

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

The Willard City Council of Willard City Corporation will hold a **City Council** meeting on **Thursday, December 12, 2024**. The meeting will be held at Willard City Offices 80 W 50 S. The meeting will begin promptly at **6:30 p.m.** The agenda will be as follows:

6:30 p.m.

1. Call to Order & Public Hearings

1. Invocation
2. Pledge of Allegiance
3. Conflict of interest declaration

2. Open Comment Period (Individuals have three minutes for open comments. If required, items may be referred to department heads for resolution. Items requiring action by the City Council will be placed on the agenda for a future meeting.)

3. Planning Commission Report

4. New Business

- a. Eagle Scout Project-Jayden Bodily.
- b. Overview/Update of UTA's Weber to Box Elder County Corridor Preservation.
- c. Waiver of Water Rights for Bay View Estates-Chad Call.
- d. Consideration and recommendation to the City Council regarding a revision of the subdivision regulations found in Chapter 12-400 of the Willard City Zoning Ordinance.
- e. Discussion/Approval of Resolution 2024-14 proposal of Willard City Consolidated Fee Schedule.
- f. Consideration/discussion to amend dog license requirements.

5. Minutes

- a. Approval of November 14, 2024, City Council minutes.

6. Financial

- a. Warrants, Vouchers, Reports

7. Department Reports

- a. Public Works

b. Police Department

c. Fire Department

8. Council Member Reports

a. Jacob Bodily

b. Rod Mund

c. Mike Braegger

d. Rex Christensen

e. Jordan Hulsey

9. Next agenda January 9, 2024

10. Mayor's General Correspondence and Information

11. City Manager's Report

12. City Planners Report

13. City Attorney Report

14. Consideration of Motion to Enter a Closed Session (if necessary) pursuant to UCA §52-4-205 (a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual; (b) strategy sessions to discuss collective bargaining; (c) strategy sessions to discuss pending or reasonably imminent litigation; (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares (e) strategy sessions to discuss the sale of real property, including any form of a water right or water shares; (f) discussion regarding deployment of security personnel, devices, or systems; or (g) investigative proceedings regarding allegations of criminal misconduct.

15. Adjourn

/s/ Susan O Bray

City Recorder, Willard City

Posted December 9, 2024

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CITY COUNCIL AGENDA ITEM REQUEST FORM

All agenda items and any materials to be presented to the City Council need to be submitted to the City Office **by noon on the Friday prior** to the meeting. **8 copies** of all items are required. In addition, an electronic copy (CD or email) will be required for all documents containing more than 8 pages or larger than 11" x 17".

All meetings are open meetings and the information presented will become part of the permanent public record.

Please note there is a three-minute public comment period at the beginning of each City Council meeting for individuals to make comments. Items requiring action by the City Council will be placed on the agenda for a future meeting.

Date of meeting requested: 12/12/24 Date form submitted: 11/18/24

Time allotment requested: ☐ 2 min. ☐ 5 min. ☒ 10 min. ☐ Other _____

Subject to be presented: Flag depository boxes
(Please use specific language as to how you want the item noticed)

Person &/Or Organization submitting item: Jayden Bodilly

Contact information: Jayden Bodilly

Phone number: 435 445 4507

Reason for request: _____

Eagle scout project

Action requested: To place boxes in city building

Is there a Fiscal (budget) impact to the request? YES _____ NO _____

Note if a budget increase is required a public hearing will need to be held prior to approval.

Suggested Motion: _____

Please remember to submit 8 copies of all materials that will be presented to the City Council and electronic copies if required.

Note all Contracts, Ordinances, Resolutions and Agreements are required to be reviewed by the City Attorney.

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes ☐ No ☐

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Please note there is a three-minute public comment period at the beginning of each City Council meeting for individuals to make comments. Items requiring action by the City Council will be placed on the agenda for a future meeting.

Date of meeting requested: December 12, 2024 Date form submitted: _____

Time allotment requested: ☐ 2 min. ☐ 5 min. ☐ 10 min. ☒ Other Approx. 15 minutes

Subject to be presented: _____
(Please use specific language as to how you want the item noticed)

Person &/Or Organization submitting item: Utah Transit Authority - Ethan Ray, Project Manager

Contact information: eray@rideuta.com

Phone number: 801-287-1968

Reason for request: To provide an overview/update of UTA's Weber to Box Elder County Corridor Preservation Project. Additionally we would like to discuss the allowance for open space for proposed developments to be part of the portion of UTA acquired property that is leased back to the development. Representatives of North Farms, LLC and Willard Bay Crossing will also be available to answer any questions in regards to their development plan and how it relates to the UTA proposed ROW if needed.

Action requested: _____

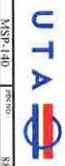
Is there a Fiscal (budget) impact to the request? YES _____ NO _____
Note if a budget increase is required a public hearing will need to be held prior to approval.

Suggested Motion: _____

Please remember to submit 8 copies of all materials that will be presented to the City Council and electronic copies if required.

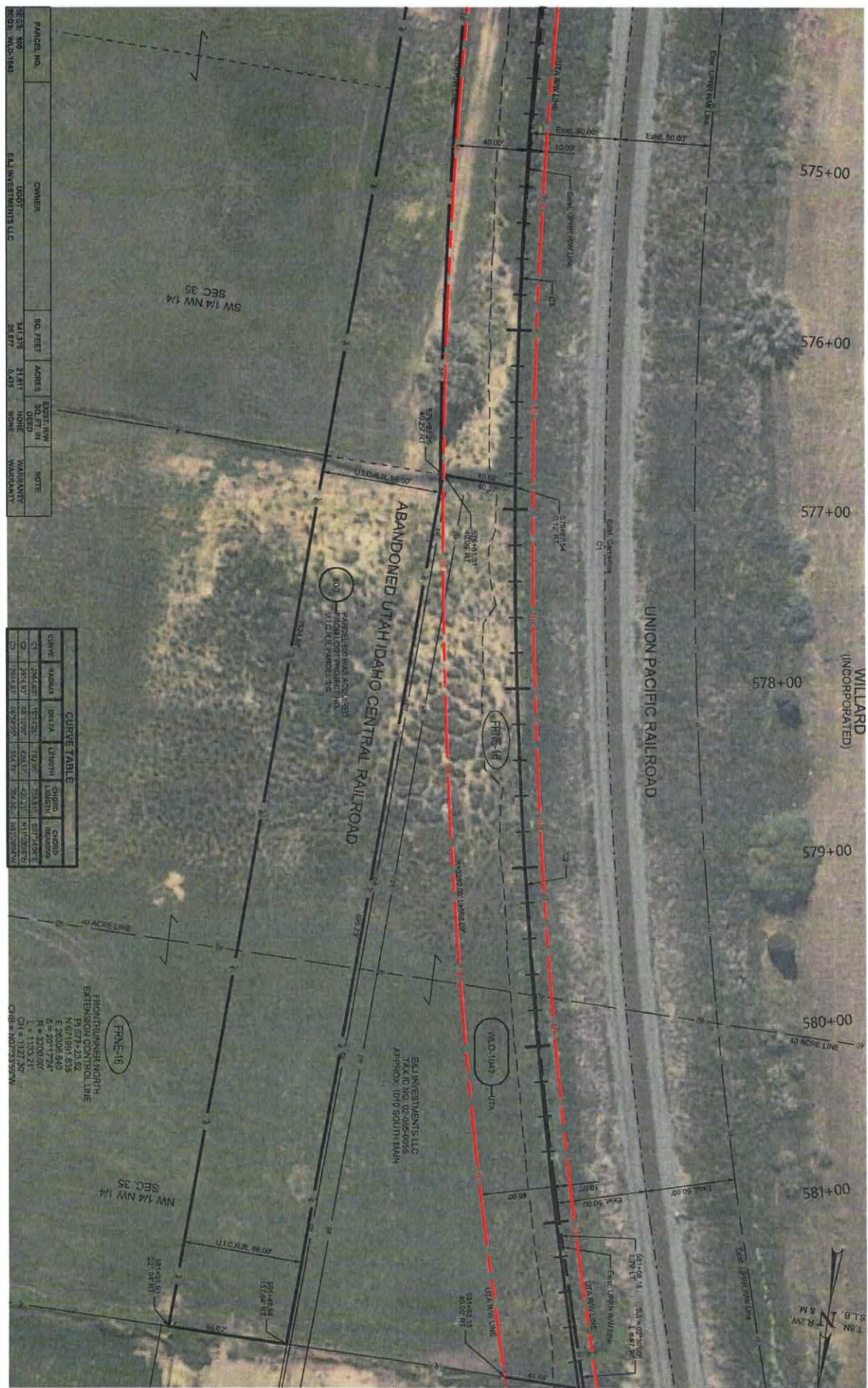
Note all Contracts, Ordinances, Resolutions and Agreements are required to be reviewed by the City Attorney.

Have contracts, ordinances, resolutions and/or agreements been approved by the City Attorney? Yes ☐ No ☐



FRONT RUNNER NORTH EXTENSION
 RIGHT OF WAY PLAN
 SEGMENT 3

03/09/2023
 R1079



PARCEL NO.	OWNER	ACRES	DEED	NOTE
141335	21.811	NONE	WARRANTY	
141336	21.811	NONE	WARRANTY	

CHORD	DELTA	LENGTH	CHORD	CHORD
141335	151.725	100.00	141336	100.00
141336	151.725	100.00	141337	100.00
141337	151.725	100.00	141338	100.00
141338	151.725	100.00	141339	100.00

FRONT RUNNER NORTH
 EXTENSION CONTROL LINE
 P 577+25.02
 N 67.1851° E 335
 A = 202.1724'
 R = 3200.00'
 L = 1133.21'
 CH = 1121.30'
 CHB = 100.00'

WILLARD CITY FEE & RATE RESOLUTION NO. 2024-14

A RESOLUTION ADOPTING FEE SCHEDULES AND POLICIES FOR DEVELOPMENT, PLANNING, BUSINESS LICENSE, AND OTHER FEES.

WHEREAS, Willard City has enacted various Resolutions and/or Ordinances at various times to set forth a schedule of fees for the various City services and operations as listed above, and

WHEREAS, Willard City has recently adopted updated Land Use and Development regulations and has added/modified processes, fees, and the like,

WHEREAS, it has become necessary to update the current fee resolution regarding various development, planning, business license, GRAMA and other fees to reflect the changing costs of performing services and public benefits, and

Now THEREFORE, BE IT RESOLVED by the City Council of Willard City, state of Utah, as follows:

The Fee Schedule(s) as adopted by any previous Resolutions or Ordinances that are updated or contained in this Resolution are hereby repealed and in its place this Resolution is adopted establishing the fees for various City services, permits, and processes as follows. All other parts, sections, regulations or fees of any Resolutions or Ordinances other than those modified or included in this Resolution shall remain in full force and effect.

SECTION 1

DEVELOPMENT AND PLANNING RELATED FEE SCHEDULE

SECTION 1.1 BUILDING DEPARTMENT FEES

- 1.1.1 BUILDING PERMIT FEES: Building permit fees shall be in accordance with the International Building Code (IBC) as adopted by the State of Utah.
- 1.1.2 PROFESSIONAL FEES: some individual building lots may require professional services and consultation (i.e., engineering, legal, public health). These costs will be passed on to the applicant and are due at the time of building permit approval and issuance. Failure to reimburse the City for these costs will result in non-issuance of the building permit or a stop work order. These costs are collectible even if the application is withdrawn.
- 1.1.3 PLANNER CONSULTATION FEE: \$0.00 First Visit up to 30 min.
\$50.00 for each subsequent visit or phone call exceeding 30 min.

SECTION 1.2 PLANNING FEES

1.2.1 SUBDIVISION

- I. Application Fee: \$1,000 + \$100/lot after the 3rd lot

Included in the application fee is one meeting with the City Planner for preliminary plan review, mandatory public hearings with the Administrative Land Use Authority ("ALUA"), Planning Commission.

- II. Retainer: \$1,000 for fewer than 8 lots
\$3,000 for greater than 8 lots

The retainer will be used, as required, for the public noticing costs and professional review costs incurred by the City.

- III. Professional Fees: Based upon individual project costs. See below.

Projects which require review by the City Attorney, City engineer, or other consultants shall be billed to the applicant at the actual billed rates incurred. At the time of making an application to the City for approval of a new subdivision, an applicant shall pay a retainer to be used as a credit from which the City may cover the applicant's share of professional fees incurred by the City on an ongoing basis in connection with the application. The city will provide an itemized accounting for charges against the retainer amount. All professional fees incurred by the City that exceed the retainer will be due before signatures and recording of documents. Professional fees incurred by the City are still billable against the retainer even if the application is withdrawn. Amounts exceeding the retainer after an application has been withdrawn are due to the city and considered collectable.

- IV. Additional Review or Revisions:

ALUA, Planning Commission, or City Council	\$100/Meeting
City Planner	\$50/meeting or phone call exceeding 30 minutes.

- V. Master Planned Developments may be subject to an infrastructure Completion bond of 120% of the total infrastructure cost at the discretion of the Planning Commission and/or City Council.

1.2.2

MINOR PLAT AMENDMENT - LOT LINE ADJUSTMENT OR COMBINING 2 OR MORE LOTS.

- I. Application Fee: \$250 + \$250 Retainer

Application Fee includes one meeting with the City Planner and the costs For the required meetings with the appropriate governing body.

A retainer will be applied toward professional review fees for the project. (For more information on the retainer and professional fees please see the information included for subdivisions.)

- II. Professional Fees: Based upon individual project costs. See below.

Projects which require review by the City Attorney, City Engineer, or other consultants shall be billed to the applicant at the actual bill rate incurred. At the time of making an application to the City for approval of a new subdivision, an applicant shall pay for a retainer to be used as a credit from which the city may cover the applicant's share of professional fees incurred by the city on an ongoing basis in connection with the application. The city will provide an itemized accounting for charges against the retainer amount. All professional fees incurred by the City that exceed the retainer will be due before signatures and recording of documents. Professional Fees incurred by the city are still billable against the retainer even if the application is withdrawn. Amounts exceeding the retainer after an application has been withdrawn are due to the city and considered collectable.

III. Additional Review or Revisions:

ALUA, Planning Commission, or City Council	\$100/meeting.
City Planner	\$50/meeting or phone call exceeding 30 minutes.

1.2.3 **MAJOR PLAT AMENDMENT - PARCEL BOUNDARY ADJUSTMENTS, VACATION, SIGNIFICANT CHANGES TO THE PLAT AS RECORDED.**

I. Application Fee: \$400 + \$500 Retainer

Application Fee includes one meeting with the City Planner and the public noticing
Costs for the required meeting with the appropriate governing body.

A retainer will be applied toward professional review fees for the project. (For more
Information on the retainer and professional fees please see the information included
For subdivisions.)

II. Professional Fees: Based upon individual project costs. See below.

Projects which require review by the city attorney, City engineer, or other consultant(s) shall be billed to the applicant at the actual bill rates incurred. At the time of making an application to the City for approval of a new subdivision, an applicant shall pay a retainer to be used as a credit from which the City may cover the applicant's share of professional fees incurred by the City on an ongoing basis in connection with the application. The City will provide an itemized accounting for charges against the retainer amount, all professional fees incurred by the City that exceed the retainer will be due before signatures and recording of documents. Professional fees incurred by the City are still billable against the retainer even if the application is withdrawn. Amounts exceeding the retainer after an application has been withdrawn are due to the city and considered collectable.

III. Additional Review or Revisions:

Planning Commission or City Council	\$100/Meeting
City Planner	\$50/meeting or phone call exceeding 30 minutes

1.2.4	CONDITIONAL USE PERMIT	\$250 + Professional Review Fees (if needed)
1.2.5	ZONING CHANGE/CITY CODE AMENDMENT	\$2,500
1.2.6	ANNEXATION PETITION	\$2,500
1.2.7	ACCESSORY DWELLING UNIT LICENSE	\$100

SECTION 2

2.1.1

ANNUAL BUSINESS LICENSE FEES

Home Business	
New Home Occupation	\$60.00
Business License Renewal	\$50.00
Campground	\$120.00
Trailer Court	\$125.00
Plus \$10 per RV space	
Gas Station/Convenience Store	
Gas Station/Convenience Store	\$125.00
Retail Business	\$60.00
Professional Services	
Contractor	\$100.00
Automotive	
Automotive Repair Shop	\$60.00
Food Sales/Fruit Stands	
Food Sales/Fruit Stands	\$120.00
Storage Units	
Storage Units	\$125.00
Class A Beer License	
Class A Beer License	\$225.00
Commercial Warehouse	
Commercial Warehouse	\$125.00
Solicitors	
Solicitors (ID required for all participants including current BCI background check)	\$25.00 application fee One Day - \$25.00

	One Week- \$50.00 Two Weeks - \$75.00 Three Months - \$ 150.00
Rental Business License	
Short Term Rental Business License*	\$100.00
ADU Rental Business License	\$100.00

*Requires Conditional Use Permit

Late Fees (to be applied in addition to annual fee)

30 Days After Due Date +25% of annual fee

60 Days After Due Date 100% of annual fee

Note: All new business licenses may require other departments for approval. (Planning, fire, police.)

2.1.2

DOG LICENSE FEES

Each spayed female dog	\$10.00
Each neutered male dog	\$10.00
Each non-spayed female dog	\$25.00
Each non-neutered male dog	\$25.00
Senior Citizens	\$5.00

**SECTION 3
EXCAVATIONS AND ENCROACHMENTS**

3.1.1 Asphalt Cut Repair Bond

Asphalt cut for Utility Connection (sewer, gas, water, etc.)	\$1,500 repair bond
	\$1,000 non-refundable fee
Larger excavations or asphalt cuts	Cost estimate of entire project must be provided
	Repair bond of 110% of cost estimate
	\$1,000 non-refundable fee

3.1.2 Driveway Approach Fee \$200 + \$250 bond

Includes driveway plan review, rough grade inspection, and final inspection.

*Additional engineering review costs will be billed to applicants.

I. Driveway Reinspection Fee \$100

- * Additional costs of Floodplain Permit and/or elevation certificate or Soils Engineering (Geology) Report and Recommendations may be required.
Additional engineering review costs will be billed to the applicant.

EFFECTIVE DATE

This resolution shall take effect immediately after its adoption and posting thereof

Passed and adopted this of December 2024.

Mayor of Willard City, Travis Mote

ATTEST:

City Recorder, Susan O Bray

16.12.010 License And Registration

It is unlawful for any person to own, keep, harbor or maintain a dog over the age of six (6) months of age, without registering and obtaining a license for such dog(s) from the Willard City Offices.

- A. A license may be applied for thirty (30) days prior to January 1, and up to February 28 of any year.
- B. All dogs brought into Willard City shall require registering and licensing within thirty (30) days after they enter Willard City, or within thirty (30) days after having reached the age of six (6) months. Persons who fail to obtain a license, as required, within the time period specified in this section will be subject to an additional licensing "late fee."
 - 1. No dog shall be licensed as spayed or neutered without proof that the surgery has been performed.
 - a. EXCEPTION. If a written statement is received from a licensed veterinarian stating that the animal in question can not, for stated reasons, have the surgery performed, OR that the animal is of such an age that the surgery would not alter the outcome.
 - 2. Proof that the dog has a current rabies inoculation shall be presented at the time the license is applied for. Proof must be in writing and must include the name and signature of the licensed veterinarian who administered the vaccine.
 - a. EXCEPTION. If a written statement is received from a licensed veterinarian stating that the animal in question can not, for stated reasons, have a rabies inoculation.
- C. The owner shall state at the time of application for license, the owner's name, address, and the dog's name, sex, breed, color, and verification of rabies inoculation and spayed/neutered verification.

16.12.030 Exemptions And/or Exceptions To Licensing And Fee Requirements For Dogs

- A. Dogs used as guides for visually and physically impaired individuals shall be licensed and registered as other dogs here in above provided; except that the owner or keeper of such dogs shall not be required to pay any fee therefor.
- B. Government working dogs, which are owned or maintained by such agencies shall be licensed and registered as other dogs here in above provided; except that the owner or keeper of such dogs shall not be required to pay any fee therefor.
- C. No Willard City license shall be required for:
 - 1. Licensed dogs whose owners are nonresidents, temporarily (up to thirty (30) days) within Willard City.
 - 2. Individual dogs, within a properly licensed kennel or other such establishment;
 - 3. Dogs, temporarily in the possession of persons or organizations for the purpose of training such dogs, to assist the disabled when such dogs are properly tagged and under the supervision of legitimate trainers.

16.12.040 Tag And Collar

- A. Upon payment of the license fee, the clerk shall issue to the owner a license certificate and metallic tag for each dog so licensed. The tag shall be changed every year and shall have stamped thereon the year for which it was issued and the number corresponding with the number on the certificate. Every dog owner, except those operating a kennel or other such establishment, shall provide each dog with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn.
- B. Duplicate License. In case a dog tag is lost or destroyed, a duplicate will be issued by the clerk upon presentation of a receipt showing the payment of the license fee for the current year and the payment of \$1.00 for such duplicate.
- C. Dog tags shall not be transferable from one dog to another, and no refunds shall be made on any dog license fee because of death of the dog or the owner's leaving the municipality before expiration of the license period.
- D. It shall be unlawful to deprive a registered dog of its collar and/or tag.

Willard City Council Meeting

Willard City Council Meeting
November 14, 2024, 6:30 p.m.
Willard City Council Chambers
80 West 50 South Willard Utah 84340

Officials Present:

Mayor Travis Mote
Council Member Jordan Hulsey
Council Member Rex Christensen
Council Member Jacob Bodily

City Staff:

Colt Mund, City Attorney
Jeremy Kimpton, City Manager
Susan K Obray, City Recorder
Chief Theron Fielding
Madison Brown, City Planner

Others Present:

Jay Thackery
Lynn Murphy
Chad Braegger
Doug & Mary Younger
Ken & Ruth Ormond

Call to Order & Public Hearings

Invocation

Mayor Mote commenced November 14, 2024, City Council meeting. Council Member Christensen gave an invocation.

Pledge of Allegiance

The Pledge of Allegiance was recited following the invocation by Council Member Hulsey.

Conflict of Interest Declaration

Mayor Mote noted the absence of council members Braegger and Mund due to other commitments. It was confirmed that no members present had conflicts of interest regarding the agenda items.

1 **Open Comment Period**

2 During the open comment period, no residents wanted to speak when invited to voice their
3 comments or concerns regarding city matters.

4 **Planning Commission Report**

5 The planning commission reported several topics discussed, including:

6 Commissioner Chad Braegger mentioned while an amendment was being drafted for
7 accessory dwelling units, PUD criteria are a point of focus. There was also an emphasis on
8 South Willard's land-use planning coordination to accommodate annexation efforts and align
9 with future land-use maps for South Willard.

10 **New Business**

11 **Discussion Regarding Water Allocation**

12 Discussion addressed water allocation requirements and challenges, emphasizing the
13 necessity of water accounted for city parks and exploring water needs for the cemetery,
14 which is planning an expansion due to a lack of available lots. Discussions included potential
15 solutions to conserve water through enhanced system efficiencies like automation and
16 evaluating overall future water reserve planning to ensure sustainability.

17 There was mention of a state-required water plan due by 2025. Plans to remain proactive in
18 managing water allocations to mitigate against losing rights were discussed. There was
19 consensus on moving forward to finalizing an ordinance either by December or January to
20 enshrine allocations.

21 **Minutes**

22 **Approval of October 24, 2024, Minutes**

23 Mayor Mote requested comments concerning the meeting minutes. No concerns were
24 reported.

25 Motion to approve October 24, 2024, minutes was made by Council Member Christensen.
26 Council Member Bodily seconded the motion. Motion carried.

27 **Financial**

28 **Warrants, Vouchers, Reports**

29 The financials were reviewed by each council member present. The payment approval was
30 signed.

31 **Department Reports**

32 **Public Works**

33 Public Works discussions focused on issues such as homeowners placing dirt on curbs and
34 ensuring driveways remained accessible and curbs kept clear. A suggestion was made for city
35 employees to play a role in enforcing upkeep.

36 **Police Department**

37 An informative report was provided on a Web-based feedback system for officer behavior
38 tracking, supported initially through a state grant for an initial cost cap of about \$5,298.

1 Concerns were raised about covering successive subscription offerings if future grants were
2 unattainable.

3 **Fire Department**

4 The fire department representative was not present, no additional reports or inquiries
5 regarding their operational outputs were presented.

6 **Council Member Reports**

7 **Rex Christensen**

8 Acknowledged Veteran's Day and made public thanks to community veterans for their
9 significant service contributions.

10 **Mayor's General Correspondence and Information**

11 Dialogue involved a discussion with the school district regarding fencing around school
12 property, examining its implications on public infrastructure like the Golden Mile, sprinkling
13 systems, and strategies around maintaining and sharing resources linked to the adjacent park.
14 Discussions drifted around ensuring public usage without compromising security measures
15 demanded by newer school policies. A practical maintenance strategy was suggested, which
16 involved collaboration between the school district's maintenance team and city public works.

17 A conversation surfaced asking why dog licensing is done, prompting observations that its
18 utility—in terms of revenue versus costs—might be misaligned regarding city objectives,
19 bearing little profit after operational labor expenses. Perspectives offered proposed perhaps
20 the greater availability of relatable tech solutions like microchipping obsolesces the need for
21 licenses, He would like to post a survey on Facebook in further viewing public response for
22 potential transition.

23 Mayor Mote stated we need to advertise the irrigation shares the city has by January 1, 2025.
24 Bids will be due by the 10th of January.

25 **City Manager's Report**

26 The City Manager acknowledged the Deer Run Subdivision wanted to put small playground
27 equipment in the little strip by the detention pond. Jeremy, City Manager, said that the
28 developer is going to have the HOA manage it until the summer of 2026, then it will be
29 handed over to the city. There will be a field for sports.

30 **Adjournment**

31 Council Member Braegger moved to adjourn. Council Member Hulsey seconded the motion.
32 Motion carried.

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WILLARD CITY 2025 MEETING SCHEDULE

November 30, 2024

Pursuant to Section 52-4-202 Utah Code Annotated, Willard City Corporation hereby gives its annual notice regarding meeting schedules for Calendar Year 2025.

The Willard City Council will hold regular meetings on the second and fourth Thursdays of each month, excluding holidays. The meetings will begin at 6:30 p.m. and will be held at Willard City Hall, 80 West 50 South. All agenda items must be submitted to the City Recorder (435-734-9881, P.O. Box 593, Willard, UT 84340) by 12:00 p.m. the Friday prior to the meeting.

The Willard City Planning Commission will hold regular meetings on the first and third Thursdays of each month, excluding holidays. The meetings will begin at 6:30 p.m. and will also be held at Willard City Hall. Agenda items must be submitted two weeks prior to the meeting.

The Willard City Subdivision Land Use Authority (SLUA) and Willard City Conditional Use Permit (CUP) Review Committee will hold meetings as required. Meetings are usually held on Thursdays, excluding holidays, but can be held on other days if needed. Meetings will be held at Willard City Hall. Agendas will be posted at least 24 hours prior to any meeting.

All meetings, including any additional meetings, cancellations, or changes to the schedule, will be posted at the Willard City Hall and on the State of Utah Public Meeting Notice website (www.utah.gov/pmn).

I, duly appointed Recorder for Willard City Corporation, hereby certify that the foregoing was posted at the Willard City Hall and on the Utah Public Meeting Notice website this 30th day of November 2024.


City Recorder