



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, October 19, 2023 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

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

The following members were in attendance:

Sid Bodily, Chairman
Diana Baker
Chandler Bingham
Chad Braegger
Alex Dubovik
Brian Gilbert

Chris Davis, City Manager
Colt Mund, City Attorney
Bryce Wheelwright, City Planner
Michelle Drago, Secretary

Excused: Blake Harrop and Zack Hulse

Others in attendance: Ken Ormond; Ruth Ormond; Jim Surrage; Jackie Surrage; Robert Radtke; Susie Radtke; Dorothy Call; and Rew Wiley.

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

1. PRAYER: Chandler Bingham
2. PLEDGE OF ALLEGIANCE: Chad Braegger
3. GENERAL PUBLIC COMMENTS

There were no comments.

4. CITY COUNCIL REPORT

There wasn't one.

- 5A. CONSIDERATION OF A PRELIMINARY PLAT FOR PEACOCK SUBDIVISION LOCATED AT APPROXIMATELY 103 EAST 100 NORTH (PARCEL 02-048-0012)

Time Stamp: 04:01 10/19/2023

Bryce Wheelwright, City Planner, noted that the applicant was not in attendance. Leland Davies wanted to divide the property he owned at 103 East 100 North into two parcels. Both parcels would have the minimum half-acre required by the Zoning Ordinance, and both lots would have the required 100 feet of frontage. The subdivision had been reviewed by the SLUA (Subdivision Land Use Authority), and it recommended that the preliminary plan be approved. Mr. Wheelwright said there was an old shop on the property, which would be located on the new lot

Commissioner Baker asked where a new home could be built. Bryce Wheelwright said there was room for a home on the north side of the shop.



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Commissioner Bingham remembered that the shop had burned down and was condemned. He asked if the shop had been rebuilt. Bryce Wheelwright said that Mr. Davies had hired Mountain View Engineering to do the steel work for the shop, and he had done some work on the shop.

Commissioner Baker asked if Mr. Davies had a prospective buyer. Mr. Wheelwright did not know.

Bryce Wheelwright stated that there was a water meter for the new lot, but the water had never been hooked up.

Chairman Bodily asked if the Planning Commission had any comments.

Commissioner Braegger didn't see any issues. Both lots had the required frontage and size.

Commissioner Bingham stated that during the SLUA meeting, the Fire Chief noted that the City had never received documentation that the shop had been repaired to code. Bryce Wheelwright did not feel the condition of the shop would affect the subdivision. Commissioner Bingham felt the City should ensure the shop complied with the Building Code if the shop was going to be sold with the new lot.

Commissioner felt a building permit would have been required to repair the roof. Bryce Wheelwright said the City had received engineering documentation from Mountain View Engineering when a permit was issued for the roof.

Commissioner Baker asked if Mr. Davies planned to retain ownership of the shop. Bryce Wheelwright stated that the shop would be located on the new lot.

Commissioner Bingham moved to approve the preliminary plat for the Peacock Subdivision located at approximately 103 East 100 North (Parcel 02-048-0012). Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

5B. CONSIDERATION OF A CONDITIONAL USE PERMIT FOR JACKIE SURRAGE TO OPERATE A FOOD TRUCK AT APPROXIMATELY 725 SOUTH MAIN (PARCEL 02-053-0009)

Time Stamp 11:08 10/19/2023

Bryce Wheelwright stated that Jackie Surrage had started a food trailer business. She had a home occupation license, which allowed her to use her home as an office for her business. She had been operating at the Anderson Livestock Auction in South Willard. She now wanted to operate the food trailer at her home so she had applied for a conditional use permit. A conditional use permit would allow her to park her food trailer at different places in Willard City. Jackie had received permission to park her food trailer on her neighbor's property, which was owned by Michelle Brieder and was zoned Commercial Neighborhood. Jackie's food trailer had been inspected and approved by the Bear River Health and Willard City Fire Departments. Ms. Surrage's application had been reviewed by the Conditional Use Permit Review Committee. The Committee recommended that it be approved.

Chairman Bodily stated that he had attended the Conditional Use Permit Review Committee meeting. The CUP discussed parking, hours of operation, and required inspections.



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Commissioner Dubovik asked if the trailer would be parked at various locations. Jackie Surrage stated that on Sunday, Monday, and Wednesday, the food trailer would be parked on her neighbor's property. On Tuesday, it would be at Anderson Livestock.

Commissioner Dubovik moved to approve a conditional use permit for Jackie Surrage to operate a food trailer at 725 South Main. Commissioner Braegger seconded the motion. All voted "aye." The motion passed unanimously.

5C. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO JUDY LOVELAND FOR A HOME OCCUPATION-AUTO REPAIR BUSINESS LOCATED AT 105 SOUTH 100 EAST (PARCEL 02-050-0008) ISSUED ON SEPTEMBER 20, 1996

Time Stamp: 15:08 10/19/2023

Bryce Wheelwright stated that Willard City issued a conditional use permit to Judy Loveland on September 20, 1996, to operate an auto repair business at 105 South 100 West. Today the property was owned by Jean Loveland. The auto repair shop was currently closed. He had tried to reach Jean Loveland to see if they wanted to keep the conditional use permit.

Chris Davis stated that he had just texted Jean Loveland and asked if she wanted to keep the conditional use permit for the auto repair business. Her answer was, "Yes."

Chairman Bodily said there had been some issues many years ago. Bryce Wheelwright stated that the sheriff had inspected the shop and determined that everything was okay.

Commissioner Braegger asked about changing the name on the conditional use permit. Commissioner Dubovik asked if changing the name would require a new conditional use permit. Colt Mund said a new conditional use permit was not needed as a conditional use permit ran with the land. The City's records just needed to reflect the new owner.

6. CONSIDERATION AND APPROVAL OF THE OCTOBER 5, 2023, REGULAR PLANNING COMMISSION MINUTES

Commissioner Baker moved to approve the October 5, 2023, minutes as written. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

7. COMMISSIONER/STAFF COMMENTS

Time Stamp: 18:54 10/19/2023

Bryce Wheelwright

Bryce Wheelwright stated that the General Plan and Future Land Use Map had been updated by Dr. Parker per the recent Planning Commission and City Council work sessions. Chris Davis had emailed an updated draft to all of the Planning Commission members. A hard copy of the Future Land Use Chapter had been provided for all of the members in attendance. Consideration of the changes would be on the next agenda.



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Chris Davis

Chris Davis stated that on October 4th, Sid Bodily signed paperwork making the Planning Commission the Economic Opportunity Advisory Board so that Willard City could apply for a \$200,000 Rural Opportunity Grant, with a 20% match. The grant would be administered by Lewis Young Robertson and Burningham along with the City's lobbyist Lincoln Shurtz. The grant would pay for a plan to determine what kind of businesses would be attracted to Willard and the necessary zoning.

Colt Mund

Did not have any comments.

Commissioner Gilbert

Did not have any comments.

Commissioner Baker

Did not have any comments.

Commissioner Braegger

Did not have any comments.

Commissioner Dubovik

Commissioner Dubovik stated that he had gone through the Master Plan Community Ordinance and found a few typos that needed to be taken care of. The Planning Commission had discussed an impression that the ordinance required a master plan community to comply with the current zone. That impression is incorrect. A master planned community had to be consistent with the General Plan, not the zone. If someone applied for a master plan community in an A-5 Zone and requested R ½ lot sizes, the City could approve it if it was consistent with the General Plan and it found there were compelling reasons to do so.

Colt Mund felt that was a fair assessment. He planned to meet with Susan to correct the typos and formatting.

Commissioner Dubovik stated that he and Commissioner Hulsey were going to review the General Plan DRAFT with Colt Mund. He asked if Mr. Mund could consolidate their recommended changes. Mr. Mund said he would do whatever they wanted him to do. Commissioner Dubovik said he would send their redlines to Colt Mund and Michelle Drago so everyone could see the changes.

Commissioner Bingham

Did not have any comments.



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Chairman Bodily

Chairman Bodily stated that there were cables hanging down in several places in the City. He didn't think they were dangerous, but they needed to be cleaned up. Bryce Wheelwright stated that the City staff had been in touch with Century Link regarding the City's phone service. Hopefully Century Link would take care of the cables with they came to repair the phones.

8. ADJOURN

Commissioner Baker moved to adjourn at approximately 6:57 p.m. Commissioner Dubovik seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: 11/2/23

Sid Bodily
Planning Commission, Chairman
Sid Bodily

Michelle Drago
Planning Commission Secretary
Michelle Drago

dc:PC 10-19-2023

