



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, March 7, 2024 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

1 The meeting was a regular meeting designated by resolution. Notice of the meeting was provided 24 hours
2 in advance. A copy of the agenda was posted at City Hall and on the State of Utah Public Meeting Notice
3 Website.
4

5 The following members were in attendance:
6

| | |
|------------------------|---------------------------------|
| 7 Sid Bodily, Chairman | Jeremy Kimpton, City Manager |
| 8 Diana Baker | Colt Mund, City Attorney |
| 9 Chandler Bingham | Bryce Wheelwright, City Planner |
| 10 Chad Braegger | Michelle Drago, Deputy Recorder |
| 11 Alex Dubovik | |
| 12 Brian Gilbert | |

13
14 Others in attendance: Mayor Travis Mote; Ruth Beebe; Ken Ormond; Ruth Ormond; Bryce Darley; Doug
15 Younger; Mary Younger; Matt Francom; Marc Anderson; and Michelle Anderson.
16

17 The meeting was called to order at 6:32 p.m.
18

- 19 1. PRAYER: Brian Gilbert
- 20 2. PLEDGE OF ALLEGIANCE: Diana Baker
- 21 3. GENERAL PUBLIC COMMENTS

22
23
24
25 Time Stamp: 02:26 03/07/2024
26

27 Bryce Darley, 374 South 200 West, stated that he applied for a building permit to build a shed and was told
28 it had to be ten feet from his property line due to an easement for fire access. However, as he drove through
29 Willard, he noticed that everyone had fences on property lines. How could fire equipment access properties
30 if fences were in the way? He felt the easement requirement was obsolete and proposed that it be repealed.
31

- 32 4. CITY COUNCIL REPORT

33
34 Time Stamp: 03:57 03/07/2024
35

36 Mayor Travis Mote stated that the City Council had not met since February 8th so there was not much to
37 report. He anticipated that the Council would approve the General Plan at its March 14th meeting.
38

39 Mayor Mote updated the Planning Commission on the installation of fiber optic internet in Willard.
40

41 Mayor Mote stated that Garth Day from Heritage Land Development had met with him regarding the rezone
42 of the Lemon orchard property from R-1/2 to MPC. They discussed density, private roads, and open space.
43 Mr. Day anticipated coming back to the Planning Commission on March 21st.
44

45 Mayor Mote stated that later in the meeting, the Planning Commission would discuss future land uses for
46 South Willard. The City was starting to get more annexation requests for properties in South Willard
47 because of Box Elder County's new policy. If Willard was going to annex properties in South Willard, there
48 needed to be continuity between the communities regarding zoning and roads. He did not want to end up



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49 with two separate cities. He felt Willard needed to initiate a plan about how to blend the communities
50 together.

51

52 5A. SWEAR IN RUTH BEEBE AS AN ALTERNATE PLANNING COMMISSION MEMBER

53

54 Time Stamp: 09:23 03/07/2024

55

56 Mayor Mote stated that Ruth Beebe had graciously agreed to replace Zack Hulseby as an alternate Planning
57 Commission member.

58

59 Ruth Beebe was sworn in as an alternate Planning Commission member by Mayor Mote.

60

61 5B. CONSIDERATION OF A LOT LINE ADJUSTMENT FOR MARC ANDERSON FOR PROPERTY
62 LOCATED AT APPROXIMATELY 1094 SOUTH MAIN STREET (PARCEL NOS. 02-055-0010
63 AND 02-055-0011)

64

65 Time Stamp: 11:08 03/07/2024

66

67 Bryce Wheelwright stated that the Planning Commission considered a lot line adjustment for this property
68 last September. Marc Anderson recently purchased the property and was requesting another small lot line
69 adjustment to increase the frontage of Parcel 2 to 100 feet.

70

71 Marc Anderson stated that he needed 100 feet of frontage to build a home on Parcel 2.

72

73 Mr. Wheelwright stated that both parcels would have 100 feet of frontage. Both would be legal. Mr.
74 Anderson also needed to rezone Parcel 2 from A-5 to R-1/2 because it did not contain five acres. That was
75 the next item on the agenda.

76

77 Marc Anderson answered questions from the Planning Commission about the locations of existing buildings
78 and a future driveway.

79

80 Commissioner Baker asked if the future extension of 200 West would affect this property. Bryce
81 Wheelwright said 200 West would not extend this far south; 400 West would but it would be west of the
82 Anderson property.

83

84 Mayor Mote stated that the HOP Trail would in 2024, but it would be west of the Anderson property.

85

86 Marc Anderson asked what kind of surface the trail would have. Bryce Wheelwright said it would be paved.

87

88 **Commissioner Bingham moved to approve a lot line adjustment for Marc Anderson for property**
89 **located at approximately 1094 South Main Street (Parcel Nos. 02-055-0010 and 02-055-0011).**
90 **Commissioner Baker seconded the motion. All voted “aye.” The motion passed unanimously.**

91

92 Bryce Wheelwright asked that Commissioner Baker report the lot line adjustment to the City Council.

93

94

95

96



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97 5C. PUBLIC HEARING TO RECEIVE PUBLIC INPUT REGARDING A PETITION FROM MARCH
98 ANDERSON TO REZONE APPROXIMATELY 3.16 ACRES LOCATED AT APPROXIMATELY
99 1100 SOUTH MAIN STREET FROM A-5 TO R-1/2 (02-055-0010)

100
101 Time Stamp: 19:54 03/07/2024

102
103 **Commissioner Dubovik moved to open the public hearing at 6:51 p.m. Commissioner Gilbert**
104 **seconded the motion. All voted “aye.” The motion passed unanimously.**

105
106 Chairman Bodily read the Planning Commission’s Rules of Order.

107
108 Bryce Wheelwright stated that Marc Anderson wanted to build a home at approximately 1100 South Main
109 Street. The parcel was currently zoned A-5, but it only contained 3.16 acres. Mr. Anderson wanted to
110 change the zoning to R-1/2 so he could get a building permit. According to the Future Land Use Map, the
111 future land use designation for this property was R-1/2. The property was contiguous with existing R-1/2
112 zoning along the highway. He felt Mr. Anderson’s rezone request met all the city’s requirements.

113
114 Marc Anderson stated that he had a three-acre parcel on which he wanted to build a house. The zoning
115 needed to be changed to do so.

116
117 Chairman Bodily opened the floor for public comments. There were none.

118
119 **Commissioner Baker moved to close the public hearing at 6:54 p.m. Commissioner Braegger**
120 **seconded the motion. All voted “aye.” The motion passed unanimously.**

121
122 5D. RECOMMENDATION TO THE CITY COUNCIL REGARDING A PETITION FROM MARC
123 ANDERSON TO REZONE APPROXIMATELY 3.16 ACRES LOCATED AT APPROXIMATELY
124 1100 SOUTH MAIN STREET FROM A-5 TO R-1/2 (02-055-0010)

125
126 Time Stamp: 23:43 03/07/2024

127
128 Commissioner Braegger pointed out that building a home south of the old Hubbard home at 1094 South
129 Main would landlock the land to the west. There would not be a city road to access the ground to the west.

130
131 Marc Anderson said they planned to build a road to access the home they were planning.

132
133 Commissioner Braegger clarified that there was not enough room to build a home and an access road for
134 property to the west. Mr. Wheelwright said that was correct. The future road plan did not include a road in
135 this area. A north/south road could be built as surrounding land developed.

136
137 Commissioner Bingham said 100 West could extend to the south. In the past residents had built buildings
138 where roads were planned. He hoped Anderson’s would take future road locations into consideration when
139 they built their home.

140
141 Michelle Anderson said they planned to build their home close to the existing home.
142



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143 Bryce Wheelwright stated that the Planning Commission had three options. It could recommend that the
144 City Council approve the rezone, recommend that the City Council deny the rezone, or it could table the
145 rezone.

146
147 **Commissioner Baker moved to recommend that the City Council approve the petition from Marc**
148 **Anderson to rezone approximately 3.16 acres located at approximately 1100 South Main Street from**
149 **A-5 to R-1/2. Commissioner Dubovik seconded the motion. All voted “aye.” The motion passed**
150 **unanimously.**

151
152 Chairman Bodily said the City Council would make the final decision regarding the rezone. Michelle Drago
153 said the rezone would be on the March 28th Council agenda.

154
155 5E. REVIEW AND CONSIDERATION OF A CONDITIONAL USE PERMIT FOR MATTHEW
156 FRANCOM FOR A WELDING BUSINESS LOCATED AT 432 NORTH MAIN STREET (PARCEL
157 NO. 02-046-0086)

158
159 Time Stamp: 29:07 03/07/2024

160
161 Bryce Wheelwright stated that in the fall of 2020, Matthew Francom applied for a conditional use permit to
162 operate a welding business at 432 North Main Street. The site plan showed that the building was located
163 on the northeast corner of his property. The building footprint was 42' x 100.' When the Planning
164 Commission considered Mr. Francom's application in 2020, it asked him to bring his building up to
165 commercial code, to supply handicap access, and to install a separator in the building to prevent powder
166 coating waste from going into the City's sewer system. It had been a long process, but Mr. Francom had
167 finally completed all the requirements. The staff had drafted a written conditional use permit. He asked that
168 the Planning Commission review the draft to see if anything should be added or changed.

169
170 Commissioner Braegger recused himself from the discussion due to a conflict of interest.

171
172 Commissioner Gilbert asked if a handicap accessible restroom had been installed. Mr. Wheelwright said it
173 had, and it had been inspected by Box Elder County. There were also handicap parking stalls. As a
174 commercial business, Mr. Francom had to have hard surface parking. Mr. Francom had a concrete pad
175 next to the building. The rest of the site was not paved, but there was paved parking next to the building.

176
177 Matthew Francom, 404 North Main, stated that he had an approved approach from UDOT that he currently
178 was not using due to finances. He had not had the cash flow to complete the approach. The project had
179 taken so long because he paid for improvements in cash as he moved forward. UDOT was requiring that
180 the approach be piped and asphalted. He had been using the approach to his personal driveway to access
181 the business.

182
183 Chairman Bodily asked where the UDOT approach would be located. Mr. Francom said it was a 40-foot
184 approach shared with the property owner to the north. The ditch along Highway 89 on the north side of his
185 property was too deep to drive over. He hoped to complete the approach this spring. Using his personal
186 driveway for the business had not been a problem because he did not have a lot of customers. He had two
187 employees, and a powder coater that came once in a while.

188
189 Colt Mund, City Attorney, stated that Mr. Francom's application pre-dated the Conditional Use Permit
190 Review Committee. Had Mr. Francom's application been reviewed by the Fire Department to make sure int



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191 complied with the International Fire Code? Mr. Wheelwright said it had. At one point, there had been an
192 issue with the sprinkling system, but it was determined that Mr. Francom wasn't large enough to require a
193 sprinkling system.

194
195 Matthew Francom stated that he had put in and labeled the fire extinguishers required by the Fire
196 Department.

197
198 Commissioner Gilbert asked what kind of work Matthew Francom did. Mr. Francom said he welded a lot of
199 metal railings and spiral staircases.

200
201 Commissioner Baker thought there was an issue with the powder coating. Bryce Wheelwright said the issue
202 was resolved by the installation of the separator on the sewer system.

203
204 Commissioner Dubovik asked about hours of operation. Matthew Francom said he was typically open
205 during the day – 7:30 a.m. to 4:30 or 5:00 p.m. Sometimes the powder coater were there later, but he told
206 them to shut down by 10:00 p.m.

207
208 Commissioner Gilbert asked if there had been lighting requirements in 2020. Mr. Wheelwright said there
209 was not. The business parcel had been rezoned to Commercial Neighborhood. Commissioner Baker asked
210 if the building had outside lighting. Mr. Francom said it had two outside lights.

211
212 Chairman Bodily suggested that the business be kept neat and clean. It currently did not' have a clean
213 appearance.

214
215 Matthew Francom asked about putting up a sign. Bryce Wheelwright said a sign would have to comply with
216 the city's Sign Ordinance. Commissioner Gilbert said would also have to comply with the Dark Sky
217 Ordinance.

218
219 Commissioner Bingham asked about adding a maintenance requirement to the conditional use permit.

220
221 There was a discussion about maintenance. Colt Mund stated the Planning Commission could stipulate
222 that no materials be stored on the exterior of the building. He felt a condition about keeping an orderly
223 appearance would be difficult to enforce. Mr. Wheelwright felt the Commission's concerns were covered by
224 the Nuisance Ordinance. Mr. Mund felt language should be added to the conditional use permit to specify
225 compliance with the city codes.

226
227 **Commissioner Bingham moved to approve a conditional use permit for Matthew Francom to operate**
228 **a welding business located at 432 North Main Street as amended by the City Attorney.**
229 **Commissioner Gilbert seconded the motion. All voted "aye," except Commissioner Braegger who**
230 **abstained. The motion passed.**

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239 5F. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO LINSEY B. HANSEN FOR A SINGLE-
240 FAMILY DWELLING LOCATED AT 188 SOUTH 250 WEST (PARCEL NO. 02-055-0217)
241 ISSUED IN 2006
242

243 Time Stamp: 46:58 03/07/2024
244

245 Bryce Wheelwright stated the list of conditional use permits compiled by the staff included a conditional use
246 permit for Lindsey Hansen to build a house and do away with the extension of 250 West to the south.
247 Michelle Drago had been searching for an approval date and a conditional use permit document. She had
248 found discussions in minutes that had been tabled, but she had not found an approval date. He asked that
249 the review be tabled until the next meeting.
250

251 **Commissioner Dubovik moved to table review of a conditional use permit for Lindsey B. Hansen**
252 **until the next meeting. Commissioner Braegger seconded the motion. All voted “aye.” The motion**
253 **passed unanimously.**
254

255 5G. CONSIDERATION AND RECOMMENDATION TO THE CITY COUNCIL REGARDING AN
256 AMENDMENT TO THE GENERAL PLAN CHAPTER 12-000 OF THE WILLARD CITY ZONING
257 ORDINANCE TO INCLUDE A FUTURE LAND USE MAP FOR THE SOUTH WILLARD AREA
258 INCLUDED IN WILLARD’S ANNEXATION POLICY DECLARATION
259

260 Time Stamp: 48:40 03/07/2024
261

262 Mayor Mote referred to comments he made earlier in the meeting. He was asking that the Planning
263 Commission begin the process of planning future land uses for South Willard. The City Council would like
264 areas for commercial and high density identified.
265

266 Bryce Wheelwright stated that South Willard was part of Willard’s Annexation Declaration Policy. It was a
267 big area with several natural barriers, such as I-15 and Highway 89. There were natural spots for high-
268 density and commercial. The City Council wanted to have future land use identified before land started
269 annexing, which it probably would given Box Elder County’s new policy.
270

271 Mayor Mote stated that Willard’s groundwater came from the alluvial fans in what was left of the
272 unincorporated, undeveloped land above the gravel pits. If Willard developed a future land use map for
273 South Willard, it could be taken to Box Elder County so their future land use map could be updated to
274 match. There were groundwater protection areas that needed to be included.
275

276 Commissioner Dubovik asked if someone knew where the sensitive areas in South Willard were located.
277 Mayor Mote said he could pull some soil maps that showed sensitive areas. The Planning Commission
278 could also get input from Willard Flood Control and people in South Willard. Some people in South Willard
279 did not want to annex, but properties around them would annex to be able to hook onto the sewer.
280

281 Commissioner Braegger suggested holding a public meeting and inviting South Willard residents to give
282 their input. Mayor Mote felt a public open house would be the best format.
283

284 Commissioner Dubovik felt the open house should include someone from Willard Flood Control.
285



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286 Commissioner Braegger suggested that representatives from South Willard Water and Box Elder County
287 be invited as well.

288
289 Mayor Mote hoped that in the end Box Elder County would adopt Willard's plans so that parties could not
290 play the entities against each other.

291
292 Chairman Bodily felt residents of South Willard need to be made aware of what was coming so they didn't
293 think Willard was trying to steal them.

294
295 Mayor Mote said he would reach out to Commissioner Perry had wanted to hold a meeting and suggested
296 holding it at the Utah State building. He would reach out to Commissioner Perry.

297
298 There was a discussion about who to include – Willard City SLUA, Public Works, Fire Department, and
299 Police Department, Willard Flood Control, South Willard Water, and Box Elder County.

300
301 Commissioner Gilbert asked that a digital copy of the South Willard map be sent to the Planning
302 Commission members.

303
304 Commissioner Dubovik asked that the staff contact the appropriate entities about providing information
305 regarding a future plan for South Willard and attending a public open house. He asked that the staff report
306 back to the Planning Commission on March 21st. Then a date could be set for the open house.

307
308 Commissioner Dubovik felt Willard's hand was being forced toward annexation by Box Elder County's new
309 policy regarding development and rezones in unincorporated areas. Chairman Bodily felt that was what the
310 residents of South Willard needed to realize.

311
312 Mayor Mote hoped to have an open house in mid-April.

313
314 Chairman Bodily asked the Planning Commission to begin reviewing the map of South Willard. This would
315 be a big project.

316
317 Mayor Mote encouraged the Planning Commission members to be more cognizant of South Willard as they
318 drove through it; to look at potential areas for commercial development. Areas along Highway 89 were
319 disappearing fast.

320
321 6. CONSIDERATION AND APPROVAL OF THE FEBRUARY 1, 2024, REGULAR PLANNING
322 COMMISISON MINUTES

323
324 **Commissioner Dubovik moved to approve the February 1, 2024, minutes as written. Commissioner
325 Baker seconded the motion. All voted "aye." The motion passed unanimously.**

326
327 7. COMMISSIONER/STAFF COMMENTS

328
329 Time Stamp: 1:13:44 03/07/2024

330
331 Colt Mund

332
333 Did not have any comments.



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334 Jeremy Kimpton

335
336 Jeremy Kimpton stated that the updated ordinances were now online. However, the chapter numbers did
337 not match the city's current code. The information was there, but it still needed some work. He asked the
338 Planning Commission members to look through the online ordinances to see if anything had been left out.
339

340 Commissioner Gilbert asked that a link to the ordinances be sent to the Planning Commission members.
341

342 Bryce Wheelwright

343
344 Bryce Wheelwright reported that Next Construction planned to build an office in the Bailey V Industrial
345 Subdivision at approximately 315 West 750 North. The Fiiz store would open in a few days. A grand opening
346 was planned for March 30th.
347

348 Chairman Bodily asked if Fiiz needed a conditional use permit. Bryce Wheelwright said the site was zoned
349 commercial. A conditional use permit was not needed, and the Planning Commission had reviewed the site
350 plan. Chairman Bodily was concerned about how lighting would affect the property owner to the north. A
351 fence had been installed, but he was not sure it would block car lights. Mr. Wheelwright said he would check
352 the fencing. The traffic pattern was approved by UDOT. Commissioner Baker was concerned about foot
353 traffic crossing Highway 89. Would UDOT allow a crosswalk? Mayor Mote said UDOT would not put a
354 crosswalk in unless there was a stop light.
355

356 Bryce Wheelwright said he had had many discussions with UDOT about pedestrian access across Highway
357 89 in the form of an overpass or an underpass. UDOT said it was too expensive.
358

359 Commissioner Bingham

360
361 Commissioner Bingham felt the R-1/2 zoning on the east side of Highway 89 would lead to more roads in
362 the unincorporated area. If houses started going up, there would be more dust for the residents to deal with.
363 He realized it was a long way in the future. He felt the city needed to think about whether it really wanted
364 houses up there. Mayor Mote said that was another reason to create a plan that could be followed by Box
365 Elder County.
366

367 Commissioner Dubovik

368
369 Did not have any comments.
370

371 Commissioner Gilbert

372
373 Did not have any comments.
374

375 Commissioner Baker

376
377 Commissioner Baker reported on the Box Elder County Commission meeting. A representative of the bird
378 refuge was complaining about lighting from the Love Truck Stop. They said it interfered with the bird
379 migration route. He hoped the county would start regulating lighting. She felt that was something Willard
380 needed to consider. Lighting needed to be directed upward instead of lighting up the sky.
381



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382 Commissioner Braegger

383
384 Commissioner Braegger stated that sinkholes had formed on the trail. Willard's Public Works Director called
385 the contractor who came and fixed it. However, he noticed other sinkholes were forming. He felt the city
386 needed to carefully inspect the trail just prior to the end of the contractor's one-year warranty period.

387
388 Chairman Bodily

389
390 Did not have any comments.

391
392 8. ADJOURN

393
394 **Commissioner Bingham moved to adjourn at 7:54 p.m. Commissioner Braegger seconded the**
395 **motion. All voted in favor. The motion passed unanimously.**

396
397
398 Minutes were read individually and approved on: _____

399
400
401
402
403 _____
404 Planning Commission, Chairman
405 Sid Bodily

406 _____
Planning Commission Secretary
Michelle Drago

dc:PC 03-07-2024