



WILLARD CITY

**Planning Commission Meeting** – Regular Meeting

Thursday, November 20, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

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

The following members were in attendance:

Sid Bodily, Chairman  
Chandler Bingham  
Brian Gilbert  
Ken Ormond

Jeremy Kimpton, City Manager  
Amy Hugie, City Attorney  
Michelle Drago, Deputy City Recorder

Excused: Chad Braegger, Alex Dubovik, Diana Baker, and Madison Brown.

Others in attendance: Mayor Travis Mote; Ruth Ormond; Rew Wiley; Stephanie Dickson; Justin Dickson; Lindsey Hansen; and Randy Lemon.

Chairman Bodily called the meeting to order at 6:32 p.m.

1. PRAYER: Ken Ormond
2. PLEDGE OF ALLEGIANCE: Chandler Bingham
3. GENERAL PUBLIC COMMENTS

No public comments were made.

4. CITY COUNCIL REPORT

Time Stamp 02:06– 11/20/2025

Mayor Mote stated that during the November 13<sup>th</sup> meeting, the City Council discussed and approved the Recreational Vehicle Park Ordinance with one change: The 6-month extended stay was made applicable for anyone in a recreational vehicle park upon application and payment of an application fee. The consolidated fee schedule was updated to include the application fee. Water and sewer impact fees for recreational vehicle parks would be considered when the city did an impact fee study. The Council reviewed and approved a privacy policy to regulate how Willard received and stored private information. The Council was considering a request from Peter Rona to allow his disabled son to put in a vending machine to earn money. Amy Hugie was appointed as the new City Attorney. The Council received another request for a utility franchise agreement. The Council asked for a map of their proposed lines. The Council was trying to limit the disturbance to the community.

Amy Hugie, City Attorney, introduced herself. She was born and raised in Brigham City. She moved to Willard in 2009. She had 27 years of experience in criminal and municipal law and seven months as a city planner. She currently represented two fire districts. She was excited to work with Willard.



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5A. 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

Time Stamp 06:46 – 11/20/2025

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 Ormond seconded the motion. All voted "aye." The motion passed unanimously.**

Jeremy Kimpton, City Manager, stated that the administration had discovered some contradictions in the Zoning Code between the height of an accessory building and an accessory dwelling unit. The proposed amendment disconnected the two and clarified that ADU's could be up to 25 feet in height, or two stories, and that accessory buildings were still limited to one story.

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

**Commissioner Ormond moved to close the public hearing at 6:41 p.m. Commissioner Bingham seconded the motion. All voted "aye." The motion passed unanimously.**

5B. 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

Time Stamp: 10:17 – 11/20/2025

Chairman Bodily asked if the Planning Commission had any comments.

Commissioner Ormond felt there were also some contradictions in the coverage regulations found in 24.44.050(8), (24.44.010(D-5-a), and 24.96.60(B-3-b). The A-3, R1/2, and R1 Zones had a maximum coverage of 20%. Yet the Old Town Willard Zone (24.44.010(D-5-a) had a maximum coverage of 30%. In 24.96.60(B-3-b), the Code said an Accessory Dwelling Unit could not occupy more than 25% of the available yard area of the lot.

Jeremy Kimpton wasn't sure why the maximum coverage for Old Town Willard was different than the other residential zones. All could be brought into alignment if the Planning Commission wanted. He felt an ADU would be limited to 25% of the maximum coverage. The change would require a separate ordinance.

Commissioner Ormond was concerned that 25% could exceed the maximum 20% coverage. Mr. Kimpton agreed it could.

Commissioner Gilbert said the Zoning Code referred to the PUD Zone, which was no longer allowed. Mr. Kimpton said references for PUD Zones were left in the ordinance because there were PUD Zones in the city. The Table of Uses found in 24.44.030(18d) indicated that PUDs were not allowed in any zones.

Commissioner Bingham asked why there wasn't a maximum coverage percentage for the MU-40 and A-5 Zones. Mr. Kimpton wasn't sure. A maximum coverage could be added. It made sense to have maximum coverage in both.





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Commissioner Ormond stated that there was a conflict between the setbacks in the Old Town Willard Zone (24.44.010(D-5) and the ADU regulations. The Old Town Willard Zone had a rear yard setback of 30 feet, but the ADU regulations in 24.96 did not have a specified rear yard setback. He wasn't sure if the setback requirements of the applicable zone would apply. Jeremy Kimpton felt a detached ADU would have to comply with the setback requirements of the applicable zone, but clarifying language could be added to the code.

Lindsey Hansen, 188 South 250 West, asked if the setback and height regulations would apply to all development in Willard. Jeremy Kimpton said the regulations would apply to the entire community.

Chairman Bodily asked if the proposed amendment should be forwarded to the City Council.

Amy Hugie stated that only the advertised amendment could be forwarded to the City Council. A public hearing would have to be held to allow public comments regarding additional changes

After discussion, the Planning Commission agreed to hold another public hearing to address the amendments that had been discussed – the maximum coverage of all zones should be 20%; and language in in the Old Town Willard Zone clarifying that ADU's would have to comply with its setback requirements.

**Commissioner Bingham moved to table consideration and recommendation of proposed amendments to Section 24.44.050 until after another public hearing was held. Commissioner Ormond seconded the motion. All voted “aye.” The motion passed unanimously.**

**Commissioner Bingham moved to set a public hearing to consider further amendments to the height, setback, and coverage regulations in the Zoning Code for December 4, 2025. Commissioner Ormond seconded the motion. All voted “aye.” The motion passed unanimously.**

5C. MAYOR MOTE'S DISCUSSION REGARDING OPEN SPACE

Time Stamp: 20:23 – 11/20/2025

Mayor Travis Mote stated that he mostly wanted to talk about conservation easements. The proposed development that the Planning Commission talked about during its last meeting had open space consisting of a three-acre orchard. He was surprised about the Planning Commission's comments regarding the proposed open space. He felt that maybe Willard didn't know what open space it wanted. He wanted the Planning Commission and City Council to understand how an agricultural easement could be a tool for the community.

Mayor Mote stated that when agricultural land was placed in a conservation easement, its development rights were removed. Agricultural land would remain private property and would function like any other farm. During the last Planning Commission meeting there were questions about who would protect and maintain the open space and if the city would have any obligations. Mayor Mote said the city would not have an obligation because the open space would still be private property. The city could handle lack of maintenance through its Nuisance Ordinance just like it would with any other private property.

Mayor Mote stated that Willard would have some discretion on how the open space easement, or deed restriction, was worded. During negotiations with the developer, the city could stipulate that water rights remain with the land, give the open space animal rights, restrict animal rights, and address things like fencing. Conditions could be included in the deed restriction.



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Mayor Mote stated that one of the goals of the MPC Zone was to protect the rural nature of the community. Willard could not afford to have a lot of small parks. He felt that to preserve open space, it would have to be in private hands. An agricultural easement was a way to maintain open space, the agricultural legacy of Willard, and still meet the goals of the General Plan. The land would be transferable. The developer could sell it to a small farmer. Willard could hold the conservation easement to protect it in perpetuity, but he preferred the easement be held by a third party, such as Utah Open Lands. Development was a property right that could be rejoined to the property someday. Development rights were like mineral or grazing rights that could be retained when property was sold. Removing development rights from property was becoming more common as communities searched for ways to maintain open space without creating a burden on the community.

Mayor Mote wasn't concerned about an agricultural easement becoming a maintenance burden because it would be like any other private property. If it became a fire hazard or public nuisance, Willard had ordinances to address the problem.

Commissioner Gilbert felt it would be good for the Planning Commission to understand what the city's capabilities were regarding parks. A lot of developers wanted to give Willard parks, but it seemed the city didn't want more parks or couldn't afford more parks. Mayor Mote said it was more of the latter. A lot was required for the city to manage a park. Willard had to balance the need for parks and agricultural open space. Heritage Homes had decided to pay Willard a fee-in-lieu-of to satisfy the open space requirement for The Orchards Subdivision. He would like to see those funds used to develop the baseball park.

There was a discussion regarding the proposed open space and parks in the Deer Run and Old Farm Subdivisions.

5D. 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, 02-54-0012, AND 02-054-0013)

Time Stamp: 41:06 – 11/20/2025

Jeremy Kimpton stated that Garth Day from Heritage Homes had asked that this item be tabled until the next meeting due to a conflict.

Brian Gilbert stated that he would abstain from this development going forward due to a conflict of interest with the developer.

Commissioner Ormond asked what was agreed upon in the work sessions with Heritage Homes regarding The Orchards. Mayor Mote stated nothing was agreed upon. The Planning Commission and City Council gave the developer guidance. When the City Council reviewed the plan for The Orchards forwarded by the Planning Commission, it became even more restrictive. The development now had even fewer lots.





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- 5E. CONSIDERATION AND APPROVAL OF A LOT LINE ADJUSTMENT FOR BOB AND CHELSEA DAVIS LOCATED AT APPROXIMATELY 7700 SOUTH 1100 WEST (PARCEL NOS. 01-041-0051 AND 01-041-0054)

Time Stamp: 44:29 – 11/20/2025

Jeremy Kimpton stated that Bob and Chelsea Davis had proposed a lot line adjustment between Parcel Nos. 01-041-0051 and 01-041-0054 located at approximately 7700 South 1100 West. On Friday, the staff learned that the lot line adjustment had already been recorded.

Amy Hugie asked if both lots complied with the zoning requirements. Mr. Kimpton said they did. Ms. Hugie said it was a non-issue. The state felt lot line and boundary adjustments were an administrative matter and didn't require approval by the Planning Commission.

Justin Dickson asked about the difference between what the Davis's had done and what they wanted to do. Mr. Kimpton said Davis's moved a lot line. The Dickson's wanted to split their property. Bob and Chelsea Davis started with two lots and ended with two lots. The Dickson's wanted to divide one lot into two lots.

In response to a question from Justin Dickson, Jeremy Kimpton said that the county recorder was not obligated to verify that what was recorded complied with zoning requirements. The county recorder didn't have the authority to enforce city or county zoning requirements. The job of the county recorder was to document and record. Every city in the state had asked that a county recorder require approval documentation from a city. The only real recourse was legal action on the city's part.

Amy Hugie felt the direct consequence of recording without city approval could be denial of a building request.

Commissioner Bingham stated that at some point, someone would want to split off the area where the ADU would be located. Mr. Kimpton said the staff and previous city attorney had expressed the same concern to Bob and Chelsea Davis.

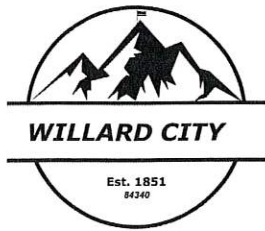
- 5F. DISCUSSION REGARDING AMENDING 24.80 OF THE WILLARD CITY ZONING CODE TO ADOPT REQUIREMENTS FOR MINOR/SMALL SUBDIVISIONS (CONTINUED FROM SEPTEMBER 18, OCTOBER 2, AND NOVEMBER 6, 2025)

Time Stamp: 49:28 – 11/20/2025

Jeremy Kimpton stated that Madison Brown was looking for feedback regarding the draft she had prepared. The proposed draft had not been reviewed by the City Engineer or the City Attorney.

Commission Gilbert liked the proposed draft; so, did Commissioner Bingham.

Commissioner Bingham liked restricting a minor subdivision to three lots and no new streets. He also liked the time restraint between minor subdivisions on the same parcel. He felt it should be extended from five years to ten. He also liked the requirement for engineering review. He felt the applicant should have to cover the cost of the engineering review.



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- 5G. 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: 56:29 – 11/20/2025

Jeremy Kimpton stated that Madison Brown had contacted Garrick Call. Mr. Call was okay with the current conditions and wanted to continue utilizing the conditional use permit.

Chairman Bodily asked if the ADU was still occupied by itinerant workers. Mr. Kimpton said it was. Chairman Bodily asked if the ADU had to be torn down when it was no longer occupied. Mr. Kimpton said that was not part of the approved conditions.

The Planning Commission didn't have any other questions or issues.

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

**Commissioner Gilbert moved to approve the regular minutes for November 6, 2025, as corrected. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.**

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

Time Stamp: 1:00:18 – 11/20/2025

The Planning Commission discussed agenda items for the November 20th meeting – public hearing and discussion regarding height, coverage, and setback clarifications; preliminary review for The Orchards at Willard/ Heritage Homes; a conditional use permit review; the minor subdivision discussion; and maybe the Canyon Bay MPC.

Commissioner Gilbert felt the force majeure language in Canyon Bay's development agreement was a little loose, nor did he see language regarding bonding. Ms. Hugie said she would look at it.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 1:02:29 – 11/20/2025

Michelle Drago

Michelle Drago, Deputy Recorder, stated that she had received a call from Box Elder County regarding the communication tower the Planning Commission reviewed in August. Since August, the property had changed hands. Box Elder County inspected the property on November 1, 2025, and noted that the tower had been removed. If the tower was not replaced by November 1, 2026, the conditional use permit will become null and void.

Amy Hugie

Did not have any comments.



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Jeremy Kimpton

Did not have any comments.

Commissioner Bingham

Did not have any comments.

Commissioner Ormond

Did not have any comments.

Commissioner Gilbert

Did not have any comments.

Chairman Bodily

Did not have any comments.

10. ADJOURN

**Commissioner Bingham moved to adjourn at 7:36 p.m. Commissioner Gilbert seconded the motion. All voted in favor. The motion passed unanimously.**

Minutes were read individually and approved on: 12/4/25

Sid Bodily  
Planning Commission, Chairman  
Sid Bodily

Michelle Drago  
Planning Commission Secretary  
Michelle Drago

dc:PC 11-20-2025

