Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, September 3, 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. Review and discuss proposed amendments to 24.16 of the Willard City Zoning Code regarding off-street parking requirements
   b. Review conditional use permit issued to Jean Loveland on September 20, 1996, for a home business/auto repair located at approximately 105 South 100 East (Parcel No. 02-050-0008), previously reviewed on October 19, 2023)
   c. Report on open projects
6. Consideration and approval of regular Planning Commission minutes for August 6, 2026
7. Discussion regarding agenda items for the September 17, 2026, Planning Commission meeting
8. 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.willardcityut.gov, and sent to the Box Elder News Journal this 28th day of August 2026.

/s/ **Michelle Drago**
Deputy City Recorder

NOTICE OF SPECIAL ACCOMMODDTION 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

24.16 OFF-STREET PARKING REQUIREMENTS

24.16.010 Off-Street Parking Required
24.16.020 Size
24.16.030 Access To Individual Parking Space
24.16.040 Number Of Parking Spaces
24.16.050 Access Requirements
24.16.060 Location Of Gasoline Pumps
24.16.070 Maintenance Of Parking Lots

24.16.010 Off-Street Parking Required

At the time any building or structure is erected or enlarged or increased in capacity or any use is established, there shall be provided off-street parking spaces for automobiles in accordance with the following requirement:

24.16.020 Size

The dimensions of each off-street parking space shall be at least nine (9) feet by twenty (20) feet for diagonal or ninety-degree spaces; or nine (9) by twenty-two (22) feet for parallel spaces, exclusive of access drives or aisles, provided that in parking lots of not less than twenty (20) parking spaces the building inspector may approve a design allowing not more than twenty percent (20%) of such spaces to be not less than seven and one-half (7 ½) feet by fifteen (15) feet to be marked and used for compact automobiles only. Access or drive aisles within parking lots shall be a minimum of twenty-four (24) feet in width where serving two-way traffic.

Commented [MB1]: Future State Law Consideration: If Willard becomes a "specified municipality" under Utah Code, residential parking requirements will be subject to additional state limitations, including maximum parking space dimensions, recognition of unobstructed tandem parking, and counting two-car garages toward required parking. Review this section if Willard reaches the statutory threshold.

"Specified municipality": population of 5,000

24.16.030 Access To Individual Parking Space

Except for single-family and two-family dwellings, access to each parking space shall be from a private driveway and not from a public street.

24.16.040 Number Of Parking Spaces

The number of off-street parking spaces required shall be as follows:

1. Business or professional offices. One (1) parking space for each one hundred (100) square feet of floor area.
2. Churches with fixed seating. One (1) parking space for each three and a half (3.5) fixed seats, or one (1) parking space for each seven (7) feet of linear pew, whichever is greater.
3. Churches without fixed seats, sports arenas, auditoriums, theaters, assembly halls, meeting rooms. One (1) parking space for each three (3) seats of maximum seating capacity.

4. Dwellings. Two (2) parking spaces for each dwelling unit.

5. Furniture and Appliance Stores. One (1) parking space for each six hundred (600) square feet of floor area.

6. Hospitals. Two (2) parking spaces for each bed.

7. Hotels, Motels, Motor Hotels. One (1) space for each living or sleeping unit, plus one (1) parking space for all accessory uses as herein specified.

8. Nursing Homes. Four (4) parking spaces, plus one (1) space for each five beds.

9. Restaurants, Taverns, Private Clubs, and all other similar dining and/or drinking establishments. As determined by conditional use permit ~~or by planned unit development requirements, if applicable,~~ or by the Planning Commission, but in no case fewer than one (1) space for each employee projected for the highest employment shift.

10. Retail stores, shops, except as provided in subsection E above. One (1) parking space for each one hundred (100) square feet of retail floor space.

11. Wholesale establishments, Warehouses, Manufacturing Establishments, and all Industrial uses. As determined by conditional use permit ~~or by planned unit development requirements, if applicable,~~ or by the Planning Commission, but in no case fewer than one (1) space for each employee projected for the highest employment shift.

12. Shopping centers or other groups of uses not listed above. As determined by conditional use permit ~~or planned unit development procedure, if applicable,~~ or by the Planning Commission, but in no case less than one (1) parking space for each one hundred (100) square feet of total floor space.

13. All other uses not listed above. As determined by the ~~zoning administrator~~City Planner, based on the nearest comparable use standards.

Commented [MB2]: Should any spaces be required to be covered?

24.16.050 Accessible Parking

Where accessible parking spaces are required by applicable federal or state law, accessible parking spaces shall be provided in accordance with applicable accessibility requirements.

24.16.~~050~~060 Access Requirements

Adequate ingress and egress to and from all uses shall be provided as follows:

1. Residential Lots. Access shall be provided to meet the following requirements:

    1. Not more than two (2) drive approaches shall be permitted for each residential lot, regardless of the number of street frontages. The permitted drive approaches

may be located on the same street frontage or on separate street frontages, provided all applicable separation and location requirements are met.

2. Each drive approach shall not exceed thirty (30) feet in width. ~~For each residential lot not more than two driveways, each of which shall be a maximum of twenty feet wide at the street lot line, and such driveways shall not be closer than twelve feet to each other.~~

3. Where two (2) drive approaches are permitted on the same residential lot, the drive approaches shall be separated by a minimum of twelve (12) feet, measured from the nearest edges of the drive approaches.

4. Each drive approach shall be located a minimum of five (5) feet from a side property line.

~~1.~~5. Each drive approach shall be located a minimum of twenty-five (25) feet from a street corner or intersection, as measured from the intersection of the street right-of-way lines to the nearest edge of the drive approach.

Residential Lots – Drive Approach Requirements

Drive Approach Standard	**Requirement**	**How Measured**
Maximum Width	30 ft.	Measured at the street lot line, perpendicular to the centerline of the drive approach.
Maximum Number of Approaches	2	
Drive Approach Location	**Minimum Distance**	**How Measured**
From Side Property Line	5 ft.	Measured from the side property line to the nearest edge of the drive approach, not including the flare.
From Another Drive Approach on the Same Parcel	12 ft.	Measured from the nearest edge of one drive approach to the nearest edge of the second drive approach, not including the flare.
From Street Corner/Intersection	25 ft	Measured from the point of intersection of the street right-of-way lines to the nearest edge of the drive approach.

Commented [MB3]: Was previously listed as 20 feet in ordinance, but our standards say 30 feet.

2. ~~Other Than~~ Non-Residential Lots. Access shall be provided to meet the following requirements:

1. Not more than two (2) drive approaches~~ways~~ shall be ~~used~~ permitted for each one hundred (100) feet, or fraction thereof, of frontage on any street.

Commented [MB4]: Discuss **corner** lots. How many per frontage? Per lot?

2. No two of said driveways shall be closer to each other than ~~twelve~~ thirty (30) feet, and no driveway shall be closer to a side property line than ~~three~~ five feet.

Commented [MB5]: 30 feet is the UDOT standard.

3. Each drive approach~~way~~ shall be not more than thirty five (35) feet in width.~~wide~~, measured at right angles to the center line of the drive approach. The flare of a drive approach shall be contained entirely within the public right-of-way.

~~3.~~4. On corner lots, each drive approach shall be located a minimum of fifty (50) feet from a street corner or intersection, measured from the point of intersection of the street right-of-way lines to the nearest edge of the drive approach.

~~4.~~5. A drive approach shall not extend across the side property line or the projected extension of the side property line into the street right-of-way.~~No driveway shall be closer than ten feet to the point of intersection of two property lines at any corner as measured along the property line, and no driveway shall extend across such extended property line.~~

~~5.~~6. ~~In all cases w~~Where there is an existing curb and gutter or sidewalk ~~on~~along the street frontage, the area between permitted drive approaches shall be maintained as a safety island. The safety island shall extend along the property frontage between drive approaches and shall include concrete curb along the ends and street side of the island. ~~the applicant for a permit shall provide a safety island along the entire frontage of the property, except for the permitted driveways. On the two ends and street side of each such island shall be constructed a concrete curb, t~~The height, location, and structural specifications of the curb~~which~~ shall comply with the City's Public Work Standards. ~~be approved by the local surveyor or engineer.~~

~~6.~~7. Where there is no existing curb and gutter or sidewalk along the street frontage, the ~~applicant~~ property owner(s) may, at ~~his~~ their option, install ~~such~~ a safety island and curb in accordance with the City's Public Work Standards.~~, or, in place thereof~~ If a safety island and curb are not installed, a curb, fence, or pipe rail shall be constructed along ~~the entire length of~~ the property line between permitted drive approaches. ~~(except in front of the permitted driveways) a curb,~~ Any fence~~,~~ or pipe rail shall not exceed~~ing~~ two (2) feet or be less than eight (8) inches in height.

Non-Residential Lots – Drive Approach Requirements

Drive Approach Standard	Requirement	How Measured
Maximum Width	35 ft	At right angles to the centerline of the drive approach.

Maximum Number of Approaches	2 per 100 ft. of frontage, or fraction thereof	
Drive Approach Location	**Minimum Distance**	**How Measured**
From Side Property Line	5 ft.	Measured from the side property line to the nearest edge of the drive approach, not including the flare.
From Another Drive Approach on the Same Lot	~~12~~ 30 ft.	Measured from the nearest edge of one drive approach to the nearest edge of the second drive approach, not including the flare.
From Street Corner/Intersection	50~~25~~ ft	Measured from the point of intersection of the street right-of-way lines to the nearest edge of the drive approach.

Commented [MB6]: Discussion: Could adjust this based on type of road.
Example) Interstate: UDOT Standards
Principal Arterial: 100 ft
Minor Arterial: 50 ft
Collector: 25 ft
Local: 25 ft

24.16.~~060~~ 070 Location Of Gasoline Pumps

Gasoline pumps shall be set back not less than eighteen feet from any street line to which the pump island is vertical, and twelve feet from any street line to which the pump island is parallel, and not less than ten feet from any residential or agricultural district boundary line. If the pump island is set at an angle on the property, it shall be so located that the automobiles stopped for service will not extend over the property line.

24.16.~~070~~ 080 Maintenance Of Parking Lots

Every parcel of land used as a public or private parking lot shall be developed and maintained in accordance with the following requirements:

1. Surface. Each off-street parking lot shall be surfaced with an asphaltic or Portland cement or other binder pavement so as to provide a dustless surface. The parking area shall be so graded as to dispose of all surface water. If such water is to be carried to adjacent streets, it shall be piped under sidewalks.
2. Screening. The sides and rear of any off-street parking lots which face or adjoin a residential district shall be screened from such district by a masonry wall or solid visual barrier fence not ~~less than four or~~ more than six feet in height.
3. Landscaping. Each parking lot shall be adequately landscaped and permanently maintained.

Commented [MB7]: What is adequate?

4. Lighting. Lighting used to illuminate any parking lot shall be arranged to reflect the light away from adjoining premises in any Residential or Agricultural district, and from street traffic.

ITEM 5B

	MASTER CONDITIONAL USE PERMIT SPREADSHEET							
No.	Address	Applicant	Application Date	Fee	Approval Date	Type	Status and Review Date	Parcel No.
	24 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
	55 South 100 East	Braegger, Kenneth			2/5/2016	Contractor - Home Business	Active Reviewed 10-5-23 Reviewed 8/6/26	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
	155 South Spring Street (135 S 100 E)	Dean, Blair & Kathy Davis	6/21/1999		9/23/2005	Single Family Home On Senstive 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

CONDITIONAL USE PERMIT
Willard City, Utah

PERMIT NUMBER _____

Applicant's Name Judy Loveland Date Received _____
Address 105 S. 100 E.
Town Willard State UT Zipe 84340

Telephone 723-5543
Application is hereby made to the Planning Commission requesting that _____

Auto Repair (Land Use) be permitted as a "conditional use" on _____

0.8 acres (Sq. Ft. or acres) located at 105 S. 100 E. (Street Address)
in a RR ½ zone (in accordance with attached site plan).

Parcel No. 02-050A-0008

* * * * * * * * * * * * * * * * * * * *

The applicant is hereby authorized to establish the requested use in accordance with the attached site plan subject to the following conditions:

1. Work on no more than two vehicles not owned by ourselves at any one time. Vehicles will be parked only on private property.
2. Noise level during the hours of 8 am to 6 pm will be restricted Monday thru Saturday with no work on Sunday.
3. All waste products will be contained properly and labels on the containers, i.e. OIL or ANTIFREEZE, maximum is 4 drums (55 gal).
4. Property will be kept neat in appearance.
5. Mechanical repairs will be done on the premise.
6. No excessive traffic will be brought into the neighborhood due to this business.
7. Heavy equipment vehicles will not be used for the business.
8. One building has been constructed for the business. No other buildings will be required.
9. The number of employees shall be limited to two other persons on premise.

Judy Loveland (Applicant Signature) _____ (Date)

E Blaine Jacobson (Chairman of the Willard City Planning Commission) 9-20-96 (Date)

White copy purchasor
Yellow copy Willard P.C.

Date of Application 9/16/96

WILLARD CITY CORPORATION

BUSINESS LICENSE APPLICATION

Business Name Loveland Enterprise [X] New [ ] Renewal

Business Address 105 So 100 East

Business Telephone 723-5543 Home Phone 723-1647

Emergency Phone _____

State License No. _____ City License No. _____

Date City Licenss Issued _____

Nature of Business Automotive Repair and whatnot

I, Judy Loveland hereby apply for license to conduct the business of Automotive Repair Misc. Repair at 105 So 100 East, Willard City, Box Elder, Utah under the provisions fo the Willard City Business License Ordinance and Reolutions.

BUSINESS LICENSE FEE SCHEDULE:		Check if Applicable
Home Business (if gross receipts less than $5,000)	$ 10.00	[X]
Professional Services	25.00	[ ]
Contractors	25.00	[ ]
Commercial Business	25.00	[ ]
Duplexes and Apartments	10.00	[ ]
Plus $2 for each additional unit in excess of two	#____ $____	[ ]
Class A Beer License	200.00	[ ]
Peddlers	50.00	[ ]
Solicitors	15.00	[ ]
Transient Merchants	150.00	[ ]
Separate Business Selling Christmas Trees	25.00	[ ]
Dance Halls	150.00	[ ]
Public Exhibitions (per day)	25.00	[ ]
Coin operated Music Boxes and Mechanical Amusement Machines and Video Machines	25.00 ea.	[ ]
Pinball Machines and Pool Tables	25.00 ea.	[ ]
Candy & Food Vending Machines & Cigarette Machines	5.00 ea.	[ ]
Mobile Home Park	15.00	[ ]
Plus $3 per mobile home space	#____ $____	[ ]

****

Name of Applicant Judy Loveland Date of Birth 12/28/59

Character References: Nell Bruegger
(name & address) Willard, Utah
723-2695

Name of Owner if different than applicant: _____

ITEM 5C

Willard City Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
www.willardcityut.gov

Mayor
Travis Mote
City Council Members
J. Hulsey
R. Christensen
M. Braegger
R. Mund
J. Bodily

August 28, 2026

Granite Ridge

- Phase 4
  - Last permits in Phase 4 were issued last week
- Phase 5
  - Conditional Acceptance inspection complete
  - Streetlights are in progress
  - 7 building permits approved thus far
- Phase 6
  - Developer has been asked to provide a copy of the executed agreement with Staker Parsons outlining the improvements that must be completed before 625 S (haul road) can be used as emergency access and before Phase 6 can be approved.
  - Last communication was June 24, 2026

Deer Run

- Phase 1 Part 3
  - All building permits have been issued
- Phase 2 Part 1
  - Expect to see building begin soon.
  - Building permits will be issued if the building plans stay at least 3 feet above the latest groundwater reading. Builder is required to submit a groundwater report from within the last 60 days with each building permit application.
- Other phases
  - Still in discussion on permanent dewatering systems for later phases.

Canyon Bay

- Still negotiating terms of the Agricultural Easement. Development Agreement has been reviewed by staff and is ready to present it to the Planning Commission.
- Expect to see this item on the agenda within the next month or so.

JSR

- Sent feedback on Review 1. Waiting for revisions.

Mountain Bay

- Currently working on water agreement for water exchange with BRWCD. Will be ready to present to Council shortly. Once the agreement is approved, staff can continue with Final approval.

The Orchards

- Working on infrastructure. Phase 3 has not been recorded; lots can not be sold until recording.

Old Farm

- Willard City met with developer on August 20. Agreements are being re-negotiated.

Broke Ass Ranch

- Developer would like to divide one lot into two. Entire subdivision will go from two lots to three.
- Currently discussing the Subdivision Improvement Plans.
- The deferral agreement that was originally approved was for two lots. Planning Commission will need to decide what recommendation to forward to City Council regarding the deferral agreement.

New Applications

These are still being reviewed for completeness or under initial staff review. More details to come.

- Willow Creek Estates – Kunzler property
- Sun Red Subdivision – 305 N 200 W

Ordinance Amendments

- 24.16 Access Requirements
- 24.80 Subdivisions
- 24.96 Accessory Dwelling Units

ITEM 6

WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, August 6, 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	Jeremy Kimpton, City Manager
Sid Bodily	Amy Hugie, City Attorney
Alex Dubovik	Madison Brown, City Planner
Brian Gilbert	Michelle Drago, Deputy City Recorder
Ken Ormond	
Jay Thackeray	

Others in attendance were Mayor Travis Mote; Diana Baker, Alternate Planning Commission Member; Ruth Ormond; Stephanie Dickson; Doug Younger; Jen Thorsted; Abby Hooser; and Nathan Bartsch.

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

1. PRAYER: Chandler Bingham

2. PLEDGE OF ALLEGIANCE: Alex Dubovik

3. GENERAL PUBLIC COMMENTS

Time Stamp: 02:49 – 08/06/2026

Chairman Bingham reminded the audience that public comments should be limited to issues that were within the Planning Commission's authority and responsibility.

Diana Baker, Alternate Planning Commission member, 276 West Center Street, was concerned that the width of Center Street did not meet the Public Works Standards. The narrower width led to complaints when she parked on the side of the road. It could also mean slower emergency response times a fire was sparked in the dry weeds along the railroad tracks. Chairman Bingham felt Commissioner Baker needed to address her concerns about sub-standard streets and emergency response with the City Council.

Commissioner Baker suggested that the Planning Commission packets include links to city maps so the Planning Commission could determine if streets were sub-standard.

4. CITY COUNCIL REPORT

Time Stamp: 08:31 – 08/06/2026

Mayor Travis Mote stated that during its July 2rd meeting, the City Council reviewed and tabled for further study the Economic Development Plan forwarded by the Planning Commission; discussed the deferral agreement for the Broke Ass Subdivision with Rod and Debbie Braegger and sent it back to the Planning Commission to review and make a recommendation regarding the amended subdivision plat; discussed the City website and chose a new website provider; discussed a new franchise agreement with Connext; and tabled a presentation by Forged Fiber.

5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PRELIMINARY PLAN FOR THE JSR SUBDIVISION SUBMITTED BY JUSTON DICKSON LOCATED AT APPROXIMATELY 1547 NORTH HIGHWAY 89 (PARCEL NO. 02-040-0012)

Time Stamp – 11:27 - 08/06/2026

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

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

Madison Brown, City Planner, stated that Juston and Stephanie Dickson submitted an application for the JSR Subdivision in May of 2025. Their subdivision improvement application was submitted in May 2026. She sent them a list of needed revisions, which were submitted on July 8th. The rest of the staff reviewed the revised plans revised and determined the subdivision was ready for a public hearing. The Dickson's were proposing to split 1.23 acres located at 1547 North Highway 89 into two lots. The property was zoned R ½. Both lots would be over a half-acre and would satisfy the minimum lot size requirement. Both lots would have frontage on Hargis Hill Road and Highway 89.

Stephanie Dickson, 265 East 1000 North, stated that they did not plan to do anything with the property. They just wanted to split it on paper.

Chairman Bingham opened the floor for public comments.

Diana Baker, Alternate Planning Commission member, 276 West Center Street, asked if Willard had heard anything about the Olsen Orchards Subdivision in Perry. Amy Hugie, City Attorney, and Chairman Bingham said the Perry subdivision did not have anything to do with the JSR Subdivision. Ms. Baker said the JSR Subdivision was located on Hargis Hill Road and could be affected by the Perry subdivision because it planned to alter Hargis Hill Road.

Commissioner Dubovik felt the Perry subdivision was related to the JSR Subdivision. The Planning Commission was about to begin discussing the width of Hargis Hill Road. Amy Hugie said the width of the road didn't have anything to do with what Perry was doing. The width of Hargis Hill Road would be governed by Willard's code, which was 60 feet.

Commissioner Dubovik felt Ms. Baker had a point. The issues were tied together Willard residents were concerned about traffic on Hargis Hill Road, which could be affected by the Perry subdivision. The discussion regarding JSR Subdivision would address the width of Hargis Hill Road, which could directly impact traffic and the future use of the road. Those concerns could help the Planning Commission prioritize and direct its conversation. He felt residents' concerns could be eased if Willard's portion of Hargis Hill Road was developed as part of the Perry subdivision. Amy Hugie reminded the Planning Commission that they didn't have a say in the improvement of Hargis Hill Road. The City Council was responsible for deciding whether Hargis Hill Road would be widened and improved. It was the purview of the City Council to determine how Public Works money would be spent.

Nathan Bartsch, 1522 North Main, asked if there were any plans to bring more traffic to the intersection of Hargis Hill Road and Highway 89. Mayor Mote stated that Nilson Homes planned to subdivide their property. At some time, there would probably be more traffic at that intersection.

Commissioner Thackeray moved to close the public hearing at 6:49 p.m. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

5B. REVIEW AND CONSIDERATION OF A SUBDIVISION IMPROVEMENT PLAN FOR THE JSR SUBDIVISION SUBMITTED BY JUSTON DICKSON LOCATED AT APPROXIMATELY 1547 NORTH HIGHWAY 89 (PARCEL NO. 02-040-0012)

Time Stamp – 19:17 - 08/06/2026

Amy Hugie stated that there were several issues listed in the staff report that needed to be addressed before the JSR Subdivision could move forward. Those issues included dedication of the 60-foot standard roadway; the utility easement needed to be identified as municipal utility easements (MUE) alongside the public utility easements (PUE); submission of the stormwater report; revision of the construction plans and detail sheets to address engineering and Public Works review comments; properly formatted signature and notary blocks on the subdivision plat; and closure of access from U.S. Highway 89.

Commissioner Gilbert asked why the subdivision had been brought to the Planning Commission if it wasn't complete. Madison Brown said the Planning Commission was the Administrative Land Use Authority. The public hearing and ALUA review were part of the subdivision review process. The Administrative Land Use Authority was supposed to review the staff report and provide feedback and comments. She would compile those comments and give them to the applicant who had 40 days to respond, which would end the first review cycle.

Commissioner Gilbert didn't have a problem with the proposed subdivision if it complied with the staff's requirements. He felt there was a lot of due diligence needed by the applicants. Commissioners Bodily, Bigham, and Thackeray agreed.

Stephanie Dickson asked about municipal utility easements (MUE's). Amy Hugie said public utility easements could be used by public utilities, such as Rocky Mountain Power and Enbridge. The municipal utility easement was related to Willard's ability to put in utilities. The state legislature decided to designate two different types of utility easements. It was the same easement, it just had to be identified as both a public utility easement and a municipal utility easement.

Commissioner Thackeray asked why all this work was necessary for a simple lot split. He could understand all these requirements for a building lot, but he didn't feel they were necessary just to divide property. Amy Hugie said that if property was split, it was subdivided. When property was subdivided, the city had to make sure infrastructure improvements were put in. That was part of the state and city codes. If improvements weren't required during a subdivision, there would be problems in the future.

Commissioner Thackeray felt Willard should have addressed the substandard width of Hargis Hill Road when it upgraded the intersection 10 to 15 years ago. Ms. Hugie said that was a good example of why subdivisions needed to be done right.

Commissioner Dubovik asked about practical improvements. Would there be an improvement guarantee to trigger future road improvements? Amy Hugie said the only improvements that could be deferred were curb, gutter, and sidewalk. There was a list of requirements to allow a deferment. One requirement was a publicly improved street. Hargis Hill Road currently did not meet the standard of a publicly improved street. The Planning Commission could not consider a deferral until it had approved a subdivision improvement plan and a preliminary plan.

Commissioner Dubovik asked if the width of the physical road could be deferred. Amy Hugie said Dickson's would have to dedicate the extra 2.5 feet needed to make their half of Hargis Hill Road 30 feet; the half width of the standard 60-foot right-of-way.

Commissioner Dubovik asked if Dickson's would be responsible for the extra asphalt needed to widen Hargis Hill Road. Jeremy Kimpton, City Manager, said that typically the Dickson's would be responsible for improving their half of the city right-of-way. If the city planned to make other improvements to Hargis Hill Road, there might be some additional deferment for the Dickson's.

Mayor Travis Mote stated that because of what Perry was doing, Willard City needed to decide what to do about Hargis Hill Road. The road needed to be widened, and it had some drainage problems. It might take a few years to generate the funds from the city's road funds. The City Council planned to discuss the issue during its August 13th meeting.

Commissioner Bodily asked why Hargis Hill Road wasn't 60 feet wide. Amy Hugie explained that the city standard was 60 feet. It didn't mean that every road in Willard met that standard. Madison Brown explained that the right-of-way was 60 feet, which included curb, gutter, and sidewalk. The pavement was supposed to be 35 feet.

Commissioner Thackeray stated that when Willard improved Hargis Hill Road many years ago, it consumed all the right-of-way to the west to make the intersection with Highway 89 work. He felt the right-of-way would have to widened on the east side to get the necessary width.

Commissioner Bodily pointed out that the Dickson's currently did not plan to do anything with the property, but that could change.

Commissioner Ormond did not have a problem with the proposed subdivision if it complied with the staff requirements. He did understand that the right-of-way needed to be widened. He didn't agree that a creating a single lot should require them to rebuild a substandard public street. He felt the City was responsible for bringing it up to code.

Commissioner Gilbert said Willard couldn't have a double standard. It couldn't say this person didn't have to put in improvements while another one did. Willard had to have defined standards that were fair for everybody.

Commissioner Thackeray asked if Willard's code defined a subdivision as anything with two or more lots. Amy Hugie said it did. Commissioner Thackeray said other communities defined a subdivision as three or more lots. Ms. Hugie said the state code defined a subdivision as any land divided, resubdivided, or proposed to be divided into two or more lots or other divisions.

Chairman Bingham said the Willard Planning Commission had recommended standards for smaller subdivisions. However, some improvements could not be deferred. The Dickson property was unusual because of the roads.

Commissioner Thackeray agreed that the proper right-of-way and width of asphalt mattered. Having those legally done mattered. This was a subdivision, and the rights-of-way needed to be correct. Deferment of curb, gutter, and sidewalk was a different issue.

Chairman Bingham asked how ALUA should proceed. Madison Brown said the subdivision improvement plans had to be approved before the preliminary plat could be approved. The preliminary plan had to be approved before a deferment request could be considered. If ALUA wanted to send the subdivision back for a second review round, she would compile all comments and explain the needed revisions with the Dickson's.

Commissioner Dubovik expected that the next time the Planning Commission reviewed the JSR Subdivision everything would be complete. Madison Brown said that was the goal.

Commissioner Bodily moved to table review and consideration of the JSR subdivision improvement plan submitted by Juston Dickson. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

5C. REVIEW AND CONSIDERATION OF A PRELIMINARY PLAN FOR THE JSR SUBDIVISION SUBMITTED BY JUSTON DICKSON LOCATED AT APPROXIMATELY 1547 NORTH HIGHWAY 89 (PARCEL NO. 02-040-0012)

Time Stamp – 36:01 - 08/06/2026

Commissioner Gilbert didn't feel Items 5C and 5D should be on the agenda until the improvement plan was ready for approval. Madison Brown explained that the code required the preliminary plan to be included on the agenda with the improvement plan. Amy Hugie said the request for deferment was included to make sure it was tracked because the request had to be made at the preliminary stage.

Commissioner Bodily moved to table the review and consideration of the preliminary plan for the JSR Subdivision submitted by Juston Dickson. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.

5D. REVIEW AND CONSIDEARTION OF A DEFERMENT REQUEST FOR THE JSR SUBDIVISION SUBMITTED BY JUSTON DICKSON LOCATED AT APPROXIMATELY 1547 NORTH HIGHWAY 89 (PARCEL NO. 02-040-0012)

Time Stamp: 37:26 – 08/06/2026

Commissioner Dubovik moved to table review and consideration of a deferment request for the JSR Subdivision submitted by Juston Dickson. Commissioner Bodily seconded the motion. All voted "aye." The motion passed unanimously.

5E. REVIEW AND DISCUSS PROPOSED AMENDMENT TO WILLARD CITY CODE TO DEFINE HOW FAR A DRIVE APPROACH ON A CORNER LOT MUST BE FROM AN INTERSECTION

Time Stamp: 37:54 – 08/06/2026

Madison Brown stated that Commissioner Thackeray asked the administration to find the distance requirement for a drive approach from an intersection. The administration had found that Willard's Zoning Code did not include a distance requirement for a drive approach from an intersection. She discussed the issue with the Public Works Director. When Willard received applications for curb cuts, applicants wanted to know what the requirements were. The administration, including herself, the Public Works Director, and

the City Engineer, struggled to provide answers because the Code and Public Works Standards were not clear. She recommended that a defined table be added to the Code.

Commissioner Gilbert felt the administration should prepare a proposal for the Planning Commission to consider.

Commissioner Thackeray stated that the Planning Commission recently recommended that corner lots have 100 feet of frontage on both street sides. He felt drive approaches for corner lots should be as far from the intersection as possible. He proposed they be 50 feet from the corner. He was concerned about vehicles parked in driveways closer than 50 feet blocking the clear view of an intersection.

Commissioner Bodily recommended 30 feet. Jeremy Kimpton said he had always used 20 feet.

Commissioner Dubovik asked if 30 feet was a distance recognized by a recognized authority.

Amy Hugie felt the drive approach should be at least 30 feet from a corner because vehicles could not park within 30 feet of a stop sign.

Jeremy Kimpton said 20 feet plus the length of a full-size pickup was about 40 to 50 feet.

Commissioner Gilbert asked what Willard's line of sight requirement was. Mr. Kimpton said the line of sight was based on the road type - arterial or collector. He wasn't sure there was a specific distance. Twenty feet was usually the minimum. UDOT based line of sight on the traffic speed.

Commissioner Dubovik stated that according to AI, in Ogden, Utah driveway approaches must be set back from the nearest intersection face of the curb at least 50 feet for local street connections and at least 80 feet if one of the intersecting streets was a non-local collector or arterial road.

Jeremy Kimpton did not feel 50 feet was unreasonable.

Commissioner Ormond asked if driveways on major roads could be limited. Amy Hugie said Willard did not control state roads. Jeremy Kimpton said the City limit driveways on local roads if it designated a road as limited access.

Chairman Bingham asked if Willard could control parking on the highway. Amy Hugie said Willard could ask, but Willard had to receive UDOT permission to redline it.

After further discussion, Madison Brown stated that she would have a proposal for the Planning Commission to review at its next meeting.

5F. REVIEW CONDITIONAL USE PERMIT ISSUED TO KENNETH BRAEGGER ON FEBRUARY 5, 2016, FOR A HOME BUSINESS/CONTRACTOR LOCATED AT APPROXIMATELY 55 SOUTH 100 EAST (PARCEL NO. 02-050-0074), PREVIOUSLY REVIEWED ON OCTOBER 5, 2023

Time Stamp: 46:36 – 08/06/2026

Madison Brown stated that a conditional use permit was issued to Kenneth Braegger for a home business, specifically as a contractor, on February 5, 2016. Mr. Braegger's business was still active. His conditional use permit was reviewed by the Planning Commission on October 5, 2023. The city had not received any

complaints regarding the business or conditional use permit. She had visually inspected the property. Willard didn't have any concerns.

Commissioner Thackeray asked if the conditional use permit was a one-time fee. Madison Brown stated that Mr. Braegger was required to pay for an annual business license. The conditional use permit application fee was paid only once.

6. CONSIDERATION AND APPROVAL OF REGULAR PLANNING COMMISSION MINUTES FOR JULY 16, 2026

Commissioner Bodily moved to approve the regular minutes for June 18, 2026, as written. Commissioner Gilbert seconded the motion. All voted "aye." The motion passed unanimously.

7. ITEMS FOR THE AUGUST 20, 2026, PLANNING COMMISSION AGENDA

Time Stamp: 49:14 – 08/06/2026

Chairman Bingham stated that Commissioner/Staff Comments had been removed from the agenda to keep meetings focused on issues that were within the Planning Commission's purview. The Planning Commission could make comments in this section of the meeting, but the comments needed to be about possible agenda items.

The Planning Commission discussed agenda items for the August 20, 2026, meeting – review and consider a proposed amendment for driveway approaches and another conditional use permit review. Ms. Brown said the next agenda could possibly include the JSR Subdivision and an amendment to the Broke Ass Ranch Subdivision.

Commissioner Dubovik asked for a report on all open projects. Amy Hugie provided a brief update on Canyon Bay, Mountain Bay, Granite Ridge, and Deer Run's ground water problems and park status. The administration was working on amendments to the Subdivision Ordinance.

Commissioner Baker asked about 200 East near the Children's Park and where Granite Ridge was under construction. Did Granite Ridge plan to hydroseed the area? She was concerned about dirt running into nearby backyards if there was a storm.

9. ADJOURN

Commissioner Dubovik moved to adjourn at approximately 7:31 p.m. Commissioner Thackery 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 08-06-2026

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Planning Commission Meeting 6:30 p.m.	4	5
6	7 LABOR DAY Office Closed	8	9 Garbage Pick Up	10 City Council Meeting 6:30 p.m.	11 NATIONAL DAY OF SERVICE	12
13	14	15	16	17 Planning Commission Meeting 6:30 p.m.	18	19
20 Water Bills Due	21	22	23	24 Box Elder Summit 9:00 a.m. – 2:30 p.m. City Council Meeting 6:30 p.m.	25	26
27	28	29	30			

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Planning Commission Meeting 6:30 p.m.	2	3
4	5	6	7	8 City Council Meeting 6:30 p.m.	9	10
11	12 COLOMBUS DAY Office Closed	13	14	15 Planning Commission Meeting 6:30 p.m.	16	17
18	19	20 Water Bills Due	21	22 City Council Meeting 6:30 p.m.	23	24
25	26	27 Utah League of Cities and Towns	28 Utah League of Cities and Towns	29	30	31 HALLOWEEN