



WILLARD CITY
Conditional Use Permit (CUP) Review Committee – Special Meeting
April 2, 2026 – 3:00 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

The meeting was a special 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:

Jeremy Kimpton, City Manager
Amy Hugie, City Attorney
Madison Brown, City Planner
Chris Breinholt, City Engineer
Zac Burke, City Engineer
Theron Fielding, Police Chief
Payden Vine, Public Works Director
Michelle Drago Deputy City Recorder

Excused: Van Mund, Fire Chief and Chandler Bingham, Planning Commission Chair.

Others in attendance: Jeff Forsgren and Officer Ty Prange.

1. CALL TO ORDER

Madison Brown, City Planner, called the meeting to order at 3:12 p.m. The secretary recorded a roll call attendance.

2A. REVIEW AND CONSIDERATION OF A REQUEST FROM ROMERO CONSTRUCTION FOR A
CONDITIONAL USE PERMIT TO BUILD A CONSTRUCTION SHOP LOCATED AT
APPROXIMATELY 105 WEST 750 NORTH (PARCEL NO. 02-046-0094)

Time Stamp – 1:30 04/02/2026

Madison Brown, City Planner, stated that Willard City had received a request for a conditional use permit from Romero Construction to build a construction shop located at approximately 105 West 750 North, which was in a Commercial General Zone. A construction office, or light manufacturing, was a conditional use in that zone. The administration had discussed some conditions that should be included with the conditional use permit. One was the UDOT access permit.

Jeff Forsgren, F3 Engineering, stated that he was representing Romero Construction. Romero Construction had a pre-application meeting with UDOT Region One. UDOT said they would not issue an access permit until Romero received a permit from Willard City.

Amy Hugie, City Attorney, asked what type of permit UDOT was referring to; a conditional use permit or a commercial site plan approval. Mr. Forsgren said Romero Construction needed an approved site plan,

Chris Breinholt, City Engineer, asked if UDOT gave Romero any conditions for improvements on 750 North. Jeff Forsgren said UDOT gave Romero some basic requirements. UDOT wanted Romero to approach Fred Barker, the property owner to the east, about building a shared access for both properties. Fred Barker was not interested in a shared access. He didn't want to develop the property or pay for any improvements.



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UDOT asked for a letter from Fred Barker stating that he wasn't interested in improving his access at this time. Mr. Forsgren believed his client had that letter.

Madison Brown, City Planner, asked if Fred Barker had access to his property. Jeff Forsgren thought Fred Barker had a farm access on Highway 89. Mr. Barker did not have a permitted access from UDOT.

Chris Breinholt asked if UDOT had required a deceleration lane. Jeff Forsgren said they initially put a deceleration lane on their site plan, but Romero was afraid they wouldn't be able to make the turn into their lot, so it had been removed. UDOT had not required a deceleration lane.

Madison Brown asked when the pre-application meeting with UDOT was held. Jeff Forsgren did not have an exact date. It was over a year ago.

Theron Fielding, Police Chief, asked if the deceleration lane was for the east bound traffic or the west bound. Mr. Forsgren said it was for the east bound traffic.

Chris Breinholt stated that UDOT would not issue a construction permit until Romero Construction received a conditional use permit and site plan approval from Willard City. Until then UDOT would only give verbal conditions and approval.

Madison Brown asked about Romero's business operations. Jeff Forsgren said their hours of operation were usually 6:00 a.m. to 6:00 p.m. The office hours were 8:00 a.m. to 6:00 p.m.

Madison Brown asked if Romero stored oil or used any hazardous chemicals. Jeff Forsgren said Romero was a cement contractor. They used form release. Oil from oil changes would likely be on site. This would be a typical construction site. Ms. Brown felt one of the conditions of the conditional use permit should be proper storage of chemicals and oil on concrete or solid surface so it wouldn't wick into the ground, someone else's property, or the stormwater system.

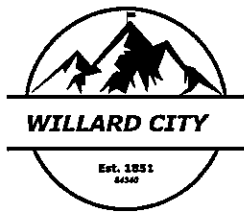
Amy Hugie stated that there were already construction businesses on 750 North. She agreed with the suggested condition regarding hazardous material. She also suggested that business hours be no earlier than 6:00 a.m. or later than 10:00 p.m.

Ms. Hugie asked what the 45,000 square foot storage yard would be used for. Jeff Forsgren said it would be used for parking equipment. Ms. Hugie asked if it would be paved. Mr. Forsgren said it would have road base or grave; only the parking around the building would be paved.

Zac Burke, City Engineer, felt an oil-water separator should be required along with pre-treatment for any type of discharge or runoff.

Amy Hugie asked if Willard was okay with the storage of heavy equipment on road base. Zac Burke said there weren't any water source protection issues. Sites like this would have to control storm water runoff through best management practices. He couldn't think of any major concerns about this location or site. Chris Breinholt said the use of road base for a storage yard was pretty common.

Amy Hugie asked about the number of employees. Jeff Forsgren said it depended on the season. There could be as many as 40 seasonal employees. Ms. Hugie asked about the number of office employees. Mr.



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Forsgren said there were probably six to ten office employees. Ms. Hugie asked if the seasonal employees would park at this site or the job site, Mr. Forsgren said it depended on the location of the job site. For close projects, employees parked at the job site. For distant projects, they would meet at the office and carpool.

Chris Breinholt asked if there were enough parking stalls for the office and seasonal employees. Jeff Forsgren said there was for the office employees. Seasonal employees would park in the gravel area. Romero Construction did not have a lot of foot traffic. Most of their work was for UDOT or municipalities.

Madison Brown asked if the Willard location would replace the site in Perry. Mr. Forsgren said it would.

Michelle Drago, Deputy Recorder, asked where Romero's Perry site was located. Jeff Forsgren said it was located at 1675 South Highway 89. It was across the street and to the south of Call's Drive-In.

Zac Burke asked if there would be a high fence along the frontage. Jeff Forsgren said there would be a 6-foot chain link fence around the entire the site so it could be secured and locked every night.

Chris Breinholt asked if the site bordered a residential zone. If it did, would screen fencing be required? Jeff Forsgren said there was a residence on the south side of the property that already had a vinyl fence.

There was a discussion about current zoning, future zoning, and whether the site should have screen fencing.

Chris Breinholt asked if fuel would be stored on the site. Jeff Forsgren said no. Romero didn't store fuel on their site and didn't plan to start doing so. Mr. Breinholt felt the conditional use permit should address the proper containment and storage of any hazardous liquids or materials.

Chris Breinholt said the Fire Chief would have to determine if a fire hydrant was needed. Zac Burke said there was a hydrant located 396 feet from the site. Mr. Breinholt said that hydrant was located on the other side of Highway 89. A hydrant usually could not be considered if a hose had to cross a highway.

Jeff Forsgren asked if UDOT planned to do anything with SR 315/750 North. Zac Burke said UDOT was currently installing a storm drain along the north side of 750 North. It would cross to the south side west of 200 West. The storm water would be drained into Willow Creek.

Jeff Forsgren asked where Willard's water line was located. Zac Burke said it was on the south side of 750 North. Mr. Forsgren said that Romero could install another 8-inch connection for a hydrant when the connected to the city's waterline for the building.

Chris Breinholt said the water line on 750 North was six inches, not eight. Zac Burke said this was an undersized segment of Willard's water system.

Zac Burke said UDOT would be repaving the section of 750 North where they were running the storm drain. The new pavement would have a 10-year moratorium.

Jeff Forsgren said his client wanted to install the water connection while UDOT was working so they would not be held up later.



WILLARD CITY
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April 2, 2026 – 3:00 p.m.
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Zac Burke said the fire flow requirements in the Fire Code were based on the size and construction type of the building. The Fire Chief would determine how to fight a fire.

Amy Hugie said the proposed building was 6,000 square feet with metal siding, metal roof, and concrete coatings. Mr. Burke estimated the fire flow needed to be 2,000 gallons per minute for two hours. He wasn't sure the six-inch line would be sufficient.

Chris Breinholt said there was a 10-inch water line on 200 West.

Payden Vine, Public Works Director, asked how far the building would be from the city's sewer line in 200 West. Chris Breinholt said it would be more than 300 feet. Romero's were planning on a septic system.

Madison Brown asked if Romero's had received approval from the health department for a septic system. Mr. Forsgren said they had not. They were starting with approval from Willard City.

Amy Hugie said the proposed building only contained two bathrooms with six to ten employees. She felt a septic system would be sufficient.

Chris Breinholt asked how much washdown Romero did on site. Jeff Forsgren said most of Romero's washdown occurred at their job sites. The only on-site washing was in preparation to go to another UDOT site. UDOT required that all equipment be washed down beforehand.

Zac Burke said any washdown was reason enough to have an oil-water separator. Jeff Forsgren said that if an oil-water separator would be required, he would create an outside slab that could be cleaned up easily. Chris Breinholt suggested that the conditional use permit require any washdown to be done in a contained area.

Jeremy Kimpton, City Manager, stated that he had just spoken with Fire Chief Van Mund who felt there needed to be a fire hydrant in the front of the site, or the building would have to be sprinkled.

Chris Breinholt suggested running the model to see what fire flow was available and see if it would be acceptable to the Fire Chief.

Zac Burke ran the model. He was able to get 2,300 gallons per minute on the 6-inch line.

There was a discussion about where the fire hydrant should be located. Chris Breinholt felt it should be located on 750 North, not the site. Zac Burke said there should be a city-standard hydrant in the UDOT right-of-way just east of 200 West.

Jeff Forsgren suggested putting the hydrant on the south side of the ditch, nestled up against the fence. Mr. Burke said the hydrant would have to be comply with UDOT's requirements as 750 North was a state road.

There was a discussion about UDOT's plan to eliminate the ditch on the south side of 750 North.

Jeff Forsgren didn't feel it would be too much more work to put in a hydrant when the water lateral was installed.



WILLARD CITY
Conditional Use Permit (CUP) Review Committee – Special Meeting
April 2, 2026 – 3:00 p.m.
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Michelle Drago asked about exterior lighting. Jeff Forsgren said there would be lighting on the front of the building. Jeremy Kimpton said the lighting would have to comply with the Dark Sky Ordinance.

Police Chief Theron Fielding suggested yard lighting to prevent theft and vandalism.

Jeremy Kimpton said there also needed to be dust and noise control

Amy Hugie asked if there should be a requirement for vinyl fencing or privacy slats along the back in preparation for adjacent residential uses. Chris Breinholt felt there should be fencing any time a commercial site abutted a residential use. The adjacent property wasn't currently a residential zone, although it was designated as residential on the Future Land Use Map.

Amy Hugie stated that the commercial design review in Willard's Zoning Code allowed for the requirement of fencing and/or screening when a commercial site abutted a residential site. She felt the adjacent Agricultural A-5 Zone qualified as a residential use, and that 6-foot screen fencing should be required along the south side.

Jeff Forsgren asked if privacy slats could be added to the chain link fence that was just installed. Ms. Hugie felt privacy slats would satisfy the requirements in the Code. Jeremy Kimpton felt a chain link fence would hold up better than a vinyl fence.

Chris Breinholt asked if a 6-foot fence was allowed in the front yard setback of a commercial site. Madison Brown said it was.

Amy Hugie asked about the dumpster location. Jeff Forsgren said he would add a dumpster enclosure to the site plan.

Amy Hugie asked about the exterior architectural elements. According to the building elevations the roof and the siding would be gray metal. Willard's design review allowed for the use of different textures and accent colors to highlight building details. Jeff Forsgren said the trim around the doors would be white, and there would be a canopy over the door.

Amy Hugie agreed the design review requirements were not well defined, but this building would be located on a major thoroughfare into Willard. Did the proposed exterior comply with Willard's design review standards?

Zac Burke didn't feel the proposed colors would stand out or be different from colors used for nearby buildings.

Jeremy Kimpton didn't have any concerns about the exterior.

Chris Breinholt felt the exterior of the building should be broken up with different colors or building materials to enhance the streetscape appearance as suggested by the design standards. There wasn't anything on the proposed elevations that enhanced the streetscape. Ms. Hugie agreed, but the Code didn't have any defined design requirements. It would be difficult to hold Romero to design standards when other construction buildings in the area had not. Mr. Breinholt felt the city had to start somewhere.



WILLARD CITY
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April 2, 2026 – 3:00 p.m.
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Amy Hugie asked if Romero Construction would be willing to do something different regarding the exterior design of the building. Jeff Forsgren asked if a brick wainscot or different colors would suffice. Ms. Hugie said something like that or maybe something over the windows. The east and west elevations were also visible. Could something be added to them? Mr. Forsgren said he would ask Romero's.

Madison Brown said she would send Jeff Forsgren a link to Willard's design standards, which could be found in 24.32 of the Zoning Code.

Madison Brown reviewed the proposed conditions:

- Any hazardous materials need to be properly stored
- The washout area will be concrete, be contained, and have an oil-water separator along with pre-treatment for any type of discharge or runoff.
- The hours of operation would be 6:00 a.m. to 10:00 p.m.
- Submission of a lighting plan that complied with Willard's Dark Sky Ordinance and included appropriate lighting for the storage yard.
- Privacy slats along the back fence adjacent to the residential property
- A fire hydrant on 750 North
- Addition of mag chloride to the road base to keep the dust down.
- Approval of a UDOT access permit

Madison Brown stated that a commercial site plan was needed to send to the Planning Commission.

Jeff Forsgren asked if the turning lane on 750 North should be removed before the site plan was submitted to the Planning Commission. The turning lane wasn't required by UDOT, but Romero's was concerned about slowing trucks down in the middle of the travel lane. Amy Hugie felt it should be removed. She felt Romero's should seek approval from UDOT subject to Willard's approval of the site plan. Whatever UDOT approved is what should be submitted to the Planning Commission.

Zac Burke stated that deceleration lanes should be based on trip counts. UDOT had not asked for a traffic study in the pre-application meeting. He didn't feel the turning lane should be included.

Chief Fielding said a turn lane would benefit Romero's if the interstate was shut down and all traffic was re-routed through 750 North. A turn lane would prevent Romero's from being stuck in traffic.

Chris Breinholt stated that if this site was located on a city street, frontage improvements would be required. There weren't any other improvements on 750 North. This wasn't a subdivision, so the improvement waiver did not apply. Amy Hugie felt improvement requirements would be up to UDOT.

Chris Breinholt stated that if frontage improvements were not required now, Willard would be responsible for any possible future improvements.

Amy Hugie stated that the commercial site plan needed to include a signage plan, handicap parking, the size of the parking stalls, and a landscaping plan.

Amy Hugie recused herself from voting due to a conflict of interest. Jeff Forsgren was her brother.



WILLARD CITY
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April 2, 2026 – 3:00 p.m.
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Madison Brown moved to recommend that the Planning Commission approve a conditional use permit to build a construction shop located at approximately 105 West 750 North subject to the recommend conditions and submission of a commercial site plan. Payden Vine seconded the motion. All voted “aye,” except Amy Hugie who recused herself. The motion passed.

2B. CONSIDERATION AND APPROVAL OF JUNE 25, 2025, MINUTES

Jeremy Kimpton moved to approve the minutes from June 24, 2025, as written. Theron Fielding seconded the motion. All voted “aye.” The motion passed unanimously.

3. ADJOURN

Jeremy Kimpton moved to adjourn at 4:15 p.m. Payden Vine seconded the motion. All voted “aye.” The motion passed unanimously.

Minutes were read individually and approved on: 9/23/26

Madison Brown
Madison Brown, City Planner

Michelle Drago
Michelle Drago, Deputy City Recorder

dc: CUP 04-02-2026