



WILLARD CITY

**Planning Commission Meeting** – Regular Meeting

Thursday, September 3, 2026 – 6:30 p.m.

Willard City Hall – 80 West 50 South

Willard, Utah 84340

1 The meeting was a regular meeting designated by resolution. Notice of the meeting was provided 24 hours  
2 in advance. A copy of the agenda was posted at City Hall, on the State of Utah Public Meeting Notice  
3 website, on the Willard City website, and sent to the *Box Elder News Journal*.

4  
5 The following members were in attendance:

6  
7 Chandler Bingham, Chairman  
8 Sid Bodily  
9 Alex Dubovik  
10 Ken Ormond  
11 Jay Thackeray  
12  
13 Jeremy Kimpton, City Manager  
14 Madison Brown, City Planner  
15 Michelle Drago, Deputy City Recorder

16  
17 Excused: Amy Hugie, City Attorney, and Brian Gilbert.

18  
19 Others in attendance were Mayor Travis Mote; Diana Baker, Alternate Planning Commission Member; Ruth  
20 Ormond; and Rod Braegger.

21  
22 Chairman Bingham called the meeting to order at 6:33 p.m.

- 23  
24 1. PRAYER: Sid Bodily  
25 2. PLEDGE OF ALLEGIANCE: Ken Ormond  
26 3. GENERAL PUBLIC COMMENTS

27  
28 No public comments were made.

29  
30 4. CITY COUNCIL REPORT

31  
32 There wasn't a report because there wasn't a City Council meeting on August 27<sup>th</sup>.

33  
34 5A. REVIEW AND DISCUSS PROPOSED AMENDMENTS TO 24.16 OF THE WILLARD CITY  
35 ZONING CODE REGARDING OFF-STREET PARKING REQUIREMENTS

36  
37 Time Stamp – 2:23 - 09/03/2026

38  
39 Madison Brown, City Planner, stated that the staff had cleaned up the off-street parking requirements found  
40 in Willard City Code 24.16 and added the parking from intersections discussed at the last Planning  
41 Commission meeting. Accessible parking requirements had been added as well, which followed state and  
42 federal guidelines.

43  
44 Commissioner Dubovik asked if the reason for not specifying the number of parking spaces in 24.16.040  
45 for some uses, like bars, was because parking would be part of a conditional use permit review. Ms. Brown  
46 quoted Willard 24.16.040(13) which said, *"All other uses not listed above. As determined by the City  
47 Planner, based on the nearest comparable use standards."*

48  
49 Ms. Brown said the staff had discussed the minimum parking distance on street corners for commercial  
50 properties. Fifty (50) feet had been included in the draft ordinance because that was the UDOT standard,



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49 and most of the commercial properties in Willard were on UDOT rights-of-way. The parking distance from  
50 corners for commercial property could be based on road type, such as arterial or collector.

51  
52 Chairman Bingham felt 50 feet was appropriate. The Planning Commission members agreed.

53  
54 Ms. Brown said the staff had also discussed how many approaches should be allowed on a commercial  
55 corner lot. The ordinance currently allows two approaches per 100 feet of frontage or fraction thereof. If a  
56 corner lot had 100 feet of frontage on both street sides, it could have four approaches.

57  
58 Commissioner Dubovik said the draft ordinance said a commercial corner lot could not have an approach  
59 closer than 50 feet to the corner. That would eliminate one approach.

60  
61 Commissioner Thackeray said the draft ordinance required commercial approaches to be 30 feet apart.

62  
63 Commissioner Dubovik said an approach had to be 10 feet from an approach on an adjoining lot (five feet  
64 from side property line plus five feet on adjoining lot). He felt those three measurements would suffice.

65  
66 Commissioner Dubovik asked if the distance between approaches was for the same lot or different lots.  
67 Ms. Brown said the staff had discussed both. The ordinance as written would allow two commercial  
68 approaches 10 feet apart.

69  
70 Chairman Bingham felt approaches should be 30 feet apart regardless of whether they were on the same  
71 property or not.

72  
73 Commissioner Dubovik asked how far a residential approach had to be from a property line. Ms. Brown  
74 said it had to be five feet from a property line.

75  
76 Commissioner Thackeray suggested that commercial approaches be 15 feet from a property line. Then  
77 there would always be 30 feet between approaches on adjoining properties.

78  
79 Commissioner Dubovik suggested all commercial approaches should be 50 feet from an intersection; all  
80 approaches on the same lot had to be 30 feet apart; and all commercial approaches had to be 15 feet from  
81 an adjacent property line. After discussion, the Planning Commission agreed.

82  
83 Ms. Brown said residential lots had the same issue. An approach on a residential lot could be five feet from  
84 a property line. So, there could be two approaches 10 feet apart. On residential corner lots, an approach  
85 had to be at least 25 feet from an intersection, 12 feet from an approach on the same lot, and five feet from  
86 a property line. That meant there could be two approaches 10 feet apart.

87  
88 Commissioner Thackeray felt those distances were fine. He didn't feel residential lots had the same safety  
89 issues as commercial because there was less traffic.

90  
91 Madison Brown stated that 24.16.080(3) talked about landscaping. It stated, *"Each parking lot shall be*  
92 *adequately landscaped and permanently maintained."*

93  
94 Michelle Drago, Deputy Recorder, asked what did adequately landscaped mean? How would the Planning  
95 Commissioner determine what was adequate? Did the Planning Commission want to set a certain  
96 percentage? What did it want parking lots to look like?



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Commissioner Dubovik asked if there was a standard for residential landscaping. He felt the standards for commercial landscaping should be similar to residential standards. Ms. Brown said she would have to look. If she couldn't find anything, was there a certain percentage that should be included in the draft ordinance?

Chairman Bingham felt a commercial parking lot should be paved.

Commissioner Thackeray felt adequate could be maintenance of weeds and dirt.

Commissioner Ormond felt the landscaping should be approved on an individual basis.

Commissioner Dubovik asked if a parking lot meant the property in question was commercial, or could it refer to residential? Commissioner Ormond felt the ordinance was referring to commercial. He didn't feel there would be requirements for residential landscaping.

Commissioner Bodily asked if the Nuisance Ordinance could address adequate landscaping. Mayor Mote said the Nuisance Ordinance could address excess vegetation, but he didn't feel it could rise to the level of appropriate landscaping.

Commissioner Dubovik asked if there were any commercial parking lots in Willard that did not have inadequate landscaping. Commissioner Thackeray felt there were.

Commissioner Dubovik suggested that the staff research commercial landscaping requirements.

Commissioner Ormond asked if Willard had requirements for commercial park strips. Michelle Drago felt any park strip requirements would be in the Public Works Standards.

Commissioner Thackeray suggested changing the wording from *adequately* to *approved and maintained*.

Diana Baker, 276 West Center street, felt landscaping for a public parking lot should be attractive, so people would want to stop there.

Commissioner Dubovik quoted Box Elder County's off-street parking requirements found in Article 5 Chapter 5-2-060(C), "*Each parking lot shall be adequately landscaped to comply with a plan approved by the Planning Commission and such landscaping shall be permanently maintained.*"

**Commissioner Bodily moved to table discussion regarding amendments to 24.16 to Willard City Code relating to off-street parking requirements until the next meeting.**

Commissioner Ormond felt the Planning Commission needed to discuss the residential section.

There was discussion regarding 24.16.060.2.6 and 7. Madison Brown said those sections were part of the existing code. There was confusion about whether they applied to residential parking or non-residential parking. Mayor Mote clarified that they applied to non-residential parking. Commissioner Dubovik asked that the City Engineer review the wording and explain its application or replace the wording with the current city standard.

Commissioner Ormond asked about 24.16.060.2.4. It said an approach had to be located 50 feet from the intersection. What type of road did that apply to? Ms. Brown said the Planning Commission could alter the distance from an intersection to an approach based on the type of road. In the Planning Commission's



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earlier discussion, it opted to apply the distance to all road types. In residential zones, a drive approach would be 25 feet from an intersection.

Commissioner Thackeray suggested eliminating the five-foot distance from a property line to a drive approach in residential areas. Then two adjacent property owners could have a double wide driveway. Ms. Brown was concerned that could cause drainage issues.

Chairman Bingham did not feel the five-foot distance should be removed. Mayor Travis Mote felt drive approaches should be divided.

Mayor Mote was concerned about problems with farming and access roads because many were located on property lines. Ms. Brown felt approaches and access roads were different. Mayor Mote felt the ordinance should define the difference between approaches and access roads and driveways and approaches. He also felt the ordinance should state that property owners were responsible for drainage of storm water from their own properties.

There was a discussion about measurement of approaches and flares.

Commissioner Ormond asked if a park strip could be paved. Ms. Brown said it could.

Commissioner Ormond felt that every commercial parking lot should maintain its own storm water. Ms. Brown said she would ask the City Engineer about drainage requirements.

Commissioner Thackeray clarified the measurement of an intersection to an approach. He felt the measurement should be taken from where property lines intersected, or the property hub; not where the streets intersected. Ms. Brown agreed. There was discussion regarding how to measure from an approach from an intersection.

Commissioner Dubovik asked about screening of parking lots mentioned in 24.16.080(2). He felt that section should include a minimum height and a maximum height and that fence material should be approved by the Planning Commission.

Commissioner Thackeray asked what a solid visual barrier consisted of. Michelle Drago felt it could be vinyl, wood, or chain link with slats.

Commissioner Dubovik felt that 24.16.080(4) should refer to Willard's Dark Sky Ordinance.

**Commissioner Thackeray seconded the motion. All voted "aye." The motion passed unanimously.**

5B. 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

Time Stamp: 52:55 – 09/03/2026

Madison Brown stated that the business was not currently active, but Jean Loveland had requested that the conditional use permit remain active and she paid for a business license every year. The city had not received any complaints.



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The Planning Commission agreed to keep the conditional use permit listed as active.

In response to a question from Commissioner Ormond, Michelle Drago said the original application was filed by Judy Loveland. It could not be changed. However, the name on the conditional use permit had been updated to Jean Loveland, who was the current property owner.

Jeremy Kimpton left at 7:28 p.m.

#### 5C. REPORT ON OPEN PROJECTS

Time Stamp: 54:38 – 09/03/2026

Madison Brown stated that she had prepared a report updating the Planning Commission on all open projects at the request of Commissioner Dubovik. Chairman Bingham asked that the report be updated every month.

Ms. Brown responded to questions from the Planning Commission regarding Granite Ridge Phase 6. Commissioner Bodily asked what the statement, “Last communication was June 24, 2026,” meant. Ms. Brown said that was the last time Granite Ridge contacted the city. Mayor Mote said Granite Ridge kept pushing the administration to allow them to proceed with Phase 6 without resolving the emergency access issue with Staker Parson. Amy Hugie was holding firm that Granite Ridge needed to fulfill the emergency access requirement. Ms. Brown said Granite Ridge had submitted multiple requests to move Phase 6 forward, but the administration had denied those requests.

Commissioner Dubovik asked if there would be more than 30 homes at the completion of Phase 5 with one entrance and one exit. Ms. Brown said there would be. Commissioner Dubovik asked why Willard continued to issue building permits. Ms. Brown said Granite Ridge Phases 1 through 5 had been approved and recorded. There wasn’t any reason to deny building permits in those phases.

Commissioner Dubovik stated that Willard had an ordinance limiting the number of homes with one access to 30. Mayor Mote stated that the City Council allowed Phases 1 through 5 to move forward. Commissioner Dubovik felt the final lot in Phase 5 should be adjudicated to Willard City and the Willard City Fire Department because this was a high-risk area. He felt Willard needed something to cover itself.

Commissioner Ormond asked why there was an emergency access rather than a main second access. Chairman Bingham said the entire development was approved without a second access. It was approved with only an emergency access.

In response to a question from Commissioner Dubovik, Madison Brown said Granite Ridge would have to complete the emergency access in compliance with the original agreement, which included a crash gate.

Commissioner Bodily said Willard didn’t want a crash gate. It wanted a second access that could be used any day at any time. Michelle Drago stated that the City Council approved Granite Ridge without a second access. Willard could not legally tell Granite Ridge it now had to put one in. Commissioner Bodily said there had been discussion about a second access since Phase 3. Chairman Bingham stated that Granite Ridge received an overall site plan approval from the City Council before Phase 3. Commissioner Bodily asked if there minutes verifying the City Council’s approval. Ms. Brown said there were. Commissioner Bodily asked for a copy of those minutes.



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Chairman Bingham said Granite Ridge was approved as a one-entrance subdivision. Willard had been fighting with the developer for anything it could get ever since. The best Willard could get was an emergency exit and stub roads for future connections.

Commissioner Thackeray asked if there were ordinances in place to prevent another Granite Ridge moving forward. Mayor Mote stated that the new subdivision process did not bring a subdivision back to the City Council, unless it was an MPC. The Planning Commission would be able to determine if a second access was needed. He felt the second access requirement was fixed in the ordinance and fixed in the process.

Commissioner Thackeray asked how an appeal to the Subdivision Ordinance would be handled. Madison Brown said an appeal to the Subdivision Ordinance would be heard by Willard's Appeal Authority. Under the new State statute, legislative bodies were not allowed to review subdivisions. Mayor Mote said Willard's Appeal Authority was a land use attorney. Commissioner Thackeray felt Willard had done the best it could to protect itself going forward.

Commissioner Dubovik wanted to make sure Phase 6 would not be approved until Granite Ridge reached an agreement with Staker Parson. Madison Brown said that was the best the administration could do. Commissioner Dubovik asked what the specifications of the emergency access would be. Ms. Brown said she could provide that information.

Mayor Mote stated that previous staff did not catch the need for the emergency access to be completed by Phase 3. The development was now two phases past that point. That was on past city administration. The current administration was holding Granite Ridge to the terms of the original development agreement.

Commissioner Dubovik asked if ground water was still an issue in Deer Run. Madison Brown said it was. She felt the agreement was close to being approved by the City Council.

Mayor Mote said the City Council had received a report that there wasn't capacity in the flood control system to handle the ground water from Deer Run Subdivision so there was a discussion about where the ground water needed to go. If it couldn't go into the flood control system, did Deer Run need to build its own system? If Deer Run tried to de-water the ground as a whole, they needed a water right to pull the water and put it somewhere else. The Planning Commission and City Council that approved Deer Run included a requirement on the subdivision plat for ground water testing. The note on the plat required homes to be three feet above the water table. Now the administration was trying to make sure the developer was held to that requirement.

Chairman Bingham asked about the Willow Creek Estates Subdivision. Ms. Brown said Willard had received an application. She had finished the completeness review. Shet sent it back because there were a few things missing from the plat. Chairman Bingham asked about the Red Sun Subdivision. Ms. Brown said it was the Fifield property.

Chairman Bingham asked if the Planning Commission had any questions about anything else in the report. There wasn't further discussion.

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

**Commissioner Thackeray moved to approve the regular minutes for August 6, 2026, as written. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.**



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7. ITEMS FOR THE SEPTEMBER 17, 2026, PLANNING COMMISSION AGENDA

Time Stamp: 1:06:17 – 09/03/2026

The Planning Commission discussed agenda items for the September 17, 2026, meeting – further discussion on the off-street parking requirements and review another conditional use permit; review.

Madison Brown stated that Willow Creek might be ready. She said the State Legislature made requirements for detached ADU's that Willard needed to comply with. Chairman Bingham asked that the ADU Ordinance be placed on the next agenda.

Commissioner Ormond asked that discussion about the width of cull-de-sac lots be on the next agenda.

There was a discussion about why Planning Commission comments had been removed from the agenda. Commissioner Dubovik didn't know why the Planning Commission's ability to discuss planning issues was being restricted. Mayor Mote felt the goal was to have items on the agenda to comply with the Open and Public Meetings Law.

Commissioner Ormond asked how and when a Planning Commission member could place an item on the agenda. Madison Brown said the staff tried to send the agenda and packets out the Friday before the meeting. Agenda items were approved by the Planning Commission Chair and administration earlier in the week. The Planning Commission agreed they needed to let the staff know if they wanted something on the agenda no later than the Thursday before the meeting.

Commissioner Dubovik thanked the administration for how it handled the 600 South Project. It was well done and looked great.

8. ADJOURN

**Commissioner Dubovik moved to adjourn at approximately 8:00 p.m. Commissioner Bodily 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 09-03-2026