



Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, June 18, 2026 – 6:30 p.m.
Willard City Hall, 80 West 50 South
Willard, Utah 84340

AGENDA

(Agenda items may or may not be discussed in the order they are listed and may be tabled or continued as appropriate.) Public comment may or may not be allowed.

1. Prayer
2. Pledge of Allegiance
3. General Public Comments (Input for items not on the agenda. Individuals have three minutes for open comments)
4. Report from City Council
5. Discussion/Action Items
 - a. 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 (continued from June 4, 2026)
 - b. Review and discuss proposed corrections to the Willard City Zoning Map referenced in 24.40.020 of the Willard Zoning Code and related changes to the Future Land Use Map found in Willard's 2023 General Plan adopted March 14, 2024 (continued from June 4, 2026)
 - c. Review conditional use permits issued to:

Brian Gilbert on May 18, 2023, for a detached accessory dwelling unit located at 110 South 250 West (Parcel Nos. 02-051-0008 and 02-051-0242), previously reviewed on August 21, 2025;

Trisha Heath on January 9, 2019, for a multi-family dwelling located at 110 South 250 West (Parcel No. 02-053-0003), previously reviewed on November 2, 2023

Lee Kilpack (now Dean Taylor) on March 1, 2018, for a basement apartment located at 550 North 200 West (Parcel No. 02-046-0046), previously reviewed on September 19, 2024

Dorothy and Garrick Call on May 18, 2023, for a detached accessory dwelling unit located at 1348-A North Main (Parcel No. 02-039-0055), previously reviewed on November 20, 2025
6. Consideration and approval of regular Planning Commission minutes for June 4, 2026
7. Discussion regarding agenda items for the July 16, 2026, Planning Commission meeting
8. Commissioner/Staff Comments
9. 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 12th day of June, 2026.

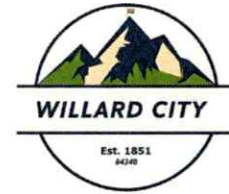
/s/ Michelle Drago

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.

WILLARD CITY ORDINANCE 2026-__

AN ORDINANCE AMENDING SECTIONS 24.01.060 AND 24.44.050 OF THE WILLARD CITY ZONING CODE; AND PROVIDING AN EFFECTIVE DATE FOR THESE CHANGES.

Section 1 - Recitals

WHEREAS, the City of Willard ("City") is a municipal corporation duly organized and existing under the laws of Utah; and

WHEREAS, the City Council finds that in conformance with Utah Code §10-9a-702, the governing body of the City may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, conduct, or condition authorized by the laws of the State of Utah or any other provision of law; and

WHEREAS, the City has adopted and promulgated city ordinances and rules regarding zoning and acceptable uses within those zones in the City; and

WHEREAS, the Willard City Council recognizes the need to periodically review and update zoning regulations to ensure consistency in subdivision design and residential development standards; and

WHEREAS, the City Council finds that the current provisions of Sections 24.01.060 and 24.44.050 create ambiguity regarding frontage requirements and front lot line designations for corner lots; and

WHEREAS, the City Council finds that clarifying these provisions will promote consistent application of minimum frontage requirements, improve lot design, and ensure adequate access, visibility, and neighborhood development standards; and

WHEREAS, the City Council finds that the public convenience and necessity, public safety, health, and welfare require adoption of these amendments;

NOW THEREFORE, be it ordained by the City Council of Willard City, in the State of Utah, that the following portions of the Willard City Zoning Code be, and the same are hereby amended as follows:

SECTION 2: AMENDMENT Chapter 24.01 – General Provisions, Section 24.01.060 Definitions, and Chapter 24.44 – Development Standards, Section 24.44.050, are hereby amended to read as follows (new language shown in bold):

24.01.060 – Definitions

Lot Line, Front means:

A. For an interior lot, the lot line adjoining the street;

B. For a corner lot, each lot line adjoining a street shall be considered a front lot line; and

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.

24.44.050 – Lot Frontage Requirements

Add the following subsection:

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.

Lots lawfully created prior to the effective date of this Ordinance shall not be considered nonconforming solely because they do not satisfy the frontage requirements established by this amendment.

The foregoing Recitals are fully incorporated herein.

SECTION 3: PRIOR ORDINANCES AND RESOLUTIONS That the above changes, where they may have been taken from prior City Ordinances and Resolutions, are listed here for centralization and convenience; and that the body and substance of those prior Ordinances and Resolutions, with their specific provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

SECTION 4: REPEALER OF CLAUSE All orders, ordinances, and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts thereof, which conflict with this Ordinance are, for such conflict, repealed, except that this repeal will not be construed to revive any act, order, or resolution, or part thereof.

SECTION 5: SEVERABILITY CLAUSE Should any part or provision of this Ordinance be held or declared to be unconstitutional, invalid, inoperative, or unenforceable to any extent whatsoever, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional, invalid, inoperative, or unenforceable.

SECTION 6: DIRECTION Willard City Staff is hereby authorized to make non-substantive clerical corrections to formatting, numbering, grammar, and internal references in this Ordinance for publication and codification purposes, provided such corrections do not alter the intent or effect of the adopted language.

SECTION 7: EFFECTIVE DATE This Ordinance shall become effective upon adoption and publication or posting as required by law.

PASSED AND ADOPTED by the Willard City Council on this ____ day of August, 2026.

Hulsey	Yes ____	Nay ____	Absent ____
Christensen	Yes ____	Nay ____	Absent ____
Braegger	Yes ____	Nay ____	Absent ____
Mund	Yes ____	Nay ____	Absent ____
Bodily	Yes ____	Nay ____	Absent ____

ATTEST:

WILLARD CITY:

BY:

City Recorder

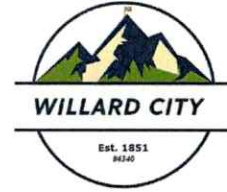
Mayor Travis Mote

ITEM 5B

Planning Commission Staff Report Map Corrections

June 2, 2026

Madison Brown, Planner



Applicant: City-Initiated Amendment

Agenda Item: Review and discuss proposed corrections to the Willard City Zoning Map referenced in 24.40.020 of the Willard Zoning Code.

Background

Staff identified discrepancies between the Zoning Map, Future Land Use Map, and prior legislative actions. During a review of historical rezones and map amendments, it was discovered that certain parcels were unintentionally left out of map updates, while others were included by mistake. Consequently, portions of the city's maps no longer accurately reflect approved ordinances and land use decisions. Resolution 2026-06 proposes amendments to ensure the Zoning Map and the Future Land Use Map accurately reflect previously adopted ordinances and land use decisions.

Staff reviewed the last ten years of rezone applications and ordinances to carefully inspect all parcel numbers and ensure the correct parcels were included in the map adjustments. Certain parcels were incorrectly changed, so they are being corrected to the previous zone designation.

Staff also reviewed the Future Land Use map within the General Plan to ensure the City's desired growth and development plans were being followed.

Findings

- Staff reviewed rezone ordinances and map amendments adopted between 2016 and 2026.
- Multiple parcels were found to be inconsistent with previously adopted zoning and land use decisions.
- Corrections are necessary to ensure the official Zoning Map accurately reflects adopted ordinances.
- Amendments to the Future Land Use Map are necessary to improve consistency between the General Plan and the City's Zoning regulations.
- Amendments to the General Plan require a public hearing and City Council approval.

Proposed Amendments

The following updates were made:

Zoning Map

Parcel	Current Designation	Proposed Designation	Ordinance
02-052-0055	A5	PUD	2010-B
02-052-0056	A5	PUD	2010-B
02-052-0057	A5	PUD	2010-B
02-052-0058	A5	PUD	2010-B
02-052-0059	A5	PUD	2010-B
02-052-0059	A5	PUD	2010-B
02-052-0060	A5	PUD	2010-B
02-052-0061	A5	PUD	2010-B
02-052-0062	A5	PUD	2010-B
02-052-0085	A5	PUD	2010-B
02-052-0086	A5	PUD	2010-B
02-052-0103	A5	PUD	2010-B
02-052-0102	A5	PUD	2010-B
02-052-0101	A5	PUD	2010-B
02-052-0100	A5	PUD	2010-B
02-052-0099	A5	PUD	2010-B
02-052-0098	A5	PUD	2010-B
02-052-0097	A5	PUD	2010-B
02-047-0101	OWT	C-N	2018-A
02-038-0073	PUD	R 1/2	2026-09
02-038-0072	PUD	R 1/2	2026-09
02-040-0210	PUD	R 1/2	2026-09
02-043-0048	PUD	R 1/2	2026-09
02-052-0048	A5	R1/2	2017-C
02-052-0049	A5	R1/2	2017-C
02-043-0050	PUD	A5	Incorrectly changed.
02-043-0060	PUD	A5	Incorrectly changed.
02-043-0059	PUD	A5	Incorrectly changed.
02-043-0061	PUD	A5	Incorrectly changed.
02-035-0046	PUD	A5	Incorrectly changed.
02-035-0070	PUD	A5	Incorrectly changed.

02-040-0208	PUD	R1/2	Incorrectly changed.
02-040-0209	PUD	R1/2	Incorrectly changed.
02-046-0068	A5	R1/2	Incorrectly changed.
02-046-0111	A5	CG	2023-03
02-046-0114	A5	R1/2	2023-03
02-052-0033	PUD	A5	Incorrectly changed.
02-052-0034	PUD	A5	Incorrectly changed.
02-052-0046	PUD	A5	Incorrectly changed.
02-052-0036	PUD	A5	Incorrectly changed.
02-052-0044	PUD	A5	Incorrectly changed.
02-055-0152	R1/2	R1/2	2024-02
01-045-0145		R1/2	2025-8
02-054-0014	PUD	No Zoning	

Future Land Use Map

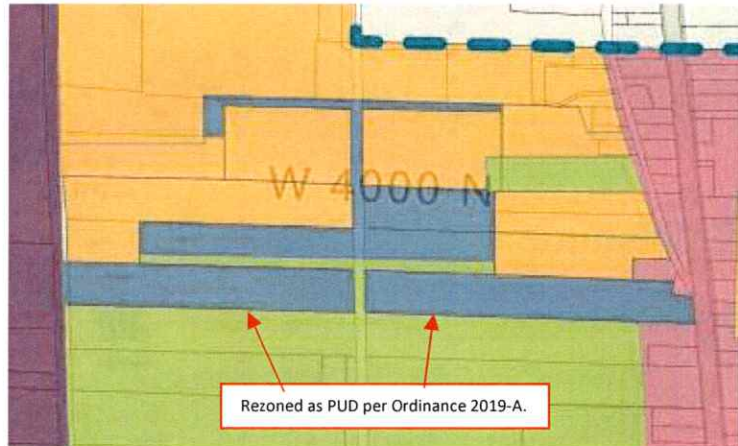
Parcel	Current Designation	Proposed Designation
02-035-0046	PUD	R1/2
02-04-00038	A5	PUD
02-043-0031	A5	PUD
02-035-0045	PUD	R1/2
02-040-0001	PUD	R1/2
02-043-0013	PUD	R1/2
02-038-0009	PUD	R1/2
02-038-0056	PUD	R1/2
02-040-0009	PUD	R1/2
02-040-0010	PUD	R1/2
02-040-0011	PUD	R1/2
02-041-0016	A5	CG
02-041-0015	A5	CG
02-052-0033	PUD	R1/2

02-052-0034	PUD	R1/2	02-052-0036	PUD	R1/2
02-052-0046	PUD	R1/2	02-052-0044	PUD	R1/2

General Plan Considerations

Because the Zoning map is adopted and amended through the City's zoning ordinances, this section focuses on the Future Land Use plan and its relationship to the General Plan.

Staff identified several areas of the Future Land Use Map that warrant further review by the Planning Commission. In particular, the northern portion of the map contains areas designated as PUD, despite the City no longer maintaining a PUD zoning district within the zoning code. Additionally, several parcels within this area have since been rezoned. Planning Commission direction is requested regarding the appropriate future land use designation for these properties.



The proposed amendments to the Future Land Use Map were developed based on prior discussions and policy direction from the Planning Commission and City Council. If City leadership believes additional changes are necessary, this review process provides an opportunity to refine the Future Land Use Map before adoption.

Staff request direction regarding any additional revisions to ensure the Future Land Use accurately reflects the City's vision, goals, and policies as established in the General Plan.

The General Plan and the Future Land Use Map are intended to guide the City's future growth and development. Willard City's goal is responsible and sustainable growth that supports innovative, low-density developments (see General Plan, page 51). The Planning Commission and City Council should keep this in mind when considering adjustments to the Future Land Use map.

Analysis

These Zoning map corrections will bring Willard City's maps into alignment with legislative actions made in the past. Periodic review of the City's zoning and land use maps is necessary to ensure consistency with adopted ordinances, resolutions, and legislative actions. Staff's review

of rezones approved between 2016 and 2026 identified several discrepancies requiring correction.

The Future Land Use corrections will align the City's guiding principles for growth and development with the General Plan more accurately. The General Plan was adopted in March 2024. Since that time, several rezonings and development proposals have been considered by the City. Staff believe this review presents an appropriate opportunity for the Planning Commission to evaluate whether the Future Land Use Map still reflects the City's vision for future growth and development.

Staff Recommendation

Staff recommend scheduling a public hearing to receive public input on Resolution 2026-06. Any changes to the Future Land Use Map should be discussed among the Planning Commission and referred to staff. Staff will make amendments and post notices in preparation for the public hearing.

WILLARD CITY RESOLUTION 2026-____

**A RESOLUTION RATIFYING PRIOR ZONING MAP AMENDMENTS AND
ADOPTING A CORRECTED OFFICIAL ZONING MAP**

WHEREAS, the Willard City Council is authorized to adopt and amend the Official Zoning Map; and

WHEREAS, the Willard City Council has, from time to time, adopted ordinances amending the zoning classification of various properties within the City; and

WHEREAS, certain zoning map amendments approved by ordinance were not accurately incorporated into the City's official zoning map; and

WHEREAS, the City has conducted a review of prior zoning ordinances adopted between 2016 and 2026 and determined that the official zoning map should be corrected to accurately reflect zoning classifications previously approved by the City Council; and

WHEREAS, the corrected Official Zoning Map is intended to serve as the City's official zoning map going forward and to accurately depict all zoning classifications previously adopted by ordinance and currently in effect within the City; and

WHEREAS, the Willard City Planning Commission reviewed the proposed corrected Official Zoning Map, conducted a public hearing on July 16, 2026 as required by law, and forwarded a positive recommendation to the City Council; and

WHEREAS, the City Council finds that adoption of a corrected zoning map will promote clarity, consistency, and the accurate administration of the City's land use regulations; and

WHEREAS, the City Council intends by this Resolution to ratify and memorialize prior legislative actions and not to approve any new zoning map amendments or changes in zoning classification.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WILLARD CITY, UTAH:

SECTION 1. Findings

The foregoing recitals are adopted and incorporated herein as findings of the City Council.

SECTION 2. Adoption

The City Council hereby approves and adopts the corrected Official Zoning Map attached hereto as Exhibit A and incorporated herein by reference. The corrected Official Zoning Map is intended solely to reflect zoning classifications previously approved by ordinance and does not constitute approval of any new zoning designation, zoning map amendment, or rezone.

SECTION 3. Severability

If any provision of this resolution is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 4. Effective Date

This Resolution shall take effect immediately upon adoption.

SECTION 5. Direction

Staff are authorized and directed to make non-substantive changes and take other actions necessary to finalize, maintain, post, and publish this resolution and the Official Zoning Map.

PASSED AND ADOPTED by the Willard City Council on this _____ day of August.

Hulsey Yes _____ Nay _____ Absent _____

Christensen Yes _____ Nay _____ Absent _____

Braegger Yes _____ Nay _____ Absent _____

Mund Yes _____ Nay _____ Absent _____

Bodily Yes _____ Nay _____ Absent _____

ATTEST:

WILLARD CITY:

BY: _____

City Recorder

Mayor Travis Mote

WILLARD CITY ORDINANCE 2026-____

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE FUTURE LAND USE MAP
OF THE WILLARD CITY GENERAL PLAN**

WHEREAS, Utah Code § 10-9a-401 et seq. requires municipalities to prepare and adopt a General Plan to guide land use, transportation, housing, infrastructure, and community development; and

WHEREAS, Willard City has reviewed and amended the Future Land Use Map of the General Plan to better reflect existing development patterns, prior land use decisions, and the City's long-range planning objectives, as shown on the amended Future Land Use Map attached hereto and incorporated herein by reference; and

WHEREAS, the Planning Commission held a duly noticed public hearing on July 16, 2026, reviewed the proposed amendment to the Future Land Use Map of the Willard City General Plan, and forwarded a recommendation of approval to the City Council; and

WHEREAS, the City Council finds that the proposed amendment to the Future Land Use Map of the Willard City General Plan is in the best interest of the City, promotes orderly growth, and complies with applicable state law;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WILLARD CITY, UTAH:

SECTION 1. Findings

The foregoing recitals are adopted and incorporated herein as findings of the City Council.

SECTION 2. Adoption

The Willard City Council hereby adopts the amended Future Land Use Map, attached hereto as Exhibit A, as part of the official Willard City General Plan.

SECTION 3. Availability

A copy of the amended Future Land Use Map, together with the Willard City General Plan, shall be maintained in the office of the City Recorder and made available for public inspection during regular business hours.

SECTION 4. Severability

If any provision of this ordinance is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 5. Effective Date

This ordinance shall take effect upon posting as required by law.

SECTION 6. Direction

Staff are authorized and directed to make non-substantive changes and take other actions to finalize, post, publish, and maintain the amended Future Land Use Map and this ordinance.

PASSED AND ADOPTED by the Willard City Council on this ____ day of August, 2026.

Hulsey Yes____ Nay____ Absent____

Christensen Yes____ Nay____ Absent____

Braegger Yes____ Nay____ Absent____

Mund Yes____ Nay____ Absent____

Bodily Yes____ Nay____ Absent____

ATTEST:

City Recorder

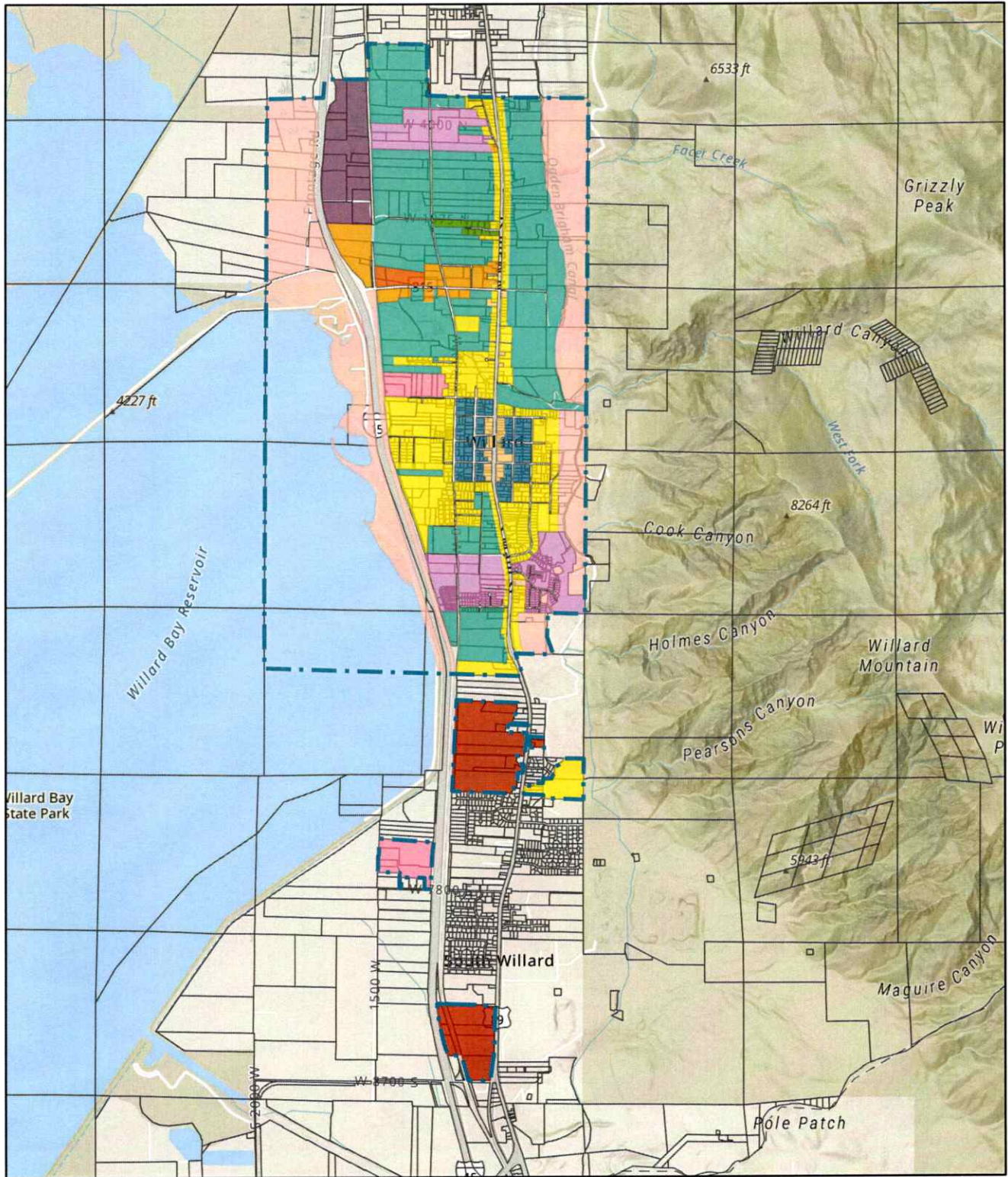
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BY: _____

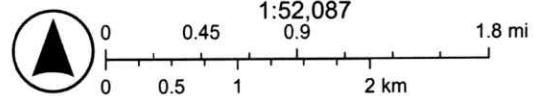
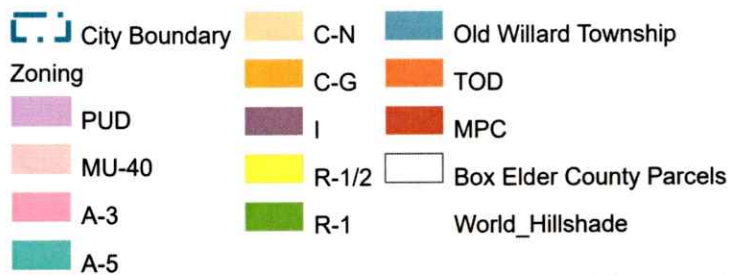
Mayor Travis Mote

DRAFT

Willard Zoning Map - Before



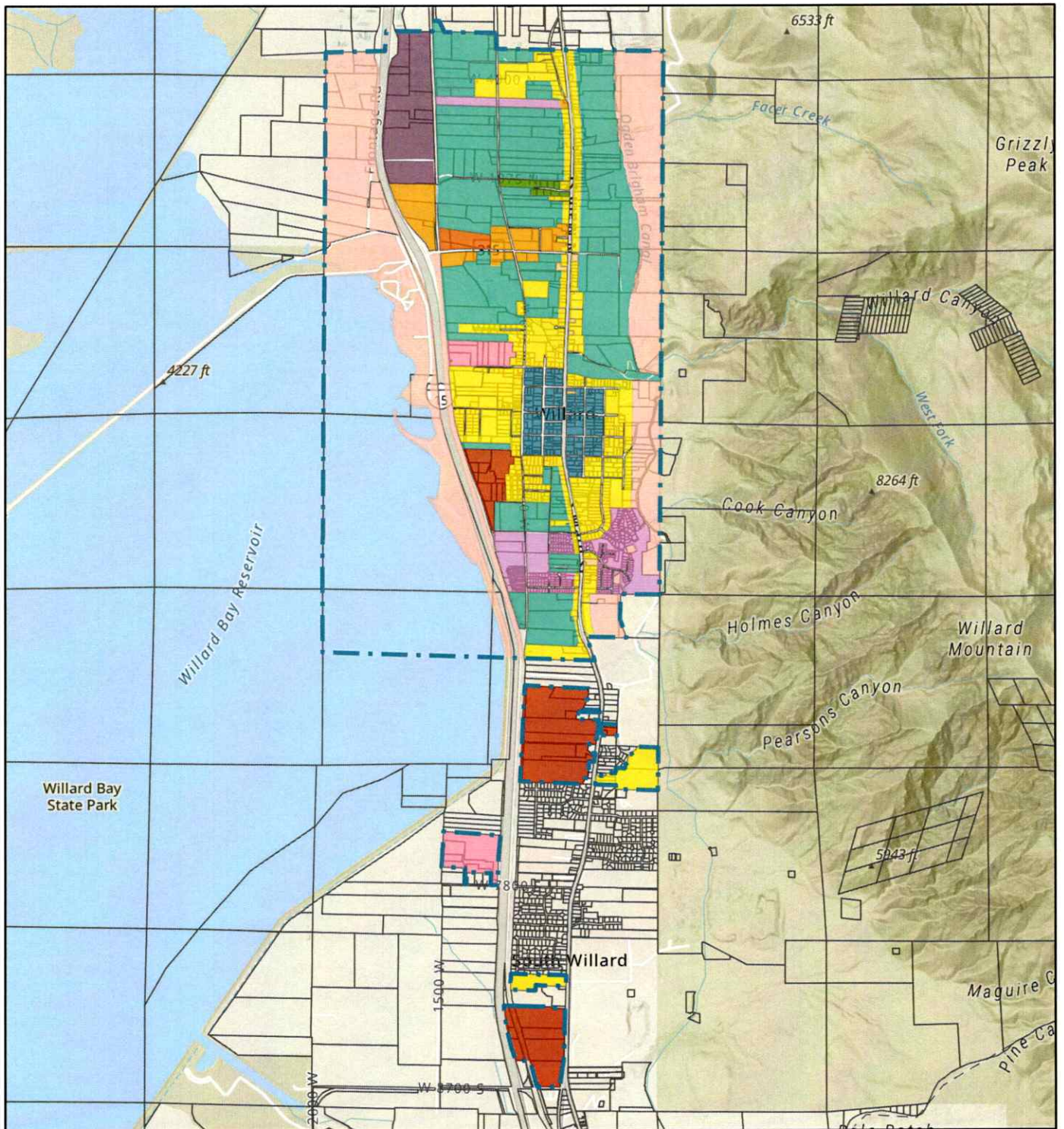
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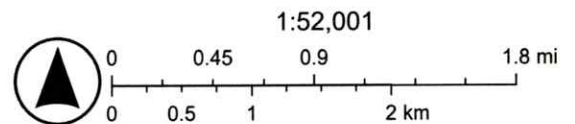
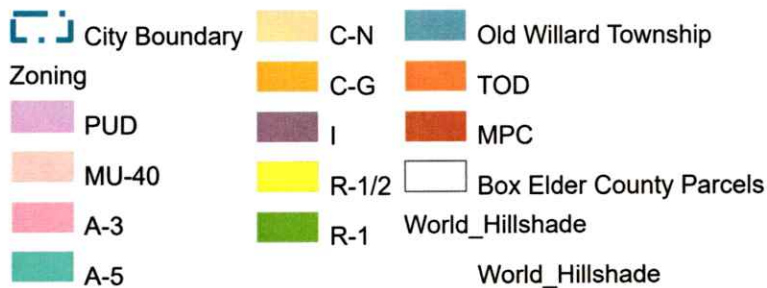
Esri, NASA, NGA, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

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

Willard Zoning Map - Proposed

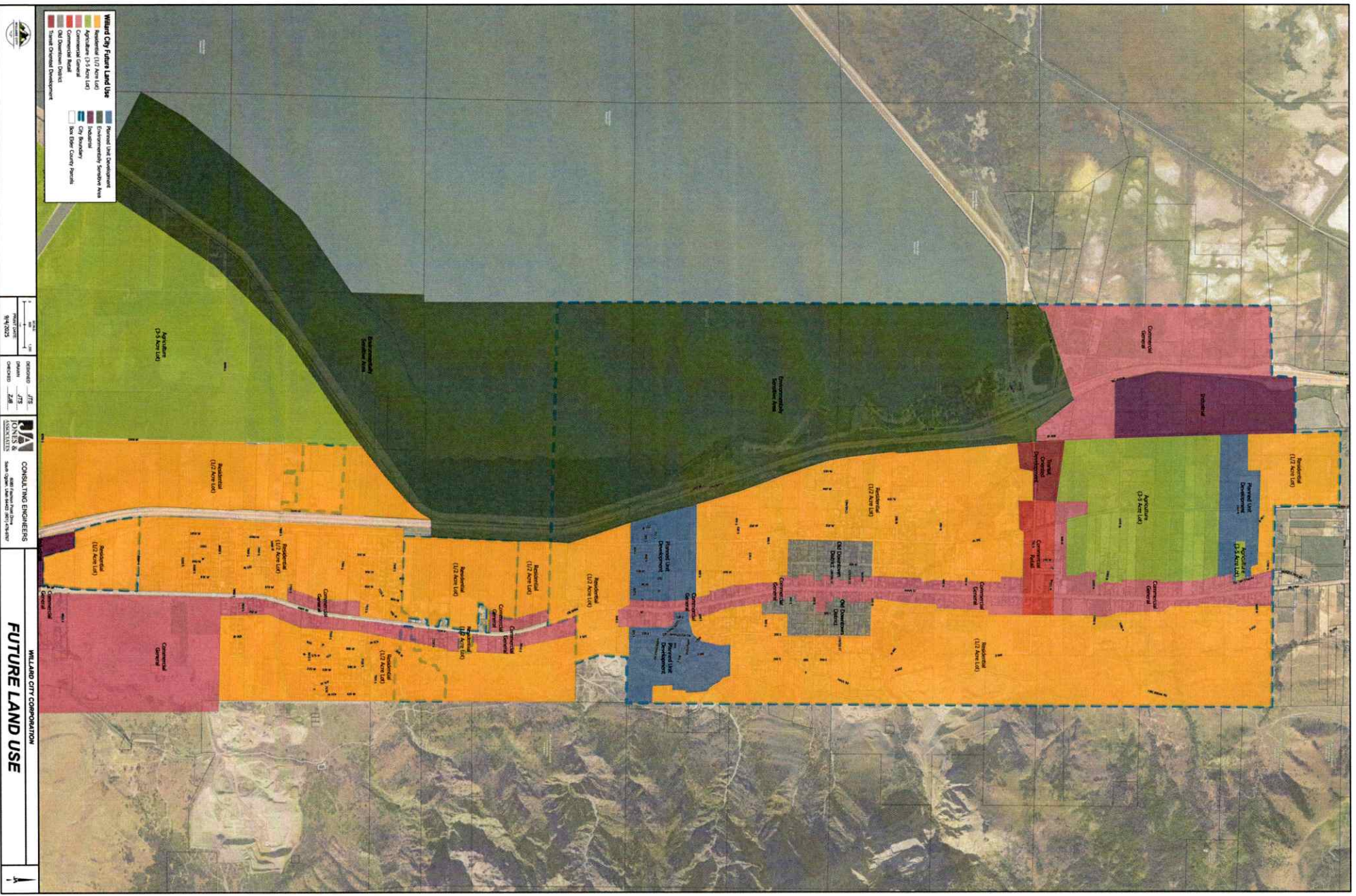


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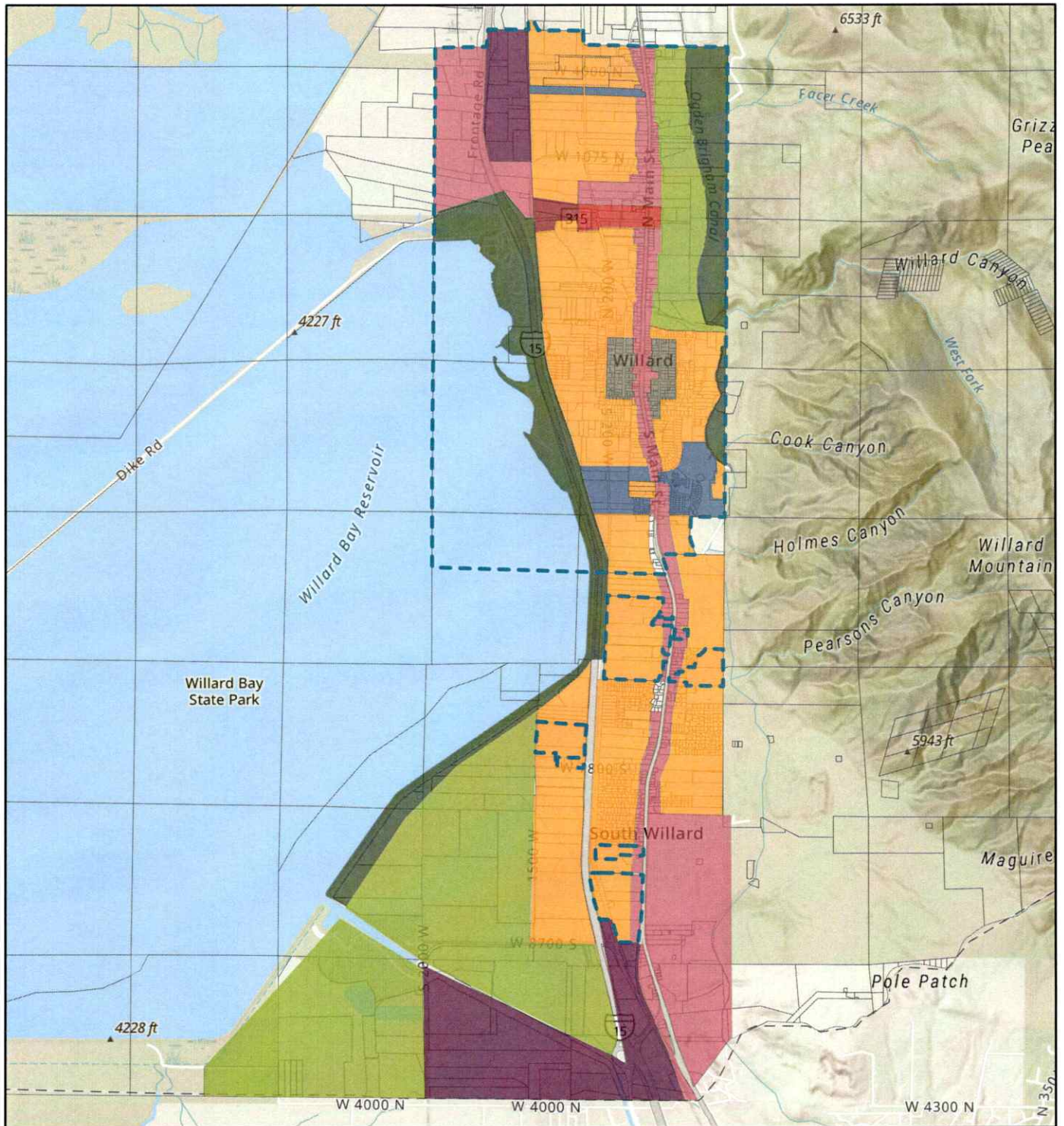
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS

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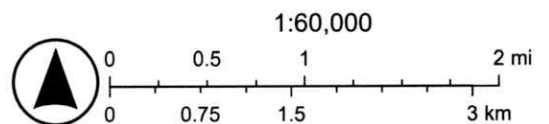
Before

Willard City Future Land Use - Proposed



6/16/2026, 11:31:16 AM

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



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

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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/Airbnd	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 Unit	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

	450 North 200 West	Radtke, Robert and Suzie	9/25/2014	\$25.00 PD	10/2/2014	Additional dogs	Active Reviewed 6/20/24	02-046-0047 & 0084
	481 North 200 West	Beard, Lynn			Approved 2/5/15	Multi-Family Dwelling/Duplex	Active Reviewed 9/5/24	02-046-0075
	500 East 625 South	Nielsen, Darrell (Now Staker Parson)	3/20/1980		4/11/1989	Gravel Removal	Active Reviewed 2/5/26	02-049-0001 & 02-053-0044
	537 West 200 North	Gammon, Dan	12/18/2023	\$25.00	11/7/2024	Short-Term Rental/Airbnd		02-057-0005
	550 North 200 West	Kilpack, Lee (now owned by Dean Taylor)	2/16/2018	\$25.00	3/1/2018	Multi-Family/Basement Apartment	Active Reviewed 9/19/24	02-046-0046
	620 North 200 West	Kapp, Neldon & Jan	10/15/05?		2/11/2003	Building Permit for Single Family Dwelling	Active Reviewed 10/03/24	02-046-0005
	683 North Main	Palmer, Morgan	2/9/2021	\$25.00 PD	Approved 5/6/21	Wedding Reception Center	Active Reviewed 5/18/23	02-046-0102
	725 South Main	Surrage, Jackie	8/2/2023	\$25.00 PD	Approved 11/3/23	Food Truck	Active Reviewed 10/2/25	02-053-0009
	740 North Main	Grimes, Mike	7/19/1996		9/17/1996	Used Vehicle Sales	Active Reviewed 11/7/24	02-046-0015
	755 South Main	Gilbert, Scott; Gilbert, Dustin; Russell, Dee	3/22/2016	\$25.00 PD	4/5/2016	Accessory Building	Active Reviewed 12/5/24	02-053-0059
	769 North Main	Marvin Neff			2/7/2020	RV Campground	Active Under Review 2025	02-041-0067
	781 North 200 West	Barthlome, Shane Sold business to W W Clyde in approx 2019	10/31/2013	\$25.00	12/9/2013	Truss Manufacturing known as Sierra Truss Currently known as Sunpro	Active Reviewed 4/3/25	02-041-0030
	850 North Main (filed in 960 N Main)	Venture Outdoor Advertising-no longer in business. Fred Barker wants to keep sign		\$25.00	8/27/1990	Off-Premise Sign (Billboard)	Active Reviewed 5/15/25	02-043-0013
	1348 North Main	Dorothy Call & Garrick Call	4/18/2023	\$25.00	5/18/2023	Detached Accessory Dwelling Unit	Active Reviewed 11/20/25	02-039-0055
	1387 North Main	Qwest & Maurice Roche	4/4/2001		7/26/2001	Communications Tower	Active Reviewed 8/7/25 Corey from BE Assessor's Office called. The tower was removed as of 11/1/25	02-040-0005

WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING

Application Date:

4.20.2023

Assessor's Parcel Number

02-051-0098 & 02-051-0242

Applicant:

Brian Gilbert

Parcel Legal Description

Mailing Address

110 South 200 West

Willard

Project Address

SAME AS ABOVE

Phone Number

435-994-2727

Cell Phone

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.

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.

Garage / Apartment

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Brian Gilbert, 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 110 S. 200 W Willard UT 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 [Signature]

Property Owner(s)

AGENT _____



Subscribed and sworn before me this 20th day of April 2023

Michelle Drago

Notary Public

Residing in Kearney, Utah

My commission expires: 2/2/25

* 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: _____



Willard City
80 W 50 S | PO Box 593
Willard, UT 84340
(435) 734-9881
willardcity@comcast.net

XBP Confirmation Number: 142824530

Transaction detail for payment to Willard City.			Date: 04/20/2023 - 11:47:36 AM MT
Transaction Number: 196577745 Visa — XXXX-XXXX-XXXX-0413 Status: Successful			
Account #	Item	Quantity	Item Amount
	Charges PC	1	\$25.00
Notes: Brian Scott Conditional Use Permit			

TOTAL: \$25.00

Transaction detail for payment to Willard City.			Date: 04/20/2023 - 11:47:37 AM MT
Transaction Number: 196577747 Visa — XXXX-XXXX-XXXX-0413 Status: Successful			
Account #	Item	Quantity	Item Amount
	Service Fee	1	\$1.25
Notes: Brian Scott Conditional Use Permit			

TOTAL: \$1.25

Billing Information
BRIAN S GILBERT
, 84340

Transaction taken by: Admin vbird

↖
N



Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

March 27, 2023

STAFF REPORT ON BRIAN GILBERT REQUEST FOR A CONDITIONAL USE PERMIT FOR AN ADU AT 110 SOUTH 200 WEST.

The Conditional Use Review Committee met with Mr. Gilbert to discuss his request for a conditional Use Permit to build a detached Accessory Dwelling Unit on his property.

The review committee found that Mr. Gilbert will be in alignment with Willard City Ordinance 12-105 if he meets the discussed setbacks for the new building.

Staff recommends that the Planning Commission consider approval of the CUP for Brian Gilbert for and ADU.

This Staff Report covers item 6g of the May 18, 2023 Planning Commission Agenda.

Bryce Wheelwright
Willard City Planner



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commission Dubovik asked if there were any outstanding items or recommendations from the CUP Committee that had not been completed. Chairman Bodily and Colt Mund felt the concerns had been addressed.

Commissioner Bingham moved to approve a conditional use permit for a detached accessory dwelling unit at 1348 North Main subject to the recommendation and conditions of the CUP Review Committee and subject to the ADU Ordinance. Commissioner Baker seconded the motion. All voted “aye.” The motion passed unanimously.

6G. REVIEW AND CONSIDERATION OF A REQUEST FROM BRIAN GILBERT FOR A CONDITIONAL USE PERMIT FOR DETACHED ACCESSORY DWELLING UNIT LOCATED AT APPROXIMATELY 110 SOUTH 200 WEST (PARCEL 02-051-0008 AND 02-051-0242)

Time Stamp 54:11 05/18/2023

Bryce Wheelwright stated that Brian Gilbert had requested approval to construct a detached accessory dwelling unit on his property at 110 South 200 West. The ADU would be used by a family member. Mr. Gilbert's application had been reviewed by the CUP Review Committee. The CUP Review Committee had recommended that the application be approved subject to the ADU unit meeting the setback requirements.

Commissioner Hulsey asked about the size of the proposed ADU. Brian Gilbert, 110 South 200 West, stated that the ADU would be 999 square feet.

Commissioner Dubovik asked if the CUP Committee had reviewed the building plans. Bryce Wheelwright stated that the CUP Review Committee had looked at the site plan. The building plans would be reviewed by the Building Inspector when the City received an application for a building permit.

Chairman Bodily stated that Mr. Gilbert would have to meet the requirements of the ADU Ordinance if his application was approved.

Commissioner Harrop asked if there was a building permit ADU checklist.

Commissioner Dubovik felt Mr. Gilbert should submit a building plan that the CUP Review Committee could review.

Colt Mund understood Commissioner Dubovik's concern. The City had an ordinance that listed the requirements that had to be met. The CUP Review Committee had reviewed the ADU checklist.

Chairman Bodily asked who would make sure the ADU did not exceed 999 square feet. Bryce Wheelwright stated that Brian Gilbert would have to submit engineering and building plans in order to receive a building permit. The plans would be reviewed at that time.

Chris Davis stated that the ADU would be inspected by Box Elder County, the City's contracted building inspector. The building inspector would determine when the ADU was ready for occupancy.

Commissioner Dubovik felt the conditional use permit could be approved subject to the ADU meeting all of those requirements. Mr. Mund felt that was a good suggestion.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commissioner Harrop felt there should be a specific plan check for ADU conditional use permits. Mr. Wheelwright agreed.

Commissioner Bingham moved to approve a conditional use permit for a detached accessory dwelling unit located at 110 South 200 West subject to the recommendation and conditions of the CUP Review Committee, subject to the ADU Ordinance, and compliance with building code requirements. Commissioner Harrop seconded the motion.

Commissioner Hulseley asked if the motion needed to include a time line. Bryce Wheelwright stated that the Conditional Use Permit Ordinance stated that if a conditional use did not happen within a year from the date of approval it would become null and void. Building permits were only good for 180 days.

All voted “aye.” The motion passed unanimously.

6H. DISCUSSION REGARDING AMENDING SUBDIVISION ORDINANCE 12-400-11-10 REGARDING THE REQUIREMENT FOR SIDEWALKS, CURBS, AND GUTTERS IN ALL SUBDIVISIONS AND ZONING ORDINANCE 12-102-18 REGARDING CURBS, GUTTER, AND SIDEWALKS

Time Stamp 1:01:46 05/18/2023

Bryce Wheelwright stated that curb, gutter, and sidewalk was an issue that never went away. During the SLUA meeting to review Chris Marx's subdivision, the City Engineer pointed out that in the Zoning Ordinance it said *all subdivision shall include sidewalks, curb, and gutters, meeting the requirements of the Willard City Public Works Standards...*

Colt Mund stated that the City recently adopted updated Public Works Standards that provided the option for a low impact roadway section, which did not require curb, gutter, and sidewalk. Due to the perceived conflict, he felt the simplest solution was to amend the Zoning Ordinance to state that curb, gutter, and sidewalk will be installed as required by the Public Works Standards. The Subdivision Ordinance was amended last year. The Planning Commission was the body that had to consider that kind of change to the land use ordinance.

Commissioner Harrop asked if curb, gutter, and sidewalk would be considered on a case-by-case basis. Colt Mund stated that the use of the low impact roadway section would be determined by the City Engineer and Planning Commission based on drainage, zoning, general plan, size of development, traffic volume, amount of open space, and proximity to high volume road and commercial zoning.

Chairman Bodily asked if the City Engineer would determine whether or not sidewalk, curb and gutter would be required. Colt Mund felt the requirement of curb, gutter, and sidewalk could be negotiated by the City Council in a development agreement. By default, curb, gutter, and sidewalk would be based on what the City Engineer required.

Commissioner Baker stated when she first started attending the Planning Commission, the City was working on a Capital Facilities Plan. She thought that plan dealt with curb and gutter. The plan was completed in 2020, but the Planning Commissioner never booked at it.

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

May 25, 2023

CONDITIONAL USE PERMIT FOR BRIAN GILBERT AN ACCSSORY DWELLING UNIT

This Conditional Use Permit is issued to Brian Gilbert for an Accessory Dwelling Unit to be built on his property at 110 South 200 West Willard Utah parcel # 02-051-0242.

The new dwelling unit shall meet all the required conditions in Willard City Ordinance 12-102 and 12-105 for size and setbacks for accessory dwelling units and all other requirements attached.

Brian Gilbert understands these conditions and will build the building in accordance with these requirements and ordinances.

Brian Gilbert

BRIAN GILBERT

6-15-2023

DATE

Bryce Wheelwright

BRYCE WHEELWRIGHT CITY PLANNER SIGNANTUR

6-15-23

DATE



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 21, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Ms. Brown said the packet included Chapter 24.72 – Sensitive Areas - from the Zoning Code and other places *wetlands* were mentioned in the Zoning Code. There was a section in the General Plan called *Environmentally Sensitive Areas*. It did not specifically mention wetlands or hydric soil, but there was a map. She suggested that section be updated with the new map and information about protecting wetlands.

Commissioner Bingham agreed that the map in the General Plan should be updated. People needed to know if they were in a floodplain, so they carried the right insurance.

Commissioner Dubovik asked if there were any other maps in the General Plan that showed the historic fault lines. Ms. Brown did not feel that information was currently in the General Plan. Fault lines could be added to the Sensitive Land Map. Commissioner Dubovik felt that would be helpful, pertinent information.

Chairman Bodily asked if a public hearing would be needed to forward the map to the City Council. Ms. Brown said the addition of the map would be an amendment to the General Plan. A public hearing would be required.

Ms. Brown asked if the Planning Commission wanted to change or add verbiage to the General Plan. Commissioner Bingham felt there should be information in the General Plan and the Zoning Code about wetlands.

Commissioner Dubovik wasn't sure Willard should require anything more than was mandated in the state code. Commissioner Bingham suggested including a reference to the state code in the Zoning Code and in the General Plan.

Chairman Bodily suggested that this item be tabled for two weeks to give the Planning Commission members time to review the proposed map and materials and for the staff to prepared proposed language.

5C. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO BRIAN GILBERT ON MAY 18, 2023, FOR A DETACHED ACCESSORY DWELLING UNIT LOCATED AT 110 SOUTH 200 WEST (02-051-0008 AND 02-051-0242)

Time Stamp: 20:45 – 08/21/2025

Madison Brown stated that there had not been any problems with Mr. Gilbert's conditional use permit. Now that Willard had an Accessory Dwelling Unit Ordinance, she wasn't sure Mr. Gilbert needed a conditional use permit any longer.

Michelle Drago, Deputy City Recorder, stated that she had asked Mr. Gilbert if he had any comments about his conditional use permit. Mr. Gilbert had responded in an email that nothing about it had changed.

Chairman Bodily did not feel there were any problems as long as the ADU complied with the ordinance.

Chairman Bodily asked about the conditional use permits that had been highlighted at the end of the master list. Michelle Drago stated that when she was compiling the list of conditional use permits, the highlighted uses were mentioned. However, she couldn't find evidence that the conditional use permits had been approved. The uses involved a member of the Planning Commission, a member of the City Council, and a prominent resident. The uses existed and needed conditional use permits.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 21, 2025 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Madison Brown said the administration wasn't trying to shut any of the businesses down. They were just trying to find records for documentation.

Commissioner Dubovik suggested that if a conditional use permit could not be found, a record could be created by drafting a conditional use permit that could be reviewed and approved by the Planning Commission and the property owner.

Commissioner Ormond felt that Comer's Trailer Court at 45 North Main might be a non-conforming use due to its age.

Michelle Drago stated that each would have to be individually researched.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR AUGUST 7, 2025

Commissioner Bingham moved to approve the regular minutes for August 7, 2025, as written. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE SEPTEMBER 4, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 28:37 – 08/21/2025

The Planning Commission discussed agenda items for the August 21st meeting – a public hearing for the RV Park ordinance, the sensitive land and FLUM amendment, the next conditional use permit review, and an ordinance amendment to extend commercial along Highway 89 in the Old Town Willard Zone.

8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 30:18 – 08/21/2025

Jeremy Kimpton

Jeremy Kimpton said the staff was working to clean up a few items in the Subdivision Ordinance. The changes were minor.

Madison Brown

Madison Brown reminded the Planning Commission members about the August 28th work session. The Mountain Bay developers wanted to discuss de-annexation. Mayor Mote had asked the Planning Commission to attend.

Commissioner Bingham

Commissioner Bingham asked about the status of the subdivision on the Harding property. Ms. Brown said Willard had received a new concept plan along with questions for the City Engineer. The developer had been silent since then. She would reach out and ask how they wanted to proceed.

Commissioner Bingham asked about the zoning for the vacant lot at 295 West Center. Was it a legal lot? Madison Brown said the lot was zone R ½, and it was only smaller than the required half-acre. She had

RECEIVED MAY 21 2018

WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING

Application Date:

5/18/2018

Assessor's Parcel Number

020540003

Applicant:

Trisha Heath

Parcel Legal Description

See attached

Mailing Address

PO Box 643

Willard, Ut 84340

Project Address

110 So. 250 W.

Phone Number

435-730-8000

Cell Phone

435-730-8000

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.



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.

I need to attach additional living space for me and my family. We would connect to the garage and house. It is needed to provide better in-home care to parents and brother due to health issues. Also, to make home improvements for wheelchair accessibility and safety during winter. A bathroom, kitchen and new hearing will be put on the rooms presently attached to the garage. The living quarters for the rest of the family will be built west of that.

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Trisha Heath, 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 90 W. 100 S. 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 Trisha Heath
Property Owner(s)

AGENT _____



Subscribed and sworn before me this 18th day of May 2018

Britney Francis
Notary Public

Residing in Tremonton, Utah
My commission expires: March 13, 2022

* 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: _____

WILLARD CITY CORPORATION PC071918

DATE: July 19, 2018
TIME: 6:30 p.m.
PLACE: Willard City Hall
ATTENDANCE: Chairperson – Terry Ross
Commissioner: Gary Hart, John Seamons, Leslie Meyer, Chandler Bingham
Bryce Wheelwright - City Planner (non-voting member)
Del Fredde – City Council member (non-voting)
Gaylene Nebeker - Planning Commission Secretary
EXCUSED: Sidney Bodily member)
CITIZENS: See attached sheet

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

5. **Discussion Item**

a. Conditional Use Permit for Trisha Heath –Parcel #02-054-0003 for Multi-Unit Housing for the property located at 110 South 250 West to build additional living space for family

City Planner Wheelwright explained Trisha Heath is looking at building onto the house located at 110 South 250 West. There will be different living quarters for each family. This is allowed in all zones as a Conditional Use Permit. Commissioner Meyer asked why a Conditional Use Permit. Why is it not an addition turned into a duplex? City Planner Wheelwright stated because it is a multi-family dwelling. Commissioner Meyer read from Section 12-105 of the Zoning Ordinance which states "*Certain uses which may be harmonious under special conditions and in specific locations within a district, but be improper under general conditions and in other location.....*" She felt like this would be proper because it would be a permanent structure. City Planner Wheelwright stated in Section 12-111-9b it states multi-family dwellings are a Conditional Use. Commissioner Hart asked if a Conditional Use would include if it was rented out. Would they be required to have additional services? City Planner Wheelwright stated Trisha Heath was planning on putting in a second gas and water meter and also new sewer line. It was asked if it would be a duplex for an additional family. Trisha Heath stated it would be for one big family and went on to explain there is currently a modular home with a garage. Her brother and niece are living in the garage, and her sister has just moved back home and parents are living in the house. She said they would be building on to connect the whole structure so they can get to any portion of the house. There will be a kitchenette and bathroom added into the garage to help the brother and niece living there. There was still questions on why a conditional use permit. Commissioner Bingham stated a Conditional Use Permit stays with the property forever. It was asked how much property they owned. Trisha stated 8 acres. Commissioner Bingham asked how many multi-family units can legally be put in 1 dwelling. City Planner Wheelwright stated there is nothing showing how many. He thought there was an ordinance that stated the owner must be one of the residence

or it would be considered an apartment. Questions were asked about how many families would be living there. Trisha Heath stated there would be 2 families living at the residence stating the sister would be purchasing her house. Commissioner Bingham asked what conditions would be applied. Commissioner Meyer said there would be two water meters, two sewer hookups, two gas lines and two names on the property. Trisha Heath stated she owns the whole property. She did not think it was possible to hook up to the sewer from where her portion of the house is located because of the slope and is the reason for the second connection. City Planner Wheelwright suggested conditions include owner occupied, two (2) separate utilities (water, gas, sewer) hookups, separate parking. Trisha Heath asked about the parking condition. City Planner Wheelwright explained with multi-unit housing most have 5-6 cars and it could become an issue. Trisha said space has been cleared to allow for the extra cars. Chairperson Ross asked about required access to the field. Cleanne Barker stated it was a private access.

A motion was made by Commissioner Seamons to approve the Conditional Use Permit for Trisha Heath -Parcel #02-054-0003 for Multi-Unit Housing for the property located at 110 South 250 West to build additional living space for family with the conditions of must install two (2) separate utilities for sewer, water and gas and must be owner occupied. The motion was seconded by Commissioner Hart. The motion carried with a unanimous vote.

b. Discussion on a Concept Plan for a Planned Development presented by Terry Deru for the property located at approximately 600 West 750 North - east of the railroad tracks for Parcels 02-043-0023 and 0025

City Planner Wheelwright explained this property was rezoned and approved as a Planned Development. This is concept plan for Commercial and High Density Housing and also stated the Box Elder Credit Union owns part of the property.

Terry Deru - stated zoning was approved 8-9 years ago. Not much has changed since that time. Showed on the map. They have had many discussion with UDOT where it is on the main road. There is a proposed UTA Frontrunner Station proposed for the west end of property. They are seeking preliminary approval. He showed on the map the location for the proposed Box Elder Credit Union stating they would have to enter through the development. This concept fits the city Master Road Plan. City Planner Wheelwright explained a PD requires 25% open space and they currently have 18% which they would need to look at.

Terry Deru said it would be a walkable community and would work with the community trails. Commissioner Meyer asked if there were any issues with residential in a commercial zone. Terry stated they were approved for 16 units per acre and will be a mix of houses, condos and apartments but felt it would be mostly condos. The price range would be approximately \$190,000 for a larger apartment. City Planner Wheelwright stated this would help with the affordable housing. Commissioner Bingham has concerns about the open space. Terry Deru said the open space around the houses and stores are not counted into the open space listed. There was discussion on the Frontrunner Station location. There are 3 possible locations Willard, Perry or Brigham City and UDOT has said Willard is a good location. Commissioner Seamons asked if there was any anchor businesses coming in. Terry said there have been lots of inquiries. Commissioner Seamons asked what other development they have done. Terry stated the owner Rick Caldwell was the original developer of Thanksgiving Point, the River Woods in Provo and the Lighthouse development in Cedar City. The Commission members thought the concept plan looked good and ok to move forward.

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435) 734-9881

January 8, 2019

CONDITIONAL USE PERMIT

ISSUED TO:

Trisha Heath 110 South 250 West

Willard Utah 84340

Parcel # 02-053-0003

This Conditional Use permit is issued to Trisha Heath for an addition on to a home at 110 South and 250 West in Willard City that will creating a Multi Family Dwelling for additional family members

The Conditions are as follows.

1. The residence will be owner occupied.
2. There will be separate utility hookups for each unit and separate impact fees for each.

Trisha Heath
APPLICANT SIGNATURE

1-9-19
DATE

Bryce Whaley
WILLARD CITY PLANNER

1-9-19
DATE



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, November 2, 2023 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

guest parking for the townhomes, access to the open space, and documentation from Perry City regarding their perspective. Commissioner Harrop seconded the motion.

Mike Bastian asked how to proceed obtaining documentation from Perry City. Colt Mund felt it would be helpful to have something in writing from Perry City regarding how the sewer impact fees should be split. It would provide more clarity.

Mike Bastian wasn't willing to commit to three units per acre at this time. He would bring back a preliminary design after meeting with UTA for the Planning Commission's review and comments. If the City insisted on three units per acre, he would develop in the County.

All voted "aye." The motion passed unanimously.

5D. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO TRISHA HEATH FOR A HOME OCCUPATION – MULTI-FAMILY DWELLING LOCATED AT 110 SOUTH 250 WEST (PARCEL NO. 02-053-0003) ISSUED ON JANUARY 9, 2019

Time Stamp: 1:06:21 11/02/2023

Bryce Wheelwright stated that the City issued a conditional use permit to Trisha Heath for an accessory dwelling unit at 110 South 250 West on January 9, 2019. He spoke with Trisha Heath. The ADU was still being used. She wanted to continue with the conditional use permit and expressed interest in adding to it. However, the City's ordinance did not allow that at this time.

Chairman Bodily asked if there had been any problems with the conditional use permit. Mr. Wheelwright said there hadn't been any problems. Chairman Bodily felt the conditional use permit had been reviewed.

Chairman Bodily stated that based on recent training he listened to, if a conditional use permit was not used for six months, the use was abandoned and lost. Colt Mund felt that was accurate. The City's code said that if a use was not used for six months, it was abandoned.

5E. CONSIDERATION AND RECOMMENDATION TO THE CITY COUNCIL REGARDING THE GENERAL PLAN DRAFT WHICH WOULD AMEND CHAPTER 12-000 OF THE WILLARD CITY ZONING ORDINANCE

Time Stamp 1:00:00 11/02/2023

Bryce Wheelwright stated that this had been discussed extensively. Most of the concern was about density and the Future Land Use Map. In the last joint work session with the City Council, the consensus was to blanket Willard in an R ½ Zone, for which there were advantages and disadvantages. The Planning Commission needed to decide what it wanted to recommend to the City Council.

Chairman Bodily stated that the two Planning Commission members that had questions about the half-acre zoning – Commissioners Dubovik and Hulsey – were not in attendance.

Commissioner Braegger asked if they had submitted the redlines they were going to put together. Colt Mund stated that the City Manager contacted the City's consultant who revised the General Plan and Future Land Use Map to reflect half-acre lots. However, Commissioner Dubovik still had some questions.

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

Application Date:

2/14/18

Assessor's Parcel Number

Applicant:

Lee Kpack

Parcel Legal Description

Mailing Address

PO Box 483

Willard, OH 44340

Project Address

5501. 2004J

Phone Number

435-730-0648

Cell Phone

[Signature]
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.

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.

Pd 2-14-18

APPLICANT'S AFFIDAVIT

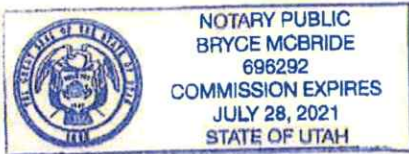
STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Lee Kipack, 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 550 N. 200 W. Willard 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 [Signature]
Property Owner(s)

AGENT _____

Subscribed and sworn before me this 16 day of Feb 20 18



[Signature]
Notary Public

Residing in Brigham city Utah
My commission expires: 7-28-2021

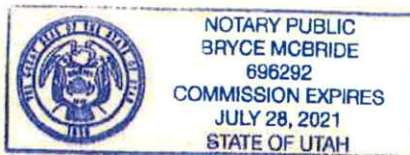
* May be owner of record, contract owner, part to valid earnest money agreement, option holder or have other legal control of property.

AGENT AUTHORIZATION

I, (we) Lee Kipack, the owner(s) of real property described above, hereby appoint Self, 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 [Signature]
Property Owner(s)

Subscribed and sworn before me this 16 day of Feb 20 18



[Signature]
Notary Public

Residing in Brigham city Utah
My commission expires: 7/28/21

WILLARD CITY CORPORATION PC030118

DATE: March 1, 2018
TIME: 6:30 p.m.
PLACE: Willard City Hall
ATTENDANCE: Chairperson – Terry Ross
Commissioner: Sidney Bodily, Gary Hart, Leslie Meyer,
Bryce Wheelwright - City Planner (non-voting member)
Del Fredde – City Council member (non-voting member)
Gaylene Nebeker - Planning Commission Secretary
EXCUSED: John Seamons, Chandler Bingham
CITIZENS: See attached sheet

1. **Prayer** – Terry Ross
2. **Pledge of Allegiance led by** Leslie Meyer
3. **General Public Comment (Input for items not on the agenda)**
4. **Discussion Item**

a. Lot Line Adjustment for Lots 2,3 and 4 of the JWP Subdivision –Parcel #02-046-0091,0092 and 0093 located at 24 West 400 North

City Planner Wheelwright explained Mr. Perry has purchased the whole subdivision and is requesting a lot line adjustment for 2 of the lots. He is in compliance with the current zoning and will not be creating any substandard lots. He discussed location of the irrigation lines. Commissioner Bodily asked what the lot sizes would be. Mr. Perry stated the north lot would be 1.09 acres, the center lot would be 1.09 acres and the south lot would be 1.08 acres. Commissioner Meyer asked about frontage. City Planner Wheelwright said they are good on frontage. Mr. Perry attended a Flood Control meeting and they had concerns about the ditch through the cul de sac and would like to see him put a pipe in to help with erosion. He explained there are two berms that go through the 1 acre lots that he would like to remove to help with irrigation. City Planner Wheelwright stated the berms were put in for flood control and he would need to talk with the city engineer to see if that would be possible. Mr. Perry showed on the map where the berms are located. City Planner Wheelwright stated there were no other issues.

Commissioner Meyer made a motion to approve the Lot Line Adjustment for Lots 2,3 and 4 of the JWP Subdivision. The motion was seconded by Commissioner Bodily. The motion carried with a unanimous vote.

b. Conditional Use Permit for Lee Kilpack –Parcel #02-046-0046 for Multi-Unit Housing to allow an apartment in basement at 550 North 200 West

City Planner Wheelwright explained the Kilpack's live on 550 North 200 West and have a 5 acre parcel of land. They are wanting to remodel their basement to add a

kitchen and mother-in-law apartment. Multi-Unit housing is a Conditional Use Permit and is allowed in that zone. He is not adding power or a gas meter. He was not sure what conditions can be applied other than if it becomes an Income property, and they did split the power and gas, he will also have to split sewer and water. He went on to explain he has 5 acres so parking would not be an issue. Commissioner Bodily asked how often the conditional use permit would be reviewed. City Planner Wheelwright felt if there are conditions it could be reviewed whenever, it would be up to the Planning Commission to decide and would need to be put in the Conditional Use Permit. Commissioner Meyer asked for clarification that if they rented it as income property they would need to split all the utilities. It was stated yes and at that time impact fees would be accessed. Lee Kilpack asked what would be reviewed. It was stated if nothing has changed there would be no review. Commissioner Hart suggested adding to the conditions if it is not an Income property there would be no review but if they decide to make it an Income property they would need to come back to the Planning Commission for review. Commissioner Meyer suggested if it becomes an Income property it would require new conditions and will reviewed in 2 years.

A motion was made by Commissioner Bodily to approve the Conditional Use Permit for Lee Kilpack for Multi-Unit Housing to allow an apartment in basement at 550 North 200 West with the conditions if it becomes a non-primary residence they would need to come back to the city for a split in the utilities. The motion was seconded by Commissioner Hart. The motion carried with a unanimous vote.

d. Lot Line Adjustment for Neil Braegger – Parcel # 02-046-0039 located at approximately 649 North Main

City Planner Wheelwright reported that Neil Braegger is requesting to move his property line to the west to make one parcel smaller and his lot bigger. Chairperson Ross asked what parcel #3 was. City Planner Wheelwright explained it is for a potential street. He went on to say it meets all the requirements of the R $\frac{1}{2}$ and A-5 zones and is 7 acres.

A motion was seconded by Commissioner Meyer to approve the Lot-line Adjustment for Neil Braegger for parcel #02-046-0039 located at 649 North Main. The motion was seconded by Commissioner Hart. The motion carried with a unanimous vote.

e. Lot Line Adjustment for Laree Braegger – Parcel # 02-046-0098 located at approximately 700 North Main

City Planner Wheelwright showed on the parcel map the request for the lot line to be moved to the east to create a 1 1/2 acre lot with the other one being bigger. Chairperson Ross asked if parcel #3 would be effected. City Planner Wheelwright stated the easement for Parcel #3 would always need to be there. There were questions from the purchaser of the property about the easement and where they were placing their house. City Planner Wheelwright explained that the easement will always have to be there and will never be able to be built on. Neil Braegger said he owns half the easement and the other half is being sold to the person buying the bottom piece. The person buying the bottom piece wanted it so he could get to the

Willard City Corporation

80 West 50 South
Box 583



Willard, Utah 84340
(435)734-9881

Conditional Use Permit

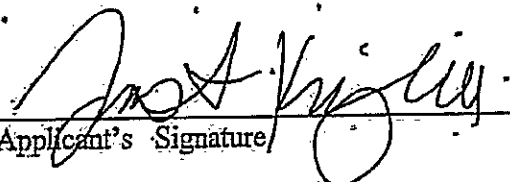
Date Issued: March 1, 2018

Applicant's Name: Lee Kilpack
550 North 200 West
Willard UT 84340

Parcel # 02-046-0046

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

- 1 If the property remains the primary residence of the property owner and if the property owner does not add a second power panel or gas meter, the property will not require a second sewer and water hookup.
- 2 If the property owner is using the property as an income property and not as the primary residence of the property owner, or if the property owner adds a power panel or gas meter to separate the upstairs and the downstairs then a separate sewer and water connection will be required, with the applicable fees for impact and hookup.


Applicant's Signature

3-8-18
Date


City Representative - City Planner

3-8-18
Date



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, September 19, 2024 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

- 5B. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO LEE KILPACK FOR MULTI-FAMILY/BASEMENT APARTMENT LOCATED AT 550 NORTH 200 WEST (PARCEL NO. 02-046-0046) ISSUED FEBRUARY 16, 2018

Time Stamp: 25:48 – 09/19/2024

Madison Brown stated that this was straight forward.

Mayor Mote stated that Kilpack's had moved.

Commissioner Braegger stated that the current owner, Dean Taylor, lived in the main part of the house. His son and family lived in the basement apartment.

Madison Brown stated that if the property became an income property, separate water and sewer connections would be required for the basement apartment with applicable connection and impact fees.

Mayor Mote suggested that the name on the conditional use permit be updated.

Chairman Bodily felt the review was complete.

- 5C. DISCUSSION REGARDING AMENDING THE TABLE OF USES FOUND IN CHAPTER 12-111-3 AND 12-112-3 OF THE WILLARD CITY ZONING ORDINANCE (CONTINUED FROM AUGUST 1, AUGUST 15, AND SEPTEMBER 5, 2024)

Time Stamp: 27:39 – 09/19/2024

Chairman Bodily asked if the planning commission wanted to hold another work session on October 3rd.

Commissioner Gilbert said he would not be able to attend the next two meetings. Commissioner Dubovik said he would not be able to attend the October 17th meeting.

The planning commission agreed to hold a work session from 5:30 to 6:30 p.m. on October 3rd.

6. CONSIDERATION AND APPROVAL OF THE SEPTEMBER 5, 2024, REGULAR PLANNING COMMISSION MINUTES

Commissioner Bingham moved to approve the September 5, 2024, minutes as corrected. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

7. COMMISSIONER/STAFF COMMENTS

Time Stamp: 30:13 – 09/19/2024

Colt Mund

Did not have any comments.

WILLARD CITY PLANNING COMMISSION
APPLICATION FOR PLANNING COMMISSION HEARING

Application Date:

4.18.2023

Applicant:

GARRICK & Dorothy Call
Mailing Address

1352 N. Main
Willard OH 84340

Project Address

1348 N. Main
Willard

435-452-2124
Phone Number

435-279-4985
Cell Phone

Assessor's Parcel Number

02. 039. 0055

Parcel Legal Description

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.

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.

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) GARRICK CALL, 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 1348 N. Main 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

Garrick Call Dorothy S. Call
Property Owner(s)
AGENT Garrick Call

Subscribed and sworn before me this 18th day of April 2023



Michelle Drago

Notary Public

Residing in

Kearney, Utah

My commission expires:

2/2/25

* 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: _____



Willard City
80 W 50 S | PO Box 593
Willard, UT 84340
(435) 734-9881
willardcity@comcast.net

XBP Confirmation Number: 142589719

Transaction detail for payment to Willard City.			Date: 04/18/2023 - 12:39:40 PM MT
Transaction Number: 196390733 Mastercard — XXXX-XXXX-XXXX-4961 Status: Successful			
Account #	Item	Quantity	Item Amount
	Charges PC	1	\$25.00
Notes: Garrett Call Conditional Use Permit			

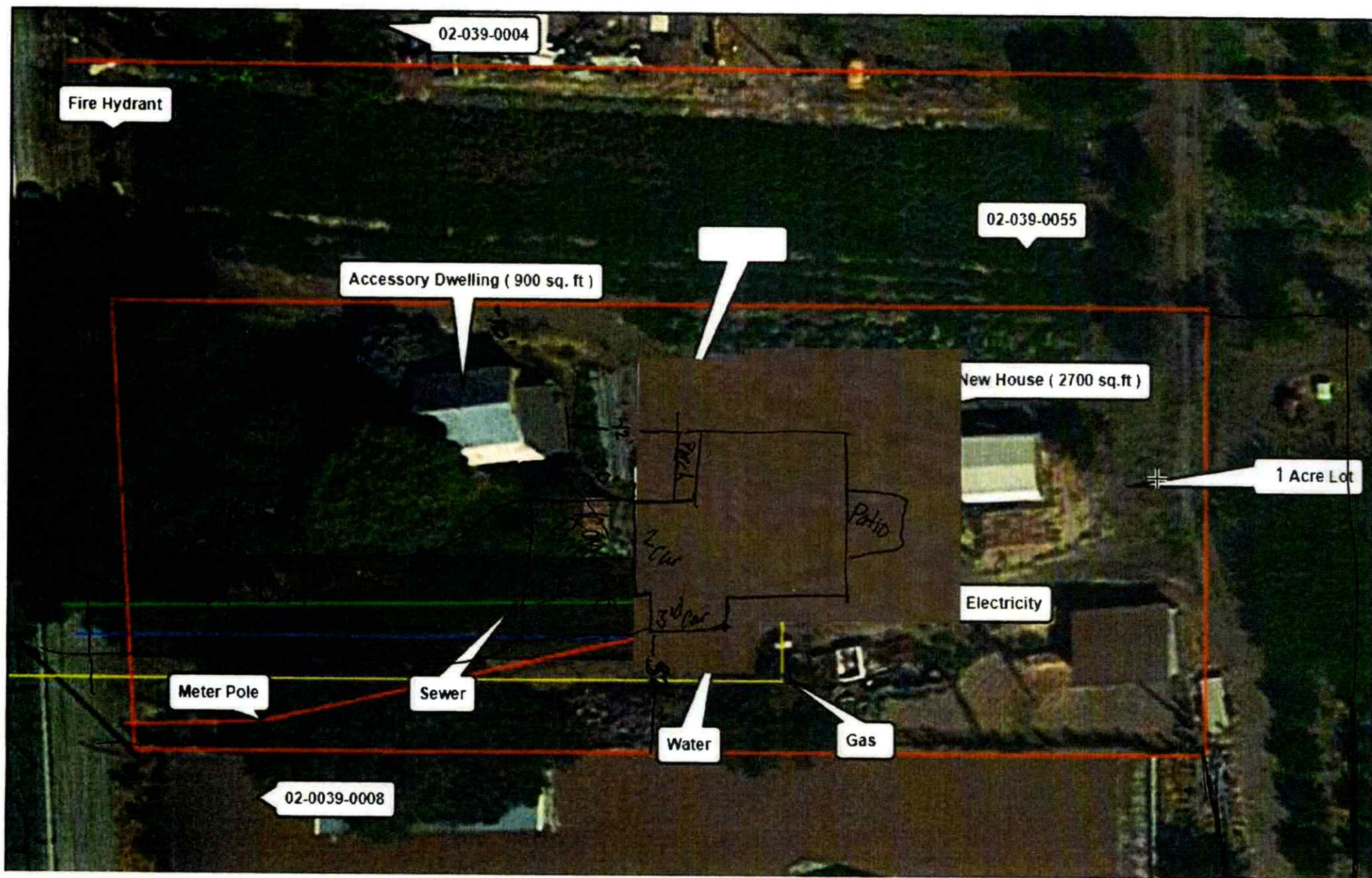
TOTAL: \$25.00

Transaction detail for payment to Willard City.			Date: 04/18/2023 - 12:39:41 PM MT
Transaction Number: 196390735 Mastercard — XXXX-XXXX-XXXX-4961 Status: Successful			
Account #	Item	Quantity	Item Amount
	Service Fee	1	\$1.25
Notes: Garrett Call Conditional Use Permit			

TOTAL: \$1.25

Billing Information
GARRICK O CALL
, 84340

Transaction taken by: Admin vbird



69 MAIN ST

1348

02-039-0055

ACRE

10470

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3



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

requirements. The only caveat was that the ADU would be in front of the new home. Normally ADU's were located behind the primary dwelling unit.

Chairman Bodily stated that the Conditional Use Review Committee had reviewed the conditional use application for the ADU and determined that it complied with the required conditions.

Bryce Wheelwright stated that the Conditional Use Review Committee had recommended that the Dorothy Call's conditional use application for an ADU be approved by the Planning Commission.

Dorothy Call, 1352 North Main, stated that the older home at 1348 North Main was built in 1840. It was currently occupied by her workers. They were getting older, and would probably be returning to Mexico in a few years. At that time, the old home would be torn down. They had worked for her and lived in the home for 29 years. She didn't feel she could kick them out. She had a total of 20 acres between the two parcels, but six of them were not farmable.

Commissioner Hulsey asked how large the ADU would be. Dorothy Call said it was about 900 square feet.

Commissioner Hulsey asked if the ADU Ordinance contained language about the condition of the building. Bryce Wheelwright stated that 12-102-23-4(3) required an ADU had to comply with Willard's Building, Health, and Fire Codes.

Commissioner Baker reminded the Planning Commission that Don Waite had warned the Planning Commission that it could end up considering ADU's that were in front of the primary dwelling. She was in favor of the lot line adjustment and the conditional use permit.

Commissioner Dubovik clarified that the lot line adjustment met all of the zoning requirements. Bryce Wheelwright said it did.

Commissioner Dubovik moved to approve a lot line adjustment for Dorothy Call for 1352 and 1348 North Main (Parcel Nos. 02-039-0055 and 02-039-0004). Commissioner Hulsey seconded the motion. All voted "aye." The motion passed unanimously.

6F. REVIEW AND CONSIDERATION OF A REQUEST FROM GARRICK CALL FOR A CONDITIONAL USE PERMIT FOR A DETACHED ACCESSORY DWELLING UNIT LOCATED AT APPROXIMATELY 1348 NORTH MAIN (PARCEL NOS. 02-039-0055 AND 02-039-0004)

Time Stamp: 43:52 05/18/2023

Chairman Bodily stated that this application had been reviewed by the Conditional Use Permit Review Committee who recommended that it be approved.

Jenny Call, 1352 North Main, clarified that the address for the ADU would be 1348 North Main Unit B, and the new home would be 1348 North Main Unit A.

Commissioner Hulsey was concerned about the condition of the ADU. It had to meet the Building, Health, and Fire Codes.

Dorothy Call stated that the home was older, but it was there were people residing in it.



WILLARD CITY
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Willard, Utah 84340

Commissioner Dubovik asked how the City could evaluate the condition of the existing home at 1348 North Main.

Chris Davis, City Manager, stated that the Fire Chief was part of the Conditional Use Permit Review Committee, which also included the Police Chief, Public Works Director, and City Engineer. They had all reviewed the application and felt comfortable with it.

Commissioner Hulsey stated that the ADU requirements included a kitchen and bathroom. Before he approved anything, he wanted to see a floor plan of the ADU to verify those amenities. Dorothy Call said it was an existing house. It had a kitchen, bathroom, front room, and bedroom.

Peggy Barker, North Ogden, stated that she had lived in the home. It had a kitchen and a bathroom. It was a lovely older home.

Commissioner Hulsey wanted to make sure the Planning Commission had gone through the ADU requirements and verified that it met them.

Bryce Wheelwright stated that the CUP Review Committee had discussed the location of the nearest fire hydrant and verified that it would have fire protection.

Commissioner Harrop asked about parking. Bryce Wheelwright stated that there was plenty of parking, and it would all be off-street.

Dorothy Call stated that the driveway for the new home would include a turn-around for emergency vehicles.

Commissioner Hulsey felt that his concerns had been addressed.

Bryce Wheelwright asked if the Planning Commission wanted to add any other conditions.

Commissioner Bingham and Chairman Bodily felt it should comply with all of the ADU conditions and requirements.

Commissioner Dubovik asked if it would be appropriate for the CUP Committee to review the conditional use permit annually.

Colt Mund said it could be reviewed annually. He reminded the Planning Commission that the proposed ADU was an existing home, which was a challenge. If the Planning Commission was reviewing new construction, it could request floor plans. Because this was an existing building, the CUP Review Committee had some questions. The Fire Chief had the most questions, which had been satisfied. The Planning Commission needed to be comfortable with the conditions outside of the ADU Ordinance, if any, when this was approved. The ADU Ordinance would govern a significant part of the use of the property. The CUP Review Committee did have some conditions relating to a turn-around for emergency access, proper addressing, approval of the lot line adjustment, and recording of the conditional use permit with Box Elder County.

Mr. Mund said the City administration had discussed the need for a written report to the Planning Commission from the CUP Review Committee in the future. Commissioner Dubovik felt a written recommendation would be nice to have.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, May 18, 2023 – 6:30 p.m.
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Willard, Utah 84340

Commission Dubovik asked if there were any outstanding items or recommendations from the CUP Committee that had not been completed. Chairman Bodily and Colt Mund felt the concerns had been addressed.

Commissioner Bingham moved to approve a conditional use permit for a detached accessory dwelling unit at 1348 North Main subject to the recommendation and conditions of the CUP Review Committee and subject to the ADU Ordinance. Commissioner Baker seconded the motion. All voted "aye." The motion passed unanimously.

6G. REVIEW AND CONSIDERATION OF A REQUEST FROM BRIAN GILBERT FOR A CONDITIONAL USE PERMIT FOR DETACHED ACCESSORY DWELLING UNIT LOCATED AT APPROXIMATELY 110 SOUTH 200 WEST (PARCEL 02-051-0008 AND 02-051-0242)

Time Stamp 54:11 05/18/2023

Bryce Wheelwright stated that Brian Gilbert had requested approval to construct a detached accessory dwelling unit on his property at 110 South 200 West. The ADU would be used by a family member. Mr. Gilbert's application had been reviewed by the CUP Review Committee. The CUP Review Committee had recommended that the application be approved subject to the ADU unit meeting the setback requirements.

Commissioner Hulsey asked about the size of the proposed ADU. Brian Gilbert, 110 South 200 West, stated that the ADU would be 999 square feet.

Commissioner Dubovik asked if the CUP Committee had reviewed the building plans. Bryce Wheelwright stated that the CUP Review Committee had looked at the site plan. The building plans would be reviewed by the Building Inspector when the City received an application for a building permit.

Chairman Bodily stated that Mr. Gilbert would have to meet the requirements of the ADU Ordinance if his application was approved.

Commissioner Harrop asked if there was a building permit ADU checklist.

Commissioner Dubovik felt Mr. Gilbert should submit a building plan that the CUP Review Committee could review.

Colt Mund understood Commissioner Dubovik's concern. The City had an ordinance that listed the requirements that had to be met. The CUP Review Committee had reviewed the ADU checklist.

Chairman Bodily asked who would make sure the ADU did not exceed 999 square feet. Bryce Wheelwright stated that Brian Gilbert would have to submit engineering and building plans in order to receive a building permit. The plans would be reviewed at that time.

Chris Davis stated that the ADU would be inspected by Box Elder County, the City's contracted building inspector. The building inspector would determine when the ADU was ready for occupancy.

Commissioner Dubovik felt the conditional use permit could be approved subject to the ADU meeting all of those requirements. Mr. Mund felt that was a good suggestion.

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

May 25, 2023

CONDITIONAL USE PERMIT TO GARRICK CALL FOR ACCESSORY DWELLING UNIT

This Conditional Use Permit is issued to Garrick Call for an Accessory Dwelling Unit to be allowed on the property located at 1348 North Main Willard Utah Parcel #02-039-0055.

The existing home shall be used as an accessory dwelling with a new residence being built on the property for the primary residence.

Both buildings must meet the requirements in Willard City Ordinance 12-105 and 12-102 for size and setbacks and all other requirements, which are attached.

Garrick Call agrees to and understands these conditions and ordinances.


GARRICK CALL


DATE


BRYCE WHEELWRIGHT
CITY PLANNER


DATE



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

- 5D. REVIEW OF A CONDITIONAL USE PERMIT ISSUED TO GARRICK CALL AND DOROTHY CALL ON MAY 15, 2023, FOR AN ACCESSORY DWELLING UNIT LOCATED AT 1348 NORTH MAN (02-039-0055)

Time Stamp: 17:10 – 11/06/2025

Madison Brown stated that this conditional use permit was issued shortly after the ADU Ordinance was approved.

Jeremy Kimpton stated that the only restriction they found was for an emergency vehicle turnaround. They weren't sure if it applied to the new home or the ADU. Because an ADU was now a permitted use, should the conditional use be discontinued?

Chairman Bodily thought the Call's planned to remove the old house when they no longer needed itinerant workers for their orchard. Commissioner Braegger stated that Dorothy Call had a long term lease for her orchard. He wasn't sure how that affected the ADU.

After a brief discussion, Chairman Bodily asked the staff to check on the status of the ADU before the next meeting.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR OCTOBER 2, 2025

Commissioner Baker moved to approve the regular minutes for October 2, 2025, as written. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE NOVEMBER 20, 2025, PLANNING COMMISSION AGENDA

Time Stamp: 22:15 – 11/06/2025

The Planning Commission discussed agenda items for the November 20th meeting – public hearing and discussion regarding height and setback clarifications; preliminary review for The Orchards at Willard/Heritage Homes; the continuation of the Call ADU conditional use permit; and the minor subdivision discussion.

There was discussion about canceling the second meeting in December. The Planning Commission tentatively decided to cancel the December 18th meeting, unless there was something pressing.

8. DISCUSSION REGARDING UPCOMING CITY EVENTS

Time Stamp: 25:57 – 11/06/2025

Chairman Bodily referred to the calendar of events in the packet.

9. COMMISSIONER/STAFF COMMENTS

Time Stamp: 25:08 – 11/06/2025

ITEM 6



WILLARD CITY

Planning Commission Meeting – Regular Meeting

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

The following members were in attendance:

Chandler Bingham, Chairman
Sid Bodily
Alex Dubovik
Brian Gilbert
Jay Thackeray

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

Excused: Ken Ormond and Diana Baker

Others in attendance were Juston Dickson and Stephanie Dickson.

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

1. PRAYER: Brian Gilbert

2. PLEDGE OF ALLEGIANCE: Alex Dubovik

3. ADMINISTER OATH OF OFFICE FOR JAY THACKERAY

Jay Thackeray was sworn in by Michelle Drago, Deputy City Recorder.

4. GENERAL PUBLIC COMMENTS

No public comments were made.

5. CITY COUNCIL REPORT

Time Stamp: 02:57 – 06/04/2026

Madison Brown, City Planner, reported that during its May 28th meeting, the City Council discussed restricting parking on 300 North to provide an open travel lane for trucks from the gravel pits. The Council also talked about the status of the Granite contracts.

6A. DISCUSSION REGARDING PROPOSAL TO AMEND WILLARD CITY ZONING CODE 24.01.060 AND 24.44.050 (1) AND (3) TO DEFINE FRONTAGE REQUIREMENTS FOR CORNER LOTS

Time Stamp – 04:13 - 06/04/2026

Madison Brown stated that frontage requirements for corner lots currently found in the Zoning Code were ambiguous. As the code was currently written, a corner lot was only required to have the minimum frontage, or required lot width, on one street frontage. Because the orientation of a home was not determined until a building permit was submitted, a dwelling might be constructed facing a street frontage that did not meet the minimum frontage requirement. The ambiguity created uncertainty during both the subdivision and



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, June 4, 2026 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

building permit reviews and did not clearly reflect the City's intent that both frontages of a corner lot meet the minimum frontage requirement.

Ms. Brown said there were two solutions. The code could be amended to require a home on a corner lot to face the 100-foot frontage, or the code could require that both frontages on a corner lot have 100 feet of frontage. The staff recommended that the definitions for "Frontage, Lot" and "Lot, Corner" be amended, as well as 24.44.050 to include language in the setback and height regulations table.

Chairman Bingham said this issue had been discussed in the past. At that time, the Planning Commission wasn't concerned because there had to be adequate depth on the second frontage to meet the half-acre size requirement.

Commissioner Thackeray felt a corner lot with an unusual shape might have a very shallow frontage on one side. He agreed with the staff's recommendation that corner lots have 100 feet on each frontage.

Commissioner Dubovik also agreed with the staff's recommendation. A corner lot with 100 feet of frontage on both sides would make a safer corner.

Madison Brown stated that the Zoning Code currently required corner lots to have two front yard and two rear yard setbacks, which meant 30-foot setbacks on all four sides of a home. The required setbacks made it difficult to place a home on a corner lot. Did the Planning Commission want to consider amending the setback requirements for corner lots as well.

The Planning Commission did not want to change setback requirements for corner lots.

Commissioner Gilbert asked if the Zoning Code had line of sight requirements. Ms. Brown said fences on corner lots could not be higher than four feet and could not restrict the line of sight.

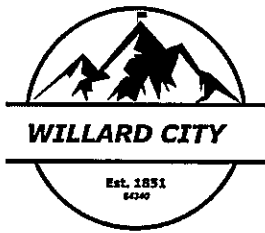
Commissioner Thackeray asked if the Zoning Code required that driveways be a certain distance from the corner. Jeremy Kimpton, City Manager, thought there was something in the Public Works Standards. He would check to see where it could be found. Commissioner Thackeray asked if the distance requirement addressed corner lots. Many corner lot owners wanted to have a driveway on both frontages.

Chairman Bingham wasn't opposed to a smaller frontage, such as 85 feet, on a corner lot if the other side was 100 feet. However, there had to be a minimum frontage, so lots weren't too narrow.

Commissioner Bodily felt both frontages should be 100 feet; so, did Commissioner Gilbert.

Madison Brown stated that currently cul-de-sac lots had to meet the lot width requirement at the front setback line. Did the Planning Commission want to address that requirement? Amy Hugie, City Attorney, stated that it was pretty standard for the width of cul-de-sac lots to be measured at the setback line. The Planning Commission didn't feel there was a need to change how the width of cul-de-sac lots was determined.

Amy Hugie, City Attorney, stated that the staff would prepare an ordinance for the Planning Commission to consider at its next meeting.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, June 4, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

6B. REVIEW AND DISCUSS PROPOSED CORRECTIONS TO THE WILLARD CITY ZONING MAP
REFERENCED IN 24.40.020 OF THE WILLARD CITY ZONING CODE

Time Stamp: 13:53 – 06/04/2026

Madison Brown stated that while reviewing zoning applications, she noticed that zoning for several parcels was incorrectly labeled on the Zoning Map. So, she had reviewed all the rezone applications that had been filed and approved during the past ten years to make sure the Zoning Map was as up to date as possible. The staff report in the Planning Commission packet included a list of the corrections that had been made. Corrections were based on the legislative action that was taken. She presented the corrected Zoning Map to the Planning Commission. (see copy in the Planning Commission packet).

Ms. Brown stated that changes to the Zoning Map meant changes were also needed on the Future Land Use Map. The proposed amendments to the Future Land Use Map were based on prior discussion and policy direction from the Planning Commission and City Council. She was particularly concerned about areas in the northern part of Willard that had been designated as PUD. Willard no longer had a PUD Zone, and there were some unusual PUD boundaries. She felt that area needed to be addressed.

Ms. Brown stated that the southern blue parcels on the Future Land Use Map were rezoned PUD (see proposed Future Land Use Map in the Planning Commission packet). She felt the future land use for the northern three parcels and accompanying road should be changed.

Commissioner Dubovik asked if all the PUD areas bordered R ½. Ms. Brown said they did. Commissioner Dubovik felt the areas of concern should reflect a future R ½ use. Commissioner Bodily agreed.

Chairman Bingham asked if the current property owner had development plans. Ms. Brown had not heard of any. Chairman Bingham asked if the zoning had been changed to PUD. Ms. Brown said it had not been changed.

Amy Hugie asked what the properties were currently zoned. Ms. Brown said they were zone A-5.

Commissioner Thackeray said the properties in question were part of the original development proposal from Nilson Homes. Nilson Homes was going to purchase all the land that was zoned PUD on the old Zoning Map. The sale fell through, and Nilson Homes no longer planned to buy all those parcels. That is why Nilson Homes was now only requesting an R ½ Zone. He agreed that the future land use of those parcels that were part of the Nilson development proposal should be R ½, including the old Ormond property.

Commissioner Dubovik agreed that the existing PUD zoning could not be changed, but everything else should be designated as future R ½. Commissioner Bodily agreed.

Madison Brown said another change to the Future Land Use Map was designation of the slopes on the eastern part of Willard as environmentally sensitive land due to their grade. She had changed some parcels in the middle of Deer Run that were not rezoned PUD, back to a future land use designation of R ½. Did the Planning Commission want to leave them as R ½ or change them back to PUD?

The Planning Commission felt the parcels in the middle of Deer Run should have an R ½ designation. Nothing should have a PUD designation unless it was actually zoned PUD.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, June 4, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Chairman Bingham said there were a few parcels along Highway 89 that did not have a future Commercial General land use designation. He felt the Planning Commission and City Council intended to have a Commercial General designation the entire length of Highway 89. Those parcels should be corrected.

There was a discussion about whether the Planning Commission and City Council intended the commercial along Highway 89 to be Commercial General or Commercial Neighborhood. The Planning Commission felt the future commercial areas along Highway 89 should be Commercial Neighborhood/Residential.

Chairman Bingham felt the Commercial Neighborhood should run on both sides of Highway 89 the entire length of Willard and South Willard. He also felt the entire Flying J parcel in South Willard should be Neighborhood Commercial.

Madison Brown stated that a public hearing was required before the amended Future Land Use Map could be approved because it was part of the General Plan. She would make the changes to the Future Land Use Map recommended by the Planning Commission for them to review before a public hearing was scheduled.

Amy Hugie stated that a public hearing was not required to amend the Zoning Map.

Chairman Bingham really wanted to see the area east of Highway 89 changed to an A-3/A-5 designation and the A-3 designation in the middle of Willard changed to R 1/2, but he felt the City Council would push back on those changes. He felt those two changes were in keeping with the mission statement of the General Plan. The vision of Willard was orchards, not alfalfa farms. There were a lot of alfalfa farms, but there weren't many orchards. The orchards were up against the mountains where the land was steeper. He felt an A-5 designation would preserve orchards and help prevent development above the Canal Road. If land wasn't developed in Willard, it would be harder for land above and east of Willard to develop, even though those areas were in the unincorporated county. The area currently designated as A-3 was a good area for half-acre lots. If the area east of Highway 89 was designated for three to five acre lots, it would prevent property values and taxes from increasing so much that people could not afford to live in the old part of town. Hopefully, changing the A-3 designation would prevent mini farms that would limit development and loss of future income to Willard.

Chairman Bingham understood there was a group of people who wanted to keep Willard rural. He wasn't opposed to that thinking. However, he felt the way to keep Willard rural was to preserve the orchards and the mountain. The mountains were what everyone loved about Willard. It would be harder to run infrastructure up the mountain. He felt there should be less houses on the mountain, not more.

He asked the Planning Commission to think about it. He also asked that the Future Land Use Map be amended to reflect that proposal. Madison Brown asked how far south Chairman Bingham wanted the A-3/A-5 designation to extend. Chairman Bingham suggested that it run from the northern boundary to the Nature Park.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, June 4, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

- 6C. 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

Time Stamp: 34:33 – 06/04/2026

Madison Brown stated that Josh Braegger's conditional use permit was reviewed in September 2023. Josh Braegger finished his basement apartment, or internal ADU, just before Willard adopted the ADU Ordinance. The City Attorney in 2023, recommended that Josh Braegger's conditional use permit be terminated. Did the Planning Commission need to make a motion to terminate the conditional use permit?

Michelle Drago, Deputy City Recorder, stated that in 2023, Josh Braegger was concerned about giving up his conditional use permit.

Ms. Brown said she had spoken with Josh Braegger and asked if he was willing to register his basement apartment as an ADU, so Willard had a copy of the floor plan for emergency services. Josh Braegger said he would be happy to do that. Once he was registered, he didn't feel there was a need to keep the conditional use permit.

Amy Hugie asked if Willard had received a written statement from Josh Braegger voluntarily terminating his conditional use permit. Ms. Brown said it had not. Ms. Hugie said the motion made by Commissioner Hulsey on September 21, 2023, was to revoke the conditional use permit subject to Willard receiving a written statement voluntarily terminating the conditional use permit. She felt a written statement from Josh Braegger was needed.

Commissioner Thackeray asked why the conditional use permit could not be canceled if the use fell under the ADU Ordinance. Why did Willard need something in writing? He felt it was a moot point.

Amy Hugie said the basement apartment was grandfathered in. Willard issued a conditional use permit for it before the ADU Ordinance was adopted. The prior City Attorney felt it would be wise to receive a written statement from the property owner voluntarily terminating the use.

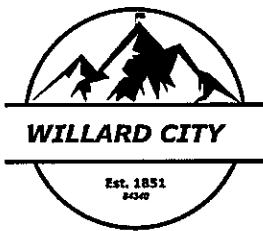
Commissioner Dubovik asked if the staff could prepare a statement for Josh Braegger to sign. Ms. Hugie said it could. Chairman Bingham directed the staff to prepare a statement for Josh Braegger to sign.

Commissioner Dubovik moved to terminate the conditional use permit for a basement apartment located at 53 North 100 West (Parcel No. 02-047-0047) upon receipt of a written statement from Josh Braegger voluntarily terminating his conditional use permit. Commissioner Thackeray seconded the motion. All voted "aye." The motion passed unanimously.

Commissioner Gilbert asked if a conditional use permit was needed to have an ADU. Madison Brown and Amy Hugie said no.

Commissioner Gilbert asked why he had a conditional use permit for his detached ADU. Commissioner Dubovik asked if he received the conditional use permit before the ADU Ordinance was written. Commissioner Gilbert said he received his conditional use permit in May 2023. The ADU Ordinance was adopted in December 2022.

Madison Brown suggested that Commissioner Gilbert's conditional use permit be reviewed next.



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, June 4, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

Commissioner Thackeray suggested that all conditional use permits for ADU's be reviewed. Madison Brown felt the conditional use permit for Call's ADU needed to remain. It was approved under different circumstances. Commissioner Thackeray agreed. Her conditional use permit was tied to her business.

7. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR APRIL 16, 2026

Commissioner Bodily moved to approve the regular minutes for April 16, 2026, as corrected. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

8. ITEMS FOR THE JUNE 18, 2026, PLANNING COMMISSION AGENDA

Time Stamp: 43:13 – 06/04/2026

The Planning Commission discussed agenda items for the June 18, 2026, meeting – ordinance review for corner lot frontage, ordinance review for Zoning Map and Future Land Use Map changes, and review of a conditional use permit for Brian Gilbert.

The Planning Commission asked for an update on the status of Canyon Bay, Mountain Bay, Granite Ridge Phase 6, and Romero's site plan/conditional use permit.

9. COMMISSIONER/STAFF COMMENTS

Time Stamp: 52:49 – 06/04/2026

There weren't any comments from the staff or Planning Commission members.

10. ADJOURN

Commissioner Thackeray moved to adjourn at approximately 7:27 p.m. Commissioner Dubovik 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 06-04-2026

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	

August

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 Planning Commission Meeting – 6:30 p.m.	7	8
9	10	11	12	13 City Council Meeting – 6:30 p.m.	14	15
16	17	18	19	20 Water Bills Due Planning Commission Meeting – 6:30 p.m.	21	22
23 Box Elder County Fair	24 Box Elder County Fair	25 Box Elder County Fair	26 Box Elder County Fair	27 Box Elder County Fair City Council Meeting – 6:30 p.m.	28 Box Elder County Fair	29 Box Elder County Fair
30	31 First Day of School					