



Notice is hereby given that the  
**WILLARD CITY PLANNING COMMISSION**  
Will meet in a regular session on  
Thursday, July 17, 2025 – 6:30 p.m.  
Willard City Hall, 80 West 50 South  
Willard, Utah, 84340

### AGENDA

*(Agenda items may or may not be discussed in the order they are listed and may be tabled or continued as appropriate.) Public comment may or may not be taken.*

1. Prayer
2. Pledge of Allegiance
3. General Public Comments (Input for items not on the agenda. Individuals have three minutes for open comments)
4. Report from City Council
5. Discussion/Action Items
  - a. Public hearing to receive public comments regarding a proposed Transportation Master Plan amending Chapter 4 of the General Plan adopted March 2024
  - b. Consideration and recommendation regarding a proposed Transportation Master Plan amending Chapter 4 of the General Plan adopted March 2024 (continued from May 1, May 15, and June 5, 2025)
  - c. Review of a conditional use permit issued to Qwest/Maurice Roche on April 19, 2001, for a communications tower located at 1387 North Main (Parcel No. 02-040-0005)
  - d. Discussion regarding revisions to the Recreational Vehicles and Recreational Vehicle Parks Code found in 24.92.030 of the Willard City Zoning Code (continued from May 1, May 15, and June 5, 2025)
6. Consideration and approval of regular Planning Commission minutes for June 5, 2025, and work session minutes for June 25, 2025
7. Discussion regarding agenda items for the August 7, 2025, Planning Commission meeting
8. Commissioner/Staff Comments
9. Adjourn

I, the undersigned duly appointed and acting Deputy City Recorder for Willard City Corporation, hereby certify that a copy of the foregoing notice and agenda was posted at the Willard City Hall, on the State of Utah Public Meeting Notice website <https://www.utah.gov/pmn/index.html>, on the Willard City website [www.willardcity.com](http://www.willardcity.com), and sent to the Box Elder News Journal this 11<sup>th</sup> day of July, 2025.

*/s/ Michelle Drago*

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Deputy City Recorder

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS - In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Office at 80 West 50 South, Willard, Utah 84340, phone number (435) 734-9881, at least three working days prior to the meeting.

**ITEM 5A**



# *Willard City Corporation*

80 West 50 South  
Box 593



Willard, Utah 84340  
(435)734-9881

## **NOTICE OF PUBLIC HEARING WILLARD CITY PLANNING COMMISSION**

Notice is hereby given that the Willard City Planning Commission will hold a public hearing to receive public comments regarding a proposed Transportation Master Plan amending Chapter 4 of the General Plan adopted March 2024.

The public hearing will be held on Thursday, July 17, 2025, at 6:30 p.m. in the Willard City Council Chambers, 80 West 50 South, Willard, Utah, during a regular Planning Commission meeting.

Information regarding this matter is available during business hours by contacting the Willard City Planner at 435-734-9881. Business hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communications, aids, and services) during this meeting should notify the City Office at 80 West 50 South, Willard, Utah, phone number 435-734-9881, at least three working days prior to the meeting.

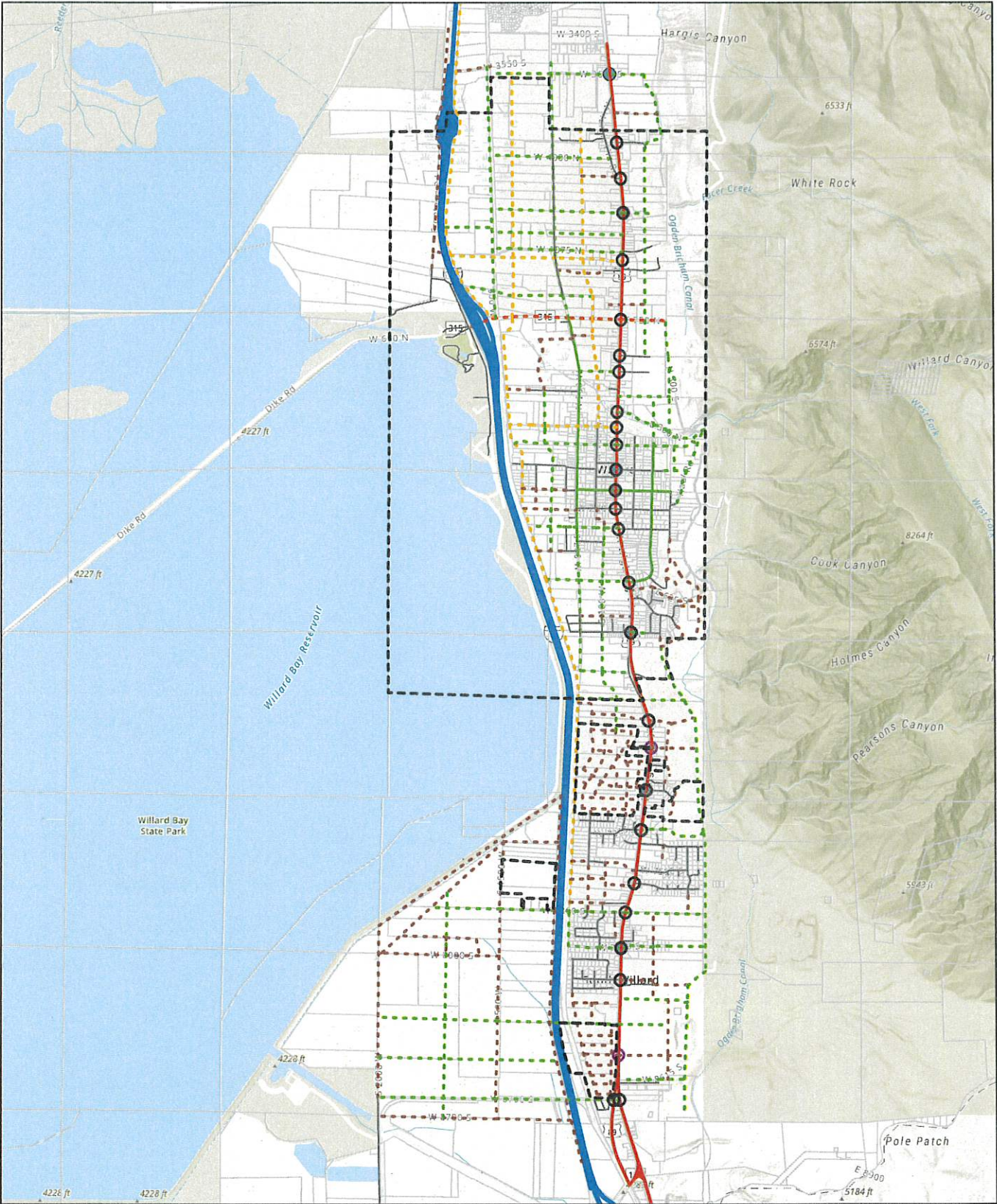
I, the undersigned duly appointed Deputy City Recorder for Willard City Corporation hereby certify that a copy of the foregoing notice and agenda was posted at the Willard City Hall; two other places in the community; on the State of Utah Public Meeting Notice website <http://www.utah.gov/pmn/index.html>; on the Willard City website [www.willardcity.com](http://www.willardcity.com); and sent to the Box Elder News Journal this 3rd day of July, 2025.

/s/Michelle Drago  
Deputy City Recorder

**ITEM 5B**



# Transportation Master Plan



6/9/2025, 10:18:20 AM

City Boundary

Existing Intersections

Proposed Roads 2024

Interstate

Principal Arterial

Future Principal Arterial

Future Minor Arterial

Collector

Future Collector

Local

Future Local

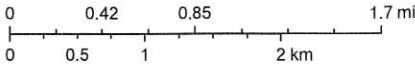
Future Traffic Signal

Proposed Intersections

Box Elder County Parcels

World\_Hillshade

1:36,112



Esri, NASA, NGA, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



**ITEM 5C**





MASTER CONDITIONAL USE PERMIT SPREADSHEET								
No.	Address	Applicant	Application Date	Fee	Approval Date	Type	Status and Review Date	Parcel No.
	33 CUPS							
	26 South 500 West	Forbush, Molly	1/27/2025	\$250.00		Short-Term Rental/Airbnd		02-087-0005
	51 North Main	Moyes, Jeff & Brenda	7/26/2022	\$25.00 PD	9/1/2022	Automobile Repair Shop	Active	02-047-0177
	53 North 100 West	Braegger, Josh	5/28/2020	\$25.00 PD	Approved 6/19/20	Multi-Family (Basement Apartment)	Active Reviewed 9-12-23	02-047-0074
	55 South 100 East	Braegger, Kenneth			Approved 2/5/16	Contractor - Home Business	Active Reviewed 10-5-23	02-050-0074
	105 South 100 East	Loveland, Judy	9/16/1996		Approved 9/20/96	Auto Repair - Home Business	Active Reviewed 10-19-23	02-050-0008
	110 South 200 West	Gilbert, Brian	4/20/2023	\$25.00	Approved 5/18/23	Detached Accessory Dwelling Units	Active	02-051-0008 and 02-051-0242
	110 South 250 West	Heath, Trisha	5/18/2018		1/9/2019	Multi-Family Dwelling	Active Reviewed 11-2-23	02-053-0003
	155 South Spring Street (135 S 100 E)	Dean, Blair & Kathy Davis	6/21/1999		9/23/2005	Single Family Home On Sensitive Land	Active Reviewed 12-7-23	02-050-0077
	275 East 200 South	Nielson, Seth	4/22/2024	\$25.00	6/6/2024	Pest Control Business	Active	02-050-0048
	300 East 750 North	Granite Construction Company			11/3/2015	Concrete Batch Plant	Active	02-045-0005
	344 East 300 North	Merritts, Bill & Shelley	4/8/1993		5/10/1993	Single Family Dwelling on Sensitive Land	Active Reviewed 4-18-24	02-048-0005
	369 West 200 North	Dominguez, Duane	3/13/2024	\$25.00	4/22/2024	ATV Repair	Active	02-057-0030
	432 North Main	Francom, Matthew	10/20/2020	\$25.00	Approved 3/7/24	Welding Shop	Active	02-046-0086
	450 North 200 West	Radtke, Robert and Suzie	9/25/2014	\$25.00 PD	10/2/2014	Additional dogs	Active Reviewed 6/20/24	02-045-0047 & 0084
	481 North 200 West	Beard, Lynn			Approved 2/5/15	Multi-Family Dwelling/Duplex	Active Reviewed 9/5/24	02-046-0075
	500 East 625 South	Nielsen, Darrell (Now Staker Parson)	3/20/1980		4/11/1989	Gravel Removal	Active	02-049-0001 & 02-053-0044
	537 West 200 North	Gammon, Dan	12/18/2023	\$25.00	11/7/2024	Short-Term Rental/Airbnd		02-057-0005
	550 North 200 West	Kilpack, Lee (now owned by Dean Taylor)	2/16/2018	\$25.00		Multi-Family/Basement Apartment	Active Reviewed 9/19/24	02-046-0046



April 4, 2001

Willard City  
Mr. Leland Jacobson  
Community Development  
80 West 50 South  
Willard City, Utah 84340-0593

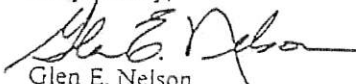
Conditional Use Permit Application  
Qwest Wireless Site #309  
Located at 1387 North Main Street

Qwest Wireless (QW) is proposing to install a Personal Communication System (PCS) site on the property belonging to Maurice and Penny Roche, located at 1387 North Main Street in the Willard. The present zoning on this property is A-5 and is presently being used as vacant land with no residential dwelling on it. There are no residential structures within more than 400 feet. The pole will be located in the rear of the property, not in a required landscaped area, buffer area or required parking area.

Qwest is proposing to place a new 80 foot monopole in the rear of this property near the north property line about 2000 feet west of Main Street. It will consist of three sets of antennas, each one measuring 54 inches high, 6 inches wide and 3 inches deep. These antennas will be placed at the top of the steel monopole and will measure 4.5 feet across the array. There will be three remote units attached to the pole just beneath the antennas. The remaining equipment, the main unit, the telco unit, the UPS unit (uninterruptable power supply) and the small GPS antenna will all be attached near the base of the pole.

This proposal will not require a re-zoning, a variance or an annexation, Qwest feels like this proposal meets the objectives, intent and overall general purposes of the Land Use Management Code and it is compatible with the City's planning goals. It complies with the Wireless Telecommunication Ordinance in the City.

Respectfully,

  
Glen E. Nelson  
Zoning Manager

# Ormond Construction

0N 14 TOWNSHIP 8N RANGE 2W S.L.B.&M

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SCALE 1" = 200'

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02-021-2000

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TREASURER, 2111

316-1 2011

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FOR NON-CONSTRUCTION

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- 213 -

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12. 27A

0005

DATE: 10/12/77  
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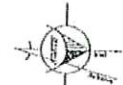
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4	10/10/20	10:00	100
5	10/10/20	10:00	100

ANTENNA SITE ELEVATION  
= 730

GEODETIC COORDINATES  
 NAD 83  
 LATITUDE = (PFE)  
 41° 25' 00"  
 LONGITUDE = (PFE)  
 112° 02' 25"

STATE OF UTAH

1-2X 10 # 62-040-0005

TYPE OF TEST	1	2
DESCRIPTION	1	
U.	1	
INT. L.	1	
DOSE	1	
INT. DOSE	1	
PRO	1	
IND	1	



Qwest Wireless

SLC-309C

EXHIBIT "S"

1327 N. MAIN ST.  
WILSON UT 84090  
BOX ELDER COUNTY

NONPROFIT INSTALLATION  
4001

Page 10

ZONING ELEVATION

23	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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*zone request, the collection of parcels based on the Willard City General Plan and Short Term Zoning Plan, because it is not in the 2 year growth area. Commissioner Erickson seconded the motion. The motion carried.*

5. New Business

a. Guy Haskell - Subdivision Request - Parcel # 02-053-0006 (Project 110)

*A discussion was held on the sketch plan on the Willard Peaks Subdivision and how it fit into the concept of cluster housing.*

*A motion was made by Commissioner Krum to approve the General Concept Plan of the Willard Peaks Subdivision assuming the plans meets the Willard City General Plan requirements, the Planned Unit development requirements, and Health requirements. The Planning Commission recommends that the concept plan be given to the City Council for review and comments. Commissioner Harding seconded the motion. The motion carried.*

b. Glen Nelson - Qwest

*A discussion was held on the (attached) proposed telecommunication tower located at 1387 North Main Street (Maurice and Penny Roche property.) Commissioner Erickson read from the Willard City Zoning Ordinance which states in section 12-114 that Wireless Communications towers are classified as Permitted Use if located on City owned property or if located west of Interstate 15, and said that this requested tower would be governed by the Conditional Use section of the Zoning Ordinance. That sections states that Wireless Communication facilities are classified as*

conditional use when not located on City-owned property or west of Interstate 15 and/or do not meet the requirements as stated in section 12-114-3 also, engineering justification is required. The height requirements were discussed it was stated that in a permitted use area the requirements were 80 ft. max. and in a conditional use area the max. height was 60 ft. The height requirements would need to be changed for the area that the pole is in. The Planning Commission recommended that they table the request until this new information could be taken back to Qwest for review.

*A motion was made by Commission Erickson to table the request until the May 17 Planning Commission. Commissioner Krum seconded the motion. The motion carried.*

6. Planning Commission Members:

a. Chair person - Kink Clawson

b. Commissioners -

Chris Erickson

Stillman Harding

Robert Krum

Ryan Tingey

Herbert Pedersen

c. Zoning Administrator - Leland Jacobson

Reported on various projects coming up.

d. City Council member (non-voting) Lynn Beard

7. Adjourn - A motion was made by Commissioner Erickson to adjourn,

seconded by Commissioner Krum, motion carried. The meeting adjourned at 10:40 p.m.

Minutes were read individually and approved on \_\_\_\_\_

\_\_\_\_\_

Chair	Person,	Kink	Clawson
PC Secretary, Gaylene Nebeker			



# Memo

**To:** City Planning Commission  
**From:** Alan Taylor  
**CC:** Glen Nelson  
**Date:** 5/1/2001  
**Re:** Design Explanation for SLC-309

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Dear City Planning Commission:

I am a Radio Frequency Engineer for Qwest Wireless here in Salt Lake City. I am the lead Engineer for the design of the cell sites in Utah.

Part of this year's project was to expand our coverage out to Brigham City. This expansion included your city of Willard. The goal is to have seamless coverage from North Ogden to Brigham City. It has been calculated that an 80' monopole on the Roche property will be at a sufficient height to achieve this goal.

Attached is a test that was performed on the Roche property. The various colors represent the different signal strengths. Greens, yellows and Reds are the colors we look at. Once the signal turns blue to gray then the signal is at a level that the phone can no longer use. This test shows that a 80' monopole will be high enough to cover Willard and I-15. If the monopole were any shorter, there would be a gap right in the middle of Willard and on I-15 and thus would not give Qwest Wireless the seamless coverage described at the beginning of this memo.

Qwest Wireless has no plans to build more monopoles in the City of Willard at this time.

Thanks for your cooperation,

  
Alan Taylor

# Willard City Corporation

80 West 50 South  
Box 593



Willard, Utah 84340  
(435)734-9881

## WILLARD CITY PLANNING COMMISSION RECOMMENDATION TO WILLARD CITY COUNCIL

DATE: May 17, 2001

PROJECT: Qwest Communication Tower

PROJECT DESCRIPTION: Construction of a 80' monopole on  
the Maurice & Penny Roche property located at  
1387 North Main.

SUBMITTED BY: Glen Nelson - Qwest Rep.

THE WILLARD CITY PLANNING COMMISSION RECOMMENDS:

☐ APPROVAL

☐ DENIAL

☒ APPROVAL WITH CONDITIONS OR RECOMMENDATIONS AS FOLLOWS:

See back of sheet For Recommendations  
and motions.

	YEA	NAY	COMMENTS
C. ERICKSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. PEDERSEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. HARDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. KRUM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. TINGEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**To: Willard City Council**

**Willard City  
Planning  
Commission**

**From: Leland Jacobson, Zoning Administrator**

**Subject: Project 111 - Qwest Tower**

**Date: June 12, 2001**

For Public Hearing, June 14, 2001:

Planning Commission, on April 19, 2001, voted to grant a Conditional Use Permit to Qwest for an 80-foot communications tower in the location requested (1357 North Main Street; Parcel 02-040-0005; Maurice and Penny Roche, owners), with the stipulation that the height limitation in the Communications Tower Ordinance (Chapter 12-114 of the Willard City Zoning Ordinance, Part 12-114-5 (3)(b)) be revised as follows:

**From: ...60 feet in conditional-use areas and 80 feet in permitted-use areas**

**To: "...80 feet *minimum* in a conditional-use area and 100 feet *minimum* in a permitted-use area".**

City Council set June 14, 2001, as the date for a Public Hearing on the ordinance change.

**RECOMMENDATION:** Following the Public Hearing: If you wish to accept the proposal:

- 1) Amend the requested ordinance change to read ***maximum*** rather than ***minimum*** for both of the limitations.
- 2) Approve the amended change to the ordinance
- 3) Approve the requested Conditional Use Permit.

These actions will clear the Conditional Use Permit and enable the issuance of a building permit without the need for a second public hearing and without causing further delays to the project.

H:\apps\wp-doc\plancomm\PC projects\Project 111 Qwest Tower.wpd



WILLARD CITY CORPORATION CC1165

Date: June 14, 2001  
Time: 8:00 p.m.  
Place: Willard City Hall  
Attendance: Mayor Dell Braegger, Council members Fred Barker, Dennis Jeppsen, Peggy Ray, Jean Loveland, Lynn Beard and Recorder Teri Fellenz

Absent:

Others: Leland Jacobson - Zoning Administrator, Kink Clawson - Planning Commission Chair, Phil Hermanek - News correspondent, Mike Setzer, Kelly Nelson, Cindy Hanks

1. Call to Order

a. Prayer - Peggy Ray

2. Public Hearing

a. Proposed changes to the Willard City Zoning Ordinance - Telecommunications Ordinance to change telecommunication tower heights to 80 ft. minimum in a conditional use area A- 5 and 100 ft. minimum in a permitted use area. - Zoning Administrator Jacobson presented the proposed change to Section 12-114-5 (3)(b) changing the height limit to 100 ft. minimum in a permitted use area and 80 ft. minimum in a conditional use area A-5. It was noted the motion made by Commissioner Pederson does state minimum heights instead of maximum. Mayor Braegger stated the proposed change needed to be looked at carefully, because the original ordinance was designed to place towers in areas other than housing areas. Council member Beard stated the technical data presented by Planning Commission member Herb Pederson was very convincing.

Council member Barker stated he was not present at the previous meeting and asked if co-locating on existing towers was an option and expressed his concern of adopting an ordinance and then changing it right away if it doesn't fit the request. Planning Commission Chairperson Kink Clawson stated a location west of I-15 will pick up disturbance from Ogden and Brigham City. Mayor Braegger added that Sprint was able to change the height and location of their tower from their original request.

Council member Beard again noted the technical reasons presented, but the ordinance doesn't meet the requested height. Zoning Administrator Jacobson stated the ordinance was patterned after other municipalities ordinances and felt the maximum heights chosen were arbitrary heights chosen in an attempt to direct the locations of the towers in areas where they would be more desirable. Council member Beard stated he had no expertise in the area. Chairperson Clawson asked if the location requested was the only site suitable, could it be denied. Council member Barker stated he felt as long as there were areas allowing the telecommunication towers they weren't being denied. It was also noted that the equipment could not be placed on the tower built by Sprint due to the design.

Mayor Braegger opened the item for public comment. No public comment was received.

Further discussion was held on issuing a Conditional Use Permit. Council member Beard stated he would be more comfortable revising the ordinance if a report from a third party engineer provided more information. Cindy Hanks, the representative from Qwest stated there are third party RF engineers available to provide such data. Ms. Hanks stated she was not an engineer, but reported the location was selected as far west as possible without betting into a swamp area and still meet the requirements of their system. *see page 3*

b. Proposed changes to the 2000-01 fiscal year budget - The attached proposed changes to the 2000-01 fiscal year budget were presented it was also suggested any excess revenue/expenditures be transferred to the Capital Improvement Fund earmarked for the 200 East Storm Drain project to replace the amount used for the purchase of new computers and software. Mayor Braegger opened the floor for public comment. No public comment was received.

c. Proposed 2001-02 fiscal year budget - The attached proposed 2001-02 fiscal year budget was presented. Mayor Braegger opened the floor for public comment. No public comment was received.

*A motion was made by Council member Beard to close the public hearing and open the regularly scheduled meeting. The motion was seconded by Council member Ray, motion carried.*

### 3. Business

a. Approval of minutes: The minutes of the May 24, 2001, meeting were reviewed.. *A motion was made by Council member Ray to accept the minutes as written, seconded by Council member Beard, motion carried, with Council member Loveland abstaining from the vote.*

b. Financial - The vouchers and warrants were presented to the Council for approval. The reports were individually reviewed.

(1) Warrants

(2) Vouchers

(3) Reports

(4) Changes to the 2000-01 fiscal year budget - *A motion was made by Council member Beard to accept the attached proposed changes with any excess revenue/expenditures to be transferred to the Capital Improvements Fund for the 200 East Storm Drain Project. The motion was seconded by Council member , voting was unanimous.*

### c. Department Reports

(1) Police Department - Police Chief Kelly Nelson reported the month of May was a busy one for the police department. He explained there was \$19,000 worth of items stolen and \$16,000 worth was recovered. He reported on July 2, dispatch for the County will change to a central dispatch to include Brigham City. He also reported an individual has been stealing water services. The service had been shut off to the residence and the meter was removed. One of the maintenance personnel noticed water around the meter. They investigated and found a pipe used to by-pass the area where the meter was. The department is currently working with the City Prosecutor to press charges.



Chief Nelson then reported there was an accident at the corner of 100 South and 100 West. He noted there is a yield sign for traffic traveling on 100 South. He noted that many do not even slow down and suggested that the sign be changed to a stop sign.

Council member Barker asked about reports of someone dipping water out of the creek with a backhoe. Chief Nelson stated the maintenance personnel had observed an individual taking water out of the creek and he is following up on the situation. A discussion was held. It was decided Chief Nelson will check with the Irrigation Company for information.

Council member Beard inquired if anything has been done about junk vehicles. Chief Nelson stated he is currently working on a revised ordinance and will have a copy to the Council for review during their next meeting.

(2) Fire Department - Council member Loveland explained Assistant Chief Mund has been delayed and is unable to attend. She reported the department has responded to twice as many calls to date as the previous year. She also reported the City still has not received a signed contract from the County for Willard City to furnish fire protection services and the department will begin billing per the amounts discussed in a prior Council meeting, including charges for extrication equipment. She then reported on discussions with Brigham City about sending more than required vehicles on calls.

(3) Maintenance - Streets/Parks/Water - Maintenance Supervisor Mike Setzer reported the pad for the bleachers has been completed and the bleachers have been placed on the pads. Council member Barker stated he had an opportunity to attend a game at the softball field and commented on the fine work. Mr. Setzer then stated they installed two big lines and sprinklers to cover areas being missed by the current system at the Willow Creek Park.

He then reported he has contacted Steve Hansen with Hydro Specialties about a master meter to check the flow at the tank. He has been unable to locate one at this time. He then reported on equipment. Council member Barker asked the spring flow at the current time. Mr. Setzer stated the spring flow is currently at 180 gpm.

d. Business License Request - Betty Davis - B & B Cleaning - The request was withdrawn by the applicant.

**e. Possible adoption of proposed changes to the Willard City Zoning Ordinance -**

Telecommunications Ordinance to change telecommunication tower heights to a 80 ft. In a conditional use area A- 5 and 100 ft. Minimum in a permitted use area - Council member Beard stated he would like to see an independent third party study on the issue. Council member Loveland expressed concern about changing the ordinance. Council member Jeppsen cited different areas for possible locations. Ms. Hanks noted each system is uniquely designed and again stated Qwest could have the independent study done.

*Council member Beard made a motion to table the decision pending a third party independent study on why the tower can't be on City Property or west of Interstate 15, verifying the height requirement, and why one tower would be better than a number of shorter towers. The motion was*

*seconded by Council member Loveland the motion carried with Council member Ray abstaining from the vote.*

f. Qwest Communication - Request for Conditional Use Permit for 80 ft. Telecommunications Tower on property located at 1387 North Main -

*Council member Beard made a motion to table the item until the next regular Council meeting when a decision will be made on the proposed change to the ordinance. The motion was seconded by Council member Jeppsen, motion carried.*

#### 4. Council members

a. Jean Loveland

b. Dennis Jeppsen - Reported the Sesquicentennial coins are in and are available for \$7.00 each. He also reported the Flood Control Board has declined to offer financial help on the 200 East Storm Drain project.

c. Lynn Beard - Reported he contacted developer Guy Haskell about his proposed development. A discussion was held on a pressurized secondary water system.

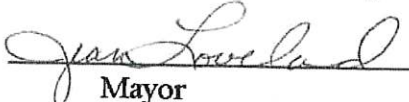
9:35 Council member Loveland was excused from the meeting.

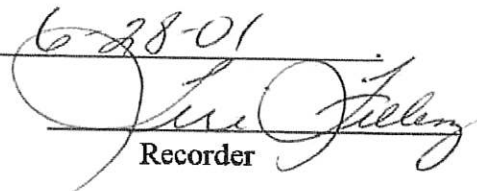
Mayor Braegger suggested asking Pineview Water to attend a meeting and have a public hearing on the possibility of a pressurized secondary system. Council member Beard noted that the Water Department could lose revenue which will fund the new well project currently underway if a secondary system is put on line in the near future. Further discussion was held on the possibility of a secondary system, but the need to complete the proposed well project first. Council member Barker expressed his concern for the loss of revenue for the water department. A heated discussion ensued and Council member Jeppsen moved for a short break.

Mayor Braegger and Council member Jeppsen returned to the meeting. Mayor Braegger announced his intention to submit his resignation and asked that the meeting be adjourned.

5. **Adjourn:** *A motion was made by Council member Ray to adjourn, seconded by Council member Beard, motion carried. The meeting adjourned at 10:05 p.m.*

Minutes were read individually and approved on

  
Mayor

6-28-01  
  
Recorder



WILLARD CITY CORPORATION CC1179

Date: June 28, 2001  
Time: 8:00 p.m.  
Place: Willard City Hall  
Attendance: Mayor Pro-Tem Lynn Beard, Council members Fred Barker, Dennis Jeppsen, Peggy Ray, Jean Loveland, Recorder Teri Fellenz

Others: Leland Jacobson - Zoning Administrator, Kink Clawson - Planning Commission Chair, Phil Hermanek - News correspondent, Reah Loveland, Klea Nebeker, Ruth Harding, Arnell Wells, Glen Nelson,

**1. Call to Order**

a. Prayer - Fred Barker

**2. Business**

a. Approval of minutes: The minutes of the June 14, 2001, meeting were reviewed. Council member Loveland noted she abstained from the vote of the approval of the May 24, 2001 minutes. It was also requested a copy of the changes to the 2000-01 budget be noted as attached to explain the changes. Council member Ray also requested under the time for Council members that her name and Council member Barker's name be removed as well as the Mayor's Correspondence due to the fact the meeting was adjourned prior to that point on the agenda.

*A motion was made by Council member Loveland to accept the minutes as corrected, seconded by Council member Barker, motion carried.*

b. Proposed changes to the Willard City Zoning Ordinance - Telecommunications Ordinance to change telecommunication tower heights to a 80 ft. minimum in a conditional use area A- 5 and 100 ft. minimum in a permitted use area. - It was requested this item be postponed until later in the meeting to have Qwest representatives present to provide information on the third party study report. Arnell Wells questioned why property owners next to the proposed location were not notified. He stated he was opposed to the location which would be approximately where proposed 200 West is to be placed. Council member Ray noted the ordinance does not require neighbors be notified.

*Council member Barker made a motion to have the decision on the change to the ordinance and Qwest's request for a conditional use permit to later on the agenda, seconded by Council member Loveland, motion carried.*

**c. Planning Commission**

(1) Qwest Communication - Request for Conditional Use Permit for 80 ft. Telecommunications Tower on property located at 1387 North Main

(2) Sam Kunzler Subdivision - Review and possible request for approval - Hargis Hill Road - The attached memo to the City Council from Zoning Administrator Jacobson was presented. Zoning Administrator Jacobson reported he felt the process should be followed and the required signatures should be obtained prior to submittal to the Council for approval. He explained which signatures are still required. Council member Barker asked the status of the dedication of Hargis Hill Road. Council member Loveland explained there are still four land owners that have not yet signed the dedication plat and she has been trying to personally contact them. She stated her concern of approving a subdivision before the road dedication is cleared up.

e. Nancy Green - Brigham City Senior Center - Nancy Green stated she was present for her annual funding request. She explained the Meals-on-Wheels program and that ten Willard City residents participate in the program at a cost of \$2860. A two dollar donation for each meal is requested from the participant and the rest is obtained through fund raising and grants. In addition, an average of twelve seniors meet each Tuesday at the City Hall for meals. Ms. Green also presented other activities and services offered through the Senior Center.

*A motion was made by Council member Ray to approve an \$1800 donation to the Brigham City Senior Center, seconded by Council member Barker. Motion carried.*

f. **Qwest Communication** - Request for Conditional Use Permit for 80 ft. Telecommunications Tower on property located at 1387 North Main - Glen Nelson the representative from Qwest presented the proposed location of 1387 N. Main approximately 2000 ft. west of Highway 89. He stated the location was as far west as possible. He explained there are no homes within 1600 ft of the proposed location. He explained there is a small outbuilding the proposed property.

An R.F. Engineer for Qwest was also present and explained the line of sight and why the proposed site is the best location. He also explained why the area west of Interstate 15 and on the east side near the mountain wouldn't work. The engineer presented charts of the area showing areas of coverage and areas that are not suitable. The attached letter from an independent third party engineer was also presented.

Council member Barker stated he felt the Ordinance was set up to direct towers in areas where there would not be development. A discussion was held on the area. Council member Barker stated the requested location is near the area where proposed 200 West is to be located. It was also discussed that the area west has high water and is unsuitable for the location of the tower. A discussion was held on alternate locations closer to the railroad tracks. Mr. Nelson was asked if Qwest would consider alternate locations. The R.F. engineer stated they could look at alternate locations if there was access to the property so they could build and maintain the tower. Zoning Administrator Jacobson stated a special Planning Commission meeting could be called to consider the alternate location. Arnell Wells stated he would be willing to show the representatives the area.

Council member Jeppsen asked Mr. Nelson why the Council should be concerned. Mr. Nelson stated the Telecommunications Act of 1996 requires that local jurisdictions allocate and designate sites available for placement of telecommunication towers. He also stated that shorter towers work in densely populated areas, but would be inadequate for their system and would result in a number of dropped calls.

*Council member Barker made a motion to stay with the current ordinance. He stated the need to work together to encourage locations as far west as possible. The motion was seconded by Council member Loveland, motion carried.*

Glen Nelson stated Qwest will perform tests on alternate locations.

f. Opening of Bids for 2001 Street Projects - Council member Jeppsen opened bids from contractors on the attached request for bids on 2001 street projects. The following bids were received:

Granite Constriction	\$68,400
J.B. Parsons	72,800
Fife Rock Products	72,523



# ITEM 5D

**WILLARD CITY  
ORDINANCE 2025-10**

**AN ORDINANCE AMENDING TITLE 24.92 OF THE WILLARD CITY ZONING  
CODE TO ESTABLISH OPERATIONAL REQUIREMENTS, PERMIT  
CONDITIONS, AND FEE AUTHORITY FOR TEMPORARY EXTENDED-STAY  
USES IN RECREATIONAL VEHICLE PARKS**

**WHEREAS**, Willard City desires to regulate extended stays in RV parks to preserve health, safety, and land use compatibility;

**WHEREAS**, the City Council has determined that Temporary Extended-Stay RV Permits are a necessary and lawful tool to monitor long-term recreational vehicle occupancy;

**WHEREAS**, Utah Code §§10-9a-510 and 10-1-203 authorize cities to impose land use and permit fees, provided those fees do not exceed the cost of processing the application;

**WHEREAS**, the City Council intends to establish the fee for the Temporary Extended-Stay RV Permit by separate resolution and incorporate it into the City's consolidated fee schedule;

**NOW THEREFORE**, be it ordained by the Council of the Willard City, in the State of Utah, as follows:

**SECTION 1:**        **AMENDMENT** "24.92.60 Standards" of the Willard City Zoning Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

24.92.60 Standards

**AFTER AMENDMENT**

24.92.~~60~~060 Standards

**SECTION 2:**        **AMENDMENT** "24.92.70 Violations, Enforcement And Penalties" of the Willard City Zoning Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

24.92.70 Violations, Enforcement And Penalties



## AFTER AMENDMENT

### 24.92.~~70~~080 Violations, Enforcement And Penalties

**SECTION 3:** AMENDMENT "24.92.030 Location And Use" of the Willard City Zoning Code is hereby *amended* as follows:

## BEFORE AMENDMENT

### 24.92.030 Location And Use

No Recreational Vehicle shall be located, placed, used, or occupied for residential purposes in any district except with in approved and licensed Recreational Vehicle Parks and Except as otherwise provided herein.

- A. Recreational Vehicle Parks shall be generally located:
  - 1. Adjacent to or in close proximity to a major traffic artery or highway.
  - 2. Within or adjacent to a mobile home park.
- B. No Space or spaces within a Recreational Vehicle Park shall be rented or leased to any owner or a Recreational Vehicle or one individual Recreational Vehicle for more than ninety (90) consecutive days, nor shall any space or spaces within a Recreational Vehicle Park be rented or leased to any one individual recreational vehicle for a period longer than ninety (90) days within a three- hundred sixty-five (365) day period, except under the following circumstances and conditions:
  - 1. Recreational Vehicle Parks may reserve one (1) space for every twenty-five (25) spaces in the park for the sole use of park employees who provide on-site maintenance, and operations functions
  - 2. Spaces may be used for long-term, temporary housing of transient employee(s) provided the employer provides a letter to the Recreational Vehicle Park stating that the Recreational Vehicle is not being used for permanent housing, explains the circumstances that make the need for longer-term temporary housing necessary, and provide a projected end date for the space lease not to exceed twelve (12) consecutive months with the option of renewal with a new letter from the employer at the end of the twelve (12) month period. Long-term use will be limited to one-quarter (1/4) of the spaces available in the Recreational Vehicle Park.
  - 3. For the Purpose of this chapter, transient employee(s) shall mean a person in the service of another under any contract of hire, express or implied, oral or written, where the employer has the power or right to control and direct the employee in how the work is to be performed. Employer shall mean one who employs the services of others: one for whom employees work and who pays the employee's wages or salary.
  - 4. Recreational Vehicles occupying space in a Recreational Vehicle Park on a

longer-term, temporary (over ninety days but not permanent) basis must be owner occupied, have proof of ownership of the recreational vehicle, and must have a current license and registration, and the recreational vehicle must be operable for travel.

- C. It shall be unlawful for the owner, operator, and/or property manager of a Recreational Vehicle Park to allow any guest to register under a different name in order to avoid the length of stay requirements as set forth herein. Moreover, an Owner, operator, and/or property manager shall not allow any Recreational Vehicle to move to a different Recreational Vehicle Space to avoid the length of stay requirements set forth herein.
- D. Recreational Vehicles shall not be used for living quarters in Willard City or on any city right-of-way, except in properly designated Recreational Vehicle Parks. Except and solely limited to the following circumstances:
  - 1. Temporary use, not to exceed seven (7) days, on an occupied residential lot, by residents or guests of the residents, will be permitted.
- E. Recreational Vehicle which are unoccupied for living space may be stored on a private parcel of land, including an occupied residential lot, provided they do not violate an required setbacks for front, rear, or side yards. Commercial storage of Recreational Vehicles, maintenance operations, reconstruction, or construction activities are permitted only as provided in Willard City Zoning Ordinances.
  - 1. Recreational Vehicles may be towed. Displayed, sold serviced. but not used for living quarters in a sales lot in a commercial or manufacturing district when such use is a permitted or conditional use.
- F. Recreational Vehicles may be accommodated in an approved and licensed mobile home park, provided that
  - 1. The Recreational Vehicle park or campground portion of the mobile home park is separated by barriers, screens, or otherwise from the area of mobile homes.
  - 2. The Recreational Vehicle use area shall have direct access to a collector or arterial street; and
  - 3. Separate ingress and egress shall be provided for Recreational Vehicles when required by the Planning Commission.

#### AFTER AMENDMENT

##### 24.92.030 Location And Use

No Recreational Vehicle shall be located, placed, used, or occupied for residential purposes in any district except with-in approved and licensed Recreational Vehicle Parks and ~~e~~Except as otherwise provided herein.

- ~~A~~. Recreational Vehicle Parks shall be generally located:
  - 1. Adjacent to or in close proximity to a major traffic artery or highway.
  - 2. Within or adjacent to a mobile home park.
- B. No Space or spaces within a Recreational Vehicle Park shall be rented or leased to any owner of ~~f~~a Recreational Vehicle or one individual Recreational Vehicle for more than ninety (90) consecutive days, nor shall any space or spaces within a Recreational



Vehicle Park be rented or leased to any one individual recreational vehicle for a period longer than ~~aninetytwelve (90)12 daysmonthwithin a three-hundred sixty-five (365) day~~ period, except under the following circumstances and conditions:

1. Recreational Vehicle Parks may reserve one (1) space for every twenty-five (25) spaces in the park for the sole use of park employees who provide on-site maintenance, and operations functions
  2. Spaces may be used for long-term, temporary housing of transient employee(s) provided the employer provides a letter to the Recreational Vehicle Park stating that the Recreational Vehicle is not being used for permanent housing, explains the circumstances that make the need for longer-term temporary housing necessary, and provide a projected end date for the space lease not to exceed ~~twelveeighteen (+2)18~~ consecutive months with the option of renewal with a new letter from the employer at the end of the ~~twelveeighteen (+2)18~~ month period. Long-term use will be limited to one-quarter (1/4) of the spaces available in the Recreational Vehicle Park.
  3. For the ~~p~~Purpose of this chapter, transient employee(s) shall mean a person in the service of another under any contract of hire, express or implied, oral or written, where the employer has the power or right to control and direct the employee in how the work is to be performed. Employer shall mean one who employs the services of others: one for whom employees work and who pays the employee's wages or salary.
  4. Recreational Vehicles occupying space in a Recreational Vehicle Park on a longer-term, temporary (over ninety days but not permanent) basis must be owner occupied, have proof of ownership of the recreational vehicle, and must have a current license and registration, and the recreational vehicle must be operable for travel.
- C. It shall be unlawful for the owner, operator, and/or property manager of a Recreational Vehicle Park to allow any guest to register under a different name in order to avoid the length of stay requirements as set forth herein. Moreover, an ~~o~~Owner, operator, and/or property manager shall not allow any Recreational Vehicle to move to a different Recreational Vehicle Space to avoid the length of stay requirements set forth herein.
- D. Recreational Vehicles shall not be used for living quarters in Willard City or on any city right-of-way, except in properly designated Recreational Vehicle Parks. Except and solely limited to the following circumstances:
1. Temporary use, not to exceed seven (7) days, on an occupied residential lot, by residents or guests of the residents, will be permitted.
- E. Recreational Vehicles which are unoccupied for living space may be stored on a private parcel of land, including an occupied residential lot, provided they do not violate an required setbacks for front, rear, or side yards. Commercial storage of Recreational Vehicles, maintenance operations, reconstruction, or construction activities are permitted only as provided in Willard City Zoning Ordinances.
1. Recreational Vehicles may be towed, ~~d~~Displayed, sold, serviced, but not used for living ~~qua~~ltersquarters in a sales lot in a commercial or manufacturing district when such use is a permitted or conditional use.
- F. Recreational Vehicles may be accommodated in an approved and licensed mobile

home park, provided that

1. The Recreational Vehicle park or campground portion of the mobile home park is separated by barriers, screens, or otherwise from the area of mobile homes.
2. The Recreational Vehicle use area shall have direct access to a collector arterial street; and
3. Separate ingress and egress shall be provided for Recreational Vehicles when required by the Planning Commission.

**SECTION 4:        ADOPTION** “24.92.110 Annual Calls For Service” of the Willard City Zoning Code is hereby *added* as follows:

#### BEFORE ADOPTION

24.92.110 Annual Calls For Service (Non-existent)

#### AFTER ADOPTION

24.92.110 Annual Calls For Service(*Added*)

A. Equal to or greater than one call, but less than one and one-half per unit. Recreational Vehicle parks whose annual calls for service that are equal to or greater than one call for service per unit are required to meet the following additional conditions designed to deter crime to obtain a business license to operate in the city.

1. Every Recreational Vehicle park facility operator, and the clerk at the time of registration, must obtain and record the full names; dates of birth, of all unit occupants over the age of 18; and the make, model and license number of the vehicle being used by every unit occupant. Names and addresses of all unit occupants over the age of 18 must be verified by obtaining a copy of a valid driver's license, passport or other form of government-approved picture identification. The records required by this section shall be kept available for a period of not less than one year for inspection by any police or code enforcement officer with a valid administrative subpoena and/or search warrant.
2. At the request of the Recreational Vehicle Park, and in cooperation with the Recreational Vehicle Park management, the city's Police Department will provide training for the Recreational Vehicle Park staff regarding the recognition of criminal behavior.
3. At the request of the Recreational Vehicle Park, the city's Police Department will keep the Recreational Vehicle Park management apprised of criminal activity that occurs on the property.

B. Equal to or greater than one and one-half calls, but less than two per unit. All Recreational Vehicle Park whose annual calls for service are greater than or equal to



- one and one-half calls for service per unit, but less than two calls for service per unit are required to meet the following additional conditions designed to deter crime to obtain a business license to operate in the city:
1. Conform to the requirements set forth in division (A) above; and
  2. Install and operate surveillance cameras (with recorder) in the areas open to the public on the premises, including any parking lot. Such surveillance cameras should be functional 24 hours a day, seven days a week.
- C. Equal to or greater than two calls per unit. All Recreational Vehicle Park whose annual calls for service who are equal to or greater than two calls per unit are required to meet the following additional conditions designed to deter crime to obtain a business license to operate in the city:
1. Conform to the requirements set forth in divisions (A) and (B) above;
  2. Hold semi-annual crime prevention employee training sessions, assisted by the city's Police Department;
  3. Provide 24-hour front desk personnel;
  4. Enforce the following guest rules:
    - a. No unit may be used for drunkenness, fighting, excessive noise or breaches of the peace. Excessive noises are those noises that disturb the tranquility of the neighborhood or that would be disturbing to a reasonable person; and
    - b. Alcohol may not be consumed in common areas, except for designated banquet or reception rooms or area.
  5. Issue parking passes to all vehicles allowed to park on the premises with each pass marked with the issue date and expiration date;
  6. Remove all graffiti and repair all vandalism within seven days of the occurrence;
  7. Permit a semi-annual inspection by a city officials to ensure that Recreational Vehicle Park is maintained according to the Uniform Health Code and Uniform Fire Code;
  8. Ensuring that all common areas, including parking lots, are illuminated;
  9. Submit to scheduled semi-annual audits by the city's Police Department to verify compliance with the above-referenced requirements.

**SECTION 5:**        **ADOPTION** "24.92.100 Calls For Service" of the Willard City Zoning Code is hereby *added* as follows:

**BEFORE ADOPTION**

24.92.100 Calls For Service (Non-existent)

**AFTER ADOPTION**

24.92.100 Calls For Service(*Added*)

- A. Calls for service for each Recreation Vehicle Park shall be compiled by the city's Police Department for a 12-month period concurrent with the Recreation Vehicle Park's business license.
- B. The city's Police Department shall be responsible to maintain a record of the annual calls for service for each Recreational Vehicle Park. An owner may request, in writing, a copy of his, her or their respective calls for service at the end of each license term and shall be provided the same within 30 days of said request. Upon notification of the number of calls for service a Recreation Vehicle Park has received per unit for the licensing period, a Recreations Vehicle Park shall have a period of 90 days to comply with the requirements of their tier level necessary to maintain, receive and renew their business licence.

**SECTION 6:**        **AMENDMENT** "24.92.040 Requirements For Approval" of the Willard City Zoning Code is hereby *amended* as follows:

#### BEFORE AMENDMENT

##### 24.92.040 Requirements For Approval

Recreational Vehicle Park or campground may not be constructed unless first approved by the Planning Commission. Before such approval is given by the Planning Commission the proposed development will:

- A. Be in conformity and maintain the general character of the district within in which it is to be located.
- B. Be located on a parcel of land of not less than five (5) acres, unless attached to a mobile home park, in which case no minimum area is required.
- C. Have at least twenty-five (25) spaces completed and ready for occupancy before first occupancy is permitted, or an approved schedule of financing, construction, and phase completion, and approved security, to assure compliance and completion.
- D. Meet all standards and requirements of 12-705 of this chapter and all other requirements of any applicable ordinances, and state and local law.
- E. Meet all requirements and maintain compliance with "Recreational Vehicle Park Sanitation" under Utah Administrative Code R-392-301 et seq.
- F. Obtain written approval of the Local Health Official.
- G. Contain not more than twenty (20) units per acre. The spaces may be clustered, provided that the total number of units does not exceed the number permitted on one (1) acre, multiplied by the number of acres in the development.

The Planning Commission shall not approve any application for a Recreational Vehicle Park if the developer cannot provide required water supplies and facilities, waste disposal systems, storm drainage facilities, access or improvements; if the developer cannot assure the Recreational Vehicle Park will be completed within a reasonable time; if the Planning



Commission or Willard City Council determines there would be danger of flood, fire or other hazard; or if the proposed Recreational Vehicle Park would be of such character or in such a location that it would:

- A. Create excessive costs for public services and facilities.
- B. Endanger the health or safety of the public.
- C. Unreasonably hurt or destroy the environment.
- D. Cause excessive air or water pollution, or soil erosion; or
- E. Be inconsistent with any adopted general or specific plan of the area in which it is to be placed.

#### AFTER AMENDMENT

##### 24.92.040 Requirements For Approval

Recreational Vehicle Park or campground may not be constructed unless first approved by the Planning Commission upon approval of an RV Park Permit application. Before such approval is given by the Planning Commission the proposed development will:

- A. Be in conformity and maintain the general character of the district within in which it is to be located.
- B. Be located on a parcel of land of not less than five (5) acres, unless attached to a mobile home park, in which case no minimum area is required.
- C. Have at least twenty-five (25) spaces completed and ready for occupancy before first occupancy is permitted, or an approved schedule of financing, construction, and phase completion, and approved security, to assure compliance and completion.
- D. Meet all standards and requirements of ~~12-705~~ 24.92.030 of this chapter and all other requirements of any applicable ordinances, and state and local law.
- E. Meet all requirements and maintain compliance with "Recreational Vehicle Park Sanitation" under Utah Administrative Code R-392-301 et seq.
- F. Obtain written approval of the Local Health Official.
- G. Contain not more than twenty (20) units per acre. The spaces may be clustered, provided that the total number of units does not exceed the number permitted on one (1) acre, multiplied by the number of acres in the development.
- H. An applicant pursuing an RV Park Permit for an RV Park must provide a copy of the tenant contract for City review and that any modifications or updates to the contract be provided to the City.

The Planning Commission shall not approve any application for a Recreational Vehicle Park if the developer cannot provide required water supplies and facilities, waste disposal systems, storm drainage facilities, access or improvements; if the developer cannot assure the Recreational Vehicle Park will be completed within a reasonable time; if the Planning Commission or Willard City Council determines there would be danger of flood, fire or other hazard; or if the proposed Recreational Vehicle Park would be of such character or in such a

location that it would:

- A. Create excessive costs for public services and facilities.
- B. Endanger the health or safety of the public.
- C. Unreasonably hurt or destroy the environment.
- D. Cause excessive air or water pollution, or soil erosion; or
- E. Be inconsistent with any adopted general or specific plan of the area in which it is to be placed.

**SECTION 7:        ADOPTION** “24.92.120 Temporary RV Use In Agricultural Zone” of the Willard City Zoning Code is hereby *added* as follows:

#### BEFORE ADOPTION

24.92.120 Temporary RV Use In Agricultural Zone (Non-existent)

#### AFTER ADOPTION

24.92.120 Temporary RV Use In Agricultural Zone(*Added*)

- A. Purpose: To regulate the temporary use of recreational vehicles (RVs) on agricultural properties, ensuring compliance with health, safety, and environmental standards while supporting agricultural operations.
- B. Permit Requirements
  - 1. Property owners must obtain a temporary RV use permit from the Willard City Planner.
  - 2. The permit must specify the duration of RV use, not to exceed eighteen (18) months.
  - 3. Permits are renewable upon inspection and approval by Willard City Public Works Department
- C. Waste Disposal
  - 1. RVs must utilize an approved waste disposal system that complies with the Utah Administrative Code R315-301 through R315-311, which outlines standards for solid waste management, including facility design, operation, and closure.
  - 2. All sewage and greywater must be disposed of in accordance with Utah Code Title 19, Chapter 6, which governs waste management and radiation control.
  - 3. Property owners must provide documentation of compliance with these standards, including proof of connection to an approved sewage disposal system or access to a licensed waste disposal service.
  - 4. RVs must not discharge waste directly onto the ground or into unauthorized systems, as prohibited by state law.



- D. Water and utilities. RVs must have access to a potable water source and meet fire safety standards as specified by local regulations.
- E. Zoning Standards:
1. RV use under this ordinance is limited to properties located within designated agricultural zones.
  2. The property must consist of a minimum of 25 contiguous acres of farmland actively used for agricultural purposes.
  3. RVs must be placed at least 100 from property boundaries and 30 feet from existing structures to maintain safety and privacy.
- F. Occupancy. RV's may only be occupied by individuals directly engaged in the property's agricultural activities. The maximum occupancy per RV shall not exceed 2 persons.
- G. Willard City reserves the right to inspect RVs to ensure the compliance with this ordinance. Violations may result in fines, revocation of permits, and other penalties as deemed necessary.

**SECTION 8:        ADOPTION** “24.92.090 RV Park Operational Requirements”  
of the Willard City Zoning Code is hereby *added* as follows:

BEFORE ADOPTION

24.92.090 RV Park Operational Requirements (Non-existent)

AFTER ADOPTION

24.92.090 RV Park Operational Requirements(*Added*)

A. Guest Conduct and Site Use

1. Quiet hours shall be observed between the hours of 10:00 p.m. and 7:00 a.m.
2. A maximum of one recreational vehicle and two personal vehicles shall be allowed per campsite.
3. Use of any campsite or RV for commercial purposes, including home occupations, is prohibited.
4. Public display or discharge of firearms, fireworks, or illegal substances is prohibited within the park.
5. Disorderly conduct, excessive noise, or other disturbances may result in removal from the premises.

B. Site Maintenance and Appearance

1. All recreational vehicles shall be kept in good operating condition and capable of being moved on demand.

2. No vehicle or RV shall be parked in a manner that overhangs lawn or landscape areas or obstructs regular maintenance. A fine may be imposed for each violation.
3. No long-term storage of non-camping-related property shall be permitted outside an RV. Unrelated or unsightly personal property must be removed from the assigned site area by 10:00 p.m. nightly.

C. Safety and Behavior

1. Children under the age of 18 shall be supervised at all times when using restrooms, showers, laundry facilities, or other common areas.
2. The posted speed limit within the park shall not exceed five (5) miles per hour.
3. Guests may not perform mechanical repairs, oil changes, or vehicle modifications on-site.
4. No alterations to park structures, fences, hookups, or amenities are permitted without written management approval.

D. Pet Regulations

1. No more than two (2) pets are allowed per campsite.
2. All pets must be leashed and attended at all times; free-roaming or unattended animals are prohibited.
3. Pet waste must be immediately picked up and properly disposed of. A fine may be issued for noncompliance.
4. Any cat found roaming freely may be deemed a stray and subject to removal.

E. Enforcement and Management Rights

1. Park management may remove guests at any time for violation of park rules or for conduct deemed detrimental to the park or its occupants.
2. Guests who fail to vacate the site at the conclusion of their reservation period may be subject to vehicle towing and additional charges at the owner's expense.
3. No guest shall acquire tenancy or residential rights by virtue of RV park occupancy. All RV park uses are deemed temporary and transient by nature.

F. Business License Condition. Compliance with this section shall be a condition of maintaining a valid business license for any recreational vehicle park in Willard City. Repeated or unresolved violations may constitute grounds for license suspension or revocation pursuant to Title 5 of the Willard City Code.



**SECTION 9:            REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 10:        SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 11:        EFFECTIVE DATE** This Ordinance shall be in full force and effect from \_\_\_\_\_ and after the required approval and publication according to law.

**SECTION 12:        DIRECTION** City staff is hereby authorized to make non-substantive corrections to formatting, numbering, punctuation, grammar, or typographical errors in this ordinance, provided that such corrections do not affect the intent or meaning of any provision. The Willard City Planner is further authorized to develop and publish administrative procedures, application forms, checklists, or interpretive guidance as necessary to implement the provisions of this ordinance, including the processing of Temporary Extended-Stay Permits and enforcement of operational requirements for recreational vehicle parks.

PASSED AND ADOPTED BY THE WILLARD CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Jacob Bodily	_____	_____	_____	_____
Rod Mund	_____	_____	_____	_____
Mike Breager	_____	_____	_____	_____
Rex Christensen	_____	_____	_____	_____
Jordon Husley	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Travis Mote, Mayor, Willard City

\_\_\_\_\_  
Susan Obray, Recorder, Willard City

**TO: Willard City Council**

**FROM:** Jeremy Kimpton, City Manager

**DATE:** June 03, 2025

**RE:** Recommendation on Temporary Extended Stay Permit Fees – RV Parks

### **Background**

In conjunction with the Planning and Zoning Commission's recent efforts to strengthen regulations around recreational vehicle (RV) parks—particularly those related to extended stays—a proposed ordinance amendment has been prepared to establish operational standards for RV park management (see attached ordinance draft).

During the Planning and Zoning Commission's review of these issues, commissioners expressed a desire to establish or increase permit fees for extended-stay RV park uses. While fee structures fall outside the formal scope of P&Z's authority under Utah Code and Willard City Code, their concerns reflect a broader interest in ensuring these uses are regulated fairly and that the City recovers reasonable administrative costs associated with permitting and enforcement.

### **Recommendation**

The Planning Commission is recommending that the City Council adopt the proposed ordinance establishing operational standards for RV parks and include in its motion the following clarification regarding fees:

"Any fees associated with the administration of extended-stay permits or related enforcement will be set by Resolution of the City Council, consistent with current City policy. The Planning and Zoning Commission's input is appreciated and will be taken into consideration as part of the City's broader fee review process."

### **Fee Authority and Process**

- Under Utah Code § 10-9a-510, municipalities may charge fees for land use permits so long as the fee does not exceed the reasonable cost of processing the application.
- Willard City currently adopts and updates its fees by resolution, not ordinance.
- Extended-stay RV permits—if adopted—would fall under this rule and must reflect actual costs such as application review, staff time, and potential site inspection.
- Fees cannot be used for general revenue generation and must be substantiated by administrative cost studies.

### **Ongoing Fee Review**

Willard City is actively engaged in a comprehensive review of its fee schedules and will be finalizing studies that will inform the following:



- Whether our current fees adequately cover staff and enforcement costs
- Whether new permit types (such as extended-stay permits) require dedicated processing fees
- How Willard's fees compare to those in similar Utah jurisdictions

This approach ensures any fee recommendations are not only legally defensible but also publicly transparent and equitably structured.

### **Summary**

The Planning and Zoning Commission has raised valid operational concerns, and those concerns have been addressed through the accompanying ordinance update. However, the responsibility for setting and adopting fees remains solely with the City Council and must follow State law and City procedure. Staff recommends proceeding with adoption of the operational standards ordinance and continuing the fee discussion through the Council-led resolution process as part of Willard's broader cost recovery strategy.

# ITEM 6





WILLARD CITY

**Planning Commission Meeting – Regular Meeting**

Thursday, June 5, 2025 – 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

8 Ruth Beebe

9 Chandler Bingham

10 Alex Dubovik

11 Brian Gilbert

12 Ken Ormond

Jeremy Kimpton, City Manager

Colt Mund, City Attorney

Madison Brown, City Planner

Michelle Drago, Deputy Recorder

13  
14 Excused: Chad Braegger and John Pierce

15  
16 Others in attendance: Ruth Ormond; Clyde Westley; Kelvin Judd; Lance Lewis; Jen Lewis; Danny Olsen;  
17 Lacy Shupe; and Doug Younger.

18  
19 Chairman Bodily called the meeting to order at 6:32 p.m.

20  
21 1. PRAYER: Sid Bodily

22  
23 2. PLEDGE OF ALLEGIANCE: Alex Dubovik

24  
25 3. GENERAL PUBLIC COMMENTS

26  
27 Time Stamp: 01:48 – 6/5/2025

28  
29 Clyde Westley, 221 East 100 South, stated that he passed out information packets about Cooks Canyon  
30 to the Planning Commission and the City Council at the beginning of 2024. For the past three years he had  
31 been working with the Trust for Public Lands regarding the future of Cook Canyon. Recently the U.S. Forest  
32 Service expressed a strong interest in owning the property. The Division of Wildlife Resources used Cooks  
33 Canyon as critical winter range, and the Division of Outdoor Recreation highlighted Cooks Canyon as  
34 significant for the Bonneville Shoreline Trail. They even offered assistance for acquisition. Unfortunately,  
35 earlier this week, he had received the long-awaited word from a representative of the gravel pit company  
36 that the land was not for sale. So, all deals with government divisions were off. This setback was severely  
37 compounded by the passage of Utah House Bill 355, which fundamentally shifted power by allowing  
38 expanded mining operations without local approvals. Mr. Westley said there had been recent activity in the  
39 pit area. There were signs on the gate indicating active mining. It seemed to be more than a staging  
40 operation for work on Highway 89. He felt the awareness of the Planning Commission was critical. The  
41 Commission's input to the City Council had some weight. The city could continue its actions to encourage  
42 the full development of the gravel pit just by pursuing the sale of city gravel, or it could commit to finding a  
43 way to actively stand against and work to save Cooks Canyon and the Bonneville Shoreline Trail.

44  
45 Mr. Westley said some encouraging news was that Senators John Curtis and Mike Lee introduced a senate  
46 bill for the Bonneville Shoreline Trail Feasibility Act. The bill called for federal assessment of whether the  
47 Bonneville Shoreline Trail qualified as a national scenic trail designation, which could open significant doors  
48 to the long-term protection of Cooks Canyon. That could be a long way away, but it had been 40 years



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49 since the last time the area lost the battle for Cooks Canyon. He urged the Planning Commission to consider  
50 the battle and the value of Cooks Canyon to them personally and to the community and begin actively  
51 working to protect this essential resource.

52  
53 Danny Olsen, Pleasant View, stated that he had applied for a conditional use permit for a food truck and  
54 asked if he was on the agenda. Madison Brown, City Planner, said he wasn't on the agenda. His application  
55 was still in the review process.

56  
57 4. CITY COUNCIL REPORT

58  
59 Time Stamp: 06:20 – 06/05/2025

60  
61 Jeremy Kimpton, City Manager, stated that during the May 22<sup>nd</sup> City Council meeting the Council set a date  
62 for the Truth in Taxation hearing, it held a public hearing and passed a resolution for the compensation  
63 schedule, talked about betterment work on Highway 89 for city waterlines, and discussed the Willard  
64 Canyon agreement.

65  
66 Mr. Kimpton and Colt Mund, City Attorney, responded to questions regarding the Willard Canyon  
67 Agreement.

68  
69 5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PRELIMINARY PLAN  
70 FOR THE MOUNTAIN BAY SUBDIVISION SUBMITTED BY VAL POLL LOCATED AT  
71 APPROXIMATELY 8200 SOUTH HIGHWAY 89 (PARCEL NO. 01-045-0133)

72  
73 Time Stamp: 08:26 – 06/05/2025

74  
75 Chairman Bodily read the Willard Planning Commission's Rules of Order Statement.

76  
77 Madison Brown, City Planner, stated that Willard had received a subdivision application from Val Poll who  
78 was represented by Kelvin Judd. The subdivision was called Mountain Bay, and it was located at  
79 approximately 8200 South Highway 89. The property had been annexed into Willard and was zoned R ½.  
80 The applicants had provided all the necessary documents.

81  
82 Kelvin Judd, Morgan, stated that they purchased the Mountain Bay property about 18 months ago. They  
83 planned to follow the county zoning and subdivide it into half-acre lots in Box Elder County. They liked to  
84 do half-acre lots. They didn't try to figure out the maximum density they could have. They followed the  
85 zoning and base density. After purchasing the property, they learned they would have to annex to Willard  
86 City, which they had done. Even though Willard allowed third acre lots, they chose to keep half-acre lots  
87 because that fit with the adjacent development. They wanted to keep it a simple, economical subdivision.  
88 They were proposing 24 half-acre lots on approximately 16 acres.

89  
90 **Commissioner Bingham moved to open the public hearing at 6:44 p.m. Commissioner Beebe**  
91 **seconded the motion. All voted "aye." The motion passed unanimously.**

92  
93 Chairman Bodily opened the floor for public comments.

94  
95 Lance Lewis, 1005 West 8150 South, was excited about the proposed development and glad it would have  
96 half-acre lots. He was concerned about the proposed single access point. The proposed subdivision would





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contain 24 lots that would have access to Highway 89 through 8100 South, two blocks to the north. He didn't know if there were fire codes that would address the access issue. At the intersection of 8100 South and Highway 89, it was illegal to make a left-hand turn because the entrance for the Macguire Gravel Pit created an offset intersection. The proposed subdivision would increase the amount of traffic at the 8100 South intersection. He suggested that the stub street to the south be continued south to 8300 South, the street south of the LDS church.

Lacey Shupe, 966 West 8150 South, liked the proposed subdivision plan and that it had half-acre lots. It seemed everyone wanted to bring in small, dense housing projects. She was grateful someone had looked at and followed the zoning. She would be happy to have this development next to her. She also liked that it would have curb, gutter, and sidewalk. The street she lived on did not have curb or gutter because the county didn't enforce the drainage requirements. There were drainage problems all over her neighborhood. She thought it was interesting that the county wouldn't accept responsibility and was forcing Willard to take on this property. She felt that was how the county felt about their area. The county didn't want to deal with them.

Lance Lewsi asked if the proposed subdivision would be served by Willard water or Bear River Water Conservancy. Commissioner Dubovik said that water would be discussed later.

Lacey Shupe asked if the lots would have septic. Kelvin Judd said they would.

Bryce Shupe, 966 West 8150 South, seconded the comments made about access. The access from 8100 South onto Highway 89 was becoming a hazard. Traffic turning left onto 8100 South came to a stop in the median, which wasn't very wide. It was a safety issue. The proposed development would increase the traffic. He hoped that an additional entrance to this development could be included. It would alleviate the amount of traffic on 8100 South.

Kelvin Judd agreed that ideally a second access made sense. UDOT would not allow them to have access onto Highway 89 because it would be too close to 8150 South, the Maguire Gravel Pit road. The City Engineer had told them they needed second access. They were trying to figure out the details. They hoped to purchase the Box Elder School District property to the south, but the school district had to follow the protocol for selling public land. Their subdivision was planned to connect to the south. Whoever purchased the school district property would have to go through the same annexation process they had. Whether it was them or not, there would have to be access because of the stubs they were providing.

Bryce Shupe stated that Willard would be providing emergency response to this subdivision. Did an emergency response give Willard leverage to ask the county for access through the property to the south?

Lacey Shupe felt access for this subdivision needed to be carefully considered.

Clyde Westley asked if Willard had considered snow removal. There were a lot of properties being annexed. He hoped current residents didn't suffer because of the distance Public Works would have to travel to provide services.

**Commissioner Dubovik moved to close the public hearing at 6:53 p.m. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.**





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5B. CONSIDERATION OF A PRELIMINARY PLAN AND SUBDIVISION IMPROVEMENT PLANS FOR THE MOUNTAIN BAY SUBDIVISION SUBMITTED BY VAL POLL LOCATED AT APPROXIMATELY 8200 SOUTH HIGHWAY 89 (PARCEL NO. 01-045-0133)

Time Stamp: 23:47 – 06/05/2025

Commissioners Bingham and Gilbert asked if the subdivision would contain dry lines that could be connected to the sewer line that would be constructed along the UTA right-of-way.

Madison Brown stated that the City Engineer had commented about the need for dry sewer lines. She felt that was something the city should require. Hopefully, someday the sewer line would be constructed. In the meantime, the developer did have permission from the health department to put in septic tanks.

Chairman Bingham agreed that dry lines should be required.

Commissioner Gilbert verified that the Suncrest Subdivision located south at approximately 8300 South Highway 89 could not start until the sewer line had been constructed. Jeremy Kimpton, City Manager, said that was correct. Commissioner Gilbert asked about the time frame. Mr. Kimpton stated that the developer of Old Farm Market, a subdivision to the north that would be located at approximately 7100 South Highway 89, was trying to resolve wetland issues with the Army Corps of Engineers. The sewer would not be installed until that issue was resolved. He didn't feel the sewer would be constructed in the immediate future. It was probably several years away.

Commissioner Dubovik understood there was concern about land in this area not percolating. Mr. Kimpton said that was why Willard required the developer to receive approval from the health department.

Commissioner Gilbert realized that requiring dry lines was a big burden for the developer, but the requirement made sense.

Commissioner Bingham felt dry sewer lines should be required so the road didn't have to be torn up in the future at the expense of the city.

Commissioner Bingham asked who would provide the water for the subdivision. Kelvin Judd stated that Willard City petitioned Bear River Water Conservancy for the culinary water they needed. That petition was approved last week. They had a will-serve letter from Pine View Water for secondary water. They would have pressurized secondary water.

Madison Brown stated that Bear River Water Conservancy District would wholesale 11-acre feet of water to Willard City. Willard City would retail the water to subdivision residents. Bear River Water Conservancy didn't have the resources to bill residents for water. Willard did.

Commissioner Dubovik stated that Willard normally required a developer to bring the water a development would need. The amount of culinary water needed for Mountain Bay had been reduced because it had secondary water. How much had the water requirement been reduced? Jeremy Kimpton said there was a formula used by the City Engineer

Commissioner Bingham asked if this subdivision complied with the master road plan. If connecting roads were shown on the master road plan, they would go in regardless of who developed the adjoining property.





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Madison Brown said the current road plan did not show 1000 West going north because of an existing home. A road was shown from 8150 South to 8300 South at approximately 1050 West. The west road in the Suncrest Subdivision would tie into 8300 South as well.

Commissioner Bingham agreed with the comments made during the public hearing. It was difficult to turn into this area from 8100 South, especially when trucks were coming from the Maguire Gravel Pit because the intersections were offset. The subdivision itself only needed one access, but that access was through another development. The total number of homes on the 8100 South Highway 89 access was more than the proposed 24 lots. According to Willard's fire code requirements, there could not be more than 30 homes without a second access. Was there a way to require a second access through the school district property, even if it was simply road base?

Commissioner Dubovik agreed that 8100 South was the only entrance for the existing subdivision, which had more than 30 homes. The proposed subdivision would add another 24.

Commissioner Bingham felt Box Elder County had already allowed more homes than a single access should have. If the developer could secure an easement through the school district's property, it would provide a second access for the entire neighborhood.

Commissioner Dubovik stated that if this was a Willard subdivision, it would not be allowed because it exceeded the number of homes on a single access.

Commissioner Bingham stated that the same safety issues existed regardless of whether it was Willard or South Willard.

Colt Mund, City Attorney, stated that this subdivision had been annexed to Willard. It needed to be treated the same as other subdivisions.

Commissioner Dubovik said there were already more than 30 homes on the single access of 8100 South. The proposed subdivision would exacerbate that number.

Commissioner Beebe asked if there was a possibility of extending either 1000 West or 1050 West to 8300 South. Commissioner Bingham felt an easement with road base would serve as an emergency access just like the emergency access was working for the Rod Braegger Subdivision.

Commissioner Dubovik felt the City Council might be able to engage with the County Commission. He roughly counted 40 existing homes with one access. If there was a natural disaster, this area would have a huge problem. The resolution should not be at the complete expense of the developer because the Planning Commission had identified an existing hazard.

Commissioner Bingham agreed. The county had approved the existing subdivisions which did not comply with the fire code. An approved road base road would be better than what the area now had.

Commissioner Bingham stated that if the access and dry sewer issues could be resolved, he felt the proposed subdivision would be a good addition to the area. The other Planning Commission members agreed.



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Commissioner Gilbert asked if Kelvin Judd had seen the City Engineer's comments about the dry sewer lines. Mr. Judd said he had spoken with Zac Burk. They wanted to do the subdivision right, but it would be a significant financial burden to plan for a septic system and a sewer system. A homeowner bore the burden of financing a septic system that would someday be abandoned. They would bear the burden of a sewer system without the benefit of being connected. At some point it would become cost prohibitive. Was there some way to be reimbursed through impact fees? If the cost for dry lines didn't break them, they wouldn't fight the requirement. He understood the city's reason for the requirement.

Kelvin Judd said they were actively working with the school district to purchase the property to the south, but the school district had to follow the state code for selling property. They couldn't pick a favorite. At some point a road would extend south to 8300 South. Was there a way to work with the school district to record an easement where the most likely place for a road would be? He hoped there could be a resolution that would not be costly for them.

Commissioner Bingham stated that the master road plan showed a road in the 1050 West vicinity. No matter how development occurred on the property to the south, a road would be required to connect 8300 South to the Mountain Bay Subdivision. Mr. Judd asked if there would be issues with UDOT if a road connected to 8300 South. Commissioner Bingham said there was already access onto Highway 89 from 8300 South.

Kelvin Judd felt it would be ideal if some kind of condition could be worked out for access. That would allow them to move forward.

Commissioner Dubovik felt dry sewer lines were significant, but he felt access was the showstopper.

Chairman Bodily asked if the dry sewer lines was a requirement from the City Engineer.

Jeremy Kimpton stated that tonight's meeting met the public hearing requirement. Preliminary approval could be tabled. If the Planning Commission wanted, the staff could try to address dry sewer lines and a second access with the developer.

Colt Mund stated that the Planning Commission needed to identify specific modifications to the subdivision plans so the developer could be addressed.

Commissioner Beebe asked if Willard could require a road from the Mountain Bay Subdivision to 8300 South. Madison Brown said it could if the school property annexed to Willard.

Commissioner Bingham hoped the road plan would still apply to South Willard. Mr. Kimpton also hoped Box Elder County would acknowledge the road plan.

The Planning Commission agreed that additional street access and dry sewer lines needed to be addressed.

Jeremy Kimpton stated that the staff would take those notes, meet with the City Engineer, the City Attorney, and the developer to see what could be resolved.





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- 5C. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO E. K. BAILEY ON MAY 15, 2008, FOR A HOME FURNISHING STORE LOCATED AT APPROXIMATELY 875 NORTH MAIN (PARCEL 02-041-0045)

Time Stamp: 48:21 – 06/05/2025

Madison Brown stated that the building at 875 North Main was no longer occupied by a home furnishing business. There were currently two businesses operating in the building – the Amish store and a fitness center. She had reviewed the history of the building. Willard had never really issued a conditional use permit. The property received a design approval.

Commissioner Bingham remembered a furniture store in the building after Blacker's closed. The furniture store lasted only a short time.

Madison Brown stated that she couldn't find a record of a conditional use permit. If a conditional use permit was approved, it would be null and void because the property had been rezoned to Commercial General. There was no longer a need for a conditional use permit.

Chairman Bodily asked that the conditional use permit for 875 North Main be removed from the list.

- 5D. DISCUSSION REGARDING REVISIONS TO THE RECREATIONAL VEHICLES AND RECREATIONAL VEHICLE PARKS CODE FOUND IN 24.92.030 OF THE WILLARD CITY ZONING CODE (CONTINUED FROM MAY 1 AND MAY 15, 2025)

Time Stamp: 51:14 – 06/05/2025

Jeremy Kimpton stated he just received notes back from the City Planner and the City Attorney that he needed to put into a draft ordinance. He would send it to the Planning Commission members for review as soon as he finished it. It should be ready for the next meeting on July 17<sup>th</sup>. He had also drafted a memo for the City Council asking that the campground be included in the impact fee study.

Chairman Bodily asked if the campground would have to comply with the new ordinance, or would it be a non-conforming use. Mr. Kimpton said that issue needed to be clarified during the approval process.

Madison Brown felt the new ordinance should apply to the existing campground and any future ones.

Colt Mund said Neff's argued that new regulations should not apply to them. He disagreed.

- 5E. DISCUSSION REGARDING MASTER ROAD PLAN (CONTINUED FROM MAY 1 AND MAY 15, 2025)

Time Stamp: 54:37 – 06/05/2025

Commissioner Dubovik asked if roads had been removed per UDOT requirements. Madison Brown said they had.

Commissioner Gilbert asked if the roads he had suggested west of the interstate had been incorporated. Ms. Brown said they had.



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Madison Brown felt 1000 West should be added to connect Mountain Bay with 8300 South so the east cul-de-sac would comply with the city's maximum cul-de-sac length requirement. The Planning Commission agreed.

Commissioner Gilbert asked that the staff send the latest road plan to the Commission members.

**Commissioner Bingham moved to schedule a public hearing for July 17 to receive public comments on the transportation master plan so the plan could be incorporated into the General Plan. Commissioner Beebe seconded the motion. All voted "aye." The motion passed unanimously.**

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR MAY 15 AND MAY 29, 2025, AND WORK SESSION MINUTES FOR MARCH 19, 2025

**Commissioner Dubovik moved to approve the regular minutes for May 15 and May 29, 2025, and work session minutes for March 19, 2025, as written. Commissioner Bingham seconded the motion. All voted "aye." The motion passed unanimously.**

7. ITEMS FOR THE JULY 17, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 1:03:56 –06/05/2025

The Planning Commission discussed agenda items for the July 17<sup>th</sup> meeting - the public hearing for the road plan, discussion regarding the RV Ordinance, and possibly the Mountain Bay Subdivision. Madison Brown said the agenda would probably include a conditional use permit for a food truck.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 1:05:52 – 06/05/2025

Madison Brown

Madison Brown stated that Kyle White with Canyon Bay (Harding property) had asked to meet with the Planning Commission and City Council in a joint work session. She suggested Thursday, June 26<sup>th</sup>, at 5:00 p.m. The Planning Commission agreed

Jeremy Kimpton

Did not have any comments.

Colt Mund

Did not have any comments.

Commissioner Ormond

Commissioner Ormond stated that the traffic signs on Highway 89 had not been moved. They were blocking views of oncoming traffic. Jeremy Kimpton stated that he had sent several emails to the contractor and copied UDOT. He forwarded every complaint to them.





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Commissioner Gilbert asked if the contactor had submitted a traffic plan to the city. Mr. Kimpton said they had not. Commissioner Gilbert said the city could request a copy from UDOT.

Commissioner Gilbert

Did not have any comments.

Commissioner Beebe

Did not have any comments.

Commissioner Dubovik

Commissioner Dubovik appreciated Clyde Westley's comments regarding Cook Canyon. It wasn't just Cook Canyon that would be affected by strip mining of the entire hillside. He felt there was a responsibility to preserve something valuable. The federal talk was positive. He encouraged the Commission members to contact their federal representatives. He also felt there was an opportunity for support at the state level.

Commissioner Bingham

Did not have any comments.

Chairman Bodily

Did not have any comments.

9. ADJOURN

**Commissioner Gilbert moved to adjourn at 7:40 p.m. Commissioner Bingham seconded the motion. All voted in favor. The motion passed unanimously.**

Minutes were read individually and approved on: \_\_\_\_\_

\_\_\_\_\_  
Planning Commission, Chairman  
Sid Bodily

\_\_\_\_\_  
Planning Commission Secretary  
Michelle Drago

dc:PC 06-05-2025







WILLARD CITY

**Planning Commission-City Council Work Session – Special Meeting**

Thursday, June 25, 2025 – 5:00 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.

4  
5 The following members were in attendance:

6  
7 Sid Bodily, Chairman

8 Ruth Beebe

9 Chandler Bingham

10 Chad Braegger

11 Brian Gilbert

12 Ken Ormond

13 John Pierce

Jeremy Kimpton, City Manager

Colt Mund, City Attorney

Madison Brown, City Planner

14  
15 Mayor Travis Mote

16 Jacob Bodily

17 Michael Braegger

18 Rex Christensen

19 Jordan Hulsey

20  
21 Excused: Alex Dubovik and Rod Mund.

22  
23 Others in attendance: Kyle White; Wayne Harding; Keith Harding; Sheryl H. Crossley; Dan Harding; Kent  
24 R. Harding. Randy Lemon; Brek Anderson; and Stephanie Taylor.

25  
26 WORK SESSION TO DISCUSS A PROPOSED MASTER-PLANNED COMMUNITY CALLED CANYON  
27 BAY LOCATED AT APPROXIMATELY 500 SOUTH 200 WEST (PARCEL NO. 02-052-0002 AND 0005)  
28 WITH KYLE WHITE

29  
30 Time Stamp: 00:00 – 06/25/2025 Work Session

31  
32 Mayor Mote called the work session to order at 5:00 p.m.

33  
34 Kyle White with Western Land Development presented a concept plan for the Mountain Bay subdivision.  
35 The City Council and Planning Commission had a discussion about the number of lots, what the open space  
36 should look like, and potential improvements for the subdivision plan. The Council and Commission agreed  
37 that the number of lots should be closer to 50. Mr. White said they are considering a fee-in-lieu of the open  
38 space. The funds deposited with the city could be used for off-site improvements or park improvements  
39 elsewhere in the city. Mr. White said him and his team would adjust their plan further and come back for  
40 more discussion with the city.

41  
42  
43 The meeting was adjourned at 6:30 p.m.  
44



WILLARD CITY

**Planning Commission-City Council Work Session – Special Meeting**

Thursday, June 25, 2025 – 5:00 p.m.

Willard City Hall – 80 West 50 South

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Minutes were read individually and approved on: \_\_\_\_\_

\_\_\_\_\_  
Planning Commission, Chairman  
Sid Bodily

\_\_\_\_\_  
Planning Commission Secretary  
Michelle Drago

dc:PC 06-25-2025