



**Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, January 15, 2026 – 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 area coverage, setbacks, and height regulations, and making related amendments to Sections 24.96.060, 24.24.030, 24.44.010, and 24.08.140
 - b. Consideration and recommendation regarding a proposal to amend Section 24.44.050 of the Willard City Zoning Code regarding area coverage, setbacks, and height regulations, and making related amendments to Sections 24.96.060, 24.24.030, 24.44.010, and 24.08.140 (continued from November 20 and December 4, 2025)
 - c. Review of a conditional use permit for a temporary business use issued to Terry Ross on December 29, 2016, on property located at 595 South Main (Parcel No. 02-053-0005)
 - d. Annual Open and Public Meetings Act Training
6. Consideration and approval of regular Planning Commission minutes for December 4, 2025
7. Discussion regarding agenda items for the February 5, 2026, Planning Commission meeting
9. Commissioner/Staff Comments
10. Adjourn

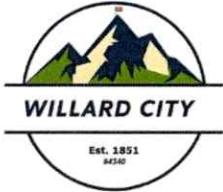
I, the undersigned duly appointed and acting Deputy City Recorder for Willard City Corporation, hereby certify that a copy of the foregoing notice and agenda was posted at the Willard City Hall, on the State of Utah Public Meeting Notice website <https://www.utah.gov/pmn/index.html>, on the Willard City website www.willardcity.com, and sent to the Box Elder News Journal this 9th day of January, 2026.

/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 Section 24.44.050 of the Willard City Zoning Code regarding area coverage, setbacks, and height regulations, and making related amendments to Sections 24.96.60, 24.24.030, 24.44.010, and 24.08.140.

The public hearing will be held on Thursday, January 15, 2026, 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 2nd day of January, 2026.

/s/Michelle Drago
Deputy City Recorder

ITEM 5B

**WILLARD CITY
ORDINANCE 2026-02**

**AN ORDINANCE AMENDING SECTION 24.44.050 OF THE WILLARD CITY
ZONING CODE REGARDING AREA COVERAGE, SETBACKS, AND HEIGHT
REGULATIONS, AND MAKING RELATED AMENDMENTS TO SECTIONS
24.96.60, 24.24.030, 24.44.010, AND 24.08.140.**

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:

A M E N D M E N T

24.44.050 Setback And Height Regulations

TABLE II	M U- 40	A-3	A-5	R- 1/2	R-1	Old Willard Townsh ip

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	15,500 square feet
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	85 (100 ft for corner lots)
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	85
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	30* See 24.44.0 10 (D-5-b-1)
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	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	30
For accessory buildings...	60	10	60	10	10	10
Except on corner lots, two front and two rear yards are required...	A	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	12
A total width of the two required side yards of not less than...	12 0	50	100	25	25	27

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 5	3 5	3 5	3 5	3 5	5	
Except that the structure may not be placed on utility easements.	A	A	A	A	A	A	
Provided the small width drainage from any roof shall not fall on the adjacent property...	A	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	10	
Except on corner lots two front and two rear yards are required...	A	A	A	A	A	A	
7. HEIGHT REGULATIONS. The maximum height for all <ins>primary</ins> buildings in districts regulated by this chapter shall be...							
In feet...	35	35	35	35	35	35	35
In the number of stories...	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Accessory Buildings see 24.08.140							
Detached Accessory Dwelling Units (ADU) see 24.96.60							
8. COVERAGE REGULATIONS. The Maximum coverage in percent for any lot in the districts regulated by this chapter shall be...							
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: AMENDMENT “24.96.60 Standards For Detached Accessory Dwelling Units” of the Willard City Zoning Code is hereby *amended* as follows:

A M E N D M E N T

24.96.60 Standards For Detached Accessory Dwelling Units

- A. A Detached Accessory Dwelling Unit shall be a permanent structure. Trailers, mobile homes, and other movable structures shall not be permitted as a Detached Accessory Dwelling Unit.
- B. Exterior lighting for a Detached Accessory Dwelling Unit shall provide illumination directed downward with the light source shielded from adjoining properties. Any light source for a Detached Accessory Dwelling Unit shall not encroach or be visible from adjacent properties.
 1. The height of an ADU structure shall not exceed two stories or twenty five feet (25 ft).Dwelling.
 2. Exterior stairways and landings shall not encroach into a setback.
 3. A Detached Accessory Dwelling Unit shall:
 - a. Not be less than three hundred (300) square feet or more than the following based on the size of the parcel on record. The square footage numbers include livable space with the ADU and do not include any attached storage or garage space adjacent to the detached ADU.

Parcel Size	ADU maximum SQ FT
21,780 sq ft acre or smaller	1,000 sq ft
27,781 sq ft to 43sq ft	1,250 sq ft
43,561 sq ft or larger	1,500 sq ft

- b. Not occupy more than twenty five percent (25%) of the available yard area of the lot.
 - c. Meet all accessory building standards for lot coverage, rear yard coverage, height, and any other standards for the zone in which it is located.
- C. Balconies and rooftop decks are prohibited.
- D. Windows on a Detached Accessory Dwelling Unit located above a detached garage facing adjoining properties are prohibited, unless required by building, health, and fire codes, as adopted. If required, a frosted, translucent, or stained type of non-see-through window shall be installed.

SECTION 3: AMENDMENT “24.24.030 Open Space Required” of the Willard City Zoning Code is hereby *amended* as follows:

AMENDMENT

24.24.030 Open Space Required

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

- A. Detention basins may count as Open Space only if they provide recreational amenities, including but not limited to: Playgrounds, gazebos, exercise stations, or sports fields with parking lots.
- B. Park strips, curb, gutter, sidewalks, common yards, private yards, and publicly dedicated streets shall not count as Open Space.
- C. An agricultural conservation easement may be established on lots above one (1) acre. Easement deeds shall provide Willard City full rights to enforce the deed terms at the cost of the land owner. The plat map shall designate the building envelope for each lot. An easement of the agricultural area will be deeded to Willard City. The agricultural easement deed will restrict the construction of structures, roads, or other above-ground infrastructure. Crop and livestock production facilities below 10 feet in height, such as fences and irrigation systems, will be allowed. Only the area of the agricultural easement shall count toward the open space requirement.
- D. A method approved by the City Council to maintain Open Space shall be established prior to the sale of any lots in an MPC Zone. Preservation, maintenance, and ownership of required Open Spaces within the MPC Zone may be accomplished by any of the following:
 1. Dedication of the land as a public park or trails system.
 2. Granting to the City a permanent Open Space easement on or over any privately owned Open Space to guarantee that the Open Space remains perpetually in public recreational use, with ownership and maintenance being the responsibility of the owner of a Home Owner's Association ("HOA") established by bylaws which are satisfactory to and approved by the City. The maintenance and perpetual financing of the open space will be documented in the HOA bylaws and be included in the easement deed. Changes to the

character of the open space, maintenance, or financing by the HOA will require approval of the city council.

- a. City may provide temporary approval of an HOA for a probationary of one (1) year with owners living within the MPC Zone. During this probationary period, the City Council may monitor the effectiveness of the HOA in preserving and maintaining the Open Space. If at the end of the one (1) year probationary period it is determined by the City Council that the HOA is unable or unwilling to maintain the Open Space within the bylaws established for the HOA and the approved Development Agreement the City may terminate the probationary approval of the HOA and create a special assessment area for the purposes of maintaining the Open Space. An HOA may have the right to appeal a City Council decision to terminate the approval of the HOA by filing a written notice of the appeal with the City Recorder within 15 days of the City Council's decision. Any such appeal shall be heard by the Hearing Officer. The one-year probationary period begins when the last lot is sold.
- b. The City may at their discretion, create a special assessment area to provide for the benefit, improvement, and maintenance of the Open Space areas.

SECTION 4: AMENDMENT “24.44.010 Purpose” of the Willard City Zoning Code is hereby *amended* as follows:

AMENDMENT

24.44.010 Purpose

A. Multiple Use Districts.

1. To establish areas in mountain, hillside, canyon, mountain valley, desert, and other open and generally undeveloped lands where human habitation would be limited in order to protect land and open space resources.
2. To reduce unreasonable requirements for public utility and service expenditures.
3. To avoid uneconomic and unwise dispersal and scattering of population.
4. To encourage use of the land, where appropriate, for forestry, grazing, agriculture, wildlife habitat, and recreation.
5. To avoid excessive damage to watershed, water pollution, soil erosion, danger from brush land fires, damage to grazing, livestock raising, and wildlife values.
6. To promote the health, safety, convenience, order, prosperity and general welfare of the inhabitants of the community.

This District is referred to as MU-40, minimum lot size: 40 acres.

B. Rural Districts. To promote and preserve, in appropriate areas, conditions favorable to agriculture and to maintain green belt open spaces. These Districts are intended to include activities normally and necessarily related to the conduct of agriculture and to protect the District from the intrusion of uses inimical to the continuance of agricultural activity. Included in these districts are Rural Developments for people who wish to be in a rural district, but are not primarily engaged in agriculture. These Districts are referred to as:

1. A-5, minimum lot size: 5 acres
2. A-3, minimum lot size: 3 acres

Planned Unit Development is a conditional use and will be allowed in these districts.

C. Residential Districts. To promote and preserve, in appropriate areas, conditions favorable to large-lot family life, the keeping of limited numbers of animals and fowl, and reduced requirements for public utilities. These Districts are intended to be primarily residential in character and protected from encroachment by commercial and industrial uses.

1. R-1/2, minimum lot size: 1/2 acre
2. R-1, minimum lot size: 1 acre

D. Old Willard Township Infill District. Infill lots shall only be allowed in the Old Willard Township Infill District. No permit for an Infill home shall be granted unless the proposed Infill lot meets the requirements of this chapter. Compliance with the provisions of this chapter does not excuse the developer from the applicable requirements of the Willard City Code and Standards and Specifications.

1. Purpose. The purpose of the Old Willard Township Infill District is to provide increased flexibility and compatibility of infill housing within the Old Willard Township area; to encourage the preservation of historical appearance of housing; to encourage the infill of overly large lots and vacant lots with housing that is compatible in design, height, setback, scale, and placement with existing housing; to limit residential density and preserve a character consistent with the Old Willard Township; to promote redevelopment and revitalization of the core of the City; to promote neighborhoods with quality homes, and preserve the look and feel of the Old Willard Township.

2. Old Willard Township Infill Defined. The Old Willard Township Infill District is hereby created and shall be defined as that area comprised of and encompassed by 200 North, 200 South, 200 East, 200 West Willard, Utah.

3. Application. Any lot for which an application for development has not been originally filed under the Willard City Zoning Ordinances and in the Old Willard Township District, but have not yet, nor have had a building permit prior to the adoption of this chapter shall be subject to the infill lot requirements of this chapter.

4. Area and Frontage Regulations.

- a. The minimum Old Willard Township Infill lot size shall be no less than fifteen-thousand-five hundred (15,500) square feet.
- b. The minimum lot width for any Old Willard Township Infill lot shall not be less than eighty-five (85) feet at the front yard setback line, however, a corner Infill lot width shall not be less than One-hundred

(100) feet at the front yard setback line.

5. Yard Regulations.

- a. Lot Coverage. All buildings, including accessory buildings, shall not cover more than ~~25~~^{thirty} percent (~~25~~³⁰%) of the area of the lot.
- b. Old Willard Township Infill Homes shall be setback from property lines as follows:
 - (1) Front yard setbacks. The front setback from the street for any dwelling situated between two existing dwellings (a) on the same side of the street, (b) located within 150 feet of each other, and (c) located less than thirty feet from the front property line may be reduced twenty (20') feet or the same as the average for said two existing dwellings, whichever is the greater setback distance. Attached garages shall be setback a minimum of ten (10') feet from the front main wall of the dwelling.
 - (2) Side yard setbacks. Infill dwellings with a detached rear yard garage are required to have a minimum twelve (12') foot side yard from the side property line, to accommodate a driveway to the required rear parking. The opposite side yard setback is a minimum of fifteen (15) feet. Rear yard detached garages shall be set back a minimum of five (5') feet from the side property line. Side yard attached garages shall be setback no less than ten (10) feet from the side property line. Infill corner dwellings shall have a minimum of thirty (30') side yard setback from the street property line to the house or detached garage.
 - (3) Rear yard setback. All dwellings shall be located at least 30 feet from the rear property line. All dwellings shall be located at least 10 feet from the door face of any detached garage, with no other point of the garage located closer than 10 feet to the dwelling. Detached garages shall be located at least 10 feet from the rear property line.
 - (4) Setbacks for the Old Willard Township Infill lots shall be measured from the property line to the foundation of the building, with the exception of interior side yard setbacks which will be measured from any cantilever or bay window, etc., which extends past the foundation of the building.

6. Application of Other Regulations. Unless otherwise provided in this section, Old Willard Township Infill developments shall conform to the requirements of the Willard City Zoning Ordinance, other Willard City Ordinances, and applicable law.

7. Waiver of Regulations. Where, upon application by the developer and upon recommendation of the Willard City Planning Commission, City Engineer, and Flood Control Board, and in the opinion of the Willard City Council, the literal enforcement of the design and improvement standards in the Old

Willard Township area would result in an unreasonable utilization of land, or undue hardship, due to unique circumstances, waivers may be issued from one or more of the design and improvement standards according to the following procedure:

- a. Application for a waiver shall include:
 - (1) A description of the land to be subdivided;
 - (2) An identification of the ordinance provision for which the variance is requested;
 - (3) A description of the peculiar physical conditions pertaining to the land in question, and which do not pertain to other lands in the Old Willard Township area;
 - (4) A description of the hardships, which will accrue to the detriment of the property or property owner, if the requested variance is not granted;
 - (5) Any supporting materials intended to be presented as evidence of unreasonable utilization of land, or undue hardship, due to unique circumstances.
- b. The application shall be submitted to the planning commission for review and comments at the next regularly scheduled meeting of the planning commission.
- c. The planning commission shall review the waiver application at a regularly scheduled meeting, and shall submit its recommendations for approval or disapproval of such application to the Willard City Council.
- d. Subsequent to the planning commission's recommendation, the City Council shall approve or deny the waiver application.
- e. Waiver shall be granted only if the City Council makes a finding upon the record that:
 - (1) The issuance of the waiver will be in the interest of the public safety, health, or welfare;
 - (2) Describing the peculiar physical conditions pertaining to the land in question, and which do not pertain to other lands in the Old Willard Township area; and,
 - (3) A description of the hardships, which will accrue to the detriment of the property or property owner, if the requested variance is not granted.
8. In addition, any parcel within the Old Willard Zone that fronts directly upon U.S. Highway 89 may establish and operate any use listed as a permitted use in Section 24.48.030 (Commercial Zone Permitted Uses). Such uses shall comply with the development standards of the Old Willard Zone, provided that multifamily residential dwellings shall not be permitted under this subsection.

SECTION 5: AMENDMENT “24.08.140 Maximum Height Of Accessory Buildings” of the Willard City Zoning Code is hereby *amended* as follows:

A M E N D M E N T

24.08.140 Maximum Height Of Accessory Buildings

No building which is accessory to a one-family, two-family, three-family or four-family dwelling shall be erected to a height greater than 25 feet in height or the height of the principal structure, whichever is less ~~one story or twenty feet~~. For Accessory Dwellings refer to the height regulations in Section 24.96 of the Willard City Zoning Code.

SECTION 6: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 7: 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 8: EFFECTIVE DATE This Ordinance shall be in full force and effect from _____ and after the required approval and publication according to law.

SECTION 9: 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

Diana Mund, Recorder, Willard City

ITEM 5C

	500 East 625 South	Nielsen, Darrell (Now Staker Parson)	3/20/1980		4/11/1989	Gravel Removal	Active	02-049-0001 & 02-053-0044
	537 West 200 North	Gammon, Dan	12/18/2023	\$25.00	11/7/2024	Short-Term Rental/Airbnb		02-057-0005
	550 North 200 West	Kilpack, Lee (now owned by Dean Taylor)	2/16/2018	\$25.00		Multi-Family/Basement Apartment	Active Reviewed 9/19/24	02-046-0046
	620 North 200 West	Kapp, Neldon & Jan	10/15/05?		2/11/2003	Building Permit for Single Family Dwelling	Active Reviewed 10/03/24	02-046-0005
	683 North Main	Palmer, Morgan	2/9/2021	\$25.00 PD	Approved 5/6/21	Wedding Reception Center	Active Reviewed 5/18/23	02-046-0102
	725 South Main	Surrage, Jackie	8/2/2023	\$25.00 PD	Approved 11/3/23	Food Truck	Active Reviewed 10/2/25	02-053-0009
	740 North Main	Grimes, Mike	7/19/1996		9/17/1996	Used Vehicle Sales	Active Reviewed 11/7/24	02-046-0015
	755 South Main	Gilbert, Scott; Gilbert, Dustin; Russell, Dee	3/22/2016	\$25.00 PD	4/5/2016	Accessory Building	Active Reviewed 12/5/24	02-053-0059
	769 North Main	Marvin Neff			2/7/2020	RV Campground	Active Under Review 2025	02-041-0067
	781 North 200 West	Bartholome, Shane Sold business to W W Clyde in approx 2019	10/31/2013	\$25.00	12/9/2013	Truss Manufacturing known as Sierra Truss Currently known as Sunpro	Active Reviewed 4/3/25	02-041-0030
	850 North Main (filed in 960 N Main)	Venture Outdoor Advertising-no longer in business. Fred Barker wants to keep sign		\$25.00	8/27/1990	Off-Premise Sign (Billboard)	Active Reviewed 5/15/25	02-043-0013
	1348 North Main	Dorothy Call & Garrick Call	4/18/2023	\$25.00	5/18/2023	Detached Accessory Dwelling Unit	Active Reviewed 11/20/25	02-039-0055
	1387 North Main	Qwest & Maurice Roche	4/4/2001		7/26/2001	Communications Tower	Active Reviewed 8/7/25 Corey from BE Assessor's Office called. The tower was removed as of 11/1/25	02-040-0005
???	500 South 200 East	Wilkes, Melissa			3/15/2015	Home Occupation	Active	02-053-0029
	595 South Main	Ross, Terry	10/28/2016		12/29/2016	Temporary Business Use		02-053-0005
	1305 North Main	Bodily, Jacob			7/3/1905	Home Occupation - Auto Repair		02-040-0035

Ross Barber Shop, Home Business License Application Addendum

Here's my plans:

The business will reside on my personal property.

1. Long Range Goal:

The Operate the Barbershop out of an Outbuilding.

2. Short Range Plans to accomplish the Long Range Goal.

- a) Temporarily operate out of my Camp Trailer.
- b) Replace the old sheds with a new Outbuilding.
- c) Improve a section of the Outbuilding to accommodate space for a small Barber Shop.
- d) Move the Camp Trailer out of the way immediately after the transition.

3. The Barber shop business will remain a part-time operation (as it is now)

- a) Approx. 0-12 vehicles per week.
- b) Vehicles will enter my property from 6th South – southeast corner entrance.
- c) Off-street parking.
- d) Appointments only – generally 3-4 days per week, between 4-6:30 pm, approx.

4. Refer to attached map of property.



WILLARD CITY CORPORATION PC121516
Planning Commission Meeting
December 15, 2016

WILLARD CITY CORPORATION PC061616

DATE: December 15, 2016
TIME: 6:30 p.m.
PLACE: Willard City Hall
ATTENDANCE: Chairperson – Terry Ross
Commissioners: Sidney Bodily, Gary Hart, Leslie Meyer, Chandler Bingham John Seamons
Bryce Wheelwright - City Planner (non-voting member)
Del Fredde – City Council member (non-voting member)
Gaylene Nebeker - Planning Commission Secretary
EXCUSED:
CITIZENS: See attached sheet

1. Prayer – Chandler Bingham

2. Pledge of Allegiance led by Sid Bodily

3. General Public Comment (Input for items not on the agenda)

Tammy Isakson – 142 W 1050 N – asked what they could do to get the 10 house rule in a subdivision and the paving of 2 access roads changed in the ordinances. City Planner Wheelwright asked them fill out an application for an ordinance change and it will be put on a Planning Commission agenda at a future date.

4. Discussion Item

a. Discussion/Action on a proposed Business License request by Terry Ross to operate a Barbershop at 595 South Main

Chairperson Ross excused himself from sitting as Chairperson for the next agenda item due to a conflict of interest on his part. Commissioner Bodily will step in a Pro-tem.

Pro-tem Chairperson Bodily stated the Planning Commission would hear a request from Terry Ross to operate a barbershop at his residence located at 595 South Main. Terry Ross stated he sold the barbershop located at 39 South Main and has moved all his equipment to a shop in his backyard. He felt to keep his customer base and hands in the trade he is asking to operate his business temporarily out of a camp trailer on his property. He will be remodeling a portion of an older shed on the property to put the shop in. He said the reason he is asking to use the camp trailer is because it already has infrastructure (plumbing, heating, air conditioning) in place. There will be off street parking on the property. He stated it would take him about 2 years to get the shed rebuilt. Irrigation lines will need to be buried so customers can drive in without driving over the pipe. City Planner Wheelwright explained issues the city staff have one being he applied for a home occupation business license but the business is not in his house but in an accessory building. He explained he could apply for a re-zone to the potential commercial neighborhood zone which he will have to do when he moves the business to the shed. Another issue is the removal of wastewater. Terry Ross said the grey water is not in the tanks but a basin which could be dumped on the ground.

WILLARD CITY CORPORATION PC121516

Planning Commission Meeting

December 15, 2016

Commissioner Meyer asked if it would be more logical to do the rezone first before he invested time and money to build a shed rather than wait to apply with the possibility of the rezone not going through. Terry Ross asked if anything built on the property that is re-zoned commercial neighborhood have to meet commercial standards. City Planner Wheelwright said in the commercial neighborhood residential area no. He will also need to become ADA compliant. Commissioner Bingham asked how other home occupation businesses done outside the house in town are different than what Terry wants to do. City Planner Wheelwright said he would be required to get a Conditional Use Permit. Terry Ross also said he will be required to put in sewer and water. The CUP conditions should include a 2 year time limit, address waste water issues, number of employees. Terry Ross said it will be a part time business with 12 customers per week max. He said he has also gone to customers houses to cut hair.

Chairperson Pro-Tem Bodily asked what the regulations would be for the CUP and also asked where the parking would be located. Terry Ross stated they would enter on 600 South. He will be removing a tree and putting gravel in for parking. Terry was asked if he had talked with the neighbors. He said yes. Commissioner Seamons asked if there are other issues the city would have. City Planner Wheelwright explained that Mitch Zundel filled in while he was out of the office and looked into the requirements and said our ordinance does not address whether they can or cannot do business in a travel trailer. He also felt there may be concerns about pop up businesses throughout town. The current ordinance states you cannot live in a motorhome within Willard City and felt this would be different because he is not living in but conducting business out of one.

Chairperson Pro-Tem Bodily asked if the attorney had reviewed the request. City Planner Wheelwright said Attorney McGaha had reviewed and it would need to be done under a Conditional Use Permit with the following conditions: time frame, parking and the neighbors not being inconvenienced. Terry Ross said he has spaced the haircuts out so there would not be a traffic buildup. Commissioner Seamons asked how difficult it would be to put sewer into the trailer and asked if it would need to be permitted. City Planner Wheelwright said one issue is how he would be taking care of the waste. Commissioner Bingham said he could put a clean-out on the way to the shed. There were questions about the grey water freezing. Terry said the greywater would be kept to a minimum. Commissioners Seamons and Meyer asked if he was asking for a CUP at this time. Terry Ross stated yes. City Planner Wheelwright said where it is an action item on the agenda conditions could be applied. Chairperson Pro-Tem Bodily asked the Planning Commission for conditions: 2 additional parking spots, 2 year time limit, encourage a sewer cleanout within the next 6 months, not to exceed 15 customers per week, 18 month conditional use permit review, 2 sq. ft. sign as allowed in the home business conditions and installation of water and sewer connection. Commissioner Seamons asked about power and gas. Terry Ross said power is already there and it comes from the shed and he will be using space heaters. Commissioner Hart asked if there would be size requirements for the portion of the shed he would be using. City Planner Wheelwright said he would review when he applies for a building permit at which time he would look at building and fire codes. Commissioner Meyer asked about insurance where he is using space heaters. Terry Ross is working on this. Are there two ways out of the trailer? Yes it is a 27 ft. trailer and he will be only using 1/2 of the trailer. There was no more comments and Chairperson Pro-Tem Bodily asked for a motion.

A motion was made by Commissioner Bingham to approve the Conditional Use Permit/Business License for Terry Ross with the conditions listed above. The motion was seconded by Commissioner Meyer. The motion carried with a unanimous vote.

Chairperson Ross returned to Chairperson.

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

December 29, 2016

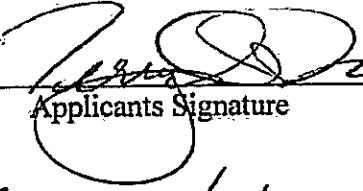
CONDITIONAL USE PERMIT TERRY ROSS BARBER SHOP

Operating out of a camp trailer at 595 So Main Willard Utah

Mr. Ross was operating his Barbers Shop located at 39 North Main Street. The property has since been sold. He is requesting to operate his business out of a travel trailer located on his property 595 South Main until he gets his permanent shop built in a shed located on the same property.

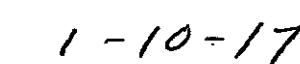
The Planning Commission approved the Business License with a Conditional Use Permit with the following conditions.

1. There is a 2 year time limit to get the permanent shop built.
2. No more than 15 patrons a week to be served for low impact on the neighborhood.
3. 2 additional parking stalls at the shop for customers.
4. He has 6 months to get the sewer and water connection tied in to the shop.
5. This Conditional use permit is up for review in 18 months.


Applicants Signature


Date


Bryce W. Hulbert
City Planner Signature


1-10-17
Date

WILLARD CITY CORPORATION PC010319
Planning Commission Meeting
January 3, 2019

WILLARD CITY CORPORATION PC010319

DATE: January 3, 2019
TIME: 6:30 p.m.
PLACE: Willard City Hall
ATTENDANCE: Chairperson – Terry Ross
Commissioner: Sidney Bodily, John Seamons, Leslie Meyer, Chandler Bingham, Gary Hart
Del Fredde – City Council member (non-voting member)
Bryce Wheelwright - City Planner (non-voting member)
Gaylene Nebeker - Planning Commission Secretary
EXCUSED:
CITIZENS: See attached sheet

- 1. Prayer – Leslie Meyer**
- 2. Pledge of Allegiance led by Gary Hart**
- 3. Roll Call – all members present**
- 4. General Public Comment (Input for items not on the agenda)**
- 5. Discussion Item**

a. Rezone Request for Marvin Neff for Parcel #02-046-0009 located at 423 North 200 West to change the zoning from A-5 zone to the R1/2 zone and set for a possible public hearing

City Planner Wheelwright stated Mr. Neff has withdrawn his request until further notice and will be removed as an agenda item.

b. Review of Conditional Use Permit for Terry Ross Barber Shop located at 595 South Main

Chairperson Ross stated as the applicant for the above item he has excused himself as chairperson and asked Commissioner Bodily to step in as Chairperson Pro-Tem. City Planner Wheelwright reported that Terry Ross was issued a Conditional Use 2 years ago to operate a Barber Shop on his property. Mr. Ross is asking for an extension for items on the CUP. City Planner Wheelwright stated there have been no issues or complaints on the CUP. Chairperson Pro-Tem Bodily asked about the connection of sewer and water. Mr. Ross stated there are 2 items on the CUP he has not completed: 1) He has not completed the permanent structure and 2) he has not connected the sewer and water to the shop. He has been able to clear trees and bushes from the building and shed. He is currently doing business out of a trailer house and in 2 years no one has asked to use the restrooms. He is currently doing business by appointment only for the barbershop. He has not put any signs up because he did not want to draw attention to the business.

He has recently purchase Willard Bay Gardens and most of his time is spent getting ready to open this business and Ross Barber Shop has been put on hold. He is asking for an extension but currently does not have a time frame for completion of projects. Commissioner Meyer felt there needed to be a time frame attached to the Conditional Use Permit. Mr. Ross asked for

WILLARD CITY CORPORATION PC010319

Planning Commission Meeting

January 3, 2019

another 2 year extension. Commissioner Meyer asked how he cuts hair without any water. Mr. Ross stated he has water in the trailer it is not hooked up to sewer. He has small dispenser heater that he keeps on the cupboard and puts the water into a small basin. City Planner Wheelwright asked what he does with the grey water. Mr. Ross stated it is such a small/minimal amount of water he usually throws outside. Chairperson Pro-Tem Bodily asked for any additional comments. Commissioner Meyer asked if they renew the whole CUP. Mr. Ross felt the permanent structure would not be built anytime soon. Commissioner Meyer suggested keeping the 2 year to get the building built, 12 months to get the sewer and water and review in 1 year to see where he is. City Planner Wheelwright stated all businesses should have sewer. Mr. Ross had a discussion with the Box Elder County Building Inspector and because it is a home business does not need to have separate restroom for the business. He will have a separate bathroom so he does not have clients going through his house. Commissioner Hart asked even though the business is not attached to the house it is considered a home business. It was stated yes. Commissioner Hart suggested putting in a small parking sign to keep individuals from parking on the road. Chairperson Pro-Tem asked for any additional comments and a motion.

A motion was made by Commissioner Seamons to approve the revision to the Terry Ross Conditional Use Permit this includes keeping the 2 year to get the building built, 12 months to get the sewer and water and review in 1 year to see where he is. The motion was seconded by Commissioner Meyer. The motion carried with a unanimous vote.

Chairperson Ross resumed as Chairperson.

c. Discussion/Action on revisions to Section 12-105 Conditional Use Ordinance and Section 12-112 Commercial and Manufacturing Zones

The Planning Commission reviewed the attached handouts. Items discussed where the numbers of employees that will be allowed in a small and large business, hours of operation, lights, traffic flow.

Gordon Sleeman 475 North Main asked if he could comment. Chairperson Ross stated he would allow comment. Gordon stated you need to address the number of employees on the premise instead the number of total employees because the total employees are not always on the premise at the same time.

Commissioner Bingham left at 7:05 p.m.

Commissioner Hart also felt there was more to it then the number of employees for a small, medium or large business. What about issues of traffic flow, the amount of cash the business brings in etc.

Commissioner Meyer asked if we needed to put a designation of small, medium or large. It was stated this would be something we needed to address. They will individually work on the first section of the handout for the next meeting addressing whether they will be a permitted or conditional use.

d. Discussion/Action on proposed revisions to Section 12-400 and Section 12-102 of the Willard City Zoning Ordinance to address curb, gutter and sidewalk requirements

City Planner Wheelwright reported he and Attorney McGaha are working on draft curb and gutter ordinance for the Subdivision Ordinance and will be ready for the next meeting. At the next meeting they will be working on the number of homes allowed on a single access. In September of 2017 the Planning Commission approve a recommendation to go with the International Fire Code of 30 homes. This item was never sent to the City Council for review and will be discussed during the next meeting.

Willard City Corporation

60 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

January 3, 2019

REVISED CONDITIONAL USE PERMIT TERRY ROSS BARBER SHOP

Operating out of a camp trailer at 595 So Main Willard Utah

Mr. Ross was operating his Barbers Shop located at 39 North Main Street. The property has since been sold. He is requesting to operate his business out of a travel trailer located on his property 595 South Main until he gets his permanent shop built in a shed located on the same property.

The Planning Commission approved the Business License with a Conditional Use Permit with the following conditions.

1. There was a 2 year time limit to get the permanent shop built. Mr. Ross was unable to get the shop built and the Planning Commission extended this item for 1 year. This item will be reviewed at the end of the 1 year period to see what the progress is.
2. No more than 15 patrons a week to be served for low impact on the neighborhood.
3. 2 additional parking stalls at the shop for customers.
4. He has 6 12 months to get the sewer and water connection tied in to the shop.
5. This Conditional use permit is up for review in 18 months

Applicants Signature

Date

City Planner Signature

Date

Original signed

ITEM 5D



Open and Public Meetings Act: A Summary of Key Provisions

May 2024

The Open and Public Meetings Act (OPMA) requires that members of a public body be provided with annual training on the requirements of OPMA. This document is intended to facilitate legislative compliance with that requirement and to help legislators understand OPMA. This summary is prepared for a legislative audience and does not attempt to explain or apply OPMA to other public bodies. Key terms are defined at the end of the document.

Declaration of Public Policy (Section [52-4-102](#))

The Legislature finds and declares that the state, its agencies, and political subdivisions exist to aid in the conduct of the people's business. The Legislature intends for these entities to take their actions openly and conduct their deliberations openly.

Public Notice and Agenda (Section [52-4-202](#))

A public body must provide public notice of a meeting at least 24 hours before the meeting. The public notice must:

- include the meeting agenda, date, time, and place;
- include an agenda that reasonably specifies the topics the public body will consider;
- be posted on the Utah Public Notice Website and the public body's official website.

A public body may discuss a topic raised by the public that is not listed on the agenda but may not take final action on the topic at the meeting.

Minutes and Recordings (Section [52-4-203](#))

- A public body is required to keep written minutes and a recording of all meetings unless the meeting is a site visit or traveling tour where no vote or action is taken.

2024 AMENDMENTS TO OPMA

[H.B. 36](#), Open and Public Meetings Act Amendments, which modifies definitions, including "anchor location," "electronic meeting," and "meeting." Repeals language relating to posting a written notice of an electronic meeting.

[H.B. 298](#), Homeless Services Amendments, which exempts the executive committee of the Utah Homeless Services Board from OPMA.

[H.B. 494](#), Funds Administration Modifications, which permits a public body that administers a fund to hold a closed meeting to discuss the sale or purchase of securities.

- A recording of the open portions of the meeting must be posted on the Utah Public Notice Website within three business days after the public meeting.
- Draft minutes are required to be made available to the public within 30 days after the meeting.
- The approved minutes and any public materials distributed at the meeting must, within three business days after their approval, be:
 - posted on the Utah Public Notice Website; and
 - made available at the public body's office.



Closed Meetings

(Section 52-4-204 and 52-4-205)

A public body may hold a closed meeting only for certain purposes, including to discuss:

- a person's character, competence, or health;
- pending or imminent litigation;
- certain matters regarding acquisition or sale of real property, including water rights or shares;
- the deployment of security personnel, devices, or systems;
- an investigation of alleged criminal conduct;
- the receipt or review of an ethics complaint if the public body is the Independent Legislative Ethics Commission;
- certain matters under the jurisdiction of a legislative ethics committee;
- certain deliberations and decision-making involved in the procurement process; and
- A discussion of the board of the Point of the Mountain State Land Authority regarding the potential tenant of point of the mountain state land.

A public body may close a meeting only by a two-thirds vote with a quorum present, except that a majority vote is sufficient for closing a meeting of:

- the Health and Human Services Interim Committee to review a fatality review report;
- the Child Welfare Legislative Oversight Panel to review a fatality review report or review and discuss an individual case; or

- an ethics committee of the Legislature to receive legal advice or deliberate on a complaint.

No vote is required to close a meeting of the Independent Legislative Ethics Commission to review an ethics complaint if the publicly distributed agenda for the meeting states that the meeting will be closed.

A public body that closes a meeting is required to announce and record in the minutes the reasons for closing the meeting.

A public body may not close a meeting to discuss filling a midterm vacancy or temporary absence for an elected position, or to discuss a person whose name was submitted to fill a midterm vacancy or temporary absence for an elected position.

A public body may not take a vote in a closed meeting except for a vote on a motion to end the closed portion of the meeting

Emergency Meetings

(Section 52-4-202)

A public body may hold an emergency meeting and is not required to give 24-hour notice if unforeseen circumstances arise that require the public body to consider matters of an emergency or urgent nature. However, a public body may not hold an emergency meeting unless it attempts to notify all members of the public body and a majority of its members approve the meeting.

Any member of a legislative public body may attend an emergency electronic meeting by electronic means, and the public body may conduct an emergency electronic



meeting of the legislative public body remotely.

Electronic Meetings

(Section [52-4-207](#))

An anchor location is a physical location where a public body conducting an electronic meeting normally conducts meetings or a location reasonably accessible to the public as the anchor location.

An electronic location is a meeting where some or all public body members attend through an electronic video or audio connection.

A public body may conduct a meeting that allows members of the public body to attend through an electronic video or audio connection. A public body may not hold an electronic meeting unless it has adopted procedures to govern electronic meetings, including how a remote member will be included in calculating a quorum. Electronic meetings must comply with OPMA, including giving public notice of the electronic meeting in accordance with Section [52-4-202](#).

A public body that conducts an electronic meeting must provide space and facilities at an anchor location for the public. A public body may conduct an electronic meeting without an anchor location if:

- the chair of the public body determines that conducting the meeting from an anchor location presents a substantial risk to the health or safety of those who are present or would otherwise be present at the anchor location;
- the public notice for the meeting or the chair during the meeting provides the chair's determination and a summary of

the facts upon which the determination is made; and

- includes in the public notice for the meeting information on how the public may view or make comment at the meeting; or
- all members of the public body attend the meeting remotely through an electronic video or audio, unless the public body receives a written request, at least 12 hours before the scheduled meeting time, to provide for an anchor location for members of the public to attend in person.

If an electronic meeting is held without an anchor location, a public body must provide means by which the public can view and hear the open portions of the meeting and provide comments electronically.

Application to Legislative Public Bodies (Section [JR1-4-402](#))

A member of a legislative public body may attend a meeting remotely by electronic means only if the member has a specified reason and notifies the chair of the public body. The chair must conduct an electronic meeting of the legislative public body from the anchor location.

When a member of a legislative public body attends a meeting by electronic means, the member's attire and appearance must be consistent with the attire and appearance that would be expected if the member were attending the meeting in person. The member's location should also reflect the dignity of the meeting, particularly if the member is attending via video conference.

A member of a legislative public body may not attend a meeting by electronic means while engaging in any activity that would be



abnormal or prohibited if the member were attending the meeting in person, including operating a motor vehicle.

Penalties

(Section [52-4-302](#) and [52-4-305](#))

Open Meetings – Any final action taken in a meeting that is in violation of certain provisions of OPMA is voidable by a court.

Closed Meetings – It is a class B misdemeanor to knowingly or intentionally violate the closed meeting provisions of OPMA.

DEFINITIONS

“Meeting”

A gathering:

- a) of a public body or specified body;
- b) with a quorum present; and
- c) that is convened:
 - i. by an individual:
 - A. with authority to convene the public body or specified body; and
 - B. following the process provided by law for convening the public body or specified body; and
 - ii. for the express purpose of acting as a public body or specified body to:
 - A. receive public comment about a relevant matter;
 - B. deliberate about a relevant matter; or
 - C. take action upon a relevant matter.

“Legislative Public Body”

A public body that is governed by legislative rules.

“Public Body”

An administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

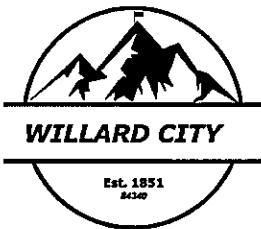
- is created by the Utah Constitution, state statute, rule, ordinance, or resolution;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.

Public body does not include a political party, political group, or a political caucus. It does not include a conference committee, rules committee, sifting committee, or an administrative staff committee of the Legislature.

“Specified Reason”

Illness or injury or health or safety concerns of a member or a member's relative, emergency travel, an emergency work-related issue, an emergency child care-related issue, a mandatory action day or a special circumstance day (see [63A-17-111](#)), or a circumstance similar to the circumstances described above.

ITEM 6



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, December 4, 2025 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

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

4
5 The following members were in attendance:
6

7 Sid Bodily, Chairman
8 Diana Baker
9 Chandler Bingham
10 Chad Braegger
11 Alex Dubovik
12 Ken Ormond

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

13
14 Excused: Brian Gilbert
15

16 Others in attendance were Mayor Travis Mote; Ruth Ormond; Stephanie Dickson; Juston Dickson; Doug
17 Younger; and Greg Day.

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

19
20 1. PRAYER: Alex Dubovik

21
22 2. PLEDGE OF ALLEGIANCE: Chad Braegger

23
24 3. GENERAL PUBLIC COMMENTS

25
26 No public comments were made.

27
28 4. CITY COUNCIL REPORT

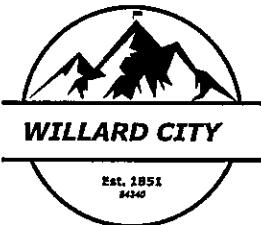
29
30 Mayor Mote didn't have a report because the November 27, 2025, City Council meeting was canceled for
31 Thanksgiving.

32
33 5A. CANCELED - PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A
34 PROPOSAL TO AMEND SECTION 24.44.050 OF THE WILLARD CITY ZONING CODE
35 REGARDING SETBACK AND HEIGHT REGULATIONS

36
37 5B. DISCUSSION REGARDING A PROPOSAL TO AMEND SECTIONS 24.44.050, 24.96.060,
38 24.24.030, AND 24.44.010 OF THE WILLARD CITY ZONING CODE REGARDING SETBACK,
39 HEIGHT, AND COVERAGE REGULATIONS (CONTINUED FROM NOVEMBER 20, 2025)

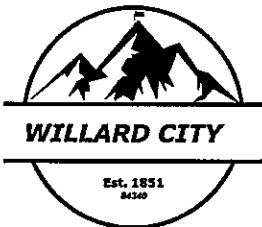
40
41 Time Stamp: 1:55 Part 1 - 12/04/2025

42
43 Madison Brown, City Planner, stated that amendments had been proposed to fix the height discrepancy
44 between ADU regulations and accessory buildings. The amendment necessitated updating different
45 sections of the code. Additional changes had been made based on issues brought up by the Planning
46 Commission at its last meeting. The public hearing had been canceled because not all the sections were
47 listed in the public notice. Another public hearing was needed that would list all the sections being amended.



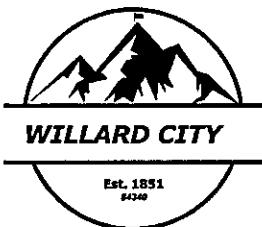
WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, December 4, 2025 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

50 Jeremy Kimpton, City Manager, stated that the discussion had been left on the agenda to allow the Planning
51 Commission to voice any comments or concerns.
52
53 Chairman Bodily asked if the Planning Commission had any comments.
54
55 Commissioner Braegger asked about the difference between the height of an ADU versus an accessory
56 building. Madison Brown explained that an accessory building was limited to 20 feet in height. Detached
57 ADU's were allowed to be 25 feet in height or two stories. The ADU ordinance said the maximum lot
58 coverage was 25%, the Table found in 24.44.050 said 30%, and a third location said 20%. She proposed
59 that all three be amended to 25%.
60
61 Commissioner Braegger asked if accessory buildings and ADU's would both have a maximum height of 25
62 feet. Ms. Brown said they would not. Accessory buildings were limited to 20 feet. ADU's would remain at
63 25 feet or two stories.
64
65 Jeremy Kimpton said the ordinance tied the two heights together, but that did not match the table.
66
67 Commissioner Braegger felt it would be simpler for ADU's and accessory buildings to have the same
68 maximum height. He suggested 25 feet. Commissioner Dubovik agreed. Ms. Brown said the Planning
69 Commission could make that recommendation.
70
71 Commissioner Ormond asked if there was any correlation between the height of the main building and an
72 ADU. Ms. Brown said an ADU could not be taller than 25 feet or two-stories.
73
74 Commissioner Ormond asked about the distance from the back of a dwelling unit to the rear property line.
75 Ms. Brown said an ADU still had to meet the setback requirements, which were the same as an accessory
76 building. Commissioner Ormond said the Old Town Willard Zone said any dwelling could not be closer than
77 30 feet to a rear property line, but a shed could be 5 feet. Was an ADU a dwelling or an accessory building?
78
79 Madison Brown stated that the staff had been considering adding a column for Old Town Willard to the
80 table in 24.44.050 so its regulations could be easily found and compared to the other zones. The Planning
81 Commission felt that was a good idea. Mr. Kimpton wanted to avoid having redundancy in the code.
82
83 Ms. Brown said the side setbacks for accessory buildings in Old Town Willard were five feet. In other zones
84 it was three feet. In Old Town Willard the minimum side yard setback was 12 feet with a total of 27 feet for
85 the two side yards. In other zones the minimum side yard was 10 feet with a total of 25 feet between the
86 two.
87
88 Commissioner Braegger felt it would be difficult to build an ADU in the Old Town Willard Zone if it had to
89 be 30 feet from a rear property line. He felt this was a good time to clean up the discrepancies.
90
91 There was a discussion about the boundaries of the Old Town Willard Zone.
92
93 Madison Brown stated that 24.44.010-D2 said, "The Old Willard Township Infill District is hereby created
94 and shall be defined as that area comprised of and encompassed by 200 North, 200 South, 200 East, 200
95 West..."
96
97 Commissioner Ormond asked if the zone was on both sides of the roads. Ms. Brown said it was on the east
98 side of 200 West, the west side of 200 East, the south side of 200 North, and the north side of 200 South.



WILLARD CITY
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99 Commissioner Bingham felt the Old Town Willard Zone was intended to be on both sides of 200 North, 200
100 South, 200 East, and 200 West. The Planning Commission agreed.
101
102 Mayor Mote stated that changing the boundaries of the Old Town Willard Zone might lead to zoning
103 changes.
104
105 Commissioner Bingham also felt the rear yard and side yard setbacks in Old Town Willard should be the
106 same as other zones. He suggested that all the discrepancies in the Old Town Willard Zone be corrected
107 at the same time.
108
109 Commissioner Braegger asked if the Planning Commission wanted to leave the maximum lot coverage in
110 Old Town Willard at 30% or change it to match the other zones. Ms. Brown said the maximum coverage in
111 other zones was 20%. She explained that ADU regulations limited a detached ADU to no more than 25%
112 of the remaining lot space. The Planning Commission felt the maximum coverage in all zones should be
113 changed to 25%.
114
115 Commissioner Ormond asked if the ADU regulations would be tied back to the primary zoning. Ms. Brown
116 said the ADU regulations would be amended to comply with the other zones, which is why the public hearing
117 had been canceled.
118
119 Madison Brown stated that the side yard regulations in Old Town Willard were confusing. In 24.44.010-
120 D(5)(b2), the code said, "...Infill dwellings with a detached rear yard garage are required to have a minimum
121 twelve (12') foot side yard from the side property line... The opposite side yard setback is a minimum of
122 fifteen (15) feet. Rear yard detached garages shall be set back a minimum of five (5') feet from the side
123 property line. Side yard attached garages shall be setback no less than ten (10) feet from the side property
124 line..."
125
126 Jeremy Kimpton felt the word 'garage' should be replaced with 'accessory building' would help clear up
127 some of the confusion. An accessory building was something that wasn't tied to the main structure.
128
129 Ms. Brown felt the same correction was needed in 24.44.010-D(5)(a, b, c, and d). All four paragraphs talked
130 about garages instead of accessory buildings.
131
132 Madison Brown listed the changes recommended by the Planning Commission: 1. Extend the Old Town
133 Willard Zone to include both sides of 200 East, 200 West, 200 North, and 200 South; 2. In Old Town Willard
134 change the side yard setback for accessory buildings to 3 feet; 3. Change the maximum coverage in all
135 zones to 25%; and 4. Change the word 'garage' to 'accessory building' in 24.44.010-D(5)(a, b, c, and d).
136
137 Commissioner Ormond asked if Old Town Willard separated ADU's from dwellings.
138
139 Jeremy Kimpton felt the question was whether a detached ADU was an accessory building.
140
141 Commissioner Braegger felt an accessory building was a building that didn't need utilities. An accessory
142 building with living quarters would be considered an ADU.
143
144 Mayor Mote felt there were ADU size limits that had to be taken into consideration. Commissioner Braegger
145 felt the size limitations only applied to the living quarters.
146



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147 Jeremy Kimpton stated that the square footage numbers for an ADU included livable space. It did not
148 include any attached or adjacent storage or garage space.

149
150 Commissioner Braegger stated that the proposed amendments also needed to address the height limitation
151 of 25 feet.

152
153 Madison Brown asked if the height limitation was 25 feet with one story, or 25 feet with two stories.
154 Commissioner Braegger didn't feel an accessory building would be any different than an ADU.

155
156 Commissioner Ormond stated that an ADU was a lot different than a garage or accessory building. He was
157 concerned about having an ADU three feet from rear or side property lines.

158
159 Commissioner Bingham didn't feel there would be a difference between an accessory building and an ADU.

160
161 Jeremy Kimpton stated that the Fire Code required all structures to be a minimum of 10 feet apart unless
162 they had firewalls.

163
164 Mayor Mote stated that if the Fire Code required 10 feet between structures, it would be equitable for the
165 setback to be five feet for all properties. Otherwise, it would be first come, first served.

166
167 Commissioner Braegger suggested that the side and rear yard setback for accessory buildings be five feet
168 in all zones. The Planning Commission agreed.

169
170 Jeremy Kimpton said the rear yard setback in all zones was 10 feet. Did the Planning Commission want to
171 change it to five feet? The Planning Commission decided not to change the rear yard setback.

172
173 Madison Brown said the rear yard setback for MU-40 and A-50 was 60 feet. The Planning Commission did
174 not feel either should be changed.

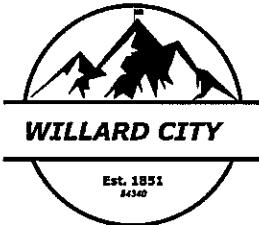
175
176 5C. CONSIDERATION OF AN OVERALL PRELIMINARY PLAT FOR THE ORCHARDS AT WILLARD
177 SUBDIVISION LOCATED AT APPROXIMATELY 300 SOUTH 320 WEST (PARCEL NOS. 02-051-
178 0004, 02-051-0062, 02-051-0085, 02-051-0264, 02-054-0005, 02-054-0007, 02-054-0009, 02-054-
179 0011, 02-54-0012, AND 02-054-0013) (CONTINUED FROM NOVEMBER 20, 2025)

180
181 Time Stamp: 34:26 Part 1 – 12/04/2025

182
183 Madison Brown stated that Heritage Homes was seeking preliminary approval for all four of the remaining
184 phases of The Orchards Subdivision, which all zoned MPC. According to the development agreement,
185 Heritage Homes was required to bring a preliminary plat to the Planning Commission and a final plat to the
186 City Council.

187
188 Amy Hugie, City Attorney, stated that she had reviewed the development agreement for The Orchards. The
189 Planning Commission could recommend approval of Phases 3 through 6 at the same time, but the City
190 Council could only consider final approval one phase at a time.

191
192 Chairman Bodily asked if Heritage Homes had addressed the City Engineer's concerns. Jeremy Kimpton
193 did not think an agreement had been reached between adjoining property owners regarding storm water
194 detention. The City Engineer felt the location of the proposed detention pond was the ideal, but there was
195 not a way to get around a road having to go through it.



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196 Commissioner Bingham stated that the Planning Commission had talked to the developer of the Harding
197 property about working with Heritage Homes to design the detention area. He was concerned about
198 recommending approval of Phase 4 until the design details were finalized. Mayor Mote stated that he had
199 spoken with both property owners about the need to collaborate on a storm water design. Both had said
200 they were willing to do that, but he had not seen a final recommendation from the City Engineer.
201

202 Commissioner Braegger felt Willard had made an agreement with Heritage Homes to consider each phase
203 separately to allow details like the storm water detention to be worked out. He felt Willard should stick to
204 the terms of the agreement. Phase 4 was a concern because the storm water area for two adjoining
205 developments butted up to each other, and the developer of the Harding property still wasn't sure what he
206 was doing.
207

208 Amy Hugie stated that the Planning Commission could recommend approval of Phases 3, 5, and 6. She
209 was still reviewing the Canyon Bay development agreement.
210

211 Commissioner Braegger asked what happened to the trails and parks that were proposed in The Orchards
212 Subdivision. Jeremy Kimpton stated that the trails and parks were negotiated out to get the density down.
213 Mayor Mote stated that when Heritage Homes met with the City Council, some members didn't want to see
214 any lots less than one-third of an acre. To do that, Heritage Homes agreed to pay a fee-in-lieu-of. He felt
215 very strongly that the money received from Heritage Homes needed to be set aside and used to develop
216 or improve open space Willard already owned, such as the baseball park. The funds could not just go into
217 the General Fund.
218

219 Jeremy Kimpton asked if Heritage Homes would also construct improvements on 200 West. Mayor Mote
220 felt Canyon Bay would make those improvements.
221

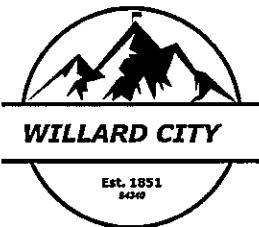
222 Commissioner Braegger understood that Phase 4 was located where it was because of the needed sewer
223 extension. He was concerned about the way Phase 4 butted up to the proposed Canyon Bay Subdivision.
224 He did not feel comfortable recommending its approval at this time. He felt Willard should have some say
225 in how the two developments designed the storm water area.
226

227 Commissioner Bingham did not have a problem with Phases 3, 5, or 6, but he was concerned about Phase
228 4 too.
229

230 Greg Day, Heritage Homes, stated that the development process followed the path of development
231 agreement, preliminary plat, and final plat. At each stage, there would be additional information. Preliminary
232 approval provided the developer with the ability to move to the next step. The final engineering details would
233 come at the appropriate level. There would be additional review and documentation provided to Willard by
234 the City Engineer and Heritage's engineers. Heritage wanted to get started on Phase 3. They would love
235 to get the whole thing approved even though they would not be able to build it all. If they were reliant upon
236 a third party, it could take some time. They needed a starting point.
237

238 Commissioner Braegger felt Heritage Homes was already waiting on a neighboring development for sewer.
239 Without sewer, Heritage Homes was stuck, or it had to put in the sewer line. Mr. Day agreed they could not
240 move forward with Phase 4 until some issues were resolved.
241

242 Commissioner Braegger did not feel the Planning Commission could recommend approval of Phase 4 with
243 so many unknowns.
244



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245 Greg Day stated that they were trying to masterplan the whole area. They needed a target to aim at.
246 Commissioner Braegger said that roads in Phase 4 needed to match up with what Canyon Bay was
247 proposing. Heritage Homes had not met with Canyon Bay to work something out. Mr. Day felt those details
248 could be worked out between preliminary approval by the Planning Commission and the final approval by
249 the City Council. By that time, they would have a solution. If they didn't match the preliminary plat, they
250 would have to come back to the Planning Commission to amend it.
251
252 Commissioner Braegger felt the responsibility to make sure everything was worked out fell on the Planning
253 Commission, not the City Council. The Planning Commission would not be doing its job, if it allowed this
254 development to move forward without a resolution.
255
256 Amy Hugie asked about allowing Heritage Homes to move forward with Phases 3, 5, and 6.
257
258 Commissioner Braegger stated that Phases 5 and 6 would not have sewer until the sewer was built in
259 Phase 4.
260
261 Greg Day stated that they would not start building roads until everything was resolved. They wanted to
262 move forward with final engineering for Phase 3. When that was done, they would begin working to resolve
263 roads in Phase 4 and finalize the sewer and storm drain designs.
264
265 Amy Hugie felt that Canyon Bay would have to line up with The Orchards because its MPC Zone had
266 already been approved.
267
268 Commissioner Bingham stated that there was an awkward triangle of land located between The Orchards
269 and Canyon Bay. He hoped Heritage Homes and Canyon Bay could work out a mutual plan to address
270 drainage that would utilize that triangle. Utilizing the triangle would be beneficial for both developments and
271 Willard. Mr. Day agreed.
272
273 Greg Day stated that Heritage Homes did plan to resolve the drainage issue. They weren't trying to escape
274 it. If the Planning Commission didn't feel comfortable with overall preliminary approval for the remaining
275 phases, could they move forward with Phase 3?
276
277 Commissioner Bingham was willing to recommend approval of Phase 3 to the City Council.
278
279 Commissioner Ormond asked if The Orchards was exempt from meeting the height and setback
280 requirements in the Zoning Code. Jeremy Kimpton stated that Heritage Homes would have to comply with
281 the height and setback requirements found in the Zoning Code unless something different had been
282 negotiated in the development agreement.
283
284 Commissioner Ormond felt the lot sizes in Phase 3 would have to be changed to comply with the size
285 requirements of the Zoning Code. Mr. Kimpton said the lot sizes were negotiated in the development
286 agreement. The MPC Zone gave Willard latitude to negotiate lot sizes and widths. Ms. Brown did not see
287 any setback exceptions in the development agreement.
288
289 Commissioner Ormond thought lots had to be 100 feet wide. Mayor Mote said Willard had approved the
290 subdivision layout, realizing that not all the lots would be 100 feet wide. He thought the narrowest lot was
291 87 feet wide. The agreement itself did not specify lot widths. It referred to the attached plan.
292



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293 Commissioner Ormond felt the lots were too small. Amy Hugie reminded the Planning Commission that the
294 MPC Zone and lot sizes had already been approved.

295
296 Commissioner Ormond asked if the MPC took precedence over the zoning. Commission Bingham stated
297 that the MPC was its own zone according to the development agreement. Mayor Mote said MPC
298 development agreements allowed some flexibility in lot sizes and widths as long as the lot density did not
299 increase.

300
301 Commissioner Braegger said there were some narrower lots, but there were also lots that were 119 and
302 130 feet wide. The lots varied in width, which is what the city was looking for.

303
304 Commissioner Ormond said the density for Phase 3 was 2.14.
305
306 **Commissioner Bingham moved to recommend preliminary approval of The Orchards Phase 3 to the**
307 **City Council. Commissioner Braegger seconded the motion. A roll call vote was taken.**
308 **Commissioners Bingham, Dubovik, Baker, and Braegger voted "aye." Commissioner Ormond voted**
309 **"nay." The motion passed.**

310
311 5D. **DISCUSSION REGARDING AMENDING 24.80 OF THE WILLARD CITY ZONING CODE TO**
312 **ADOPT REQUIREMENTS FOR MINOR/SMALL SUBDIVISIONS (CONTINUED FROM**
313 **SEPTEMBER 18, OCTOBER 2, AND NOVEMBER 6, 2025)**

314
315 Time Stamp: 58:21 Part 1- 12/04/2025

316
317 Madison Brown stated that she had discussed a code amendment for minor subdivisions with Amy Hugie
318 who suggested adding regulations for minor subdivisions into the existing code rather than having a
319 separate section.

320
321 Amy Hugie asked about the Planning Commission's goal. Was the goal to deal with the cost of curb, gutter,
322 and sidewalk for lot splits?

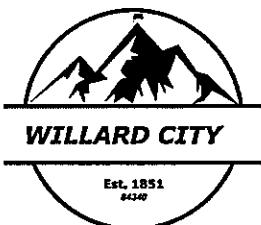
323
324 Commissioner Dubovik felt the intent of minor subdivision regulations was to allow flexibility for property
325 owners to divide property without having to construct infrastructure until development occurred. When
326 development began, the Planning Commission wanted to have hooks that would require infrastructure.

327
328 Amy Hugie suggested adding an exception to the Subdivision Code that rather than adopting a minor
329 subdivision ordinance, The exception could state that if a subdivision was three lots or less and located on
330 an existing road, infrastructure costs for curb, gutter, and sidewalk could be deferred with a restriction on
331 the recorded plat. The restriction would state that infrastructure had to be paid for by the property owner
332 when building occurred. Placing the restriction on the recorded plat would help the staff track it.

333
334 Mayor Mote asked how the exception would address installation of infrastructure for the original dwelling.
335 Amy Hugie said the restriction would be placed on all the lots.

336
337 Commissioner Braegger felt infrastructure might be more complicated than just curb, gutter, and sidewalk.
338 What about water and sewer? The city standards also said dry lines were required for secondary water.
339 Amy Hugie agreed all standards would have to be met. If a subdivision required installation of utilities, it
340 should go through the regular subdivision process. It would no longer be an exception.

341



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342 Mayor Mote felt the Planning Commission would determine whether an exception was applicable.
343

344 Amy Hugie stated that Madison Brown recommended the following criteria for a minor subdivision: A.
345 Contains no more than three lots total; B. The proposed parcel is not traversed by the mapped alignment
346 of a proposed or future street or trail identified in the Willard City General Plan or Transportation Master
347 Plan; C. The subdivision does not require dedication of land for public streets or other public facilities; D.
348 The subdivision has been reviewed and approved, where applicable, by the Public Works Director serving
349 as the culinary water and sanitary sewer authorities; E. The subdivision is located within a residential zoning
350 district; F. The subdivision complies with all applicable Willard City land use ordinances or has obtained an
351 approved variance for any conflicting requirements; G. No other subdivision or lot split has occurred from
352 the parent parcel within the past five years. If a prior split occurred within five years, both the previously
353 separated lots and the subject property shall be counted toward the three-lot maximum; H. The subdivision
354 does not require or propose the creation or dedication of open space for purposes of density bonuses or
355 reduced lot sizes, I. The subdivision complies with all other applicable Willard City Code requirements
356 including zoning, required improvements, bonding (if applicable), drainage management, utility easements,
357 and any protections related to sensitive lands, and J. Applicants shall install all required improvements in a
358 manner that matches and is consistent with the improvements in the surrounding area.
359

360 Ms. Hugie said the Planning Commission could include additional criteria if it wanted. Those requirements
361 would have to be met to defer infrastructure requirements. She felt dry secondary lines or a water trunk line
362 were not minor improvements. If those types of improvements were needed, a development would not
363 qualify as a minor subdivision. The Planning Commission was considering a simple way for a property
364 owner with an existing home to split his property. An existing home would already have water and sewer
365 services.

366 Commissioner Braegger did not feel a minor subdivision would be cut and dried every time. He wanted a
367 simple way to make it work without having to go through the entire subdivision process.
368

369 Mayor Mote felt the original premise was property owners who wanted to split property without building. If
370 a property owner wanted to build, he would have to go through the regular subdivision process.
371

372 Commissioner Dubovik clarified that a minor subdivision would only apply if property was being divided
373 without development. If a property division involved development, then the entire subdivision process would
374 be involved.
375

376 Amy Hugie said the state code allowed a land division called an ag split that applied to property owners
377 with more than 25 acres. An ag split did not have to go through the subdivision process if it was not creating
378 additional infrastructure. To her a subdivision was a subdivision if it wasn't an ag split. However, if the
379 Planning Commission was trying to reduce costs for property owners who fronted a road and wanted to
380 split their property, a minor subdivision could be an option.
381

382 Juston Dickson, 265 East 1000 North, stated that they had purchased property around them to keep people
383 away. They owned 1.25 acres at 1547 North Main. They wanted to divide into two three-quarter acre lots
384 and connect one lot to other property they owned in the *greenbelt*. This year, he was charged \$4,000 in
385 taxes for that property. The division would simply divide the property. One parcel would contain the house;
386 the other the old barn. The parcel with the barn would be connected to other property they owned in the
387 *greenbelt*.
388

389



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390 Stephanie Dickson stated that they didn't want to put in storm drain, curb and gutter, and other subdivision
391 expenditures. They just wanted to divide the property. Nothing about the property would change, except
392 the location of the property line. There wouldn't be any building.

393
394 Mr. Dickson was aware of other property owners who wanted to do the same thing.

395
396 Stephanie Dickson felt that an application for a building permit should trigger infrastructure requirements.

397
398 Amy Hugie stated that to sell a lot, it had to be a recordable lot. Certain infrastructure was required to make
399 a lot recordable. Water and sewer had to be stubbed to the property line.

400
401 Juston Dickson stated that their property at 1547 North Main had stubbed utilities. According to Box Elder
402 County if they owned five acres in the *greenbelt*, they could add a three-quarter acre lot to it even if the
403 properties weren't connected.

404
405 There was further discussion about the *greenbelt* designation and an ag split.

406
407 Amy Hugie stated that the Planning Commission needed to decide what its goal for minor subdivision was.

408
409 Commissioner Ormond asked if the city had already set a precedence that when property developed, the
410 city paid for the infrastructure? Mayor Mote said it had not. The city was trying to prevent infrastructure
411 gaps. He did agree there were built-out places in the community where infrastructure wasn't required when
412 building occurred. If infrastructure was needed in one of those places, the city would have to pay for it. As
413 new development occurred, it needed to bear the burden of infrastructure. That was the reason minor
414 subdivisions were such a concern. Common sense said, a property owner should be able to split his
415 property, but the city didn't want to get stuck paying for infrastructure for the original home. Development
416 needed to pay for itself.

417
418 Commissioner Ormond felt the property owners would be responsible for the development of the property
419 when they built without a deed restriction. Mayor Mote said when property was divided and in different
420 owners' names, the city didn't have a way to force installation of infrastructure.

421
422 Commissioner Braegger felt a deed restriction on both parcels would protect the city.

423
424 There was further discussion.

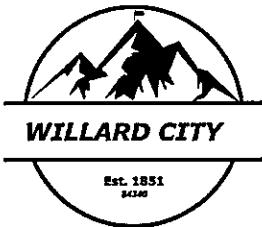
425
426 Commissioner Braegger felt the deed restriction should apply to all subdivision requirements. A property
427 might need more infrastructure than curb, gutter, and sidewalk.

428
429 Mayor Mote stated that when development occurred, the city might decide that some infrastructure wasn't
430 needed.

431
432 Time Stamp: 0:00 Part 2 – 12/04/2025

433
434 Commissioner Dubovik asked if the deed restriction on each lot would trigger a review for needed
435 infrastructure on all the lots involved. Ms. Hugie said that was correct.

436
437 Commissioner Bingham felt the city needed to move forward with an exception for minor subdivisions
438 described by Amy Hugie with deed restrictions for each lot involved. It sounded like the simplest solution.



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439 Commissioner Braegger agreed as long as lots with less than 100 feet of frontage were not created.
440 Recorded deed restrictions would make it easier for the staff to track, and the staff wouldn't have to worry
441 about escrows.

442
443 Mayor Mote felt it would be a good idea for the city to keep a map of where recorded deed restrictions were
444 located to prevent having to do title searches. Jeremy Kimpton said that step could be added to the staff's
445 checklist. It would be a good policy.

446
447 Amy Hugie stated that she would prepare a proposed amendment to the Subdivision Ordinance.
448

449 5E. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO WILLIAM COMER ON AN UNKNOWN
450 DATE FOR THE BINGHAM TRAILER COURT LOCATED AT 46 NORTH 100 EAST (PARCEL NO.
451 02-048-0024)

452
453 Time Stamp: 05:32 Part 2 – 12/04/2025

454
455 Madison Brown stated that Michelle Drago had contacted William Comer.

456
457 Michelle Drago, Deputy Recorder, stated that William Comer's property at 46 North 100 East was currently
458 zoned Old Town Willard. A trailer court was a conditional use in that zone. Mr. Comer's trailer court
459 contained three trailers in addition to his home. The trailer court was created by his parents before he was
460 born in 1958. He did not have any documentation regarding the creation of the trailer court. She felt the
461 current trailer court was a non-conforming use rather than a conditional use.

462
463 Commissioner Braegger didn't feel the city had any issues with the trailer court. Ms. Brown agreed.

464
465 Ms. Drago asked if Mr. Comer would lose his non-conforming status if he didn't renew his business license.
466 Jeremy Kimpton said a current business license did not change the use of the property.

467
468 After further discussion, Amy Hugie recommended that the trailer court remain a conditional use with the
469 only condition being maintenance of a business license.

470
471 6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR
472 NOVEMBER 20, 2025

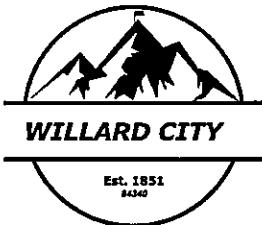
473
474 Commissioner Bingham moved to approve the regular minutes for November 20, 2025, as written.
475 Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

476
477 7. ITEMS FOR THE DECEMBER 18, 2025, OR JANUARY 15, 2026, PLANNING COMMISSION
478 AGENDA

479
480 Time Stamp: 11:38 Part 2 – 12/04/2025

481
482 The Planning Commission agreed to cancel the December 18, 2025, Planning Commission meeting unless
483 there was a pressing issue.

484
485 The Planning Commission discussed agenda items for the January 15, 2026, meeting – public hearing and
486 discussion regarding height, coverage, and setback clarifications, possible discussion regarding Canyon
487 Bay MPC, consideration of an amendment for minor subdivision, and a conditional use permit review.



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488 8. COMMISSIONER/STAFF COMMENTS

489

490 Time Stamp: 14:17 Part 2 – 12/04/2025

491

492 Amy Hugie

493

494 Did not have any comments.

495

496 Jeremy Kimpton

497

498 Madison Brown

499

500 Did not have any comments.

501

502 Commissioner Bingham

503

504 Commissioner Bingham stated that red curb was needed in front of the Beard Townhomes at 200 West
505 750 North. The road wasn't wide enough for two-way traffic and on-street parking.

506

507 Commissioner Dubovik

508

509 Did not have any comments.

510

511 Commissioner Ormond

512

513 Did not have any comments.

514

515 Commissioner Baker

516

517 Commissioner Baker stated that the trail on 200 West was not being maintained. Next Construction and
518 Sunpro employees and contractors were parking on 200 West, which didn't leave room for anyone else to
519 park along the road. There needed to be a way to maintain the trails without the city having to be
520 responsible.

521

522 Mayor Mote was concerned about the semi-trucks that parked around the block from 100 West to 200 West
523 and 750 North to 800 North and snow removal. The city had talked to Next Construction and owners of the
524 vehicles. Jeremy Kimpton said the vehicle owners had been notified that they would be cited if the vehicles
525 were on the street during a snowstorm.

526

527 Commissioner Braegger

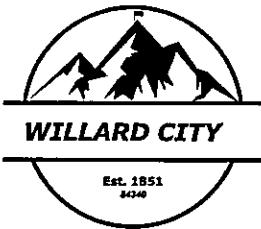
528

529 Commissioner Braegger was not able to attend the last Planning Commission meeting. He wanted to talk
530 about the open space in Canyon Bay in case he wasn't at the next meeting. He felt open space should be
531 space the public could actually utilize rather than a three-acre peach orchard. Mayor Mote stated that he
532 did take time at the last meeting to discuss agricultural easements. He quickly summarized the discussion
533 at the last meeting. A brief discussion followed.

534

535

536



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537 Chairman Bodily

538
539 Chairman Bodily asked who inspected the utility lines in the city. There was a wire in front of his home that
540 was only about 12 feet off the ground. Mayor Mote said subdivision improvements were inspected by the
541 City Engineer and Public Works. He wasn't sure who inspected cable or fiber optic lines or if the city had
542 any public works standards for them. Commissioner Braegger felt there were aerial regulations. Chairman
543 Bodily said the lines probably weren't high voltage but having them hang so low didn't look good and didn't
544 look safe.

545
546 There was a discussion about franchise agreements. Ms. Hugie said a franchise agreement did not force
547 a utility company to provide service. A franchise agreement allowed the city to collect a certain tax
548 percentage for the services provided in Willard.

549
550 10. ADJOURN

551
552 **Commissioner Bingham moved to adjourn at 8:28 p.m. Commissioner Braegger seconded the**
553 **motion. All voted in favor. The motion passed unanimously.**

554
555 Minutes were read individually and approved on: _____

556
557 Planning Commission, Chairman
558 Sid Bodily

559
560 Planning Commission Secretary
561 Michelle Drago

562
563 dc:PC 12-04-2025