



WILLARD CITY

Conditional Use Permit (CUP) Review Committee – Special Meeting

February 27, 2025 – 4:00 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

1 The meeting was a special 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.

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5 The following members were in attendance:

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7 Madison Brown, City Planner
8 Colt Mund, City Attorney
9 Theron Fielding, Police Chief
10 Van Mund, Fire Chief
11 Payden Vine, Public Works Director
12 Sid Bodily, Planning Commission Chair
13 Chad Braegger, Planning Commission
14 Michelle Drago Deputy City Recorder
15

16 Excused: Jeremy Kimpton, City Manager; Chris Breinholdt, City Engineer.

17
18 Others in attendance: Mayor Travis Mote; Randy Forbush; Molly Forbush; Madison Morrison; and Alexis
19 Morrison.

20
21 1. CALL TO ORDER

22
23 Madison Brown, City Planner, called the meeting to order at 4:05 p.m. The secretary recorded a roll call
24 attendance.

25
26 2A. REVIEW AND CONSIDERATION OF A REQUEST FROM MOLLY FORBUSH TO OPERATE AN
27 AIRBNB IN THE BASEMENT OF HER HOME LOCATED AT APPROXIMATELY 26 SOUTH 500
28 WEST (02-087-0005)
29

30 Time Stamp – 0:00 02/27/2025

31
32 Madison Brown, City Planner, stated that Molly Forbush had applied for a conditional use permit to operate
33 a short-term rental/Airbnb in the basement of their home located at 26 South 500 West.

34
35 Molly Forbush, 26 South 500 West, stated that they were proposing the addition of a short-term rental in
36 the community that was thoughtfully designed to enhance Willard's charm, provide affordable lodging near
37 Willard's beautiful recreation areas, and create new opportunities for local businesses. The short-term rental
38 would be a carefully managed space with strict guest limits.

39
40 Sid Bodily, Planning Commission Chair, asked what the guest limit would be. Molly Forbush said the guest
41 limit would be four.

42
43 Molly Forbush said there would be clear restrictions on stay limitations. They wanted to be a benefit, not a
44 burden, to the community. They understood affordable short-term and long-term housing was essential.
45 They ran a short-term rental in Stansbury Park that was very successful. She distributed reviews of their
46 Stansbury short-term rental. She and her daughters had been in the service industry most of their lives and
47 understood how important it was to provide affordable local services.
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Madison Brown said the city attorney had asked about their local contact. Molly Forbush said she would be the primary contact.

Madison Brown stated that the Forbush application included their floor plan and pictures of the guest parking area. The Fire Chief had inspected the parking and said he didn't have any concerns.

Colt Mund, City Attorney, felt his concerns had been addressed. The application looked in order. The short-term rental contained two bedrooms so two off-street parking spaces would be needed. Those spaces had been provided. The applicant would be responsible for complying with the International Fire Code and the city's short-term rental requirements.

Theron Fielding, Police Chief, asked if the Forbush's would be living in the upper level of the home. Madison Morrison said they would. Her mother worked from home, and Randy was retired. They were both home all the time. Chief Fielding asked for two contact numbers in case there were problems with the renters. He was concerned about an adult renting the Airbnb for someone underage. Molly Forbush said they would provide a secondary contact number.

Van Mund, Fire Chief, asked if the access to the short-term rental was through an outside entrance. Randy Forbush said there was an outside entrance on the north side of the house, just past the garage. Chief Mund was concerned about addressing. If a guest had a medical emergency in the basement, emergency responders would show up at the upper level of the home and waste critical minutes.

Randy Forbush said he had built a double vinyl gate on the north side of their home. The gate was located at the top of the outside entrance. Chief Mund felt there needed to be something to alert dispatchers so they could let responders know the emergency was in the basement.

Molly Forbush stated that their guests were usually very communicative. She felt if there was an issue, she would be notified.

Theron Fielding stated that if someone called 911, technology would just show the home at the address. Dispatchers and emergency responders would not know if the caller was upstairs or downstairs. If someone called from the short-term rental, they needed to know to tell the dispatcher where they were.

Randy Forbush suggested they have written instructions for tenants to follow in an emergency. Madison Morrison said she had included emergency evacuation procedures in their application. She could adjust them to specify what the address of the short-term rental was in case of an emergency.

Travis Mote, Mayor, suggested hanging a sign on the fence that said *basement rental* with an arrow.

Colt Mund stated that this was a short-term rental not an apartment. Madison Brown said the short-term rental was not a separate unit or mailing address. In an emergency tenants needed to know they had to designate they were in the basement rental.

Van Mund stated that all guest parking had to be on-site, not in the street. He felt there was plenty of off-street parking.

Madison Morrison said they had placed a certified fire extinguisher by the door of the rental. Van Mund said the extinguisher would have to be inspected and tagged every year.



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Madison Brown stated that Molly Forbush had applied for her business license. The fee was \$50.00, which would have to be renewed annually. The license did require a safety inspection. She asked who was supposed to conduct the safety inspection. Colt Mund felt that should be done by the Fire Chief.

Chad Braegger, Planning Commission, stated that the basement would have been inspected by the building inspector when it was finished. He felt the safety inspection should be a fire inspection.

Madison Brown stated that within 10 days of the business license being issued, the applicant was responsible for mailing a copy of their license and conditional use permit to all property owners within 500 feet and provide the city with proof of mailing.

Michelle Drago, Deputy Recorder, stated that the license could not be issued until the conditional use permit was approved by the Planning Commission.

Madison Brown asked if the safety inspection needed to be scheduled before the Planning Commission meeting. Chief Mund said it could be done before.

Madison Morrison asked about a timeline. Madison Brown stated that the next step was the Planning Commission. Michelle Drago said the next available Planning Commission meeting was March 20th. After the Planning Commission meeting, they would need a safety inspection and a signed conditional use permit.

Colt Mund moved to recommend that the Planning Commission consider the request for a conditional use permit for a short-term rental located at 26 South 500 West. Sid Bodily seconded the motion. All voted "aye." The motion passed unanimously.

2B. CONSIDERATION AND APPROVAL OF NOVEMBER 7, 2024, MINUTES

Sid Bodily said there were several questions asked during the November 7th meeting regarding ADU's. Had those questions been answered? Madison Brown said recent ADU changes considered by the Planning Commission specified how the height of an ADU was measured. The address of the Ormsby ADU would have to be on 200 West. It was determined that he would only have to pay 66% of the impact fee.

There was discussion about how impact fees for ADU's were calculated. Colt Mund felt the Planning Commission should discuss amending the ADU regulations to require a full impact fee when an ADU had its own water line and meter. He would check state code to see if there was anything that would prevent the city from making that change.

Colt Mund moved to approve the minutes from November 7, 2024, as written. Chad Braegger seconded the motion. All voted "aye." The motion passed unanimously.

3. ADJOURN

Sid Bodily moved to adjourn at 4:33 p.m. Theron Fielding seconded the motion. All voted "aye." The motion passed unanimously.



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Minutes were read individually and approved on: _____

Madison Brown, City Planner

Michelle Drago, Deputy City Recorder

dc:CUP 02-27-2025

DRAFT