



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

Jeremy Kimpton, City Manager

8 Diana Baker

Amy Hugie, City Attorney

9 Chandler Bingham

Madison Brown, City Planner

10 Chad Braegger

Michelle Drago, Deputy City Recorder

11 Alex Dubovik

12 Ken Ormond  
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

19 Chairman Bodily called the meeting to order at 6:30 p.m.  
20

21 1. PRAYER: Alex Dubovik  
22

23 2. PLEDGE OF ALLEGIANCE: Chad Braegger  
24

25 3. GENERAL PUBLIC COMMENTS  
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27 No public comments were made.  
28

29 4. CITY COUNCIL REPORT  
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31 Mayor Mote didn't have a report because the November 27, 2025, City Council meeting was canceled for  
32 Thanksgiving.  
33

34 5A. CANCELED - PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A  
35 PROPOSAL TO AMEND SECTION 24.44.050 OF THE WILLARD CITY ZONING CODE  
36 REGARDING SETBACK AND HEIGHT REGULATIONS  
37

38 5B. DISCUSSION REGARDING A PROPOSAL TO AMEND SECTIONS 24.44.050, 24.96.060,  
39 24.24.030, AND 24.44.010 OF THE WILLARD CITY ZONING CODE REGARDING SETBACK,  
40 HEIGHT, AND COVERAGE REGULATIONS (CONTINUED FROM NOVEMBER 20, 2025)  
41

42 Time Stamp: 1:55 Part 1 - 12/04/2025  
43

44 Madison Brown, City Planner, stated that amendments had been proposed to fix the height discrepancy  
45 between ADU regulations and accessory buildings. The amendment necessitated updating different  
46 sections of the code. Additional changes had been made based on issues brought up by the Planning  
47 Commission at its last meeting. The public hearing had been canceled because not all the sections were  
48 listed in the public notice. Another public hearing was needed that would list all the sections being amended.  
49



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Jeremy Kimpton, City Manager, stated that the discussion had been left on the agenda to allow the Planning Commission to voice any comments or concerns.

Chairman Bodily asked if the Planning Commission had any comments.

Commissioner Braegger asked about the difference between the height of an ADU versus an accessory building. Madison Brown explained that an accessory building was limited to 20 feet in height. Detached ADU's were allowed to be 25 feet in height or two stories. The ADU ordinance said the maximum lot coverage was 25%, the Table found in 24.44.050 said 30%, and a third location said 20%. She proposed that all three be amended to 25%.

Commissioner Braegger asked if accessory buildings and ADU's would both have a maximum height of 25 feet. Ms. Brown said they would not. Accessory buildings were limited to 20 feet. ADU's would remain at 25 feet or two stories.

Jeremy Kimpton said the ordinance tied the two heights together, but that did not match the table.

Commissioner Braegger felt it would be simpler for ADU's and accessory buildings to have the same maximum height. He suggested 25 feet. Commissioner Dubovik agreed. Ms. Brown said the Planning Commission could make that recommendation.

Commissioner Ormond asked if there was any correlation between the height of the main building and an ADU. Ms. Brown said an ADU could not be taller than 25 feet or two-stories.

Commissioner Ormond asked about the distance from the back of a dwelling unit to the rear property line. Ms. Brown said an ADU still had to meet the setback requirements, which were the same as an accessory building. Commissioner Ormond said the Old Town Willard Zone said any dwelling could not be closer than 30 feet to a rear property line, but a shed could be 5 feet. Was an ADU a dwelling or an accessory building?

Madison Brown stated that the staff had been considering adding a column for Old Town Willard to the table in 24.44.050 so its regulations could be easily found and compared to the other zones. The Planning Commission felt that was a good idea. Mr. Kimpton wanted to avoid having redundancy in the code.

Ms. Brown said the side setbacks for accessory buildings in Old Town Willard were five feet. In other zones it was three feet. In Old Town Willard the minimum side yard setback was 12 feet with a total of 27 feet for the two side yards. In other zones the minimum side yard was 10 feet with a total of 25 feet between the two.

Commissioner Braegger felt it would be difficult to build an ADU in the Old Town Willard Zone if it had to be 30 feet from a rear property line. He felt this was a good time to clean up the discrepancies.

There was a discussion about the boundaries of the Old Town Willard Zone.

Madison Brown stated that 24.44.010-D2 said, "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..."

Commissioner Ormond asked if the zone was on both sides of the roads. Ms. Brown said it was on the east side of 200 West, the west side of 200 East, the south side of 200 North, and the north side of 200 South.



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Commissioner Bingham felt the Old Town Willard Zone was intended to be on both sides of 200 North, 200 South, 200 East, and 200 West. The Planning Commission agreed.

Mayor Mote stated that changing the boundaries of the Old Town Willard Zone might lead to zoning changes.

Commissioner Bingham also felt the rear yard and side yard setbacks in Old Town Willard should be the same as other zones. He suggested that all the discrepancies in the Old Town Willard Zone be corrected at the same time.

Commissioner Braegger asked if the Planning Commission wanted to leave the maximum lot coverage in Old Town Willard at 30% or change it to match the other zones. Ms. Brown said the maximum coverage in other zones was 20%. She explained that ADU regulations limited a detached ADU to no more than 25% of the remaining lot space. The Planning Commission felt the maximum coverage in all zones should be changed to 25%.

Commissioner Ormond asked if the ADU regulations would be tied back to the primary zoning. Ms. Brown said the ADU regulations would be amended to comply with the other zones, which is why the public hearing had been canceled.

Madison Brown stated that the side yard regulations in Old Town Willard were confusing. In 24.44.010-D(5)(b2), the code said, "...Infill dwellings with a detached rear yard garage are required to have a minimum twelve (12') foot side yard from the side property line... 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..."

Jeremy Kimpton felt the word 'garage' should be replaced with 'accessory building' would help clear up some of the confusion. An accessory building was something that wasn't tied to the main structure.

Ms. Brown felt the same correction was needed in 24.44.010-D(5)(a, b, c, and d). All four paragraphs talked about garages instead of accessory buildings.

Madison Brown listed the changes recommended by the Planning Commission: 1. Extend the Old Town Willard Zone to include both sides of 200 East, 200 West, 200 North, and 200 South; 2. In Old Town Willard change the side yard setback for accessory buildings to 3 feet; 3. Change the maximum coverage in all zones to 25%; and 4. Change the word 'garage' to 'accessory building' in 24.44.010-D(5)(a, b, c, and d).

Commissioner Ormond asked if Old Town Willard separated ADU's from dwellings.

Jeremy Kimpton felt the question was whether a detached ADU was an accessory building.

Commissioner Braegger felt an accessory building was a building that didn't need utilities. An accessory building with living quarters would be considered an ADU.

Mayor Mote felt there were ADU size limits that had to be taken into consideration. Commissioner Braegger felt the size limitations only applied to the living quarters.



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

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

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

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

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

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

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

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

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

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

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

Time Stamp: 34:26 Part 1 – 12/04/2025

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

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

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



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

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

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

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

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

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

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

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

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

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



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Greg Day stated that they were trying to masterplan the whole area. They needed a target to aim at. Commissioner Braegger said that roads in Phase 4 needed to match up with what Canyon Bay was proposing. Heritage Homes had not met with Canyon Bay to work something out. Mr. Day felt those details could be worked out between preliminary approval by the Planning Commission and the final approval by the City Council. By that time, they would have a solution. If they didn't match the preliminary plat, they would have to come back to the Planning Commission to amend it.

Commissioner Braegger felt the responsibility to make sure everything was worked out fell on the Planning Commission, not the City Council. The Planning Commission would not be doing its job, if it allowed this development to move forward without a resolution.

Amy Hugie asked about allowing Heritage Homes to move forward with Phases 3, 5, and 6.

Commissioner Braegger stated that Phases 5 and 6 would not have sewer until the sewer was built in Phase 4.

Greg Day stated that they would not start building roads until everything was resolved. They wanted to move forward with final engineering for Phase 3. When that was done, they would begin working to resolve roads in Phase 4 and finalize the sewer and storm drain designs.

Amy Hugie felt that Canyon Bay would have to line up with The Orchards because its MPC Zone had already been approved.

Commissioner Bingham stated that there was an awkward triangle of land located between The Orchards and Canyon Bay. He hoped Heritage Homes and Canyon Bay could work out a mutual plan to address drainage that would utilize that triangle. Utilizing the triangle would be beneficial for both developments and Willard. Mr. Day agreed

Greg Day stated that Heritage Homes did plan to resolve the drainage issue. They weren't trying to escape it. If the Planning Commission didn't feel comfortable with overall preliminary approval for the remaining phases, could they move forward with Phase 3?

Commissioner Bingham was willing to recommend approval of Phase 3 to the City Council.

Commissioner Ormond asked if The Orchards was exempt from meeting the height and setback requirements in the Zoning Code. Jeremy Kimpton stated that Heritage Homes would have to comply with the height and setback requirements found in the Zoning Code unless something different had been negotiated in the development agreement.

Commissioner Ormond felt the lot sizes in Phase 3 would have to be changed to comply with the size requirements of the Zoning Code. Mr. Kimpton said the lot sizes were negotiated in the development agreement. The MPC Zone gave Willard latitude to negotiate lot sizes and widths. Ms. Brown did not see any setback exceptions in the development agreement.

Commissioner Ormond thought lots had to be 100 feet wide. Mayor Mote said Willard had approved the subdivision layout, realizing that not all the lots would be 100 feet wide. He thought the narrowest lot was 87 feet wide. The agreement itself did not specify lot widths. It referred to the attached plan.



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

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

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

Commissioner Ormond said the density for Phase 3 was 2.14.

**Commissioner Bingham moved to recommend preliminary approval of The Orchards Phase 3 to the City Council. Commissioner Braegger seconded the motion. A roll call vote was taken. Commissioners Bingham, Dubovik, Baker, and Braegger voted “aye.” Commissioner Ormond voted “nay.” The motion passed.**

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

Time Stamp: 58:21 Part 1– 12/04/2025

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

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

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

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

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

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



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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

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

There was further discussion.

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

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

Time Stamp: 0:00 Part 2 – 12/04/2025

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

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



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

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

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

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

Time Stamp: 05:32 Part 2 – 12/04/2025

Madison Brown stated that Michelle Drago had contacted William Comer.

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

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

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

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

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

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

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

Time Stamp: 11:38 Part 2 – 12/04/2025

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

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



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8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 14:17 Part 2 – 12/04/2025

Amy Hugie

Did not have any comments.

Jeremy Kimpton

Madison Brown

Did not have any comments.

Commissioner Bingham

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

Commissioner Dubovik

Did not have any comments.

Commissioner Ormond

Did not have any comments.

Commissioner Baker

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

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

Commissioner Braegger

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



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Chairman Bodily

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

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

10. ADJOURN

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

Minutes were read individually and approved on: \_\_\_\_\_

\_\_\_\_\_  
Planning Commission, Chairman  
Sid Bodily

\_\_\_\_\_  
Planning Commission Secretary  
Michelle Drago

dc:PC 12-04-2025