

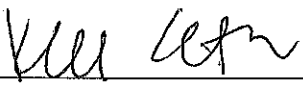
NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold their regularly scheduled on Thursday, **February 2, 2023** 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 January 5, 2023
5. Agenda Items
 - A. Sign Permit- Bio Minerals- Kenneth Hamilton- 299 S 100 W, Millville UT 84326
 - B. Zoning Clearance- Commercial Warehouse- 695 W 1700 S Building 18
 - C. Zoning Clearance- Residential Remodel- 189 S Main St.
 - D. Zoning Clearance- New Residence- Jared Campbell- 198 N 500 E, Mond-aire Heights Lot 33
 - E. Other
6. City Council Minutes from January 12, 2023
7. Agenda items for next meeting
8. Calendaring for future Planning Commission Meeting February 16, 2023
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 January 31, 2023 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

January 5, 2023

PRESENT: Garrett Greenhalgh, Rachel Thompson, Bonnie Farmer, Larry Lewis, Darcy Ripplinger, Matthew Anderson, Pam June, David Hair, Tara Hobbs, Kara Everton, Barb Lewis

Call to Order/Roll Call:

Commissioner Greenhalgh opened the meeting for January 5, 2023, at 8:00p.m. Commissioners Garrett Greenhalgh, Bonnie Farmer, Larry Lewis, Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) were present. Commissioner Dickey excused 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 for January 5, 2023.** Commissioner Ripplinger seconded. Commissioners Garrett Greenhalgh, Bonnie Farmer, Larry Lewis, Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor. Commissioner Dickey excused with Commissioner Thompson absent.

Approval of the Minutes of the Previous Meeting

The Planning Commission reviewed the minutes for the Planning Commission Meeting for December 1, 2022. **Commissioner Ripplinger moved to approve the minutes.** Commissioners Garrett Greenhalgh, Bonnie Farmer, Larry Lewis, Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor. Commissioner Dickey excused with Commissioner Thompson absent.

5.A. PUBLIC HEARING- beginning as close to 8:05 p.m.

Commissioner Farmer moved to open the public hearing at 8:03 p.m. Commissioner Lewis seconded.

PRESENT: Garrett Greenhalgh, Rachel Thompson, Bonnie Farmer, Larry Lewis, Darcy Ripplinger, Matthew Anderson, Pam June, David Hair, Tara Hobbs, Kara Everton, Barb Lewis

Items for Discussion included:

- i. Millville City Code- Chapter 17.46 Accessory Dwelling Units
- i. Millville City Code- Chapter 17.50 Short-term Rentals

Discussion:

Barb Lewis, a Millville resident, and current owner of a short-term rental, asked about parking violations and who the responsible party would be, either the owner of the short-term rental or the owner of the vehicle. Commissioner Greenhalgh answered stating that if there is a violation because there are not enough parking spaces provided then that would go to the homeowner, but if there is a parking violation because it is breaking the law then that would go to the vehicle owner.

Commissioner Thompson arrived at this time.

Barb wanted further clarification on what the parking code was. Commissioner Greenhalgh stated the code states adequate parking available and to be informed by the homeowner. Barb then asked what the noise ordinance was, and Commissioner Greenhalgh stated that from quiet hours are between the hours of 10:00 p.m. and 7:00 a.m.

Tara Hobbs asked if being a resident of Millville City is still required. Commission answered Yes. Tara Hobbs wanted clarification on if an individual needed one business license for each property or a business license to cover the one owner. Commissioner Greenhalgh suggested it should be per owner not property. Barb Lewis stated that Logan City does it per owner and not property. The commission was in favor of that.

Discussion began referencing the code relating to Accessory Dwelling Units, it specifies that a permit is needed, but a Short-term Rentals it states a business license is needed. Commissioner Greenhalgh suggested that because the city does not have a current permit that we can switch the verbiage to business license to simplify the process:

Commissioner Thompson moved to close the public hearing at 8:15 p.m. Commissioner Farmer seconded

5.B. Discussion on Millville City Code

i. Millville City Code- Chapter 17.46 Accessory Dwelling Units

Clarification among Commissioners were discussed specifying that an Accessory Dwelling Unit can be both short term and long term. Tara Hobbs stated that years ago a Conditional Use Permit was used to allow a rental.

Commissioner Greenhalgh asked if in referencing Section J if we need to have a minimum square foot that is required. Commissioner Anderson asked if someone wanted to come and build a one-bedroom small casita then he would be in favor of that, but do we require a kitchen and how would that be regulated. Commissioner Thompson looked up the definition of 'self-regulated' online and read that to the commission and it was determined that it should include access to both a kitchen and bathroom.

Commissioner Greenhalgh brought up Section P asking if we cared if the structure was one-story. Commissioner Anderson brought up that in previous discussion we didn't want it to taller than the primary residence. Commissioner Greenhalgh stated that when he envisions this he thinks of a garage with an apartment on top, but that would be over what is suggested.

Discussion ensued regarding different building heights and options that could be possible and decided to state a 25' maximum height.

Commissioner Ripplinger wanted to know why under rental provisions option C was crossed out. Kara Everton stated it was redundant.

Commissioner Anderson said the utility fee of \$50 was discussed and asked if that includes long-term rentals as well as short-term rentals.

ii. Millville City Code- Chapter 17.50 Short-term Rentals

Commissioner Anderson asked if we need to specify the number of parking stalls per bedroom. Commissioner Greenhalgh said the term *adequate* and linking it to a business license covers that.

Commissioner Ripplinger wanted a definition of why a short-term rental contract was non-transferrable. Kara Everton explained that the new homeowner needs to be held responsible for the future renters and needs to be made aware, thus coming in for their own business license.

Barb Lewis asked why the city feels the need to define what a short-term rental is versus a long-term rental and is there really a difference? The commission answered that it's a way to hold the homeowner responsible for all renters coming and going and allows the city to be aware and have leverage in case of violation.

Commissioner Thompson moved to recommend the code for Chapter 17.46- Accessory Dwelling Units and 17.50 Short-term Rentals to the City Council. Commissioner Larry Lewis seconded. Commissioners Garrett Greenhalgh, Rachel Thompson, Bonnie Farmer, Larry Lewis, Darcy Ripplinger (Alt.) and Matthew Anderson (Alt) voted in favor. Commissioner Dickey excused.

5.C. Other

6. City Council Report – review minutes from the December 8, 2022 meeting

7. Agenda Items for Next Meeting

8. Calendaring of future Planning Commission Meeting

The next regularly scheduled meeting will be held Thursday, February 2, 2023, at 8:00 pm.

9. Adjournment

Chairman Greenhalgh moved to adjourn the meeting at 9:33 p.m.

City of Millville, Utah
Sign Permit Application

Applicant Information

Application Number:

Name: <u>Kenneth Hamilton</u>	Telephone: <u>435-753-2086</u>
Address: <u>299 S 1012 W (PO Box 486)</u>	Fax: _____
City/State/ZIP: <u>Millville, UT 84326</u>	e-mail: <u>Kenneth.Hamilton@comcast.net</u>

Description of Signage Project

Parcel No.: <u>03-032-0013</u>	☒ Permanent Sign
Address: <u>299 S. 1012 W.</u>	☐ Temporary Sign
Plan: _____	

Site Plan (to be submitted with this application)

Prepared by: <u>Mike Morgan</u>	Telephone: <u>435-760-1046</u>
Address: <u>299 S. ~~299~~ 1012 W</u>	Fax: _____
City/State/ZIP: <u>Millville, UT</u>	e-mail: <u>mike@bmtel.com</u>
Contact: <u>Mike Morgan</u>	

Color Rendering (to be submitted with this application)

Prepared by: <u>Mike Morgan</u>	Telephone: _____
Address: _____	Fax: _____
City/State/ZIP: _____	e-mail: _____
Contact: _____	

Complete Signage Plan, where applicable (to be submitted with this application)

Prepared by: _____	Telephone: _____
Address: _____	Fax: _____
City/State/ZIP: _____	e-mail: _____
Contact: _____	

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

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 Sign Permit Application fee with this application. I understand that the approval of this application is a prerequisite of approval for the Building Permit Clearance form.

Applicant: _____

Date: 1-3-23

City Review (to be completed by city personnel)

Y N

Signature of Reviewer

- ☐ ☐ Received Sign Permit Application fee.
- ☐ ☐ Submitted Building Permit Clearance form.
- ☐ ☐ Requires other reports, plans, or information. List:

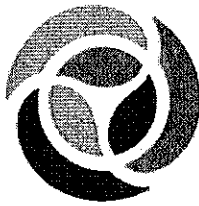
Conditions

Approval of Sign Permit Application (vote of the Planning Commission)

Y N

Signatures

- ☐ ☐ Planning Commission grants Approval.
- ☐ ☐ Applicant agrees to the Conditions.



BIO MINERALS TECHNOLOGIES, INC.

Entry sign:

Our intent is to build a nice wooden entry sign that will match the appearance and style of the entry fence/gate. Overall sign dimensions will be according to the submitted drawing, with an overall height of 6' 6" and an overall width of 8'.

The upright posts will be 4 x 4 posts anchored to small concrete footings for stability. The upright posts will be stained dark brown (similar to existing entry fence). The facing of the sign consists of six horizontal boards. The top and bottom boards will be 2 x 6 x 8' and the center 4 boards will be 2 x 12 x 8'. The lettering for the sign will be inset (router) into the 2 x 12s, with the lettering painted black. The horizontal boards will be stained a light brown (similar to existing entry fence).

The horizontal sign boards will be sandwiched between 2 sets of 4 x 4s, with additional stabilizing material on the back in the center to maintain alignment and appearance.

Submitted by

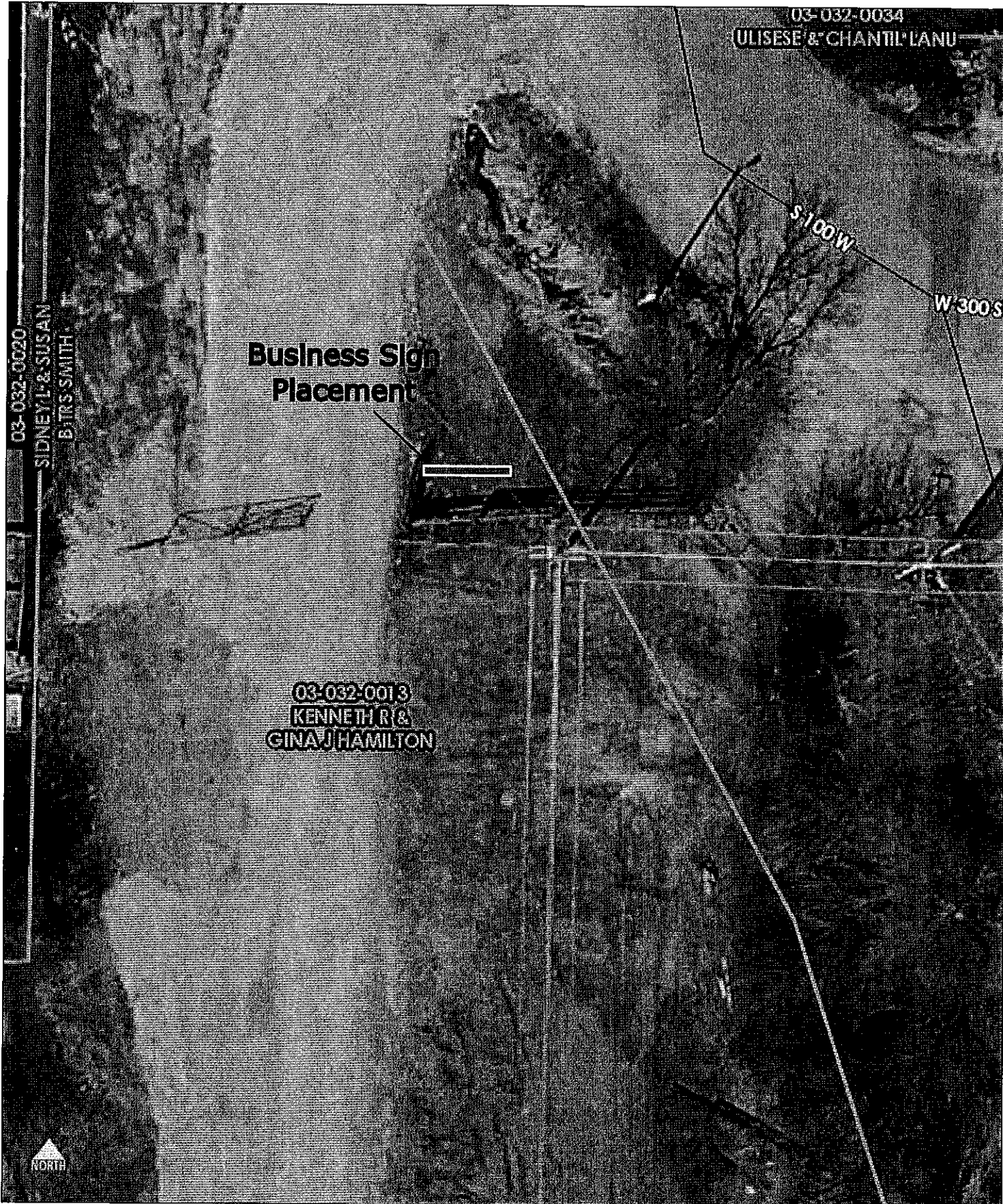
Mike Morgan
Bio Minerals Technologies
299 S 100 W
Millville, UT 84326
435-760-1046
mike@bmted.com

8' 0"

**Bio Minerals
Technologies
299 S 100 W
435-753-2086**

6' 4"

12"



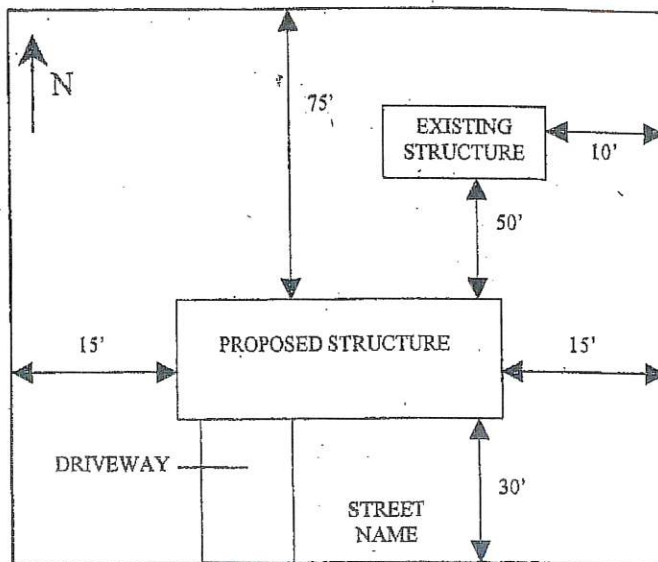


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

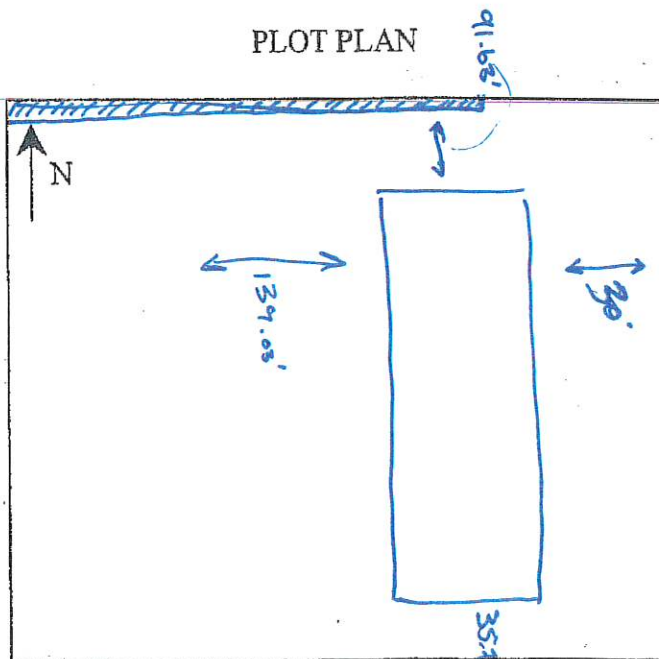
APPLICATION INFORMATION

1. LA Zollinger & Sons Inc
APPLICANT'S NAME
2. 695 W 1700 S Building 7
MAILING ADDRESS
3. Logan UT 84321
CITY STATE ZIP CODE
3. 435-753-1122 4. 435-994-6168
HOME TELEPHONE BUSINESS TELEPHONE
5. Zollinger's
OWNER'S NAME (if different from applicant)
6. COMMERCIAL WAREHOUSE.
TYPE OF STRUCTURE
7. 112,000 8.
SQUARE FOOTAGE ZONE
9.
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03-001-0029
TAX IDENTIFICATION NUMBER
11. 695 W 1700 S Building 18
ADDRESS OF CONSTRUCTION
12. 4.97 13. 4440
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)



ZOLLINGER WAREHOUSE

PARCEL #03-001-0029 MILLVILLE, UTAH

11/04/2022

CARTWRIGHT PROJECT # 122108

PROJECT DATA

DESIGN CRITERIA

APPLICABLE CODES	ICBO/AIA 1117.1.2003
INTERNATIONAL BUILDING CODE	2018 EDITION
INTERNATIONAL ENERGY CONSERVATION CODE	2018 EDITION
INTERNATIONAL FIRE CODE	2018 EDITION
INTERNATIONAL MECHANICAL CODE	2018 EDITION
INTERNATIONAL PLUMBING CODE	2018 EDITION
INTERNATIONAL ELECTRICAL CODE	2018 EDITION
INTERNATIONAL SAFETY CONSERVATION CODE	2018 EDITION

OTHER CRITERIA

DEFERRED SUBMITTALS

ARCHITECT

JUSTIN M CAMPBELL
CARTWRIGHT AEC

3700 SOUTH MAIN STREET
NORTH LOGAN, UT

PHONE: (435) 755-3889 EXT. 101

MEP ENGINEER

ZACH LARSON
RED BRICK ENGINEER

331 S. 900 GRANDE STREET SUITE 203
PHONE: (801) 234-5135

CIVIL ENGINEER

LANCE ANDERSON
CACHE-LANDMARK ENGINEERING

95 GOLF COURSE ROAD SUITE 101
LOGAN, UT 84321

PHONE: 437.11.0999

VICINITY MAP



SHEET LIST

GENERAL	0001	COVER SHEET
CIVIL	0002	SCHEMATIC
C-01	0003	GENERAL NOTES & LEGEND
C-02	0004	SITE PLAN
C-03	0005	GRADING PLAN NORTH
C-04	0006	GRADING PLAN SOUTH
C-05	0007	DETAIL SHEET
C-06	0008	FOUNDATION PLAN
C-07	0009	FOUNDATION DETAIL
C-08	0010	FOUNDATION DETAIL
C-09	0011	FOUNDATION DETAIL
C-10	0012	FOUNDATION DETAIL
C-11	0013	FOUNDATION DETAIL
C-12	0014	FOUNDATION DETAIL
C-13	0015	FOUNDATION DETAIL
C-14	0016	FOUNDATION DETAIL
C-15	0017	FOUNDATION DETAIL
C-16	0018	FOUNDATION DETAIL
C-17	0019	FOUNDATION DETAIL
C-18	0020	FOUNDATION DETAIL
C-19	0021	FOUNDATION DETAIL
C-20	0022	FOUNDATION DETAIL
C-21	0023	FOUNDATION DETAIL
C-22	0024	FOUNDATION DETAIL
C-23	0025	FOUNDATION DETAIL
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C-25	0027	FOUNDATION DETAIL
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C-39	0041	FOUNDATION DETAIL
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C-41	0043	FOUNDATION DETAIL
C-42	0044	FOUNDATION DETAIL
C-43	0045	FOUNDATION DETAIL
C-44	0046	FOUNDATION DETAIL
C-45	0047	FOUNDATION DETAIL
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C-47	0049	FOUNDATION DETAIL
C-48	0050	FOUNDATION DETAIL
C-49	0051	FOUNDATION DETAIL
C-50	0052	FOUNDATION DETAIL
C-51	0053	FOUNDATION DETAIL
C-52	0054	FOUNDATION DETAIL
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C-57	0059	FOUNDATION DETAIL
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C-93	0095	FOUNDATION DETAIL
C-94	0096	FOUNDATION DETAIL
C-95	0097	FOUNDATION DETAIL
C-96	0098	FOUNDATION DETAIL
C-97	0099	FOUNDATION DETAIL
C-98	0100	FOUNDATION DETAIL
C-99	0101	FOUNDATION DETAIL
C-100	0102	FOUNDATION DETAIL

COVER SHEET
G001

Architectural elevation drawing of the south-facing exterior of a building. The drawing shows a long, low structure with a series of vertical lines indicating windows or panels. The elevation is divided into sections labeled A through K. Dimensions are provided for each section: A (2'-0"), B (2'-0"), C (2'-0"), D (2'-0"), E (2'-0"), F (2'-0"), G (2'-0"), H (2'-0"), I (2'-0"), J (2'-0"), and K (2'-0"). The total width is 24'-0". The drawing includes a title "53 SOUTH FACING EXTERIOR ELEVATION" and a scale bar "1" = 1'-0". The drawing is oriented vertically on the page.

D3 SOUTH FACING EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"

is:CLIN

WEST FACING EXTERIOR ELEVATION

ING

63 EAST FACING EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"

NG

42 NORTH FACING EXTERIOR ELEVATION

CIN



2200 WEST MAIN STREET
SALT LAKE CITY, UT 84119
PHONE: (801) 521-1111
FAX: (801) 521-1112
WWW.CARTWRIGHT-UTAH.COM

ZOLLINGER WAREHOUSE

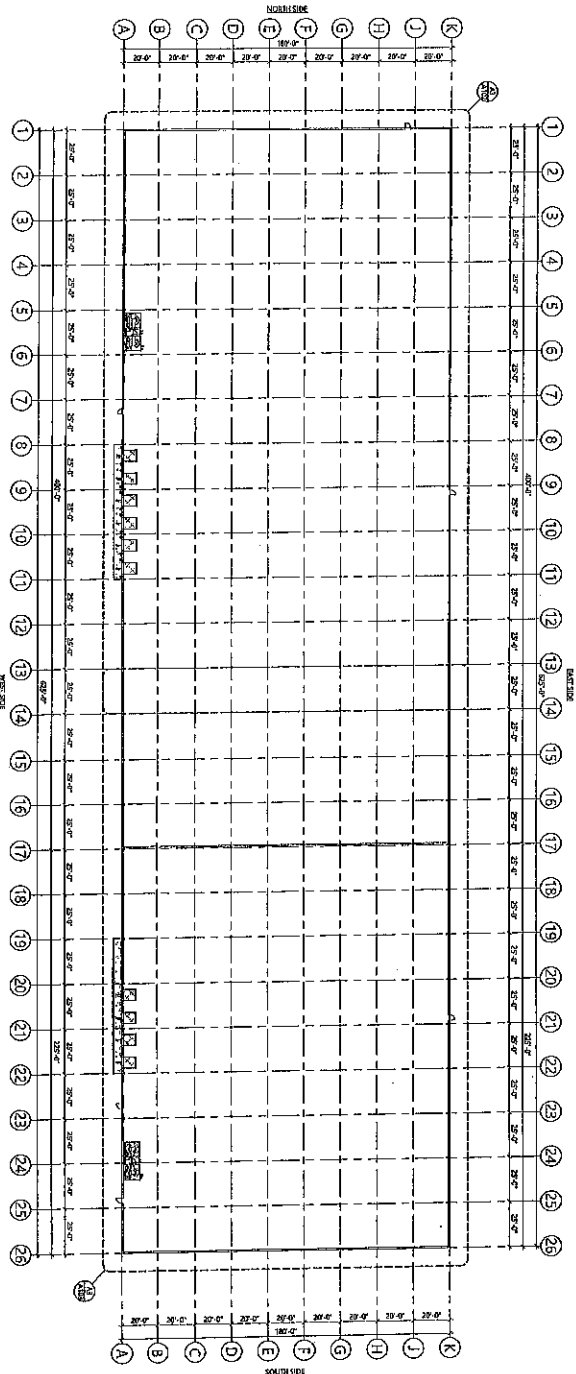
PARCEL #03-001-0029 MILLVILLE, UTAH

DATE	11/06/2022
PROJECT	CV
DESIGNER	CV
CHECKER	CV
APPROVER	CV
DATE	11/06/2022
PROJECT	CV
DESIGNER	CV
CHECKER	CV
APPROVER	CV

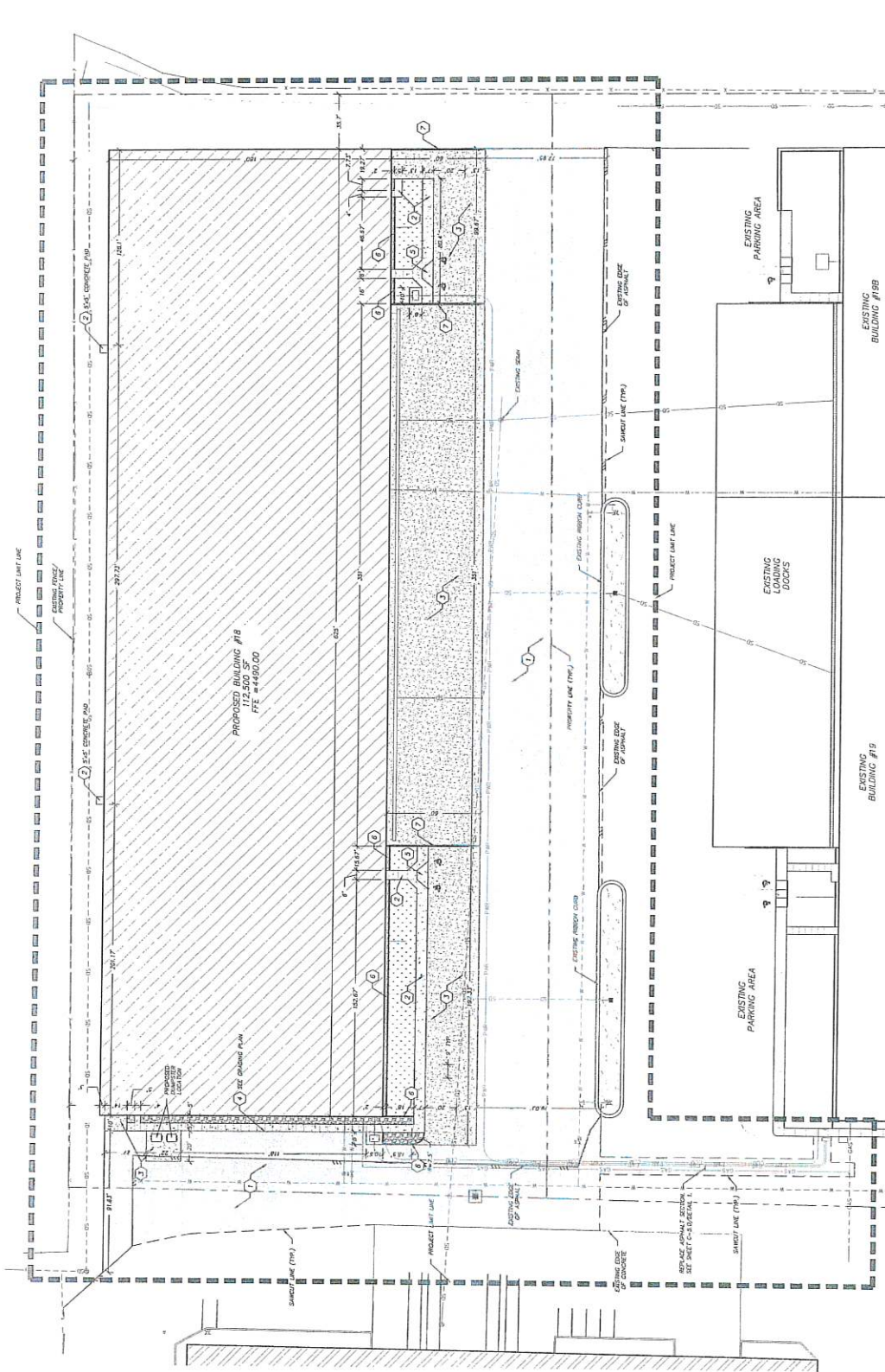
BID SET

A101

OVERALL MAIN
LEVEL FLOOR
PLAN



OVERALL MAIN LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"



0 15' 30' 60'

GRAPHIC SCALE 1" = 30'



SITE PLAN
SCALE: 1" = 10'

SITE CONSTRUCTION NOTES

- ① CONSTRUCT STANDARD ASPHALT SECTION. SEE SHEET C-5.0/DETAIL 1.
- ② CONSTRUCT STANDARD CONCRETE SIDEWALK. SEE SHEET C-5.0/DETAIL 2.
- ③ CONSTRUCT HEAVY DUTY CONCRETE. SEE SHEET C-5.0/DETAIL 3.
- ④ CONSTRUCT THICKENED EDGE CONCRETE. SEE SHEET C-5.0/DETAIL 4.
- ⑤ CONSTRUCT ADA RAMP. SEE SHEET C-5.0/DETAIL 5.
- ⑥ CONSTRUCT 6" CONCRETE CURB. SEE SHEET C-5.0/DETAIL 6.
- ⑦ CONSTRUCT CONCRETE RETAINING WALL. SEE SHEET C-5.0/DETAIL 7.

SITE GENERAL NOTES:

1. ALL DIMENSIONS AND RADII ARE MEASURED TO TOP BACK OF CURB - UNLESS OTHERWISE NOTED OR WHEN NO CURB IS PRESENT.
 2. ALL CONCRETE JOINING AND SCORING SHALL MEET MILWAUKEE CITY STANDARDS AND SPECIFICATIONS FOR CONCRETE PAVING.
1. CONTRACTOR TO REFER TO GRADING PLAN FOR ALL FINISH GRADE ELEVATIONS.
- SEE SHEET C-0.1 FOR GENERAL NOTES AND LEGEND.

AGENCY REVIEW SET. NOT FOR CONSTRUCTION

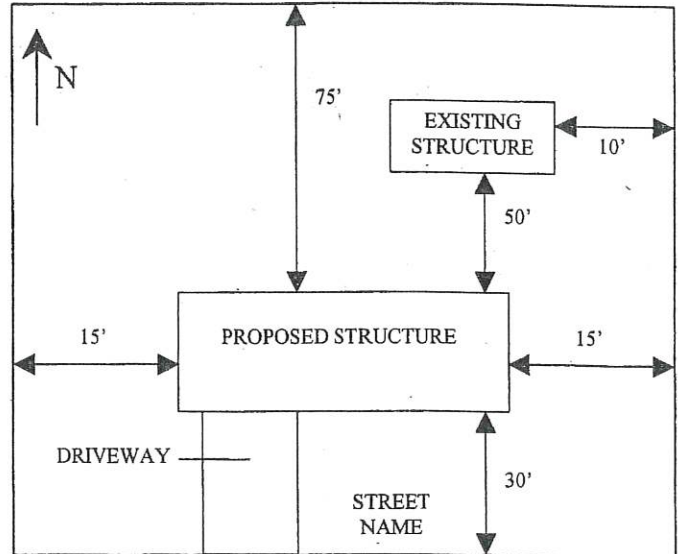


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

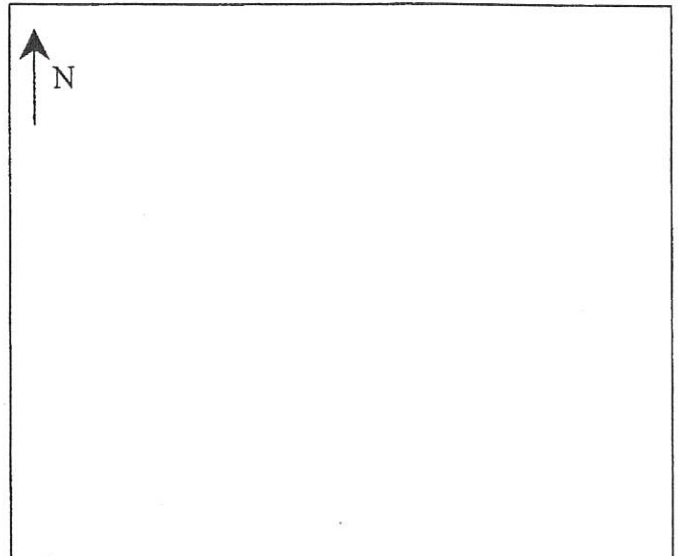
APPLICATION INFORMATION

1. Technique Construction LLC
APPLICANT'S NAME
2. 255 S Main St Ste 100
MAILING ADDRESS
- Logan VT 84321
CITY STATE ZIP CODE
3. _____ 4. 435-764-2200
HOME TELEPHONE BUSINESS TELEPHONE
5. Colleen M Jessop
OWNER'S NAME (if different from applicant)
6. Residential
TYPE OF STRUCTURE
7. 1100 SF 8. _____
SQUARE FOOTAGE ZONE
9. _____
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 029 - 0065
TAX IDENTIFICATION NUMBER
11. 189 S Main St
ADDRESS OF CONSTRUCTION
12. 0.31 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)

1	Main Floor	9/84 = 1.04
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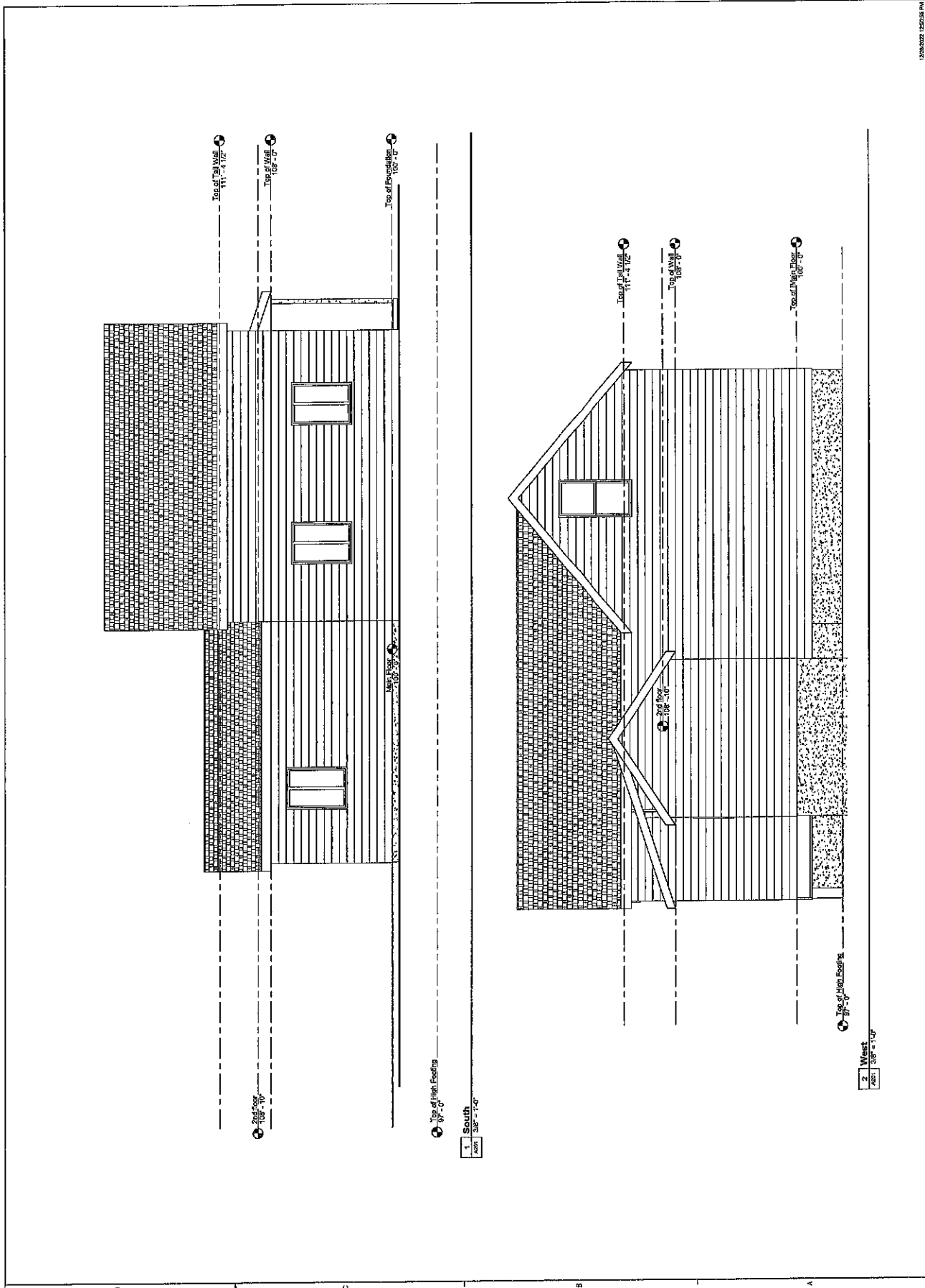


PC DESIGNED BY: 235 94TH
CHECKED BY: 6/20
ISSUED 1/2/2000

[illegible]

OWNERS NAME Owner
PROJECT ADDRESS
Enter address here

Millville House



3	Axon 3
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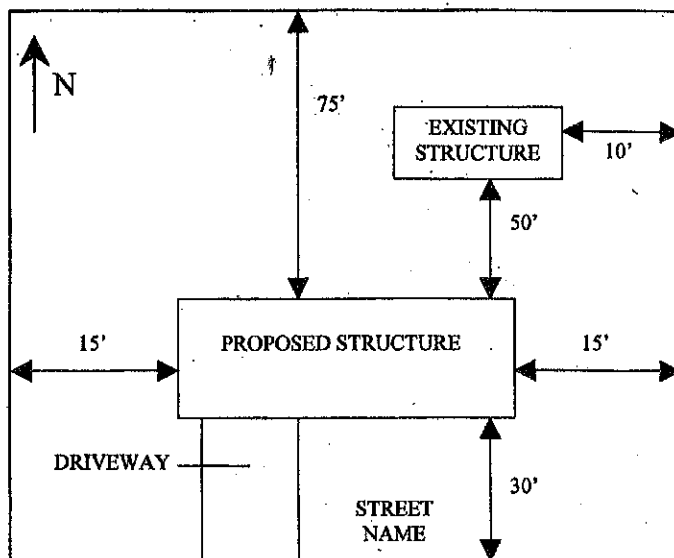


MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

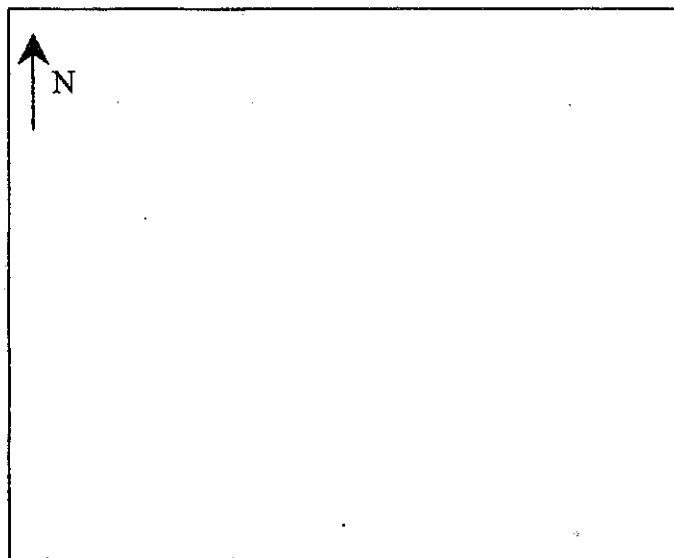
APPLICATION INFORMATION

1. Jared Campbell
APPLICANT'S NAME
2. PO BOX 297
MAILING ADDRESS
- Millville VT 84326
CITY STATE ZIP CODE
3. 435-755-2965 4. _____
HOME TELEPHONE BUSINESS TELEPHONE
5. _____
OWNER'S NAME (if different from applicant)
6. residential
TYPE OF STRUCTURE
7. 3827 8. R-1
SQUARE FOOTAGE ZONE
9. Monroe Road Mond-air Heights 33
SUBDIVISION NAME AND LOT NUMBER (if applicable)
10. 03 - 194 - 0033
TAX IDENTIFICATION NUMBER
11. 198 N 500 E
ADDRESS OF CONSTRUCTION
12. 2.25 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)



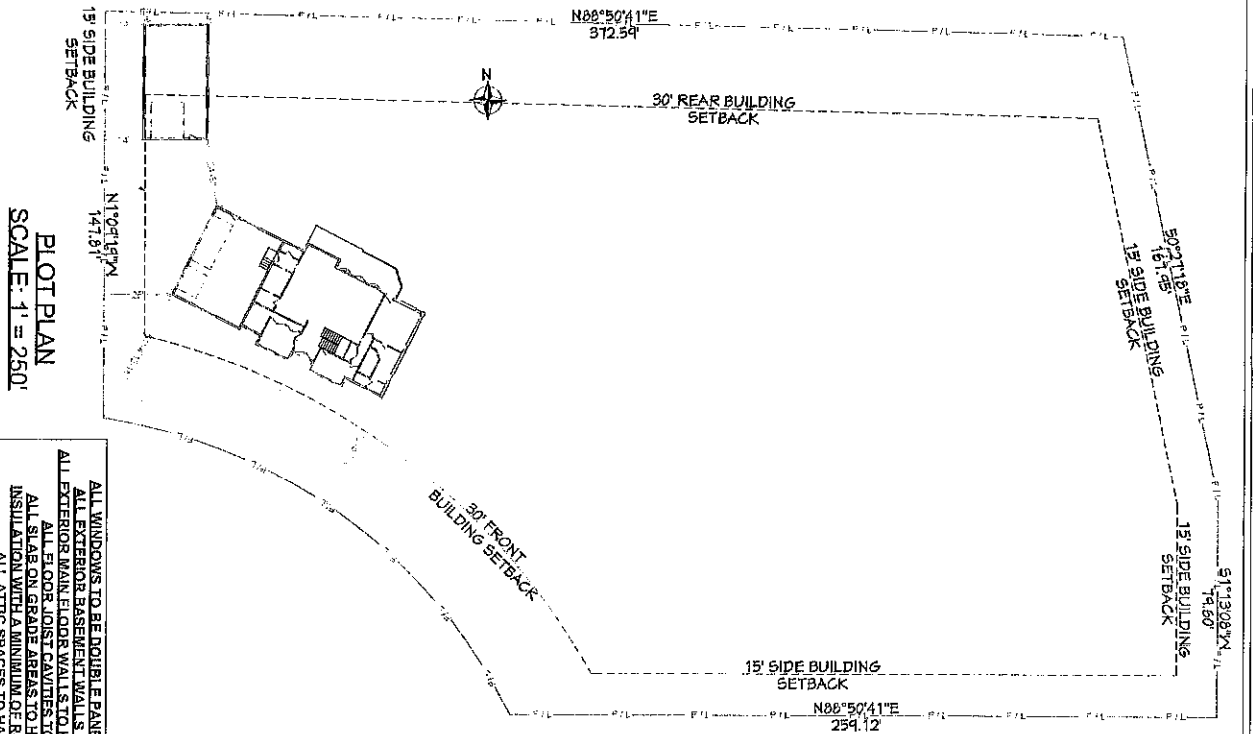
PLOT PLAN



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)

[illegible]

SCALE: 1" = 250'

ALL WINDOWS TO BE DOUBLE PANE LOWE GRADE (U-FACTOR 0.32)
ALL EXTERIOR BASEMENT WALLS TO HAVE A MINIMUM OF R-25/5/29
ALL EXTERIOR MAIN FLOOR WALLS TO HAVE A MINIMUM OF R-20/5/5 OR R-13/40
ALL 1ST FLOOR JOIST CAVITIES TO HAVE A MINIMUM OF R-30
ALL 1ST FLOOR ON GRADE AREAS TO HAVE 2" OF RIGID FOAM BOARD INSULATION WITH A MINIMUM OF R-10. 4" ET (GARGALES EXCLUDED)
ALL ATTIC SPACES TO HAVE A MINIMUM OF R-49

HOUSE AREAS	
BASEMENT	N/A
MAIN	2125
SECOND	1702
TOTAL	3827

GARAGE	
MAIN	987
TOTAL	987

1. PLOT PLAN & COVER PAGE
2. FOUNDATION PLAN
3. MAIN FLOOR PLAN
4. SECOND FLOOR PLAN
5. ELEVATIONS
6. ELEVATIONS
7. BUILDING SECTION & DETAIL
8. ELECTRICAL PLANS
9. ROOF PLAN

DO NOT SCALE 11X17 PRINTS
THEY ARE NOT TO SCALE

DATE:
8/1/2022

TITLE:
PLOT PLAN & COVER PAGE

PROJECT FOR:
MR. & MRS. JARED CAMPBELL



OWNER: JAY L. BAIR
PHONE: (435) 770-6636
EMAIL: jay@bairdesigns.com
WEB: bairdesigns.com
336 SUNBURST LN. ©
RICHMOND, UT, 84333
DRAWN BY: KARINA DYCHES
CHECKED BY: JAY L. BAIR

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
January 12, 2023

PRESENT: Pamela June, Daniel Grange, Clay Wilker, Michael Callahan, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Michael Kidman, Brady Jenson, Mindee Jenson, Dakota Jenson, Shawn Carlsen, Scott Seely, Felysha Lilley, Eric Lilley

Call to Order/Roll Call

Councilmember Pamela June called the City Council Meeting to order for January 12, 2023, at 7:00 p.m. The roll call indicated Mayor David Hair was excused and Councilmembers Pamela June, Michael Callahan, Ryan Zollinger and Clay Wilker were in attendance with Councilmember Daniel Grange to arrive shortly. Councilmember June was acting as Mayor Pro Tempore for this meeting as established by Resolution 2022-11.

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 January 12, 2023, was reviewed. Recorder Twedt said that at the end of the meeting, the Council needed to hold a brief executive session to discuss a couple of things.

Councilmember Grange arrived at this time.

Councilmember Zollinger moved to approve the agenda for January 12, 2023.

Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (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 December 8, 2022.

Councilmember Callahan moved to approve the minutes for December 8, 2022.

Councilmember Wilker seconded. Councilmembers Grange, Wilker and Zollinger voted yes with Councilmember Callahan abstaining as he had not been at that meeting and Councilmember June abstained as she was acting as Mayor Pro Tempore.

Public Comment Period

Mayor Pro Tempore June opened the floor for public comments.

Brady, Mindee and Dakota Jenson were there to discuss their ongoing concerns about the activities taking place at the barn built by their neighbors. Brady asked the status of the City in dealing with the complaint that he had filed. Councilmember June said that she had been waiting for addition information from the Jensons as requested at the last meeting. Brady said that he had sent an email to Councilmember June on January 4th and hadn't received a response. He said that in that message, there was a link to a recording of noise from the barn recorded from inside the Jenson home as requested by the City Council.

Brady said that to him, a business is clearly being run out of the barn and that he has spoken with someone from the State to that affect. Brady showed on his phone the Venmo account of Talon where payments were being requested from users of the gym.

Brady said that he confirmed with the State that Talon had filed for an LLC for his business. Councilmember Grange said that he filed for the LLC prior to his visit to the City Council, because he thought it was needed to get a business license through the City. When he came to the City, it was determined that a business license would not be granted for a business like this in the residential zone and that a business license was likely not needed based on what Talon claimed was being done at the barn.

Brady said that they can hear the music every morning when people are working out in the gym. The hours are 6:30 – 8:15 am on Monday, Tuesday, Wednesday, and Friday. Additionally, they have cars parked up and down the road. Brady said that last night at 7 pm, a church young women activity had been held in the barn and they could hear every word of the movie being watched.

Councilmember Wilker said that he could empathize with the Jenson family as Councilmember Wilker is hearing noise six days a week from the activities being held at Ridgeline High School near his home. The Jensons said that they moved to Millville from Logan for a quieter location and that they can feel the vibrations from the music at the barn inside their home.

Councilmember Grange said that he agreed that there may be some violations of City Code and that the Council should likely take action. Councilmember Zollinger said that at the previous meeting, the Council did not have any evidence as it was just an allegation at that time. He said that the Council could review the recordings as this would give them a basis to deal with the complaint.

Brady Jensen highlighted that in the minutes of a previous meeting, Councilmember Zollinger had said that a gym does not belong in a residential neighborhood. Councilmember Zollinger said that he still stands by that. The R1 Zone does not allow for a commercial gym.

Councilmember Callahan said that this issue has been dragging on and he thinks that something needs to be done to resolve it. Councilmember June said that the time is up for public comments and suggested this be on the agenda for additional review at the next meeting.

Request for a Business License for Rock Creek Crates

Chalyce Carlsen has submitted a request for a business license for Rock Creek Crates at 695 W. 1700 S. Bldg. 28 Suite 110. Shawn Carlsen was present at the City Council Meeting and explained that they make high-end dog crates or kennels that they manufacture here for shipments in the US. **Councilmember Grange moved to approve the business license for Rock Creek Crates.** Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the license application is included with the minutes as Attachment "B".)

Consideration of resolution appointing a Millville resident to serve on the Cache Mosquito Abatement District Board of Trustees for Millville City

Mayor Pro Tempore June reviewed with the Council the staff report and resolution to appoint a resident to represent Millville on the Cache Mosquito Abatement Board. She said that two residents had expressed interest in serving in the capacity: Kermit Price and Scott Seely.

Councilmember Zollinger asked Scott what he thought about the position. Scott said that he wasn't campaigning for the position but saw that there was a need and wanted to make sure the position got filled.

Councilmember Callahan said that Kermit has been doing this for a long time and has done a good job and worked his way into the bureaucracy. Councilmember Zollinger said that he felt both Kermit and Scott Larsen have done a good job at reigning in the expenses and the budget.

Councilmember Callahan motioned to re-appoint Kermit Price to serve on the Cache Mosquito Abatement Board and adopt Resolution 2023-1. Councilmember Zollinger seconded. They said that they appreciated Scott's willingness to help. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the adopted resolution is included with the minutes as Attachment "C".)

Review of FY2022 Financial Audit Report

Mike Kidman from Jones Simkins presented the Millville City audited financial documents for FY2022. He said that the audit is still in draft condition as there are a few items on the single audit (due to the amount of Federal funding) that are still being reviewed and we are

waiting on a date from the Utah Division of Finance for when they eliminated some debt with a grant given by the Division of Water Quality.

Mike Kidman reviewed some of the key parts of the audit with the Council. He reviewed the Net Position of the City financials. He said the big take away from the financials is all the new debt resulting from the well and sewer utility projects which was clearly not a surprise to the City Council.

Councilmember Callahan asked if there were any State compliance issues found. Mike reported that things looked good, and they did not identify any State compliance issues. Councilmember Callahan asked about the separation of duties. Mike Kidman said that separation is happening in Millville as much as possible for a small city and controls are put in place to manage this in a positive way.

The Council thanked Mike Kidman for his time and for his presentation on the audit. It was discussed that this was a draft version of the audit, but no major changes were expected. Recorder Twedt recommended the Council accept this current version and the final version unless there were major changes that concerned them. He said that he would report to the Council the changes, if there were any, prior to the submission to the State.

Consideration for approval of FY2022 Financial Audit Report

Mayor Pro Tempore June said that she would except a motion to for approval of the Millville City FY2022 Financial Audit Report. **Councilmember Callahan motioned to approve the draft FY2022 Financial Audit Report and the final unless there are major changes that Recorder Twedt thought would be concerning to the City Council.** Councilmember Wilker seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the Annual Financial Audit Certification is included with the minutes as Attachment "D".)

Councilmember Grange motioned to move forward on the agenda to Item "K" and then move back to Item "F" after the budget public hearing and consideration of the budget resolution. Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore.

Review of Fiscal Year 2023 Budget

Recorder Twedt reviewed the proposed updates to the FY2023 Budget. He said that the major changes were outlined in the staff report that had been provided. The major changes are due to the timing of the asphalt project at the South Park, the COG funding that has been granted for the 300 South Project since adoption of the original budget and some insurance costs that had been shifted from FY22 to FY23 to better align with where they should be in the budget.

Councilmember Zollinger asked about the UTV recreation fee revenue. Treasurer Hobbs explained that this revenue was for fees for UTV vehicles that go to the County and get distributed to Millville City.

The Council discussed the pass-through fees for the Cache Valley Transit District that is always in the budget as revenue and an expense that the City does not control.

Councilmember Zollinger asked about the storm water revenue and if we were bringing in enough revenue with our monthly charges to cover future storm water expenses. Recorder Twedt said that he felt things were still looking good here. With this revised proposed budget, there were some additional expenses in the Storm Water Fund, that had not been considered at the first of the year, to help pay for the storm water improvements implemented with the re-pavement of parking lot at the South Park. (A copy of the budget staff report is included with the minutes as Attachment "E".)

PUBLIC HEARING

Councilmember Grange motioned to go into the public hearing. Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore.

PUBLIC HEARING: 7:30 p.m.

Commenced at 8:05 p.m.

PRESENT: Pamela June, Daniel Grange, Clay Wilker, Michael Callahan, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Kara Everton, Scott Seely, Felysha Lilley, Eric Lilley

Mayor Pro Tempore June explained that the purpose of the budget public hearing was to receive feedback on the proposed updates to the Fiscal Year 2023 Budget.

Public Comment:

There were no public comments.

Councilmember Grange moved to close the public hearing. Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore.

Consideration of a resolution adopting the revised Fiscal Year 2023 Budget

Mayor Pro Tempore June reviewed with the rest of the Council the resolution to adopt the proposed budget revisions of Fiscal Year 2023.

Councilmember Grange moved to approve Resolution 2023-3. Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the adopted resolution is included with the minutes as Attachment "F".)

The Council then returned to Item "F" on the agenda.

Report on P & Z Meeting held January 5, 2023

Development Coordinator Kara Everton reviewed with the Council the Planning Commission's draft minutes for the meeting held January 5, 2023.

Consideration of resolution to update monthly utility fees for accessory dwelling units

Recorder Twedt reviewed the resolution that would update the monthly utility fees for accessory dwelling units as discussed at the last City Council meeting. **Councilmember Callahan motioned to adopt Resolution 2023-2.** Councilmember Zollinger seconded.

Councilmember Wilker asked what the impact would be to revenue with this new resolution. Recorder Twedt said that as this is intended to carry forward when the sewer system is complete, it will for sure be a reduction in revenue in comparison to the existing fee structure that requires the base rate payment for water and sewer.

Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the adopted resolution is included with the minutes as Attachment "G".)

Councilmember Zollinger and Grange both said that this topic has been discussed in detail by the City Council over several meetings over the last couple of years. He said he would like to recommend the Council not spend time on reviewing this rate for at least a couple of years. The consensus of the Council was to stick with these numbers for a while.

Consideration of ordinance updating City Code Chapter 2.04 relating to the City Council meeting schedule

Mayor Pro Tempore June reviewed with the Council the proposed update to City Code regarding the meeting schedule that was discussed at the last City Council meeting. The major change was updating the code from a required two meetings per month to one meeting per month with the option to hold more meetings as needed.

Recorder Twedt said that since the Council was considering updates to this portion of the code, he had also made some other minor changes in the chapter to clean things up.

Councilmember Callahan motioned to adopt Ordinance 2023-1. Councilmember Grange seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and

Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the adopted ordinance is included with the minutes as Attachment "H".)

Consideration of ordinance adding City Code Chapters 17.46 (Accessory Dwelling Units) and 17.50 (Short-Term Rental Housing)

Recorder Twedt reviewed the code updates proposed by the Planning Commission that have been reviewed previously by the City Council.

Recorder Twedt said that the one concern he had was that instead of a permit for Accessory Dwelling Units (ADUs), the code had been modified to require a business license. He said that he would prefer this not be done through a business license. Business licenses come with a yearly fee and ADUs already pay a utility fee monthly. In addition to that, all business licenses come before the City Council for approval and come with some staff overhead. Recorder Twedt said he didn't think that was necessary for an ADU and would rather have a simple permit process that can go directly through staff for approval.

Development Coordinator Everton said that this change was made because currently, the City does not have a permit created for an ADU, but we do have a process for business licenses. Recorder Twedt said that if this were done through a business license, we would need to make updates to that process anyway, so he suggested keeping it as a permit and creating a permit form for this purpose. The Council agreed.

Councilmember Callahan motioned to adopt Ordinance 2023-2 with the minor updates that were made during this meeting. Councilmember Zollinger seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. (A copy of the adopted ordinance is included with the minutes as Attachment "I".)

Review of Utility Adjustments for FY2022 Q2

Treasurer Hobbs reviewed with the Council the utility adjustments that she had made during the last quarter.

Set City Recreation Activities for 2023

Mayor Pro Tempore June said that it was time to select dates for the key City-sponsored activities for 2023.

Recorder Twedt said that the dates for the Easter Egg Hunt and the Christmas Celebration had already been selected by the Youth Council advisors. The Council just needed to select a date for the City Celebration.

It was discussed that the Downs were intending to hold the Lavender Festival on July 7-8. Councilmember Wilker suggested that June 24th might be a good day for the City Celebration in 2023. The rest of the Council agreed that this would be a good date.

The following dates were selected for the City-sponsored activities:

- April 8, 2023 – Easter Egg Hunt
- June 24, 2023 – City Celebration and Night Out Against Crime
- December 2, 2023 – City Christmas Celebration and Youth Council Fund Raiser

City Reports

Director of Public Works Chad Kendrick reported that the construction of the sewer system continues to progress. Currently there is a crew working on the west side of the City with additional crews starting soon on the east side of 200 South and working out in the County on the railroad crossing.

Director Kendrick reported that they have used a lot of salt this year with all the snow we have been getting.

Director Kendrick reported that they are currently working on wellhouse maintenance and other maintenance projects that they reserve for the winter months.

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment “J”.) There were no reports from the councilmembers.

Adjournment

Councilmember Zollinger motioned to enter a closed session after which both the public meeting and executive session will adjourn. Councilmember Callahan seconded. Councilmembers Callahan, Wilker, Grange and Zollinger voted yes, and Councilmember June abstained as she was acting as Mayor Pro Tempore. The meeting adjourned at 9:18 p.m.