



**Planning Commission
Staff Review Memo
August 5, 2026
JSR Subdivision – SIP Review and Preliminary Review
Amended**

Timeline

Preliminary Subdivision Application submitted: 5/14/2025
UDOT meeting: 9/9/2025
Minor Subdivision Ordinance Update adopted: 3/12/2026
SIP submitted: 5/5/2026
SIP complete: 7/8/2026

Background

The JSR Subdivision is a two-lot subdivision located at 1547 N Main St, Willard, UT. Juston and Stephanie Dickson are requesting approval to subdivide parcel 02-040-0012, which contains approximately 1.23 acres, into two residential lots.

The property is located within a R1/2 zone. Both proposed lots will be over ½ acre, therefore satisfying the minimum lot size requirement.

The property currently contains an existing single-family dwelling located on proposed Lot 1, while proposed Lot 2 contains an old barn. The applicants have indicated that they do not currently intend to develop or sell Lot 2.

Both Lots have frontage along Hargis Hill Road and US Highway 89.

The subdivision application and associated plat have been reviewed by City staff for compliance with applicable requirements of the Willard City Code and Public Works Standards.

Staff Review

The following comments, along with any comments provided by the Administrative Land Use Authority, given to the applicant after the August 6th meeting will constitute the City's first of four allotted review cycles.

City Administration

- *While Hargis Hill Road is a city-owned right-of-way, it currently does not meet Willard City Public Works standards for an improved public street. Fronting an unimproved or substandard city road does not meet the city's improved frontage requirements for buildable lots. Prior to final approval, need to establish required street improvements (paving, base, and utilities) across the lot frontage or execute an approved Development Agreement addressing these obligations.*
- *Per the City Attorney, all proposed utility easements dedicated to Willard City on the plat must be designated as Municipal Utility Easements (MUE) rather than standard Public Utility Easements (PUE).*
- *Ensure driveway approach details on Sheet GP1 strictly comply with Willard City Standards.*
- *All required signature and notary blocks must be properly formatted for final execution.*
- *Existing and proposed secondary water locations should be included on the SIP.*

City Engineers/Public Works

- *What type of roadway section are you proposing for the frontage improvements? You only include sheet CS-02B, which are 60' and 66' ROW proposed roadway sections. But you only have 47.3' and 55' ROW width called out on your plat. Willard City Standards sheet CS-02A seems more applicable with the Standard Residential Roadway section. Please clarify.*
- *Please include a storm water report for this subdivision, as per Section A1 of the Development and Design Standards for Willard City.*
- *Details sheet of application needs to be revised to address comments and align with Willard City Standards.*

City Attorney

- *Need MUE on there besides PUE. Also, what is the current width of the road? It is looking like 55 ft on the preliminary plat? (27.5 ft for the Dixons?) And if it is 55 ft, do they need to dedicate the amount on their side to bring it up to city standards?*

UDOT

- *Suggested using Hargis Hill Road as the sole access point for the parcels due to safety and cost-effectiveness, as it is a much safer alternative to direct access from US-89.*
- *David Alger advised Justin & Stephanie Dickson to submit the alta survey and a property owner statement form, available on the UDOT website, and to physically block off the existing driveway access to the highway by methods such as fencing, material barriers, or regrading. This action would enable them to obtain a conditional access permit, which serves as plan approval for any work within the UDOT right-of-way. Stephanie Dickson confirmed they would place boulders to block the access and proceed with the city's lot split processes.*

Summary of Revisions

Several items were mentioned by multiple staff members. To make things easier, here is a summarized list of requested revisions.

The following items must be addressed prior to SIP and Preliminary Plat approval.

1. Hargis Hill Improvements
 - a. Staff recommend the **60-foot-wide Standard Residential Roadway Section** shows on sheet CS-02A for Hargis Hill Road. The current plan shows only 27.5 feet on the Dickson's side of the road. This should be increased to 30 feet.
 - b. Revise the plans to show the 60-foot Standard Residential Roadway Section and identify the improvements required along the subdivision frontage (WCZ 24.80.130.C.4)
2. Easements
 - a. Revise utility easements dedicated to Willard City to be designated as **Municipal Utility Easements (MUE)** alongside Public Utility Easements (PUE). Both types of easements are required. (WCZ 24.80.130.N)
 - b. SIP needs to identify any existing secondary water line locations and include plans for future secondary water line locations. (WCZ 24.80.040.D.7.g)
3. Stormwater
 - a. Submit a **stormwater report** in accordance with Section A1 of the Willard City Development and Design Standards. (WCZ 24.80.130.Q.4)
4. Construction Plans and Details
 - a. The **construction plans and detail sheets must be revised** to address engineering and Public Works review comments and conform with applicable Willard City standards, including the driveway approach details shown on Sheet GP1. Since the access from US 89 is being closed, a driveway and approach should be designed and installed on Lot 1. (WCZ 24.80.130.A)
5. Plat Revisions
 - a. All required **signature and notary blocks must be included and properly formatted** for execution and recording. (24.80.050.D.4)
6. UDOT Access
 - a. Close access from US 89. Lots 1 and 2 need separate accesses from Hargis Hill. (WCZ 24.80.130.C)

Analysis

Several items identified during staff review must be addressed before the SIP and can be found compliant with Willard City Code and Public Works Standards. The SIP must be approved before the Preliminary Plat can be considered for approval.

The ALUA should review the proposed subdivision and provide any additional comments regarding the SIP and Preliminary Plat. Following the August 6th 2026 meeting, comments from the ALUA will be compiled with staff review and provided to the applicant as the City's first review cycle.

The applicant will have 40 days to submit revised plans addressing the City's comments. The resubmittal shall include a written explanation identifying each revision and how the applicable review comments were addressed, pursuant to WZC 24.80.60.B.8.

Deferment Request

The Applicant has also submitted a request for Deferment of Improvement pursuant to WZC 24.80.130.R. Under this section, the Planning Commission may consider deferment of the installation of only sidewalks, curbs, and gutters during the preliminary subdivision application process, subject to the applicable criteria.

At this stage of review, staff does not believe there is sufficient information available to evaluate the deferment request, particularly because the required roadway section, right-of-way dedication, and frontage improvements along Hargis Hill Road have not yet been finalized. Staff recommend that the deferment be considered once these items have been resolved and the subdivision is otherwise ready for approval.

Next Step

Staff recommends that the Administrative Land Use Authority (ALUA) provide any additional review comments on the SIP and Preliminary Plat. The SIP should then be returned to the applicant for revision. The Preliminary Plat and the applicant's request for a Deferment of Improvements should be tabled until the revised SIP has been found to comply with the Willard City Code and has been approved.

Item	Status	Recommended Action
5b. Subdivision Improvement Plan (SIP)	Needs Revisions	Table and request revisions from applicant
5c. Preliminary Plat	Needs Revisions	Table
5d.	Under Review	Table