

WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

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

The following members were in attendance:

Chandler Bingham, Chairman
Sid Bodily
Alex Dubovik
Brian Gilbert
Ken Ormond

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

Excused: Chad Braegger and Diana Baker.

Others in attendance were Mayor Travis Mote; Ruth Ormond; Doug Younger, Stephanie Dickson; and Jen Thorsted.

Chairman Bingham called the meeting to order at 6:31 p.m.

1. PRAYER: Sid Bodily
2. PLEDGE OF ALLEGIANCE: Brian Gilbert
3. GENERAL PUBLIC COMMENTS

No public comments were made.

4. CITY COUNCIL REPORT

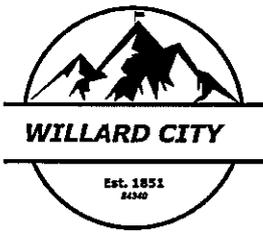
Time Stamp: 02:28 – 02/19/2026

Mayor Mote reported that during the February 12th meeting, the City Council approved an ordinance clarifying the City's garbage service; held a public hearing regarding amendments to the powers of the City Manager found in the Municipal Code; approved an ordinance amending the Zoning Code regarding setback and height regulations as recommended by the Planning Commission, except for the limitation on the height of an accessory building; reviewed and approved bids for Willard irrigation water; passed a resolution supporting and endorsing Willard's use of the Box Elder County Dispatch Center; and discussed and approved a new Planning Commission Chair.

- 5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PROPOSAL TO AMEND SECTION 24.80.150, SECTION 24.080.050(D)(5), SECTION 24.24.190, SECTION 24.84.090, AND SECTION 24.72.070(C) OF THE WILLARD CITY ZONING CODE RELATING TO GUARANTEES FOR SUBDIVISION IMPROVEMENTS

Time Stamp 07:19 – 02/19/2026

Chairman Bingham read the Willard City Planning Commission's Rules of Order statement.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commissioner Dubovik moved to open the public hearing at 6:38 p.m. Commissioner Gilbert seconded the motion. All voted “aye.” The motion passed unanimously.

Amy Hugie, City Attorney, stated that the administration was proposing to amend several sections of the Zoning Code to remove the option of a bond for an improvement guarantee for subdivision improvements. Willard would still accept a letter of credit or an escrow from a financial institution. The Planning Commission also provided a copy of a standard subdivision improvement agreement.

Chairman Bingham asked if there were any public comments. No public comments were made.

Commissioner Gilbert felt the proposed amendment made sense. The Planning Commission agreed.

Commissioner Bodily moved to close the public hearing at 6:41 p.m. Commissioner Ormond seconded the motion. All voted “aye.” The motion passed unanimously.

5B. CONSIDERATION AND RECOMMENDATION REGARDING A PROPOSAL TO AMEND 24.80.150, SECTION 24.080.050(D)(5), SECTION 24.24.190, SECTION 24.84.090, AND SECTION 24.72.070(C) OF THE WILLARD CITY ZONING CODE REGARDING GUARANTEES FOR SUBDIVISION IMPROVEMENTS, FACILITIES, AND AMENITIES (CONTINUED FROM FEBRUARY 5, 2026)

Time Stamp: 12:08 – 02/19/2026

Chairman Bingham asked if the Planning Commission members had any comments.

Commissioners Bodily and Dubovik felt the ordinance was ready for recommendation to the City Council.

Commissioner Ormond felt Section 12 of the Subdivision Improvement Agreement titled **Reduction of Security** should include language to allow a developer to make draws during construction. Ms. Hugie said that process was covered by the sentence, *“At the request of the Developer, the City will execute a certificate of release verifying the acceptance of the Improvements and waiving its right to draw on the Escrow the extent of such amounts.”*

Commissioner Ormond asked about the 10% guarantee. Ms. Hugie said Section 12 stipulated that the maximum amount that could be drawn was 90% of the estimated cost of improvements. When all improvements were accepted by Willard, the remaining warranty would be retained until the end of the warranty period.

Neither Commissioner Gilbert nor Chairman Bingham had any comments.

Commissioner Bodily moved to recommend that the City Council approve a proposal to amend Section 24.80.150, Section 24.080.050(d)(5), Section 24.24.190, Section 24.84.090, and Section 24.72.070(c) of the Willard City Zoning Code regarding guarantees for subdivision improvements, facilities, and amenities as written. Commissioner Dubovik seconded the motion. All voted “aye.” The motion passed unanimously.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

5C. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PROPOSAL TO AMEND 24.80.130 OF THE WILLARD CITY ZONING CODE TO INCLUDE ADDITIONAL LANGUAGE FOR DESIGN AND CONSTRUCTION STANDARDS RELATING TO MINOR/SMALL SUBDIVISIONS

Time Stamp: 15:58 – 02/19/2026

Commissioner Gilbert moved to open the public hearing at 6:45 p.m. Commissioner Bodily seconded the motion. All voted “aye.” The motion passed unanimously.

Amy Hugie stated that the Planning Commission had asked the staff to prepare an amendment to the Subdivision Ordinance in the Zoning Code to allow for the possibility of deferment of certain subdivision improvements in subdivisions with three or less lots. The proposed amendment included a list of required conditions for the deferment. The only improvements that could be deferred were sidewalks, curbs, and gutters. The proposed amendment outlined the deferment approval process. If a deferment was approved, a deed restriction would be recorded on all lots in the subdivision. If or when Willard decided the improvements were necessary, the property owners would be responsible for their payment.

Chairman Bingham opened the floor for public comments.

Stephanie Dickson, 265 East 1000 North, asked if the deferment applied to a simple lot split? Could storm drain improvements be deferred? Amy Hugie said the proposed amendment only deferred sidewalks, curbs, and gutters. Stormwater improvements would have to be installed if the City Engineer felt they were needed.

Stephanie Dickson stated that they were not developing their property. They just wanted to split it. In September they asked the Planning Commission to consider requirements for minor subdivisions that would allow improvement requirements to be deferred until land developed. Did the proposed amendment accomplish that? Ms. Hugie said the proposed amendment only deferred sidewalks, curbs, and gutters. If the Subdivision Ordinance required other improvements because of the lot split, they would have to be installed.

Stephanie Dickson asked what storm drain requirements would be required for 1547 Hargis Hill. Jeremy Kimpton, City Manager, said the staff could not provide an answer without a subdivision application that had been reviewed by the City Engineer. Ms. Dickson said she and her husband submitted a subdivision application in May 2025. Mr. Kimpton said the application had not been reviewed because of the requested subdivision amendment.

Stephanie Dickson asked if storm drain requirements could be added to the list of deferred improvements. Ms. Hugie felt drainage issues needed to be dealt with upfront. She did not recommend that storm drain requirements be deferred.

Madison Brown, City Planner, stated that that the proposed amendment had been prepared based on direction from the Planning Commission

Stephanie Dickson asked if the Planning Commission could go back to what they requested initially in September. They were not trying to develop their property. They just wanted to split it. The lot already had a house and a barn. The whole process had taken a really long time. She felt the proposed amendment was a step backward rather than forward.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Chairman Bingham asked why the Dickson's wanted to split the property. Ms. Dickson stated that they wanted to have the loan only on the house, and they wanted to have the remainder of the property designated as green belt to save on property taxes. They didn't plan to build anything.

Commissioners Gilbert and Bodily didn't feel the Planning Commission could make rules for every individual property. The ordinances had to apply to everyone.

Stephanie Dickson felt their request had started the whole amendment process. Their request was similar circumstances faced by other Willard property owners.

Commissioner Dubovik asked if there was a small subdivision in Willard that had to put in drainage to solve a long-term drainage problem. Jeremy Kimpton was not aware of one.

Commissioner Dubovik asked if there was a property with a drainage problem, would Willard tell the property owner to fix the problem even if it wasn't be subdivided, live with the problem, or would the city fix the problem. Ms. Hugie felt it would depend on the regional storm water plan. Jeremy Kimpton felt Willard had typically done the best it could to take care of the problem. Ms. Hugie felt a homeowner could be asked to fix a storm water problem if they caused it, such as filling in a swale.

Amy Hugie said that if the City Engineer said there was a drainage problem, Willard wanted to be able address it. The City Engineer might review the Dickson's property and determine that drainage measures were not needed.

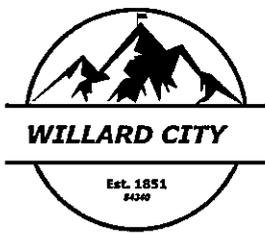
Commissioner Ormond stated that the Dickson's may not always own the property. In the future it might develop, in which case all the utilities should be looked at. Ms. Dickson agreed that the utilities should be addressed during the building permit application process. Commissioner Ormond felt improvements should be installed when property was subdivided.

Stephanie Dickson stated that they were not subdividing their property. They were creating a line on a piece of paper. There would not be any physical changes to the property.

Commissioner Ormond felt Mrs. Dickson needed to discuss required improvements with the City Engineer. The Planning Commission could not exempt the Dickson's.

Stephanie Dickson felt the whole minor subdivision process started with their request for a variance so they could split their property. They started working with a surveyor in February 2025, submitted a subdivision application, and paid the \$2,000.00 application fee. They met with the City Planner and City Manager at their property. The staff understood where their property was located. They had been attending Planning Commission meetings since September. She wasn't asking for special treatment. They requested a minor subdivision ordinance that would allow properties to be split. In December the minor subdivision ordinance was replaced with a Zoning Ordinance amendment that was totally different. She was trying to figure out if the proposed amendment would work for what they planned to do.

Chairman Bingham felt the Dickson's should talk to the City Engineer. Ms. Dickson said the City Engineer had looked at their property when they submitted their application. She asked if there were any engineering notes.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Madison Brown stated that the City Engineer did review their property and noted that curb, gutter, and storm water run-off plans were needed. Ms. Dickson said their surveyor felt those requirements were ridiculous because they weren't building or changing anything.

Jeremy Kimpton stated that subdivisions always required improvements. Ms. Dickson agreed, but they were not subdividing or developing.

Stephanie Dickson asked if the proposed amendment would work for what she was trying to do.

Commissioner Dubovik asked about other methods to address storm water besides curb and gutter. Jeremy Kimpton said a swale could be required. The rural road option in Willard's Public Works Standards was not meant to circumvent putting in curb and gutter requirement. It was only applied when the City Engineer felt a swale fit with the neighboring area. He felt an argument could be made for a swale in the Dickson's case because there wasn't curb and gutter in this area. That was a decision that would be made by the City Engineer and the Public Works Director.

Commissioner Bodily moved to close the public hearing at 7:02 p.m. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

5D. CONSIDERATION AND RECOMMENDATION REGARDING A PROPOSAL TO AMEND 24.80.130 OF THE WILLARD CITY ZONING CODE TO INCLUDE ADDITIONAL LANGUAGE FOR DESIGN AND CONSTRUCTION STANDARDS RELATING TO MINOR/SMALL SUBDIVISIONS (CONTINUED FROM SEPTEMBER 18, OCTOBER 2, NOVEMBER 6, NOVEMBER 20, AND DECEMBER 4, 2025)

Time Stamp: 32:41 – 02/19/2026

Commissioner Gilbert agreed with the City Attorney that only sidewalk, curb, and gutter should be deferred. Any storm water issues should be dealt with.

Commissioner Ormond asked what would happen if a minor subdivision included a road without water and sewer. Amy Hugie said that an applicant had to show that water and sewer had been stubbed and that the subdivision was located on a dedicated, city road in order for a deferment to be considered. She read the other deferment requirements proposed in 24.80.130.R.1. Curbs, gutters, and sidewalks were only deferred in areas where all other improvements were taken care of. They were only being deferred because neighboring properties did not have them.

Amy Hugie stated that a subdivision was a subdivision. If a property owner was splitting land, he was splitting land. Improvements had to be dealt with one way or another. She felt the proposed amendment would prevent the staff having to pick and choose when improvements were required.

Commissioner Ormond agreed with the proposed amendment.

Commissioner Dubovik stated that it was hard to anticipate every eventuality. The whole point of the proposed amendment was to allow a lot line movement or simple division without incurring the cost of curb, gutter, and sidewalk until property was developed. He felt the proposed amendment met that intent.

Commissioner Bodily wasn't sure the proposed amendment intended what the Planning Commission had started out to do. He wasn't sure it was needed.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Chairman Bingham agreed that storm drainage needed to be addressed. It was an immediate need for any property. If a drainage solution was required up front, what would happen if Willard felt a different solution was needed in the future? Drainage plans and needs changed as an area was built out. Amy Hugie said it would depend on what the drainage was based on and why it might need to be changed later.

Commissioner Dubovik asked if there was a reason Willard could not provide Stephanie Dickson an answer before she had to decide whether to split her property. Amy Hugie stated that Stephanie Dickson applied under the Subdivision Ordinance that did not allow deferments. The City Engineer had considered what improvements would be needed based on the existing subdivision requirements. The Dickson's property was a triangular shape with a city road on the west side and a state-owned road on the east side. Willard could not control or defer UDOT requirements.

Commissioner Dubovik asked if there was a reason Willard could not tell a property owner, who had submitted a subdivision application, what would or would not be required before said property owner made a decision about whether to move forward.

Jeremy Kimpton stated that after the Dickson's original application, the City Engineer asked if there would be improvement drawings that showed how roadway frontage would be conducted and aligned with the US Highway 89 intersection. The only information the Dickson's provided to the city was a plat. The Dickson's engineer did not provide information that Willard's engineer could review. The review process did not progress because the Dickson's application was not complete.

Commissioner Dubovik thought the Planning Commission's intent was to prevent a property owner from incurring costs if he was simply dividing property without development. He didn't recall the Planning Commission limiting what improvements would be deferred. He asked if it would be better for the Planning Commission to not recommend that the proposed amendment be approved, or should the Planning Commission recommend that all improvements be waived?

Jeremy Kimpton stated that under the proposed amendment, curb, gutter, and sidewalk would typically be deferred. The only time they would be required was if the City Engineer felt they were needed for drainage.

Chairman Bingham stated that in a prior ordinance amendment, the Planning Commission replaced the words curb and gutter with drainage plan because curb and gutter didn't fit in all parts of Willard.

Commissioner Bodily felt it was up to the City Engineer to determine what was needed for drainage.

Chairman Bingham liked the proposed amendment.

Commissioner Bodily felt the Planning Commission should recommend that the proposed amendment be approved although he wasn't sure it accomplished everything the Planning Commission thought it would.

Chairman Bingham didn't feel an ordinance could address everything. Most of the time a lot was subdivided so something could be built. He felt there needed to be a plan in place to address small divisions.

Commissioner Dubovik clarified that if property was just being divided without any development, the proposed amendment would allow a note to be put on the deed to require improvements if development occurred. He asked why the deferment was being limited to curb, gutter, and sidewalk if the only change was in a legal description.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, February 19, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Chairman Bingham felt the proposed amendment addressed a lot division without building as well as a division that would result in a building.

Commissioner Dubovik thought the whole point of the proposed amendment was to allow a property owner to divide property without development by providing a lien that said improvements would be required if the property ever developed. If property was being subdivided with development, then all improvements would be required. He thought the purpose of the amendment was to allow property not being developed to be divided without incurring improvement costs. Improvement costs would only be incurred if property was developed or sold.

Amy Hugie felt the proposed amendment addressed both types of divisions. She did not feel subdivisions should be treated differently.

Commissioner Dubovik asked why the Planning Commission was even talking about a deed restriction if a subdivision was a subdivision. Ms. Hugie said an amendment had been proposed because the Planning Commission was concerned about the upfront cost for property owners.

Commissioner Ormond wasn't sure a home or building could be built on the portion of land the Dickson's wanted to divide off. If building could not occur because of size, could the water and sewer be waived? Jeremy Kimpton stated that a subdivision could not create a non-conforming lot. He felt a home could be built on the property.

Mayor Mote felt that each subdivision would have to be considered case by case. If a subdivision changed nothing, he felt the likelihood of any infrastructure issues would be minimal unless there was a pre-existing problem the City Engineer knew about.

Chairman Bingham called for a motion.

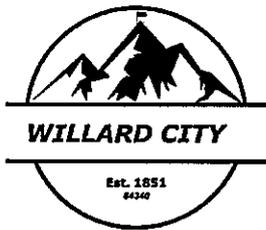
Commissioner Bodily moved to recommend that the City Council approve a proposal to amend 24.80.130 of the Willard City Zoning Code to include additional language for design and construction standards relating to minor/small subdivisions as written. Commissioner Ormond seconded the motion. All voted "aye." The motion passed unanimously.

5E. CONSIDERATION OF A REQUEST TO AMEND THE CONDITIONAL USE PERMIT ISSUED TO DAN GAMMON ON NOVEMBER 7, 2024, FOR A SHORT-TERM RENTAL LOCATED AT 537 WEST 200 NORTH (PARCEL NO. 02-057-0005)

Time Stamp: 51:04 – 02/19/2026

Michelle Drago, Deputy Recorder, stated that Dan Gammon had requested that Condition 5 of the conditional use permit approved on November 7, 2024, be removed. Condition 5 required submission of annual water testing. Mr. Gammon had asked that Condition 5 be removed because there were no state or local testing requirements for private wells. Mr. Gammon spoke with Ben at the Bear River Health Department who said neither the state nor Box Elder County currently required annual testing for private wells.

Ms. Drago said she had also spoken to Ben at the Bear River Health Department who confirmed the same thing. She also spoke with Cameron Draney with the Division of Drinking Water. He said the state does not require annual testing for private wells not serving a public water system. Private wells were outside the



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, February 19, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

jurisdiction of the Division of Drinking Water. Ms. Drago said there were no annual testing requirements that Mr. Gammon needed to comply with. Mr. Gammon would like to get a business license.

Commissioner Ormond asked about the issue with the fence and the sewer. Jeremy Kimpton said the fence was a civil issue.

Michelle Drago stated that Fire Chief Van Mund had verified that Dan Gammon had complied with the other conditions of the conditional use permit.

Commissioner Bodily moved to remove Condition 5 from the conditional use permit issued to Dan Gammon on November 7, 2024, for a short-term rental located at 537 West 200 North. Commissioner Dubovik seconded the motion. All voted “aye.” The motion passed unanimously.

5F. DISCUSSION REGARDING THE DRAFT WILLARD CITY ECONOMIC DEVELOPMENT STRATEGIC PLAN

Time Stamp: 54:23 – 02/19/2026

Jeremy Kimpton stated that the State really wanted the Economic Development Strategic Plan to be approved in the next 30 days. He asked the Planning Commission to review the draft and be ready to approve it at the next meeting.

Commissioner Dubovik asked if Willard had an Economic Development Director. Jeremy Kimpton said it did not. Economic development has handled by the Mayor, City Planner, and himself.

Commissioner Gilbert asked if the plan included South Willard. Mr. Kimpton said the plan was centered around Willard, but it did show South Willard's population, growth, economic infrastructure, and what activities would be a better fit.

Commissioner Gilbert asked if there had been any further discussion about annexing South Willard. Mayor Mote had not heard anything. As Willard provided more emergency services, the residents of South Willard would probably see increases in their property taxes. Willard was also planning their city without their voice.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR FEBRUARY 5, 2026

Commissioner Bodily moved to approve the regular minutes for February 5, 2026, as corrected. Commissioner Gilbert seconded the motion. All voted “aye.” The motion passed unanimously.

7. ITEMS FOR THE MARCH 5, 2026, PLANNING COMMISSION AGENDA

Time Stamp: 1:01:28– 02/19/2026

The Planning Commission discussed agenda items for the March 5, 2026, meeting – consideration of the Draft Economic Development Strategic Plan and review of a conditional use permit.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, February 19, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 1:03:23 – 02/19/2026

Amy Hugie

Did not have any comments.

Jeremy Kimpton

Did not have any comments.

Madison Brown

Did not have any comments.

Commissioner Bodily

Did not have any comments.

Commissioner Dubovik

Commissioner Dubovik asked in the Chevron gas station at 8720 South Highway 89 was in Willard. Jeremy Kimpton said it was in the unincorporated county.

Commissioner Ormond

Commissioner Ormond asked about the definition of a developable acre in figuring density. There wasn't anything in the definitions about open space. There was a definition of open space in the MPC Ordinance. He would like to see a definition of a developable acre tied to a definition of open space.

Jeremy Kimpton said open space would only be required in a Master Planned Community, not a regular subdivision. He thought the definition of a developable acre would be addressed when there was an amendment to define the size of an acre.

Commissioner Ormond asked if the open space excluded storm drains, roads, and sidewalks. If they were excluded for open space, were they included in the overall density of a Master Planned Community? Jeremy Kimpton felt density was based on developable land. Land considered as open space in a Master Planned Community had to include a recreational amenity, such as a trail or playground equipment. Amy Hugie said a recreational amenity was not required on an agricultural conservation easement.

Madison Brown stated that the MPC Code said. *“Open space shall be calculated based on the total area of the land requested to be zoned as MPC minus sensitive areas, streets, and storm water detention basins, except if said storm water detention basins provide recreational amenities... Open space that is unbuildable because of slope, wetlands, flood drainage, or contamination, shall not be considered as open space.”*

Commissioner Ormond asked if those areas would be considered in the overall density even though they weren't open space. Commissioner Dubovik felt density should be based on the developable acreage. Was that written somewhere?



Amy Hugie felt there needed to be a better definition of a developable acre in the MPC Zone.

Commissioner Gilbert

Did not have any comments.

Chairman Bingham

Chairman Bingham stated that normally open space was deeded to Willard. An agricultural easement was private property. He asked if the MPC Zone should include language to require a developer or landowner to purchase the land from the city because its creation did not provide a monetary benefit to Willard. Mayor Mote stated that a fee-in-lieu-of was the purchase of development rights from the city. When an ag easement was created, the developer deeded the development rights to the city. When a park was created, the city owned both the land and the development rights.

Chairman Bingham asked if the city should be compensated for the development rights. Amy Hugie said that depended on what the city valued. When an agricultural easement was created, the developer was giving the development rights to the city.

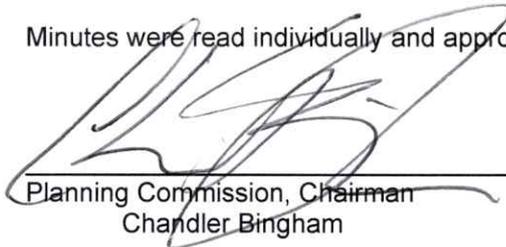
Commissioner Bodily said an ag easement was open space at no cost to the city.

Chairman Bingham stated that the developer was providing open space with no skin in the game. Ms. Hugie said it was a positive and a negative. The developer was losing money by providing the land for the ag easement. It was a better economic deal for a developer to just build half-acre lots. It depended on what Willard wanted. Did Willard want open space or homes?

10. ADJOURN

Commissioner Dubovik moved to adjourn at 7:50 p.m. Commissioner Bodily seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: 3/5/26



Planning Commission, Chairman
Chandler Bingham



Planning Commission Secretary
Michelle Drago

dc:PC 02-19-2026