



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, July 17, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

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

The following members were in attendance:

Sid Bodily, Chairman
Chandler Bingham
Alex Dubovik
Brian Gilbert
Ken Ormond
John Pierce

Jeremy Kimpton, City Manager
Colt Mund, City Attorney
Madison Brown, City Planner
Michelle Drago, Deputy Recorder

Excused: Ruth Beebe and Chad Braegger

Others in attendance: Mayor Mote; Councilmember Jordan Hulse; Ruth Ormond; Doug Younger; Rew Wiley; Kent Harding; and Brady Adams.

Chairman Bodily called the meeting to order at 6:31 p.m.

1. PRAYER: Brian Gilbert
2. PLEDGE OF ALLEGIANCE: Chandler Bingham
3. GENERAL PUBLIC COMMENTS

There were none.

4. CITY COUNCIL REPORT

Time Stamp: 02:17 – 07/17/2025

Mayor Mote reported on the July 10th City Council meeting. The Council held three public hearings and considered three resolutions. The first resolution approved compensation for members of the Planning Commission. Commissioners will receive \$25.00 per attended meeting, which will be paid annually in December of each year. The second resolution was tabled. It dealt with a multi-year rate schedule for water and sewer. The administration was working on options and their implications for the Council to discuss in their August meeting. The third resolution adjusted the cost of a new garbage can to \$135.00 because the manufacturer had increased the price of the cans. The City Council also discussed the development agreement for The Orchards Subdivision with a representative from Heritage Homes. Heritage Homes was proposing 96 homes on 48 acres, which the City Council felt was about right. The City Council was firm about staying with a minimum lot size of one-third acre, which would require Heritage Homes to pay a *fee in lieu of* for park improvements based on a land appraisal. Willard would then create an account and use the funds for development of another park space. Right now, that would probably be the baseball park. The Council also nominated Jeremy Kimpton and Ellie Pugmire for the committee that would review applications for the district court judge, and it hired a new auditor.



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5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PROPOSED TRANSPORTATION MASTER PLAN AMENDING CHAPTER 4 OF THE GENERAL PLAN ADOPTED MARCH 2024

Time Stamp: 06:25 – 07/17/2025

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

Commissioner Bingham moved to open the public hearing at 6:38 p.m. Commissioner Pierce seconded the motion. All voted "aye." The motion passed unanimously.

Madison Brown, City Planner, stated that she had posted the proposed Transportation Master Plan and sent it to South Willard residents.

Chairman Bodily opened the floor for public comments. No comments were made.

Commissioner Dubovik moved to close the public hearing at 6:39 p.m. Commissioner Bingham seconded the motion. All voted "aye." The motion passed unanimously.

5B. CONSIDERATION AND RECOMMENDATION REGARDING A PROPOSED TRANSPORTATION MASTER PLAN AMENDING CHAPTER 5 OF THE GENERAL PLAN ADOPTED MARCH 2024 (CONTINUED FROM MAY 1, MAY 15, AND JUNE 5, 2025)

Time Stamp: 09:15 – 07/17/2025

Chairman Bodily asked if the Planning Commission had any questions, concerns, or additions regarding the map.

Commissioner Dubovik expressed appreciation for all the work to put the plan together. He asked if the Transportation Master Plan was a reference document that would be provided to potential developers. Madison Brown said the plan would serve as a guide. She wasn't sure the city could legally tell a developer a road had to be in a certain location. The master transportation plan would tell developers where the city wanted roads to be.

Commissioner Dubovik felt the Commission needed to keep the Transportation Master Plan in mind when considering development. There needed to be questions and discussion if a proposed development violated the Transportation Master Plan.

Chairman Bodily asked if the proposed master plan was different than the current road plan. Ms. Brown said the current plan had been used as a base for the new plan.

Chairman Bodily didn't feel Willard should let developers build where a road was proposed.

Colt Mund, City Attorney, stated that the proposed Transportation Master Plan would be a guiding document just like the General Plan was. It was something the Planning Commission should refer to and apply as much as possible. Circumstances might dictate adjustments to the plan. As development moved forward, the plan should be followed as much as possible.



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Commissioner Ormond asked about the road proposed on top of the Willard Bay dike. He felt that would be a state road. Commissioner Gilbert said the road would be adjacent to the dike not on top of it.

Commissioner Gilbert didn't feel that the road proposed east of the dike road was necessary. He suggested that it be removed, and that the east/west roads be extended to the dike road. He also suggested that the road along the dike extend south to the marina, and that all the appropriate east/west roads be extended west to it. The Planning Commission agreed.

Chairman Bodily asked if the plan needed to be forward to the City Council. Madison Brown said adoption of the Master Transportation Plan was an amendment to the General Plan. So, yes, it would have to be approved by the City Council.

Commissioner Bingham moved to recommend that the City Council approve the proposed Master Transportation Master Plan subject to the changes suggested by Commissioner Gilbert. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

- 5C. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO QWEST/MAURICE ROCHE ON APRIL 19, 2001, FOR A COMMUNICATION TOWER LOCATED AT 1387 NORTH MAIN (PARCEL NO. 02-040-0005)

Time Stamp: 16:15 – 07/17/2025

Madison Brown stated that according to City Council minutes of April 19, 2001, a conditional use permit for the communication tower at 1387 North Main was not approved.

Chairman Bodily thought the conditional use permit was subject to height regulations being amended. Michelle Drago said the Planning Commission forwarded the conditional use permit to the City Council for approval subject to the height regulations being amended. On June 28, 2001, the City Council declined to change the ordinance. The conditional use permit was not approved.

Chairman Bodily was sure there was a communication tower on the northwest corner of the property. It was actually located on 200 West, not Main Street. He wasn't sure it was 80 feet in height.

Colt Mund felt the tower would have to have a franchise agreement with Willard like the other towers.

After a brief discussion, Chairman Bodily asked that this item be continued to the next meeting, so the staff verify the existence of the tower.

- 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, MAY 15, AND JUNE 5, 2025)

Time Stamp: 22:43 – 07/17/2025

Jeremy Kimpton, City Manager, asked if the Planning Commission members had reviewed the latest changes to the RV Code.



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Chairman Bodily asked about the setback required in E (3) on Page 10. It was missing a distance. Should it be 100 feet? Jeremy Kimpton said that E (3) was part of the regulations for temporary RVs in agricultural zones. Regulations for temporary RV's had been added at the request of a council member. The regulations would allow temporary RVs for hired help in agricultural areas. After discussion, the Planning Commission suggested that it be reduced from 100 feet to 50 feet.

Chairman Bodily asked about the age requirement for supervised children in C (1) on Page 11. The ordinance said all children under the age of 18 must be supervised. He wasn't sure where the line should be drawn, but he felt the age could be lower. Jeremy Kimpton said that some of the proposed language came from Willard Peak Campground's regulations. Some came from neighboring cities. He asked if the Planning Commission wanted to remove C (1). The Planning Commission suggested that the age be lowered to 16 rather than removing it.

Commissioner Dubovik didn't feel the proposed language in 24.92.030-B (Pages 3 and 4) closed the loop on the maximum length of stay. He felt there was still room for interpretation because it said, *"No space or space within an RV park shall be rented or leased to any owner of 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 a twelve month period, except under the following circumstances and conditions..."*

Commissioner Ormond said the following paragraph changed the maximum stay to 12 months. There were two different lengths of stay.

Commissioner Bingham stated that B (2) on Page 4 provided conditions for long-term temporary housing up to 18 months.

Commissioner Dubovik said the Planning Commission and City Council decided on a maximum stay of 12 months. He felt the disparity between 90 days and 12 months should be resolved. However, it seemed there was room for an RV to rent a space for 12 months and then move to a different space in the same RV park for another 12 months. He suggested adding a statement that said, *"No Recreational Vehicle shall occupy the Recreational Vehicle Park property for a period of longer than 12 months."*

Commissioner Ormond stated that a lot of people were starting to live in RVs, and they were scattered all around town where they weren't supposed to be. He would rather have them in an RV park. He understood that camping and recreation were supposed to be short-term, but he felt the Planning Commission needed to look at the long-term application.

Commissioner Dubovik was concerned the campground would become a mobile home park. Commissioner Ormond said they were RVs not mobile homes. Commissioner Dubovik said the distinction between a mobile home and an RV was that one was temporary and one was permanent.

Commissioner Ormond asked if the definition of an RV Park should be changed. Chairman Bodily and Commissioner Gilbert didn't feel it should.

Commissioner Bingham stated that the proposed language in 24.92.030-B.2 provided an exemption for temporary long-term housing. A recreational vehicle was temporary housing.



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Commissioner Gilbert asked if the campground was limited to the number of long-term RVs. Commissioner Dubovik thought only 25% of the spaces could be used for long-term stays.

Commissioner Ormond wasn't sure the campground could stay in business if they had to rely solely on temporary RVs, especially through the winter months.

Rew Wiley, 75 West 825 North, stated that if the campground was made a mobile home park, it should be regulated by the rules of a mobile home park. Commissioner Dubovik felt that meant individual property taxes and utilities.

Chairman Bodily asked what the staff had learned about taxes and utilities. There was concern that the temporary long-term residents weren't contributing toward their impact on public utilities or public schools. Jeremy Kimpton stated that if the Planning Commission recommended, the City Council would commit to including the campground in the impact fee study.

Commissioner Gilbert asked what utilities the campground was paying. Michelle Drago, Deputy Recorder, said the campground paid \$578 per month for sewer, which was based on 8.5 ERU's. They averaged 65,608 gallons of water per month. The campground paid the commercial water rate, which had a base of \$28.40 per month for 10,000 gallons. Water usage between 10,001 and 90,000 gallons was charged at \$1.10 per 1,000 gallons. Water usage over 90,001 gallons was charged at higher rates per 1,000 gallons used. The campground's average water bill was \$86.64. In comparison, Pilot/Flying J's monthly sewer charge was \$1,972.00, which was based on 29 ERU's. Their average water usage was 489,387 gallons per month. Their average water bill was \$991.78.

Chairman Bodily asked if there was a sewer connection for each space. Mr. Wiley said there was.

Mayor Mote suggested that the campground be charged based on peak demand because the city had to have the capacity to handle the peak.

Commissioner Bingham felt the only way to fairly charge the campground was to have a flow meter like hotels.

Commissioner Dubovik felt that when the public hearing regarding the ordinance amendment was held, the Planning Commission would be able to gauge the public's opinion about whether the campground should be an RV park or a mobile home park. If the campground was changed to a mobile home park, there would have to be a lot of changes.

Rew Wiley stated that it was nice to have long-term residents in the campground. They were his neighbors. With long-term residents, riff raff wasn't coming in every night. He understood Commissioner Ormond's concern that if the campground didn't have long-term residents, it would lose money in the wintertime. However, was the city going to make exceptions for all businesses? Long enough was long enough. Some of the long-term residents had been there three to four years.

Commissioner Bingham stated that long-term residents used public infrastructure and the schools, but they weren't paying taxes like permanent residents. He didn't feel it was fair for permanent residents to foot their bill. He felt that was the reason for limiting long-term stays. The city had to consider the cost to permanent residents. He wasn't sure the campground's property taxes were equivalent to the number of permanent residential units.



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Commissioner Pierce felt the campground should be held responsible if the individual tenants weren't. Chairman Bodily agreed. The campground would then have to get payment from its tenants.

Commissioner Dubovik felt charges should apply to all tenants who stayed longer than 90 days. Jeremy Kimpton said there were other cities who had extended stay options that ranged from \$75.00 to \$275 per month.

Jeremy Kimpton stated that the extended stay fee would not cover the cost of water and sewer because the campground was already paying those fees, but it would help cover the cost of police, fire, staff, and infrastructure. He felt that was something the City Council could consider when it discussed the proposed changes to the RV Park ordinance.

Commissioner Bingham felt an extended stay fee was worth looking at. He felt such a fee would shorten the length of long-term stays.

Commissioner Gilbert stated that staying in the campground was cheaper than renting an apartment, but it wasn't cheap. The monthly rental was about \$800 a month. He felt the Planning Commission had to consider the reason long-term residents were staying there. At the same time, it wasn't fair for the campground to be a burden on the city.

Commissioner Ormond stated that there was a typo on Page 5 in Item 2. The word *hall* should be *shall*. He also felt the ordinance should address road surfaces in an RV park, a percentage of green space, perimeter fencing, and refuse containment. Commissioners Dubovik and Gilbert agreed.

Commissioner Bingham noted that Item 1 on Page 5 mentioned mobile home park. He felt all references to mobile home parks should be removed from the ordinance.

Commissioner Dubovik asked if the proposed changes were complex enough to warrant a work session with the City Council. Mayor Mote felt the Planning Commission was close to a final product. The Planning Commission needed to delineate if the campground was an RV park or a mobile home park. He felt the taxes/fees would have to be addressed through a resolution. The city engineer could look at the water usage and determine the appropriate number of ERU's. He felt the city needed to look at their peak demands. Any utility had to be able to provide services at the peak demand. He felt an extended stay fee should be assessed to the campground/park not the individual tenants.

After further discussion, Jeremy Kimpton listed the changes recommended by the Planning Commission: Lower age of supervised children from 18 to 16; remove reference to a 90-day stay, tighten up the maximum stay language to make it clear that an RV could not move to another space and start the time period all over again; change the 100 foot setback to 50 feet; remove any reference to mobile home parks; address green space or open space, road surfaces, perimeter fencing, and refuse containment; and fix typos.

Rew Wiley suggested adding language to require fire suppression equipment next to fire pits.

Chairman Bodily asked that the Planning Commission members review the ordinance again and let Mr. Kimpton know about anything else that needed to be addressed.

Commissioner Dubovik asked for a clean copy of the proposed ordinance that only had new language.



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Later in the meeting, Jeremy Kimpton asked if the RV Park Ordinance should be brought back for discussion or scheduled for a public hearing.

Commissioner Dubovik asked if the ordinance had to be done and ready for public review ten days prior to the public hearing or just the public notice. Colt Mund wasn't sure the state code specified if the ordinance had to be complete. There definitely had to be public notice about the public hearing. He preferred to have the ordinance completed so the public could review it.

Commissioner Gilbert felt the Planning Commission should finish the ordinance before setting a public hearing. Commissioner Dubovik agreed.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR JUNE 5, 2025, AND WORK SESSION MINUTES FOR JUNE 25, 2025

Commissioner Gilbert moved to approve the regular minutes for June 5, 2025, and work session minutes for June 25, 2025, as written. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE AUGUST 7, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 1:02:23 –07/17/2025

The Planning Commission discussed agenda items for the August 7th meeting – the Qwest conditional use permit, RV Park ordinance, and probably the Mountain Bay Subdivision.

Maddie Brown updated the Planning Commission on a conditional use permit application filed by Julie Olsen for a food cart. During the CUP review meeting, the staff realized that Highway 89 in the Old Town Willard Zone was not zoned commercial. The existing commercial uses were non-conforming. The code, zoning map, and the Future Land Use Map would have to be corrected. Those discussions would be held in future meetings.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 1:05:30 – 07/17/2025

Colt Mund

Did not have any comments.

Jeremy Kimpton

Did not have any comments.

Madison Brown

Did not have any comments.



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Commissioner Bingham

Did not have any comments.

Commissioner Dubovik

Did not have any comments.

Commissioner Pierce

Did not have any comments.

Commissioner Gilbert

Thanked the city for the 4th of July celebration and all the people who helped.

Commissioner Gilbert asked about the annexation of South Willard. Mayor Mote said that Willard had opened the door, it was now in South Willard's court. He felt there were some political issues, such as payment for emergency services and the Bear River Water Conservancy District, that might force the issue.

Commissioner Ormond

Did not have any comments.

Chairman Bodily

Chairman Bodily asked about the status of the Highway 89 project. Jeremy Kimpton thought UDOT was waiting for Lumen. Then they wanted to start doing asphalt work on the northbound lane. They wanted to get the northbound lane done this fall.

9. ADJOURN

Commissioner Gilbert moved to adjourn at 7:43 p.m. Commissioner Dubovik seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: 8/7/25



Planning Commission, Chairman
Sid Bodily



Planning Commission Secretary
Michelle Drago

dc:PC 07-17-2025