



WILLARD CITY
Planning Commission Meeting – Regular Meeting

Thursday, January 15, 2026 – 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.

5 The following members were in attendance:

Sid Bodily, Chairman
Diana Baker
Chandler Bingham
Alex Dubovik
Ken Ormond

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

Excused: Chad Braegger, Brian Gilbert, and Madison Brown

15 Others in attendance were Mayor Travis Mote; Ruth Ormond; Doug Younger; Rebecca Dilg; Carl Dilg; Terry
16 Ross; Juston Dickson; and Stephanie Dickson.

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

1. PRAYER: Ken Ormond
 2. PLEDGE OF ALLEGIANCE: Alex Dubovik
 3. GENERAL PUBLIC COMMENTS

26 Time Stamp: 01:54 – 01/15/2026

28 Juston Dickson, 265 East 1000 North, stated that they had been attending Planning Commission meetings
29 for several months regarding a code amendment for minor subdivision. He asked why it wasn't on the
30 agenda. Amy Hugie, City Attorney, explained that she was working on an ordinance. When it was ready for
31 consideration, it would be placed on the agenda.

33 Rebecca Dilg, 50 West 1075 North, spoke in support of the proposed minor subdivision ordinance. She felt
34 that 24.64.060(B) was applicable to their personal property and could be applicable to minor subdivisions
35 as well. There was discussion regarding their private lane.

- #### 4. CITY COUNCIL REPORT

39 Time Stamp: 08:21 – 01-15-2026

41 Mayor Mote reported that during the January 8th City Council meeting the re-elected officials were sworn
42 in; the 2026 meeting schedule was discussed; the Council met with Ruben Vantassel from the Wastewater
43 Treatment Plant to discuss capacity; held a public hearing regarding the proposed boundary adjustment
44 with Perry City; tabled discussion regarding the boundary adjustment; discussed applying for corridor
45 preservation project funding to purchase an easement for 300 East; discussed expenses that Box Elder
46 County might pass on to the city for senior services, emergency services, and an animal shelter;
47 reappointed Jacob Bodily to the Mosquito Abatement Board; and discussed and approved agreements with
48 the Wells family to secure an easement for additional water resources and pipeline in exchange for 30
49 water connections in the future.



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50 5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PROPOSAL TO AMEND
51 SECTION 24.44.050 OF THE WILLARD CITY ZONING CODE REGARDING AREA COVERAGE,
52 SETBACKS, AND HEIGHT REGULATIONS, AND MAKING RELATED AMENDMENTS TO
53 SECTIONS 24.96.060, 24.24.030, 24.44.010, AND 24.08.140

54
55 Time Stamp 14:14 – 01-15/2026

56
57 Chairman Bodily read the Willard City Planning Commission's rules of order statement.

58
59 **Commissioner Dubovik moved to open the public hearing at 6:46 p.m. Commissioner Bingham**
60 **seconded the motion. All voted "aye." The motion passed unanimously.**

61
62 Jeremy Kimpton, City Manager, stated that changes to Section 24.44.050 of the Zoning Code had been
63 proposed to clean up conflicting language regarding area coverage, setbacks, and height regulations. The
64 Planning Commission had asked that related amendments be made to Sections 24.96.060, 24.24.030,
65 24.44.010, and 24.08.140. An ordinance had been prepared for the Planning Commission to review.

66
67 Chairman Bodily opened the floor for public comments.

68
69 Rebecca Dilg had read the proposed ordinance and wanted to lend her support in favor for it.

70
71 **Commissioner Baker moved to close the public hearing at 6:47 p.m. Commissioner Bingham**
72 **seconded the motion. All voted "aye." The motion passed unanimously.**

73
74 5B. DISCUSSION REGARDING A PROPOSAL TO AMEND SECTION 24.44.050 OF THE WILLARD
75 CITY ZONING CODE REGARDING AREA COVERAGE, SETBACKS, AND HEIGHT
76 REGULATIONS, AND MAKING RELATED AMENDMENTS TO SECTIONS 24.96.060, 24.24.030,
77 24.44.010, AND 24.08.140 (CONTINUED FROM NOVEMBER 20 AND DECEMBER 4, 2025)

78
79 Time Stamp: 18:11 – 01/15/2026

80
81 Chairman Bodily asked if the Planning Commission members had reviewed the proposed ordinance.

82
83 Commissioner Dubovik felt the ordinance covered all the Planning Commission had discussed.

84
85 Chairman Bodily agreed but wanted to make sure Commissioner Braegger's concerns had been
86 addressed.

87
88 Commissioner Ormond asked how to handle discrepancies found in the code in the future. Mr. Kimpton
89 asked that Planning Commission members to let him know when they had concerns. He could then create
90 verbiage for the Planning Commission to consider.

91
92 Commissioner Ormond stated that the General Plan said a building lot should not be smaller than 15,000
93 square feet. However, the recently approved Orchards MPC had lots that were 13,500 square feet in size.
94 Was the size discrepancy enough to worry about? Amy Hugie, City Attorney, stated that the MPC Ordinance
95 and Zone allowed the city to determine the lot size. The Orchards was under the old MPC Ordinance and
96 the old General Plan. The Canyon Bay Subdivision being proposed by Kyle White was also under the old
97 MPC Ordinance. The General Plan was a policy. It was a guideline, not the absolute controlling document.

98



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99 Commissioner Dubovik asked if the city code followed the same premise as federal regulations. Under
100 federal law, the most specific governed. The General Plan might say 15,000 square feet, but the more
101 specific development agreement said 13,500 square feet. Ms. Hugie said the General Plan was a policy
102 document. It was not an ordinance.
103

104 Commissioner Baker asked about Deer Run. It was approved years ago and had been under construction
105 for five to ten years. Ms. Hugie said that Deer Run was regulated by the PUD Ordinance, which had been
106 repealed. Jeremy Kimpton said the applicable code was based on the date of the development application.
107 Ms. Hugie said Deer Run was operating under a development agreement, which was a legal contract.
108

109 Jeremy Kimpton felt Commissioner Ormond had a valid point. The Planning Commission had to decide if it
110 was advantageous to move away from the General Plan's policy.
111

112 Mayor Mote said the MPC Ordinance said a development plan should follow the General Plan.
113

114 Commissioner Ormond pointed out a typo on Page 4 of Ordinance No. 2026-02 in the ADU Table in
115 24.96.60(B.3.a). In the second line of the table, the parcel size should be corrected to read 27,781 sq. ft. to
116 43,560 sq. ft.
117

118 Commissioner Ormond asked if the square footage referred to in the table was total square footage or
119 square footage per floor. Jeremy Kimpton said it was the total livable space of the ADU. Ms. Hugie agreed.
120

121 Commissioner Ormond asked for a clarification of 24.96.60 (B.3.b) found on Page 4 of Ordinance No. 2026-
122 02. Was the available yard area 25% after the main dwelling was taken out or 25% total? Jeremy Kimpton
123 interpreted it to mean 25% of the remaining available yard space. Amy Hugie felt the available yard was
124 anywhere there wasn't a building.
125

126 Commissioner Ormond asked if that was what the Planning Commission wanted. The Planning
127 Commission members said it was.
128

129 Commissioner Ormond was concerned that B.3.b would allow more than 25% of the yard to be covered in
130 buildings. It seemed contrary to the Planning Commission's intent. Amy Hugie said the state code said
131 cities had to allow ADU's. An ADU might take up more than 25% of the overall lot. However, *no more than*
132 *25% of the available yard* was a standard in a lot of cities.
133

134 Commissioner Dubovik felt the size would be controlled by the table in 24.96.60(B.3.a). The size of an ADU
135 was based on the parcel size. Should language be added, such as, "All primary dwellings and ADU's may
136 not occupy more than a certain percentage of the total lot?"
137

138 Commissioner Bingham stated that somewhere in the ordinance there was a maximum coverage.
139

140 Michelle Drago, Deputy Recorder, felt the maximum coverage was addressed by 24.96.060(B.3.c).
141 Commissioner Dubovik asked what that maximum coverage was. Jeremy Kimpton said that according to
142 24.44.050(8), the maximum coverage for any lot shall be 25%.
143

144 Commissioner Ormond noticed that the Old Town Willard Zone had been added to the table in 24.44.050.
145 Were changes also made to the Old Town Willard language found in 24.44.010(D)? Mr. Kimpton said the
146 language was changed. It could be found on Page 8 of Ordinance No. 2026-02.
147



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148 Commissioner Baker asked about the recommendation to change the boundary description of the Old Town
149 Willard Zone found in 24.44.010(D.2). Amy Hugie said the verbiage needed to be worded carefully to
150 prevent having to rezone a lot of properties.

151
152 Amy Hugie felt Ordinance No. 2026-02 was ready to forward to the City Council.
153

154 **Commissioner Dubovik moved to recommend that the City Council approve Ordinance No. 2026-02**
155 **amending Section 24.44.050 of the Zoning Code and related amendments subject to the correction**
156 **of typographical errors. Commissioner Bingham seconded the motion. All voted “aye.” The motion**
157 **passed unanimously.**

158
159 5C. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO TERRY ROSS ON DECEMBER 29,
160 2016, ON PROPERTY LOCATED AT 595 SOUTH MAIN (PARCEL NO. 02-053-0005)

161
162 Time Stamp: 38:12 – 01/15/2026
163

164 Chairman Bodily stated that the temporary conditional use permit was issued with conditions and time
165 constraints. He asked Mr. Ross if the required conditions had been completed.
166

167 Terry Ross, 595 South Main, said he had not completed the conditions. He had not built a permanent shop.
168 He was still using his camp trailer. He had not installed the water or sewer lines. He agreed that he was
169 overdue. He moved his business to his camp trailer in 2016 because he sold his business location on Main
170 Street. He renewed his temporary permit in 2019. Then he and his wife purchased Willard Bay Gardens,
171 and that is where his focus had been. He had not done anything about complying with the conditional use
172 permit. However, he did have the blueprints to build a permanent shop.
173

174 Commissioner Baker asked if Mr. Terry still wanted the conditional use permit. Mr. Terry said he wanted to
175 keep his business going.
176

177 Chairman Bodily said there was a two-year time limit to have the permanent shop built, and six months to
178 run the water and sewer lines. The other conditions related to parking and number of patrons.
179

180 Terry Ross stated that he did all his business by appointment. His patrons were usually in and out in 20
181 minutes. He admitted that he had not complied with the conditions of the temporary permit.
182

183 Amy Hugie stated that Mr. Ross was in violation of several of his conditions. Legally that placed the city in
184 a difficult position if it allowed him to continue operating. The city had to consider everyone else who had
185 conditional use permits, not just Mr. Ross.
186

187 Commissioner Dubovik asked if Mr. Ross had any immediate plans to build the permanent shop. Mr. Ross
188 said he didn't. It would probably be a few more years before he could get the shop built.
189

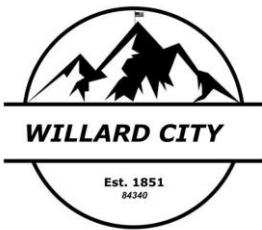
190 Commissioner Baker asked if Mr. Ross could apply for a new conditional use permit if his current one was
191 closed. Ms. Hugie felt that would be better than letting Mr. Ross continue to operate with a conditional use
192 permit that was in violation. A new conditional use permit would allow the Planning Commission to consider
193 whether Mr. Ross's business would qualify under the existing ordinance.
194

195 Commissioner Dubovik felt the best option was to suspend Mr. Ross's temporary conditional use permit.
196 Ms. Hugie agreed.



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- 197 There was a discussion regarding possible solutions for Mr. Ross. One suggestion was to make his
198 business mobile. Another was to move his barber shop into his home.
199
200 Commissioner Dubovik asked about the process for suspending a conditional use permit. Ms. Hugie said
201 the Planning Commission just needed to make and approve a motion to do so based on non-compliance
202 with approved conditions.
203
204 Mayor Mote asked if Willard's code required a notice or appeal period before revoking a conditional use
205 permit.
206
207 Terry Ross asked about another two-year grace period. Ms. Hugie felt that issuing an extension at this point
208 could put Willard in a difficult legal position. While Mr. Ross's temporary conditional use might not be a
209 problem, but the city might find another use that was. Then the offender could argue that Willard was being
210 arbitrary.
211
212 Commissioner Dubovik said the Planning Commission frequently heard that argument. The Planning
213 Commission responded that it could not control what happened in the past, but it could control what
214 happened in the present.
215
216 Terry Ross asked how to proceed after his conditional use permit was revoked. Could he reapply for a new
217 conditional use permit?
218
219 Mayor Mote stated that Terry Ross was in violation of his current conditional use permit. He felt Mr. Ross
220 would have to restart with a new conditional use permit.
221
222 Terry Ross stated that running Willard Bay Gardens was taking so much time, he didn't have time to build
223 a permanent shop unless he put in a Tough Shed. Ms. Hugie felt a Tough Shed would be an easier sell
224 because it would be a more permanent structure, but it would still have to have sewer and water.
225
226 Commissioner Dubovik asked why the city required that a permanent shop have sewer and water.
227 Commissioner Bingham said water and sewer were needed to provide restrooms for customers.
228
229 Commissioner Dubovik stated that if Terry Ross was going to file for a new conditional use permit, the
230 Commission should determine if there was a basis for the original conditions. If there were legitimate
231 reasons for the original conditions, he didn't feel they could be changed. If there weren't legitimate reasons,
232 there might be some flexibility to change them.
233
234 Commissioner Bingham pointed out that Terry Ross had been operating a barber shop from his trailer for
235 ten years without any complaints from neighboring property owners.
236
237 Amy Hugie stated that Willard allowed home occupations in accessory buildings. A trailer wasn't an
238 accessory building. She felt that continued use of the trailer would be an issue if Mr. Ross reapplied.
239
240 Commissioner Dubovik stated that if Terry Ross reapplied, Willard would have to look at and apply the
241 current code requirements. He felt the issues would work themselves out.
242
243 Terry Ross stated that he tried to keep a low profile. He didn't even have a sign on the trailer. He realized
244 it didn't look good for the city to allow a business to be run from a trailer. If the Planning Commission revoked
245 the conditional use permit, he would have to figure out how to move forward.



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246 Chairman Bodily felt running the sewer might be a challenge. Mr. Ross said the pipe was in, he just hadn't
247 hooked it up because he didn't want to worry about freezing problems.

248
249 Terry Ross agreed that his lack of a permanent shop was a violation. The number of patrons wasn't a
250 problem. He had room for two parking stalls. Sometimes there were two cars there at a time. He rarely had
251 three. He had not connected the water and sewer within the required six months. The water was there, but
252 it wasn't permanently connected. The extension he received in 2019 had not been reviewed in the required
253 18 months.

254
255 **Commissioner Baker moved to revoke the temporary conditional use permit issued to Terry Ross**
256 **on December 29, 2016. Commissioner Dubovik seconded the motion. All voted "aye." The motion**
257 **passed unanimously.**

258
259 5D. ANNUAL OPEN AND PUBLIC MEETINGS ACT TRAINING
260

261 Time Stamp: 58:09 – 01/15/2026

262
263 Amy Hugie conducted the required annual Open and Public Meeting Acts Training and responded to
264 questions from the Planning Commission.

264
265
266 6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR
267 DECEMBER 4, 2025

268
269 **Commissioner Baker moved to approve the regular minutes for December 4, 2025, as written.**
270 **Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.**

271
272 7. ITEMS FOR THE FEBRUARY 5, 2026, PLANNING COMMISSION AGENDA
273

274 Time Stamp: 11:30 – 01/15/2026

275
276 The Planning Commission discussed agenda items for the February 5, 2026, meeting –possible discussion
277 regarding Canyon Bay MPC, consideration of an amendment to remove bonds as an improvement
278 guarantee, consideration of an amendment for minor subdivision, approval of the 2026 meeting schedule,
279 a conditional use permit review, and possibly a conditional use permit for Terry Ross.

280
281 Rebecca Dilg asked about being on the agenda. Chairman Bodily and Jeremy Kimpton stated that she
282 would have to file an application for a conditional use permit before being placed on the agenda.

282
283 8. COMMISSIONER/STAFF COMMENTS
284

285 Time Stamp: 14:17 – 01/15/2026

286
287 Amy Hugie

288 Did not have any comments.

289
290 Jeremy Kimpton

291 Did not have any comments.



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- 295 Mayor Mote
296
297 Did not have any comments.
298
299 Commissioner Bingham
300
301 Did not have any comments.
302
303 Commissioner Dubovik
304
305 Did not have any comments.
306
307 Commissioner Baker
308
309 Commissioner Baker asked if a permit was needed for a haybarn on two to three acres of land. Amy Hugie
310 stated that a permit was required for any structure that was more than 200 square feet. Ms. Baker said a
311 haybarn was being constructed on 400 West. Did it have a permit? She thought it was on property owned
312 by Ken Braegger. Mr. Kimpton said he hadn't seen a recent application, but it could have been submitted
313 before Maddie Brown went on maternity leave. He would check.
314
315 Commissioner Ormond
316
317 Did not have any comments.
318
319 Chairman Bodily
320
321 Did not have any comments.
322
323 10. ADJOURN
324
325 **Commissioner Bingham moved to adjourn at 7:47 p.m. Commissioner Dubovik seconded the
326 motion. All voted in favor. The motion passed unanimously.**
327
328
329 Minutes were read individually and approved on: _____
330
331
332
333
334 Planning Commission, Chairman
335 Sid Bodily
336
337 dc:PC 01-15-2026

Planning Commission Secretary
Michelle Drago