



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 21, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

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

The following members were in attendance:

Sid Bodily, Chairman
Chandler Bingham
Alex Dubovik
Ken Ormond

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

Excused: Chad Braegger, Brian Gilbert, and Colt Mund.

Others in attendance: Ruth Ormond, Diana Baker, and Rew Wiley.

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

1. PRAYER: Ken Ormond
2. PLEDGE OF ALLEGIANCE: Alex Dubovik
3. GENERAL PUBLIC COMMENTS

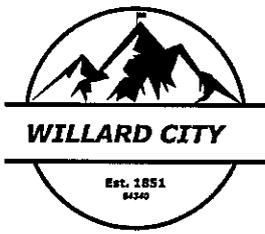
Diana Baker, 276 West Center, stated that Mayor Mote had asked her to serve as an alternate Planning Commission member. Jeremy Kimpton said her appointment would have to be approved by the City Council.

Commissioner Ormond asked if the Council had to approve his change from an alternate to a permanent member. Mr. Kimpton said he would have the Council ratify that change.

4. CITY COUNCIL REPORT

Jeremy Kimpton, City Manager, reported on the August 14th City Council meeting. Most of the Council's discussion was about the budget. The Council decided not to use the full \$113,000 allowed by Truth in Taxation. They chose to use only \$90,000, which meant cuts would have to be made in the budget. The Council also discussed water and sewer rates. The Council approved the base water rate of \$37.00 effective January 1, 2026. They chose to increase the sewer rate by \$8.00 effective January 1, 2026, rather than the full \$18.00. The sewer rate would increase \$6.00 each year thereafter. The City Council approved the development agreement for The Orchards Subdivision. The rezone still had to be approved by ordinance. The Council also approved the Transportation Master Plan recommended by the Planning Commission.

Commissioner Bingham asked about the outcome of the de-annexation work session. Jeremy Kimpton said that meeting was scheduled for August 28th at 5:00 p.m. The mayor asked that all Planning Commission members attend.



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- 5A. 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, AND JULY 17, AND AUGUST 7, 2025)

Time Stamp: 05:25 – 08/21/2025

Madison Brown, City Planner, stated that the proposed ordinance had been revised to address the concerns and suggestions from the Planning Commission.

Chairman Bodily asked if the noise hours found in 24.92.090 of the RV Code matched the hours in the Municipal Code's noise regulations. He thought the Noise Ordinance said 10:00 p.m. to 6:00 a.m. Jeremy Kimpton felt the hours should be standardized. He would make sure the RV Code matched the Noise Ordinance.

Chairman Bodily asked about the fireworks restriction in the same section. Should guests in an RV park be allowed to have fireworks on the 4th of July? Jeremy Kimpton felt the proposed code was written to prevent fireworks regardless of the holiday. Commissioner Bingham didn't feel fireworks of any kind should be allowed in an RV park.

Commissioner Ormond asked about the unit of measure found in 24.92.030.E. It referred to setbacks for front, rear, or side *years*. He felt it should be *yards*.

There were no other comments from the Planning Commission members.

Jeremy Kimpton felt the proposed ordinance was ready for a public hearing. The few changes just discussed were minor. He would include a memo to the City Council addressing the Planning Commission's recommendation regarding impact fees and a rate study.

Chairman Bodily appreciated Jeremy Kimpton's hard work. He asked if the Planning Commission was ready to set a public hearing.

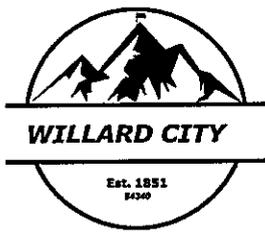
Commissioner Bingham moved to set a public hearing on September 4, 2025, to receive public comments regarding the proposed revisions to the RV Code. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

- 5B. DISCUSSION REGARDING AMENDING THE FUTURE LAND USE MAP FOUND IN CHAPTER 3 OF THE GENERAL PLAN ADOPTED IN MARCH 2024 BY EXPANDING THE ENVIRONMENTALLY SENSITIVE AREAS TO INCLUDE SENSITIVE WETLANDS (CONTINUED FROM AUGUST 7, 2025)

Time Stamp: 12:13 – 08/21/2025

Madison Brown presented a Sensitive Land Map that was prepared by Jones & Associates, the city's engineer. The map included wetlands, landslide areas, steep slopes, flood plain zones, and fault lines.

Commissioner Dubovik asked if the Planning Commission needed to add the map to the General Plan. Ms. Brown said it did.



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Ms. Brown said the packet included Chapter 24.72 – Sensitive Areas - from the Zoning Code and other places *wetlands* were mentioned in the Zoning Code. There was a section in the General Plan called *Environmentally Sensitive Areas*. It did not specifically mention wetlands or hydric soil, but there was a map. She suggested that section be updated with the new map and information about protecting wetlands.

Commissioner Bingham agreed that the map in the General Plan should be updated. People needed to know if they were in a floodplain, so they carried the right insurance.

Commissioner Dubovik asked if there were any other maps in the General Plan that showed the historic fault lines. Ms. Brown did not feel that information was currently in the General Plan. Fault lines could be added to the Sensitive Land Map. Commissioner Dubovik felt that would be helpful, pertinent information.

Chairman Bodily asked if a public hearing would be needed to forward the map to the City Council. Ms. Brown said the addition of the map would be an amendment to the General Plan. A public hearing would be required.

Ms. Brown asked if the Planning Commission wanted to change or add verbiage to the General Plan. Commissioner Bingham felt there should be information in the General Plan and the Zoning Code about wetlands.

Commissioner Dubovik wasn't sure Willard should require anything more than was mandated in the state code. Commissioner Bingham suggested including a reference to the state code in the Zoning Code and in the General Plan.

Chairman Bodily suggested that this item be tabled for two weeks to give the Planning Commission members time to review the proposed map and materials and for the staff to prepared proposed language.

5C. 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)

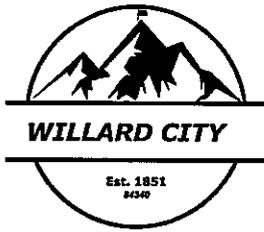
Time Stamp: 20:45 – 08/21/2025

Madison Brown stated that there had not been any problems with Mr. Gilbert's conditional use permit. Now that Willard had an Accessory Dwelling Unit Ordinance, she wasn't sure Mr. Gilbert needed a conditional use permit any longer.

Michelle Drago, Deputy City Recorder, stated that she had asked Mr. Gilbert if he had any comments about his conditional use permit. Mr. Gilbert had responded in an email that nothing about it had changed.

Chairman Bodily did not feel there were any problems as long as the ADU complied with the ordinance.

Chairman Bodily asked about the conditional use permits that had been highlighted at the end of the master list. Michelle Drago stated that when she was compiling the list of conditional use permits, the highlighted uses were mentioned. However, she couldn't find evidence that the conditional use permits had been approved. The uses involved a member of the Planning Commission, a member of the City Council, and a prominent resident. The uses existed and needed conditional use permits.



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Madison Brown said the administration wasn't trying to shut any of the businesses down. They were just trying to find records for documentation.

Commissioner Dubovik suggested that if a conditional use permit could not be found, a record could be created by drafting a conditional use permit that could be reviewed and approved by the Planning Commission and the property owner.

Commissioner Ormond felt that Comer's Trailer Court at 45 North Main might be a non-conforming use due to its age.

Michelle Drago stated that each would have to be individually researched.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR AUGUST 7, 2025

Commissioner Bingham moved to approve the regular minutes for August 7, 2025, as written. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE SEPTEMBER 4, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 28:37 – 08/21/2025

The Planning Commission discussed agenda items for the August 21st meeting – a public hearing for 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: 30:18 – 08/21/2025

Jeremy Kimpton

Jeremy Kimpton said the staff was working to clean up a few items in the Subdivision Ordinance. The changes were minor.

Madison Brown

Madison Brown reminded the Planning Commission members about the August 28th work session. The Mountain Bay developers wanted to discuss de-annexation. Mayor Mote had asked the Planning Commission to attend.

Commissioner Bingham

Commissioner Bingham asked about the status of the subdivision on the Harding property. Ms. Brown said Willard had received a new concept plan along with questions for the City Engineer. The developer had been silent since then. She would reach out and ask how they wanted to proceed.

Commissioner Bingham asked about the zoning for the vacant lot at 295 West Center. Was it a legal lot? Madison Brown said the lot was zone R ½, and it was only smaller than the required half-acre. She had



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reviewed the lot with the City Attorney. The lot was established prior to the zoning map and code. It was a buildable lot for a single-family residence. She had seen some real estate listings that said the lot would not have impact or connection fees. That information was incorrect. Because the water meter was removed during demotion, a new home would have to pay impact and connection fees.

Commissioner Dubovik

Commissioner Dubovik asked if the setbacks in the Deer Run Subdivision had been investigated. Madison Brown stated that a section in Deer Run's development agreement allowed them to do pod, or cluster homes, with reduced setbacks of 10 feet between each home. The setbacks had been measured and verified.

Commissioner Ormond

Commissioner Ormond was concerned about the garbage service. Republic was using an old truck that tossed the cans around. It was the truck that made the difference, not the drivers. The old truck used a rail instead of a hydraulic arm. The rail snapped the cans around. Jeremy Kimpson said he would pass that information on to Republic.

Chairman Bodily

Chairman Bodily said there were many recreational vehicles scattered throughout Willard that were being used for long-term dwelling. If the city was going to enforce the RV Code in the campground, it needed to enforce it everywhere. Everyone should be treated fairly. Willard could not write regulations to address everyone's lifestyle.

Diana Baker

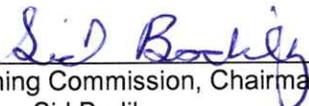
Diana Baker asked about the structure that was being built out of storage containers at 95 North Main. Madison Brown and Jeremy Kimpton said the staff was aware of the structure and was working on code enforcement.

Diana Baker asked about the ADU being built on 250 West. Madison Brown said the ADU had been reviewed and approved by the city subject to emergency service requirements.

9. ADJOURN

Commissioner Dubovik moved to adjourn at 7:09 p.m. Commissioner Bingham seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: 9/21/25



Planning Commission, Chairman
Sid Bodily
dc:PC 08-21-2025



Planning Commission Secretary
Michelle Drago