

WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 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
Chad Braegger
Alex Dubovik
Brian Gilbert
Ken Ormond

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

Others in attendance: Mayor Travis Mote; Diana Baker; Ruth Ormond; Neil Braegger; Kade Braegger; Justin Dickson; Stephanie Dickson; and Jay Thackery.

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

1. PRAYER: Chad Braegger
2. PLEDGE OF ALLEGIANCE Ken Ormond:
3. GENERAL PUBLIC COMMENTS

Diana Baker, 276 West Center, thanked the Planning Commission members for their efforts to help the community

4. CITY COUNCIL REPORT

Time Stamp 02:05– 09/18/2025

Mayor Travis Mote stated that the only items on the September 11th agenda related to Willard Canyon, the Wells family, and Granite Construction. All the agreements were approved. Willard now had an easement for a water line, water storage for the north side of town, and property for a future secondary water system. The line running from the spring was free from a demand to be moved by the Wells family. It could be moved at the expense of Granite Construction or the Wells family. There would be some reclamation bonds tied to a conditional use permit for Granite Construction that was being finalized by Box Elder County. The conditional use permit included requirements for dust control. The communication lines with Granite Construction were in place regarding dust control. The trail access agreement was signed a month ago. Box Elder County was finalizing vacation of the old trail and the location of the new trail.

- 5A. ADMINISTRATION OF OATH OF OFFICE TO DIANA BAKER

Time Stamp 05:01– 09/18/2025

Diana Baker was sworn in by Mayor Mote as an alternate Planning Commission member.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

5B. PRESENTATION FROM STEPHANIE DICKSON REGARDING SMALL/MINOR SUBDIVISIONS

Time Stamp: 06:35 – 9/18/25

Stephanie Dickson, 265 East 1000 North, stated that she and her husband Justin wanted to address the Planning Commission regarding requirements for small, or minor, subdivisions. They understood the importance of the existing subdivision rules for managing growth, infrastructure, and compliance. However, they respectfully requested that the city consider amending the minor subdivision regulations to allow land splits when there was no immediate plans for construction or development without infrastructure requirements intended for full scale development.

Ms. Dickson said many other Utah cities had provisions recognizing this distinction. In nearby cities, minor subdivisions that created new parcels with no new roads, public improvements, or building plans were handled more simply. Logan was one. Logan City allowed minor subdivision if they didn't require new roads. The minor subdivision applications were handled administratively with minimal review if all zoning and access requirements were met. In Nibley City minor subdivisions were exempt from certain preliminary plat requirements and could proceed directly to a simpler process so long as they complied with zoning and did not involve any infrastructure. In Millard County, owners of large parcels could record a deed and a legal description to divide land and were exempt from the full subdivision ordinance if parcels met size and zoning requirements. No development plan or plat was required if there wasn't any building. Each of those ordinances allowed landowners flexibility to split or adjust property lines for personal or family need with additional development requirements triggered only at the time a building permit was submitted or the site was developed.

Ms. Dickson said it was costly for a property owner to provide improvement plans and install infrastructure for a simple land division. Adopting a similar approach in Willard would enable families and landowners to adjust property boundaries for legitimate purposes, such as inheritance, estate planning, or accessing property equity. It would align Willard's ordinances with other forward-thinking Utah municipalities. She felt this approach would allocate city resources where they were most needed rather than requiring a full Planning Commission review for simple land splits. Intensive oversight would be reserved for projects involving actual development, new infrastructure, or compliance concerns. She felt a streamlined, minor subdivision process would deliver three key benefits:

1. Staff efficiency. It would reduce staff time for complex reviews.
2. Planning Commission focus. It would free up Planning Commission meetings for substantial development projects requiring detailed deliberation.
3. Resource optimization. It would direct city expertise toward projects that would have the greatest impact on Willard's infrastructure and growth.

Ms. Dickson said that in May 2025, Utah legislation found in 10-9a-Part 605 was updated. This section of state code provided exemptions from plat requirements. Willard would simply be aligning itself with those new requirements. Without clear minor subdivision procedures, property owners might challenge decisions or seek variances more frequently.

Ms. Dickson thanked the Planning Commission for considering her request. She looked forward to working together to adopt a fair, streamlined ordinance that would benefit both the city and its residents.

Justin Dickson, 265 East 1000 North, stated that they owned property at 1547 North Main that was 1.25 acres in size. All they wanted to do was divide it for financial reasons. They did not plan to build anything.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

It seemed Neil Braegger had a similar situation. The way Willard's subdivision regulations were written would not let them simply divide their property without engineering and putting in curb and gutter and a storm drain or putting money in escrow for the improvements.

Stephanie Dickson realized and agreed there needed to be something to trigger the installation of improvements. They weren't disputing that need.

Commissioner Braegger stated that both the Dickson and Neil Braegger properties were located on Highway 89. He did not feel Willard could force the installation of improvements on a state-owned road. It didn't make sense to install a storm drain because there wasn't anywhere for the storm water to go. However, if the Dickson's sold the property and someone built on one of the lots, the new owner would be responsible for installing the required improvements. The Planning Commission had to find a way to alert new property owners about the required improvements.

Justin Dickson said they were willing to abandon access onto Highway 89. It would be safer to access the property from Hargis Hill. He agreed that a new owner would have to deal with engineering, infrastructure, and building permit requirements.

Chairman Bodily felt that any ordinance changes had to address properties throughout Willard, not just Hargis Hill Road.

Justin Dickson felt the state statute adopted in May would protect Willard. It said a land division was not exempted from a subdivision plat if new roads were made, or if there wasn't power and infrastructure to support it.

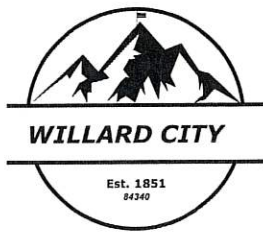
Chairman Bodily felt the staff and Planning Commission needed to research the issue to make sure that if changes were made to allow minor subdivisions, the city would not end up responsible for infrastructure somewhere along the line.

Mayor Mote wasn't opposed to minor subdivisions in theory, but the city had to ensure the infrastructure for an existing home would be built at the same time infrastructure was built for the new lot. He The city had to figure out how that would legally happen. He wasn't sure what tool could be used to trigger its installation. A new owner needed to be notified about the infrastructure requirement.

Colt Mund, City Attorney, felt there was already a process for minor subdivisions in place. He didn't feel a massive overhaul of the code was necessary. A property owner could request a variance from the obligation of some subdivision improvements. If a landowner qualified for a variance, they might not have to install infrastructure. Willard had tried deferral agreements, which delayed installation of improvements that didn't serve a purpose now but might in 20 years. Enforcement of deferral agreements did not have a great track record in Willard. The Planning Commission had the discretion to decide what it wanted to explore.

Commissioner Dubovik asked if there was a method to allow a minor subdivision with the requirement that if either parcel was sold, it would trigger installation of improvements on both lots. Colt Mund said a deed restriction might place an encumbrance on the property.

Neil Braegger, 649 North Main, stated that his situation was similar to the Dickson's. He owned 2.5 acres at 350 South Main. It contained a house and a peach orchard. He wanted to sell the house with .5 acres without having to develop the remainder. The remaining two acres would have access on 100 West and would remain a peach orchard. If he had to install a storm drain, where would it start and end? Where would



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

it drain? He realized improvements would be needed if he was going to build on the remaining two acres. He felt the city should wait to require improvements when houses went in.

Mayor Mote stated that Willard code had to address all properties, not just those on Highway 89.

Commissioner Bingham stated that in every situation, the infrastructure requirement should kick in when a building permit was submitted. There wasn't a need for infrastructure until there was a building. Farmland was farmland regardless of how many people owned it. He felt infrastructure should be required when building commenced.

Commissioner Dubovik felt the Commission should ask the staff to look at some of the code examples mentioned by Stephanie Dickson and put together a best practice recommendation. He felt some of the concerns had already been solved by other municipalities.

Mayor Mote felt the onus for infrastructure should be on the landowner, not the city. He agreed deferral agreements were hard to track because of landowner and staff changes. He liked the possibility of a deed restriction. A deed restriction would put the onus on the seller to notify the buyer. Then the buyer would know up front about required infrastructure.

Stephanie Dickson stated that someone purchasing land, applying for a loan, or submitting a building permit needed to do their homework and investigate all the needed improvements and requirements. She didn't feel a deed restriction made sense. If someone was purchasing vacant property and didn't plan to build, why would they have to put in infrastructure? The trigger needed to be a building permit application.

Mayor Mote stated that he wasn't worried about raw land. He was worried about an existing home that was being split off that didn't have existing infrastructure in front of it. Commissioner Braegger agreed.

Commissioner Dubovik felt a deed restriction could be written with hooks to trigger the requirement for infrastructure in front of the existing home. When a building permit application was submitted, it would trigger the requirement for infrastructure on both parcels.

Jay Thackery, 1562 North Hargis Hill Road, asked what would happen if building occurred on a vacant lot on a street where there weren't any other improvements. Would that property owner have to put in curb, gutter, and sidewalk? Mayor Mote, Commissioner Dubovik, and Commissioner Braegger felt the code would require improvements that would be consistent with existing improvements.

Neil Braegger had heard the city had done away with curb and gutter requirements. Mayor Mote said the installation of curb and gutter was determined by the City Engineer. Mr. Braegger felt the only way for him to pay for required infrastructure would be to subdivide his property.

Chairman Bodily felt the staff needed to do some research. If the code was amended, it had to apply to all properties in Willard.

Commissioner Braegger stated that in a minor subdivision, a tool was needed to tie infrastructure requirements for any existing home with the new lot. When building occurred on the vacant lot, infrastructure would be constructed on both parcels.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Stephanie Dickson felt this issue would continue to come up. She agreed there should be a tool to trigger infrastructure when a building permit application was submitted. She felt the code could be amended to apply to all properties in Willard.

Mayor Mote asked Stephanie Dickson to forward the information she had collected to the staff. The staff could then look at the state code and how other cities were handling minor subdivisions. The city didn't want gaps in the infrastructure, and it had to make sure the city didn't end up paying for those gaps. He didn't feel that expense should be borne by Willard citizens.

Chairman Bodily asked that this item be on the next agenda.

5C. 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, AUGUST 21, AND SEPTEMBER 4, 2025)

Time Stamp: 38:42 – 09/18/2025

Madison Brown, City Planner, stated that over the past eighteen months, multiple updates had been made to Willard's Future Land Use, Zoning, and Master Transportation maps. She summarized the updates that were needed in the General Plan, including the addition of a Sensitive Lands map.

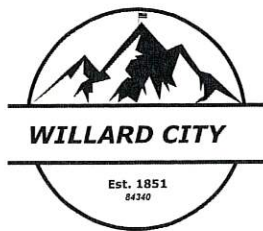
1. Page 54: Added paragraph including South Willard in future land use and zoning maps.
2. Page 55: Updated Future Land Use Map.
3. Page 61: Added paragraph including South Willard in the Transportation Master Plan.
4. Page 61: Updated roadway classification table.
5. Page 62: Updated Transportation Master Plan map.
6. Page 63: Updated Transportation Master Plan map.
7. Page 78: Updated Zoning map.
8. Page 85: Added section "Protecting Wetlands and Sensitive Areas."
9. Page 86: Added Sensitive Lands map.

Chairman Bodily asked if the Planning Commission had any comments about the proposed changes. No comments were made.

Commissioner Dubovik asked about the definition of riparian areas. Mayor Mote explained that they were wet areas, or vegetated transition zones, along waterways. He wasn't sure Willard had a riparian area.

Chairman Bodily asked if the proposed updates should be forwarded to the City Council. Madison Brown said a public hearing was required before the updates could be sent to the City Council.

Commissioner Bingham moved to set a public hearing for October 2nd to receive public comments regarding updates to the General Plan and the addition of a Wetland and Sensitive Areas section and map. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

- 5D. DISCUSSION REGARDING AMENDING THE FUTURE LAND USE MAP FOUND IN CHAPTER 3 OF THE GENERAL PLAN ADOPTED MARCH 2024 BY EXTENDING A COMMERCIAL CORRIDOR ALONG HIGHWAY 89 THROUGH THE OLD TOWN WILLARD ZONE AND AMENDING 24.48.0030 OF THE WILLARD ZONING CODE BY ADDING THE OLD TOWN WILLARD ZONE TO THE TABLE OF USES (CONTINUED FROM AUGUST 7 AND SEPTEMBER 4, 2025)

Time Stamp: 46:33 – 09/18/2025

Chairman Bodily asked if the Planning Commission had reviewed the commercial uses for the Old Town Willard Zone.

Commissioner Dubovik felt the purpose of the proposed amendment was to establish a commercial area that allowed a variety of different businesses but still retained the feel of old town Willard. He didn't feel a slaughterhouse/ meat processing or transportation/trucking should be permitted for conditional uses in Old Town Willard. He didn't feel those uses would be consistent with the feel of old town Willard.

Commissioner Bingham moved to set a public hearing for October 2nd to receive public comments regarding an amendment to the Future Land Use map to extend a commercial corridor along Highway 89 through Old Town Willard and amending 24.48.0030 of the Willard Zoning Code by adding Old Town Willard Zone to the Table of Uses subject to the recommended changes. Commissioner Braegger seconded the motion. All voted "aye." The motion passed unanimously.

- 5E. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO DUANE DOMINGUEZ ON MARCH 13, 2024, FOR AN ATV REPAIR BUSINESS LOCATED AT 369 WEST 200 NORTH (02-057-0030)

Time Stamp: 50:42 – 09/18/2025

Madison Brown stated that she had been unable to contact Duane Dominguez. The conditional use permit wasn't very old. The city had not received any complaints about it. As far as she knew, the business was still operating.

Chairman Bodily felt the city should let Mr. Dominguez continue if there weren't any complaints.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR SEPTEMBER 4, 2025

Commissioner Braegger moved to approve the regular minutes for September 4, 2025, as written. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE OCTOBER 2, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 53:47 – 09/18/2025

The Planning Commission discussed agenda items for the October 2nd meeting – two public hearings, discussion regarding minor subdivisions, and a conditional use permit review.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 30:18 – 09/18/2025

Madison Brown

Madison Brown stated that she had spoken with Kyle White, who was interested in developing the Harding property. He wanted to present his rezone application and revised concept to the Planning Commission in October.

Commissioner Braegger

Did not have any comments.

Commissioner Gilbert

Commissioner Gilbert asked how far north the UDOT project on Highway 89 would extend. Commissioner Braegger stated that it was supposed to extend to Hargis Hill. Mayor Mote said it was a two-year project.

Commissioner Ormond

Did not have any comments.

Commissioner Dubovik

Commissioner Dubovik asked if it would be helpful to have a running agenda item to review upcoming city events. The Planning Commission felt that would be helpful.

Commissioner Bingham

Did not have any comments.

Jeremy Kimpton

Did not have any comments.

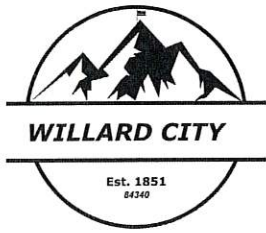
Colt Mund

Did not have any comments.

Chairman Bodily

Chairman Bodily asked if the Division of Natural Resources was doing anything about the turkeys.

Chairman Bodily stated that nothing had been done about the hanging wire he had reported. It was only 12 feet off the ground. Jeremy Kimpton felt it belonged to Connex.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 18, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

9. ADJOURN

Commissioner Braegger moved to adjourn at 7:32 p.m. Commissioner Bingham seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: 10/2/25

Sid Bodily
Planning Commission, Chairman
Sid Bodily

Michelle Drago
Planning Commission Secretary
Michelle Drago

dc:PC 09-18-2025