVISION: R-2.3E
SITE PLAN	PROJECT - Custom-Anderson-Millville	CLIENT - Kathy Anderson
SCALE: 1" = 20'		

NOTES: THESE DESIGNS AND DRAWINGS ARE CONFIDENTIAL AND THE EXCLUSIVE PROPERTY OF SENECA DESIGN LLC AND ARE NOT TO BE DISCLOSED WITHOUT THE EXPRESS PERMISSION OF SENECA DESIGN LLC. THEY MAY NOT BE USED OR REPRODUCED IN ANY MANNER WITHOUT THE EXPRESS PERMISSION OF SENECA DESIGN LLC. ANY VIOLATION OF THIS AGREEMENT WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
August 25, 2022

PRESENT: David Hair, Daniel Grange, Clay Wilker, Michael Callahan, Pamela June, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Bob Sagers, Miriam Sagers, Linn Stuebner, Sophie Caldwell, Linkyn Twedt, Kora Hancey, Roxie Hancey, Tanner Hancey, Gafy Gettman, Reece Karasek, Brielle Hustad, Tyler Bertolio, Jace Geddes, Corrie Young, Kenzie Everton, Finlee Greenhalgh, Greta Greenhalgh, Sam Hansen, MaryJo Davis, Marjorie Davis, Larry Soule, Milan Jensen, Remie Barfuss, Hallie Barfuss, Cassidy Astle, Dennis Quist, Kaley Quist, Anders Reeder, Pierce Carlsen, Eli Quist, Matthew Hanson, Lanie Linton, Kandis Linton, Mack Rutledge, Zoie Anderson, Andi Jensen, Makady Hansen, Kendy Jensen

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for August 25, 2022 at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Michael Callahan, Clay Wilker, Ryan Zollinger and Daniel Grange were in attendance. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

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

Approval of Agenda

The agenda for the City Council Meeting of August 25, 2022 was reviewed.

Councilmember Callahan moved to approve the agenda for August 25, 2022.

Councilmember Grange seconded. Councilmembers Callahan, June, Wilker, Grange and Zollinger voted yes. (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 August 11, 2022.

Councilmember Zollinger moved to approve the minutes for August 11, 2022.

Councilmember Callahan seconded. Mayor Hair asked for a small correction on page 9 to state that the mayors were meeting to discuss garbage collection as needed.

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

Public Comment Period

Mayor Hair opened the floor for public comments.

Bob Sagers said that he runs a small business where they set up a mobile nerf course with inflatable barriers and bunkers. When he asked to do this for a resident that wanted to reserve a Millville City Park pavilion, he was told that inflatables like this were not permitted in Millville parks. He was here to ask the City Council to reconsider since this is not an inflatable bounce house that he thinks the rule is intended for. Mayor Hair asked Recorder Twedt to reach out to the City insurance company to see if they had concerns about this happening in a City park. Mayor Hair said that with that information, the Council could consider the request at a future meeting.

Linn Stuebner said she has gathered the information that the Council requested about in-home apartments and is ready to present the information to the Council. Mayor Hair said that since there was information that the Council would need to review and this would take longer than two minutes, it should be on the agenda for a future meeting. He asked that Linn get the information to Recorder Twedt so that he could distribute it to the Council and schedule the discussion for a future City Council meeting.

Tyler Bertolio and Jace Geddes spoke to the Council representing Ridgeline High School. They provided the City Council the schedule for the upcoming Homecoming activities. They said that before finalizing the planning, they wanted to make sure the City was okay with everything proposed. Jace and Tyler said that the flyer, listing the activities, was going to be provided to all homes close to the school so that they had proper notice. Mayor Hair confirmed with the students that the dance would be in the same location outside as it was last year with the speakers facing the same direction. Jace and Tyler confirmed that it would be like last year. The Council said that this had gone much more smoothly last year than it had in the past. Recorder Twedt made sure the students were aware of the process that needed to be followed for getting approval for the fireworks planned at halftime of the football game on September 16th.

Gary Gettman said that he had spoken with Tara on the phone about issues with equal pay on his water bill. He said he would meet with Tara on Tuesday at the office to review his concerns in more detail. Gary suggested that the City have a written policy on the website concerning equal pay. He said that after his review, he would leave it up to Treasurer Hobbs and Recorder Twedt to update the City Council.

Swearing in of Millville City Youth Council

Mayor Hair and Youth Council advisor Rachel Thompson decided to have the members of the Millville City Youth Council sworn in today at this meeting and then have the leadership come back at a future meeting to talk to the City Council about their upcoming activities.

Recorder Twedt then swore in the 2022/2023 Millville City Youth Council.

Report on P & Z Meeting held August 18, 2022

Development Coordinator Kara Everton reviewed with the Council the Planning Commission's draft minutes for the meeting held August 18, 2022.

Recorder Twedt pointed out that there were some strange parts of the City code relating to impact fees that can be interpreted different ways for a duplex. The code has a much cheaper Park Impact Fee listed for multi-family homes. In this case, for a duplex, the Park Impact Fee is less than one single-family home if you interpret a duplex as multi-family. Millville City Code only references "multi-family" in this section and it is not defined properly. In addition to this, the Council briefly discussed that with a duplex, the sewer connection fee would need to be paid for each half of the duplex. Recorder Twedt suggested that for the duplex being discussed today, the Park Impact Fee required payment be left at the cheaper amount since the code can easily be interpreted this way, but that the sewer fee needed to be doubled, like all the other fees. The Council agreed.

Review of Annexation Policy Plan and Scheduling of Public Hearing

Mayor Hair reviewed with the Council the updates to the Annexation Policy Plan.

Councilmember Grange motioned to set a public hearing to receive public input on the updated Annexation Policy Plan for September 8, 2022 at 7:15 p.m.

Councilmember Callahan seconded. Councilmembers Callahan, June, Wilker, Grange and Zollinger voted yes. (A copy of the related staff report is included with the minutes as Attachment "B".)

City Reports

Director of Public Works Chad Kendrick reported that, as the Council had seen when they came to the meeting, the new asphalt around the City Office and South Park was complete and looked good.

Director Kendrick said that they have begun the water sampling for the year. He said that they have also capped off the water line that runs along the west side of the South Park as they did not need this line anymore.

Councilmember Reports and Items for Future Agendas

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

Recorder Twedt said that he had completed the COG Application for the engineering design of the road and bridge that would connect Millville 300 South to Nibley 3200 South and that it had been submitted yesterday.

Recorder Twedt said that he had created a flyer to let people know of the opportunity to purchase a park bench and donate it to Millville City for the South Park. He said that he had sent the flyer to several of the Millville businesses and has received three requests to purchase benches so far.

Treasurer Hobbs apologized for having been sick and in the hospital and thanked the Council for their patience with her while she recovered.

Adjournment

Councilmember Zollinger moved to adjourn the meeting. Councilmember Callahan seconded. Councilmembers Callahan, June, Wilker, Grange and Zollinger voted yes. The meeting adjourned at 7:41 p.m.

MILLVILLE CITY WORK SESSION
City Hall – 510 East 300 South – Millville, Utah
August 25, 2022

PRESENT: David Hair, Daniel Grange, Clay Wilker, Michael Callahan, Pamela June, Ryan Zollinger, Tara Hobbs, Corey Twedt, Kara Everton, Darcy Ripplinger, Garrett Greenhalgh, Bonnie Farmer, Lynnette Dickey, Larry Lewis, Matt Anderson, Rachel Thompson, MaryJo Davis, Marjorie Davis

Opening

Mayor David Hair called opened the work session for August 25, 2022 at 6:00 p.m. He then offered a word of prayer. Councilmember Callahan spoke briefly about having recently lost a friend who had been a military veteran. He asked everyone present to keep in mind those people that are out serving in the military right now.

Short-Term Rentals

Commissioner Farmer asked where the draft code that was provided had come from. Recorder Twedt said that he reviewed code from several other cities and put together this draft as a starting point for this discussion. He said he took what he thought were the better parts from other cities.

Commissioner Ripplinger said that she liked the idea of limiting the numbers of short-term rentals based on the population of the City. Councilmember Zollinger asked how this would be enforced. It was discussed that if the City requires a business license to run a short-term rental, they would be able to keep track of the numbers and add limitations if desired.

Councilmember Zollinger questioned if this type of regulation was necessary in Millville since we are not like Park City where lots of people are coming in and purchasing homes for short-term rentals.

Commissioner Lewis said he has a short-term rental in Millville that results in approximately one third of his income. He doesn't think there should be limitations on the number of rentals in Millville.

Recorder Twedt suggested that before they get down in the details too much, they should start by determining if they want to regulate short-term rentals at all. That is the first question that should be answered.

Commissioner Chairman Greenhalgh said that if the City doesn't have any regulations at all, we can't do anything if there is a problem. He said that he thinks that there probably should be some limit, but that he isn't sure what the number should be. He said that he did think the City should require a business license so that we are aware what is happening and

how many we have in the City. Commissioner Lewis said that he agreed that a business license should be required.

The idea was discussed of requiring that owners of a short-term rentals in Millville be current Millville residents. Mayor Hair said that he liked this idea. He said that if someone didn't live in Millville, they would have less of a desire to take care of their property and their rental.

Councilmember Zollinger said that short-term rentals have a review process that makes an owner take care of their property if they are to be successful.

Councilmember Callahan said that the City needed to have a way to enforce the code for short-term rentals, if they were going to adopt it. Mayor Hair said that the requirement for a business license would help with that. Councilmember Callahan said that he thought it would be good to have code regulating short-term rentals so that there would be something in place that the Council could actually enforce. He asked that the code not be too long or cumbersome.

The consensus of the members of the Planning Commission was that they were generally in favor of having code in place that would regulate short-term rentals. Councilmember Zollinger said that he was not sure he was in favor of adding this new code. He said that he doesn't see a reason or need to regulate short-term rentals.

Commissioner Greenhalgh said that he feels the City is often behind with our code and trying to catch up after problems are already happening. He said that he thought the City needed to have at least something simple in place that can be enforced.

Councilmembers Zollinger and Grange said that they both thought it would be okay to adopt some new code if it were simple.

After all of the discussion, the general consensus vocalized was to not put a limit on the numbers of short-term rentals permitted in the City. There was not a consensus on whether or not a business license should be required.

Accessory Dwelling Units (ADU)

Commissioner Lewis pointed out that a duplex requires a half-acre, but that you could just rent out a portion of your home and do so on a third acre. He said he did not think this was fair for people wanting to build a duplex. Mayor Hair said that the size requirement of a duplex lot was because of the larger septic tank requirement. Mayor Hair said that this could potentially change. Especially with sewer coming. Councilmember Zollinger agreed that the code for duplexes should probably be looked at and modified.

Commissioner Greenhalgh said that he was conflicted. He said that he didn't really want to see exterior ADUs popping up, but that he could see the value in them and potentially see himself adding an exterior ADU at his home in the future.

MaryJo Davis asked about people living in camp trailers in driveways or yards. The Council said that this was not permitted by City code now, nor would it be if the proposed new code was adopted.

Commissioner Dickey said that she felt a fire inspection should be required for an ADU.

Mayor Hair pointed out that it didn't seem like there was a lot of interest in allowing external ADUs and maybe the Planning Commission should just focus on the code that would regulate internal ADUs.

Councilmember Zollinger said that Millville had some external ADUs in the City now. He asked if they were currently a problem. Commissioner Thompson said that the Planning Commission has been telling people that they are not permitted, so there are not many. Commissioner Greenhalgh said that he agreed that there are not very many currently, because they are not permitted by the code.

Councilmember Zollinger said that affordable housing is a real problem and that he was also in favor of private property rights.

Commissioner Greenhalgh said that he would like some direction from the City Council so that the Planning Commission focused on the right things. He asked if the City Council was in favor of external ADUs. The responses were mixed with no real consensus.

Mayor Hair said that one other thing that the Council needs to consider again is the utility rates being charged to those that have an apartment or internal ADU in their homes. Currently, the City is charging the base utility rates for the rental unit in addition to the main home. Mayor Hair said that he thinks the rate should be based on the percentage of the home used by the rental unit. Councilmember Grange said that he felt the impact on the City is not dependent on the size of the home or the rental. (A copy of the agenda packet material is included as Attachment "A".)

Adjournment

The meeting adjourned at 6:53 p.m.

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
September 8, 2022

PRESENT: David Hair, Daniel Grange, Pamela June, Ryan Zollinger, Tara Hobbs, Corey Twedt, Kara Everton, Deborah Covert, Deven Gnehm, Dirk Lewis, Brett Cheney, Kai Burnham, Tyson Burnham

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for September 8, 2022 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 Councilmembers Clay Wilker and Michael Callahan excused. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

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

Approval of Agenda

The agenda for the City Council Meeting of September 8, 2022, was reviewed.

Councilmember Zollinger moved to approve the agenda for September 8, 2022.

Councilmember Grange seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmembers Callahan and 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 August 25, 2022.

Councilmember June moved to approve the City Council minutes for August 25, 2022.

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

The Council reviewed the minutes of the Work Session Meeting for August 25, 2022.

Councilmember Grange moved to approve the Work Session minutes for August 25, 2022.

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

Request for a Business License for E-Moto

Deven Gnehm has submitted a request for a business license for E-Moto at 1000 N. 1000 W. Deven said he was planning to sale e-bikes from this location in the Zollinger complex.

Councilmember Grange moved to approve the business license for E-Moto.

Councilmember Zollinger seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmembers Callahan and Wilker excused. (A copy of the license application is included with the minutes as Attachment "B".)

Public Comment Period

Mayor Hair opened the floor for any public comments.

Dirk Lewis is a realtor working on selling the Covert home. Dirk said that back in 1986, Millville City traded a spring to the Coverts – that is located on the Covert property – for a little over three irrigation shares from the Garr Spring Irrigation Company that would benefit both the Coverts as well as the City. Dirk said that this spring has been drying up for some time. Although Dirk first assumed this was a result of the development of the new City well, he spoke with Will Atkin from the Utah Division of Water Rights who said that this could not be the case. Dirk said that he now feels the spring has dried up because of development done by the City in the past on Garr Spring. The Council asked what evidence Dirk had that the well drying up was a result of improvements to Garr Spring. Dirk said that he felt the timeline lined up. Recorder Twedt said that a representative from the USU Coyote Research Facility had come in earlier today and said that their well has dried up and they asked to purchase water from the City. Recorder Twedt pointed out that there is a significant ongoing drought in Utah that is affecting water sources throughout the State and throughout Cache Valley. Wouldn't this also be a likely cause of the spring drying up? Dirk said that he thought it more likely that the City caused the issue with improvements to Garr Spring. Dirk asked to be on the agenda for the next City Council meeting to discuss a request for the City to exchange the water shares for the spring and reverse the agreement from 1986.

Harry Meadows said that on his walks he has noticed weeds and debris on several of the sidewalks fronting undeveloped lots in the Mond-Aire Subdivision. He provided the Council with pictures. He also pointed out other sidewalks in the City that had overgrown trees that were causing issues in that they were blocking sidewalks. The Council thanked Harry for the information.

PUBLIC HEARING

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

PUBLIC HEARING: 7:15 p.m.
Commenced at 7:15 p.m.

PRESENT: David Hair, Daniel Grange, Pamela June, Ryan Zollinger, Tara Hobbs, Corey Twedt, Kara Everton, Kai Burnham, Tyson Burnham

Mayor Hair explained that the purpose of the public hearing was to receive public comment on the proposed revision to the Annexation Policy Plan. He explained that the reason for the update to the plan was to reduce the size so that the City did not have to spend more money that is necessary to install sewer infrastructure for a larger than needed annexation area.

Public Comment:

There were no public comments.

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

Consideration of a Resolution Accepting the updated Annexation Policy Plan

Mayor Hair reviewed with the Council the resolution to accept the updated Annexation Policy Plan.

Councilmember Grange motioned to approve Resolution 2022-18. Councilmember June seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmembers Callahan and Wilker excused. (The adopted resolution is included with the minutes as Attachment "C".)

Water Leak Billing Adjustments and Parks Use Policy

Recorder Twedt said that when a resident has a water leak on their side of the meter, they sometimes come in to ask for a billing adjustment. He said that the City does not currently have a written policy for dealing with these requests. Recorder Twedt said that he spoke with Andy Eames and Treasurer Hobbs as well as looked up how several other cities are handling these requests. He suggested that the City create a policy and recommended that the City cover half of the overage costs when there is a leak.

Recorder Twedt said that the new donated lights at the pickleball courts are in place and being used. He said that the current schedule on the timer for these lights is that they can be turned on when it is dark any time between 6am and 10:30pm. This was meant to mimic the light hours of the summer. Recorder Twedt said that updates to the Park Use Policy should also be made to charge football and other sports for use of the fields similar to what the City does with soccer.

The consensus of the Council was to proceed with resolutions in future meetings to create the water leak billing adjustment policy and update the park use policy.

Councilmember Reports and Items for Future Agendas

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

There were no Councilmember reports at this meeting.

Adjournment

Councilmember June moved to adjourn the meeting. Councilmember Zollinger seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmembers Callahan and Wilker excused. The meeting adjourned at 7:26 p.m.