



Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, June 4, 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. Administer Oath of Office for Jay Thackeray
4. General Public Comments (Input for items not on the agenda. Individuals have three minutes for open comments)
5. Report from City Council
6. Discussion/Action Items
 - a. Discussion regarding proposal to amend Willard Zoning Code 24.01.060 and 24.44.050 (1) and (3) to define frontage requirements for corner lots
 - b. Review and discuss proposed corrections to the Willard City Zoning Map referenced in 24.40.020 of the Willard Zoning Code
 - c. Review conditional use permit issued to Josh Braegger on June 19, 2020, for a basement apartment located at 53 North 100 West (Parcel No. 02-047-0074). Previously reviewed on September 21, 2023
7. Consideration and approval of regular Planning Commission minutes for April 16, 2026
8. Discussion regarding agenda items for the June 18, 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 29th day of May, 2026.

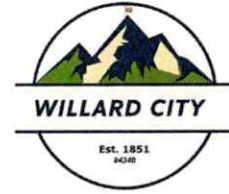
/s/ **Michelle Drago**

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

**Planning Commission
Staff Report
Zoning Ordinance Amendment
Sections 24.04.060 and 24.44.050**



May 28, 2026
Madison Brown, Planner

Applicant: City-Initiated Amendment

Agenda Item: Discussion regarding proposal to amend Willard Zoning Code 24.01.060 and 24.44.050 (1) and (3) to define frontage requirements for corner lots.

Background

Current definitions

- "Frontage, Lot" means the lineal measurement of the front lot line.
- "Lot, Corner" means a lot abutting upon two or more streets at their intersection or upon two parts of the same street, such streets or parts of the same street forming an interior angle of less than one hundred thirty-five degrees.
- "Lot Frontage Required" means the length of the front lot line, which is coterminous with the front street line.
- "Lot Line, Front" means for an interior lot, the lot line adjoining the street; or a corner lot or through lot, the lot line adjoining either street, *as elected by the lot owner*.

Staff have identified ambiguity within the current zoning ordinance regarding frontage requirements for corner lots. As currently written, a corner lot may satisfy the minimum frontage requirement on only one street frontage at the time of subdivision plat approval. Because the ultimate orientation of the home is often not determined until a building permit is submitted, a dwelling may be constructed facing the street frontage that did not meet the minimum frontage requirement. This ambiguity creates uncertainty during both subdivision and building permit review and does not clearly reflect the City's intent that corner lots provide adequate frontage along both adjoining streets.

The proposed amendment clarifies each street frontage of a corner lot is considered a front lot line and that the minimum frontage requirement must be met along each street frontage.

Proposed Amendment

The proposed amendment would:

1. Amend the definition of "Frontage, Lot" to:

- a. "Lot Line, Front means:
 - i. For an interior lot, the lot line adjoining the street;
 - ii. For a corner lot, each lot line adjoining a street shall be considered a front lot line; and
 - iii. For a through lot, each lot line adjoining a street shall be considered a front lot line."
2. Amend the definition of "Lot, Corner" to:
 - a. "Lot, Corner means a lot abutting upon two or more streets at their intersection, or upon two parts of the same street, such streets or parts of the same street forming an interior angle of less than one hundred thirty-five (135) degrees. Each street frontage of a corner lot shall be considered a front lot line."
3. Amend Section 24.44.050 to include the following in the table:
 - a. "Corner Lots. A corner lot shall provide not less than one hundred (100) feet of frontage along each street frontage adjoining the lot. Frontage shall be measured independently along each lot line adjoining a public street right-of-way."
4. The proposed ordinance will establish that lots lawfully created before the effective date of this ordinance shall not be considered nonconforming solely because they do not satisfy the new frontage requirements.

Analysis

The purpose of the minimum frontage requirements is to ensure adequate lot width, access, visibility, and consistency within residential neighborhoods. While the City's zoning districts require a minimum of 100 feet, the current ordinance and definitions allow a corner lot owner to designate either street frontage as the front lot line, effectively allowing compliance on only one side of the lot.

The proposed amendment removes the ambiguity and prevents future non-conformity by requiring compliance along both street frontages. This change will provide better consistency and help maintain the city's intended development standards.

The amendment applies prospectively and will include protections for existing lots of record. As a result, legally created lots will not become nonconforming due solely to the adoption of this ordinance.

Suggested Action

Staff recommend the Planning Commission direct staff to prepare an Ordinance to make these amendments to sections 24.04.060 and 24.44.050 of the Willard Zoning Code and set a public hearing for these changes.

A corner lot frontage refers to the total length of a property boundary that abuts a public or private street on a parcel situated at an intersection. In Utah, this is generally measured along the property line contiguous to the street. [Plain City, UT \(.gov\) +3](#)

Key Characteristics in Utah Municipalities

- **Measurement:** Frontage is measured in a single horizontal plane along the street line.
- **Street-Side Requirements:** Because a corner lot touches two intersecting streets, municipalities typically require both a **primary street frontage** and a **secondary (street-side) frontage**.
- **Front Lot Line Designation:** When determining which side is the front for building setbacks, most Utah cities classify the front lot line as the shorter of the two property lines adjacent to the streets. If both lines are equal, the "front" is determined by the prevailing alignment of other buildings on the block. [Plain City, UT \(.gov\) +4](#)

Zoning Impacts on Corner Lots

- **Setbacks:** Corner lots are almost always subject to larger "street-side" setbacks (the side facing the secondary road) to preserve visibility and neighborhood aesthetics.
- **Wider Lots:** Many city ordinances dictate that corner lots be platted 10 to 20 feet wider than interior lots to comfortably accommodate setbacks on both street-facing sides.
- **Access Limitations:** Some cities restrict main vehicle access to just one of the intersecting streets to minimize traffic hazards near the corner. [Plain City, UT \(.gov\) +4](#)

Because zoning codes are enforced at the local, city, or county level (e.g., Willard City, Salt Lake County), the exact minimum frontage distances and setback requirements can vary. [P](#)

"Food Truck, Permanent" A permanent food truck is a food service operation that is operated from a movable motor driven or propelled vehicle, portable structure, or watercraft and that can change location. A permanent food truck has received permission to operate at a given location continuously for longer than 14 consecutive days.

"Forest Industry" means an industry which uses forest products, such as sawmill, pulp or paper plant, wood products plant, and similar uses.

"Frontage, Block" means all property fronting on one side of the street between intersecting or intercepting streets, or between a street and a right-of-way, waterway, end of dead-end street, or political subdivision boundary, measured along the street line. An intercepting street shall determine only the boundary of the frontage on the side of the street which it intercepts or that common line between a lot and a public street.

"Frontage, Lot" means the lineal measurement of the front lot line.

"Fruit stand" means a facility from which seasonal fresh fruits or vegetables are sold to the public.

"Garage, Private" means a detached accessory building, or a portion of a main building, used or intended to be used for the storage of motor vehicles, recreational coaches, boats, or other recreational vehicles, but not including the parking or storage of trucks or vans having the capacity in excess of one and one-half tons, and not including space for more than a total of four such vehicles for each dwelling unit on the premises, except that not more than two snowmobiles may be stored in addition to the number of other vehicles herein permitted.

"Garage, Repair" means a structure or portion thereof, other than a private garage, used for the repair of self-propelled vehicles, trailers, or boats, including general repair, rebuilding or reconditioning of engines, motor vehicles, recreational coaches, and minor collision service, but not including major body, frame or fender repairs or overall automobile or truck painting, except by conditional use permit. A repair garage may also include incidental storage, care, washing, or sale of automobiles.

"Geological Hazard" means a hazard inherent in the crust of the earth, or artificially created, which is dangerous or potentially dangerous to life, property, or improvements, due to the movement, failure, or shifting of the earth.

"Grade" means:

- A. For buildings adjoining one street only, the elevation of the sidewalk at the center of the wall adjoining the street.
- B. For buildings adjoining more than one street, the average of the elevations of the sidewalk at the centers of all walls adjoining the streets.
- C. For buildings having no wall adjoining the street, the average level of the finished surface of the ground adjacent to the centers of all exterior walls of the building.
- D. Any wall parallel or nearly parallel to and not more than five feet from a street line is to be considered as adjoining the street.

"Grocery store" means any retail establishment, the business of which consists of the sale of food, food products, or beverages for consumption off the premises.

"Golf Course" The areas used or intended to be used as playing surfaces in the game of golf, including tees, fairways, greens and rough.

24.44.050 Setback And Height Regulations

TABLE II	MU-40	A-3	A-5	R-1/2	R-1	Old Willard Township
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...	660	200	270	100	150	85 (100 ft for corner lots)

3. FRONTAGE REGULATIO NS: 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...	100	100	100	100	100	85
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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 24.44.010 (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
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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...	120	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.	5	5	5	5	5	5

Except that the structure may not be placed on utility easements.	A	A	A	A	A	A
Provided the small with 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
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7. HEIGHT REGULATIONS. The maximum height for primary buildings in districts regulated by this chapter shall be:

In feet...	35	35	35	35	35	35
In the number of stories...	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...	25	25	25	25	25	25
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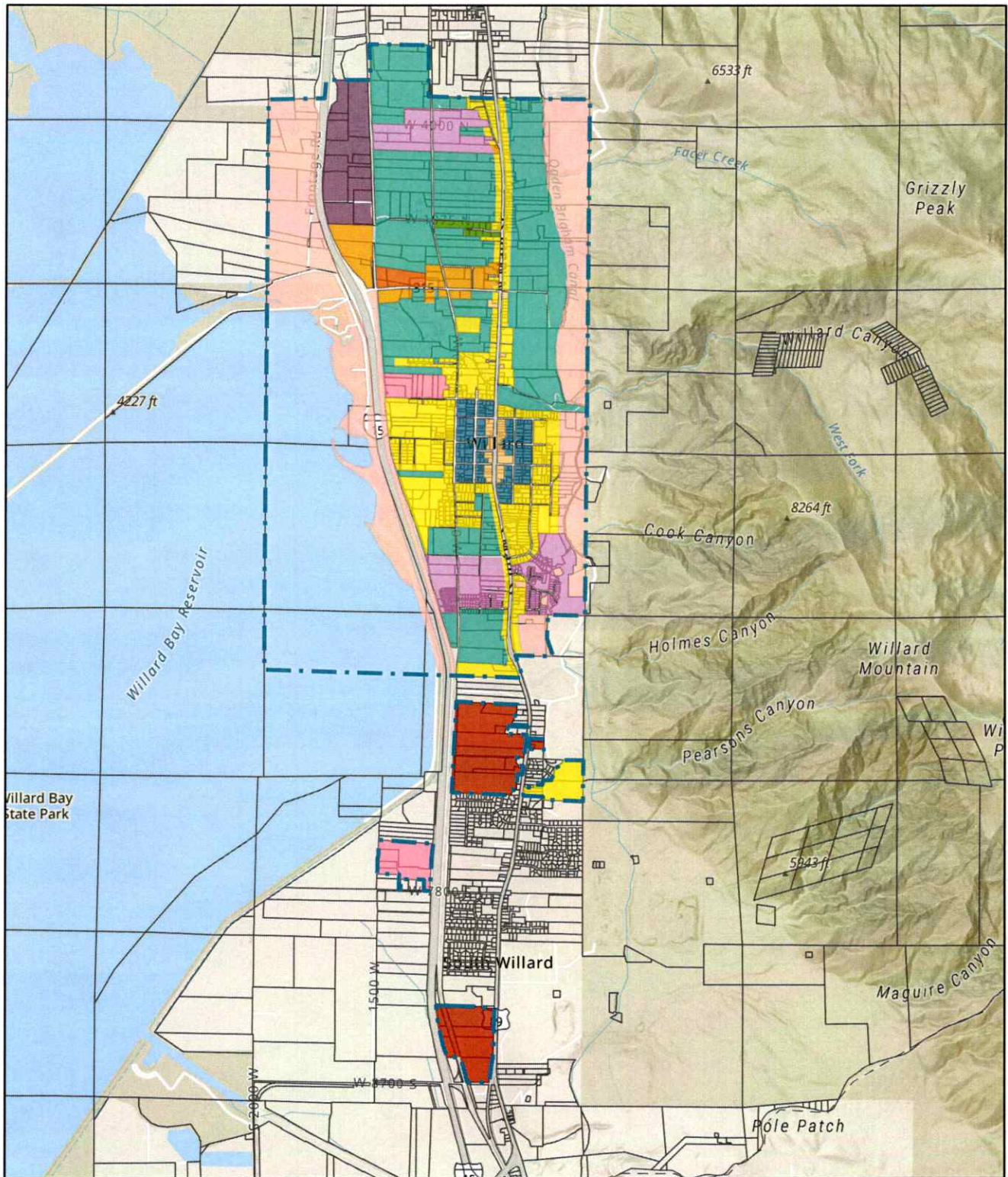
Publicly owned buildings located on public property, including but not limited to fire stations, police stations, and municipal offices, may be exempt from standard setback requirements upon approval by the City Council following a review for public necessity and compatibility with surrounding properties.

HISTORY

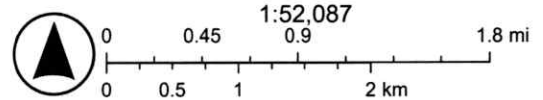
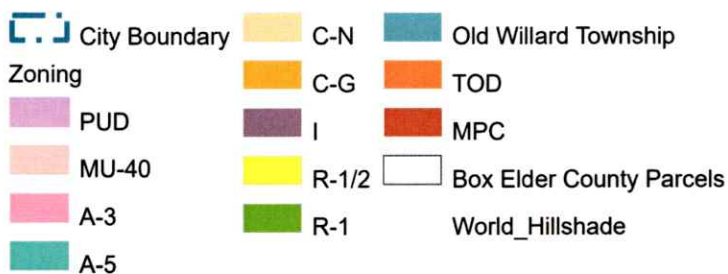
Amended by Ord. [2023-2](#) on 3/9/2023

ITEM 5B

Willard Zoning Map - Before



9/3/2025, 3:35:57 PM



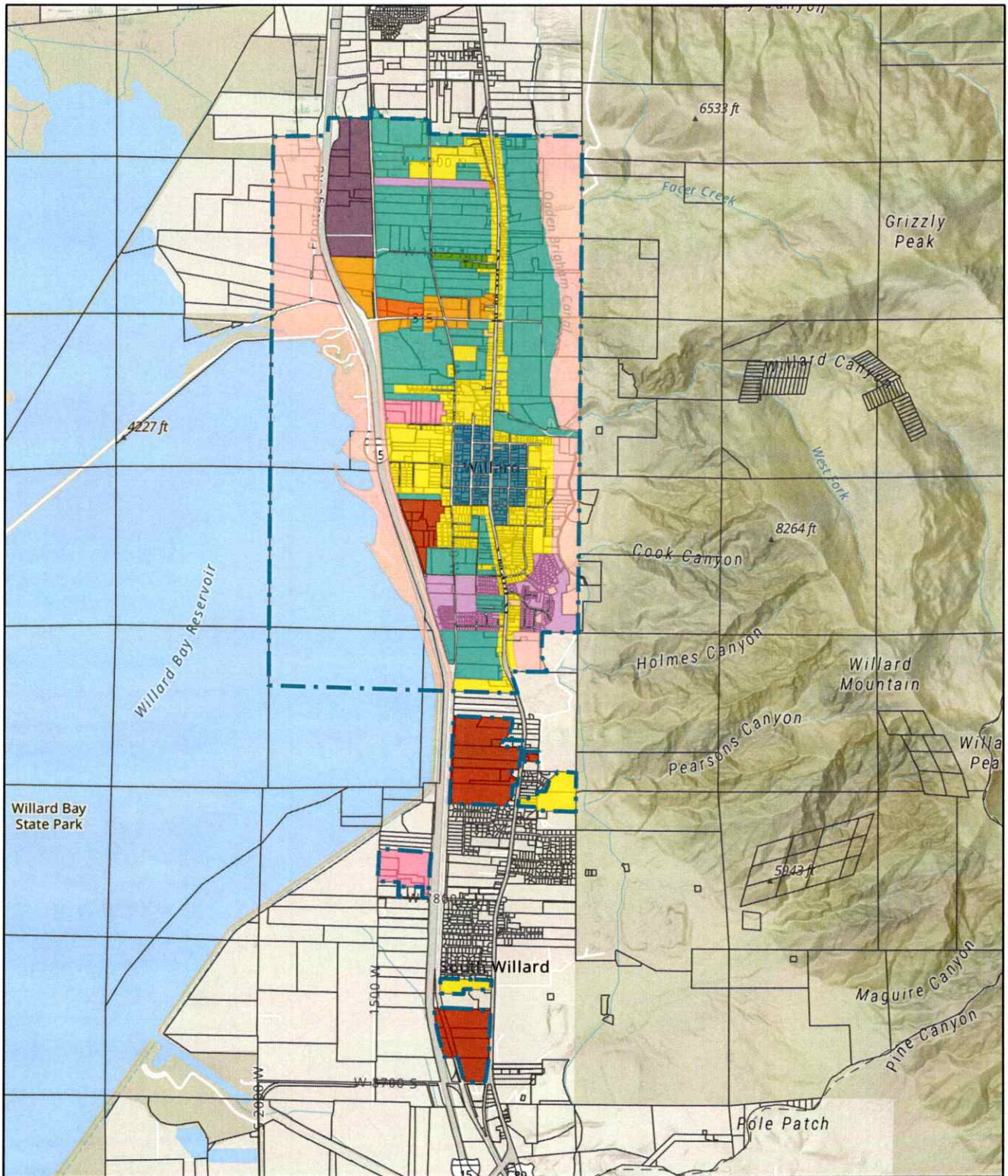
Esri, NASA, NGA, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

This map is for general reference only, and makes no guarantee regarding the accuracy or completeness of the information provided.

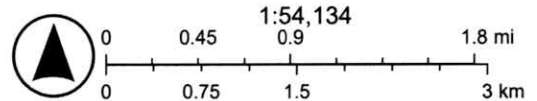
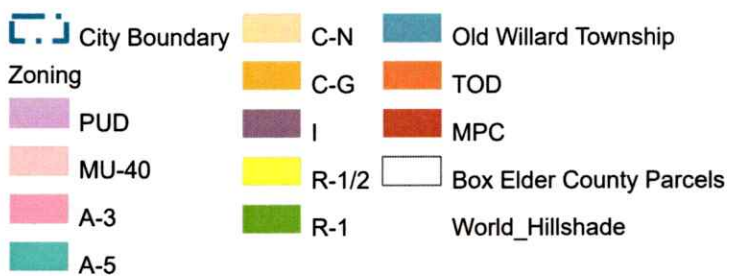


Before

Willard Zoning Map - Proposed



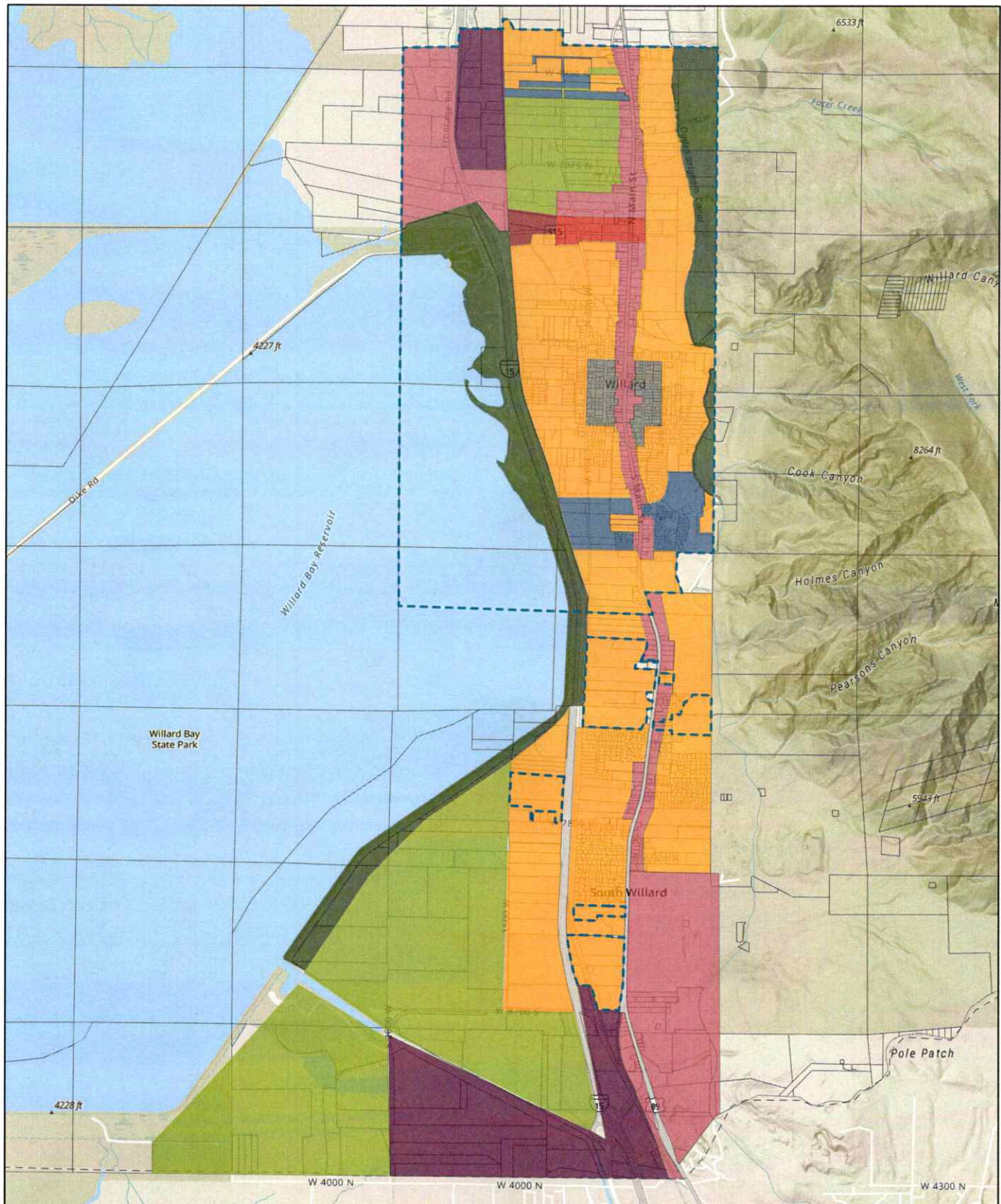
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Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS

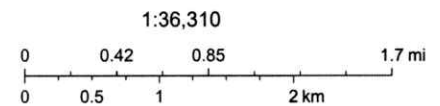
This map is for general reference only, and makes no guarantee regarding the accuracy or completeness of the information provided.

Willard City Future Land Use - Proposed



6/2/2026, 12:31:32 PM

- | | | |
|----------------------------|------------------------------|--------------------------------|
| City Boundary | Commercial Retail | Environmentally Sensitive Area |
| Future Land Use | Old Downtown District | Industrial |
| Residential (1/2 Acre Lot) | Transit Oriented Development | Box Elder County Parcels |
| Agriculture (3-5 Acre Lot) | Planned Unit Development | World_Hillshade |
| Commercial General | | |



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS

ITEM 5C

MASTER CONDITIONAL USE PERMIT SPREADSHEET								
No.	Address	Applicant	Application Date	Fee	Approval Date	Type	Status and Review Date	Parcel No.
	28 CUPs							
	26 South 500 West	Forbush, Molly	1/27/2025	\$250.00	3/20/2025	Short-Term Rental/Airbnb	Active Reviewed 4/2/26	02-087-0005
	46 North 100 East	Comer, William			Prior to 1958	Trailer Court	Active Reviewed 12/4/25 The PC determined that business license needs to remain current to keep CUP	02-051-0183 or 02-048-0024
	53 North 100 West	Braegger, Josh	5/28/2020	\$25.00 PD	6/19/2020	Multi-Family (Basement Apartment)	Active Reviewed 9-21-23	02-047-0074
	55 South 100 East	Braegger, Kenneth			2/5/2016	Contractor - Home Business	Active Reviewed 10-5-23	02-050-0074
	105 South 100 East	Loveland, Judy	9/16/1996		9/20/1996	Auto Repair - Home Business	Active Reviewed 10-19-23	02-050-0008
	110 South 200 West	Gilbert, Brian	4/20/2023	\$25.00	5/18/2023	Detached Accessory Dwelling Units	Active Reviewed 8-21-25	02-051-0008 and 02-051-0242
	110 South 250 West	Heath, Trisha	5/18/2018		1/9/2019	Multi-Family Dwelling	Active Reviewed 11-2-23	02-053-0003
	155 South Spring Street (135 S 100 E)	Dean, Blair & Kathy Davis	6/21/1999		9/23/2005	Single Family Home On Sensitive Land	Active Reviewed 12-7-23	02-050-0077
	275 East 200 South	Nielson, Seth	4/22/2024	\$25.00	6/6/2024	Pest Control Business	Active Reviewed 9/4/25	02-050-0048
?? Is this in Willard or BE County?	300 East 750 North	Wells Family Gravel Pit			4/11/1985	Gravel Pit	Active	02-006-0032, 02-006-0021, 02-045-0003
	344 East 300 North	Merritts, Bill & Shelley	4/8/1993		5/10/1993	Single Family Dwelling on Sensitive Land	Active Reviewed 4-18-24	02-048-0005
	369 West 200 North	Dominguez, Duane	3/13/2024	\$25.00	4/22/2024	ATV Repair	Active Reviewed 9/18/25	02-057-0030
	432 North Main	Francom, Matthew	10/20/2020	\$25.00	3/7/2024	Welding Shop	Active Reviewed 3/19/26	02-046-0086



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 21, 2023 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Colt Mund stated that Commissioner Hulsey was correct. The current draft talked about multiple residential zones. The City could take the product that Dr. Parker had prepared and change the language, or it could send the plan back to him and ask that it be changed to reflect residential half-acre throughout the city.

Commissioner Dubovik asked if the City owned the report. Mr. Mund felt that it did. Commissioner Dubovik felt the City could modify it.

Bryce Wheelwright stated that the City Council was waiting for a recommendation from the Planning Commission before it moved forward.

Colt Mund stated that the Planning Commission could make a recommendation about the blanket half-acre residential zoning and note that the current General Plan DRAFT needed to be modified to reflect the recommendation.

Commissioner Hulsey wanted to see a draft before sending it to the City Council.

Commissioner Dubovik stated that this wasn't different than any other recommendation the Planning Commission sent to the City Council. In the past, the Planning Commission had discussed and revised language until it was comfortable. The Planning Commission was the recommending body; the City Council was the approval authority.

Commissioner Hulsey felt that making a recommendation without seeing it in writing was telling the City Council that the Planning Commission didn't care what the Plan said; it just wanted the City Council to take over.

Colt Mund stated that the whole point of the conversation was that the document that had been received no longer reflected the direction the City wanted to go.

After further discussion, Commissioner Dubovik suggested that he and Commissioner Hulsey work with the City Attorney on a draft to present to the Planning Commission in two meetings. Commissioner Baker suggested that the City Manager also be involved.

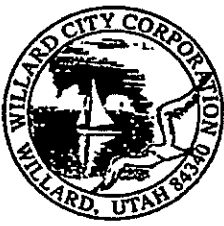
Commissioner Harrop moved to table discussion on the General Plan DRAFT until a revision to the Future Land Use section was ready for review and discussion. Commissioner Hulsey seconded the motion. All voted "aye." The motion passed unanimously.

5D. REVIEW OF CONDITIONAL USE PERMIT ISSUED TO JOSH BRAEGGER FOR A BASEMENT APARTMENT LOCATED AT 53 NORTH 100 WEST (PARCEL NO. 02-047-0074) ON JUNE 19, 2020 (CONTINUED FROM SEPTEMBER 7, 2023)

Time Stamp: 51:50 09/21/2023

Bryce Wheelwright stated that he had spoken with Josh Braegger. The apartment in his basement was not more than 1,000 square feet and all of the parking was behind his home. Mr. Braegger's basement apartment complied with the size restriction and parking requirements in the ADU Ordinance. Mr. Braegger felt his conditional use permit could be terminated as the City now had an ADU ordinance.

Commissioner Hulsey felt the conditional use permit should be removed.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 21, 2023 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Colt Mund felt it would be wise to get something in writing from Josh Braegger that said he was voluntarily terminating his conditional use permit in case there was ever a dispute.

Commissioner Dubovik asked if a property owner voluntarily terminated a conditional use, did it have to come before the Planning Commission. Colt Mund stated that revocation of a conditional use permit required official action by the Planning Commission.

Commissioner Hulseley moved to revoke the conditional use permit for a basement apartment located at 53 North 100 West (Parcel 02-047-0074) subject to receipt of a written statement from the property owner voluntarily terminating the conditional use. Commissioner Dubovik seconded the motion. All voted “aye.” The motion passed unanimously.

6. CONSIDERATION AND APPROVAL OF THE SEPTEMBER 7, 2023, REGULAR PLANNING COMMISSION MINUTES

Commissioner Baker moved to approve the September 7, 2023, minutes as written. Commissioner Harrop seconded the motion. All voted “aye.” The motion passed unanimously.

7. COMMISSIONER/STAFF COMMENTS

Time Stamp: 55:34

Bryce Wheelwright

Did not have any comments.

Colt Mund

Did not have any comments.

Commissioner Gilbert

Commissioner Gilbert asked for an update on the annexation in South Willard. Bryce Wheelwright stated the Mayor met with Commissioner Perry. He felt the County wanted the annexation to happen. Colt Mund stated that Commissioner Perry was going to have the County Attorney look into the annexation process.. At some point he felt the County and Willard City would hold a joint town hall meeting to receive input from the residents of South Willard.

Chairman Bodily asked if South Willard residents were aware about charges for municipal services. Colt Mund stated that when the annexation of South Willard was brought up previously, Zions Bank did a study. At that time, the County was not charging South Willard residents a municipal tax. It was now. There was some discussion about whether it would be cheaper for South Willard residents to be annexed into Willard. Commissioner Perry recognized that Willard City subsidized police and fire services for residents of South Willard, which might increase their tax obligation.

**WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING**

Application Date: 5/28/20

Assessor's Parcel Number

Applicant:

Josh Braegger

02-047-0074

Mailing Address

PO Box 374

Parcel Legal Description

Willard UT 84340

Project Address

53 N 100 W

I hereby request a hearing before the
Willard City Planning Commission in
behalf of my application for:



Conditional Use Permit \$25 Fee



Lot Line Adjustment \$25 Fee



Other Fee variable, \$25 Min.

Phone Number

Cell Phone 801-940-1031

NOTE: Fees will be charged on each application and are non-refundable. Additional applications on the same project will be considered as new applications and be charged accordingly. All applications, with required data and fees, must be filed in the Willard City Office at least two weeks prior to the scheduled hearing date.

Project description: (Attach additional sheets, as required.)

Complete Applicant Affidavit on back of this page.

WILLARD CITY CORPORATION
80 W 50 S
PO Box 593
Willard UT 84340
435-734-9881
May 29, 2020
Receipt No: 1.007880

JOSH BRAEGGER

Charges for Services
Charges - PC & B of Adj

Total:

Cash
Total Applied:

Change Tendered:

25.00
25.00
25.00
25.00
.00

Duplicate Copy
05/29/2020 4:27 PM

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Joshua J. Bruegger, being duly sworn, depose and say that I, (we) am (are) the owner(s)*, or authorized agent(s) of the owner, of property located at S310.100 W. in Willard City, which property is involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly, to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

SIGNED Joshua J. Bruegger
Property Owner(s)
AGENT Don Barker



Subscribed and sworn before me this 29 day of May 2020

Don Barker
Notary Public

Residing in Brigham City
My commission expires: 11/26/20

* May be owner of record, contract owner, part to valid earnest money agreement, option holder or have other legal control of property.

AGENT AUTHORIZATION

I, (we) _____, the owner(s) of real property described above, hereby appoint _____ as my (our) agent(s) to represent me (us) with regard to this application affecting the above described real property, and do authorize them to appear on my (our) behalf before any Willard City Boards considering this application.

SIGNED _____
Property Owner(s)

Subscribed and sworn before me this _____ day of _____ 20 _____

Notary Public

Residing in _____
My commission expires: _____

Chairperson Pro-Tem Bingham asked Mr. Lemon to explain what is behind the Lemon house. Randy stated there is a paved lane running along the north side, the front lot is the Helen Jane Lemon house, with a lane running to the original house, to the west is an existing barn, labor house and mobile home. The original house was built in 1948 and the newer house in 1962. They are not wanting to do anything with the existing structures on the property but thought they would eventually be gone.

Commissioner Harrop asked why they were separating the lot. Mr. Lemon stated their intent is to sell the house. Mr. Lemon stated he has lived here his entire life and there have never been any issues at the house.

Commissioner Hart asked City Planner Wheelwright prior to the flag lot ordinance would this proposal be ok. City Planner Wheelwright stated yes.

Commissioner Harrop asked about grandfathering. Willard City Attorney Mund stated with the initial grandfathering it prevents the city from applying current ordinances retroactively. Moving forward with the lot line adjustment the grandfather status no longer exists. It would be up to this body to see if they violated our ordinances which he stated it does. He also stated the Planning Commission cannot deviate from what the ordinance state. The Planning Commission can deny the Lemons their request and they would then be able to appeal to the City Council for a variance.

Commissioner Dubovik asked what the purpose of the Flag Lot Ordinance was. City Planner Wheelwright state on west Center Street there was a few flag lots that were created and public safety personnel have expressed concerns about being able to access those properties and the city decided to do away with flag lots.

Commissioner Baker reported there was an application for a flag lot a few months previously and the Planning Commission denied them their request.

Commissioner Hart asked if they had the option of going south around the second house. Mr. Lemon stated they did not want to go that direction. He also asked if the Planning Commission could approve the variance. Attorney Mund stated no. Chairperson Pro-Tem Bingham felt the only option was to deny and ask for a variance with the City Council.

A motion was made by Commissioner Hart the deny the proposed Lot Line Adjustment submitted by Kenneth Lemon/HJ Lemon Family Trust for the property located at 254 South 200 West – Parcel #02-051-0237. The motion was seconded by Commissioner Harrop. The motion carried with a unanimous vote.

c. Conditional Use Permit for Josh Braegger for Multi-Unit Housing to allow an apartment in basement at 53 North 100 West – Parcel #02-047-0074

City Planner Wheelwright reported Josh Braegger is requesting a Conditional Use Permit to allow him to rent out his basement. The Planning Commission will need to address what conditions need to be applied. Josh Braegger stated there is plenty of parking in the back and there would be no parking out front.

Commissioner Baker asked if there would be separate utilities. Mr. Braegger stated no.

Commissioner Hart asked if there was a requirement for rentals to have separate utilities. City Planner Wheelwright stated it would be up to the homeowner if they wanted to have separate utilities.

Commissioner Harrop asked if there are any other emergency vehicle issues other than on street parking. City Planner Wheewright stated no.

Commissioner Hart felt the only condition would be no on street parking.

Chairperson Pro- Tem Bingham stated the only condition he would have would be the owner should be one of the primary occupant. He asked for a motion.

A motion was made by Commisisoner Harrop to approve the Conditional Use Permit for

Josh Braegger for the property located at 53 North 100 West with the following conditions.

- 1) No on street parking allowed**
- 2) Owner of property must be the primary occupant.**

The motion was seconded by Commissioner Baker. The motion carried with a unanimous vote.

d. Discussion on proposed design to meet the Planned Development requirements for possible Annexation of the Old Farms Subdivision submitted by Willard Land LLC located at 7090 South Main for Parcels 01-040-0227, 02-055-0024, 02-055-0112 and 02-053-0051

City Manager Chris Davis gave an overview of proposal. He has had meeting with Brent Bailey and Lew Swain on a petition for Annexation and they are working through some issues. One issue is where they will be putting the sewer line the right of way is owned by UDOT. UDOT wants to sell the right of way to UTA and are working on an agreement with UTA and UDOT. They are also working on a retainment agreement with the 3 developers looking at annexing. The property is located in southern Box Elder County. The subdivision being discussed tonight meets the requirements of a Planned Unit Development as far as density and will meet the requirements for green space. This meeting will only be a discussion and no action will be taken tonight. If they can work out the pre-annexation agreement and the sewer agreement would they be able to move forward with the development. The sewer is a 1.8 million dollar project that will be paid for by the 3 developers and will not affect Willard City. The line will go to the south almost to the county line. He and Attorney Mund have spent a large amount of time reviewing the Development Agreement and will not be discussed tonight. They are only looking for feedback. The State Legislature has passed a statute with in the last year to allow the annexation of property that is not contiguous to the city. This proposal is 134 acres and will consist of 264 homes. They will bring with them water rights and will need to address how to get water to them and is currently working with their engineer.

Lew Swain and Brent Bailey are present at the meeting to discuss the proposal and answer questions.

Lew Swain – stated there are a variation of lot sizes ranging from 1/3 to ½ acre. The open space will be a well maintained 3.84 acre soccer field/city park with trees around the perimeter. The CCR's will address the height, setbacks and the type of materials used. The houses will not be built by EK Bailey but by the homeowners. The price range will be \$450,000-\$550,000. There will be multiple points of access into the development. They will connect the roads to the subdivision to the south and will put in stub roads to the north.

They have submitted documents to the City Attorney and City Manager. They will bring water rights with them for culinary and will be putting in secondary water from Pineview for outside watering. An 18" sewer line running north and south at the far west portion of property that will continue 20,000 ft. from 8300 South to the existing lift station. They will install the lines and preform upgrades to the lift station to accommodate the 3 proposed developments. This will allow the sewer treatment plant to have significant increase in sewer connections.

They have submitted the pre-annexation development agreement to the City Attorney and City Manager outlining the conditions they will be bound to and the different phases and the nature of the development. He showed the phasing plan for the development and stated they are looking at 25-30 homes per year with 10 total phases in the development. Incorporation of trails on the west side and they have an agreement with UTA to sell them 66' for an extension of the

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

CONDITIONAL USE PERMIT

Date Issued: June 19, 2020

Applicant's Name: Josh Braegger

53 North 100 West

Willard UT 84340

Parcel # 02-047-0074

A conditional Use Permit is issued for multi-unit housing, (basement apartment), with the following conditions.

1. The property is to remain the primary residence of the owner
2. If a second gas meter or electrical meter is installed, then sewer and water impact fees will be required.
3. No on street parking for rental unit.

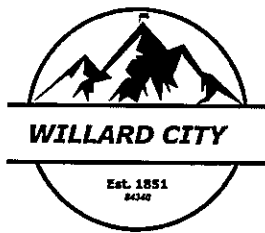
Applicant Signature

Date

City Representative – City Planner

Date

ITEM 7



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 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, on the State of Utah Public Meeting Notice
3 website, on the Willard City website, and sent to the *Box Elder News Journal*.
4

5 The following members were in attendance:

6
7 Chandler Bingham, Chairman
8 Sid Bodily
9 Ken Ormond
10 Diana Baker, Alternate

Jeremy Kimpton, City Manager
Madison Brown, City Planner
Zac Burke, City Engineer/Jones & Associates
Michelle Drago, Deputy City Recorder

11
12 Excused: Alex Dubovik, Brian Gilbert, and Amy Hugie, City Attorney

13
14 Others in attendance were Ruth Ormond, Doug Younger, Val Poll, and Kelvin Judd.

15
16 Chairman Bingham called the meeting to order at 6:30 p.m.

17
18 1. PRAYER: Sid Bodily

19
20 2. PLEDGE OF ALLEGIANCE: Diana Baker

21
22 3. GENERAL PUBLIC COMMENTS

23
24 No public comments were made.

25
26 4. CITY COUNCIL REPORT

27
28 Time Stamp: 02:23 – 04/16/2026

29
30 Jeremy Kimpton, City Manager, reported that during its April 9th meeting, the City Council discussed refunds
31 for land use applications that were withdrawn or denied. The City Council decided those application fees
32 were not refundable. The City Council also corrected ordinances that had been double-numbered. Diana
33 Mund was sworn in as the City Recorder.

34
35 5A. REVIEW AND CONSIDERATION OF SUBDIVISION IMPROVEMENT PLANS FOR THE
36 MOUNTAIN BAY SUBDIVISION LOCATED AT APPROXIMATELY 8200 SOUTH HIGHWAY 89
37 (PARCEL NO. 01-045-0133) (CONTINUED FROM JUNE 5, 2025)

38
39 Time Stamp – 03:28 - 04/16/2026

40
41 Madison Brown, City Planner, stated that the applicants for the Mountain Bay Subdivision, Val Poll and
42 Kelvin Judd, were in attendance. Their initial application was submitted in the spring of 2025. Since then,
43 the administration had been working with them to make sure their application and plans complied with
44 Willard's codes. The first item on the Planning Commission agenda was consideration of the subdivision
45 improvement plans for the Mountain Bay Subdivision; the second was consideration of the preliminary plan.

46
47 Ms. Brown said the required public hearing was held on June 4, 2025. During that meeting, the Planning
48 Commission discussed the need for dry sewer lines. Another item of concern was the single access. Those
49 two issues had been addressed, as well as culinary and secondary water.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Chairman Bingham said he had read the staff's recommendation in the staff report. He asked about the dry sewer lines. Madison Brown stated that the applicants had included dry sewer lines in their improvement plans. Homes would have septic systems until the sewer became available. At that time, homeowners would be required to connect,

Commissioner Bodily asked about the status of the sewer trunk line. He hated to see homeowners put in septic tanks and then have to connect to the sewer. Jeremy Kimpton said it was moving forward. Willard Land, LLC was still trying to work around the wetland area. Zac Burke, City Engineer/Jones & Associates, said Willard Land, LLC was waiting for their plan to be approved by the Army Corps of Engineers.

Chairman Bingham asked about the single access. Ms. Brown said the proposed subdivision contained less than 30 homes, but the Planning Commission was concerned that Mountain Bay's access was through an existing subdivision that had only one access point onto Highway 89. Colt Mund, Willard's previous City Attorney, understood the Planning Commission's concern about access to Highway 89. However, that was not what the Fire Code addressed. The Fire Code only addressed access to the subdivision itself. Mountain Bay had 24 lots, which was less than the maximum of 30 homes stipulated by Willard City Code.

Ms. Brown stated that the applicants had worked with UDOT to get a secondary emergency access. Commissioner Baker asked if the secondary emergency access was only for emergency vehicles. Mr. Judd said that was correct.

Chairman Bingham agreed that Mountain Bay itself had less than 30 lots, but it would be part of an overall area that only had one access onto Highway 89. He felt the purpose of the Fire Code was to prevent this type of situation. Ms. Brown agreed that collectively there were more than 30 homes, but it wasn't a legal reason for denying the subdivision. The Fire Code was only looking at their subdivision. Willard could not consider the existing homes and their single access to Highway 89. Willard could only consider the Mountain Bay Subdivision.

Jeremy Kimpton stated that the Fire Code was ambiguous. It did not state where the entrance and exit were or had to be.

Chairman Bingham suggested that Willard look at how application of the Fire Code was worded in Willard's Zoning Code.

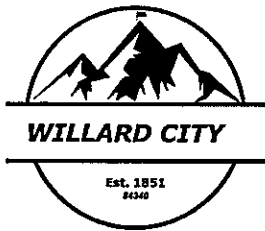
Madison Brown pointed out that Mountain Bay had two stub roads that would eventually lead to the south and another access to Highway 89.

Jeremy Kimpton felt the secondary emergency access negated the argument about only one access.

Chairman Bingham asked where the secondary emergency access was located. Kelvin Judd said it was located at the east end of 8150 South between Lots 13 and 14.

Commissioner Ormond asked if anyone knew when the property to the south might develop. Jeremy Kimpton had heard the school district had declared the property as surplus, but he hadn't heard anything since.

Commissioner Baker was concerned about the single access for the overall area.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

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Commissioner Ormond agreed there was a safety issue regarding the single access to Highway 89 with no turn lane from the south, but he realized that was an existing issue.

Commissioner Baker asked if the properties along 1050 West would be impacted when UTA put in tracks for Front Runner. Kelvin Judd was not aware of any requirement for UTA. Chairman Bingham said that Front Runner would be located on the railroad right-of-way. Jeremy Kimpton said that UTA had already acquired the property needed for Front Runner.

There were no further comments from the Planning Commission. Chairman Bingham called for a motion.

Commissioner Bodily moved to approve the subdivision improvement plans for the Mountain Bay Subdivision located at approximately 8200 South Highway 89 subject to compliance with Willard City regulations. Commissioner Ormond seconded the motion. All voted “aye.” The motion passed unanimously.

5B. REVIEW AND CONSIDERATION OF A PRELIMINARY SUBDIVISION PLAN FOR THE MOUNTAIN BAY SUBDIVISION LOCATED AT APPROXIMATELY 8200 SOUTH HIGHWAY 89 (PARCEL NO. 01-045-0133) (CONTINUED FROM JUNE 5, 2025)

Time Stamp: 18:13 – 04/16/2026

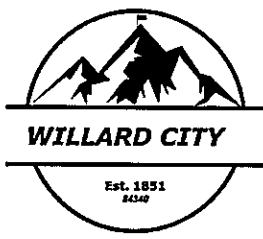
Madison Brown stated that Willard had received a separate application for approval of the preliminary plan for the Mountain Bay Subdivision. If the Planning Commission/ALUA granted preliminary approval, the ALUA would switch to the staff for final approval. Ms. Brown said there were a few corrections needed on the plat, but nothing major.

Ms. Brown stated that Willard had a bill of sale contract with Bear River Water for wholesale culinary water. Willard would purchase wholesale culinary water from Bear River Water. The cost would be billed to the property owners in the Mountain Bay Subdivision. The contract would have to be approved by the City Council and signed before final approval could be granted.

Commissioner Bodily asked about the pressure issue. Zac Burke, City Engineer/Jones & Associates, stated that Bear River Water Conservancy District would be supplying the culinary water for the proposed project. A master meter would be required for the subdivision. Willard would own the lines on the downstream side of the master meter. During review of the plans, he had been concerned about capacity and fire flows. The developer finally provided flow information. He asked if the Fire Chief had reviewed and approved the proposed flow. Ms. Brown did not believe he had. She would make sure the Fire Chief reviewed the capacity and fire flows.

Zac Burke said that the proposed flow met the Fire Code requirements for a 3200 to 3,800 square foot home. Anything larger would have to be sprinkled. Jones & Associates had worked the reductions for head loss and pressure loss through the master meter. The pressure losses were within acceptable levels. They were still waiting for Bear River Water to review and approve minor details. This would not be a looped system. It would be a dead end coming from Highway 89. Willard's Public Works would have to blow off the lines to keep them from going stagnant.

Madison Brown said there were a few details that still needed to be ironed out. Final approval would not be granted until they were resolved.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

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Willard, Utah 84340

Val Poll stated that their civil engineer calculated the pressure after the loss at 65 PSI; the Fire Code requirement was 20 PSI.

Commissioner Ormond asked if there would be enough volume. Zac Burke said there would be. Mountain Bay needed to have a volume of 1,500 gallons per minute and maintain 20 PSI. According to Bear River's engineer, Mountain Bay could maintain 60 PSI. One of the details to still be worked out was whether the master meter would be 6 inches or 8 inches. Mr. Poll said the meter would be 8 inches.

Commissioner Ormond asked if Willard's firefighters knew how to operate the bypass system. Mr. Burke did not remember a bypass. What mattered was the volume.

Commissioner Baker asked how much water Bear River Water had in South Willard. If all of South Willard was annexed, would there be enough water to support build out? Chairman Bingham said there were two different water systems in South Willard – South Willard Water and Bear River Water. Ms. Brown said the 50-to-60-year goal in the Box Elder County Water Master Plan called for Willard, South Willard Water, and Bear River Water to eventually become one system.

Chairman Bingham called for a motion.

Commissioner Bodily moved to approve the preliminary subdivision plan for the Mountain Bay Subdivision located at approximately 8200 South Highway 89 subject to approval of the bill of sale for Bear River Water, the Fire Chief's review of the capacity and fire flows, and resolution of remaining minor details. Commissioner Baker seconded the motion. All voted "aye." The motion passed unanimously.

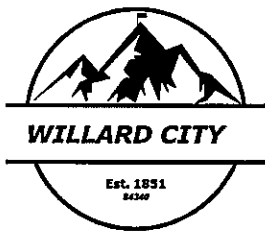
5C. CONSIDERATION AND RECOMMENDATION REGARDING APPROVAL OF THE DRAFT ECONOMIC DEVELOPMENT STRATEGIC PLAN (CONTINUED FROM FEBRUARY 19, MARCH 5, MARCH 19, AND APRIL 2, 2026)

Time Stamp: 28:53 – 04/16/2026

Jeremy Kimpton stated that the administration had verified that Willard did collect sales tax and transient tax revenue from Willard Bay State Park. It appeared that about two-thirds of the revenue from Willard Bay State Park was from sales tax; one-third came from the transient tax generated by the campground.

Madison Brown stated that she had met with Box Elder County Planning. Their zoning map was pretty consistent with the future land use map of South Willard that the Planning Commission put together. The major difference was the area west of Interstate 15. Willard designated it as future residential. Box Elder County had identified it as agricultural due to the lack of utilities. Box Elder County and Willard both agreed that commercial should develop along Highway 89 over time. After the discussion with Box Elder County, the administration felt it was reasonable to leave South Willard in the Economic Development Strategic Plan.

Ms. Brown said that annexation of South Willard was also addressed during the meeting with Box Elder County Planning. Box Elder County felt that Willard should continue annexing islands as applications were made until South Willard was willing to incorporate or join with Willard. The Economic Development Strategic Plan was supposed to be reviewed every five years. The situation regarding South Willard might change during that time.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Commissioner Baker moved to recommend that the City Council approve the draft Economic Development Strategic Plan. Commissioner Bodily seconded the motion. All voted “aye.” The motion passed unanimously.

5D. REVIEW CONDITIONAL USE PERMIT ISSUED TO GRANITE CONSTRUCTION COMPANY ON NOVEMBER 3, 2015, FOR A GRAVEL PIT LOCATED AT 300 EAST 750 NORTH (PARCEL NO. 02-045-0005)

Time Stamp: 35:30 – 04/16/2026

Madison Brown stated that the conditional use permit issued to Granite Construction Company on November 3, 2015, was for a temporary concrete batch plant while I-15 was being constructed. The conditional use permit was temporary. It was issued in 2015 and ended in December of 2017. This conditional use permit had expired and would be removed from the active list.

Chairman Bingham asked what was happening in the gravel pit at night. Ms. Brown said that Granite Construction was still operating the Wells Gravel Pit, which was located in unincorporated Box Elder County. Willard did not regulate it.

Commissioner Bodily understood the permit had expired. He pointed out that Granite was allowed to operate from 6:00 a.m. to 10:00 p.m. He thought Willard's Noise Ordinance said 7:00 a.m. to 10:00 p.m. He wondered which hours were correct. Jeremy Kimpton and Michelle Drago, Deputy Recorder, said the staff could not find hours of operation mentioned in the city code.

Madison Brown stated that the excavation ordinance said hours of operation were 7:00 a.m. to 6:00 p.m. There were no set hours of operation listed elsewhere in Willard's Code.

Commissioner Bodily felt hours of operation should be consistent. He felt the hours of 6:00 a.m. to 10:00 p.m. were sensible.

Commissioner Baker asked about the rest of the pit. Ms. Brown said it was regulated by Box Elder County,

Commissioner Baker said trucks were using the Dike Road instead of 750 North. Did Willard have any control over the use of the Dike Road, or 300 North? Jeremy Kimpton said he hadn't received any complaints about trucks using the Dike Road. The administration was working on the lighting issue because Willard had received a complaint about the lights.

Jeremy Kimpton stated that Willard would have a little more control when the contracts were signed.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR APRIL 2, 2026

Commissioner Bodily moved to approve the regular minutes for April 2, 2026, as written. Commissioner Baker seconded the motion. All voted “aye.” The motion passed unanimously.

7. ITEMS FOR THE MAY 7, 2026, PLANNING COMMISSION AGENDA

Time Stamp: 43:16 – 04/16/2026



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

The Planning Commission discussed agenda items for the May 7, 2026, meeting – there might be a conditional use permit application ready.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 45:36 – 04/16/2026

Jeremy Kimpton

Did not have any comments.

Madison Brown

Madison Brown asked if all Planning Commission members had been able to access their new email accounts. Commissioner Baker said she had not been able to. Jeremy Kimpton said he could have AllTech, Willard's IT, contact her.

Madison Brown said that Kyle White/Canyon Bay wanted to schedule a work session with the Planning Commission and City Council. She asked what dates would work for the Planning Commission – April 28th, 29th, or 30th, or May 5th, 6th, or 7th. The Planning Commission suggested May 7th.

Madison Brown stated that the Box Elder Summit would be held in September in Brigham City. She encouraged the Planning Commission members to attend. She would let them know the specific dates when she received them.

Madison Brown stated that Planning Commission members had received links for training videos from the Utah League of Cities and Towns.

Chairman Bingham asked if the 2026 Utah Legislative Session passed any laws that impacted the ability of cities to plan their communities. Jeremy Kimpton said the State Legislature always chipped away at the rights of cities. He felt the 2026 Legislative Session clarified previous land use legislation rather than passing anything detrimental. He felt cities had done a good job of coming together to show data that showed the real picture. He felt the session had focused on homelessness and water.

Commissioner Bodily

Did not have any comments.

Commissioner Baker

Commissioner Baker asked if Chad Braegger was still a member of the Planning Commission. Mr. Kimpton said the boundary adjustment had been recorded. Chad Braegger was no longer a Willard resident and could no longer serve on the Planning Commission.

Commissioner Baker asked if the administration was looking for a new member. Mr. Kimpton said the mayor was. If the Planning Commission members had any suggestions, they could be sent to Mayor Mote.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 16, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Commissioner Ormond

Commissioner Ormond stated that there was a typo in the application for the Mountain Bay Subdivision. On Page 9, it said Perry City not Willard City. Ms. Brown corrected the error in the filing program.

Michelle Drago

Did not have any comments.

Chairman Bingham

Chairman Bingham was concerned about the parking situation at the Palmer Barn located at 683 North Main. On Saturday, April 11, there was a large event. Cars were parked on both sides of Highway 89 because their entire parking lot was full. Pedestrians were walking back and forth across the highway. He took pictures. He also received complaints from the neighboring property owner. They were concerned about the parking, especially with current construction on Highway 89.

Chairman Bingham felt Palmer Barn had exceeded its maximum occupancy. He felt their parking lot should contain the maximum building occupancy allowed by the Fire Code. Last Saturday, four cars were parked around the fire hydrant. Which could have made it hard to fight a fire. The Palmer's needed to come up with a plan to address overflow parking. Maybe cars parked on Highway 89 needed to be towed.

Madison Brown reviewed the parking conditions contained in the conditional use permit with the Planning Commission.

Jeremy Kimpton said the staff would look into it. The conditional use permit could be reviewed if needed.

10. ADJOURN

Commissioner Baker moved to adjourn at approximately 7:35 p.m. Commissioner Ormond seconded the motion. All voted in favor. The motion passed unanimously.

Minutes were read individually and approved on: _____

Planning Commission, Chairman
Chandler Bingham

Planning Commission Secretary
Michelle Drago

dc:PC 04-16-2026

June

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Planning Commission Meeting – 6:30 p.m.	5	6
7	8	9	10	11 City Council Meeting – 6:30 p.m.	12	13
14	15 JUNETEENTH OBSERVED – Office Closed	16	17	18 Planning Commission Meeting – 6:30 p.m.	19 JUNETEENTH	20 Water Bills Due
21 FATHER'S DAY	22	23 PRIMARY ELECTION	24	25 City Council Meeting – 6:30 p.m.	26	27
28	29	30				

July

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Patriotic Program No Planning Commission Meeting	3 Office Closed Firemen's Ball	4 INDEPENDENCE DAY
5	6	7	8	9 City Council Meeting – 6:30 p.m.	10	11
12	13	14	15	16 Planning Commission Meeting – 6:30 p.m.	17	18
19	20 Water Bills Due	21	22	23 City Council Meeting – 6:30 p.m.	24 PIONEER DAY – Office Closed	25
26	27	28	29	30	31	