



Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, November 20, 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. Public hearing to receive public comments regarding a proposal to amend Section 24.44.050 of the Willard City Zoning Code regarding setback and height regulations
 - b. Consideration and recommendation regarding a proposal to amend Section 24.44.050 of the Willard City Zoning Code regarding setback and height regulations
 - c. Mayor Mote's discussion regarding open space
 - d. Consideration of an overall preliminary plat for The Orchards at Willard Subdivision located at approximately 300 South 320 West) (Parcel Nos. 02-051-0004, 02-051-0062, 02-051-0085, 02-051-0264, 02-054-0005, 02-054-0007, 02-054-0009, 02-054-0011, 02-054-0012, and 02-054-0013)
 - e. Consideration and approval of lot line adjustment for Bob and Chelsea Davis located at approximately 7700 South 1100 West (Parcel Nos. 01-041-0051 and 01-041-0054)
 - f. Discussion regarding amending 24.80 of the Willard City Zoning Code to adopt requirements for minor/small subdivisions (continued from September 18, October 2, and November 6, 2025)
 - g. Review of a conditional use permit issued to Garrick Call and Dorothy Call on May 18, 2023, for an accessory dwelling unit located at 1348 North Main (02-039-0055) (Continued from November 6, 2025)
6. Consideration and approval of regular Planning Commission minutes for November 6, 2025
7. Discussion regarding agenda items for the December 4, 2025, Planning Commission meeting
9. Commissioner/Staff Comments
10. Adjourn

I, the undersigned duly appointed and acting Deputy City Recorder for Willard City Corporation, hereby certify that a copy of the foregoing notice and agenda was posted at the Willard City Hall, on the State of Utah Public Meeting Notice website <https://www.utah.gov/pmn/index.html>, on the Willard City website www.willardcity.com, and sent to the Box Elder News Journal this 14th day of November, 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 Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
www.willardcityut.gov

Mayor

Travis Mote

City Council Members

J. Hulsey

R. Christensen

M. Braegger

R. Mund

J. Bodily

NOTICE OF PUBLIC HEARING WILLARD CITY PLANNING COMMISSION

Notice is hereby given that the Willard City Planning Commission will hold a public hearing to receive public comments regarding a proposal to amend setback and height regulations found in 24.44.050 of the Willard City Zoning Code.

The public hearing will be held on Thursday, November 20, 2025, at 6:30 p.m. in the Willard City Council Chambers, 80 West 50 South, Willard, Utah, during a regular Planning Commission meeting.

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

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

I, the undersigned duly appointed Deputy City Recorder for Willard City Corporation hereby certify that a copy of the foregoing notice and agenda was posted at the Willard City Hall; two other places in the community; on the State of Utah Public Meeting Notice website <http://www.utah.gov/pmn/index.html>; on the Willard City website www.willardcity.com; and sent to the Box Elder News Journal this 7th day of November, 2025.

/s/Michelle Drago
Deputy City Recorder

ITEM 5B

**WILLARD CITY
ORDINANCE 2025-21**

**AN ORDINANCE AMENDING SECTION 24.44.050 OF THE WILLARD CITY
ZONING CODE REGARDING SETBACK AND HEIGHT REGULATIONS**

WHEREAS, the Willard City Council recognizes the need to periodically review and update zoning regulations to ensure alignment with evolving land use patterns, community needs, and statutory requirements;

WHEREAS, the Willard City Council recognizes the need to periodically review and update zoning regulations to ensure alignment with evolving land use patterns, community needs, and statutory requirements;

WHEREAS, Section 24.44.050 of the Willard City Zoning Code governs setback and height standards for various zoning districts and has been reviewed for clarity, consistency, and applicability to current development practices;

WHEREAS, the proposed amendment introduces clarifying language, updates references to accessory buildings and accessory dwelling units (ADUs), and ensures compatibility with related code sections including 24.08.140 and 24.96.60;

WHEREAS, the amendment preserves existing dimensional standards while improving regulatory transparency and administrative enforceability;

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

SECTION 1: **AMENDMENT** “24.44.050 Setback And Height Regulations” of the Willard City Zoning Code is hereby *amended* as follows:

BEFORE AMENDMENT

24.44.050 Setback And Height Regulations

TABLE II	M U- 40	A-3	A-5	R- 1/2	R-1
1. AREA REGULATIONS. The minimum lot area in acres for any main use in the districts regulated by this chapter shall be...	40	3	5	1/2	1

2. WIDTH REGULATIONS. The minimum width in feet for any lot in the districts regulated by this chapter except as modified by planned unit developments or cluster subdivisions, shall be...	66 0	200	270	100	150
3. FRONTAGE REGULATIONS: The minimum frontage in feet for any lot in the districts regulated by this chapter on a public street or a private street approved by the governing body shall be...	10 0	100	100	100	100
Exception: The minimum frontage in feet for a lot in a planned unit development or an odd-shaped lot that meets the width requirements above, may, upon approval of the governing body, be reduced to:	60	50	50	40	40
4. FRONT YARD REGULATIONS. The minimum depth in feet for the front yard for main buildings in districts regulated by this chapter shall be...	25	30	30	30	30
Accessory buildings may have the same minimum front yard depth as main buildings if they have the same side yard required for main buildings, otherwise they shall be set back at least ten feet in the rear of the main building.	A	A	A	A	A
5. REAR YARD REGULATIONS. The minimum depth in feet for the rear yard in the districts regulated by this chapter shall be...					
For main buildings...	60	30	60	30	30
For accessory buildings...	60	10	60	10	10
Except on corner lots, two front and two rear yards are required...	A	A	A	A	A
6. SIDE YARD REGULATIONS. The minimum side yard in feet for any dwelling or other main or accessory buildings regulated by this chapter shall be...	60	10	10	10	10
A total width of the two required side yards of not less than...	12 0	50	100	25	25
Provided the small width of each side yard shall not be contiguous with the neighbor's small-width side yard...	A	A	A	-	-
Except that private garages and other accessory buildings located in the rear and at least ten feet behind the main building shall have a side yard of not less than.	3	3	3	3	3
Except that the structure may not be placed on					

utility easements.	A	A	A	A	A	
Provided the small with drainage from any roof shall not fall on the adjacent property...	A	A	A	A	A	
Provided that no private garage or other accessory buildings shall be located closer to a main structure on an adjacent lot than...	10	10	10	10	10	
Except on corner lots two front and two rear yards are required...	A	A	A	A	A	
7. HEIGHT REGULATIONS. The maximum height for all buildings in districts regulated by this chapter shall be...						
In feet...	35	35	35	35	35	
In the number of stories...	2.5	2.5	2.5	2.5	2.5	
8. COVERAGE REGULATIONS. The Maximum coverage in percent for any lot in the districts regulated by this chapter shall be...	-	20	-	20	20	
Publicly owned buildings located on public property, including but not limited to fire stations, police stations, and municipal offices, may be exempt from standard setback requirements upon approval by the City Council following a review for public necessity and compatibility with surrounding properties.						

AFTER AMENDMENT

24.44.050 Setback And Height Regulations

TABLE II	M U- 40	A-3	A-5	R- 1/2	R-1
1. AREA REGULATIONS. The minimum lot area in acres for any main use in the districts regulated by this chapter shall be...	40	3	5	1/2	1
2. WIDTH REGULATIONS. The minimum width in feet for any lot in the districts regulated by this chapter except as modified by planned unit developments or cluster subdivisions, shall be...	66 0	200	270	100	150
3. FRONTAGE REGULATIONS: The minimum					

frontage in feet for any lot in the districts regulated by this chapter on a public street or a private street approved by the governing body shall be...	10 0	100	100	100	100
Exception: The minimum frontage in feet for a lot in a planned unit development or an odd-shaped lot that meets the width requirements above, may, upon approval of the governing body, be reduced to:	60	50	50	40	40
4. FRONT YARD REGULATIONS. The minimum depth in feet for the front yard for main buildings in districts regulated by this chapter shall be...	25	30	30	30	30
Accessory buildings may have the same minimum front yard depth as main buildings if they have the same side yard required for main buildings, otherwise they shall be set back at least ten feet in the rear of the main building.	A	A	A	A	A
5. REAR YARD REGULATIONS. The minimum depth in feet for the rear yard in the districts regulated by this chapter shall be...					
For main buildings...	60	30	60	30	30
For accessory buildings...	60	10	60	10	10
Except on corner lots, two front and two rear yards are required...	A	A	A	A	A
6. SIDE YARD REGULATIONS. The minimum side yard in feet for any dwelling or other main or accessory buildings regulated by this chapter shall be...	60	10	10	10	10
A total width of the two required side yards of not less than...	12 0	50	100	25	25
Provided the small width of each side yard shall not be contiguous with the neighbor's small-width side yard...	A	A	A	-	-
Except that private garages and other accessory buildings located in the rear and at least ten feet behind the main building shall have a side yard of not less than.	3	3	3	3	3
Except that the structure may not be placed on utility easements.	A	A	A	A	A
Provided the small with drainage from any roof shall not fall on the adjacent property...	A	A	A	A	A
Provided that no private garage or other accessory					

buildings shall be located closer to a main structure on an adjacent lot than...	10	10	10	10	10
Except on corner lots two front and two rear yards are required...	A	A	A	A	A
7. HEIGHT REGULATIONS. The maximum height for all <u>primary</u> buildings in districts regulated by this chapter shall be:...					
In feet...	35	35	35	35	35
In the number of stories...	2.5	2.5	2.5	2.5	2.5
<u>Accessory Buildings see 24.08.140</u>					
<u>Detached Accessory Dwelling Units (ADU) see 24.96.60</u>					
8. COVERAGE REGULATIONS. The Maximum coverage in percent for any lot in the districts regulated by this chapter shall be...	-	20	-	20	20
Publicly owned buildings located on public property, including but not limited to fire stations, police stations, and municipal offices, may be exempt from standard setback requirements upon approval by the City Council following a review for public necessity and compatibility with surrounding properties.					

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: 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 4: EFFECTIVE DATE This Ordinance shall be in full force and effect from _____ and after the required approval and publication according to law.

SECTION 5: DIRECTION Willard City Staff is hereby authorized to make non-substantive clerical corrections to formatting, numbering, and internal references in this ordinance for publication and codification purposes, provided such corrections do not alter the intent or effect of the adopted language.

PASSED AND ADOPTED BY THE WILLARD CITY COUNCIL

_____.

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

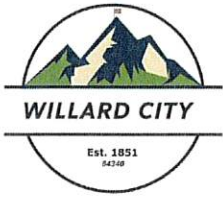
Presiding Officer

Attest

Travis Mote, Mayor, Willard City

Susan O Bray, Recorder, Willard City

ITEM 5D



Willard City Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
www.willardcityut.gov

Mayor

Travis Mote

City Council Members

J. Hulsey

R. Christensen

M. Braegger

R. Mund

J. Bodily

11/17/2025

Staff Report

The Orchards Phase 3

Heritage Land Development LLC has submitted the Preliminary Plat for the newly rezoned MPC subdivision located at approximately 300 S 300 W in Willard.

Phase 3

- First of four phases
- 28 lots
- Construction of 270 W and 320 W streets
- 60' ROW

The development agreement describes the process as follows:

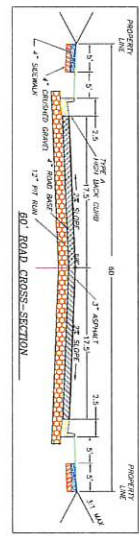
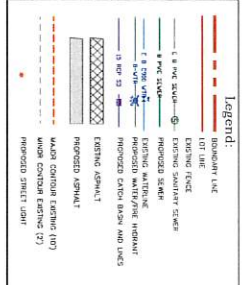
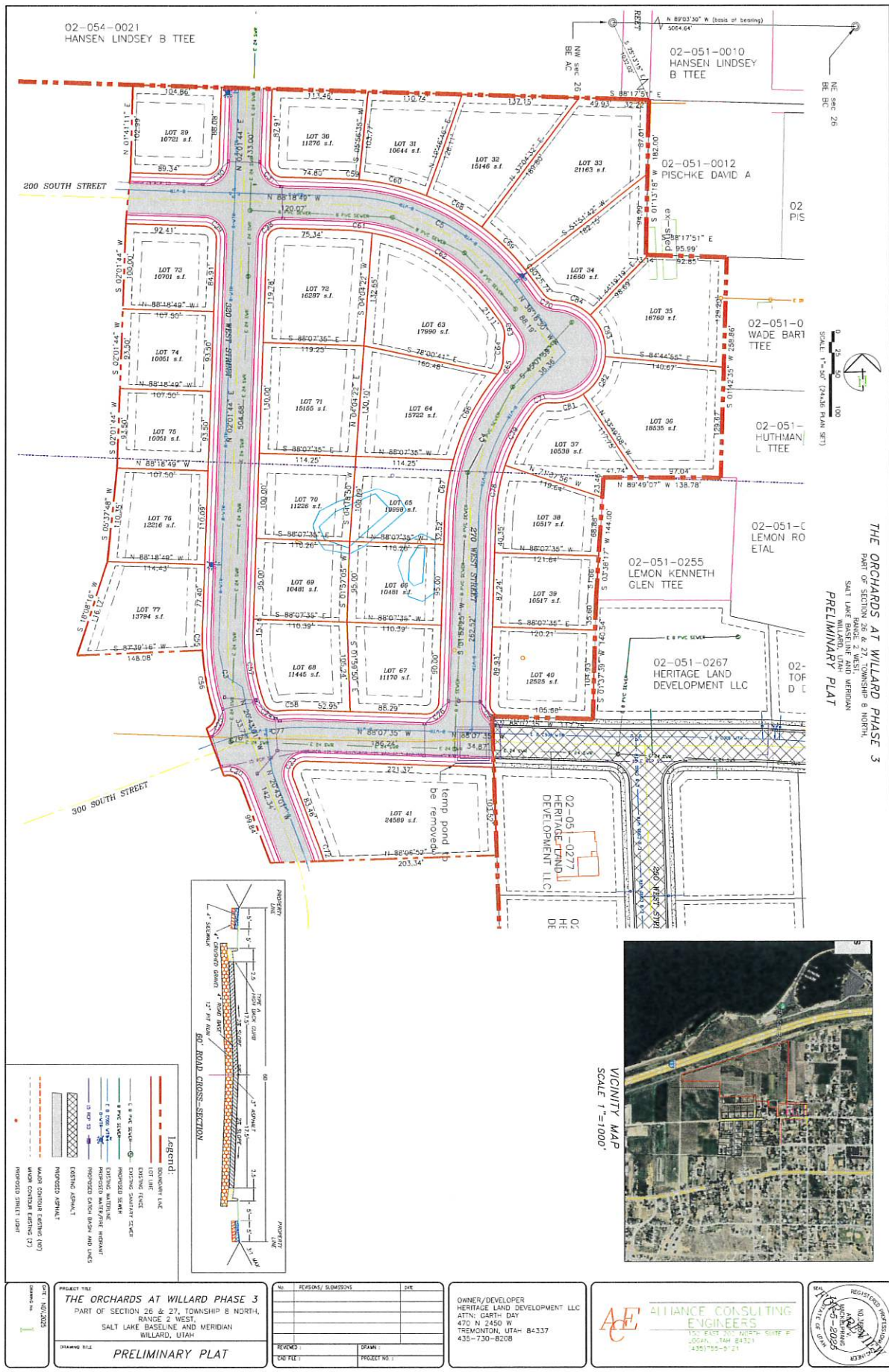
“The Developer shall submit for each phase of the development a preliminary subdivision application which includes an MPC site plan which shall be reviewed and considered for compliance with the Willard City Land Use and Zoning Ordinances by the Planning Commission. Upon approval of a preliminary subdivision application and site plan by the Willard City Planning Commission, the Developer will then complete and submit a final subdivision application and subdivision improvement plan for each phase of the development to the Willard City Council acting as the final land use authority for approval of each phase of the Master Planned Community Zone. Approval of the subdivision applications shall not be unreasonably withheld by the CITY.”

Garth Day, on behalf of Heritage Land Development, has requested to submit the preliminary plat for Phases 3–6 and to obtain preliminary approval for all phases concurrently.

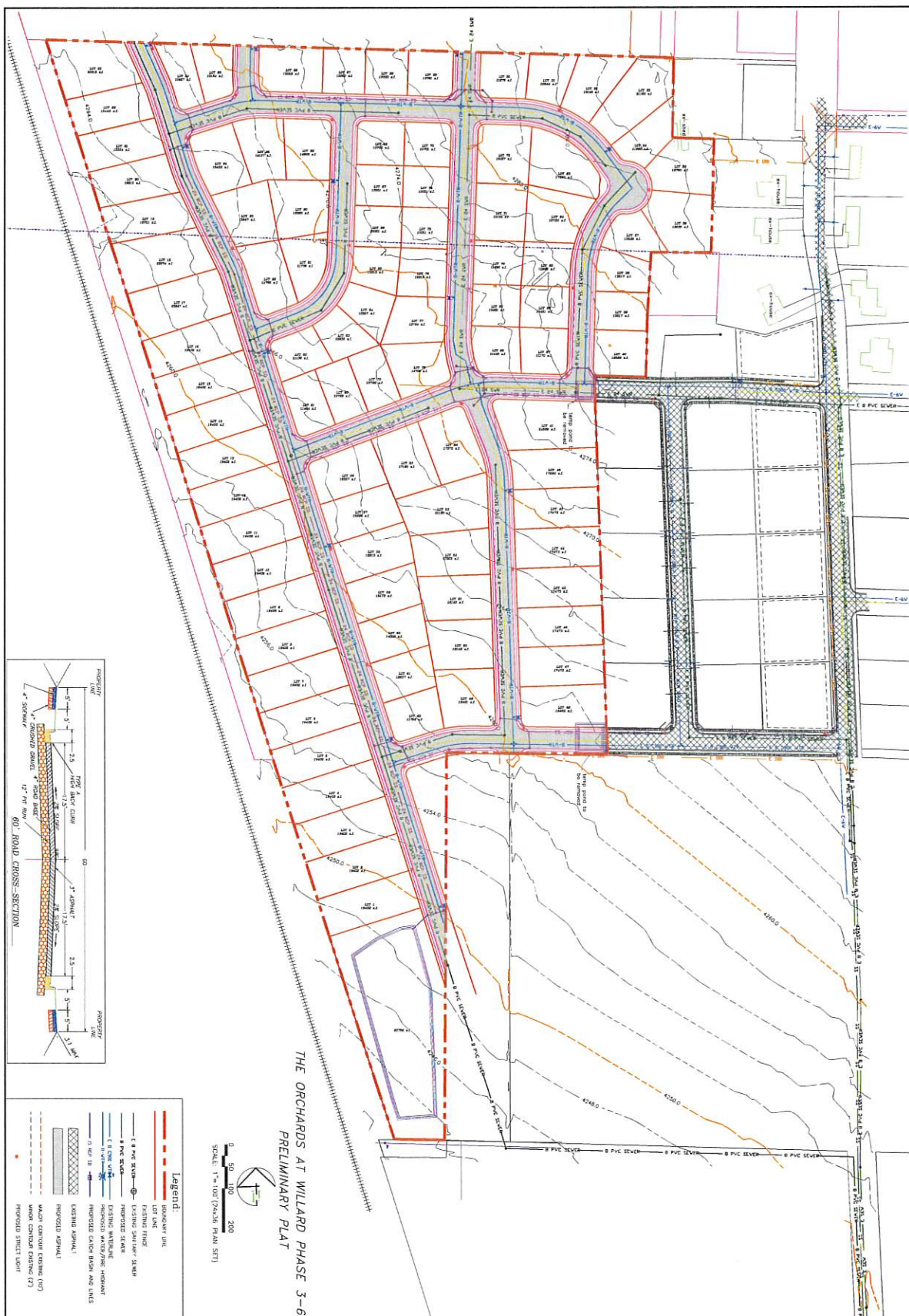
Final Approval will be given by the City Council on a per phase basis.

Pre-construction meetings will also be held with Willard City’s engineering staff before any work on infrastructure can begin.

Staff recommends that the Planning Commission forward a recommendation of approval for the complete preliminary plat (Phases 3–6) to the Willard City Council for final approval.



THE ORCHARDS AT WILLARD PHASE 3 PART OF SECTION 26 & 27, TOWNSHIP 8 NORTH, RANGE 2 WEST, SALT LAKE BASIN AND MERIDIAN WILLARD, UTAH		PRELIMINARY PLAT	
OWNER/DEVELOPER HERITAGE LAND DEVELOPMENT LLC ATTN: GARY DAY 470 N 2450 W B-337 435-730-8208		ALLIANCE CONSULTING ENGINEERS 100 EAST 200 NORTH, SUITE 2 JORDAN, UTAH 84051 435-755-9121	
REVISIONS / SUBMITTALS		REGISTERED PROFESSIONAL ENGINEER No. 20001 Name: GARY DAY Exp. 12/31/2025	
REVIEWED: _____ DATE: _____		DRAWN: _____ PROJECT NO: _____	



PROJECT TITLE
THE ORCHARDS AT WILLARD PHASE 3-6
 PART OF SECTION 26 & 27, TOWNSHIP 8 NORTH,
 RANGE 2 WEST,
 SALT LAKE BASIN AND MERIDIAN
 WILLARD, UTAH

DRAWING DATE
PRELIMINARY PLAT

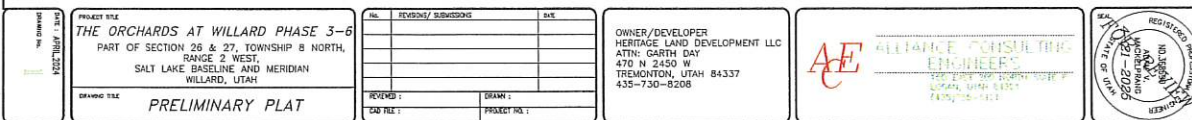
NO. REVIEWING/REVISIONS
 DATE

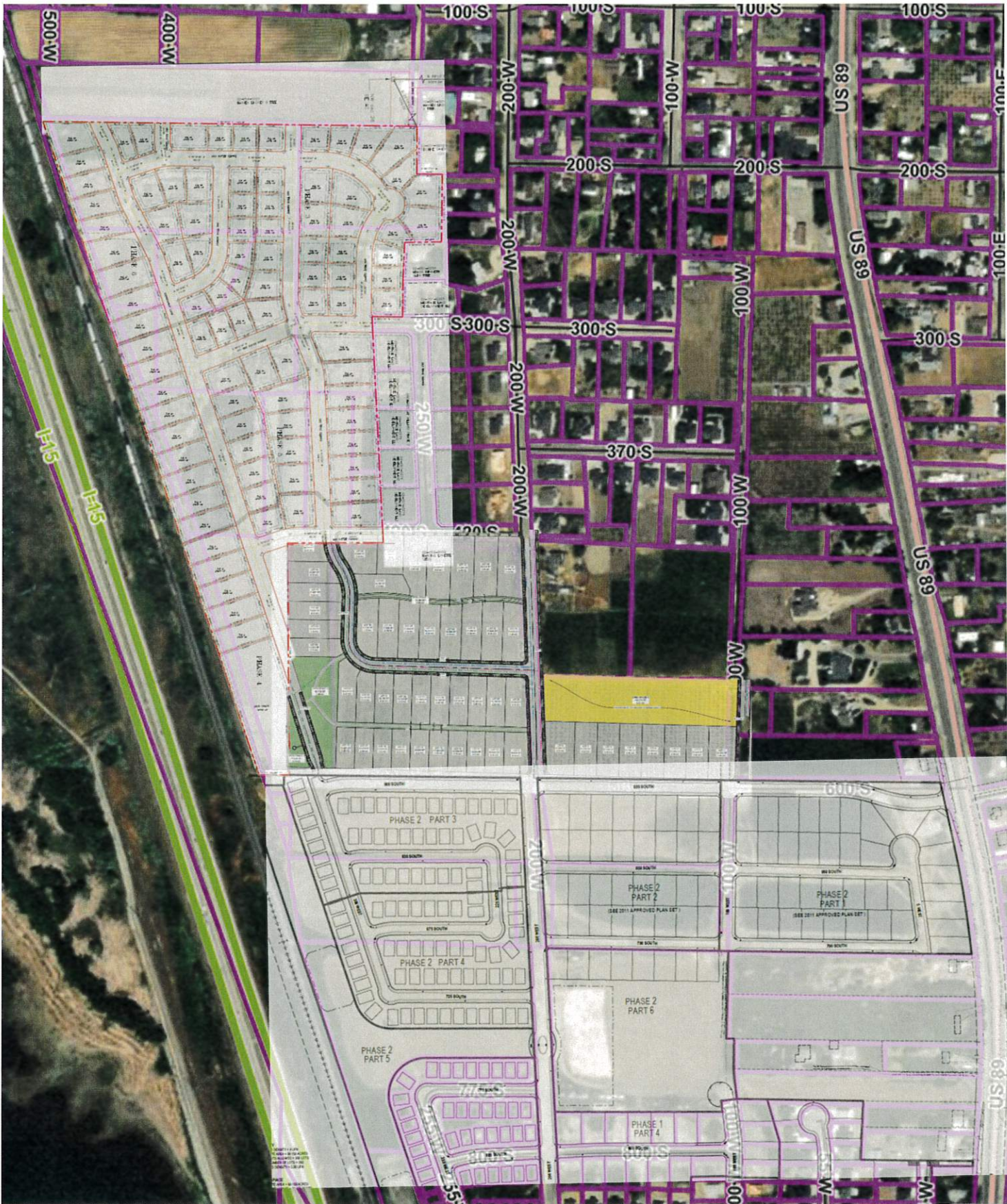
REVISIONS
 DATE

OWNER/DEVELOPER
 HERITAGE LAND DEVELOPMENT, LLC
 ATTN: GARTH DAY
 470 N 2450 W
 TREMONTON, UTAH 84337
 435-730-8208

AE A LANCE CONSULTING
 ENGINEERS
 1700 S. 400 W. - SUITE 4
 LOGAN, UTAH 84301
 (435) 752-5121

REGISTERED PROFESSIONAL ENGINEER
 STATE OF UTAH
 No. 191-2095
 EXPIRATION DATE 12/31/2025





Under Review

Application Review Status

Pre-Review	Complete Application	10/28/2025
City Planner	Not Reviewed	
City Manager	Reviewing	
Fire Department	Not Reviewed	
Legal Department	Not Reviewed	
City Engineers	Not Reviewed	
Public Works	Not Reviewed	
Flood Control	Not Reviewed	
Final-Review	Not Reviewed	

Fees

Subdivision Application Fee	\$1,000.00
Application Lot Fee	\$2,700.00
Retainer	\$3,000.00
Subtotal	\$6,700.00
Amount Paid	\$6,700.00
Total Due	\$0.00

Payments

10/31/2025	Check #887715	\$6,700.00
Total Paid		\$6,700.00

Application Form Data

(Empty fields are not included)

Applicant First Name
Garth

Applicant Last Name

Day

Applicant Email

garthd@heritage.dev

Applicant Phone Number

(435) 730-8208

Applicant Address

9 West Forest St 208 208

City

Brigham City

State

UT

Zip Code

84302

Are you the owner or the agent doing the work on the owner's behalf?

Agent

Owner's Affidavit

 Owner Affidavit.pdf

Subdivision Name

The Orchards at Willard Phase 3

Project Street Address

approx 300 west 300 South

Parcel Number

02-051-0262

Legal Description

see attached

Legal Description

 OW Legal.pdf

Number of Proposed Lots

30

is this a Residential or Commercial development?

Residential

Owner First Name

Heritage Land

Owner Last Name

Jay Stocking

Email Address

garthd@heritage.dev

Phone Number

(435) 730-8208

Mailing Address

9 West Forest St 208 208

City

Brigham City

State

UT

Zip Code

84302

Check each box to acknowledge it has been included with the application. These items will apply to most subdivisions, although there may be some exceptions.

Submittals showing preliminary compliance with all applicable provisions of the Willard Zoning Code and Public Works Standards, Preliminary Plat, Layout of lots including sizes and dimensions, Layout of proposed and adjacent roads, including a proposed street section(s), Preliminary storm water plan, Preliminary utility plan, Existing structures and natural features, Data indicating the number of lots/units, percentage of landscaping, density of units per acre, buildable area for each lot, Preliminary compliance with design standards as applicable

Will this development include two-family homes or townhomes?

No

Will this development include any commercial or industrial development?

No


Is this proposed development adjacent to Highway 89?

No

Is the area to be developed greater than 10 acres?

Yes

Preliminary Subdivision Plat Drawings

 Orchard3-6Prelim (3).pdf

Please include any additional information - Click 'Add to List' after uploading each file

No Answer

 OrchardPhase3Prelim11-2025.pdf

Due to legislative changes in the state of Utah, the cost for Willard City to process, review, and inspect developments has dramatically increased. Willard City will track all time and resources expended by the city

for processing, reviewing, and inspecting subdivision application. The related city expenditures will be billed to the applicant/developer.



The applicant agrees to pay for all application fees. This includes \$1,000 application fee plus \$100/lot after the third lot.



Following approval by the Planning Commission, this Preliminary Subdivision Application will be valid for the period of not more than one year. To avoid expiration, the applicant must submit a Final Subdivision Application prior to expiration of the Preliminary Subdivision Application approval.



Within thirty (30) days of a complete Preliminary Subdivision application submittal, City Staff and other invited regulating agencies and utility providers shall review the submittals and provide comments/corrections to the applicant. After the comments/corrections have been addressed by the applicant, the application will be placed on the Planning Commission's next available meeting agenda.



Following receipt of city comments and required corrections, the applicant shall respond with updated submittals in accordance with Utah Code Annotated 10-9a-604.2 within sixty (60) business days. Failure to provide the required response and corrected submittals within sixty calendar days shall result in the application being immediately denied.



The applicant also agrees to provide retainer in the amount of \$1,000 for 8 lots and fewer and \$3,000 for greater than 8 lots. The retainer will be used, as required, for the public noticing costs and professional review costs incurred by the city. Any amounts exceeding the retainer after the application has been approved are due before signatures and recording of documents. Any amounts not exceeding the retainer will promptly be returned to the applicant.



Engineer/Surveyor Name or Company

Alliance Engineering

Engineer/Surveyor Email

Allianceloganam@yahoo.com

Engineer/Surveyor Phone Number

4357555121

Do you have water for your current property?

Yes

Upload proof of water ownership

☐ DOBU Form for Group 29121_Willard.pdf

☐ DOBU Form for Group 29119_Willard.pdf

☐ DOBU Form for Group 29120_Willard.pdf

Signature

I hereby certify that all information provided herein is true and correct. I understand and agree to comply with the applicable codes, standards, and the rules listed below.

1. All sections of this application must be complete and will not be reviewed until fees have been received.
2. The payment of fees does not guarantee a certain result and fees are not refunded due to the lack of favorable results.
3. Fees are an estimate of the costs for the City to administer the Subdivision review and approval process. Willard City reserves the right to bill the applicant for administrative costs that go beyond the estimated fees collected at the time of application.
4. This application will be placed on the next available Planning Commission agenda AFTER necessary updates are made in response to staff comments. These updates will be required to ensure Planning Commission reviews drawings that are substantially complete and responsive to the application requirements found in the Willard Zoning Code.
5. Complete application and approval requirements can be found in Willard Zoning Code Title 24 and Willard City Public Work Standards.

Garth Day - 10/28/2025 4:50 pm

PROPERTY OWNER

* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) JAY STOCKING, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

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

[Signature]
(Property Owner)

(Property Owner)

State of Utah
County of Box Elder
On 17 April, 2025, Jay Stocking personally appeared before me,

X who is personally known to me
____ whose identity I proved on the basis of _____
____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.



[Signature]
Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) JAY STOCKING, the owner(s) of the property described in the attached application, give _
GARTH DAY permission to use the property listed in the attached application for the purpose named in the attached application.

[Signature]
(Property Owner)

(Property Owner)

State of Utah
County of Box Elder
On 17 April, 2025, Jay Stocking personally appeared before me,

X who is personally known to me
____ whose identity I proved on the basis of _____
____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.



[Signature]
Notary Public



Willard City Planning & Zoning

/ Transactions

Transaction for The Orchards at Willard Phase 3

Transaction Info

Date

Oct 31, 2025 11:41am

Order #

MCBW-92005621-BEA2

Method

CHECK

Check #

887715

Status

SUCCESS

Total Charge

\$6,700.00

Subtotal

\$6,700.00

Receipt #

2000003998

Fees

Code	Name	Amount	
211	Subdivision Application Fee	\$1,000.00	
211	Application Lot Fee	\$2,700.00	
211	Retainer	\$3,000.00	

Total: \$6,700.00 / \$6,700.00

You can temporarily edit these items during the transition to tracked transaction items. This feature will be removed after June 1, 2022.

[+ Add Item](#)

Permit/License Details:

Name:

The Orchards at Willard Phase 3

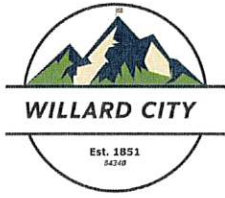
Permit Type

Preliminary Subdivision

Permit Term Starting

Oct 31, 2025

ITEM 5E



Willard City Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
www.willardcityut.gov

Mayor

Travis Mote

City Council Members

J. Hulsey

R. Christensen

M. Braegger

R. Mund

J. Bodily

11/17/2025

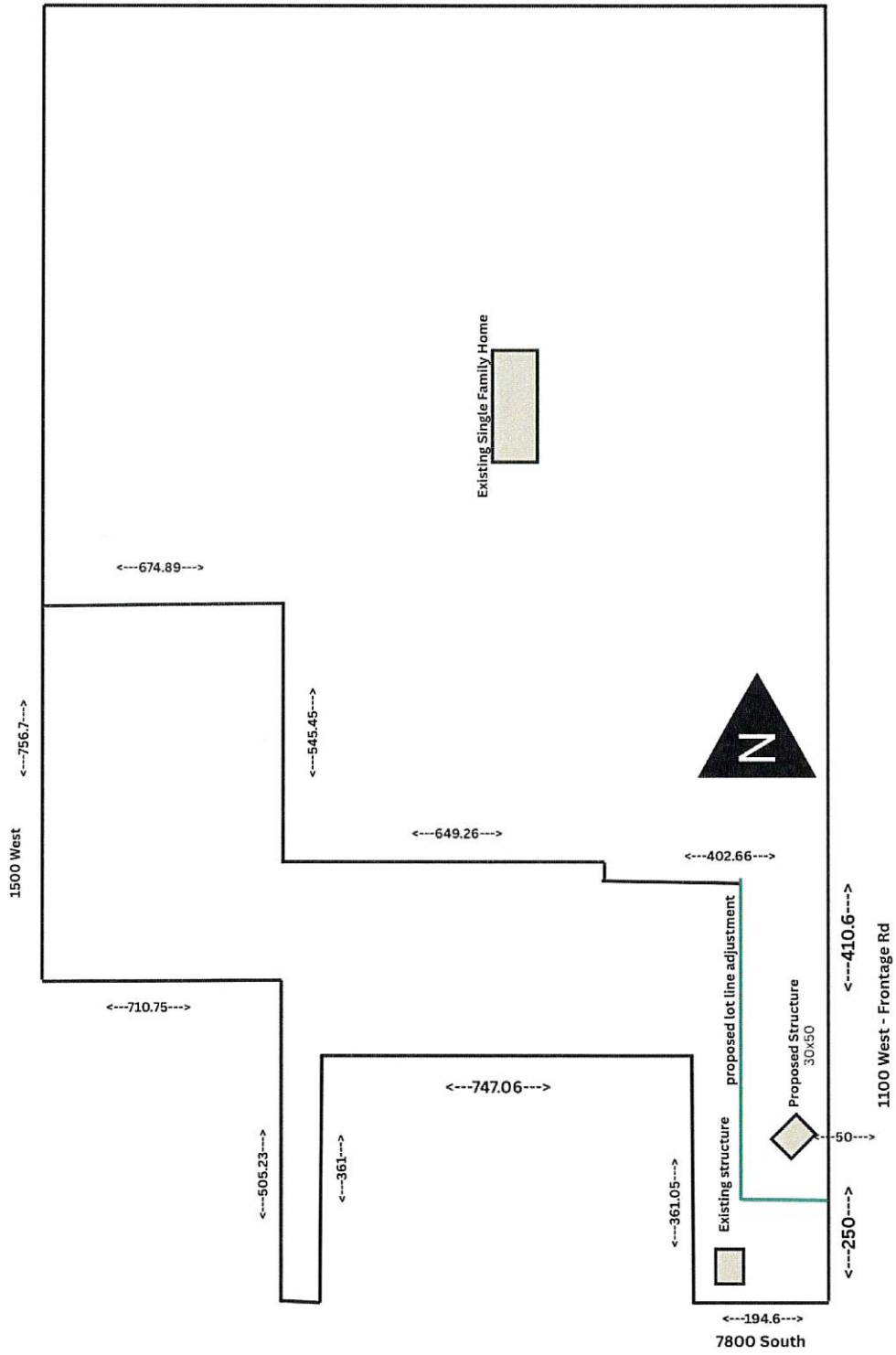
Staff Report

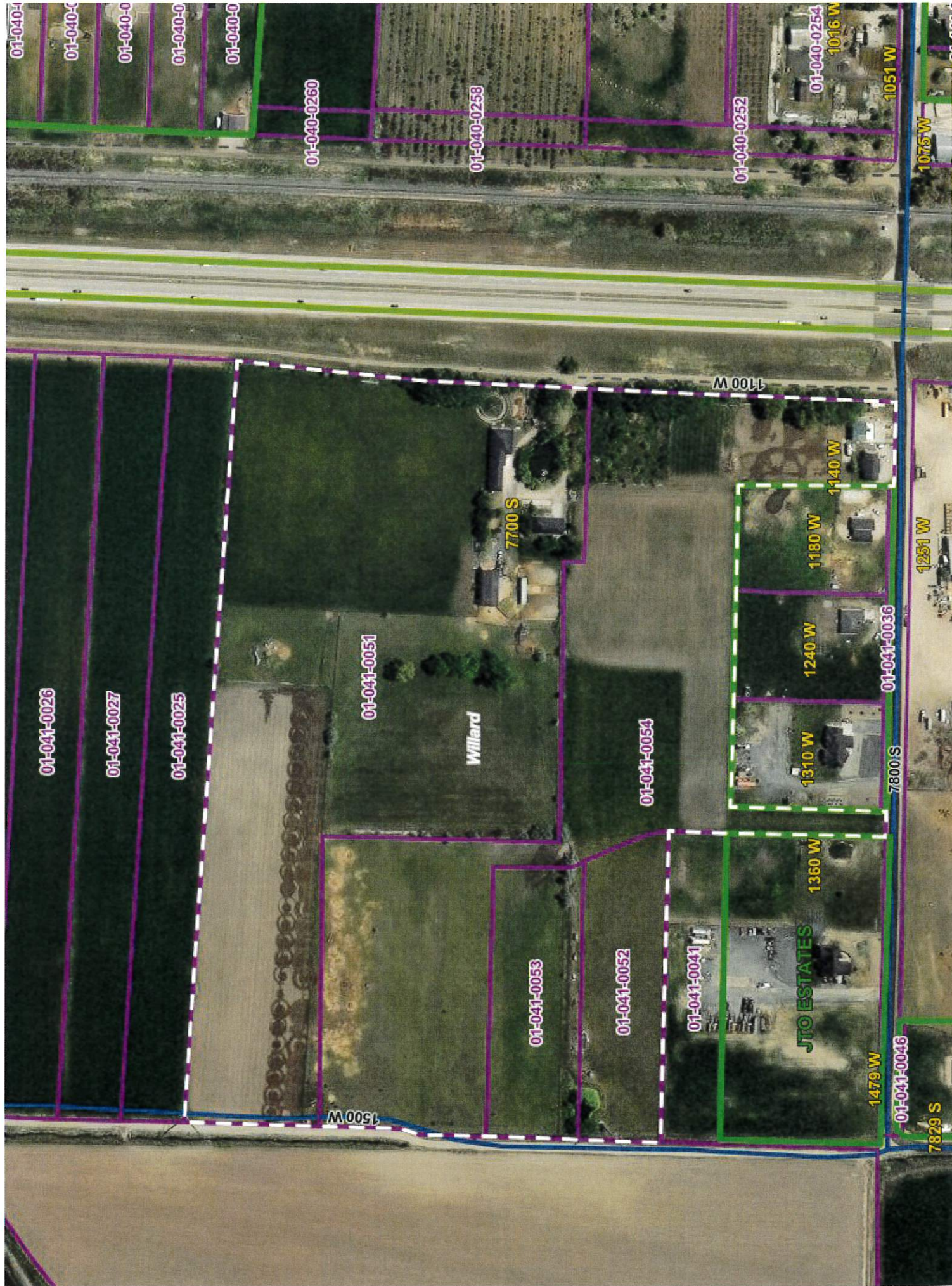
Lot Line Adjustment – 7700 S 1100 W

Chelsea Davis, daughter of Bob Davis, has requested a lot line adjustment for their parcel 01-041-0051. The Lot Line Adjustment will allow them to build an ADU on the same parcel as the existing home on 1100 W. The ADU will be accessed from 1100 W.

The owners have been made aware that if a subdivision is ever applied for on this property, the ADU cannot be separated from the primary dwelling. They must stay on the same parcel. The owners understand and are willing to accept this condition.

For reference, a subdivision application was submitted early in 2025, but was never approved. This property still hasn't been subdivided, hence the Lot Line Adjustment and ADU application.





01-040-0

01-040-0

01-040-0

01-040-0

01-040-0

01-040-0260

01-040-0258

01-040-0252

01-040-0254

1016 W

1051 W

1075 W

01-041-0026

01-041-0027

01-041-0025

01-041-0051

Willard

7700 S

01-041-0054

1100 W

1180 W

1140 W

1240 W

1310 W

01-041-0036

7800 S

1251 W

01-041-0053

01-041-0052

01-041-0041

JTO ESTATES

1360 W

1479 W

01-041-0046

7829 S

1500 W

Willard City Planning & Zoning
7700 South 1100 West
10/14/2025 - 10/13/2026
Plat Amendment
General

Printed: 11/14/2025

0224253

e19a7130-a923-11f0-ae8e-6b8d89a55934

Under Review

Active

Application Review Status

Pre-Review	Approved	10/14/2025
City Planner	Not Reviewed	
City Manager	Reviewing	
City Engineers	Not Reviewed	
Public Works	Not Reviewed	
Flood Control	Not Reviewed	
Final-Review	Not Reviewed	

Fees

Retainer - Minor Amendment	\$250.00
Application Fee - Minor Amendment	\$250.00
Subtotal	\$500.00
Amount Paid	\$500.00
Total Due	\$0.00

Payments

10/14/2025	Online	\$500.00
Total Paid		\$500.00

Application Form Data

(Empty fields are not included)

Applicant Name

Bob

Last Name

Davis

Email

chelsead20@gmail.com

Phone

(801) 814-7111

Mailing Address

7700 South 1100 West

City

Willard

State

UT

Zip

84340

Are you the owner or the agent doing the work on the owner's behalf?

Owner

Owner's Affidavit

 Affidavit ADU 2.pdf

Street Address


7700 South 1100 West

Parcel Number	Legal Description	Legal Description
01-041-0051	No Answer	No Answer

What type of amendment are you seeking?

Lot Line Adjustment

Proposed Lot Lines Drawing

 1100 West - Frontage Rd.jpg

Please include any additional information.

This is just a sketch of the proposed lot line adjustment, but should give a good vision of where we'd like it to be in conjunction for our proposed ADU.

Signature

I agree that the facts stated in this application are true, and upon changes I will provide notification as needed.

Chelsea Davis - 10/14/2025 11:33 am

Messages

Hi Chelsea,

We will need to see a report of survey that contains the following information:

1. Basis for survey;
2. Property corners,
3. Dimensions of resulting parcels;
4. Legal description of resulting parcels;
5. Identification of adjacent streets and parcels;
6. Surveyor's Certificate; and
7. Affidavit of consent of owners, when two or more are involved. (May be a separate document.)

Any licensed surveyor will be able to provide a survey with all the information.

Once we have this survey, we can proceed with presenting this item to the Planning Commission.

Let me know if you have any questions.

Comments:

Thank you

Working with a surveyor so hopefully this will be done soon. With that does this need to go to a public meeting for comment and will we need to send out notice for this change? I am just trying to get a clearer idea on timeline for this type of amendment.

I believe this is what I need to get to you. Will you let me know asap if there is anything else needed for this application? We have recorded this with the county recorder.

📎 CamScanner 11-10-25 19.34.pdf

Property Owner's Affidavit

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

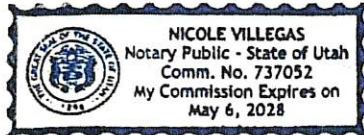
I (we), Bob Davis, being duly sworn, depose and say that I (we) am (are) the owner(s)* or authorized agent(s) of the owner of the property located at

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 Bob Davis
Property Owner(s)

Agent _____

Subscribed and sworn before me this 5 day of Aug 2025.



Nicole Villegas
Notary Public

My commission expires May 6, 2028

*May be owner of record, contract owner, part to valid earnest money agreement, option holder, or have the 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 the application.

Signed _____
Property Owner(s)

Agent _____

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

Notary Public

Residing in _____
My commission expires _____



Willard City Planning & Zoning

Home / Transactions

Transaction for 7700 South 1100 West

Transaction Info

Date

Oct 14, 2025 11:34am

Order #

SLFJ-63229878-D8H6

Method

ONLINE

Status

✓ SUCCESS

Total Charge

\$500.00

Subtotal

\$500.00

Fees

Code	Name	Amount	
211	Retainer - Minor Amendment	\$250.00	<input type="checkbox"/>
211	Application Fee - Minor Amendment	\$250.00	<input type="checkbox"/>

Total: \$500.00 / \$500.00

You can temporarily edit these items during the transition to tracked transaction items. This feature will be removed after June 1, 2022.

+ Add Item

Payment Processor

Processor Used

Xpress Billpay

Transaction #

245763090

Permit/License Details:

Name:

7700 South 1100 West

Permit Type

Plat Amendment

Permit Term Starting

Oct 14, 2025

ITEM 5F

24.82 – MINOR SUBDIVISIONS

Sections

- 24.82.010 Purpose
- 24.82.020 Definition
- 24.82.030 Minor Subdivision Requirements
- 24.82.040 Application Procedure
- 24.82.050 Summary Statement
- 24.82.060 Administrative Review
- 24.82.070 Improvement Requirements
- 24.82.075 Deed Restrictions
- 24.82.080 Finished Floor Elevation and Engineering Reports
- 24.82.090 Recording of Final Plat

24.82.010 Purpose

To reduce the cost and complexity of developing small residential subdivisions that meet defined standards, Willard City may process qualifying subdivisions as Minor Subdivisions. Minor Subdivisions are exempt from preliminary plat requirements and may be exempt from certain engineering reports or improvement plans as determined by the City Engineer, provided all minimum standards of this Title are met.

24.82.020 Definition

Minor Subdivision.

A subdivision of land that creates no more than three (3) lots from a single original parcel, requires no dedication of public streets or other public facilities, and involves no planned or proposed streets as identified in the Willard City General Plan or Transportation Master Plan. A Minor Subdivision must meet all applicable zoning requirements and is processed and approved at the staff level by the City Planner, Public Works Director, City Engineer, and City Attorney.

24.82.030 Minor Subdivision Requirements

A proposed subdivision may be considered and approved as a Minor Subdivision only if all of the following requirements are met:

- A. The subdivision contains no more than three (3) lots total.

- B. The proposed parcel is not traversed by the mapped alignment of a proposed or future street or trail identified in the Willard City General Plan or Transportation Master Plan.
- C. The subdivision does not require dedication of land for public streets or other public facilities.
- D. The subdivision has been reviewed and approved, where applicable, by the Public Works Director serving as the culinary water authority and sanitary sewer authority.
- E. The subdivision is located within a residential zoning district.
- F. The subdivision complies with all applicable Willard City land use ordinances or has obtained an approved variance for any conflicting requirements.
- G. No other subdivision or lot split has occurred from the parent parcel within the past five (5) years. If a prior split occurred within five years, both the previously separated lots and the subject property shall be counted toward the three-lot maximum.
- H. The subdivision does not require or propose the creation or dedication of open space for purposes of density bonuses or reduced lot sizes.
- I. The subdivision complies with all other applicable Willard City Code requirements including zoning, required improvements, bonding (if applicable), drainage management, utility easements, and any protections related to sensitive lands.
- J. Applicants shall install all required improvements in a manner that matches and is consistent with the improvements in the surrounding area.

24.82.040 Application Procedure

A. Pre-Application Meeting

An applicant may request a meeting with Willard City staff to determine whether the proposal qualifies as a Minor Subdivision. If a meeting is requested, City staff shall schedule the meeting within fifteen (15) business days to review the concept plan and identify any required improvement plans or reports.

B. Minor Subdivision Plat Submission

Minor Subdivisions are exempt from the preliminary plat process. Applicants shall submit a final plat that complies with all applicable provisions of Title 24, the Willard City Subdivision Ordinance, and all submission standards unless otherwise exempted under this section.

24.82.060 Administrative Review

The City Planner shall serve as the Administrative Land Use Authority (ALUA) for Minor Subdivisions. No approval shall be finalized until the plat and all required documents have been reviewed and approved by:

- City Engineer
- Public Works Director
- City Attorney

Approval is effective only when all listed staff members confirm compliance with applicable ordinances.

If the City Planner deems it necessary, the application may be forwarded to the Planning Commission for review and recommendation. Circumstances that may warrant referral include, but are not limited to:

1. Potential conflicts with the Willard City General Plan or Transportation Master Plan.
2. Subdivision proposals impacting sensitive lands, critical slopes, or environmentally protected areas.
3. Requests for waivers of subdivision improvement requirements that may set a precedent.
4. Proposed subdivisions with atypical lot layouts or unusual configurations.
5. Any other condition where the Planner believes additional public input or commission review is warranted.

24.82.070 Improvement Requirements

All Minor Subdivisions shall follow the subdivision processes and requirements of Title 24, including inspections, improvement installation, and any required agreements. All subdivision improvements shall be constructed to match surrounding conditions and comply with Willard City Public Works Standards.

An applicant may request a waiver of subdivision improvement requirements. Any such request shall be reviewed by the Planning Commission, which shall provide a recommendation for approval or denial to the City Council. The City Council may, at its discretion, grant a waiver when justified by site conditions or other relevant factors.

24.82.075 Deed Restrictions

This section applies to Minor Subdivisions that have not been granted a waiver of subdivision improvements by the City Council.

- A. Recording of Deed Restrictions. All applicable Minor Subdivisions shall include recorded Deed Restrictions for all new and existing lots. These Deed Restrictions shall clearly state the requirement for installation of subdivision improvements in accordance with Willard City Public Works Standards and any conditions imposed through the Minor Subdivision approval process. The applicant is responsible for preparing and providing the Deed Restrictions, and the City Planner shall ensure they are properly recorded with the Box Elder County Recorder.
- B. Application to Lots with Existing Buildings. For any lot containing an existing building, a Deed Restriction must also be recorded. This ensures that the landowner is responsible for installing required subdivision improvements regardless of the type of building permit applied for, including but not limited to accessory buildings, additions to existing structures, or other permitted improvements.
- C. Application to Future Lots. The Deed Restrictions shall be binding on all lots in the subdivision, including lots subsequently sold or transferred. The requirement for improvements shall not be triggered until the property owner applies for a building permit.
- D. Notification of Future Buyers. A copy of the recorded Deed Restrictions must be provided to the City at the time a building permit application is submitted. This ensures that any future property owner is made aware of the improvement installation requirement prior to construction.
- E. Enforcement. Failure to comply with the recorded Deed Restrictions may result in denial of building permits or other enforcement actions by Willard City in accordance with Title 24 and applicable City Code provisions.

24.82.080 Finished Floor Elevation and Engineering Reports

If groundwater reports are required under Willard City Code, such reports must be submitted with the final plat.

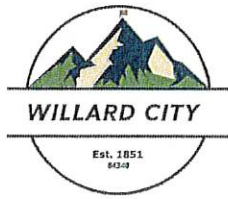
- A. If no groundwater report is submitted, the final plat must include a recorded note stating that no finished floor elevation shall be constructed lower than six inches (6") above the finished curb or street centerline, whichever is higher.

- B. Applicants shall submit all engineering reports required under Willard City Code unless specifically exempted by the City Engineer.

Applicants shall submit detailed stormwater and drainage plans when required by the City Engineer.

24.82.090 Recording of Final Plat

- A. After staff approval, it is the responsibility of the subdivider to record the final approved plat with the Box Elder County Recorder within one (1) year of approval, unless an extension is granted in writing.
- B. All recording fees are the responsibility of the subdivider.
- C. The City shall retain a signed copy of the approved plat for its records.



Willard City Corporation

435-734-9881

80 W 50 S

PO Box 593

Willard, Utah 84340

www.willardcityut.gov

Mayor

Travis Mote

City Council Members

J. Hulsey

R. Christensen

M. Braegger

R. Mund

J. Bodily

11/2/2025

Staff Report

Minor Subdivisions

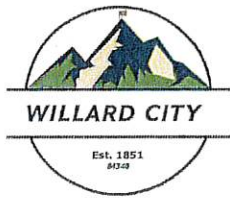
Background

Willard City has received several subdivision applications from residents who own larger parcels of land in recent years. These applications typically involve properties ranging from one to five acres, where the property owner intends to divide the land into two or three lots.

Under Willard City Zoning Code 24.80.060, certain public improvements are required as part of the subdivision process, including street improvements, curb and gutter installation, and stormwater infrastructure. These improvement requirements can represent a significant cost, which has led some applicants to withdraw or reconsider their subdivision proposals.

Historically, Willard City has allowed the use of Deferral Agreements, enabling property owners to deposit funds in escrow for a defined period in lieu of immediately completing required improvements. If the improvements were not completed by the City within that timeframe, the funds were returned to the depositor.

In recent years, the City has moved away from the use of Deferral Agreements due to administrative challenges and tracking difficulties. The current code does not offer Deferral Agreements as a way to delay construction of such improvements. To better balance the needs of existing residents with the City's long-term infrastructure and development goals, Willard City is exploring options for establishing a Minor Subdivision Ordinance. The intent of such an ordinance would be to provide a more practical and scalable process for smaller subdivisions while maintaining consistency with city standards and future infrastructure planning.



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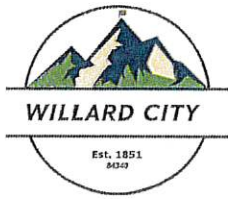
J. Bodily

Willard

- *No current Minor Subdivision ordinance*
- *Preliminary ALUA: Planning Commission*
- *Final ALUA: City Planner*
- *Fees (preliminary and final): \$1,000 + \$100/lot after third lot + engineering and legal*
 - *Retainer: \$1,000 for plats with 8 or fewer lots, \$3,000 for plats with 9 or more lots*

Logan

- *Three or less lots*
- *Preliminary ALUA: Planning Director*
- *Final ALUA: City Engineer*
- *Fees: Subdivision (Preliminary Plat or Minor Subdivision): \$450 + \$25 per lot*
- *Fees: Subdivision (Final Plat): \$350 + \$20 per lot*
- *Originally, subdivision improvements were waived if no new roads were required, but this was removed before approval.*
- *Minor Subdivisions Preliminary Plats are not required to go before the Planning Commission, as the ALUA is the Planning Director. Minor Subdivisions preliminary applications can be sent to the Planning Commission at the Director's discretion. Regardless if the preliminary plat is approved by the Planning Commission or the Planning Director, Final plats must be approved by the City Engineer.*
- *City Engineer may waive Final Plat requirements for **two-lot subdivisions***
- *Questions to consider:*
 - *Would Willard City Planning Commission like to consider all Minor Subdivision applications?*
 - *Should Minor subdivision applications be processed at the staff level and reported to the Planning Commission after approval?*



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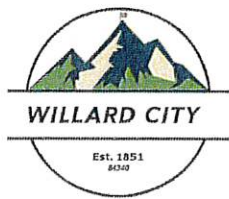
- *Who would have the authority to waive improvement requirements?*

Nibley

- *Five lots or less*
- *Minor Subdivisions are exempt from the preliminary plat process. The first application is considered the Final application.*
- *ALUA: City Manager*
- *Minor subdivisions cannot interfere with the General Plan or Road Plan*
- *Minor subdivisions cannot create new streets*
- *Fee: \$700 + \$60 per lot*
- *Planning Commission does not consider or approve Minor Subdivisions. They are handled entirely by staff.*
- *Minor subdivisions cannot have been part of another subdivision within the last five years. If it is within five years, the new lots will be counted towards the five total lots.*
- *Questions to consider:*
 - *Should Willard City consider the “no new streets” rule?*
 - *When will street improvements be completed, and who will be responsible for them?*
 - *What is the minimum number of lots Willard would consider as a minor subdivision?*

Kanab

- *Nine or fewer lots*
- *All lots must face a street or private lane*



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Mayor

Travis Mote

City Council Members

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R. Christensen

M. Braegger

R. Mund

J. Bodily

- *Fee: \$600 + \$400 for City Engineer review (may be adjusted)*
- *Preliminary ALUA: Planning Commission*
- *Final ALUA: Subdivision Review Committee (Staff)*
 1. *Land Use Director*
 2. *City Engineer*
 3. *Public Works Director*
 4. *One member of Planning Commission*
- *“Street improvements such as curb, gutter, and sidewalk are required prior to the issuance of a building permit through one or both of the following means:*
 1. *Construct street improvements to match existing conditions on adjacent or contiguous properties; or*
 2. *Sign a “non-opposition” waiver for a future special improvement district.*
- *Questions to consider*
 1. *How will a “non-opposition” waiver be enforced in Willard?*
 2. *If an outside party purchases one of the new lots, how will they know that they are required to install such improvements before the issuance of a building permit? Deed restrictions?*
 3. *Would City Council be willing to waive requirements with the Planning Commission’s recommendation?*
 4. *Would constructing street improvements to match existing conditions be sufficient for Willard?*

Minor Subdivisions

Saturday, November 1, 2025 3:30 PM

Logan City

- 3 or less lots
- Preliminary: Planning Director is ALUA
- Final: City Engineer is ALUA
- Fees:
 - Subdivision (Preliminary Plat or Minor Subdivision): \$450 + \$25 per lot
 - Subdivision (Final Plat): \$350 + \$20 per lot

§17.40.050 Minor Subdivisions

The Director shall be the Administrative Land Use Authority for Minor Subdivisions and shall review applications according to Section 17.47.

A. Minor Subdivisions are subdivisions consisting of three (3) or fewer lots.

B. Application Requirements.

An application for a Minor Subdivision shall follow the application requirements listed in Section 17.40.030 for preliminary subdivision plats.

C. Mailed Notice.

Within ten (10) calendar days of receipt of a complete application, the Director shall send a written notice to owners of real property as shown on the latest official County Assessor's rolls within three hundred (300) feet of the perimeter boundaries of the subject property. This notice shall be in addition to any other requirements as specified by Utah law. The notice shall include:

1. The case number and the project's title;
2. The project's address;
3. The name of the proponent;
4. The type of project including an identification of all types of actions required;
5. The project description;
6. The anticipated decision date;
7. A statement explaining when and where interested persons can obtain information;
8. The name and phone number of the staff member assigned to review the application; and
9. An explanation on how to file an appeal of the decision.

D. The Director may approve a Minor Subdivision Plat that:

1. Consists of a preliminary plat with three or fewer lots;
2. Conforms to the requirements of Title 17 of the Logan Municipal Code in terms of lot size, width, and depth;
3. Is physically suitable for development, has an adequate buildings site, and will not require variances due to physical constraints in order to be developed;
4. Has access to a street or easements to provide for connection to sewer service, water service, and other public utilities;
5. Meets the approval of the City Engineer and other City Departments for technical specifications, standards, and conforms to the conditions imposed on the subdivision;
6. Includes appropriate road rights-of-way, easements, and offers of dedication meeting the needs of the City; and
7. Conforms to the requirements of Utah law.

E. Refer Minor Subdivision to Planning Commission.

The Director may refer minor subdivision applications to the Planning Commission (Track 2) at his or her discretion where the application does not clearly demonstrate compliance with the applicable standards and criteria of Title 17.

F. Final Minor Subdivision Plat Approval.

Following preliminary minor subdivision plat approval the applicant shall follow the

- E. Refer Minor Subdivision to Planning Commission.
The Director may refer minor subdivision applications to the Planning Commission (Track 2) at his or her discretion where the application does not clearly demonstrate compliance with the applicable standards and criteria of Title 17.
- F. Final Minor Subdivision Plat Approval.
Following preliminary minor subdivision plat approval, the applicant shall follow the final plat approval provisions contained in Section 17.40.060.
- G. Appeals shall be heard by the Land Use Appeal Board following the provisions of Chapter 17.50.
- H. The Administrative Record of Decision shall serve as the administrative record of proceedings.

§17.40.080 Final Plat Map Waiver

- A. City Engineer May Waive some Final Plat Map Requirements for a Two-Lot Subdivision in accordance with Utah Law and the following:
 - 1. If the subdivision is comprised of two (2) lots;
 - 2. The subdivider intends to create the lots by metes and bounds descriptions; and
 - 3. The subdivision was reviewed and approved under Subsection 17.40.050 Minor Subdivisions.
- B. The City Engineer may require preparation of construction plans when appropriate.

Nibley

- *Five lots or less*
- *Minor Subdivisions are exempt from the preliminary plat process.*
- *City Manager is the ALUA*
- *Minor subdivisions cannot interfere with the General Plan or Road Plan*
- *Minor subdivisions cannot create new streets*
- *Fee: \$700 + \$60 per lot*

21.08.040 Minor Subdivision Process

- 1. Purpose: In an effort to reduce the expense of developing relatively small residential subdivisions that meet certain conditions, residential subdivisions of **five (5) lots or less** may be considered and approved under this section. A subdivision approved under this section shall be known as a "Minor Subdivision." Minor subdivisions, when approved, are **exempt from platting requirements for preliminary plats and may also be exempt from the requirements for some engineering reports and subdivision improvement plans as determined by the Nibley City Engineer and as provided in this section.**
- 2. Minor Subdivision Requirements: To be considered for approval as a Minor Subdivision, the proposed subdivision must meet all the following requirements:
 - 1. The proposed parcel is **not traversed by the mapped lines of a proposed street or trail** as shown in the General Plan, Master Transportation Plan, and/or Trail Master Plan;
 - 2. The proposed subdivision **does not require the dedication of any land for street or other public purposes**
 - 3. The proposed subdivision has been approved by the culinary water authority and the sanitary sewer authority;
 - 4. The proposed subdivision is located in a residential zoned area;
 - 5. The proposed subdivision conforms to all applicable land use ordinances or has properly received a variance from the requirements of an otherwise conflicting and applicable land use ordinance;
 - 6. The proposed subdivision contains five (5) lots or less total;
 - 7. **The parcel being divided has not had other lots separated from it within the past five**

- years, provided that if another lot or lots have been separated from the parcel that is the subject of the request for Minor Subdivision within the past five years, then the previously separated lots and the subject parcel will all be counted towards the five (5) lot limit for the purposes of the application for a Minor Subdivision under this section;
8. The proposed subdivision does not require or contemplate the creation or dedication of open space land for the purpose of receiving higher density and/or smaller lot size; and
 9. The proposed subdivision complies with all other applicable requirements under Nibley City Code for a subdivision, including zoning, infrastructure improvements and bonding thereof, providing for drainage needs, providing required utility easements, and protecting sensitive land issues, etc.
3. Minor Residential Subdivision Application Procedure: The application procedure for a minor subdivision shall be as follows:
1. Pre-Application Meeting-The applicant may meet with Nibley City Staff to determine if the proposed subdivision meets the requirements of a Minor Subdivision. If a meeting is requested, the staff shall within 15 business days after the request, schedule the meeting to review the concept plan and give initial feedback. The staff shall review with the applicant any requirements for subdivision improvement plans that may be needed and required for approval.
 2. Minor Subdivision Plat: Minor Subdivisions shall be exempt from preliminary plat application and shall file a final plat in compliance with all NCC 21 and standards on the plat as unless noted in this section.
 3. The City Manager shall be the Administrative Land Use Authority for a Minor Subdivision
4. Recording of the final plat: Final approval shall be valid for one (1) year. If an applicant fails to record the final plat within that time, the approval of the plat is void.
 5. Notice to proceed and process after final approval: All Minor Subdivisions shall follow the Nibley City subdivision code and process as outlined after final approval.
 6. Minor Subdivision standards: All Minor Subdivision shall comply with Nibley City Ordinances, as listed in Nibley Code, and Nibley City Engineering design standards and specifications, unless otherwise listed in this section.
 1. Finished floor elevation recorded on the final plat:
 1. An applicant shall include all groundwater reports as required Nibley City code with the final plat. An applicant is not required to submit a groundwater report or finish floor elevations of any permitted building if the applicant records on the final plat that no finished floor shall be built at an elevation lower than six inches (6") above finish curb or centerline of the street, whichever is higher.
 2. Subdivision improvement plans and Engineering Reports:
 1. The applicant shall submit all reports as required by Nibley City code unless otherwise exempted by the City Engineer.
 2. Applicants shall submit detailed stormwater plans at the request of the Nibley City Engineer.

Kanab

- *9 or fewer lots*
- *All lots must face a street or private lane*
- *Fee: \$600 + \$400 for City Engineer review (may be adjusted)*
- *Development Committee: ALUA*
- *Preliminary ALUA: Planning Commission*
- *Final ALUA: Subdivision Review Committee (Staff)*
 - *Land Use Director*
 - *City Engineer*
 - *Public Works Director*
 - *One member of Planning Commission*

Section 2B-10 Minor Subdivision (9 or fewer lots)

2B-10.1. An applicant may subdivide property into less than 10 lots as a minor subdivision, provided that all proposed lots or parcels front a dedicated public street or private street, comply with the applicable zone standards, and are approved through the process as outlined herein.

Lots may front a private lane, in lieu of a dedicated public street, under the following conditions:

- i. All requirements are met in Chapter 4-21 of the Land Use Ordinance;
- ii. The private lane is paved if servicing more than 3 lots;
- iii. The proposed private lane will not interfere with the future transportation plans or needs of the City; and
- iv. The proposed private lane will meet the requirements for Fire Apparatus Access Roads as indicated in the International Fire Code adopted under Title 15A of the Utah State Code

2B-10.3. Minor Subdivision Application

Following completion of the initial application process, an applicant shall complete and submit an application form for a minor subdivision to the Kanab City Development Committee. The application shall be accompanied by the following and a completed checklist showing the applicant included all elements:

2B-10.3.1. The name of applicant or authorized agent and contact information.

2B-10.3.2. The subdivision name.

2B-10.3.3. The property address and parcel number.

2B-10.3.4. Minor Subdivision Plat Drawing: Four (4) 24" x 36" size copies and twelve (12) 11" x 17" size copies of a Minor Subdivision Plat drawing. The plat shall include:

2B-10.3.4.1. The proposed subdivision name;

2B-10.3.4.2. The name and address of the applicant, engineer, or surveyor for the subdivision and owners of the land to be subdivided;

2B-10.3.4.3. The boundary dimensions and legal description of the subdivision and each lot therein, with accuracy within 0.010' and with the point of beginning clearly labeled;

2B-10.3.4.4. A minimum scale of 1" = 50';

2B-10.3.4.5. Existing rights-of-way and easement grants of record for streets, underground utilities and other public purposes;

2B-10.3.4.6. A north arrow facing the top of right margin;

2B-10.3.4.7. The latest date on each sheet;

2B-10.3.4.8. The acreage or square footage for all parcels or lots and the length and width of the blocks and lots intended for sale;

2B-10.3.4.9. A legend of symbols;

2B-10.3.4.10. All survey monuments;

2B-10.3.4.11. The street-indicating numbers and/or names and the lots numbered consecutively.

2B-10.3.4.12. The location, width, centerline bearings and curve data (including delta angle, radius, length, tangent and the long cord on curves) and other dimensions of all existing proposed or platted streets and easements;

2B-10.3.4.13. The streets, lots, and properties within two hundred feet (200') surrounding the subdivision shown in ghost lines; and

2B-10.3.4.14. The approval signature blocks for:

2B-10.3.4.14.1. Owner's dedication and acknowledgment;

2B-10.3.4.14.2. Surveyor's stamped certificate with the subdivision boundary legal description;

2B-10.3.4.14.3. City Surveyor's approval;

2B-10.3.4.14.4. City Engineer's approval;

2B-10.3.4.14.5. City Attorney's approval as to form;

2B-10.3.4.14.6. Director of Public Works' approval;

2B-10.3.4.14.7. Planning Commission
Acceptance

2B-10.3.4.14.8. City Council approval; and

2B-10.3.4.14.9. County Recorder's certificate.

2B-10.3.5. Utility Service Commitment Letters: A letter from the power, water, and sewer utility provider stating its commitment to provide service to the proposed project and to be operational prior to the issuance of any building permit. The application must also include written approval from the Public Health Department if it is determined that the property is not serviced by the public sewer system.

2B-10.3.6. Lot Addresses: A list of street addresses for each lot, numbered in accordance with the Kanab City address grid system.

2B-10.3.7. Title Report: A title report prepared within the previous 30 days.

2B-10.3.8. Any additional items that may be requested by the Development Committee during the initial application process.

2B-10.3.9. Fee: The minor subdivision plat fee as outlined in the Kanab City Land Use Ordinance.

2B-10.3.10. Signature and Acknowledgement: By signing the Minor Subdivision application form, the applicant acknowledges:

2B-10.3.10.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2B-10.3.10.2. That the applicant understands the provisions of the Subdivision Ordinance;
and

2B-10.3.10.3. That the applicant will fully and completely comply with the provisions and

2B-10.4. Development Committee Review:

2B-10.4.1. The Development Committee shall review the application and accompanying documentation for compliance with this ordinance.

2B-10.4.2. Copies of the application and accompanying documentation may be furnished to the City Attorney, City Engineer, Public Works Department, or other interested parties, who will review the documentation and make recommendation back to the Development Committee.

2B-10.4.3. Additional information such as a soils investigation, drainage study, deed restrictions, or other information deemed necessary to fulfill the purpose of this ordinance as described may be requested from the applicant by the Development Committee during the review.

2B-10.4.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the Development Committee, the application will be forwarded to the Planning Commission and placed in the next available meeting agenda.

2B-10.5. Subdivision Review Committee: The Kanab City Subdivision Review Committee shall hold a public meeting on the application and approve, deny, or approve with conditions..

2B-10.7. Owner's Duty to Record: The owner(s) of the approved minor subdivision shall record the approved Minor Subdivision Plat in the Kane County Recorder's Office. An applicant's failure to record within one year of City Council approval shall render the subdivision void. In such case, the applicant must commence the subdivision process anew.

2B-10.8. Improvement Requirements for Building

Permits in Minor Subdivisions:

2B-10.8.1. Building permits shall not be issued until utilities are available for connection to and adequate fire protection is in place for the lot or parcel proposed for construction, in accordance with City requirements. A utility plan may be required by the utility provider as part of this process.

2B-10.8.2. Street improvements such as curb, gutter, and sidewalk are required prior to the issuance of a building permit through one or both of the following means:

2B-10.8.2.1. Construct street improvements to match existing conditions on adjacent or contiguous properties; or

2B-10.8.2.2. Sign a "non-opposition" waiver for a future special improvement district

contiguous properties; or

2B-10.8.2.2. Sign a "non-opposition" waiver for a future special improvement district.

2B-10.8.3. Sidewalks must be installed prior to an occupancy permit being issued, unless the requirement is waived by the Kanab City Council.

2B-10.8.4. Certain improvement requirements set forth in this Ordinance may be waived by the City Council in a public meeting, upon recommendation from the Development Committee and Planning Commission.

ITEM 5G

WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING

Application Date:

4.18.2023

Assessor's Parcel Number

02. 039. 0055

Applicant:

GARRICK & Dorothy CAU
Mailing Address

Parcel Legal Description

1352 N. Main
Willard OH. 84340

Project Address

1348 N. Main
Willard

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.

435. 452. 2124

Phone Number

435. 279. 4986

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.

APPLICANT'S AFFIDAVIT

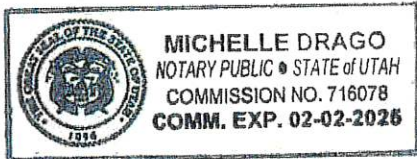
STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) GARRICK CALL, 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 1348 N. Main 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

Garrick Call Dorothy S. Call
Property Owner(s)

AGENT Garrick Call



Subscribed and sworn before me this 18th day of April 2023

Michelle Drago
Notary Public

Residing in Kerry, 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: 142589719

Transaction detail for payment to Willard City.			Date: 04/18/2023 - 12:39:40 PM MT
Transaction Number: 196390733 Mastercard — XXXX-XXXX-XXXX-4961 Status: Successful			
Account #	Item	Quantity	Item Amount
	Charges PC	1	\$25.00
Notes: Garrett Call Conditional Use Permit			

TOTAL: \$25.00

Transaction detail for payment to Willard City.			Date: 04/18/2023 - 12:39:41 PM MT
Transaction Number: 196390735 Mastercard — XXXX-XXXX-XXXX-4961 Status: Successful			
Account #	Item	Quantity	Item Amount
	Service Fee	1	\$1.25
Notes: Garrett Call Conditional Use Permit			

TOTAL: \$1.25

Billing Information
GARRICK O CALL
, 84340

Transaction taken by: Admin vbird



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requirements. The only caveat was that the ADU would be in front of the new home. Normally ADU's were located behind the primary dwelling unit.

Chairman Bodily stated that the Conditional Use Review Committee had reviewed the conditional use application for the ADU and determined that it complied with the required conditions.

Bryce Wheelwright stated that the Conditional Use Review Committee had recommended that the Dorothy Call's conditional use application for an ADU be approved by the Planning Commission.

Dorothy Call, 1352 North Main, stated that the older home at 1348 North Main was built in 1840. It was currently occupied by her workers. They were getting older, and would probably be returning to Mexico in a few years. At that time, the old home would be torn down. They had worked for her and lived in the home for 29 years. She didn't feel she could kick them out. She had a total of 20 acres between the two parcels, but six of them were not farmable.

Commissioner Hulsey asked how large the ADU would be. Dorothy Call said it was about 900 square feet.

Commissioner Hulsey asked if the ADU Ordinance contained language about the condition of the building. Bryce Wheelwright stated that 12-102-23-4(3) required an ADU had to comply with Willard's Building, Health, and Fire Codes.

Commissioner Baker reminded the Planning Commission that Don Waite had warned the Planning Commission that it could end up considering ADU's that were in front of the primary dwelling. She was in favor of the lot line adjustment and the conditional use permit.

Commissioner Dubovik clarified that the lot line adjustment met all of the zoning requirements. Bryce Wheelwright said it did.

Commissioner Dubovik moved to approve a lot line adjustment for Dorothy Call for 1352 and 1348 North Main (Parcel Nos. 02-039-0055 and 02-039-0004). Commissioner Hulsey seconded the motion. All voted "aye." The motion passed unanimously.

6F. REVIEW AND CONSIDERATION OF A REQUEST FROM GARRICK CALL FOR A CONDITIONAL USE PERMIT FOR A DETACHED ACCESSORY DWELLING UNIT LOCATED AT APPROXIMATELY 1348 NORTH MAIN (PARCEL NOS. 02-039-0055 AND 02-039-0004)

Time Stamp: 43:52 05/18/2023

Chairman Bodily stated that this application had been reviewed by the Conditional Use Permit Review Committee who recommended that it be approved.

Jenny Call, 1352 North Main, clarified that the address for the ADU would be 1348 North Main Unit B, and the new home would be 1348 North Main Unit A.

Commissioner Hulsey was concerned about the condition of the ADU. It had to meet the Building, Health, and Fire Codes.

Dorothy Call stated that the home was older, but it was there were people residing in it.



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Commissioner Dubovik asked how the City could evaluate the condition of the existing home at 1348 North Main.

Chris Davis, City Manager, stated that the Fire Chief was part of the Conditional Use Permit Review Committee, which also included the Police Chief, Public Works Director, and City Engineer. They had all reviewed the application and felt comfortable with it.

Commissioner Hulsey stated that the ADU requirements included a kitchen and bathroom. Before he approved anything, he wanted to see a floor plan of the ADU to verify those amenities. Dorothy Call said it was an existing house. It had a kitchen, bathroom, front room, and bedroom.

Peggy Barker, North Ogden, stated that she had lived in the home. It had a kitchen and a bathroom. It was a lovely older home.

Commissioner Hulsey wanted to make sure the Planning Commission had gone through the ADU requirements and verified that it met them.

Bryce Wheelwright stated that the CUP Review Committee had discussed the location of the nearest fire hydrant and verified that it would have fire protection.

Commissioner Harrop asked about parking. Bryce Wheelwright stated that there was plenty of parking, and it would all be off-street.

Dorothy Call stated that the driveway for the new home would include a turn-around for emergency vehicles.

Commissioner Hulsey felt that his concerns had been addressed.

Bryce Wheelwright asked if the Planning Commission wanted to add any other conditions.

Commissioner Bingham and Chairman Bodily felt it should comply with all of the ADU conditions and requirements.

Commissioner Dubovik asked if it would be appropriate for the CUP Committee to review the conditional use permit annually.

Colt Mund said it could be reviewed annually. He reminded the Planning Commission that the proposed ADU was an existing home, which was a challenge. If the Planning Commission was reviewing new construction, it could request floor plans. Because this was an existing building, the CUP Review Committee had some questions. The Fire Chief had the most questions, which had been satisfied. The Planning Commission needed to be comfortable with the conditions outside of the ADU Ordinance, if any, when this was approved. The ADU Ordinance would govern a significant part of the use of the property. The CUP Review Committee did have some conditions relating to a turn-around for emergency access, proper addressing, approval of the lot line adjustment, and recording of the conditional use permit with Box Elder County.

Mr. Mund said the City administration had discussed the need for a written report to the Planning Commission from the CUP Review Committee in the future. Commissioner Dubovik felt a written recommendation would be nice to have.



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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 Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

May 25, 2023

CONDITIONAL USE PERMIT TO GARRICK CALL FOR ACCESSORY DWELLING UNIT

This Conditional Use Permit is issued to Garrick Call for an Accessory Dwelling Unit to be allowed on the property located at 1348 North Main Willard Utah Parcel #02-039-0055.

The existing home shall be used as an accessory dwelling with a new residence being built on the property for the primary residence.

Both buildings must meet the requirements in Willard City Ordinance 12-105 and 12-102 for size and setbacks and all other requirements, which are attached.

Garrick Call agrees to and understands these conditions and ordinances.

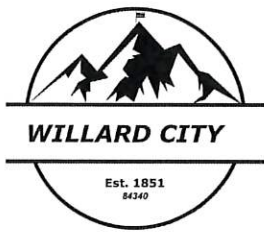
GARRICK CALL

DATE

BRYCE WHEELWRIGHT
CITY PLANNER

DATE

ITEM 6



WILLARD CITY

Planning Commission Meeting – Regular Meeting

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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

Jeremy Kimpton, City Manager

8 Diana Baker

Colt Mund, City Attorney

9 Chad Braegger

Madison Brown, City Planner

10 Alex Dubovik

Michelle Drago, Deputy City Recorder

11 Brian Gilbert

12 Ken Ormond
13

14 Others in attendance: Mayor Travis Mote; Chandler Bingham; Ruth Ormond; Justin Dickson; Stephanie
15 Dickson; Kristin Mote; Kyle White; Sam Barlow; J. Russell Hunt; Brian Barrett; Robert Radtke; Lorelee
16 Darley; Cal Davidson; Dianna Davidson; Aaron Ward; Jeremiah Burge; and Todd Hutchinson.
17

18 Chairman Bodily called the meeting to order at 6:33 p.m.
19

20 1. PRAYER: Brian Gilbert
21

22 2. PLEDGE OF ALLEGIANCE: Sid Bodily
23

24 3. GENERAL PUBLIC COMMENTS
25

26 No public comments were made.
27

28 4. CITY COUNCIL REPORT
29

30 Time Stamp 02:39– 11/06/2025 – Part 1
31

32 Mayor Mote reported that during the October 23rd meeting, the City Council discussed the Utah Inland Port
33 Authority meeting scheduled for November 6th. The land west of the railroad tracks, which was recently
34 rezoned for industrial use, was accepted. Into the Golden Spike Inland Port. That meant Willard had access
35 to financial tools at the state level to help develop the area and attract businesses. The City Council also
36 reviewed the city's employee handbook and sent it back to the administration for some revisions. A fiber
37 company loosely associated with AT&T was trying to get a franchise agreement with Willard to use existing
38 lines. The City Council asked for a map of the existing lines and their future plans. The City Council was
39 still reviewing amendments to the Recreational Vehicle Code forwarded by the Planning Commission. It
40 approved amendments to the General Plan that were recommended by the Planning Commission relating
41 to the Future Land Use, Transportation, and Sensitive/Wetland maps.
42



WILLARD CITY

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- 5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PETITION FROM WESTERN LAND DEVELOPMENT TO REZONE APPROXIMATELY 24.83 ACRES LOCATED AT APPROXIMATELY 500 SOUTH 200 WEST FROM A-5 TO MASTER PLANNED COMMUNITY (MPC) (02-052-0001, 02-052-0002, AND 02-052-0005)

Time Stamp 06:33 – 11/6/2025 – Part 1

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

Commissioner Gilbert moved to open the public hearing at 6:40 p.m. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

Madison Brown, City Planner, stated that Western Land Development was proposing a subdivision to be known as Canyon Bay on property located between The Orchards and Deer Run Subdivisions at approximately 500 South 200 West. Kyle White and Sam Barlow were representing Western Land Development. They had met with the Planning Commission several times to discuss what kind of development Willard would like to see. They were requesting that 24.83 acres be rezoned from A-5 to MPC.

Kyle White, Western Land Development, introduced the project. This was their second formal presentation, but they had had the opportunity to meet with the Planning Commission and City Council in several work sessions. After receiving feedback from both bodies, they had materially altered their plans. The biggest change was the reduction in the number of lots from 84 to 50 units to comply with the two units per acre requirement. The proposed plan included a variety of lot sizes in an area that was adjacent to a lot of different uses. There was really high density in the Deer Run development to the south. A new subdivision was proposed to the north, and there was existing open land to the east. He felt the MPC Zone was a good tool to blend those three types of neighborhoods. They were excited about the proposed open space. It consisted primarily of an agricultural easement over three acres. They were proud to be able to retain an existing peach orchard. The orchard would continue to be farmed, which would keep Willard's strong tradition of a peach harvest going. They were excited about what that would mean for this neighborhood and Willard at large. The MPC Zone allowed for growth while harmonizing the preservation of rural character and agricultural roots. The orchard would create a little buffer for the east side where there was still open land.

Mr. White said the project would also create a substantial infrastructure investment. On 200 West there would be a 10-foot asphalt trail as part of the Historic Orchard Pathway. There would also be a network of walking trails throughout the subdivision that would foster a tight-knit sense of community that Willard was known for. The trails would be low maintenance. The feedback they received from Willard said it wouldn't be a great time to be create a lot of individual parks in this area because they weren't needed and would be a financial burden. The maintenance and upkeep of the agricultural easement would not be Willard's responsibility, and Western Land wouldn't have to create a homeowners' association. They felt that would be a real win-win and complied with the General Plan. It preserved rural character without putting a maintenance burden on the city.

Mr. White said they had listened to the feedback from the city and the public. They felt the proposed plan reduced density, provided low maintenance open space, created a variety of lot sizes, and transitioned from adjacent uses in a way that made sense. The largest lots were on the east, and the smallest lots were on the south. There were more traditional lot sizes in the middle. They were proud of the proposed plan and were excited to receive public comments and to answer the Planning Commission's questions.



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Chairman Bodily opened the floor for public comments.

Loralee Darley, 374 South 200 West, stated that she and her husband moved from Lehi to Willard to get away from development. Mr. White talked about how they were blending their development into Deer Run, but how did they plan to blend it into their half-acre lots? They wanted lot sizes to remain half-acre. She didn't feel anybody would want a walkway behind their backyard. She realized that Governor Cox thought more housing was needed. She disagreed. Jobs didn't pay for the price of housing in Utah. She recently listened to the news about Vineyard, and the problems it was having. She didn't want the extra traffic in front of her house. They moved to Willard to have some land. She enjoyed walking through the fields. Children being educated in Utah were not staying in Utah because jobs did not pay and housing prices were terrible. She just wanted the lot sizes to remain a half-acre.

Brian Barrett, 365 South 250 West, recognized that developers wanted to build houses. That was how they made their living. The more houses they could put on a piece of property, the more money they could make. They moved to Willard because of the half-acre lots. He felt a half-acre lot provided enough land to live on. He too moved from Lehi. Lehi was a complete mess because they were stuffing so many houses in such a small area, and crime had increased. He felt Western Land was trying to skirt around the half-acre lot rule. Some of the lots were about .48 acres in size, but those lots were long and narrow. The proposed plan had six houses in the same frontage area as three lots and a roadway in his subdivision. He felt the lots would be too narrow to be useful for the people who lived there. The developer was trying to stuff as many lots on this land as possible. He was looking at it from the perspective of his investment in his home. The home values would be affected if an area of higher density housing was put in. He hoped this would be the last home he ever bought. It was frustrating to have only been in his home a few months and seeing a pretty dramatic change. He felt the proposed lots needed to have the same frontage as his subdivision.

Aaron Ward, 550 South Main, agreed with the comments about the lot sizes. His property was located on the east side of the proposed 100 West. In some ways it might be beneficial to have a road there. When his property was rezoned, the city was very strict about the half-acre lot size. It didn't seem right that Willard was no longer being strict about it. He realized the developer owned the land, and they had a right to develop it. He did allow the developer a 12-foot easement along the east side of 100 West. He was concerned the developer would take more than 12 feet. He wanted to make sure that 12-foot was honored, and that it didn't end up being more. What should he do if the developer took more than 12 feet?

Commissioner Braegger asked if the 12 feet was a right-of-way for the future road. Mr. Ward was not sure.

Jeremiah Burger, 383 South 250 West, agreed that the lot size should remain a half-acre. He realized there would be houses on this property. It was just a matter of what size the lots would be. He asked how many lots the development would have if the lot sizes were a half-acre. Kyle White said there would be 42 to 43 lots versus the 50 they were proposing. Mr. Burger felt seven to eight extra lots was a big deal to those who lived in the area. Was there a plan or a need for the retention ponds? What was being done to build infrastructure to support a whole bunch of houses? He felt Willard needed commercial businesses to bring in revenue. He asked that the lot size remain a half-acre.

Aaron Ward asked about the plans to handle traffic on 200 West. He felt a lot of people would travel north on 200 West to access the freeway and there could potentially be speeding.

Kristin Mote, 455 South 200 West, loved the proposed agricultural easement. What guarantee was there that the agricultural easement would not be sold? Who was going to hold the easement? How would it be maintained? Would it just be a weed patch? She felt those things needed to be clearly spelled out. She



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141 loved her cows, and she worried about people complaining about them. She worried about how long it
142 would be before they were pushed out. They would have nine acres sitting in the middle of all these houses.
143 As a city, residents had asked for a minimum lot size of a half-acre, not half-acre density. Why couldn't they
144 have the half-acre lots all the citizens of Willard had asked for? Two hundred car rides per day for 50 houses
145 was a lot. The traffic was already busy, and it was going to get worse. She dreaded the paving of the road
146 in front of her house. She felt the proposed quarter-acre lots would lead to parking on the roads because
147 property owners wouldn't have room for their vehicles. That is what was happening in Deer Run. She didn't
148 feel it was too much to ask for the half-acre lots the citizens had asked for. She understood property rights
149 and wanting to get the maximum investment. Willard was almost built out. It would be awesome if it could
150 be built out in a way that everyone wanted.

151
152 Lorelee Darley stated that The Orchards did not put in a detention pond, and her neighbor was getting all
153 the storm water. She used to walk the Jordan River Pathway. She felt the proposed walkways were too
154 narrow. No one wanted people walking in their backyards. She felt the walkways should be removed, and
155 that the lots should be a half-acre.

156
157 Stephanie Dickson, 265 East 1000 North, stated that most people with half-acre lots couldn't take care of
158 them. Utah was usually in a drought. Without water, how were people supposed to take care of half-acre
159 lots with grass and landscaping so they would look nice? She understood why people wanted to live in
160 Willard, but growth was inevitable. There wasn't any way to get around it.

161
162 Lorelee Darley stated that if people wouldn't take care of a large lot, they wouldn't take care of a small one.
163 People were responsible to take care of their property no matter what size.

164
165 Todd Hutchinson, 135 West 370 South, stated that when he moved into the Three Peaks Subdivision, they
166 had to have a half-acre lot. Why was the city moving away from half-acre lots? It was a good plan, and he
167 felt the city should stick with it.

168
169 Brian Barrett stated that a half-acre lot with the large frontage was the reason a lot of people moved to
170 Willard. He grew up in Utah County. Utah County had grown to the point that it was almost unrecognizable.
171 The whole point of moving to Willard was the large lot. He loved walking out of his house and seeing the
172 mountains. He felt the city could control the size of lots coming with new development. He was realistic and
173 realized the land would be developed. If Willard kept half-acre lots, it would remain an awesome place to
174 live, and it wouldn't end up with the density that caused so many problems elsewhere.

175
176 Mayor Travis Mote, 455 South 200 West, asked that the Planning Commission and developer address his
177 concerns regarding the development agreement. There were about five references to maximum density in
178 the agreement. He felt that language was too loose and suggested that the agreement define the exact
179 number of lots. He felt the agreement should specify single-family dwellings so there wouldn't be an
180 opportunity for multi-family. The orchard was currently on a drip system. It appeared there were enough
181 water rights to keep ground water for the drip system, but he felt the agreement should address water for
182 the agricultural easement. The agreement discussed payment for upsizing infrastructure. He felt the
183 language needed to be massaged. He understood the city needed to pay for upsizing infrastructure, but he
184 didn't feel the developer should be able to tell the city no.

185
186 There were no further comments from the audience.

187
188 Kyle White thanked the public for their input. He addressed the questions and concerns that had been
189 brought up. A lot of the concerns were things they had thought through and were open to further discussion



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about. The biggest concern seemed to be the lot size average. The concern about lot sizes was heard loud and clear the first time they met with the Planning Commission. The average lot size for this project was 0.41 acres, which did not include open space. He acknowledged the average lot size was a little smaller than a half-acre. One of the great things about the MPC Zone was that the lot size average was 0.41 acres plus five acres of open space. They felt preserving a peach orchard in Willard was a really awesome trade for having slightly smaller lots. They really believed that the open space was meaningful. The minimum lot frontage in an R ½ Zone was 100 feet. The lots they were proposing were 80 to 85 feet in width. They were not proposing lots like those in Deer Run. The homes in Deer Run were so close together one could almost touch two houses at the same time. In their subdivision, the minimum side yard setback would be 10 feet. There would be at least 20 feet between homes. In reality, there would probably be more. There would be a lot more space between homes than the reflected concerns. All their lots would be wide enough for three-car garages. The only place they had quarter-acre lots was directly across the street from Deer Run. There would be a dramatic difference between their quarter-acre lots and the patio homes in Deer Run. They felt it was totally appropriate for one strip, or one small part of their project, to transition from 2,500 square foot lots to the larger lots they were proposing in the remainder of their development.

Mr. White said there had been some comments about the walking trails. The walking trails were not a requirement. They thought the trails would be a nice amenity for the community. He agreed the trails used real estate and did shrink the lot sizes. If the trails were an inconvenience, it would be very easy to move forward without them. He asked for feedback from the Planning Commission about the trails. They didn't want to push something onto the community that people were not interested in.

Mr. White stated that lots could be created in all shapes and sizes. The lots they were proposing were a little narrower than those in an R ½ Zone. Based on the type of home that would most likely be built in the subdivision, they felt the proposed frontages were more than adequate. They strongly disagreed that slightly narrower lots would reduce their usefulness. The lots would allow for larger backyards. He did not feel side yards were useful space. He preferred having a deeper backyard for a private oasis rather than a wider front yard. Throughout Willard there were homes with narrower frontages.

Mr. White said there had been questions about why the R ½ Zone had been applied in some areas and not in others. The MPC Zone did have a minimum size requirement. It took a bigger piece of land to have the benefits of the flexibility allowed by the MPC Zone. There was a question about storm water detention. They had nearly two acres of storm water detention that would be located on the southwest corner adjacent to the storm water detention for The Orchards/Heritage Homes. Putting the two detention areas together meant more efficient management.

Mr. White stated that 200 West was a critical part of the Willard transportation plan. It would be totally appropriate and fair to think about some of the consequences and change that would happen when it was constructed. It was a huge piece of infrastructure that was needed for the long term. Its construction was a significant investment they were being asked to put in as part of their development.

Mr. White said they had a significant number of half-acre lots. If the open space was included, the average lot size increased to 0.70 to 0.85. They felt their proposal made sense by balancing smaller lots adjacent to Deer Run with larger lots and open space. He felt the Mayor's legal comments about the development agreement were totally appropriate. He asked the Planning Commission to consider their proposal and forward a recommendation to the City Council.

Commissioner Baker moved to close the public hearing at 7:27 p.m. Commissioner Braegger seconded the motion. All voted "aye." The motion passed unanimously.



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- 5B. CONSIDERATION AND RECOMMENDATION REGARDING A PETITION FROM WESTERN LAND DEVELOPMENT TO REZONE APPROXIMATELY 24.83 ACRES LOCATED AT APPROXIMATELY 500 SOUTH 200 WEST FROM A-5 TO MASTER PLANNED COMMUNITY (MPC); A DEVELOPMENT AGREEMENT; AND A PRELIMINARY PLAT (02-052-0001, 02-052-0002, AND 02-052-0005)

Time Stamp: 56:25 – 11/06/2025 Part 1

Commissioner Baker asked if the west road along the railroad track would be known as 500 West. Mr. White thought that was the correct designation. Commissioner Baker was concerned about what would be located behind Lots 45 through 50. Kyle White said that area was outside of their development. It was part of The Orchards Subdivision.

Commissioner Dubovik understood the public's concern about half-acre lots. The spirit of the MPC Zone was to allow for smaller than half-acre lots in a creative manner. The intent was also to have the smaller lots offset by larger than half-acre lots so the overall net density was a half-acre. That was a hard line for him because that was the spirit and intent. He realized it made citizens unhappy to have lots with less than a half-acre. The tradeoff for quarter-acre or other size lots was larger lots that created more open space that wasn't just a retention pond. He felt Western Land's proposal violated the spirit and intent of the MPC Zone.

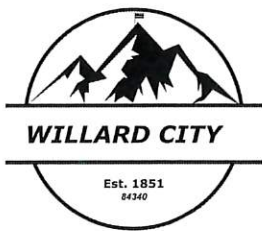
Kyle White did not feel they were violating the spirit and intent of the MPC Zone. In discussions they had had with the Planning Commission and City Council, they were told the density had to be two units per acre. The MPC Zone also required them to have five acres of open space. When they adhered to the two-units per acre and the required open space, the proposed plan was the result. They tried to manage the requirements the best they could. The mayor had suggested bigger lots with deed restrictions for a permanent conservation easement. They didn't feel it would be appropriate or viable to have eight possible homeowners responsible for making sure the peach orchard existed.

Commissioner Gilbert asked who would own and be responsible for the peach orchard. Kyle White said the peach orchard would be its own lot, which they would own. The conservation easement would be held by Willard City. If Western Land failed to do its job, the city had an enforcement stick. The land would remain in private hands, but there would be restrictions spelled out in the development agreement and the conservation easement. They planned to lease or sell the land to a farmer.

Commissioner Gilbert was concerned about Western Land owning and managing the land in perpetuity. He liked the idea of having a peach orchard there, but he didn't feel the developer would want to own or maintain it.

Chairman Bodily agreed that at some point in time, Western Land would wash their hands of the property. Then who would take care of it? Kyle White stated that whoever owned the land would be responsible for it.

Commissioner Braegger asked how the city would enforce its maintenance. Having to use legal counsel would cost the city money, just like enforcing an HOA would. Where would the water go after the orchard was irrigated? Everything flowed to the south and west, which could affect adjoining homeowners. Somehow the water would have to be controlled. What about cultivating, the dust, and spraying? Lots backed up to the orchard. Trees could be touching fencing. He wasn't sure the peach orchard would be as great as they thought it would. What would Willard end up with in the long run?



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Chairman Bodily asked how Western Land could ensure the land remained a peach orchard if it was sold. Kyle White said it didn't have to remain a peach orchard, but it did have to remain agricultural land.

Commissioner Gilbert did not want the agricultural land to be a liability for the city.

Chandler Bingham stated that the agricultural land was only three acres in size. Would the property taxes be residential or agricultural? He didn't feel three acres of land would ever generate enough revenue to pay the taxes. Mayor Mote felt taxes were based on the value. A conservation easement would reduce the value of the land. The land would never sell for residential prices because that right would have been stripped from the land.

Commissioner Ormond asked why the open space wasn't located on 600 South where the public could see it and enjoy it.

Kyle White stated that based on past conversations with the Planning Commission and City Council, Willard didn't have a lot of appetite to actively manage a park or open space, and there was definitely opposition to a homeowners' association. They felt the peach orchard would provide an open space that would have value for Willard without the city having primary responsibility for it. Willard would have a secondary role if enforcement was needed. The orchard would be an agricultural amenity the City shouldn't have to deal with on a regular basis. The other alternatives were open space the City maintained, open space a homeowners' association maintained, or a fee in lieu of. They were open to no open space and just giving Willard a fee in lieu of. The financial math would work better for them that way. However, he felt doing so went against the spirit of the MPC. If they gave the city a check and did different lot sizes, why shouldn't the zone be R ½? He felt this was a unique opportunity to save an existing orchard.

Mr. White stated that in a previous plan the open space was located near the middle of the development along 200 West. The open space was attractive, but it was going to be grazing land. They felt preserving the orchard was a way to lean into what made Willard so special. It had pros and cons. They felt the proposed orchard had the smallest list on the con side and the biggest list on the pro side.

Commissioner Braegger sometimes felt it would be easier to go back to straight half-acre lots.

Commissioner Baker asked about the open space on the southwest corner of the development. Kyle White said it would be used for storm drainage and walking trails. Commissioner Baker asked if the storm drainage would be connected with the detention area in The Orchards, which would be located on the west side of 500 West. Mr. White said it would. Commissioner Gilbert said there would be a pipe under the road to connect the two detention areas.

Commissioner Braegger agreed with the comments about the walking trail in back yards. He felt the city would end up with an alley because everyone would fence their backyards. Who would be responsible for plowing the trails in the winter? He felt the trails should be in front of the houses.

Commissioner Braegger was also concerned about people backing from their driveways onto 600 South because it would be a main traffic corridor. Kyle White said there would be twice as many driveways on the Deer Run side of 600 South. He agreed with the point, which was why they had moved away from 200 West because it was a main traffic corridor as well. Commissioner Braegger believed 600 South would be busier than 200 West would be. Kyle White felt the proposed plan complied with Willard's Transportation Plan.



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Commissioner Baker felt 400/500 West would be busy and that 200 West would become a minor artery.

Commissioner Braegger asked if Kyle White had responded to the City Engineer's comments. Mr. White said he had.

Commissioner Dubovik felt Western Development had submitted a good plan. There were just a few minor tweaks that bothered the Planning Commission and the public. He liked preserving the orchard, but there needed to be a way to maintain it. He referred to the MPC Ordinance where the big trade off was half-acre or larger lots. He wondered how many tweaks could be made for larger lots, especially if the walking trail was removed. Mr. White said that removing the walking trails would add 0.60 acres across the site.

Commissioner Braegger stated that the 0.60 acres of open space would have to be made up somewhere else. Kyle White felt that was when the fee in lieu of would make sense.

Commissioner Ormond felt 100 feet frontages would help, even if the lots were less deep. The lots would then look like half-acre lots. He felt the average lot size of 17,886.1 square feet listed in General Note 6 on the Sheet 2 of the Civil Plan was inaccurate. Mr. White said they would double-check the math.

Commissioner Dubovik asked if Kyle White had solid direction. Chairman Bodily felt Mr. White knew what he needed to work on.

Kyle White understood there were specific things they needed to do, such as removing the walking trails and the Mayor's comments about the development agreement. He asked the Planning Commission to forward a recommendation of approval to the City Council subject to those specific changes. He wanted to avoid following the same approval path of Heritage Homes and The Orchards Subdivision.

Commissioner Braegger didn't feel comfortable about making a recommendation of approval.

Chandler Bingham stated the Planning Commission couldn't make a recommendation for approval until everything was ready, which included a revised plat and development agreement.

Commissioner Dubovik did not feel the City Council would approve a plan with quarter-acre lots.

Commissioner Braegger felt it would be faster to come back to the Planning Commission than sending the forward.

Commissioner Braegger moved to table consideration of a rezone petition from Western Land Development until the Planning Commission's comments were addressed. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

Commissioner Gilbert suggested that Western Land revise their plan and hold another work session with the Planning Commission and City Council.



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5C. DISCUSSION REGARDING AMENDING 24.80 OF THE WILLARD CITY ZONING CODE TO ADOPT REQUIREMENTS FOR MINOR/SMALL SUBDIVISIONS (CONTINUED FROM SEPTEMBER 18 AND OCTOBER 2, 2025)

Time Stamp: 00:25 – 11/06/2025 Part 2

Madison Brown stated that she had prepared information regarding minor subdivisions for the Planning Commission to review and discuss.

Chairman Bodily felt the Planning Commission's biggest concern was the liability for improvements a future property owner might face. Had that concern been addressed?

Jeremy Kimpton, City Manager, stated that every option the administration had considered had problems. He hadn't found a good solution. It might come down to the comfort level of the Planning Commission and City Council. He explained that the staff and Planning Commission were concerned about who would be responsible for installing improvements in front of property that was divided from the original home.

Colt Mund, City Attorney, stated that it circled back to a deferral agreement or a deed restriction. Willard had had problems with deferral agreements in the past, but that was what the Planning Commission would have to be comfortable dealing with. Another option was to waive improvements for small subdivisions altogether. There were inherent problems with enforcement with a deferral agreement or a deed restriction.

Commissioner Dubovik asked if a deed restriction was filed with the county. Mr. Mund said it was.

Commissioner Dubovik understood that subdividing property meant installing improvements. He felt everyone agreed that if a property owner was simply dividing property for tax reasons, and not building, he shouldn't have to bear the improvement cost. The problem with installation of improvements occurred if the property was sold, or if the owner decided to build later. In those circumstances, he felt a deed restriction would be valuable. It would raise a flag if the property was sold, or if it was reviewed for a building permit. Building would trigger the installation of improvements.

Commissioner Gilbert asked how many lots should be allowed in a minor subdivision. He suggested a limit of four lots. Chairman Bodily felt a minor subdivision shouldn't have more than two to three lots. Jeremy Kimpton said he had seen minor subdivisions that ranged in size from two lots to ten lots. After discussion, the Planning Commission agreed that a minor subdivision should be limited to three to four lots.

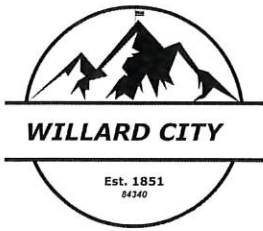
Commissioner Gilbert felt a minor subdivision should have to have a deed restriction for each lot.

Mayor Mote felt the building permit review process would have to be adjusted to check for deed restrictions.

Commissioner Bingham felt a deed restriction would be the easiest way to circumvent improvements requirements for minor subdivisions.

Jeremy Kimpton felt the Zoning Code and subdivision application could be amended to require a deed restriction clearance. An application would have to provide documentation for the administration to review to make sure it was clear of a deed restriction.

Commissioner Dubovik asked if the deed restriction would remain if a home or parcel was sold to another party. Colt Mund said a deed restriction would run with the land.



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Madison Brown asked if the same clearance would be required for a building permit. Mr. Kimpton said it would. Mayor Mote felt it would be good practice for the administration to check for deferral agreements, deed restrictions, and easements before issuing building permits.

Colt Mund stated that Brigham City used deed restrictions all the time, but he had never had to enforce one.

Jeremy Kimpton stated that other cities he had worked for had required deed restrictions, but he had never had to enforce one either.

Commissioner Dubovik felt that a deed restriction would prevent issuance of a building permit until there was compliance.

Mayor Mote stated that Willard's infrastructure had been mapped by the City Engineer. He wondered if lots with deed restrictions could be flagged on the infrastructure maps. That would provide Willard with another layer of enforcement.

Commissioner Braegger asked if Stephanie or Justin Dickson had any comments about deed restrictions. Justin Dickson felt it made sense to require improvements if there were improvements surrounding a minor subdivision. In a more rural area, improvement requirements should match surrounding properties.

Stephanie Dickson felt improvements should be required when a building permit was submitted.

Justin Dickson felt buyers knew they would have to install improvements when purchasing property.

Colt Mund felt it was important to note that Willard used Box Elder County to administer building permits. Willard would have to adjust its administrative process to check for deed restrictions so there wouldn't be a loophole.

Jeremy Kimpton stated that the staff could put together an ordinance for minor subdivisions with a deed restriction.

Mayor Mote asked the staff to check with the State Ombudsman to see if they had any experience with deed restrictions. Communicating with them might help Willard avoid some pitfalls.

Stephanie Dickson felt minor subdivisions were meant for people who wanted to divide land without building. Improvements should be required when building was involved. She did not feel that deferral agreements Willard had done in the past protected the city.

Commissioner Braegger asked how the original property should be addressed. Mayor Mote felt the original parcel would have to be included in a deed restriction so building would trigger installation of improvements for it as well.

Jeremy Kimpton felt this option was worthwhile. There just needed to be a mechanism to make sure improvements were not at the city's expense. The staff would work on a proposed ordinance for the Planning Commission to consider at its next meeting.



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- 5D. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO GARRICK CALL AND DOROTHY CALL ON MAY 15, 2023, FOR AN ACCESSORY DWELLING UNIT LOCATED AT 1348 NORTH MAN (02-039-0055)

Time Stamp: 17:10 – 11/06/2025

Madison Brown stated that this conditional use permit was issued shortly after the ADU Ordinance was approved.

Jeremy Kimpton stated that the only restriction they found was for an emergency vehicle turnaround. They weren't sure if it applied to the new home or the ADU. Because an ADU was now a permitted use, should the conditional use be discontinued?

Chairman Bodily thought the Call's planned to remove the old house when they no longer needed itinerant workers for their orchard. Commissioner Braegger stated that Dorothy Call had a long term lease for her orchard. He wasn't sure how that affected the ADU.

After a brief discussion, Chairman Bodily asked the staff to check on the status of the ADU before the next meeting.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR OCTOBER 2, 2025

Commissioner Baker moved to approve the regular minutes for October 2, 2025, as written. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE NOVEMBER 20, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 22:15 – 11/06/2025

The Planning Commission discussed agenda items for the November 20th meeting – public hearing and discussion regarding height and setback clarifications; preliminary review for The Orchards at Willard/Heritage Homes; the continuation of the Call ADU conditional use permit; and the minor subdivision discussion.

There was discussion about canceling the second meeting in December. The Planning Commission tentatively decided to cancel the December 18th meeting, unless there was something pressing.

8. DISCUSSION REGARDING UPCOMING CITY EVENTS

Time Stamp: 25:57 – 11/06/2025

Chairman Bodily referred to the calendar of events in the packet.

9. COMMISSIONER/STAFF COMMENTS

Time Stamp: 25:08 – 11/06/2025



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Jeremy Kimpton

Did not have any comments.

Colt Mund

Did not have any comments.

Madison Brown

Did not have any comments.

Commissioner Baker

Commissioner Baker asked what was happening in the building located at 51 North Main. Madison Brown stated that the building had been purchased by a construction company that was using it for office space.

Commissioner Dubovik

Commissioner Dubovik asked about the status of Granite Ridge. Did the developer get a passage in perpetuity for the Hall Road? Roads in Granite Ridge Phase 5 had been completed and paved. How many building permits had been issued? Madison Brown said the developer had asked to meet with the staff to provide an update.

Commissioner Dubovik appreciated the staff holding the line on Phase 6.

Commissioner Ormond

Commissioner Ormond asked what was happening with the garage/shop being built on 100 North. Madison Brown stated that the building would be dismantled.

Commissioner Gilbert

Did not have any comments.

Commissioner Braegger

Did not have any comments.

Chairman Bodily

Chairman Bodily wasn't happy about the proposed boundary adjustment with Perry. What would Willard get out of it? Chad Braegger explained the reasons for the proposed adjustment. Water to serve this area was coming from Perry. Willard could not provide sewer for his property or property north of him without putting in a lift station, which would mean a lot of work for Willard; and all addresses for the new homes would have Perry addresses. Perry had invested a lot of money to provide water for this area. There were three Perry utilities running through his property. He had grown up in Willard and wanted to remain in Willard, but it made more sense for this area to be in Perry.



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10. ADJOURN

Commissioner Dubovik moved to adjourn at 8:33 p.m. Commissioner Baker 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 11-06-2025