

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.



ANNEXATION POLICY PLAN UPDATE

July 2022

Background

Due to cost constraints with the Millville City sewer project, there was a need to reduce costs. Millville City looked at many options for cost reductions. Because of the size of the existing annexation expansion area, Millville would have had to have paid more for larger sewer pipes for the potential of growth that may never be a part of Millville City. By reducing those pipe sizes to accommodate a reasonable amount of future growth to the south of the existing City limits, Millville City was able to save hundreds of thousands of dollars on the cost of the sewer project.

This new proposed Annexation Policy Plan shows a reduction in the amount of land in the annexation expansion area to the south. Millville City will be able to provide utility services to all of the property shown in the new proposed annexation policy plan.

Included Documents

- Proposed annexation boundary maps showing the entire expansion area and a closer up view of just the southern portion
- Proposed Annexation Policy Plan Write-Up including changes recommended by Planning and Zoning following the Public Meeting held review on July 7, 2022

MILLVILLE CITY ANNEXATION POLICY PLAN

I. The Character of the Community

Mormon Pioneers originally settled the Millville area in 1860. The area spawned large successful farms and agriculture continued as the basic industry and lifestyle until recently.

The general area occupied by Millville is bordered on the west by the Blacksmith Fork River, on the southwest by Nibley City, on the north by Providence City and on the east by Providence City and the Wasatch Mountains. Within this unique and aesthetically beautiful setting exists diverse ecosystems supporting a wide range of wildlife habitat. Meanwhile, a short distance away to the east projects the Wasatch National Forest containing stands of Pine and Quaking Aspen trees. Millville is a family-oriented community known for its pastoral setting, rural atmosphere and small-town character.

Millville has experienced growth in the last decade as urban development continues to expand. The majority of residential dwellings are single-family detached units in standard subdivisions or within the current grid system.

Commercial and industrial activity is limited in Millville. Future expansion of the City may include residential, commercial, industrial and agricultural areas.

Neighborhoods within which residents feel a sense of identity with the adjacent municipality should not be excluded from the municipality or divided between municipalities.

II. The Need for Municipal Services in Developed and Undeveloped Unincorporated Areas

The areas considered for annexation are located within the areas illustrated on the included map. If annexed into Millville, municipal services would be able to be provided either by the City or by Special Service Districts. New annexations may include certain areas which are largely undeveloped, and which contain unique features and characteristics. Such areas may include open space, riparian areas, foothills, view areas and natural resource areas. Expansion of the City into these areas will allow appropriate preservation while blending in development and providing appropriate growth and management opportunities to benefit property owners and the residents of Millville City.

Millville City believes it is in the interest of its residents and will promote public health, safety and welfare to assume the responsibility for providing municipal services to the expansion area shown on the included map. The provision of municipal services to this area will assure the City

of the ability to protect the interests of its residents in maximizing the benefit of the economies of scale in the provision of municipal services and in minimizing the harmful impacts of conflicting uses of land that may be proposed or occur within the expansion area.

The expansion area is currently served by Cache County. Existing residents receive culinary water from springs and wells. Providing water, sewer and storm drainage services to the expansion area would present no serious difficulties for Millville City. The infrastructure needed to provide these utilities will be constructed when annexations or development occur.

Annexation should include areas in which services can be provided efficiently. The annexation should not create topographically isolated areas, areas for which the provision of services would be costly or difficult, or an area in which ground water runoff would create multi-jurisdictional problems.

III. Plans and Time Frame for Extension of Municipal Services

The expansion area is close to the existing community and utility infrastructure of Millville City. Major traffic facilities extend to these areas along which all services, whether on, beneath, or above ground, could be extended. Fire, law enforcement, sewer, street maintenance and similar municipal services not dependent on the extension of infrastructure could be commenced when appropriate. Extension of infrastructure would be undertaken where needed as capital improvement funds become available. Municipal services would follow development and the City's budget capability.

Areas not now considered for new infrastructure and services beyond the City's budget capability would be serviced over a period of time as development takes place.

When development proposals are submitted for specific urban developments, agreements for the provision of services and improvements are to be entered into between the City and the developer resolving issues before final approvals are given. All developments are required to provide supporting site-specific infrastructure related to that development (not system of citywide improvements that benefit the community as a whole.)

IV. How Services will be Financed

The financing of services for annexed areas will be accomplished by various means. The City will place requirements on developers in such areas to install public improvements as set forth in Millville City's annexation policy and ordinances.

V. An Estimate of a Tax Consequence to Residences Both Currently Within the Municipal Boundaries and in the Expansion Area

The areas presented herein as favorable for annexation to Millville represent a variety of terrain within potential development areas. City services will be provided to annexed areas within a reasonable time frame. Some of the land within these areas may be suitable for industrial/commercial development and could be considered for such. Millville's property tax base relies primarily upon taxing of residential property. The development of additional non-residential uses in some newly annexed areas could ultimately result in some relief for the residential properties throughout the City.

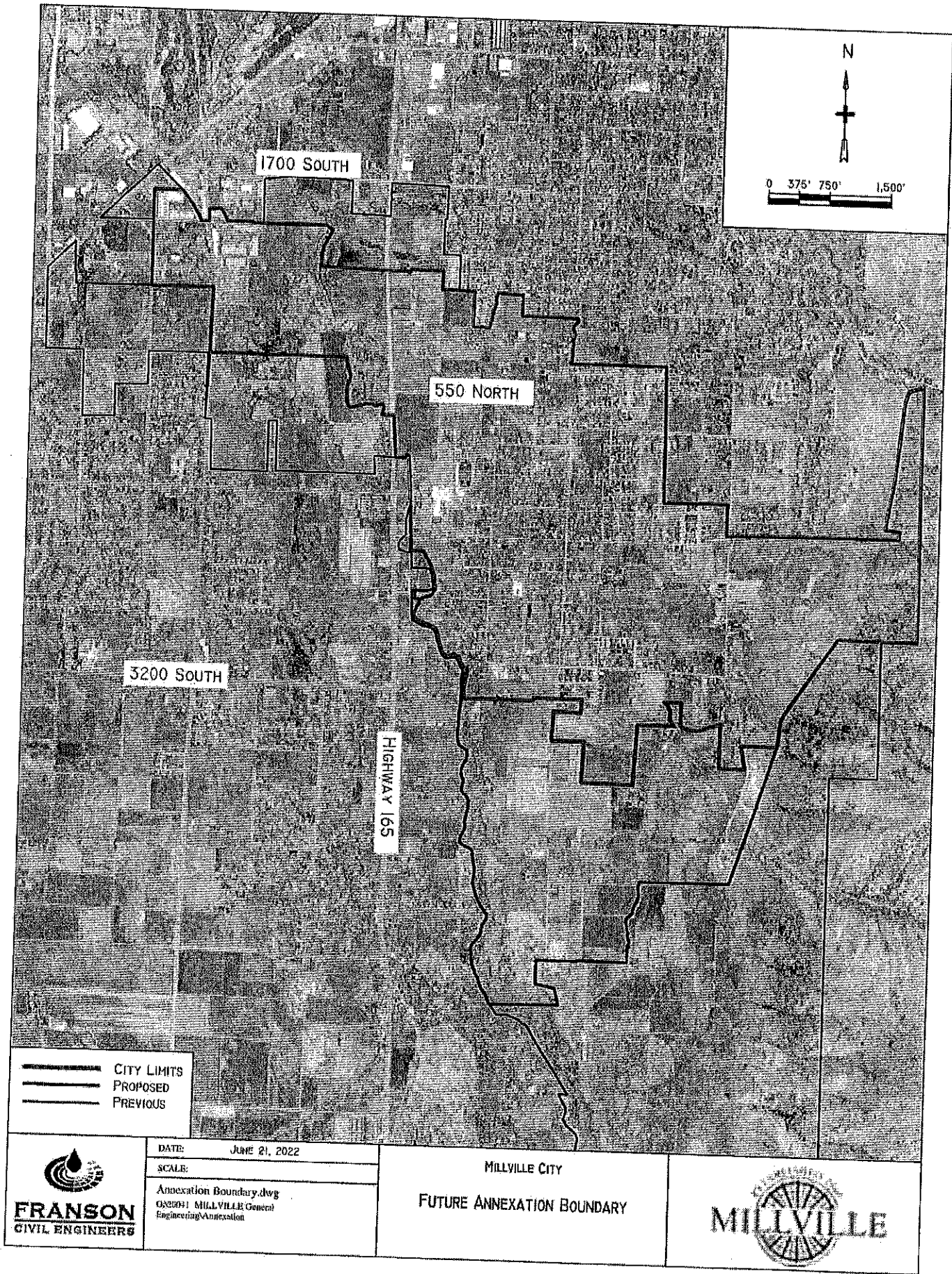
It is generally believed that annexation in the general areas shown, if monitored by the City to assure a satisfactory balance of land uses, would not alter the distribution of taxes to any great extent. It is recognized also that the potential exists for commercial development and the generation of sales tax to augment the City's revenues.

Exact analysis of the tax consequences of any annexation will not be possible until a specific petition is presented to the City, which describes the land and proposed land uses.

VI. The Interest of All Affected Entities

Prior to the approval of any property for annexation, petitioners may be required by the City to provide recommendations from neighboring local governmental jurisdictions regarding the proposal and potential impact of annexation on the general County economic needs, goals or objectives. Applicants for annexation may also have to identify any special districts or county departments that are currently providing services to the property. If the proposed area is receiving services that are to be assumed by Millville City, a statement should be included indicating that steps can be taken to assure an effective transition in the delivery of services. A timetable for extending services should be included if the City is unable to provide services immediately. If the proposal includes a specific urban development, an agreement for the provision of services and improvements should be concluded between the City and the applicant.

All affected entities as defined by Utah State Code may review the proposed annexation policy plan or amendments thereto and may submit oral or written comments and recommendations to the Planning Commission as invited to do so by notice posted and mailed pursuant to State Law. The City shall address any comment made by affected entities at or within 10 days after the public meeting that is held by the Planning Commission to receive said input from affected entities as stated in the law.



N



0 375' 750' 1,500'

1700 SOUTH

550 NORTH

3200 SOUTH

HIGHWAY 165

- CITY LIMITS
- PROPOSED
- PREVIOUS



FRANSON
CIVIL ENGINEERS

DATE: JUNE 21, 2022

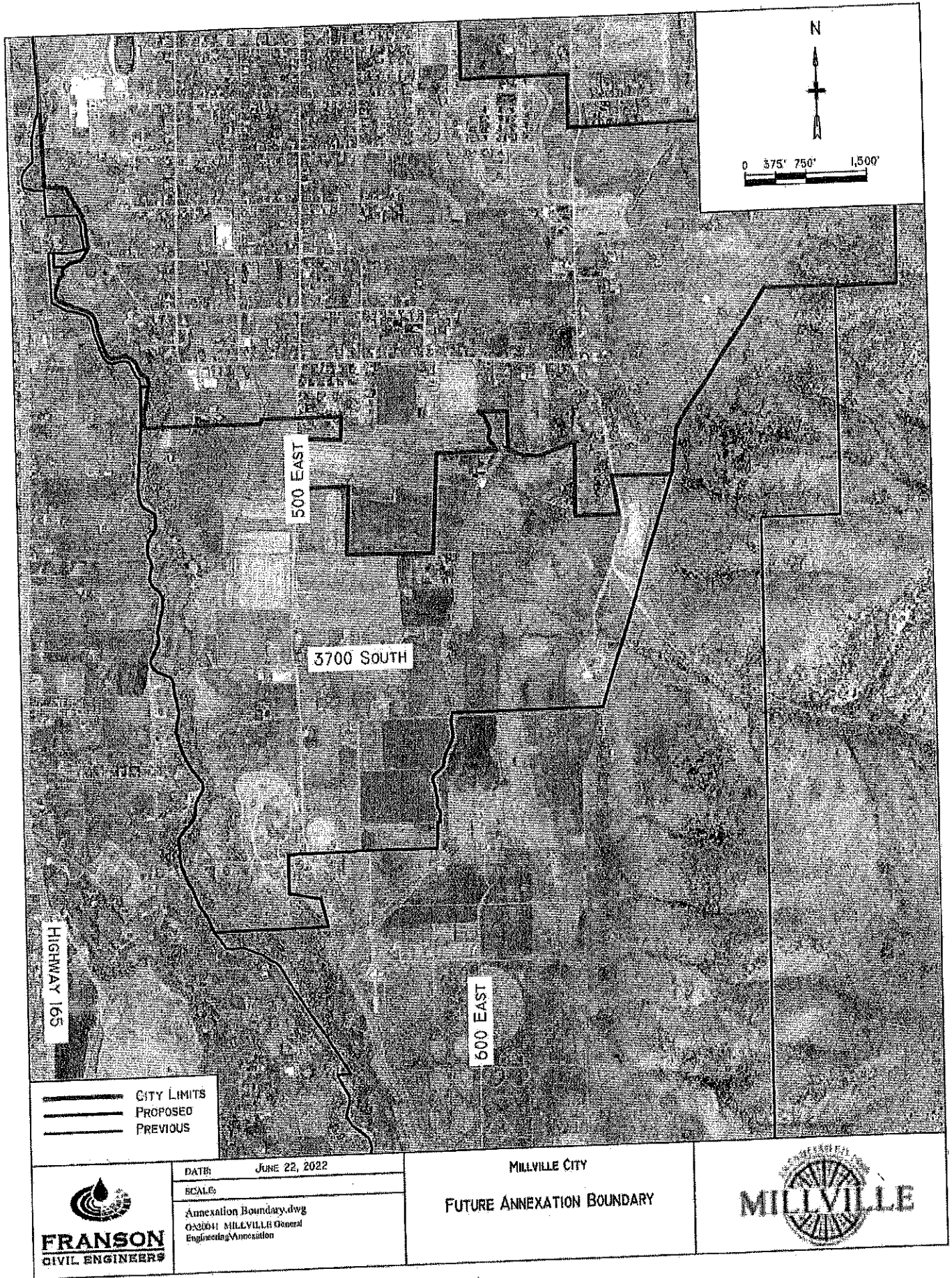
SCALE:

Annexation Boundary.dwg
04/20/21 MILLVILLE General
Engineering/Annexation

MILLVILLE CITY

FUTURE ANNEXATION BOUNDARY





HIGHWAY 165

500 EAST

3700 SOUTH

600 EAST

— CITY LIMITS
— PROPOSED
— PREVIOUS



DATE: JUNE 22, 2022
SCALE:
Annexation Boundary.dwg
0320041 MILLVILLE General
Engineering Annexation

MILLVILLE CITY
FUTURE ANNEXATION BOUNDARY





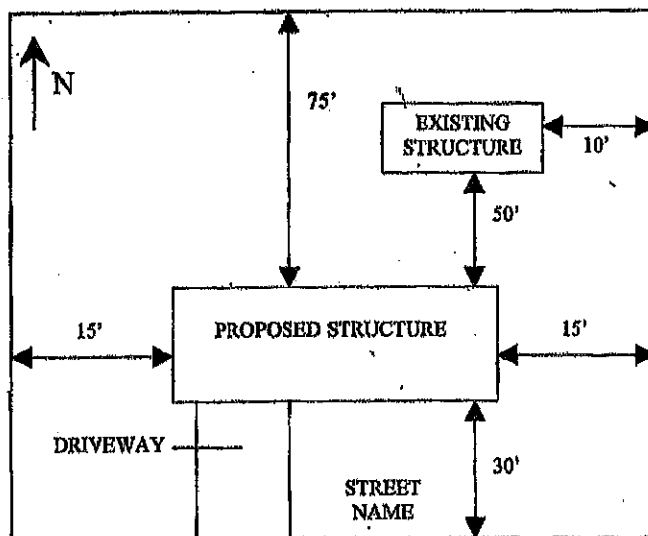
MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

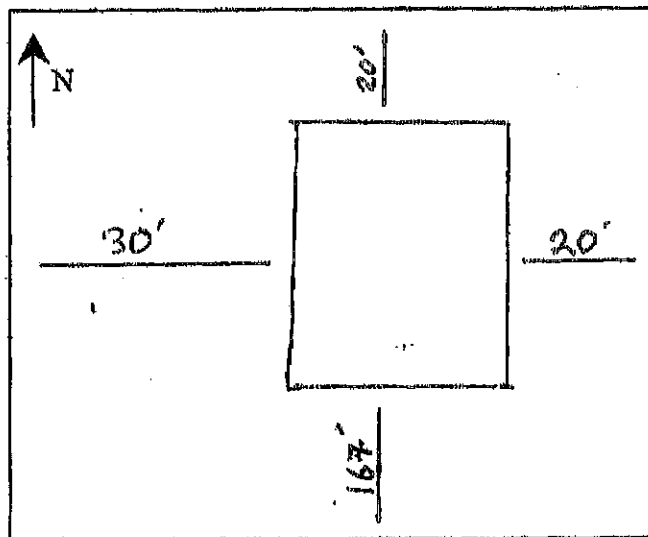
1. Matthew Anderson
APPLICANT'S NAME
2. Pobox 174
MAILING ADDRESS
- Millville VT 84326
CITY STATE ZIP CODE
3. 435-994-4011 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Duplex
TYPE OF STRUCTURE
7. 3295 8. B1
SQUARE FOOTAGE ZONE
9. 03-035-0052
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 035 - 0052
TAX IDENTIFICATION NUMBER
11. 210 So. Main
ADDRESS OF CONSTRUCTION
12. 1504 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

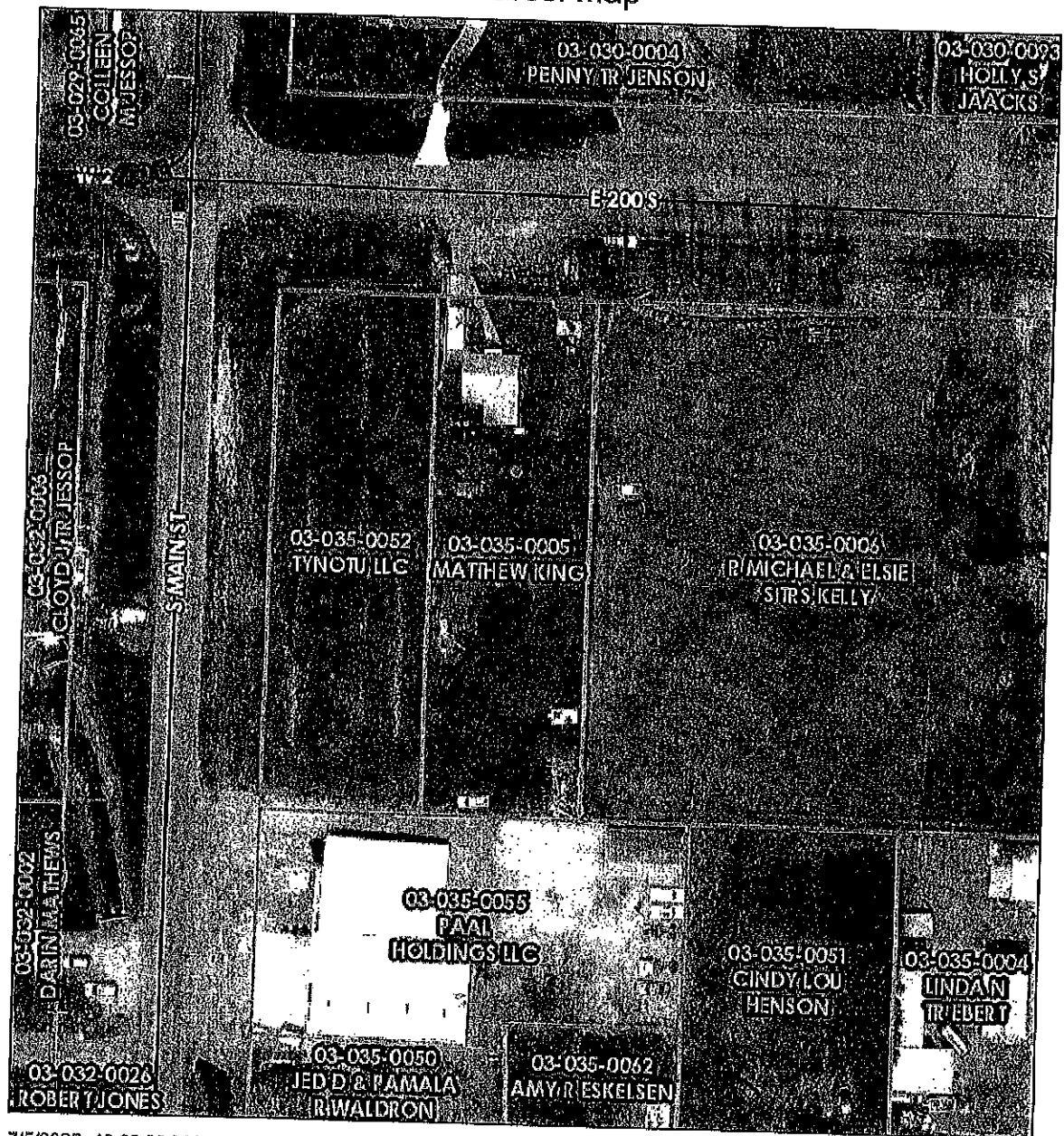
DATE

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)

Parcel Map



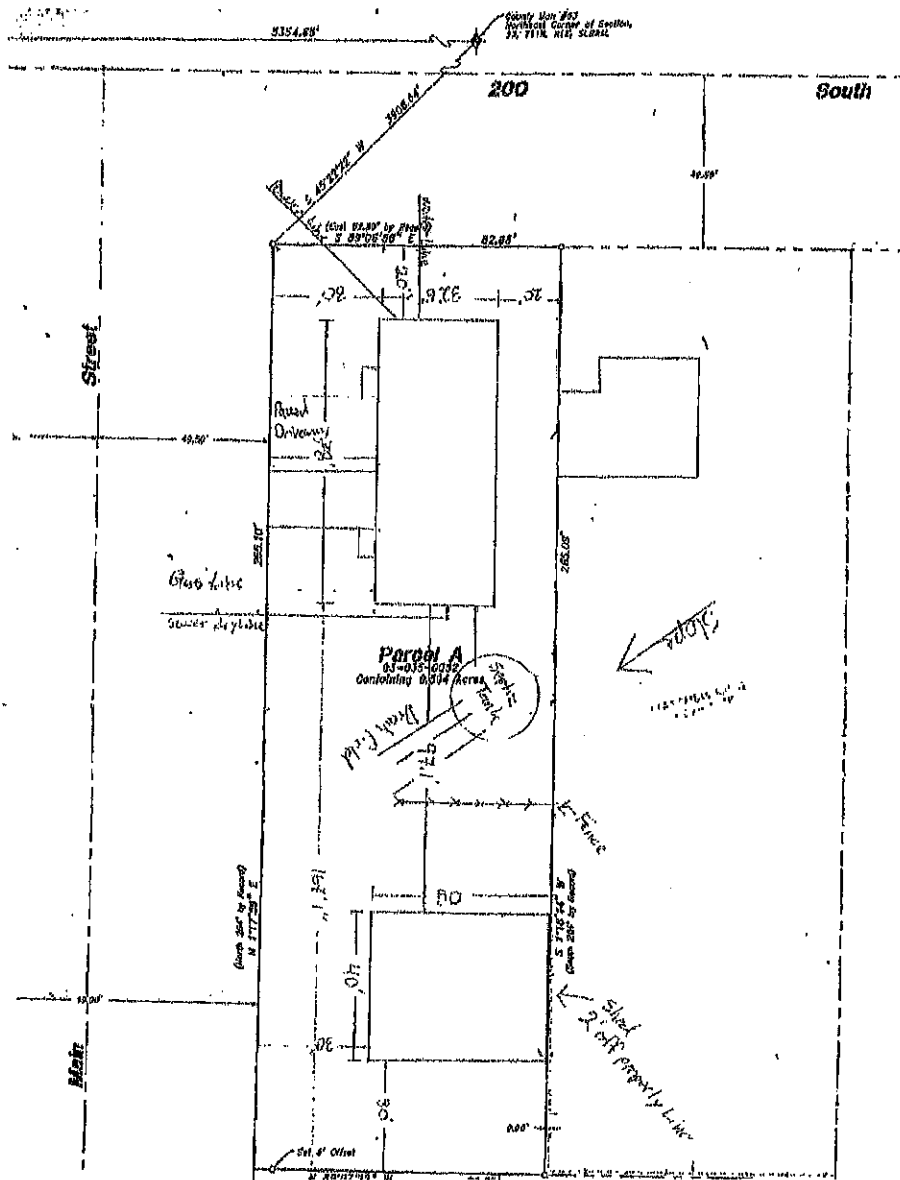
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Class B Surface Type ☐ Municipal Boundaries
 ASPHALT ☐ County Boundary
 GRAVEL ☐ Cache Parcels
 DIRT

1:1,128
 0 0.01 0.01 0.02 ml
 0 0.01 0.02 0.04 km

Maxar, Microsoft

Authorized Use: Cache County Development Services Office
 Authorized Use: GIS Division/ Development Services





01000

MILLVILLE CITY

ZONING CLEARANCE FOR BUILDING PERMIT

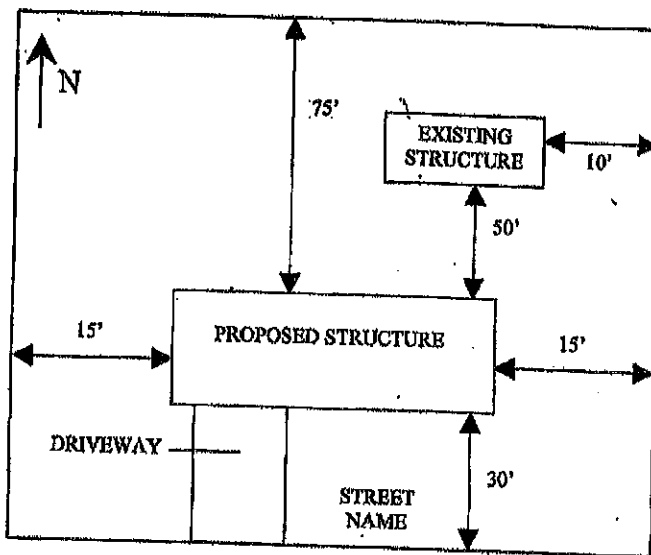
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

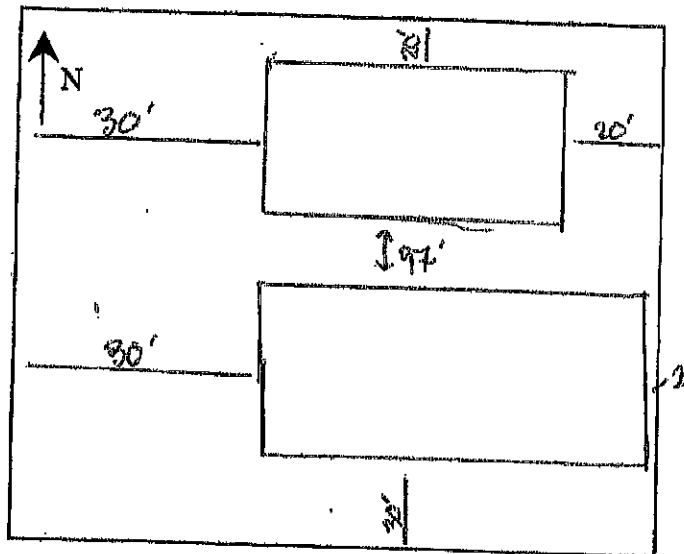
1. Matthew Anderson
APPLICANT'S NAME
2. PO Box 174
MAILING ADDRESS
3. Millville UT 84326
CITY STATE ZIP CODE
3. 435-994-4011 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. Steel building
TYPE OF STRUCTURE
7. 2000 8. R1
SQUARE FOOTAGE ZONE
9. _____
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 035 - 0052
TAX IDENTIFICATION NUMBER
11. 240 So. Main
ADDRESS OF CONSTRUCTION
12. 1504 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. Slab on grade
REMARKS
- No utilities exist storage.

SAMPLE PLOT PLAN

(numbers do not represent required setbacks)



PLOT PLAN



APPROVED - PLANNING AND ZONING

DATE

FEES PAID - TREASURER

DATE

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