



Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, August 21, 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 allowed.

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. 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, June 5, July 17, and August 7, 2025).
 - b. Discussion regarding amending the Future Land Use Map found in Chapter 3 of the General Plan adopted March 2024 by expanding the Environmentally Sensitive areas to include sensitive wetlands (continued from August 7, 2025)
 - c. Review of a conditional use permit issued to Brian Gilbert on May 18, 2023, for a detached accessory dwelling unit located at 110 South 200 West (02-051-0008 and 02-051-0242)
6. Consideration and approval of regular Planning Commission minutes for August 7, 2025
7. Discussion regarding agenda items for the September 4, 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/pmnl/index.html>, on the Willard City website www.willardcity.com, and sent to the Box Elder News Journal this 15th day of August, 2025.

/s/ **Michelle Drago**

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
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** "24.92.030 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 within approved and licensed Recreational Vehicle Parks and ~~e~~Except as otherwise provided herein.

~~A.~~ 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 ~~twelve (12) ninety (90)~~ consecutive ~~months-days; (365 consecutive days) or more than 365 cumulative days in any 18 month period, except under the following circumstances:~~ ~~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~~eighteen ~~(+218)~~ consecutive months with the option of renewal with a new letter from the employer at the end of the ~~twelve~~eighteen ~~(+218)~~ month period. Long-term use will be limited to one-quarter (1/4) of the spaces available in the Recreational Vehicle Park and application made to the city and fees paid as set by resolution of the Willard City Council.
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.

5. For the purposes of this ordinance, "space or spaces" pertains to the RV park property itself, i.e., no individual owner of an RV, or individual RV itself may occupy the RV park property, regardless of space occupied, longer than these durations. Moving from space to space within a given RV park is still considered cumulative time on the property, i.e., it does not reset the clock.

- 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~~wner, 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~~isplayed, sold, serviced, but not used for living ~~quarters~~ 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 ~~p~~ark, provided that
 - 1. The Recreational Vehicle park or campground portion of the mobile home park is separated by barriers, ~~s~~creens, or otherwise from the area of mobile homes.
 - 2. The Recreational Vehicle use area shall have direct access to a collector ~~r~~ arterial street; and
 - 3. Separate ingress and egress shall be provided for Recreational Vehicles when required by the Planning Commission.

SECTION 2: 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 3: **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 4: **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 sixteen (16) 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 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: 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 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 Thirty (30) Feet 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: **AMENDMENT** "24.92.60 Standards" of the Willard City Zoning Code is hereby *amended* as follows:

BEFORE AMENDMENT

24.92.60 Standards

The development of a Recreational Vehicle Park shall conform to the following standards and

subject to the approval of the Planning Commission:

- A. The area shall be in one (1) ownership, or if in several ownerships, the application for approval of the development shall be filed jointly by all owners of the property included in the plan.
- B. The plans for a Recreational Vehicle Park shall be prepared by a team of competent professionals in planning, engineering, architecture, and landscape architecture. Determination of qualifications of required professional individuals or firms shall be made by the Planning Commission in consultation with the City Planner.
- C. In all Recreational Vehicle Parks, a strip of land at least fifteen (15') feet wide surrounding the entire park, shall be left unoccupied and shall be planted and maintained in lawn, shrubs, trees, and include an approved wall or fence, designed to afford privacy to the recreational park.
- D. Storm drainage facilities shall be so constructed as to protect residents of the development as well as adjacent property owners. Such facilities shall be of sufficient capacity to ensure rapid drainage of water in or adjacent to the development to prevent the accumulation of stagnant pools of water in or adjacent to the development.
- E. Not less than ten (10%) percent of the gross land area shall be set aside for the joint use and enjoyment of occupants. The land covered by vehicular roadways, sidewalks, and off-street parking shall not be construed as part of the ten (10%) percent common area required for parks or playgrounds for occupants, provided, however, that in initial stages of development or special smaller developments the minimum area shall be not less than one-half (1/2) acre or ten (10%) percent, whichever is greater.
- F. Yard lighting with a minimum of two-tenths (0.2) foot candles of light shall be required for protective lighting the full length of all driveways and walkways in the recreational park.
- G. All areas that are not covered, contain asphalt or concrete, or built upon, shall be landscaped as approved by the Planning Commission and such landscaping shall be permanently maintained.
- H. All off-street parking spaces and driveways shall be comprised of asphalt or concrete before the adjacent Recreational Vehicle spaces may be occupied.
- I. The roadways shall be designed to accommodate anticipated traffic and built in conformance with the Willard City Public Work Standards.
- J. All storage and solid waste receptacles, outside of the confines of any Recreational Vehicle must be housed in a closed structure compatible in design and construction to any service buildings within the Recreational Vehicle Park and approved by the Planning Commission. The service buildings shall be constructed in accordance with Willard City building codes and kept in good repair.
- K. A launderette for convenience of the park occupants but not for the general public, may be included in the Recreational Vehicle Park.

AFTER AMENDMENT

24.92.60060 Standards

The development of a Recreational Vehicle Park shall conform to the following standards and subject to the approval of the Planning Commission:

- A. The area shall be in one (1) ownership, or if in several ownerships, the application for approval of the development shall be filed jointly by all owners of the property included in the plan.
- B. The plans for a Recreational Vehicle Park shall be prepared by a team of competent professionals in planning, engineering, architecture, and landscape architecture. Determination of qualifications of required professional individuals or firms shall be made by the Planning Commission in consultation with the City Planner.
- C. In all Recreational Vehicle Parks, a strip of land at least fifteen (15') feet wide surrounding the entire park, shall be left unoccupied and shall be planted and maintained in lawn, shrubs, trees, and include an approved wall or fence, designed to afford privacy to the recreational park.
 - 1. This setback shall remain free of structures and be maintained as permanent landscaped open space.
 - 2. Landscaping within the buffer shall include grass, trees, shrubs, and other vegetation in accordance with the City's commercial landscaping standards.
 - 3. Fencing, berms, or natural screening may be required at the discretion of the Planning Commission to reduce impacts on adjacent properties.
- D. Storm drainage facilities shall be so constructed as to protect residents of the development as well as adjacent property owners. Such facilities shall be of sufficient capacity to ensure rapid drainage of water in or adjacent to the development to prevent the accumulation of stagnant pools of water in or adjacent to the development.
- E. Not less than ten (10%) percent of the gross land area shall be set aside for the joint use and enjoyment of occupants. The land covered by vehicular roadways, sidewalks, and off-street parking shall not be construed as part of the ten (10%) percent common area required for parks or playgrounds for occupants, provided, however, that in initial stages of development or special smaller developments the minimum area shall be not less than one-half (1/2) acre or ten (10%) percent, whichever is greater.
 - 1. Open space shall not include individual RV spaces, driveways, internal roadways, parking areas, maintenance buildings, or other impervious surfaces.
 - 2. Open space areas shall be usable for passive or active recreation, and may include lawns, trails, picnic areas, playgrounds, natural areas, or other similar amenities.
- F. Yard lighting with a minimum of two-tenths (0.2) foot candles of light shall be required for protective lighting the full length of all driveways and walkways in the recreational park.
- G. All areas that are not covered, contain asphalt or concrete, or built upon, shall be landscaped as approved by the Planning Commission and such landscaping shall be permanently maintained.
- H. All off-street parking spaces and driveways shall be comprised of asphalt or concrete before the adjacent Recreational Vehicle spaces may be occupied.
- I. The roadways shall be designed to accommodate anticipated traffic and built in conformance with the Willard City Public Work Standards.

- J. All recreational vehicle (RV) parks shall provide adequate, on-site solid waste disposal facilities for use by park occupants and guests.
1. Trash containers shall be commercial-grade, animal-proof, and weather-resistant, with securely fitting lids.
 2. The number and capacity of containers shall be sufficient to accommodate projected waste volumes based on the number of occupied spaces and service frequency.
 3. Trash containers shall be located in convenient, accessible areas for park users, but situated so as to minimize odor, visibility, and noise impacts to adjacent RV spaces and neighboring properties.
 4. All trash enclosures must be placed on a concrete or paved pad and have vehicular access for collection trucks.
 5. All trash containers shall be housed in screened enclosures constructed of masonry, vinyl, or similar durable material that complements the principal structures in the park.
 - a. Enclosures shall include gated access, maintained in good working order.
 - b. Enclosures shall be landscaped or buffered when adjacent to residential zones or public rights-of-way.
 6. The RV park owner or operator shall ensure regular emptying of containers to prevent overflow, odor, and litter. Enclosures and containers remain in clean, sanitary, and functional condition at all times.
- K. All open space and landscaping shall be:
1. Privately owned and maintained by the park operator or owner's association, and
 2. Subject to a recorded maintenance agreement, ensuring the long-term care and preservation of the designated open space areas.
- L. A launderette for convenience of the park occupants but not for the general public, may be included in the Recreational Vehicle Park.
- M. A solid, site-obscuring perimeter fence shall be installed around the side and rear boundaries of all RV parks.
1. The fence shall be a minimum of six feet (6') in height and constructed of wood, vinyl, masonry, or other durable opaque materials.
 2. Chain-link fencing is not permitted unless fitted with full privacy slats approved by the Planning Commission.
 3. If the RV park borders a public street, a decorative fence, wall, or landscaped berm at least 3 feet in height shall be installed behind the buffer and the buffer shall be at least 10 feet wide and planted to provide an attractive visual screen.
 4. All fences and landscaped buffers shall be maintained in good condition by the RV park owner or operator. Dead or damaged vegetation must be replaced within 30 days. Fences shall be kept free from graffiti, damage, and deterioration.
- N. All RV parks with fire pits shall comply with the applicable local fire authority or district requirements, subject to review and approval as part of park plan submittal.
1. Fire Pit Design & Location must be:

- a. Constructed of non-combustible material (e.g., stone, concrete, steel).
 - b. At least 18 inches deep and/or enclosed by a non-combustible ring at least 18 inches tall.
 - c. Located no closer than 25 feet to RVs, structures, property lines, or combustible vegetation.
- 2. Near each fire pit, parks must maintain:
 - a. At least 10 gallons of water in a container or connected to a running water source, and
 - b. A standard shovel (or fire extinguisher rated for Class A fires) positioned within 10 feet of the pit.
- 3. A responsible adult must attend the fire at all times.
- 4. Fires are permitted only during Level 0 or Level 1 fire restriction periods (prohibited under higher restrictions).
- 5. Fires must be completely extinguished ("cold to the touch") before leaving the area.
- 6. Install clear signage at each fire pit outlining capacity, safety rules, and required suppression equipment.
- 7. Provide guests with fire safety information—e.g., in welcome packets or at check-in.
- 8. Fire pits and associated equipment—including water containers and shovels—must be inspected monthly by park staff. Deficiencies must be corrected within 7 days, or use of the fire pit must be suspended until compliance is restored.

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

_____.

	AYE	NAY	ABSENT	ABSTAIN
Jacob Bodily	_____	_____	_____	_____
Rod Mund	_____	_____	_____	_____
Mike Braegger	_____	_____	_____	_____
Rex Christensen	_____	_____	_____	_____
Jordon Husley	_____	_____	_____	_____

Presiding Officer

Attest

Travis Mote, Mayor, Willard City

Susan Obray, Recorder, Willard City

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

AMENDMENT

24.92.030 Location And Use

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

A. Recreational Vehicle Parks shall be generally located:

- A. Adjacent to or in close proximity to a major traffic artery or highway.
- B. Within or adjacent to a mobile home park.

A. No Space or spaces within a Recreational Vehicle Park shall be rented or leased to any owner of a Recreational Vehicle or one individual Recreational Vehicle for more than twelve (12) consecutive months (365 consecutive days) or more than 365 cumulative days in any 18 month period, except under the following circumstances:

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 eighteen (18) consecutive months with the option of renewal with a new letter from the employer at the end of the eighteen (18) month period. Long-term use will be limited to one-quarter (1/4) of the spaces available in the Recreational Vehicle Park and application made to the city and fees paid as set by resolution of the Willard City Council.
 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.
 5. For the purposes of this ordinance, "space or spaces" pertains to the RV park property itself, i.e., no individual owner of an RV, or individual RV itself may occupy the RV park property, regardless of space occupied, longer than these durations. Moving from space to space within a given RV park is still considered cumulative time on the property, i.e., it does not reset the clock.
- B. 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.
- C. 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.
- D. 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, 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.
- E. 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 2: **AMENDMENT** “24.92.040 Requirements For Approval” of the Willard City Zoning Code is hereby *amended* as follows:

A M E N D M E N T

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 which it is to be located.
- B. Be located on a parcel of land of not less than five (5) acres.
- 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 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 3: **AMENDMENT** “24.92.70 Violations, Enforcement And Penalties” of the Willard City Zoning Code is hereby *amended* as follows:

AMENDMENT

24.92.080 Violations, Enforcement And Penalties

SECTION 4: **ADOPTION** “24.92.090 RV Park Operational Requirements” of the Willard City Zoning Code is hereby *added* as follows:

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 sixteen (16) 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 5: **ADOPTION** "24.92.100 Calls For Service" of the Willard City Zoning Code is hereby *added* as follows:

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: **ADOPTION** "24.92.110 Annual Calls For Service" of the Willard City Zoning Code is hereby *added* as follows:

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

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 Thirty (30) Feet 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: **AMENDMENT** “24.92.60 Standards” of the Willard City Zoning Code is hereby *amended* as follows:

A M E N D M E N T

24.92.060 Standards

The development of a Recreational Vehicle Park shall conform to the following standards and subject to the approval of the Planning Commission:

- A. The area shall be in one (1) ownership, or if in several ownerships, the application for approval of the development shall be filed jointly by all owners of the property included in the plan.
- B. The plans for a Recreational Vehicle Park shall be prepared by a team of competent professionals in planning, engineering, architecture, and landscape architecture. Determination of qualifications of required professional individuals or firms shall be made by the Planning Commission in consultation with the City Planner.
- C. In all Recreational Vehicle Parks, a strip of land at least fifteen (15') feet wide surrounding the entire park, shall be left unoccupied and shall be planted and maintained in lawn, shrubs, trees, and include an approved wall or fence, designed to afford privacy to the recreational park.
 - 1. This setback shall remain free of structures and be maintained as permanent landscaped open space.
 - 2. Landscaping within the buffer shall include grass, trees, shrubs, and other vegetation in accordance with the City's commercial landscaping standards.
 - 3. Fencing, berms, or natural screening may be required at the discretion of the Planning Commission to reduce impacts on adjacent properties.
- D. Storm drainage facilities shall be so constructed as to protect residents of the development as well as adjacent property owners. Such facilities shall be of sufficient capacity to ensure rapid drainage of water in or adjacent to the development to prevent the accumulation of stagnant pools of water in or adjacent to the development.
- E. Not less than ten (10%) percent of the gross land area shall be set aside for the joint use and enjoyment of occupants. The land covered by vehicular roadways, sidewalks, and off-street parking shall not be construed as part of the ten (10%) percent common area required for parks or playgrounds for occupants, provided, however, that in initial stages of development or special smaller developments the minimum area shall be not less than one-half (1/2) acre or ten (10%) percent, whichever is greater.
 - 1. Open space shall not include individual RV spaces, driveways, internal roadways, parking areas, maintenance buildings, or other impervious surfaces.
 - 2. Open space areas shall be usable for passive or active recreation, and may include lawns, trails, picnic areas, playgrounds, natural areas, or other similar amenities.

- F. Yard lighting with a minimum of two-tenths (0.2) foot candles of light shall be required for protective lighting the full length of all driveways and walkways in the recreational park.
- G. All areas that are not covered, contain asphalt or concrete, or built upon, shall be landscaped as approved by the Planning Commission and such landscaping shall be permanently maintained.
- H. All off-street parking spaces and driveways shall be comprised of asphalt or concrete before the adjacent Recreational Vehicle spaces may be occupied.
- I. The roadways shall be designed to accommodate anticipated traffic and built in conformance with the Willard City Public Work Standards.
- J. All recreational vehicle (RV) parks shall provide adequate, on-site solid waste disposal facilities for use by park occupants and guests.
 - 1. Trash containers shall be commercial-grade, animal-proof, and weather-resistant, with securely fitting lids.
 - 2. The number and capacity of containers shall be sufficient to accommodate projected waste volumes based on the number of occupied spaces and service frequency.
 - 3. Trash containers shall be located in convenient, accessible areas for park users, but situated so as to minimize odor, visibility, and noise impacts to adjacent RV spaces and neighboring properties.
 - 4. All trash enclosures must be placed on a concrete or paved pad and have vehicular access for collection trucks.
 - 5. All trash containers shall be housed in screened enclosures constructed of masonry, vinyl, or similar durable material that complements the principal structures in the park.
 - a. Enclosures shall include gated access, maintained in good working order.
 - b. Enclosures shall be landscaped or buffered when adjacent to residential zones or public rights-of-way.
 - 6. The RV park owner or operator shall ensure regular emptying of containers to prevent overflow, odor, and litter. Enclosures and containers remain in clean, sanitary, and functional condition at all times.
- K. All open space and landscaping shall be:
 - 1. Privately owned and maintained by the park operator or owner's association, and
 - 2. Subject to a recorded maintenance agreement, ensuring the long-term care and preservation of the designated open space areas.
- L. A launderette for convenience of the park occupants but not for the general public, may be included in the Recreational Vehicle Park.
- M. A solid, site-obscuring perimeter fence shall be installed around the side and rear boundaries of all RV parks.
 - 1. The fence shall be a minimum of six feet (6') in height and constructed of wood, vinyl, masonry, or other durable opaque materials.

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

	AYE	NAY	ABSENT	ABSTAIN
Jacob Bodily	_____	_____	_____	_____
Rod Mund	_____	_____	_____	_____
Mike Braegger	_____	_____	_____	_____
Rex Christensen	_____	_____	_____	_____
Jordon Husley	_____	_____	_____	_____

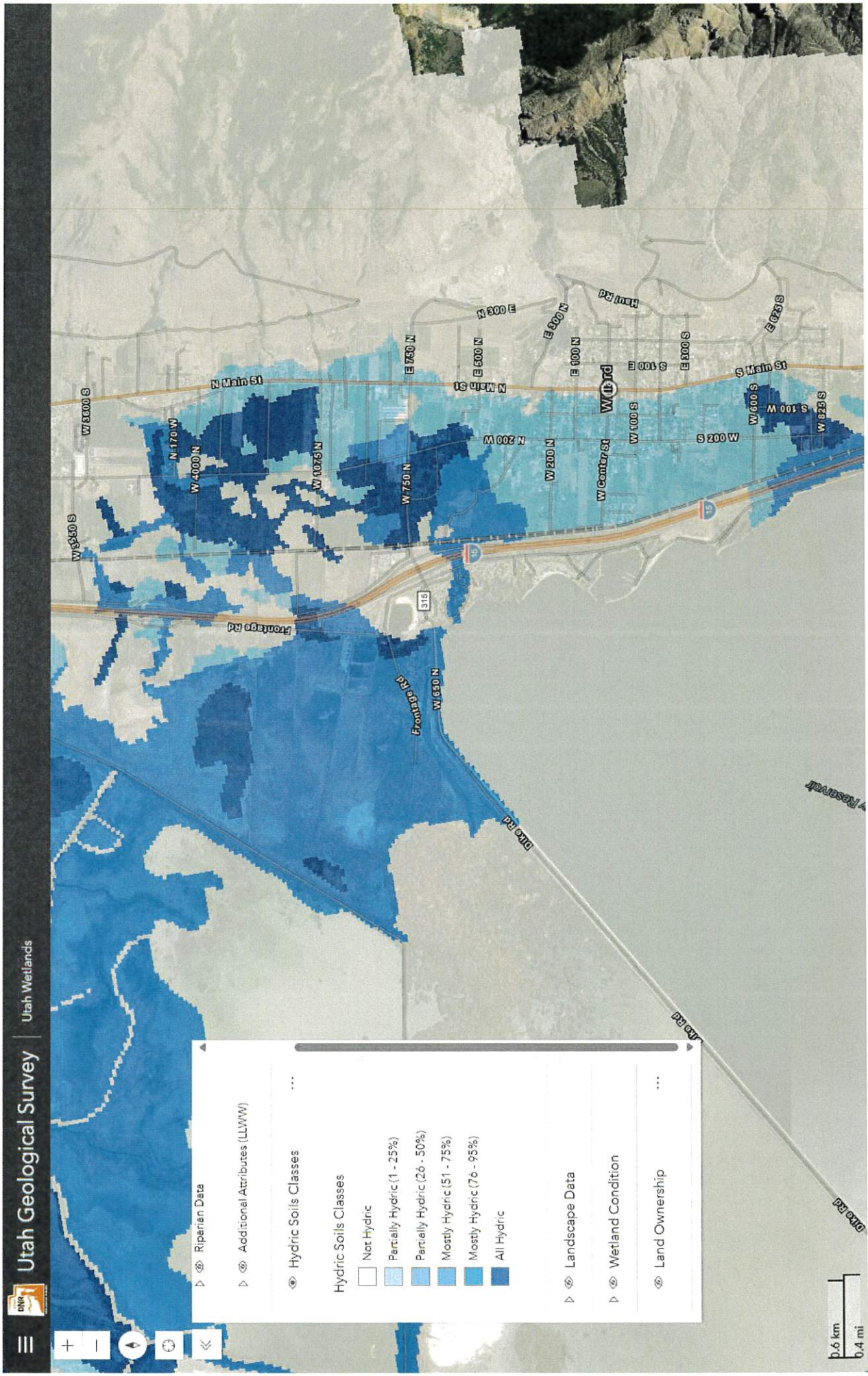
Presiding Officer

Attest

Travis Mote, Mayor, Willard City

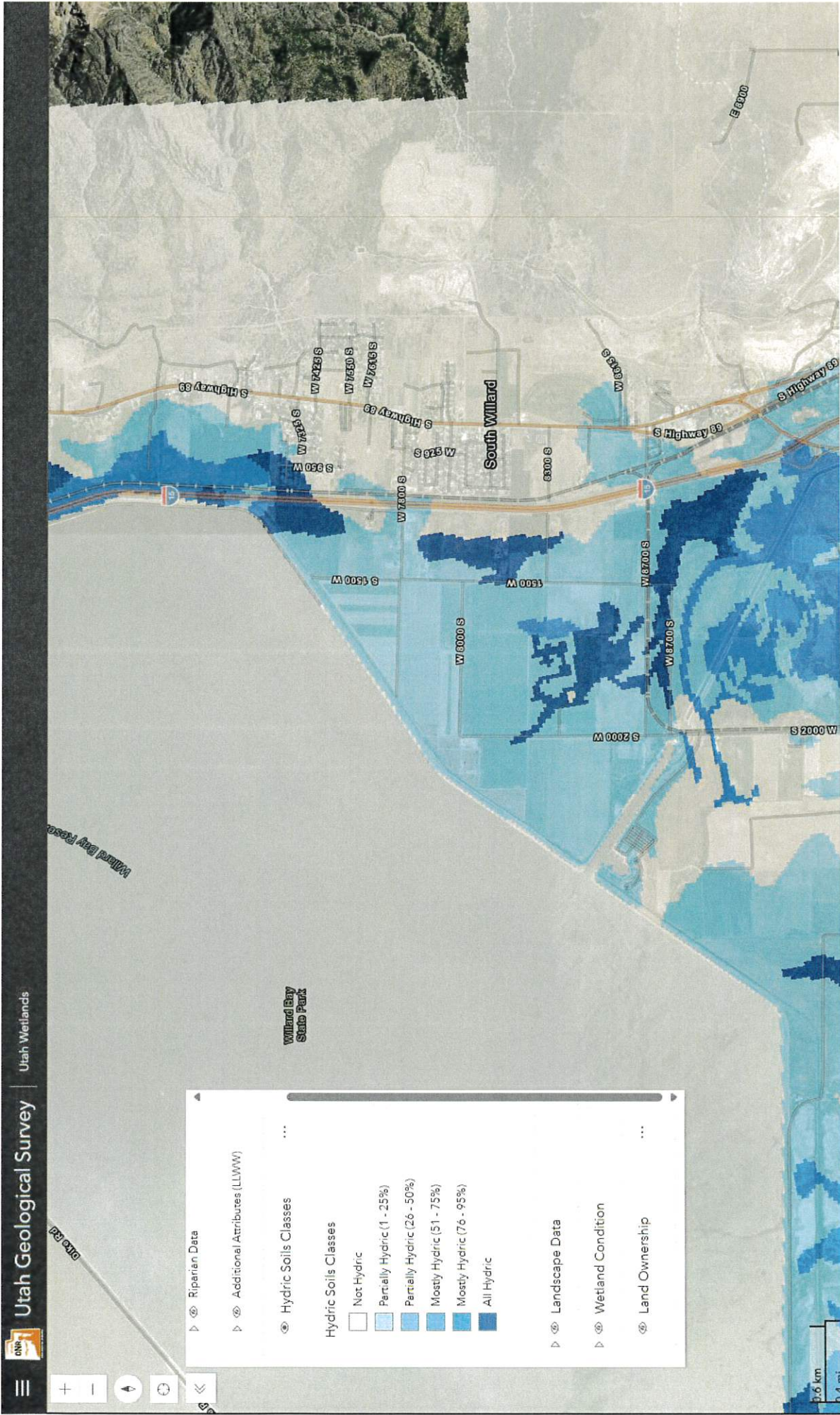
Susan Obray, Recorder, Willard City

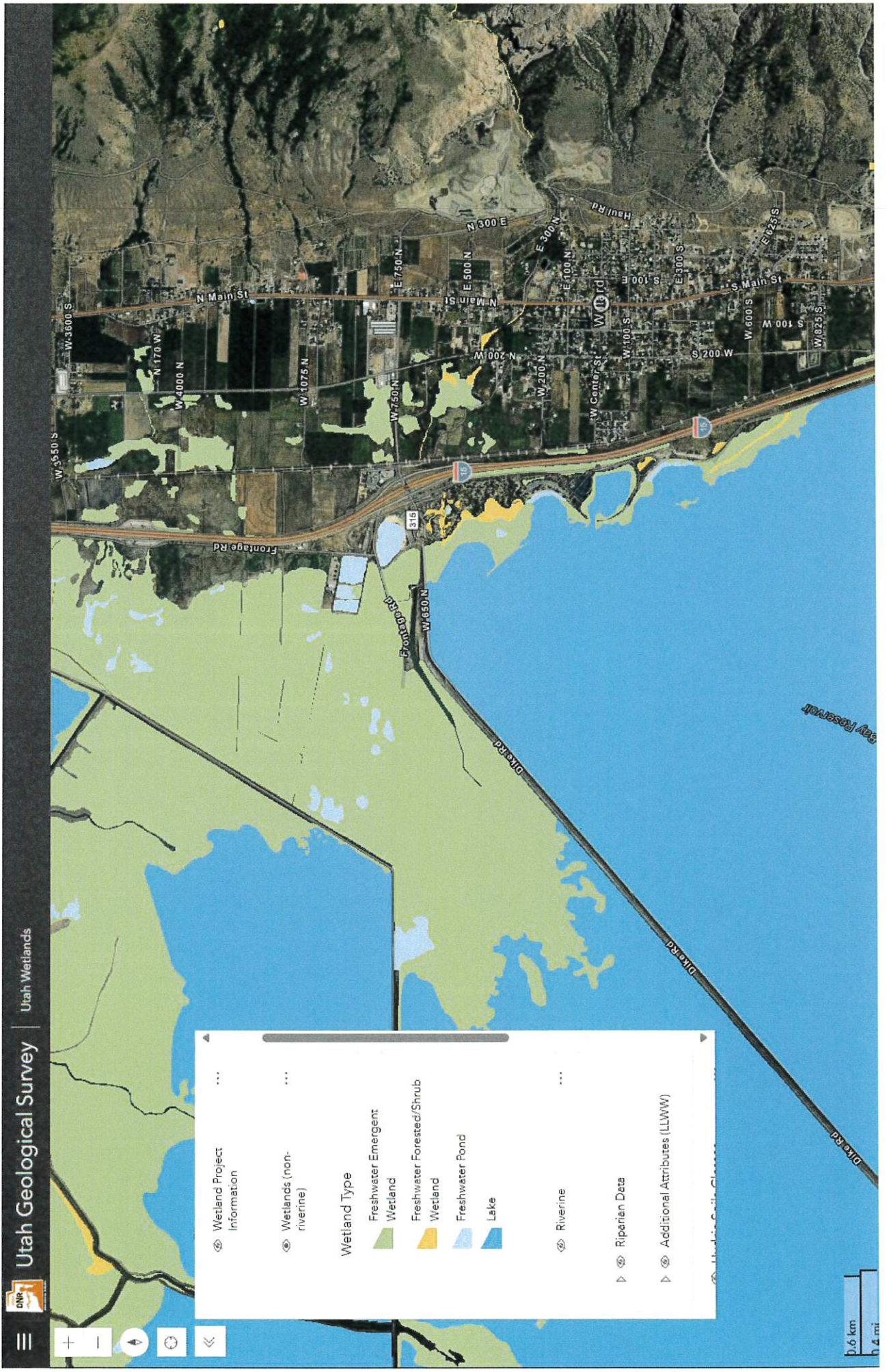
ITEM 5B



Legend

- ▶ Riparian Data
- ▶ Additional Attributes (LLWW)
- ▶ Hydric Soils Classes
 - Not Hydric
 - Partially Hydric (1 - 25%)
 - Partially Hydric (26 - 50%)
 - Mostly Hydric (51 - 75%)
 - Mostly Hydric (76 - 95%)
 - All Hydric
- ▶ Landscape Data
- ▶ Wetland Condition
- ▶ Land Ownership





Wetland Project Information

Wetlands (non-riverine)

Wetland Type

Freshwater Emergent Wetland

Freshwater Forested/Shrub Wetland

Freshwater Pond

Lake

Riverine

Riparian Data

Additional Attributes (LLWW)



24.72 SENSITIVE AREAS**24.72.010 Purpose And Intent****24.72.020 Definitions - Sensitive Area Ordinance****24.72.030 Permitted Uses****24.72.040 Conditional Uses****24.72.050 Site Development Standards****24.72.060 Specific Review Procedure****24.72.070 Site Plan Review Requirements And Considerations****24.72.080 Application Procedure****24.72.090 Cost And Expense****24.72.100 Expiration****24.72.110 Violations**

The Zoning Ordinance of Willard City shall include an environmentally sensitive area overlay zone to be known as "The Willard City Building Constraint Map."

24.72.010 Purpose And Intent

The purpose of the Building Constraint Map is to delineate those areas within the corporate limits of Willard that pose geologically and environmentally sensitive terrains with specific intent to:

- A. Control the arrangement of the use of the land in a sensitive area;
- B. Protect the general health, safety, and welfare of the citizens of Willard;
- C. Minimize public and private property damage;
- D. Provide for public awareness of sensitive environs;
- E. Protect culinary water supply from possible contamination, (refer to Water Shed Protection Ordinance);
- F. To maintain the efficiency of the water recharge areas of the Willard Canyon area.

The requirements of this Ordinance shall be deemed superimposed on the requirements of all zoning ordinances in those areas designated as sensitive areas and shall, in case of conflict, take precedence over the requirements of, and the uses permitted by, the other Willard City Zoning Ordinances. Changes or corrections to The Willard City Building Constraints Map will be treated as regular changes to the Zoning Ordinances.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.020 Definitions - Sensitive Area Ordinance

"Sensitive Area" means:

- A. Lands containing environmentally and geologically sensitive elements which, if disturbed or encroached upon by urban or suburban land development (such as utilities, dwellings, streets, industrial, commercial or certain types of agriculture) could be damaged beyond repairability, could cause damage or complete destruction to already existing public or private property within or adjacent to, and could cause loss of life or bodily harm. Such sensitive areas are a constraint to building or other development.

B. The Willard City Building Constraint Map defines the identified sensitive areas. This map is an extension of the Land-Use Map and reflects the requirements of the General Plan.

C. Specific sensitivity areas have been defined for:

Earthquake faults,
Historic landslide areas,
Steep or unstable terrain,
Subsurface waters, and Flooding.

"Sensitive Vegetation" means

- A. Vegetation, primarily oak brush, shrubs, and cedars, on alluvial aprons and exceedingly porous soil areas which help prevent storm water from being converted to run-off water.
- B. Vegetative cover which can be harmed by compaction from overuse, urban development, or altering of the hydrologic cycle.

"Impervious Surfaces" means those surfaces that are impenetrable by moisture including, but not limited to, rooftops, driveways, sidewalks, patios, roads, etc.

"Vented Combustion Apparatus" means any device used in the combustion of a solid fuel for any purposes.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.030 Permitted Uses

None.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.040 Conditional Uses

This sensitive area overlay zone ordinance does not add to the allowed uses of any zone but converts permitted use, in each respective zone over which this sensitive area ordinance extends, to a conditional use.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.050 Site Development Standards

Basic standards are the same as those specified for the particular use in the respective zone over which the sensitive area zone extends. Before building permits are issued for any construction in a sensitive area zone, the procedure set forth in WZC 24.72.070 and WZC 24.72.080 must be complete and approved by the Planning Commission in accordance with the provisions of this ordinance.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.060 Specific Review Procedure

- A. The Planning Commission shall require that a detailed site plan be submitted for a proposed development or for proposed construction in a sensitive area. Such a site plan will be reviewed

by a representative of the Box Elder County/Willard City Flood Control District and any or all departments of the City Administration. It may also be deemed necessary for the site plan to be reviewed by other specialized professional groups, such as:

Utah Geological Survey

U.S. Soil Conservation Service

U.S. Forest Service

Utah Division of Wildlife Resources

U.S. Army Corps of Engineers

or any other professional expert or group as may be considered necessary.

- B. The intent in providing for such a review procedure is to assist the Planning Commission in properly evaluating development or construction in sensitive areas to assure the least detrimental effect on the land and to attempt to identify and preclude environmental hazards to present and future residents of Willard City.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.070 Site Plan Review Requirements And Considerations

- A. A plot of the lot to be developed drawn to scale of at least one inch equals twenty feet (1" = 20') shall be submitted to the Planning Commission. Each plot plan shall show lot lines, existing and proposed topographical contours at five foot intervals, location of proposed roads, dwelling units and any other proposed structures, walks, driveways, and patio areas, springs and seeps, and all utility lines. All construction shall be in accordance with the plot plan as approved by the Planning Commission.
- B. No building shall be permitted in a sensitive area zone on land where the natural terrain has a slope greater than 20%.
- C. Lots or groups of lots shall provide for the complete containment and controlled release of run-off water resulting from each lot or group of lots in accordance with recommendations of the City Engineer and approved by the Planning Commission. If a project requires excavation in an area of five acres or more, complete containment of run-off water is required continuously from the beginning of construction. Said lot owner or owners shall be fully responsible for any damage resulting on other property from improperly contained run-off from said lot or lots. Facilities for the collection of storm water run-off shall be the first improvement or facilities constructed on the development site. Such facilities shall be designed so as to retain safely and adequately the maximum expected storm run-off for a twenty-five year record storm. Bonding may be required by Planning Commission to guarantee the completion of storm water run-off facilities. If such a bond is required, it shall be in an amount equal to the cost of construction of such facilities and shall continue for one year after the completion of such facilities.
- D. A grading plan shall be submitted to the Planning Commission for approval. All cuts and fills shall be made such that the resulting surface has an angle equal to or less than the natural angle of repose of the soil. Approval of an individual plot plan for each lot shall be required before issuance of a building permit.
- E. Street grades and profiles in any sensitive area must be approved by the City Engineer and the Planning Commission with particular consideration being given to the control of storm water run-off in recognized flood areas. Cuts or surface disturbances shall be re-vegetated within one growing season. Re-vegetation shall be scheduled such that no open areas are left during winter storms, etc.
- F. In areas sensitive to hydrologic soil conditions of moderately high or high run-off, natural vegetation, when it is oak brush and small trees, shall be removed only when necessary for

roads, buildings, driveways, and landscaping purposes. The maximum lawn area shall be one-fourth acre. A re-vegetation plan shall be submitted to the Planning Commission and approved for any cuts and slope disturbance and each re-vegetation shall be completed within one growing season of the surface disturbances, as per subsection E.

- G. Impervious surfaces resulting from construction shall be limited to 10% of the lot area in a sensitive area zone.
- H. In areas indicated on the map as wetlands, construction will be allowed only after permits are received from the Army Corps Engineers.
- I. In areas indicated on the map as having a high watertable, the developer will be cautioned of the possible problems. Soil types, based on soil survey data developed by the Soils Conservation Service, will be considered, along with field examination of the site. If high watertable soil types indicate inadequate strength for support of the planned structure, engineering study of soils in the site may be required by the Planning Commission.
- J. Spark arresters shall be installed and maintained in every fireplace or other vented combustion apparatus constructed indoors or outdoors. Screen openings in such arresters shall not be in excess of 1/4-inch square or round.
- K. Flexible joints shall be required where utility lines cross identified faults.
- L. Structures shall not be placed on, across, or within fifty feet of a fault unless it is determined by professional experts that the distance of fifty feet may be reduced without creating a potential hazard. The Planning Commission will recommend a greater distance from a Class I or II fault line if deemed necessary.
- M. Structures in an earthquake sensitive area must comply with earthquake standards set forth in the International Building Code in effect at the time the building is approved.
- N. Areas sensitive because of flood-prone conditions are the natural run-off channels from Willard Canyon, Cook Canyon, Holmes Canyon, Facer Creek, and several unnamed canyons. Three "No Build" zones within the sensitive area have been designated by the Box Elder County/Willard City Flood Control Board. Building within these zones is specifically prohibited, unless mitigation plans are presented by the developer and approved by the Flood Control Board, City Engineer, Planning Commission and Willard City Council.
- O. In areas designated flood-sensitive, no construction of any structure shall be permitted which will disrupt flow of water in a natural drainage channel, nor may a channel be filled, blocked or diverted, except as required for flood control. Alterations of the flood ways may be undertaken only after approval of the Flood Control Board, Planning Commission and the City Council.
- P. In areas located in the flood plain, as designated by the Federal Emergency Management Agency (FEMA), (FIRM 490011 B, ZONE "A", dated July 1, 1987) Flood Plain Development Permits must be obtained before building permits are issued. FEMA regulations must be followed. The flood plain is shown on the Willard City Building Constraints Map and essentially is a 250-foot strip on each side of the center line of Willard Creek.
- Q. If the site is located in any of the historical landslide areas, as shown on the Building Constraints Map, the Planning Commission may require the developer to engage the services of a licensed engineer-geologist who shall report his findings to the City Engineer. The City Engineer will evaluate and make recommendations to the Planning Commission or City Council.
- R. In order to protect the Sensitive Areas of the hillside and the Ogden-Brigham canal, no residential buildings will be allowed east of the canal or within a 200-foot strip west of the canal.
- S. The wellhead protection regulations require that no septic tanks or animal enclosures be located within 1500 feet of Willard City's potable water well.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.080 Application Procedure

Any person, persons, groups, agencies, partnerships or corporations who desire to develop or build in a designated sensitive area zone must obtain a conditional use permit application from the Willard Planning Commission. Said permit application must be filled out together with a duplicate of the proposed development site plan (see WZC 24.72.070) and presented to the Planning Commission for the Planning Commission's consideration at a regularly scheduled meeting. The Planning Commission will, at the time, determine which agencies or departments should review the site plan. Any agency or department reviewing a site plan will refer any recommendations it feels necessary regarding a particular development to the Planning Commission to satisfy the concerns of this section. The recommendations of any agency or department are in no way binding on the decision of the Planning Commission to recommend or deny a Conditional Use Permit. The Planning Commission may or may not incorporate the recommendations as conditions before final acceptance of a Conditional Use Permit application. Upon acceptance of the application by the Planning Commission, the application will be forwarded to the City Council for their approval, or other action.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.090 Cost And Expense

Any costs or expenses generated by the employment of experts or professionals for the purposes set forth herein, shall be paid by the person, groups, agencies, partnerships, or corporations, thereafter called developers, who desire to develop or construct in the sensitive area zone, and who, because of the filing of a Conditional Use Permit application have given rise to the employment of said experts or professionals as authorized herein. Any costs, fines or forfeitures, including costs of planning court and a reasonable attorney's fee, which the Planning Commission or the City of Willard may incur by reason of the developers neglect or failure to pay for expertise or technical advice contemplated by this section, shall be paid by said developer.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.100 Expiration

Unless there is substantial action under a Conditional Use Permit within a maximum period of one year of its issuance, the Conditional Use Permit shall expire. The Planning Commission may recommend a maximum extension of six months under exceptional circumstances.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

24.72.110 Violations

Any person, firm or corporation violating any provisions of this ordinance shall, upon conviction, be deemed guilty of a misdemeanor and shall be punished by a fine in any sum not exceeding \$299.99 for each and every day during which any portion of any violation of this ordinance is committed or continued, by imprisonment in the county jail for a period of not longer than six months or by both such fine and imprisonment.

HISTORY

Adopted by Ord. [2025-06](#) on 2/13/2025

PLACES WETLANDS ARE MENTIONED IN WILLARD ZONING CODE

24.24 MASTER PLANNED COMMUNITY ZONE

24.24.030 Open Space Required

A minimum of twenty percent (20%) Open Space shall be provided in each MPC Zone to include natural maintained choice protected Open Space, protected agricultural land, or improved parks as approved by the City Council. The designation of open space allows the developer to organize a subdivision in creative ways, but does not provide increased lot density above the base zone. Open space shall be calculated based on the total area of the land requested to be zoned as a Master Planned Community minus sensitive areas, streets, and stormwater detention basins except if said stormwater detention basis provide recreational amenities as provided for below. Open Space that is unbuildable because of slope, wetlands, flood drainage, or contamination, shall not be considered as Open Space. space will be considered as follows::

24.32 DESIGN REVIEW

24.32.050 Design Guidelines; Commercial Projects

Commercial Design Goals:

To encourage project designs which are attractive and safe for customers; To encourage project designs that are functional for business; To yield a variety of retail and business opportunities; To contribute to creating active gathering places for the community, and; To promote commercial building architecture reflective of Willard City's diversity with attention to detail.

General Design Intent.

1. Site Design.

- a. Purpose. To ensure that natural features such as: topography; trees; watercourses and
- b. wetlands; and other features such as: open space; view corridors; prevailing climatic conditions; setbacks; landscape and utility easements; relationship to adjacent buildings, land uses and the street; have been appropriately incorporated into the design and the selection of the best location for a building or buildings on a particular site.

24.72 SENSITIVE AREAS

24.72.70 te Plan Review Requirements And Considerations

H. In areas indicated on the map as wetlands, construction will be allowed only after permits are received from the Army Corps Engineers.

24.80 ZONING DISTRICTS

24.80.040 Preliminary Subdivision Applications

7. Required Subject Property Information. The following information is required and shall be provided on separate sheets at the same scale as the Preliminary Subdivision Plat:

- a. The identification of known natural features including, but not limited to, wetlands, as identified by the United States Army Corps of Engineers, areas of slope exceeding five percent (5%) grade, flood plains, flood channels, and drainage way, identified as required by a local, state, or federal agency, with authority, all water courses, areas where ground water is located within three (3) feet of the ground surface, water bodies, marshy or swampy areas, hydrous water, and any other natural features, as required by the City Planner or City Engineer for the Subject Property, including the total area of each.

24.80 SUBDIVISIONS

24.80.160 Definitions - Subdivision Code

"Site Analysis Submittal" means an analysis in summary written form which indicates the existence and location on the property proposed for development any existing resources, structures, wetlands, streams, slopes (including approximate degrees), canals, trails, existing and proposed sewer and culinary water lines, and the location of proposed and existing utility services.

24.84 MOBILE HOMES, MOBILE HOME PARKS, AND MOBILE HOME SUBDIVISIONS

24.84.060 Application

The application for a Mobile Home Park or Mobile Home Subdivision permit shall contain the following information:

D. At least four (4) 24x36 hard copies and one (1) digital copy of an overall development plan shall be submitted to the City Planner or Zoning Administrator and shall show the following:

5. The location and size of natural features, such as wetlands, streams, lakes, drains, wooded areas, and any anticipated change in these features, together with topography at contour intervals of two (2') feet, unless another interval is required by the Planning Commission.

uses. Density and intensity of use is not predetermined but shall be established during the project and site plan approval processes, complying with the intensity standards of the City's ordinances, as adopted.

Planned Unit Development – Master Planned Zoning:

The Future Land Use Map, 2022, provides three (3) areas for Master Planned Development opportunities. With the required General Plan amendment other areas of the City may also be appropriate for flexibly designed projects. For Willard City the Master Planned Zone can foster innovative subdivision and development designs by providing opportunities for a variety of residential densities and housing unit types. The Master Planned Zone allows development flexibility. In exchange, development must provide beneficial amenities for the development itself, the neighborhood, and for the City. Such amenities may include the protection of sensitive areas, parks and open spaces, infrastructure enhancements, design, and other benefits determined advantageous by City officials.

Willard City previously utilized a Planned Unit Development ("PUD") ordinance for residential and commercial development. While there exists several PUD's within Willard City, the PUD ordinance itself has been repealed.

Recommended Use/Density – A variety of residential uses and housing types are allowed. Density shall be determined in conjunction with the project, neighborhood, and City benefits voluntarily being provided, complying with the intensity standards of the City's ordinances, as adopted.

Environmentally Sensitive Areas:

Lands designated as Environmentally Sensitive are so designated because of a naturally occurring landscape feature. These include the waters of Willard Bay, areas of steep slopes, high groundwater, and lands subject to seasonal or intermittent flooding. The authorities of the State of Utah manage the waters of Willard Bay. Included are the areas managed by Utah State Parks immediately adjacent to Willard Bay and including the Willard Bay State Park and its associated recreational and camping areas. An area of steep slopes exists on the eastern most boundary of the City. If any private parcels exist in these steep slope areas, and access is safely available, the allowed residential density is one (1) dwelling unit per 40 acres. If any area is identified as suitable for any residential use several goals must be achieved, the most important being to protect the personal safety and property of all persons residing in any environmentally sensitive area. As secondary goals, activities occurring on any environmentally sensitive area shall; (a) reduce requirements for public utility and service expenditures, (b) avoid placing residents in harm's way, and (c) minimize damage to natural slopes, watershed areas, groundwater, and associated wildlife habitats, soil erosion, and avoidance of degradation uses and activities.

Recommended Use/Density – Recreation and in areas that are privately owned – Residential (and associated activities) / One Residential Dwelling Unit per 40 acres if access and a safe building location can be determined. All publicly owned areas shall be preserved in their existing state.

How Are Land Use and Water Related?

In the 2021 Willard Community Survey, water supply and quality were identified as major concerns for residents. It may not seem intuitive at first, but land use planning and water resource management are closely entwined. Proposed development must consider water quantity and quality constraints, and zoning codes should be carefully used to avoid pollution of surface or groundwater resources.

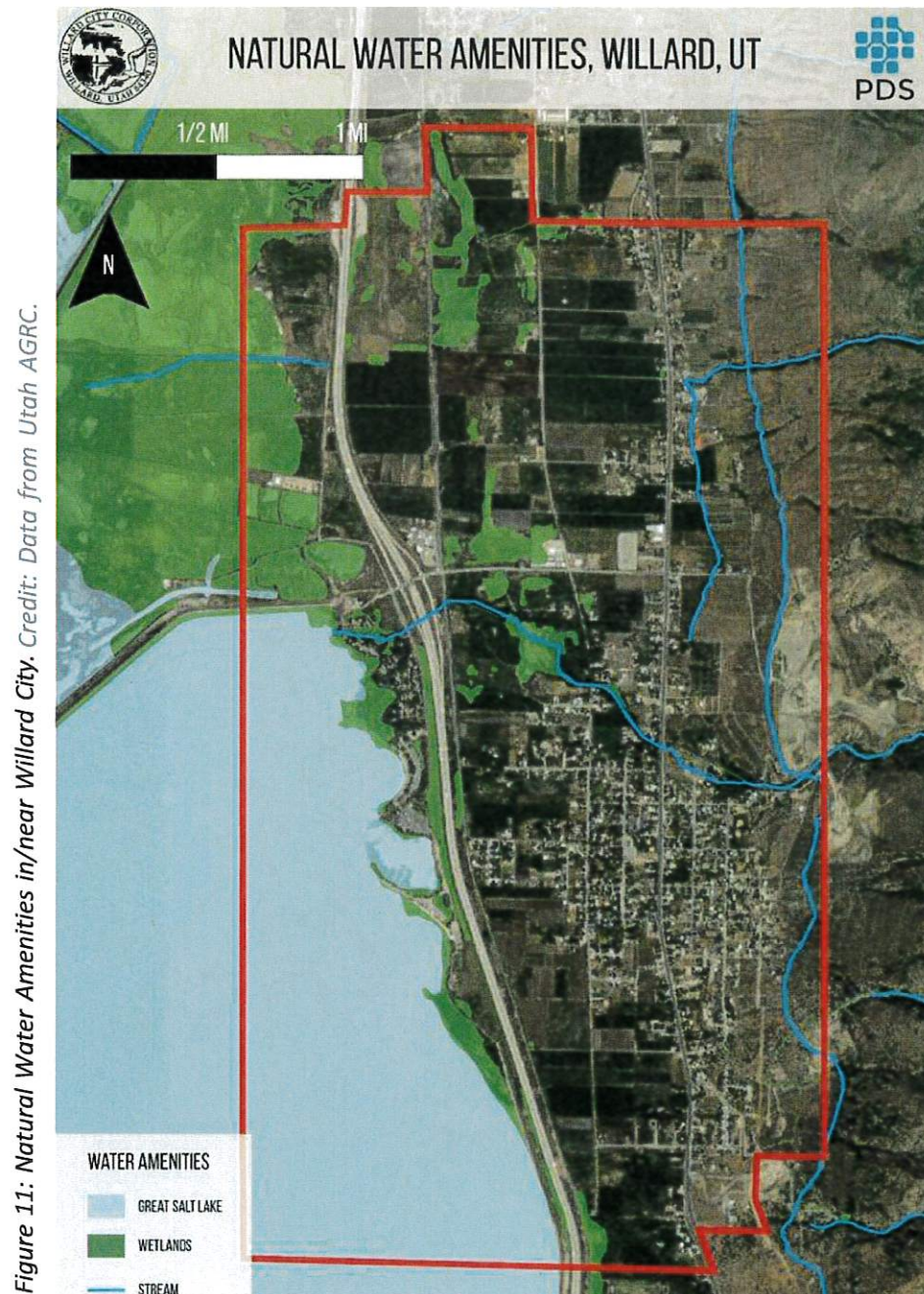


Figure 11: Natural Water Amenities in/near Willard City. Credit: Data from Utah AGRC.

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
	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 Sensstive 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	02-046-0047 & 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
	620 North 200 West	Kapp, Neldon & Jan	10/15/05?		2/11/2003	Building Permit for Single Family Dwelling	Active Reviewed 10/03/24	02-046-0005

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

May 25, 2023

CONDITIONAL USE PERMIT FOR BRIAN GILBERT AN ACCSSORY DWELLING UNIT

This Conditional Use Permit is issued to Brian Gilbert for an Accessory Dwelling Unit to be built on his property at 110 South 200 West Willard Utah parcel # 02-051-0242.

The new dwelling unit shall meet all the required conditions in Willard City Ordinance 12-102 and 12-105 for size and setbacks for accessory dwelling units and all other requirements attached.

Brian Gilbert understands these conditions and will build the building in accordance with these requirements and ordinances.

Brian Gilbert

BRIAN GILBERT

6.15.2023

DATE

Bryce Wheelwright

BRYCE WHEELWRIGHT CITY PLANNER SIGNANTUR

6-15-23

DATE

WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING

Application Date:

4.20.2023

Assessor's Parcel Number

Applicant:

Brian Gilbert

02-051-0088 & 02-051-0842

Mailing Address

110 South 200 West
Willard

Parcel Legal Description

Project Address

SAME AS ABOVE

I hereby request a hearing before the
Willard City Planning Commission in
behalf of my application for:



Conditional Use Permit \$25 Fee



Lot Line Adjustment \$25 Fee



Other Fee variable, \$25 Min.

Phone Number

435-994-2727

Cell Phone

NOTE: Fees will be charged on each application and are non-refundable. Additional applications on the same project will be considered as new applications and be charged accordingly. All applications, with required data and fees, must be filed in the Willard City Office at least two weeks prior to the scheduled hearing date.

Project description: (Attach additional sheets, as required.)

Complete Applicant Affidavit on back of this page.

Garage / Apartment

APPLICANT'S AFFIDAVIT

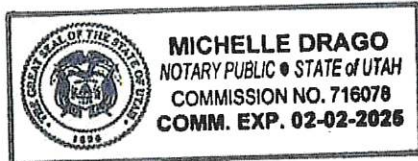
STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Brian Gilbert, being duly sworn, depose and say that I, (we) am (are) the owner(s)*, or authorized agent(s) of the owner, of property located at 110 S. 200 W Willard UT in Willard City, which property is involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly, to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

SIGNED [Signature]

Property Owner(s)

AGENT _____



Subscribed and sworn before me this 20th day of April 2023

Michelle Drago

Notary Public

Residing in Kearney, Utah

My commission expires: 2/2/25

* May be owner of record, contract owner, part to valid earnest money agreement, option holder or have other legal control of property.

AGENT AUTHORIZATION

I, (we) _____, the owner(s) of real property described above, hereby appoint _____, as my (our) agent(s) to represent me (us) with regard to this application affecting the above described real property, and do authorize them to appear on my (our) behalf before any Willard City Boards considering this application.

SIGNED _____

Property Owner(s)

Subscribed and sworn before me this _____ day of _____ 20 ____

Notary Public

Residing in _____

My commission expires: _____



Willard City
80 W 50 S | PO Box 593
Willard, UT 84340
(435) 734-9881
willardcity@comcast.net

XBP Confirmation Number: 142824530

Transaction detail for payment to Willard City.		Date: 04/20/2023 - 11:47:36 AM MT
Transaction Number: 196577745		
Visa — XXXX-XXXX-XXXX-0413		
Status: Successful		

Account #	Item	Quantity	Item Amount
	Charges PC	1	\$25.00

Notes: Brian Scott Conditional Use Permit

TOTAL: \$25.00

Transaction detail for payment to Willard City.		Date: 04/20/2023 - 11:47:37 AM MT
Transaction Number: 196577747		
Visa — XXXX-XXXX-XXXX-0413		
Status: Successful		

Account #	Item	Quantity	Item Amount
	Service Fee	1	\$1.25

Notes: Brian Scott Conditional Use Permit

TOTAL: \$1.25

Billing Information
BRIAN S GILBERT
, 84340

Transaction taken by: Admin vbird

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

March 27, 2023

STAFF REPORT ON BRIAN GILBERT REQUEST FOR A CONDITIONAL USE PERMIT FOR AN ADU AT 110 SOUTH 200 WEST.

The Conditional Use Review Committee met with Mr. Gilbert to discuss his request for a conditional Use Permit to build a detached Accessory Dwelling Unit on his property.

The review committee found that Mr. Gilbert will be in alignment with Willard City Ordinance 12-105 if he meets the discussed setbacks for the new building.

Staff recommends that the Planning Commission consider approval of the CUP for Brian Gilbert for and ADU.

This Staff Report covers item 6g of the May 18, 2023 Planning Commission Agenda.

Bryce Wheelwright
Willard City Planner



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commission Dubovik asked if there were any outstanding items or recommendations from the CUP Committee that had not been completed. Chairman Bodily and Colt Mund felt the concerns had been addressed.

Commissioner Bingham moved to approve a conditional use permit for a detached accessory dwelling unit at 1348 North Main subject to the recommendation and conditions of the CUP Review Committee and subject to the ADU Ordinance. Commissioner Baker seconded the motion. All voted “aye.” The motion passed unanimously.

6G. REVIEW AND CONSIDERATION OF A REQUEST FROM BRIAN GILBERT FOR A CONDITIONAL USE PERMIT FOR DETACHED ACCESSORY DWELLING UNIT LOCATED AT APPROXIMATELY 110 SOUTH 200 WEST (PARCEL 02-051-0008 AND 02-051-0242)

Time Stamp 54:11 05/18/2023

Bryce Wheelwright stated that Brian Gilbert had requested approval to construct a detached accessory dwelling unit on his property at 110 South 200 West. The ADU would be used by a family member. Mr. Gilbert's application had been reviewed by the CUP Review Committee. The CUP Review Committee had recommended that the application be approved subject to the ADU unit meeting the setback requirements.

Commissioner Hulsey asked about the size of the proposed ADU. Brian Gilbert, 110 South 200 West, stated that the ADU would be 999 square feet.

Commissioner Dubovik asked if the CUP Committee had reviewed the building plans. Bryce Wheelwright stated that the CUP Review Committee had looked at the site plan. The building plans would be reviewed by the Building Inspector when the City received an application for a building permit.

Chairman Bodily stated that Mr. Gilbert would have to meet the requirements of the ADU Ordinance if his application was approved.

Commissioner Harrop asked if there was a building permit ADU checklist.

Commissioner Dubovik felt Mr. Gilbert should submit a building plan that the CUP Review Committee could review.

Colt Mund understood Commissioner Dubovik's concern. The City had an ordinance that listed the requirements that had to be met. The CUP Review Committee had reviewed the ADU checklist.

Chairman Bodily asked who would make sure the ADU did not exceed 999 square feet. Bryce Wheelwright stated that Brian Gilbert would have to submit engineering and building plans in order to receive a building permit. The plans would be reviewed at that time.

Chris Davis stated that the ADU would be inspected by Box Elder County, the City's contracted building inspector. The building inspector would determine when the ADU was ready for occupancy.

Commissioner Dubovik felt the conditional use permit could be approved subject to the ADU meeting all of those requirements. Mr. Mund felt that was a good suggestion.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commissioner Harrop felt there should be a specific plan check for ADU conditional use permits. Mr. Wheelwright agreed.

Commissioner Bingham moved to approve a conditional use permit for a detached accessory dwelling unit located at 110 South 200 West subject to the recommendation and conditions of the CUP Review Committee, subject to the ADU Ordinance, and compliance with building code requirements. Commissioner Harrop seconded the motion.

Commissioner Hulseley asked if the motion needed to include a time line. Bryce Wheelwright stated that the Conditional Use Permit Ordinance stated that if a conditional use did not happen within a year from the date of approval it would become null and void. Building permits were only good for 180 days.

All voted “aye.” The motion passed unanimously.

6H. DISCUSSION REGARDING AMENDING SUBDIVISION ORDINANCE 12-400-11-10 REGARDING THE REQUIREMENT FOR SIDEWALKS, CURBS, AND GUTTERS IN ALL SUBDIVISIONS AND ZONING ORDINANCE 12-102-18 REGARDING CURBS, GUTTER, AND SIDEWALKS

Time Stamp 1:01:46 05/18/2023

Bryce Wheelwright stated that curb, gutter, and sidewalk was an issue that never went away. During the SLUA meeting to review Chris Marx's subdivision, the City Engineer pointed out that in the Zoning Ordinance it said *all subdivision shall include sidewalks, curb, and gutters, meeting the requirements of the Willard City Public Works Standards...*

Colt Mund stated that the City recently adopted updated Public Works Standards that provided the option for a low impact roadway section, which did not require curb, gutter, and sidewalk. Due to the perceived conflict, he felt the simplest solution was to amend the Zoning Ordinance to state that curb, gutter, and sidewalk will be installed as required by the Public Works Standards. The Subdivision Ordinance was amended last year. The Planning Commission was the body that had to consider that kind of change to the land use ordinance.

Commissioner Harrop asked if curb, gutter, and sidewalk would be considered on a case-by-case basis. Colt Mund stated that the use of the low impact roadway section would be determined by the City Engineer and Planning Commission based on drainage, zoning, general plan, size of development, traffic volume, amount of open space, and proximity to high volume road and commercial zoning.

Chairman Bodily asked if the City Engineer would determine whether or not sidewalk, curb and gutter would be required. Colt Mund felt the requirement of curb, gutter, and sidewalk could be negotiated by the City Council in a development agreement. By default, curb, gutter, and sidewalk would be based on what the City Engineer required.

Commissioner Baker stated when she first started attending the Planning Commission, the City was working on a Capital Facilities Plan. She thought that plan dealt with curb and gutter. The plan was completed in 2020, but the Planning Commissioner never booked at it.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 7, 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

Colt Mund, City Attorney

8 Chandler Bingham

Madison Brown, City Planner

9 Chad Braegger

Michelle Drago, Deputy Recorder

10 Alex Dubovik

11 Brian Gilbert

12 Ken Ormond

13
14 Excused: Jeremy Kimpton, City Manager

15
16 Others in attendance: Mayor Mote; Councilmember Jordan Hulsey; Ruth Ormond; and Jo Baird.

17
18 Chairman Bodily called the meeting to order at 6:30 p.m.

19
20 1. PRAYER: Alex Dubovik

21
22 2. PLEDGE OF ALLEGIANCE: Brian Gilbert

23
24 3. GENERAL PUBLIC COMMENTS

25
26 No public comments were made.

27
28 4. CITY COUNCIL REPORT

29
30 Mayor Mote stated that he didn't have a report because there wasn't a City Council meeting on July 24th. A
31 Truth in Taxation hearing was held on August 6th where both good and bad comments were heard regarding
32 the tax increase.

33
34 5A. CONSIDERATION OF A PRELIMINARY PLAN AND SUBDIVISION IMPROVEMENT PLANS FOR
35 THE MOUNTAIN BAY SUBDIVISION SUBMITTED BY VAL POLL LOCATED AT
36 APPROXIMATELY 8200 SOUTH HIGHWAY 89 (PARCEL NO. 01-045-0133) (CONTINUED
37 FROM JUNE 5, 2025)

38
39 Time Stamp: 02:13 – 08/07/2025

40
41 Madison Brown, City Planner, stated that the staff met with the developers of the Mountain Bay Subdivision
42 earlier in the day. The developers were looking at other options because they didn't feel it was financially
43 possible for them to put in the dry sewer lines.

44
45 Commissioner Dubovik asked what the other options were. Ms. Brown said they planned to disconnect
46 from Willard City so they could develop in the unincorporated county.

47
48 See Commissioner Bingham's comments in Item 8 beginning on Page 4.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 7, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

- 50 5B. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO QWEST/MAURICE ROCHE ON APRIL
51 19, 2001, FOR A COMMUNICATION TOWER LOCATED AT 1357 NORTH MAIN (PARCEL NO.
52 02-040-0005) (CONTINUED FROM JULY 17, 2025)
53

54 Time Stamp: 03:24 – 08/07/2025
55

56 Madison Brown stated that the staff had verified that the communication tower was there and found
57 Planning Commission and City Council minutes from July 19 and July 26, 2001. Qwest had reduced the
58 height of the tower to 60 feet to comply with Willard's height restriction. The Planning Commission then
59 recommended that the City Council approve the conditional use permit. On July 26, 2001, the City Council
60 approved the conditional use permit if it didn't exceed 60 feet in height. Ms. Brown said the conditional use
61 permit was still active. Willard had not had any issues with it.
62

- 63 5C. DISCUSSION REGARDING REVISIONS TO THE RECREATIONAL VEHICLES AND
64 RECREATIONAL VEHICLE PARKS CODE FOUND IN 24.92.030 OF THE WILLARD CITY
65 ZONING CODE (CONTINUED FROM MAY 1, MAY 15, JUNE 5, AND JULY 17, 2025)
66

67 Time Stamp: 5:35 – 08/07/2025
68

69 Madison Brown stated that Jeremy Kimpton had been working on updating the code based on the Planning
70 Commission's last discussion. Because he was out of the office this week, she asked that this item be
71 continued to the next meeting.
72

73 Chairman Bodily stated that there had been discussion about possible fees. He verified that fees would be
74 to be set by the City Council. Ms. Brown said that was correct. The Planning Commission could include
75 fees in its recommendation, but all fees would be set by the City Council.
76

77 Commissioner Dubovik asked if the City Council had talked about fees for recreational vehicle parks. Mayor
78 Mote felt it would be a good discussion for the City Council to have. He would add it to a future agenda.
79

- 80 5D. DISCUSSION REGARDING AMENDING THE FUTURE LAND USE MAP FOUND IN CHAPTER
81 3 OF THE GENERAL PLAN ADOPTED IN MARCH 2024 BY EXPANDING THE
82 ENVIRONMENTALLY SENSITIVE AREAS TO INCLUDE SENSITIVE WETLANDS AND TO
83 INCLUDE A COMMERCIAL CORRIDOR THROUGH THE OLD TOWN WILLARD ZONE
84

85 Time Stamp: 07:48 – 08/07/2025
86

87 Mayor Mote stated that there were wetlands throughout Willard. Most were located west of 200 West,
88 particularly on the north end of the city. There was concern that the Future Land Use Map might not reflect
89 their location and how potential development would be affected. Mayor Mote didn't feel the General Plan
90 included a good sensitive land map. Ms. Brown had pulled some wetland maps from the United States
91 Geological Survey. He felt the Planning Commission needed to make sure sensitive lands were discussed
92 in the General Plan, and that wetland maps were included. The General Plan should outline what kind of
93 development and density would be allowed around wetlands. Language might also be needed in the zoning
94 code.
95

96 Madison Brown stated that the Future Land Use Map designated commercial areas along both sides of
97 Highway 89, except in the Old Town Willard Zone.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 7, 2025 – 6:30 p.m.

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Willard, Utah 84340

Chairman Bodily thought the commercial area extended the entire length of Highway 89. When was the zoning changed? Commissioner Bingham wondered if the commercial was turned off when the Old Town Willard Zone was created.

Madison Brown felt the Future Land Use Map should be amended to designate a commercial use along Highway 89 in the Old Town Willard area. The zoning code needed to be updated as well.

Commissioner Dubovik asked if the Planning Commission needed to determine where the most sensitive wetlands were located and whether the surrounding area should remain agricultural or could be residential, commercial, or industrial. Mayor Mote said it did.

Mayor Mote said there were wetlands in the area designated for transit-oriented development on 750 North. If Willard allowed development in wetland areas and owners experienced flooding issues, what liability would the city have? The wetlands needed to be identified, appropriate uses should be determined, and development guidance should be provided.

Madison Brown felt the areas of concern included freshwater immersion and/or high levels of hydric soil. Most of the areas in Willard were designated as agricultural on the Future Land Use Map. One area of concern was land proposed for the Deer Run development. Before building permits in Deer Run were approved, a geo tech report was required to indicate the groundwater level.

In response to a question from Commissioner Gilbert, Ms. Brown stated that a geo tech report was required for each home in Deer Run.

Ms. Brown said the Beard property was another wet area. Some of it was in a conservation easement. The rest was designated R ½ on the Future Land Use Map.

Chairman Bodily asked about the land north of the Beard property on the north side of 750 North. Ms. Brown said that it was designated and zoned for transit-oriented development. Mayor Mote stated that several developers had been very interested in the TOD property. It had been for sale for a long time. The property owner had filled the wetlands. Developers were concerned about wetland violations and backed away from the property. The landowner would have to mitigate the problem or wait until the definition of the Waters of the US changed. He felt the land might sit in its current condition for some time.

Commissioner Dubovik asked if there was a standard that said what land could be used for based on the percentage of hydric soil. Mayor Mote said the National Resources Conservation Service (NRCS) did have a web soil survey that included ratings and classifications for different soil types. He had asked the staff to check each proposed development for hydric soil. If there was a hydric indicator, the engineers were notified, and geo tech information was required. The city needed to do its due diligence to ensure it wasn't liable. He was concerned about the city ending up with infrastructure built on unstable ground.

Madison Brown asked if the Planning Commission felt this information should be included in the General Plan. Planning Commission members felt wetland information needed to be part of the Future Land Use Map along with relevant wording.

Commissioner Dubovik asked for a review to make sure land designated for residential development was not undevelopable. He felt that should be a first red flag.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 7, 2025 – 6:30 p.m.

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Mayor Mote suggested that Maddie overlay a wetland map over the zoning and Future Land Use Maps and pull any relevant language from the zoning code about wetlands for the Planning Commission to review.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR JULY 17, 2025

Commissioner Bingham moved to approve the regular minutes for July 17, 2025, as written. Commissioner Gilbert seconded the motion. All voted “aye.” The motion passed unanimously.

7. ITEMS FOR THE AUGUST 21, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 22:41 –08/07/2025

The Planning Commission discussed agenda items for the August 21st meeting – the RV Park ordinance, the sensitive land and FLUM amendment, the next conditional use permit review, and an ordinance amendment to extend commercial along Highway 89 in the Old Town Willard Zone.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 24:17 – 08/07/2025

Commissioner Braegger

Did not have any comments.

Commissioner Gilbert

Did not have any comments.

Commissioner Ormond

Did not have any comments.

Commissioner Dubovik

Did not have any comments.

Commissioner Bingham

Commissioner Bingham stated that Mountain Bay wanted to annex into Willard. Now they wanted to de-annex because they didn't like the improvement requirements. Mayor Mote said Willard had to approve the de-annexation. Commissioner Bingham felt it would be a disservice to the residents of South Willard not to require dry sewer lines. The issue would be there whether the land was in Willard or not.

Madison Brown said the Mountain Bay developers want to begin developing the land immediately. They didn't want to wait for the sewer line to be installed. Chairman Bodily said they could begin to develop the property by putting in dry sewer lines. Ms. Brown said that was something they didn't want to do.



WILLARD CITY

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Thursday, August 7, 2025 – 6:30 p.m.

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Commissioner Bingham didn't like that the developers felt they could develop in whatever jurisdiction suited them best. Colt Mund stated that moving forward if an applicant was seeking annexation into Willard City, their subdivision application would be considered concurrently with their annexation. There would be a written agreement about what the development requirements would be.

Commissioner Gilbert asked about the status of the sewer trunk line. Mayor Mote said the holdup was a wetland issue. The first developer just south of Willard' boundaries, had a wetland he wanted to cross for his ideal sewer alignment. The developer had a difference of opinion with the Army Corps of Engineers about whether the wetlands were Waters of the US. There had been some Supreme Court rulings that supported the developer's side. Because the developer had not applied and started a timeline, the Army Corps could stonewall him. At this point, the developer was talking about going around the wetlands.

Madison Brown

Did not have any comments.

Colt Mund

Did not have any comments.

Mayor Mote

Did not have any comments.

Chairman Bodily

Chairman Bodily asked about what was being built at 45 East Center. Madison Brown said it was a shed, and it did meet the setback requirements.

9. ADJOURN

Commissioner Bingham moved to adjourn at 7:02 p.m. Commissioner Ormond 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 08-07-2025