



Notice is hereby given that the
WILLARD CITY PLANNING COMMISSION
Will meet in a regular session on
Thursday, April 21, 2022 – 6:30 p.m.
Willard City Hall, 80 West 50 South
Willard, Utah, 84340

AGENDA

The meeting will be hold in accordance with current COVID-19 guidelines.

(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 taken

1. Prayer
2. Pledge of Allegiance
3. Roll Call
4. General Public Comment (Input for items not on the agenda. Individuals have three minutes for open comments)
5. Discussion/Action Items
 - a. Consideration of conception approval for Lynn Beard Subdivision located at approximately 295 West 750 North (Parcel Nos. 02-046-0004, 02-046-0044, 02-046-0001, 02-046-0077, 02-046-0076, 02-046-0075, and 02-046-0045))
 - b. Discussion regarding adopting standards for Accessory Dwelling Units
 - c. Discussion regarding Open and Public Meetings Act training video
6. Consideration and approval of the April 7, 2022, regular Planning Commission minutes
7. Commissioner/Staff Comments
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.willardcity.com, and sent to the Box Elder News Journal this 18th day of April, 2022.

/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.

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

April 18, 2022

Staff Report on the Lynn Beard Development Request

Upon review of the request by Lynn Beard for a change in boundaries and multi-unit housing on his property at 200 West and 750 North.

It should be noted that the property is currently in the A-5 Zone. To create the ½ acre lots, the area where those lots are located would need to be rezoned R-1/2 so as not to create nonconforming lots in the A-5 zone.

The area where they are proposing the multi-unit housing would need an MPC zone created.

The concerns would be the traffic from the multi-unit housing and the HOP trail conflicting on 200 West if the access for the housing is located on 200 West. It would be wise to look at how to ease the congestion between foot and vehicle traffic by maybe moving the trail in that area to the East side of 200 West or widening 200 West in that area and marking the trail with definitive lines and signage.

If the access to the multi-unit housing is on 750 North, then there would be no conflict with the trail, but it would require the applicant to get a permit from UDOT.

Staff recommends that the Planning Commission keep these thoughts in mind as they consider these applicants request for changes to the Land use in that area.

pc 4/21/22 late on agenda

WILLARD CITY PLANNING COMMISSION APPLICATION FOR PLANNING COMMISSION HEARING

Application Date: 4/5/2022

Assessor's Parcel Number _____

Applicant: _____

Box 568
Mailing Address

Parcel Legal Description

295 W. 750 N.
WILLARD UT

LYNN BEARD

Project Address

I hereby request a hearing before the Willard City Planning Commission in behalf of my application for:

Same

☒ Conditional Use Permit \$25 Fee

435 237 9525
Phone Number

☐ Lot Line Adjustment \$25 Fee

Same
Cell Phone

☐ 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.

WILLARD CITY CORPORATION
80 W 50 S
PO Box 583
Willard UT 84340
435-734-9881
Apr 5, 2022
Receipt No: 3.001355
BEARD, LYNN
Charges for Services
Charges - PC & B of Adj
Total: 25.00
Cash 25.00
Total Applied: 25.00
Change Tendered: 25.00
Duplicate Copy
04/05/2022 3:56 PM

WILLARD CITY PLANNING COMMISSION SUBDIVISION APPLICATION

Application Date

10/27/21

Proposed Subdivision Data

Subdivision Name

Applicant

Lynn Beard

Application Level (Check One)

☒ Sketch Plan

Mailing Address

295 W- 750N-

Willard ct 84340

Date

Approval

Project Address

same

☐ Preliminary Plat*

*(Not required for In-fill Subdivisions)

Date

Approval

Email Address

lynnbeard7@gmail.com

☐ Final Plat

Phone Number

435 237 9525

Date

Approval

Cell Phone

71

Assessor Parcel Number

Fax Number

Number of lots

FEES MUST ACCOMPANY APPLICATION SUBMISSION AT EACH LEVEL.

FEE COMPUTATION

	Administrative	Engineering	Attorney	TOTAL
Sketch Plan	\$50 + \$2/Acre	Billed to the Developer		
Preliminary Plat	\$50 + \$15/Lot	Billed to the Developer	\$100 + \$10/Lot	
Final Plat	\$50 + \$5/Lot	Billed to the Developer	\$50 + \$5/Lot	

CAUTION: No part of the proposed subdivision may be sold or offered for sale until the Final Plat is approved by the Willard City Council.

APPLICANT'S AFFIDAVIT

STATE OF UTAH

) SS

COUNTY OF BOX ELDER)

I, (we) Lynn Beard, 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 _____ 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 _____

Property Owner(s)

AGENT _____



Subscribed and sworn before me this 27th day of Oct. 2021

Michelle K. Snarr
Notary Public

Residing in Louis county, UT
My commission expires: Jan. 27, 2026

* 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 _____

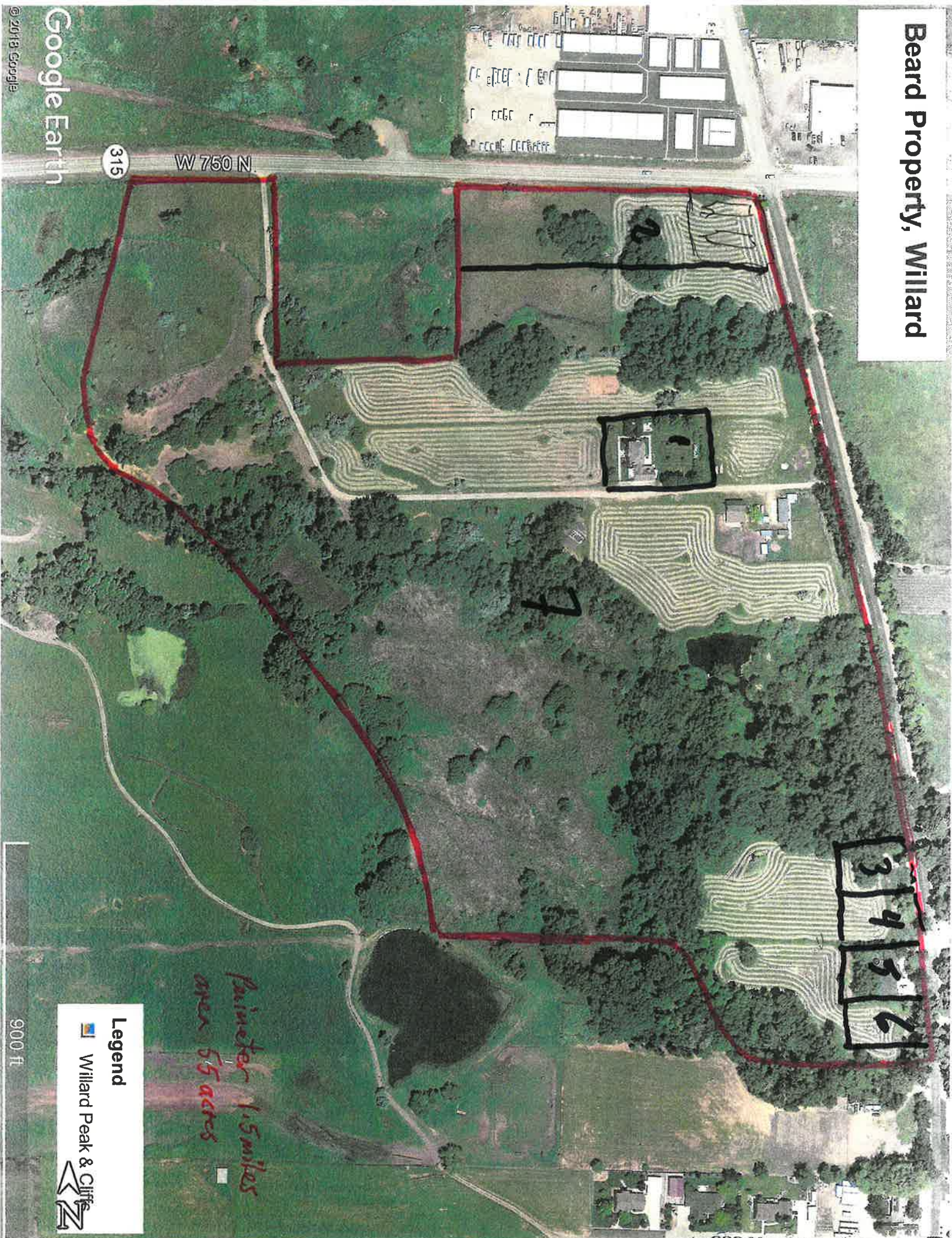
Property Owner(s)

Subscribed and sworn before me this _____ day of _____ 20 _____

Notary Public

Residing in _____
My commission expires: _____

Beard Property, Willard



Legend



Willard Peak & Cliffs



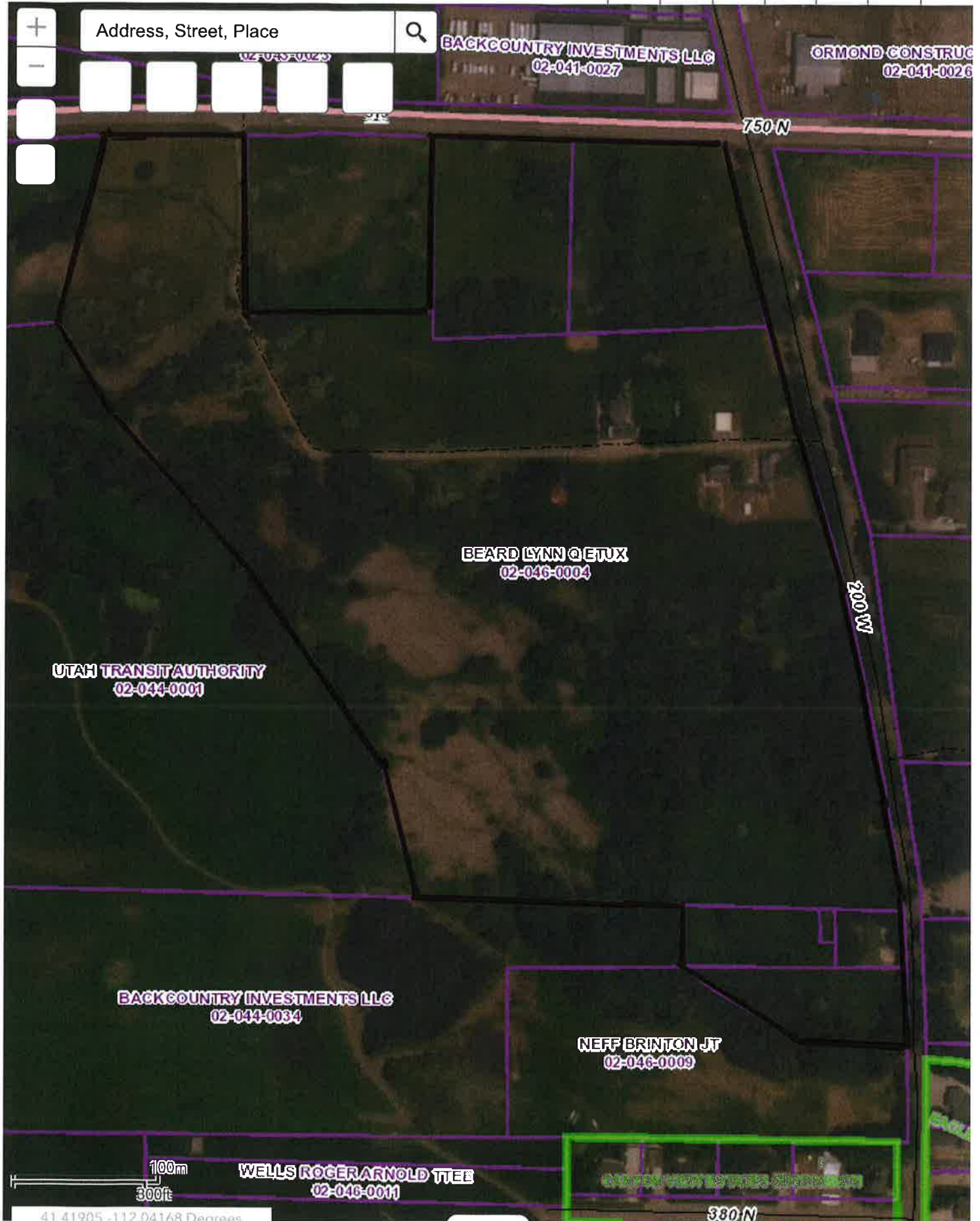
Perimeter 1.5 miles
area 55 acres

900 ft



Box Elder County Web Map

Recorder: sarvany...



<< Previous Section (10-9a-529)

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Next Section (10-9a-531) >>

Index Utah Code**Title 10 Utah Municipal Code****Chapter 9a Municipal Land Use, Development, and Management Act****Part 5 Land Use Regulations****Section 530 Internal accessory dwelling units. (Effective 10/1/2021)****Effective 10/1/2021****10-9a-530. Internal accessory dwelling units.**

(1) As used in this section:

- (a) "Internal accessory dwelling unit" means an accessory dwelling unit created:
 - (i) within a primary dwelling;
 - (ii) within the footprint of the primary dwelling described in Subsection (1)(a)(i) at the time the internal accessory dwelling unit is created; and
 - (iii) for the purpose of offering a long-term rental of 30 consecutive days or longer.
- (b) "Primary dwelling" means a single-family dwelling that:
 - (i) is detached; and
 - (ii) is occupied as the primary residence of the owner of record.

(2) In any area zoned primarily for residential use:

- (a) the use of an internal accessory dwelling unit is a permitted use; and
- (b) except as provided in Subsections (3) and (4), a municipality may not establish any restrictions or requirements for the

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1/1

construction or use of one internal accessory dwelling unit within a primary dwelling, including a restriction or requirement governing:

- (i) the size of the internal accessory dwelling unit in relation to the primary dwelling;
- (ii) total lot size; or
- (iii) street frontage.

(3) An internal accessory dwelling unit shall comply with all applicable building, health, and fire codes.

(4) A municipality may:

- (a) prohibit the installation of a separate utility meter for an internal accessory dwelling unit;
- (b) require that an internal accessory dwelling unit be designed in a manner that does not change the appearance of the primary dwelling as a single-family dwelling;
- (c) require a primary dwelling:
 - (i) to include one additional on-site parking space for an internal accessory dwelling unit, regardless of whether the primary dwelling is existing or new construction; and
 - (ii) to replace any parking spaces contained within a garage or carport if an internal accessory dwelling unit is created within the garage or carport;
- (d) prohibit the creation of an internal accessory dwelling unit within a mobile home as defined in Section 57-16-3;
- (e) require the owner of a primary dwelling to obtain a permit or license for renting an internal accessory dwelling unit;
- (f) prohibit the creation of an internal accessory dwelling unit within a zoning district covering an area that is equivalent to:
 - (i) 25% or less of the total area in the municipality that is zoned primarily for residential use; or
 - (ii) 67% or less of the total area in the municipality that is zoned primarily for residential use, if the main campus of a state or private university with a student population of 10,000 or more is located within the municipality;
- (g) prohibit the creation of an internal accessory dwelling unit if the primary dwelling is served by a failing septic tank;
- (h) prohibit the creation of an internal accessory dwelling unit if the lot containing the primary dwelling is 6,000 square feet or less in size;
- (i) prohibit the rental or offering the rental of an internal accessory dwelling unit for a period of less than 30 consecutive days;
- (j) prohibit the rental of an internal accessory dwelling unit if the internal accessory dwelling unit is located in a dwelling that is not occupied as the owner's primary residence;
- (k) hold a lien against a property that contains an internal accessory dwelling unit in accordance with Subsection (5); and
- (l) record a notice for an internal accessory dwelling unit in accordance with Subsection (6).

- (5) (a) In addition to any other legal or equitable remedies available to a municipality, a municipality may hold a lien against a property that contains an internal accessory dwelling unit if:
- (i) the owner of the property violates any of the provisions of this section or any ordinance adopted under Subsection (4);
 - (ii) the municipality provides a written notice of violation in accordance with Subsection (5)(b);
 - (iii) the municipality holds a hearing and determines that the violation has occurred in accordance with Subsection (5)(d), if the owner files a written objection in accordance with Subsection (5)(b)(iv);
 - (iv) the owner fails to cure the violation within the time period prescribed in the written notice of violation under Subsection (5)(b);
 - (v) the municipality provides a written notice of lien in accordance with Subsection (5)(c); and
 - (vi) the municipality records a copy of the written notice of lien described in Subsection (5)(a)(iv) with the county recorder of the county in which the property is located.
- (b) The written notice of violation shall:
- (i) describe the specific violation;
 - (ii) provide the owner of the internal accessory dwelling unit a reasonable opportunity to cure the violation that is:
 - (A) no less than 14 days after the day on which the municipality sends the written notice of violation, if the violation results from the owner renting or offering to rent the internal accessory dwelling unit for a period of less than 30 consecutive days; or
 - (B) no less than 30 days after the day on which the municipality sends the written notice of violation, for any other violation;
 - (iii) state that if the owner of the property fails to cure the violation within the time period described in Subsection (5)(b)(ii), the municipality may hold a lien against the property in an amount of up to \$100 for each day of violation after the day on which the opportunity to cure the violation expires;
 - (iv) notify the owner of the property:
 - (A) that the owner may file a written objection to the violation within 14 days after the day on which the written notice of violation is post-marked or posted on the property; and
 - (B) of the name and address of the municipal office where the owner may file the written objection;
 - (v) be mailed to:
 - (A) the property's owner of record; and
 - (B) any other individual designated to receive notice in the owner's license or permit records; and

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3/7

- (vi) be posted on the property.
- (c) The written notice of lien shall:
- (i) comply with the requirements of Section 38-12-102;
 - (ii) state that the property is subject to a lien;
 - (iii) specify the lien amount, in an amount of up to \$100 for each day of violation after the day on which the opportunity to cure the violation expires;
 - (iv) be mailed to:
 - (A) the property's owner of record; and
 - (B) any other individual designated to receive notice in the owner's license or permit records; and
 - (v) be posted on the property.
- (d) (i) If an owner of property files a written objection in accordance with Subsection (5)(b)(iv), the municipality shall:
- (A) hold a hearing in accordance with Title 52, Chapter 4, Open and Public Meetings Act, to conduct a review and determine whether the specific violation described in the written notice of violation under Subsection (5)(b) has occurred; and
 - (B) notify the owner in writing of the date, time, and location of the hearing described in Subsection (5)(d)(i)(A) no less than 14 days before the day on which the hearing is held.
- (ii) If an owner of property files a written objection under Subsection (5)(b)(iv), a municipality may not record a lien under this Subsection (5) until the municipality holds a hearing and determines that the specific violation has occurred.
- (iii) If the municipality determines at the hearing that the specific violation has occurred, the municipality may impose a lien in an amount of up to \$100 for each day of violation after the day on which the opportunity to cure the violation expires, regardless of whether the hearing is held after the day on which the opportunity to cure the violation has expired.
- (e) If an owner cures a violation within the time period prescribed in the written notice of violation under Subsection (5)(b), the municipality may not hold a lien against the property, or impose any penalty or fee on the owner, in relation to the specific violation described in the written notice of violation under Subsection (5)(b).
- (6) (a) A municipality that issues, on or after October 1, 2021, a permit or license to an owner of a primary dwelling to rent an internal accessory dwelling unit, or a building permit to an owner of a primary dwelling to create an internal accessory dwelling unit, may record a notice in the office of the recorder of the county in which the primary dwelling is located.
- (b) The notice described in Subsection (6)(a) shall include:

<https://le.utah.gov/xcode/Title10/Chapter9a/10-9a-S530.html>

4/7

- (i) a description of the primary dwelling;
 - (ii) a statement that the primary dwelling contains an internal accessory dwelling unit; and
 - (iii) a statement that the internal accessory dwelling unit may only be used in accordance with the municipality's land use regulations.
- (c) The municipality shall, upon recording the notice described in Subsection (6)(a), deliver a copy of the notice to the owner of the internal accessory dwelling unit.

Enacted by Chapter 102, 2021 General Session

<< Previous Section (10-9a-529)

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Next Section (10-9a-531) >>

Proposed 2022 General Session legislation affecting section 10-9a-530: H.B. 462, 1st Sub. H.B. 462

Disclaimer: Printing should be done from the PDF version of this document and not straight from the browser as such may not display correctly.



<https://le.utah.gov/xcode/TITLE10/Chapter9a/10-9a-530.html>

5/7



Staff Offices

Legislative Auditor General
 Legislative Fiscal Analyst
 Legislative Research and General Counsel
 Legislative Services

Public Information

CONSTITUTION

PROCLAMATION

HOUSE OF REPRESENTATIVES

LEGISLATIVE SERVICES

For the purpose of this ordinance
years. During the temporary
manage the rental for the owner.

n for a period of up to three (3)
resides within the City limits shall

2. A vacation rental shall be limited to two (2) adult guests per bedroom and children as accommodations permit and by the Planning Commission on an individual basis through the conditional use process.

3. The vacation rental floor plan and principle function shall remain as a residential dwelling as to be used for its main purpose when not used as a vacation rental.

4. In addition to the standards contained in this Section, buildings or sites listed or eligible for listing on the National Register of Historic Places shall be subject to the standards in Chapter 29.20 Heritage Site Overlay.

5. Signage for a vacation rental facility is prohibited to maintain its appearance as a residential dwelling.

6. At least two (2) off-street parking spaces shall be provided for each vacation rental. All required parking shall be subject to front yard setback standards for the district in which the vacation rental facility is located.

7. The vacation rental facility shall conform to all applicable Fire, Building and Health Codes. The facility shall be licensed in conformance with all City ordinances.

8. The effective period of the conditional use permit for vacation rental facilities shall be from year to year to verify ownership and residency. At the end of each business license year thereafter, renewal of the conditional use permit shall be automatically granted upon receipt of the community and Economic Development Department of certification by the property owner that the property owner remains the owner of the vacation rental and continues to live within the City limit, and that all other conditions required at the time of approval remain unchanged. The owner is responsible to provide said information with the business licenses renewal form. Failure to obtain such certification may be the basis for revocation of the conditional use permit. The Planning Commission, at its discretion, may require a new application and a demonstration of compliance with all conditions necessary for a conditional use permit.

29.05.270. Accessory Dwelling Units^{11 12}

A. Definitions. As used in this section:

1. Attached. Means one of the following:

a. A shared wall with any portion of the primary dwelling, expanding the primary dwelling footprint with no separation of space between the Internal Accessory Dwelling Unit and the primary dwelling as illustrated as a potential variation in Figure 29.05.070.A.1, Option A; or

b. A roof attached to the primary dwelling, expanding the primary dwelling footprint with an allowance for separation of space between the Internal Accessory Dwelling Unit wall and the primary dwelling as illustrated as a potential variation in Figure 29.05.270.A.1, Option B.

2. Detached Accessory Dwelling Unit.¹³ An accessory dwelling unit created:

a. As a stand-alone permanent structure with typical footing and foundation, not attached to the primary dwelling and provides fully connected utility services to the unit. Campers, recreational vehicles, recreational coaches, trailers, mobile homes, and other portable units or structures are not considered a permanent structure for the purpose of this definition.

b. As an entirely separate unit or constructed as part of an existing accessory structure, such as a detached garage as illustrated as a potential variation in Figure 29.05.270.A.1, Option C.

c. For the purpose of offering a long-term rental of thirty (30) consecutive calendar days or longer; and

d. Located on the same lot of record as the primary dwelling.

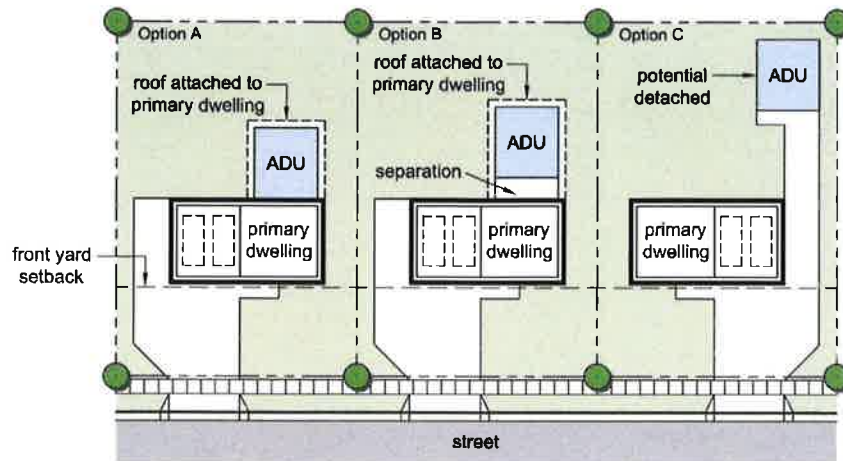
e. Includes separate dedicated kitchen and bathroom facilities for the exclusive use of the accessory Dwelling Unit occupants.

¹¹ Chapter Added with Ordinance No. 21-12, 08/05/2021

¹² References to Internal Removed with Ordinance No. 22-01, 2/17/2022

¹³ Added with Ordinance No. 22-01, 2/17/2022

Figure 29.05.270.A.1¹⁴

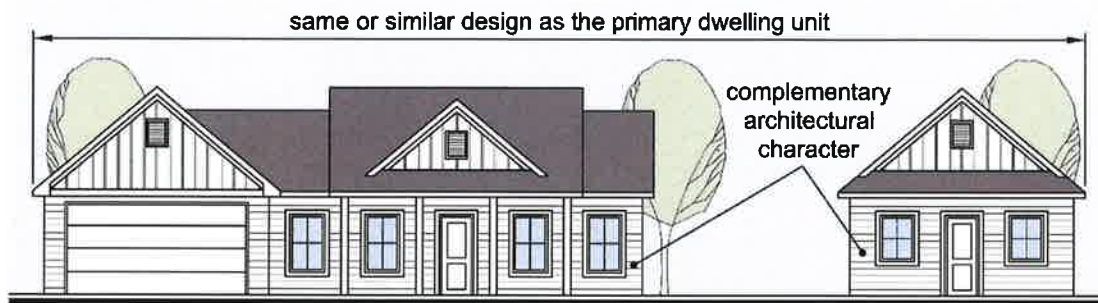


3. Internal Accessory Dwelling Unit. An accessory dwelling unit created:
 - a. Within an existing primary dwelling.
 - b. Provided within the footprint of the existing primary dwelling at the time the Internal Accessory Dwelling Unit is created; and
 - c. For the purpose of offering a long-term rental of thirty (30) consecutive calendar days or longer; and
 - d. Located on the same lot of record as the primary dwelling.
 - e. Includes separate dedicated kitchen and bathroom facilities for the exclusive use of the Internal Accessory Dwelling Unit occupants.
4. Primary Dwelling. A single-family dwelling that:
 - a. Is detached; and
 - b. Is occupied as the primary residence of the owner of record.
5. Residential Unit. A residential structure or any portion of a residential structure that is occupied as a residence.
6. Short-Term Rental. A residential unit or any portion of a residential unit that the owner of record or the lessee of the residential unit offers for occupancy for less than thirty (30) consecutive calendar days.
- B. Accessory Dwelling Units Allowed in certain Zoning Districts.¹²
 1. A maximum of one (1) Accessory Dwelling Unit shall be allowed for each primary dwelling or in a Detached Accessory Dwelling Unit associated with a primary dwelling as a Permitted Use in the M-U-40, M-U-80, M-U-160, A-1, A-5, RR-1, RR-5, R-1-10, R-1-8, R-1-6, R-M-7, R-M-15, R-M-30, GC, and CBD Zoning Districts provided the Accessory Dwelling Unit complies with all the requirements of this Title.¹⁵
 2. Only one (1) Accessory Dwelling Unit is allowed per lot of record.¹⁶
- C. Accessory Dwelling Unit Requirements.¹²
 1. Before occupancy, City Officials shall confirm the ¹²Accessory Dwelling Unit complies with all applicable building, health, and fire codes, as adopted.
 2. The ¹²Accessory Dwelling Unit shall be served by the utility meter serving the primary dwelling. The installation of a separate utility meter for an ¹²Accessory Dwelling Unit is prohibited.
 - a. Exception. A separate electrical meter may be required for a Detached Accessory Dwelling Unit if an upgrade to the primary dwelling electrical services would pose any safety issues with the Detached Accessory Dwelling Unit load and sourcing of primary dwelling.¹⁷
 3. The ¹²Accessory Dwelling Unit shall include separate dedicated kitchen and bathroom facilities for the exclusive use of the ¹²Accessory Dwelling Unit occupants.
 4. Appearance.¹⁸

¹⁴⁻¹⁷ Ordinance No. 22-01, 2/17/2022

- a. Detached Accessory Dwelling Unit. The Detached Accessory Dwelling Unit shall:
 - i. Have the same or similar design as the primary dwelling unit.
 - ii. Be complementary to the primary dwelling's architectural character by using similar exterior building materials, window types, door and window trims, roofing materials, roof pitch, and permanent foundation as illustrated in Figure 29.05.C.4
 - iii. Maintain the same or similar color of the primary dwelling.
 - iv. Be designed or appear so that, to the degree reasonably feasible, the appearance of the building is compatible with the architectural components of the primary dwelling (exterior materials, color, and roof pitch).
 - v. The height shall not exceed the height of the primary dwelling.
- b. Internal Accessory Dwelling Unit. Except for any access door, the Internal Accessory Dwelling unit shall be designed not to change the appearance of the primary dwelling as a single-family dwelling.

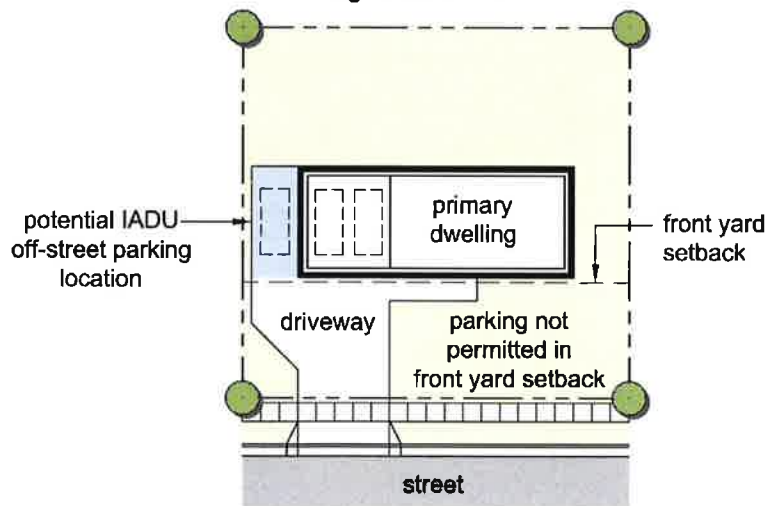
Figure 29.05.C.4



5. Required Off-Street Parking.

- a. One (1) additional on-site hard-surface (concrete, asphalt, or pavers) parking space shall be provided for the exclusive use of the ¹²Accessory Dwelling Unit, regardless of whether the primary dwelling is existing or new construction. If three (3) or more parking spaces exist, one (1) space can be designated for the exclusive use of the ¹²Accessory Dwelling Unit.
- b. Standard Off-Street Parking. The ¹²Accessory Dwelling Unit parking space shall be located outside of any front yard setback area as illustrated as a potential variation in Figure 29.05.270.C.5.b.

Figure 29.05.270.C.5.b.



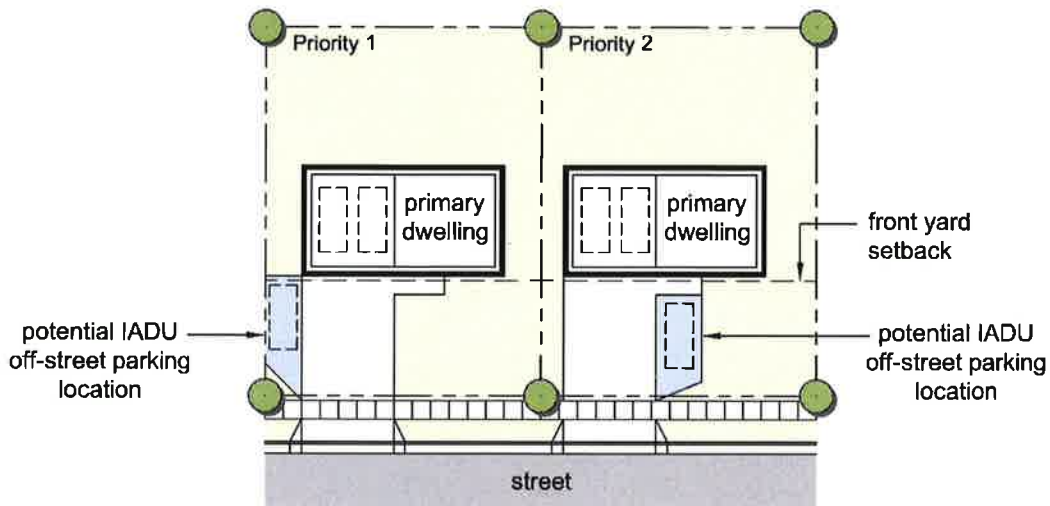
c. Alternative Off-Street Parking.

¹⁸ Added with Ordinance 22-01, 2/17/2022

i. An existing primary dwelling with both side yard setbacks, each less than nine (9) feet in width may allow the additional required on-site parking space in the front yard setback provided the location of the parking space be adjacent to and abutting the existing driveway in the following order of priority (see Figure 29.05.270.C.5.c.i.):

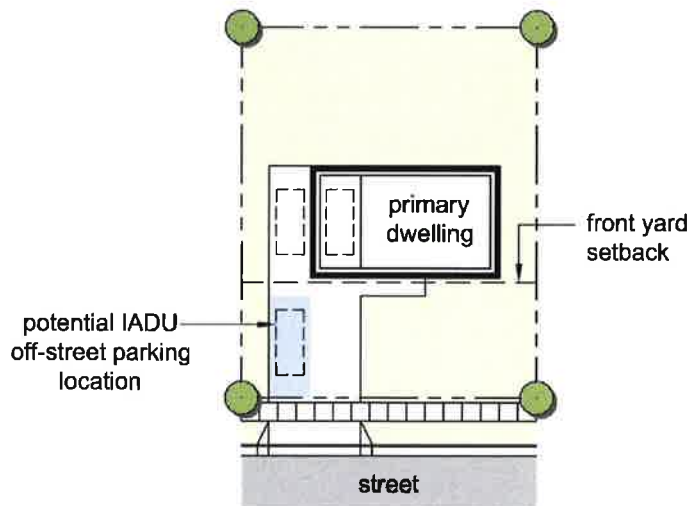
- 1) on exterior side of driveway between the driveway and side property line, and
- 2) on interior side of driveway and not greater in width than ten (10) feet.

Figure 29.05.270.C.5.c.i.



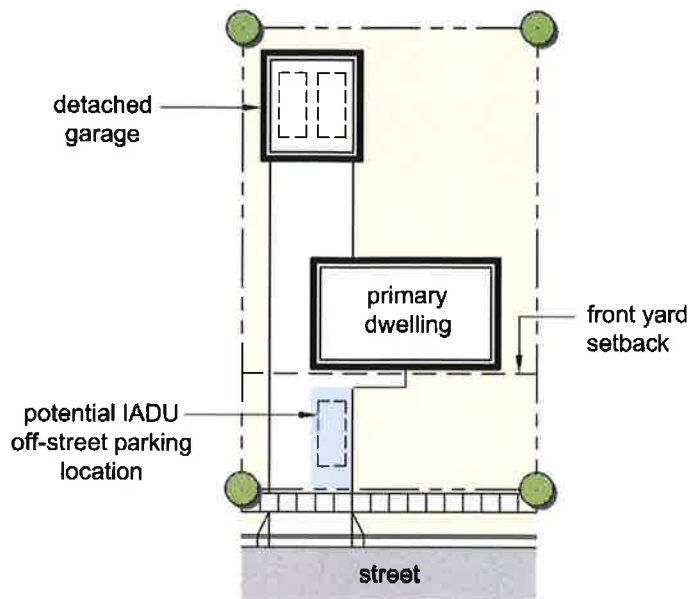
ii. An existing primary dwelling with a single car garage or carport with an existing or proposed side yard parking space outside of the front yard setback may allow the additional required on-site parking space in the front yard setback provided the location is directly behind the side yard parking space as a tandem space (see Figure 29.05.270.C.5.c.ii).

Figure 29.05.270.C.5.c.ii.



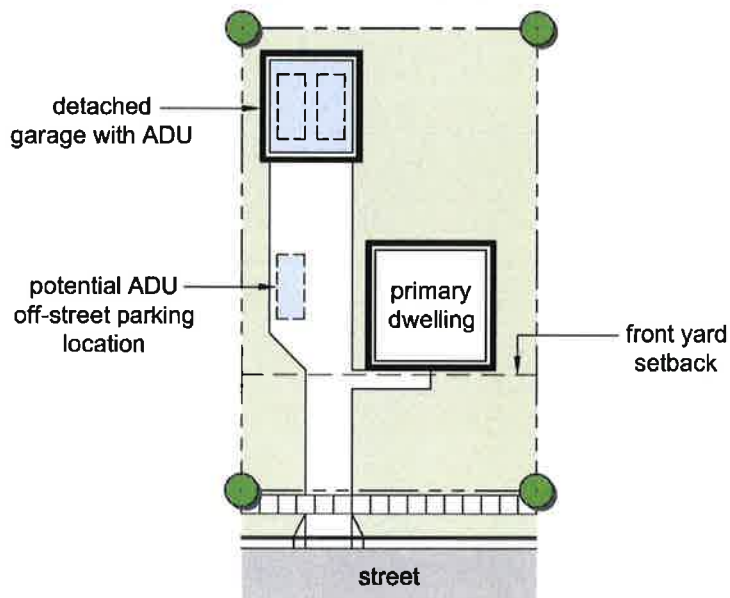
iii. An existing primary dwelling with a driveway that extends along the side yard to access an existing detached garage or carport may allow the additional required on-site parking space in the front yard setback provided the location of the parking space be adjacent to and abutting the existing driveway and not greater in width than ten (10) feet (see Figure 29.05.270.C.5.c.iii.).

Figure 29.05.270.C.5.c.iii.



iv. A primary dwelling with a rear yard detached garage may allow the additional required on-site parking space in the driveway behind the front yard setback provided that primary dwelling parking ingress and egress are not obstructed (see Figure 29.05.270.C.5.c.iv.).¹⁹

Figure 29.05.270.c.5.c.iv.



d. The ¹²Accessory Dwelling Unit parking space shall not be located within the clear view area on a corner lot.

e. Drive approaches and curb cuts shall comply with Brigham City Public Works Standards.

f. A primary dwelling located within a homeowner's association that restricts parking in the front yard setback or common area is permissible as an acceptable alternative under 5.c. provided the applicant has the homeowner's association's written approval.

g. When an ¹²Accessory Dwelling Unit is created through the conversion of a garage or

¹⁹ Ordinance No. 22-01, 2/17/2022

carport, the parking spaces provided by the garage or carport shall be replaced at a location on the lot, provided they are located outside of any front yard setback area.

6. No portion of a mobile home, or mobile home park or subdivision,²⁰ as defined in Section 57-16-3, Utah Code and Chapter 29.02, Brigham City Code, shall be used as an ¹²Accessory Dwelling Unit.

7. An ¹²Accessory Dwelling Unit is prohibited if it will be served by a failing septic tank, as determined by the City or the Box Elder County Health Department.

8. Permits and License Required.

a. An application shall be filed with the City to create or establish an ¹²Accessory Dwelling Unit.

b. No construction to create or establish an ¹²Accessory Dwelling Unit shall commence without the issuance of the necessary Building Permits and Zoning approval, as required by the City.

c. The owner of the primary dwelling shall obtain an approved rental business license issued by the City, before the ¹²Accessory Dwelling Unit is rented. Such license shall remain valid and shall be renewed, as required by the City.

9. Recordation Required.

a. The City shall record a notice in the Office of the Box Elder County Recorder that provides:

i. A description of the primary dwelling.

ii. A statement that the primary dwelling or primary dwelling lot of record ²¹ contains an ¹²Accessory Dwelling Unit; and

iii. A statement that the ¹² Accessory Dwelling Unit may only be used in accordance with the City's land use regulations.

b. Upon recording the notice described in this Subsection, the City shall deliver a copy of the notice to the owner of the ¹² Accessory Dwelling Unit.

10. Owner-Occupancy Required. The owner of the primary dwelling shall reside on the property, either occupying the primary dwelling or ¹²Accessory Dwelling Unit.

11. Addition to primary dwelling for purpose of creating an Internal Accessory Dwelling Unit. The footprint of an existing primary dwelling may be increased to create an Internal Accessory Dwelling Unit provided the following are met.

a. The existing primary dwelling, all existing accessory structures, and the lot upon which the primary dwelling is located are all in compliance with the City's Land Use Ordinances, Building Codes, and other Ordinances and requirements, as applicable.

b. The proposed addition to create an Internal Accessory Dwelling Unit meets all requirements of being "attached" to the primary dwelling.

c. The location of the proposed addition to the primary dwelling complies with all requirements of the City's Land Use Ordinances, including compliance with required yard setbacks and height.

d. Required parking for the Internal Accessory Dwelling Unit can be provided as required by this section.

e. A valid building permit is issued authorizing the proposed construction.

f. The proposed Internal Accessory Dwelling Unit will comply with all requirements of this section.

12. Short Term Rental Prohibited. An ¹²Accessory Dwelling Unit shall not be rented or occupied for a period of less than thirty (30) consecutive calendar days. It is prohibited for any ¹²Accessory Dwelling Unit to be used as a Short-Term Rental Unit.

D. Size, Height, and Area Restrictions.²²

1. Detached Accessory Dwelling Unit. A Detached Accessory Dwelling Unit shall:

a. not be less than three hundred (300) square feet or more than one thousand (1,000) square feet.

b. be limited to no more than two (2) bedrooms.

c. not occupy more than twenty five percent (25%) of the rear yard area of the lot.

d. meet all accessory building standards for lot coverage, rear yard coverage, height, and any other standards for the zone in which it is located; and

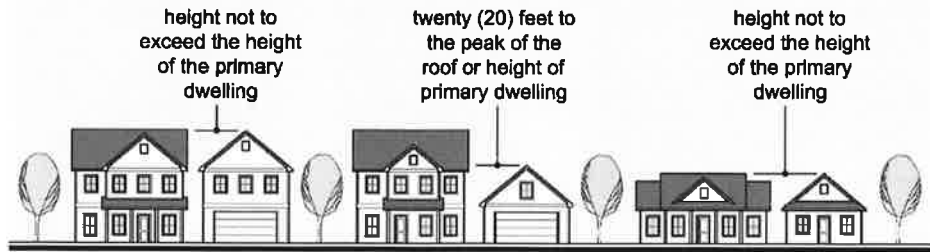
e. be limited to twenty (20) feet in height to the peak of roof or height of primary dwelling, whichever is less as illustrated in Figure 29.05.270.D.1.

f. be limited to one (1) story, except when located:

²⁰⁻²² Ordinance No. 22-01, 2/17/2022

- i. above a detached garage and in compliance with subsection D.1.e, or
- ii. within the attic space as a loft and in compliance with subsection D.1.e
- g. be located within one hundred fifty (150) feet of a fire apparatus access road as defined by the Internal Fire Code.

Figure 29.05.270.D.1



2. Internal Accessory Dwelling.²³

- a. An Internal Accessory Dwelling Unit has no restriction or requirement governing:
 - i. The size of the Internal Accessory Dwelling Unit in relation to the primary dwelling.
 - ii. Total lot size; or
 - iii. Street frontage.
- b. The primary dwelling is subject to the lot coverage, height, and any other standards for the zone in which it is located.

E. Yard Regulations (Setbacks).

1. Detached Accessory Dwelling Unit. A Detached Accessory Dwelling Unit shall meet all accessory building standards for the zone in which it is located.

a. Exception. An accessory structure to be used as a Detached Accessory Dwelling Unit that existed prior to December 18, 2014 (Ordinance No. 14-16), and meets all other required standards can be located within the five (5) foot side yard setback provided the following standards are satisfied:

- i. the structure has a firewall with no openings,
- ii. no closer than two (2) feet from the property line,
- iii. not located in a utility easement, and
- iv. privacy standards in subsection F.

2. Internal Accessory Dwelling Unit. The primary dwelling is subject to the yard regulations (setbacks) for the zone in which it is located.

F. Privacy. The following privacy standards and requirements shall apply to all Detached Accessory Dwelling Units:

1. Installation of fencing to buffer and mitigate the impact of the unit location, parking areas, and unit entrances from adjoining properties. Fencing shall be a six (6) foot tall solid visual barrier and shall comply with applicable fencing requirements beginning at the front yard setback abutting side and rear yard property lines as illustrated in Figure 29.05.270.F.1.

2. Windows on a Detached Accessory Dwelling Unit located above a detached garage facing adjoining properties are prohibited, unless required by building, health, and fire codes, as adopted. If required, a frosted, translucent, or stained type of non-see-through window shall be installed.

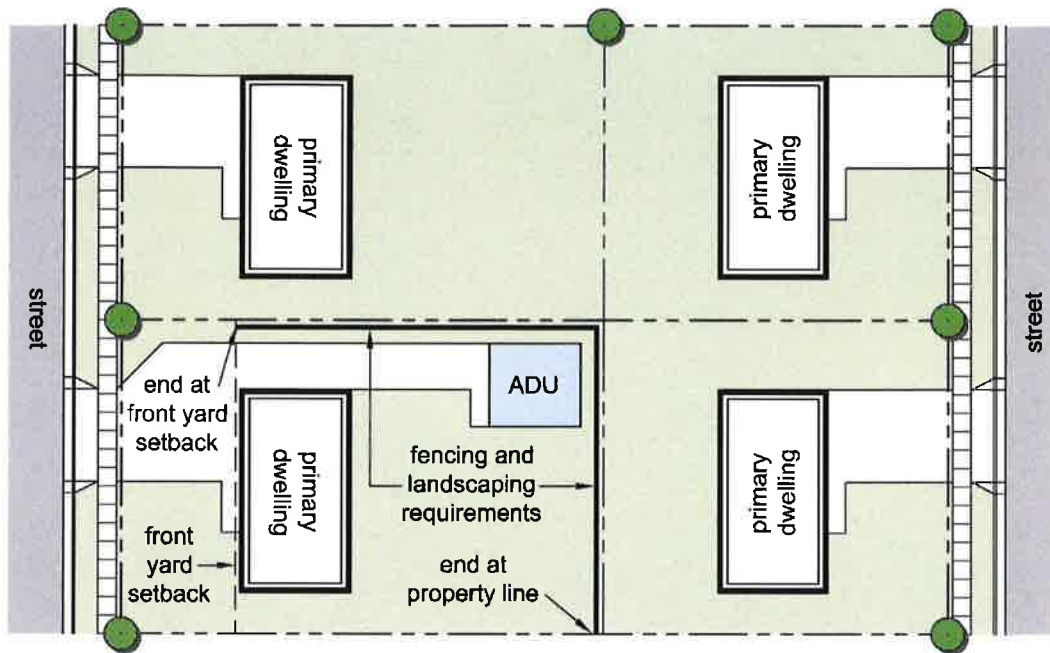
3. Balconies and rooftop decks are prohibited.

4. Exterior stairways and landings shall not be located or encroach into the accessory building setback from property line.

5. Exterior lighting shall provide illumination directed downward with light source shielded from adjoining properties.

²³ Ordinance No. 22-01, 2/17/2022

Figure 29.05.270.F.1



G. Address. The primary dwelling and the Internal Accessory Dwelling Unit shall have the same address number. A Detached Accessory Dwelling Unit shall have the same address as the primary dwelling and be referenced as unit A. Addresses must be in a visible location for emergency responders.

H. Enforcement Lien. The City may, in addition to any other legal or equitable remedies available, pursue a lien against the subject property in an amount of \$100 for each day of violation (after the day which the opportunity to cure the violation expires) for:

1. Any violation of Utah Code Section 10-9a-530, entitled "Internal accessory dwelling units", or
2. Any violation of this Section.

I. Notice and Hearing. The City adopts the lien notice and hearing notice requirements set forth in Utah Code Section 10-9a-530. An owner appealing a violation may appeal that decision to the designated appeal officer, or to the appeal authority if no appeal officer is designated, provided they do so in writing within fourteen (14) days of the notice of violation by delivering the same to the Community Development Director or designee.

J. Appeal of Administrative Hearing Decision. Any decision of the appeal officer or the appeal authority may be appealed by the owner or City to the District Court within thirty (30) days from the written decision is made.

15.30 Accessory Dwelling Unit**15.30.010 Purpose****15.30.020 Definitions****15.30.030 General Regulations And Development Standards****15.30.040 Permitted Use Review****15.30.050 Affidavit**

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

15.30.010 Purpose

The City recognizes that accessory dwelling units (ADUs) in zones that allow a single-family residence can be an important tool in the overall housing plan for the City. The purposes of the ADU standards of this code are to:

1. Allow opportunities for property owners to provide social or personal support for family members where independent living is desirable.
2. Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.
3. Provide affordable housing opportunities.
4. Preserve the character of single-family neighborhoods by providing standards governing development of ADUs.
5. Support more efficient use of existing housing stock and infrastructure.

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

15.30.020 Definitions

An ADU is a self-contained, smaller, secondary home on the same lot as a primary dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking, and sanitation. There are two types of ADUs:

1. Garden Cottages are detached structures (i.e. converted detached garages or new construction).
2. Accessory Apartments are attached to or part of the primary dwelling (i.e. converted living space, attached garages, basement or attics, additions, or a combination thereof).

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

15.30.030 General Regulations And Development Standards

The following regulations must be met in order to have an ADU (either a Garden Cottage or Accessory Apartment):

1. Primary Residence Required: The property owner, which shall include titleholders and contract purchasers, shall keep the property as their primary residence for habitation and on the tax rolls. Application for an ADU shall include evidence of such through an affidavit.
2. Number Permitted: Only one (1) ADU shall be created within a single family dwelling or lot. Said

area shall clearly be a subordinate part of the dwelling or lot.

3. Parking: At least one (1) off street parking space shall be provided for the ADU.
4. Appearance: The Accessory Apartment shall be designed so that, to the degree reasonably feasible, the appearance of the building remains that of a single family dwelling. The Garden Cottage shall be designed and constructed as to be compatible with the architectural components of the primary dwelling (i.e. exterior materials, color, and roof pitch).
5. Utility Meters and Addressing: It shall be prohibited to install separate utility meters. The primary dwelling and ADU shall have the same address number, but shall refer to the ADU as unit B.
6. Building Code Compliance Required: All ADUs hereafter created in Perry City shall comply with the current standards of the City's adopted Fire, Building, and Health Codes.
7. Size: The total area of a Garden Cottage shall be no more than 40% of the square footage of the primary dwelling.
8. Height: All ADUs shall be limited to a single story (above a garage, basement, or attic).
9. Setbacks: All ADUs shall have the same setback requirements as the primary dwelling.
10. Entrances: All ADUs shall have a separate, accessible entrance or stairway. All entrances for an Accessory Apartment shall be located on the side or in the rear of the dwelling.
11. Transferability: Upon sale of the home and ADU, the approval for an ADU shall expire; that is, the approval is not transferable. The new owner will need to gain approval of a new permit and provide a new affidavit.
12. Density: ADUs are exempt from the residential density standards of this Code.
13. Home Occupation: Home Occupation businesses which may be approved in an ADU shall be restricted to a home office use which creates no customer traffic and no storage of product on the property where the ADU is located. No Home Occupation shall be established within an ADU without the express written permission of the property owner.
14. ADUs may be rented but shall not be rented on a transient basis (periods less than 30 days).
15. The primary dwelling and ADU must be on the same parcel or lot, shall not be subdivided, and shall not be sold separately.
16. Mobile homes, manufactured homes, RV's, trailers, campers, tents and/or any other temporary structure and/or vehicle shall not qualify as an ADU.
17. Impact Fee: The impact fee for all ADUs shall be 20% the cost of the adopted fee for a single family home.

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

15.30.040 Permitted Use Review

An ADU meeting the general regulations and development standards, as specified in section 15.30.030 of this chapter, may be allowed in any zone that allows a single-family residence and on any parcel or lot where a single family residence has been legally established and is now a non-conforming use in the zone. Review and approval of ADUs shall be performed by the Community Development Director or designee.

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

15.30.050 Affidavit

Applicants for ADUs shall provide an affidavit stating that the owner of the property will maintain the property as their primary dwelling as outlined in section 15.30.030 and comply with all other requirements of this chapter. Upon approval of the ADU, the affidavit shall be recorded in the Box Elder County Recorder's Office against the property (in the event the property owner decides to sell the home) to alert the future owner of the regulations for the ADU. Upon sale of the property, the new owner shall be required to obtain approval of a new permit as well as sign and record a new affidavit to reauthorize the ADU.

HISTORY

Adopted by Ord. [20-L Accessory Dwelling Units](#) on 7/23/2020

Accessory Dwelling Units (ADU)

On September 21, 2021, the Logan Municipal Council approved Ordinance 21-14 to allow Accessory Dwelling Units in conjunction with detached, owner-occupied, single-family dwellings in many areas of the city.

An accessory dwelling unit (ADU) is a complete secondary residential unit that can be added to a single-family residential lot. A complete residential unit includes a living space/bedroom, kitchen, bathroom, and shower facilities.

In Logan City, internal ADU's which are ADUs that are located within the primary structure of a single-family home are permitted in certain areas of Logan that meet minimum requirements. ADUs are only permitted in owner-occupied homes.

Permitted area:

The link below provides a map that shows areas of Logan where ADUs are permissible. Single-family homes in the permitted area must meet additional requirements, such as owner-occupancy, minimum lot size, and parking, to permit the establishment of an ADU.

[ADU ELIGIBILITY MAP](#)

ADU Factsheet and Application:

Please download the ADU Factsheet and Application if you are interested in applying for an ADU in Logan City. The factsheet includes information regarding minimum lot and building requirements and provides contact information for Logan City Departments that are involved in the ADU review process. For new ADU's, a building permit will be required along with the ADU application and other application materials.

[FACTSHEET](#)

[APPLICATION](#)

[DECLARATION OF OWNER OCCUPANCY](#)

Additional Information:

Logan City's ADU Ordinance can be found in section 17.37.070 of the Logan Land Development Code.

LAND DEVELOPMENT CODE

Contact the Planning Division for more information about property eligibility.

PLANNING DIVISION

Contact the Building Safety Division for more information about building permit requirements.

BUILDING DIVISION



**DEPARTMENT OF
COMMUNITY DEVELOPMENT**

290 N 100 W, Logan, UT 84321
Ph: (435) 716-9230 / Fax: (435) 716-9001
www.loganutah.org
businesslicense@loganutah.org

Logan City Factsheet Accessory Dwelling Unit (ADU)

Section I: Eligibility

- **Eligible Area** – ADUs are only permitted in certain areas of Logan, reference the ADU Overlay Map for property eligibility.
- **Owner Occupancy** – ADUs are only permitted in owner occupied dwellings.
- **Structure Type** – ADUs are only permitted within detached single-family residential dwelling.
- **ADU Type** – Only interior ADUs are permitted. Interior ADU means an ADU established within the footprint of the primary structure. No accessory or detached structures can be used as an ADU.
- **No Short-Term Rental** – ADUs cannot be rented for less than 30 days.
- **Parking Requirement** – A minimum of one (1) additional off-street parking stall shall be provided for an ADU. The additional parking stall must comply with Logan City's Land Development Code, and shall be located outside of the front setback and not between the primary structure and the street.
- **ADU Design** – ADUs shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family residence. Entrances for the ADU cannot be placed on the street facing façade.
- **Lot Size** – the minimum lot size for the creation of an ADU is 6,000 sf (approx. .14 acres).
- **Utilities** – A property owner is prohibited from installing a separate utility meter for an ADU.
- **Building Permit** – An ADU is required to conform with all building, health, and fire codes (See ADU Building Requirements Section).
- **Landlord License** – An ADU Landlord license is required (see Application Requirements Section). An ADU Landlord License is not transferable. Following a change in ownership, a new ADU Landlord License is required.

- **Occupancy** – Residential occupancy of a dwelling unit allows a family, OR no more than three (3) individuals.
- **Abandonment** – An ADU is considered abandoned if an ADU Landlord License lapses for twelve (12) months, if the ADU is not occupied for twelve (12) months, or if the property is no longer owner-occupied.

Section II: ADU Building Requirements

Building Permits are required for all new, remodel and finish work. If construction has occurred without a permit, you will have to obtain a building permit and have the project inspected prior to approval of an ADU. In addition to the minimal building requirements listed below, construction documents may be required for framing/construction, electrical, plumbing, and mechanical alterations and remodels. Additional building requirements may apply.

Minimal building requirements for establishment of an ADU include:

- Every dwelling unit is required to have a living space/bedroom, kitchen, bathroom, and shower area.
- Doors in the common walls shall be 20-minute fire-rated and self-closing.
- Egress windows must be provided per code* (one for each bedroom) with a minimum opening of 5.7 square feet, when window sill is 44" or more below finish grade. Grade floor openings shall have a minimum net clear opening of 5 square feet. Opening shall measure a minimum of 20" wide and 24" high.
- Window wells for egress windows shall have all minimum dimensions of 36 inches or 24" minimum when installed to earlier code.
- Handrails must be built per code and provided as needed.
- A smoke detector must be provided in each bedroom and in a hallway or room leading to each bedroom, with a minimum of one on each floor.
- A carbon monoxide detector must be provided on each level of home.
- All gas-fueled appliances must be provided with the proper amount of air for efficient combustion.
- All clothes dryers must be vented to the exterior of the building.
- All outlets in bathrooms, outside, garage, unfinished parts of basement, and all outlets on the kitchen countertops need to be protected with a ground-fault-interrupter receptacle or breaker.
- Electrical outlets must be tamper-resistant type.
- Minimum ceiling height must be 7'0".
- Bedrooms must be a minimum of 70 square feet for a single occupant. Bedrooms for more than a single occupant must be 50 square feet for each occupant*.

*Exception to this requirement: The bedroom was existing and complies to the building code in effect at the time the bedroom was finished.

Section III: Application Requirements

The following materials are required for an ADU License:

- Complete ADU Landlord License Application.
- Declaration of Owner Occupancy.
- Two documents to verify owner address (copy of driver's license, property tax receipt, utility bill, or mortgage statement).
- Site Plan drawn to scale (including property lines, setbacks, structures, entrances, walkways, and parking areas).
- Street facing elevations drawn to scale (if exterior changes are proposed).
- Interior Floor Plan for the ADU drawn to scale (including rooms, doors, windows, ceiling height, new and existing construction, and location of smoke detectors and carbon monoxide detectors).
- Building Permit Application, copy of Building Permit or copy of the Certificate of Occupancy for the ADU if already obtained.
- Fees - ADU Landlord License Application Fee (\$75), Building Permit Fees (min. \$100) & Impact Fees (Parks, \$965; Transportation, \$791).

Section IV: Review Process

The following Divisions Review ADU Applications:

Planning Division (435-716-9036)

- Reviews property eligibility and design, including location, lot size, structure type, parking requirements, and alterations or modifications to the exterior of the home.
- Contact Planning Division regarding requirements on the site plan and street facing elevations.

Building Division (435-716-9030)

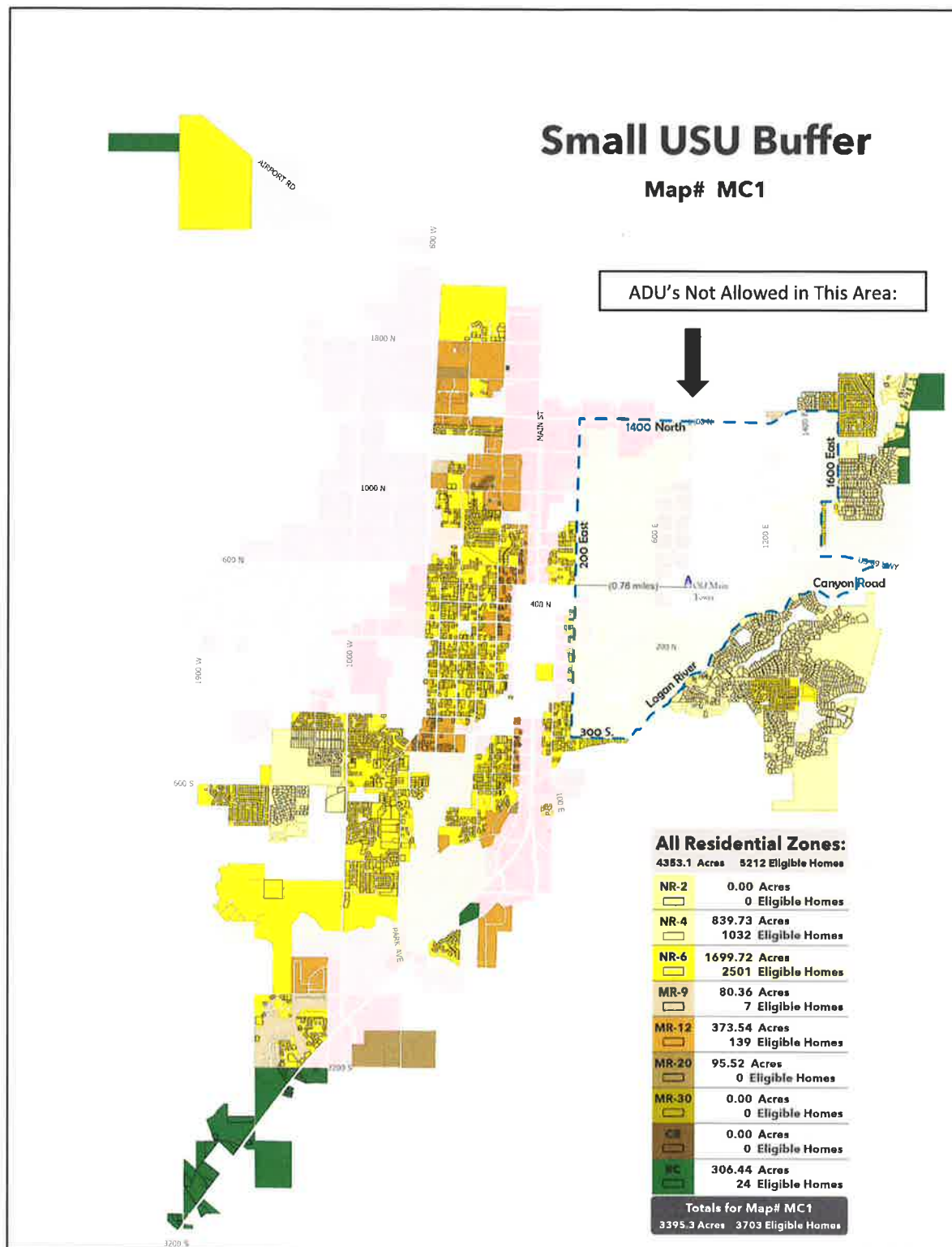
- Reviews conformance with building code, including interior and exterior alterations.
- Contact Building Division regarding building and safety requirements for the ADU and any Building Permit Requirements.

Business Licensing (435-716-9230)

- Reviews and issues ADU Landlord License.
- Verifies owner-occupancy of the dwelling unit.
- Processes annual renewal of license.

Section V: Additional Information

- **Utility billing** will change how utilities are billed. You will be assessed two separate flats, one for the primary dwelling and one for the ADU.
- For information regarding Accessory Dwelling Units (ADU's) in Logan City, please refence Logan City Land Development Code §17.37.070.



§17.37.070. Accessory Dwelling Units (Internal)

- A. The purpose of these requirements is to permit accessory dwelling units internal to a primary dwelling in certain areas while minimizing adverse impacts to surrounding properties.
- B. Applicability. An accessory dwelling unit is allowed in all residential zones excepting those areas shown on the map labeled “Map #MC1: Small USU Buffer” in subsection 17.37.070.P.
- C. An accessory dwelling unit shall only be established in conjunction with a detached, owner occupied, single family residential dwelling. The residence shall be the owner’s primary place of residence (Primary Dwelling). Non-owner occupied single family dwellings are not eligible for an ADU.
- D. An accessory dwelling unit shall only be established within the footprint of the primary dwelling at the time the accessory dwelling unit is created.
- E. An accessory dwelling unit is prohibited in any other housing type (townhome, duplex, apartment, etc.).
- G. Detached accessory dwelling units are prohibited.
- H. An accessory dwelling unit shall comply with all building, health, and fire codes. A Logan City Building Permit may be required for the creation of an accessory dwelling unit.
- I. An accessory dwelling unit shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family residence.
- J. In addition to meeting the minimum single family residential dwelling parking requirements of two parking stalls, at least one additional off-street parking stall consistent with the standards of Title 17 shall be provided for an accessory dwelling unit.
- K. Accessory dwelling units in mobile or manufactured homes are prohibited.
- L. The minimum lot size for the creation of an accessory dwelling unit shall be at least 6,000 square feet.
- M. An accessory dwelling unit shall not be rented or offered for rent for a period of less than 30 consecutive days. An accessory dwelling unit shall not be used as a vacation rental or for short term occupancy.
- N. A property owner shall obtain a Landlord License (Business License) from Logan City prior to creating the accessory dwelling unit.
- O. A property owner is prohibited from installing a separate utility meter for an accessory dwelling unit
- P. ADU Applicability Map:

Open and Public Meetings Act

A Summary of Key Provisions for Legislators | May 2018



The Open and Public Meetings Act (OPMA) requires that members of a public body be "provided with annual training on the requirements of [the Open and Public Meetings Act]" (Section [52-4-104](#)). This document is intended to facilitate compliance with that requirement and to help legislators understand OPMA. This summary is intended for a state legislative audience and does not attempt to explain or address requirements for other public bodies. Key terms are defined at the end of the document.

OPMA's stated goal is to ensure that the state, its agencies, and its political subdivisions deliberate and take action openly (Section [52-4-102](#)).

Public Notice (Section [52-4-202](#))

A public body is required to provide public notice of a meeting at least 24 hours before the meeting. The public notice is required to:

- specify the date, time, and place of the meeting;
- include an agenda that specifies topics the public body will consider;
- be posted on the Utah Public Notice Website and at the location of the meeting; and
- be provided to a newspaper or local media correspondent.

A public body may discuss an item raised by the public that is not listed on the agenda but may not take final action on the item at the meeting.

Minutes and Recordings (Section [52-4-203](#))

- A public body is required to keep written minutes and a recording of all meetings unless the meeting is a site visit or traveling tour where no vote or action is taken.
- A recording of the open portions of the meeting must be posted on the Utah Public Notice Website within three business days after the public meeting.
- Draft minutes are required to be made available to the public within 30 days after the meeting.
- The approved minutes and any public materials distributed at the meeting must, within three business days after their approval, be:
 - posted on the Utah Public Notice Website; and
 - made available at the public body's office.

2018 Amendments to OPMA

Substantive Changes to OPMA:

- A unit of the executive branch of state government and a political subdivision are now required to provide the required annual OPMA training online in a web-based format under certain circumstances ([H.B. 179](#)).
- A public body may reclassify a record of a closed meeting in accordance with the Government Records Access and Management Act ([S.B. 137](#)).

Now Exempt from OPMA:

- A convening of a three-member board of trustees of a large public transit district if the members do not take a tentative or final vote or only discuss day-to-day management and operation of the public transit district ([S.B. 136](#)).
- A routine conversation between members of a board of trustees of a large public transit district if no tentative or final vote is taken ([S.B. 136](#)).
- A meeting of certain subcommittees of the Legislative Management Committee when meeting to select or evaluate a candidate for employment, except when voting to recommend a candidate for employment ([S.B. 238](#)).
- A taxed interlocal entity ([S.B. 178](#)).

Closed Meetings (Sections [52-4-204](#) and [52-4-205](#))

A public body may hold a closed meeting only for certain reasons, including to discuss:

- a person's character, competence, or health;
- pending or imminent litigation;
- certain matters regarding acquisition or sale of real property, including water rights or shares;
- the deployment of security personnel, devices, or systems;
- an investigation of alleged criminal conduct;

- the receipt or review of an ethics complaint, if the public body is the Independent Legislative Ethics Commission;
- certain matters under the jurisdiction of a legislative ethics committee; and
- certain deliberations and decision making involved in the procurement process.

A public body may close a meeting only by a two-thirds vote with a quorum present, except that a majority vote is sufficient for closing a meeting of:

- the Health and Human Services Interim Committee to review a fatality review report;
- the Child Welfare Legislative Oversight Panel to review a fatality review report or review and discuss an individual case; or
- an ethics committee of the Legislature to receive legal advice or deliberate on a complaint.

No vote is required to close a meeting of the Independent Legislative Ethics Commission to review an ethics complaint if the publicly distributed agenda for the meeting states that the meeting will be closed.

A public body that closes a meeting is required to announce and record in the minutes the reasons for closing the meeting.

A public body may not close a meeting to discuss filling a midterm vacancy or temporary absence for an elected position, or to discuss a person whose name was submitted to fill a midterm vacancy or temporary absence for an elected position.

An ordinance, resolution, rule, regulation, contract, or appointment may not be approved during the closed portion of a meeting.

Definitions *(Section 52-4-103)*

Meeting means a convening of a public body with a quorum present to discuss, receive public comment about, or act upon a matter over which the public body has jurisdiction or advisory power.

Meeting does not mean a chance or social gathering or a convening of a public body that has both legislative and executive responsibilities in certain circumstances.

Public Body means an administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

Emergency Meetings *(Section 52-4-202)*

A public body may hold an emergency meeting and is not required to give 24-hour notice if unforeseen circumstances arise that require the public body to consider matters of an emergency or urgent nature. However, a public body may not hold an emergency meeting unless it attempts to notify all members of the public body and a majority of its members approve the meeting.

Electronic Meetings *(Sections 52-4-207 and IR3-1-105)*

A public body may not convene or conduct a meeting by electronic communications unless it has adopted procedures to govern electronic meetings. The Legislature's rule governing electronic legislative meetings states that a committee member may remotely participate in a public meeting if:

- the member will be more than 50 miles away from the meeting location;
- the member requests permission of the chair to participate from a remote location; and
- the chair obtains permission from the speaker of the House of Representatives and president of the Senate to conduct an electronic meeting.

Penalties *(Sections 52-4-302 and 52-4-305)*

Open Meetings - Any final action taken in a meeting that is in violation of certain open-meeting provisions of OPMA is voidable by a court.

Closed Meetings - It is a class B misdemeanor to knowingly or intentionally violate the closed meeting provisions of OPMA.

- is created by the Utah constitution, state statute, rule, ordinance, or resolution;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.

Public body does not include a political party, political group, or political caucus, or a conference committee, rules committee, or sifting committee of the Legislature.

AFFIDAVIT

Date _____ County _____ Box Elder _____

Purpose _____ WILLARD CITY PLANNING COMMISSION TRAINING _____

Personally came and appeared before me, the undersigned Notary, the within named _____, who is a resident of Willard City, Box Elder County, State of Utah, and makes this his/her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge:

As a member of the Willard City Planning Commission, I attest that I have watched the Open and Public Meetings Act training video by David Church available on the Utah League of Cities and Towns website.

Dated this _____ day of _____, 2022.

Planning Commission Member

Sworn to and subscribed before me this _____ day of _____, 2022.

Notary Public



WILLARD CITY

Planning Commission Meeting – Regular Meeting

Thursday, April 7, 2022 – 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 the City Hall and on the State of Utah Public Meeting
3 Notice Website.

4
5 The following members were in attendance:

6
7 Sid Bodily, Chairman

Chris Davis, City Manager

8 Diane Baker

Colt Mund, City Attorney

9 Alex Dubovik

Bryce Wheelwright, City Planner

10 Zack Hulse

Michelle Drago, Deputy City Recorder

11
12 Excused: Chandler Bingham and Blake Harrop

13
14 Others in attendance: Councilman John Seamons; Chad Braegger; Ken Ormond; Ruth Ormond; Nicole
15 Krizmar; Lance Anderson; and Jennifer Johnson.

16
17 The meeting was called to order at 6:32 p.m.

18
19 1. PRAYER: Zack Hulse

20
21 2. PLEDGE OF ALLEGIANCE: Diane Baker

22
23 3. ROLL CALL – Attendance was recorded by the secretary.

24
25 4. GENERAL PUBLIC COMMENTS (INPUT FOR ITEMS NOT ON AGENDA)

26
27 There weren't any public comments.

28
29 5A. PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS REGARDING A PROPOSAL TO AMEND
30 THE SUBDIVISION ORDINANCE – CHAPTER 12-400 – OF THE WILLARD CITY ZONING
31 ORDINANCE

32
33 Time Stamp: 04/07/2022 1:41

34
35 **Commissioner Baker moved to open the public hearing at 6:33 p.m. Commission Hulse seconded**
36 **the motion. All voted "aye." The motion passed unanimously.**

37
38 Chairman Bodily read the Willard City Planning Commission Rules of Order Statement.

39
40 Bryce Wheelwright, City Planner, stated the current Subdivision Ordinance that the City adopted in 2008,
41 had a section on streets that required that a developer to put in curb, gutter and sidewalk whenever property
42 was subdivided. Everything from 100 lots to two lots was required to have curb, gutter, and sidewalk. Curb,
43 gutter, and sidewalk had been an issue in the past. In some areas of the City, curb, gutter, and sidewalk
44 was not conducive to what was there, and it had not benefitted the City.

45
46 Mr. Wheelwright said the Planning Commission had suggested that the Subdivision Ordinance be revised
47 to allow curb, gutter, and sidewalk to be required at the discretion of the City Engineer. If the City Engineer
48 felt curb, gutter, and sidewalk was compatible with surrounding development it could be required. The
49 purpose of the public hearing was to receive public input regarding the proposed amendment.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Chairman Bodily opened the floor for public comments.

Jennifer Johnson, 71 East 100 North, felt it would be irresponsible of the City to not mandate sidewalks and curb and gutter. In Willard there wasn't a lot of curb, gutter, and sidewalk. There was an incident on her street where a child was almost hit. The Willard Police Department told her that if a child was hit on her road, it would be the child's fault because there wasn't any curb, gutter, and sidewalk. If there was sidewalk and a child was hit while on the sidewalk, the driver would be at fault. It was irresponsible of the City to say curb and gutter wasn't needed. It shouldn't even be a question. Going forward, every subdivision should have curb, gutter, and sidewalk. Eventually all City properties should have curb and gutter too. Then children in Willard could ride down the streets safely.

Chad Braegger, 3790 South 1200 West, Perry, stated that there was a problem with curb and gutter in all places in Willard because it was illegal to dump water on someone else's property. Curb and gutter everywhere would make sense if Willard had a storm drain system, and there was a place for storm water to go. Right now there were places in the City where curb and gutter did not fit. There were other options for sidewalk, such as walking trails and paths. Just because curb and gutter might not be required did not mean the City couldn't make other provisions for children to keep them off the roads.

There were no further public comments.

Commissioner Dubovik moved to close the public hearing at 6:39 p.m. Commissioner Baker seconded the motion. All voted "aye." The motion passed unanimously.

5B CONSIDERATION AND RECOMMENDATION TO CITY COUNCIL REGARDING A PROPOSAL
TO AMEND THE SUBDIVISION ORDINANCE – CHAPTER 12-400 OF THE WILLARD CITY
ZONING ORDINANCE

Time Stamp: 04/07/2022 7:50

Chairman Bodily stated that the Planning Commission had discussed the proposed amendments to the Subdivision Ordinance in past meetings. Did the Planning Commission have any further thoughts?

Bryce Wheelwright stated that the proposed amendment also included a requirement for developers to install conduit for fiber optics and dry lines for secondary water.

Chris Davis, City Manager, clarified that developers would only be required to put in conduit for fiber optics, not the fiber optics itself. Developers were only being required to put in dry secondary water lines that would ultimately be used for a secondary water system.

Chairman Bodily asked if there were public comments about the other proposed amendments. There were not.

Bryce Wheelwright stated that the proposed amendment gave the City Engineer the option of requiring curb, gutter, and sidewalk at a different date. Maybe curb, gutter, and sidewalk would not make sense at the beginning of a development, but it would at the end. For example, the Granite Ridge development started out with required curb, gutter, and sidewalk prior to the construction of any homes. The City found that as homes were built, the existing curb, gutter, and sidewalk was damaged by equipment, and it had to be replaced. The proposed amendment would provide a developer with the option of putting those



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

improvements in at a later date. A developer would have to escrow funds for those improvements to guarantee their installation.

Chris Davis stated that the proposed amendment would also provide an option for a deferral agreement. If a property developed that was not adjacent to other properties with curb and gutter, the City could require the homeowner to sign and record a deferral agreement. The agreement would state that, if at some point in time curb, gutter, and sidewalk was installed on that street, the property owner would be responsible to install curb, gutter, and sidewalk on their property.

Commissioner Dubovik asked about the validity of Ms. Johnson's comments regarding responsibility for a child/automobile incident. Chris Davis said it would be a civil issue and would become a factual matter. Commissioner Dubovik felt it was a safety issue to have roads with no pedestrian thoroughfare. The proposed amendment read, "*Prior to considering the waiver of the curb, gutter, and sidewalk requirement to any subdivision or development, the application shall provide the following to the Planning Commission and SLUA: (1) A proposed storm water retention and drainage plan for the proposed subdivision or development that alleviates the need for curb and gutter; and (2) a proposed plan to address traffic circulation and pedestrian travel within the subdivision or development that preserves the safety and general welfare of pedestrians without a sidewalk...*" Developers would be required to have a road and some sort of walking path that was not part of the road if curb, gutter, and sidewalk was waived.

Colt Mund, City Attorney, felt the Planning Commission needed to be mindful that curb, gutter, and sidewalk was for more than just water runoff. It also dealt with pedestrian safety. If curb, gutter, and sidewalk was waived, pedestrian safety had to be addressed in addition to storm water.

Commissioner Hulsey stated that he had looked up the City's engineering standards which were adopted in March of 2020 at the recommendation of Jones and Associates. The standards laid out very clearly the storm water concerns in Willard. Even if a development had curb and gutter, it had to conform to the engineering standards because the storm water had to go somewhere. Curb and gutter did not manage storm water, it just moved it. After looking at the engineering standards, he felt the Planning Commission was reinventing the wheel and making it harder on itself. The existing engineer standards referenced the national standards which addressed pedestrian safety and storm water concerns. He felt the proposed amendment should state that a development had to conform to City engineering standards. Those standards meant they would have to accommodate storm water and pedestrian travel in approved ways.

Commissioner Hulsey said there were other ways to address pedestrian safety than sidewalk. Sidewalks did not have to be accompanied by curb and gutter. Other options might make more sense in other places.

Commissioner Baker asked if curb and gutter and sidewalk could be broken apart. Could one be installed without the other? Chairman Bodily felt there could be sidewalk without curb and gutter. The engineer would look at safety concerns as well as what to do with storm water.

Commissioner Hulsey stated that when curb, gutter, and sidewalk was installed it automatically conformed to the safety standards because they were an approved safety method. But it was not the only one option. It might not be the best option, but it met the national safety standards. There were other options that were as safe.

Commissioner Dubovik stated that if the City waived curb, gutter, and sidewalk, the waiver would have to be approved by the City Engineer who would refer to the national standards. The proposed amendment read, "*The City Engineer shall then review the proposed plans and submit a written recommendation to the*



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

147 *Planning Commission for consideration.* If there wasn't curb, gutter, and sidewalk, a developer would have
148 to address storm water and pedestrian safety to comply with the national standard.
149

150 Commissioner Dubovik asked if the proposed amendment needed to address national standards.
151 Commissioner Hulsey said the City's existing engineering standards referred to the national standards and
152 included specificity for Willard. During the General Plan update process, the Planning Commission had
153 heard from many residents who didn't want curb and gutter because it didn't have a rural feel. If the City
154 offered a waiver but kept curb, gutter, and sidewalk, he was concerned that the default would be curb,
155 gutter, and sidewalk. The amendment could include trails and sidewalk for pedestrian travel.
156

157 Commissioner Baker asked Chad Braegger if he had noticed any auto/pedestrian problems with the trail
158 on 200 West. Chad Braegger said he had not. South Willard and Mantua did swales, and they seemed to
159 be getting by just fine. Roads and high traffic areas would be addressed by the City Engineer. The Planning
160 Commission was not proposing to eliminate curb and gutter and sidewalk. There would be places with both,
161 or there could be places with sidewalk but no curb. If the City didn't have a storm drain system to collect
162 storm water funneled by curb and gutter, it was illegally dumping water on someone else. He felt swales
163 were designed to manage storm water. The ground would actually absorb 90% of storm water.
164

165
166 Commissioner Hulsey felt the biggest concerns were managing storm water and keeping pedestrians safe.
167 The engineering standards clearly spelled out how much storm water to anticipate and how big swales
168 needed to be for certain percolation rates. Swales also provided bigger buffers from roads.
169

170 Commissioner Dubovik said the proposed amendment said *it may be required*, and then it went right into
171 *prior to considering a waiver*. Did that verbiage need to be eliminated? Should the amendment simply state
172 that an alternative to curb, gutter, and sidewalk may be...? The word *waiver* implied that curb, gutter, and
173 sidewalk was required. He asked about replacing the word *waiver* with *an alternative to curb, gutter, and*
174 *sidewalk may be...*
175

176 Commissioner Hulsey said the next line referred to *a storm water retention and drainage plan*. That was
177 basically what curb and gutter was. The curb and gutter line could be changed to say something like, *"The*
178 *requirement is curb, gutter, and sidewalk or an approved alternative..."* He was concerned that the
179 proposed amendment made it sound like Willard wanted curb, gutter, and sidewalk unless a waiver was
180 requested. He didn't feel the ordinance should make it sound like the City wanted curb and gutter
181 everywhere. What it wanted was to have storm water and pedestrian safety managed.
182

183 Chairman Bodily didn't feel that was what the proposed amendment was inferring.
184

185 Commissioner Dubovik suggested flipping the paragraph wording. Instead of ending with engineering
186 approval, it could read, *"Will require engineer approval. Options to this plan may include curb, gutter, and*
187 *sidewalk, or"*
188

189 Commissioner Hulsey agreed with that suggestion.
190

191 Colt Mund asked if the Planning Commission was suggesting a complete revocation of the curb, gutter, and
192 sidewalk ordinance. Commissioner Dubovik said it was making curb, gutter, and sidewalk one of many
193 options.
194



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Cold Mund said curb, gutter, and sidewalk as the default now. The proposed amendment was based on Commissioner Bingham's request for a waiver to the curb, gutter, and sidewalk requirement.

Commissioner Hulsey felt the default should not be a waiver. He felt the default should be to manage storm water and pedestrian safety.

Commissioner Dubovik asked if the discussion should be tabled until the amendment could be rewritten. Chris Davis did not feel it was necessary to rewrite the proposed amendment. The Planning Commission could make a motion to the City Council with that recommendation.

Commissioner Hulsey moved to recommend that the City Council amend sections of the Subdivision Ordinance – Chapter 12-400 of the Willard City Zoning Ordinance as proposed; with the caveat that it be reworded to reflect that curb, gutter, and sidewalk was not the default. The default was pedestrian safety and storm water management as approved by the City Engineer. Commissioner Baker seconded the motion. All voted “aye.” The motion passed unanimously.

5C. CONSIDERATION OF CONCEPT APPROVAL FOR WILLARD COMMERCIAL SUBDIVISION
LOCATED AT APPROXIMATELY 500 WEST 750 NORTH (PARCEL NOS. 02-043-0023 AND 02-043-0025)

Time Stamp: 04/07/2022 24:25

Bryce Wheelwright stated that in 2008 and 2009, a Transit Oriented District (TOD) Zone was proposed along the north side of 750 North east of Flying J. The TOD Zone included a mixed use of high density residential and commercial. The current owner was proposing to subdivide the TOD area into three lots. The east lot would be used as a residential area. The two west lots would be commercial. Lance Anderson from Cache Landmark Engineering was in attendance representing the current property owner Terry Deru.

Lance Anderson stated that the proposed subdivision would also include two access roads onto 750 North.

Bryce Wheelwright stated that the staff had a Zoom meeting with UDOT regarding this subdivision and the two intersections proposed on 750 North. UDOT seemed to be amicable about the intersections.

Lance Anderson stated that there always seemed to be interest in this project, and they had done a lot of concept plans since it started in 2008. Part of the project was originally owned by Box Elder Credit Union. UTA had purchased their land and did a boundary line adjustment with Mr. Deru to straighten out the property lines. UTA now owned the parcel on the far west of the TOD Zone. Tonight they wanted to solidify the road accesses. They had made application to UDOT and met with both UDOT and the City staff regarding spacing. Both felt the proposed spacing would work. Right now they were trying to generate marking interest in the lots. Lots 2 and 3 were adjacent to the 80-foot right-of-way. They would be marketed as commercial lots. Lot 1 was located on the east side of the proposed subdivision. It would be high-density residential and would have private, internal roads depending on the final layout. Tonight they were asking for concept approval of the three lots and two platted City roads.

Commercial Hulsey asked if the commercial lots would just be commercial, or would they have a mix of commercial and residential uses. Mr. Anderson said there was still an option for mixed use depending on the end users. Over the years they had had several parties come and go, such as a credit union, gas station, and a hotel. Now they had parties interested in Lots 1 and 3.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commissioner Hulsey stated that TOD's had to be within a certain distance of the actual station. If the station ended up on the south side of 750 North, would the commercial lots comply with the ordinance? Bryce Wheelwright said the TOD development had to be located within one-quarter mile of the station. If the station ended up on the south side of 750 North, he felt the Deru property would still comply with the distance requirement.

Lance Anderson said they were heavily involved in developing the TOD Ordinance. He agreed the Deru property would comply with the distance requirement if UTA's station was located on the south side of 750 North. Something would have to be done about foot traffic across 750 North.

Bryce Wheelwright asked how many acres Terry Deru had left after UTA's purchase of the west portion. Mr. Anderson said there was 13 to 14 acres plus the roads. Mr. Wheelwright reminded the Planning Commission that the TOD Ordinance limited the high-density residential to 20 units per acre. Both Lance Anderson and Commissioner Hulsey asked if the 20 units per acre was based on the entire development or just Lot 1. Mr. Wheelwright said he would have to research the TOD Ordinance to determine the answer to that question.

Lance Anderson stated that the proposed layout had not changed much from the original design. UTA had taken a little bit more property. The west road had been slid a little bit further to the east because UDOT wanted the road to be 600 feet from the railroad tracks. Commissioner Hulsey asked if they had received a firm approval from UDOT. Mr. Anderson said they had made a pre-application. UDOT had said it could work with the proposed locations and given them instructions on what they needed for approval.

Chairman Bodily asked if they had any idea what the commercial uses would be. Lance Anderson said the plan had always been to have commercial along the west corridor and high density residential on the east end. That was still the plan. They were still working on firming up commercial users. Chairman Bodily asked what high density residential meant. Mr. Anderson said it was 20 units per acre. Commissioner Hulsey said there was still a debate about whether the 20 units per acre was for the entire TOD or just Lot 1.

Commissioner Baker asked if the streets would be 400 West and 500 West. Bryce Wheelwright said the proposed roads would line up more with 300 West and 400 West. Lance Anderson said the east road would definitely be 300 West because it was 660 feet west of 200 West. The other road would be closer to 470 or 480 West. Commissioner Baker asked how the roads matched up to other development on the north end of the city. Commissioner Hulsey asked if Mr. Anderson could prepare an aerial exhibit that showed how the proposed subdivision would line up with existing and proposed roads.

Commissioner Dubovik asked if they had prepared architectural elevations. Mr. Anderson said they had not. When the TOD was created, they had created a lot of imagery that helped formulate the ordinance. Commissioner Dubovik asked about elevations for the residential. Mr. Anderson said he didn't have any residential elevations because they were still in the negotiation stage. Right now they were focusing on establishing locations for the roads and lots so they could market the property. They also needed to put in some infrastructure and bring a water line from 200 West. They had cleared up some drain issues.

Commissioner Hulsey clarified that the road proposed between Lots 2 and 3 could not be moved further west per UDOT. Mr. Anderson said that was correct. Commissioner Hulsey asked about moving it east to line it up with 400 West. Mr. Anderson said the roads had been located to avoid springs and wetland areas on the property. The proposed road locations also provided the best frontage options for commercial property.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Chairman Bodily said it appeared that the proposed roads would not line up with the City's road master plan. After a discussion, Lance Anderson said that the west road they were proposing would like up with 400 West on the City's road master plan.

Bryce Wheelwright stated that the west road was where UDOT wanted it. If someone developed on the south side of 750 North, UDOT would tell them to line up their roads with those in the TOD.

Commissioner Hulsey stated that if the roads lined up, he was okay with the concept.

Bryce Wheelwright stated that if the Planning Commission approved the conceptual plan, the subdivision would be sent to the SLUA. When the subdivision was ready for preliminary approval, it would be brought back to the Planning Commission.

Commissioner Dubovik moved to approve the concept plan for the Willard Commercial Subdivision located at 500 West 750 North. Commissioner Hulsey seconded the motion. All voted "aye." The motion passed unanimously.

5D. DISCUSSION REGARDING ADOPTING STANDARDS FOR ACCESSORY DWELLING UNITS

Time Stamp: 04/07/2022 46:11

Bryce Wheelwright stated that in 2021 the State Legislature mandated that internal accessory dwelling units could be located on any residential lot. An internal accessory dwelling unit had to be attached to or be part of the main dwelling. A lot of people wanted to add accessory dwelling units, but Willard did not have an ordinance to regulate them. The Planning Commission needed to start considering regulations for ADU's that the city could live with.

Chairman Bodily asked if an ADU had to be connected to an existing building. Commissioner Hulsey asked if an existing shed could be converted into an ADU. Colt Mund stated that an internal accessory dwelling unit was something that was located within the existing footprint of a dwelling. The Legislature had not done anything about detached accessory dwelling units yet.

Bryce Wheelwright said the ADU could be in a basement or an existing room.

Commissioner Hulsey said there were some existing basement apartments in the City. Did the State law legalize them? Bryce Wheelwright said it did. Colt Mund said the State law said the City could not restrict an accessory dwelling unit period. ADU's could not be restricted based on lot size, frontage, or how large the internal ADU was in relation to the existing dwelling. The City could impose restrictions for septic tanks, metering and water usage, and parking spaces. ADU's were not allowed in mobile homes. Brigham City and Perry City had passed regulations for ADU's. Brigham City also had regulations for detached accessory dwelling units. He felt it would be a good idea to address both internal and external ADU's.

Bryce Wheelwright agreed.

Colt Mund said he would forward the regulations from Brigham City and Perry City to the Planning Commission. Commissioner Hulsey asked if Mr. Mund could also forward Logan City's ADU regulations.

Commissioner Baker asked if creating a detached ADU would be creating a flag lot. Colt Mund said it wouldn't because the ADU had to be on the same lot as the main dwelling.



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

Commissioner Hulsey felt ADU's were a good solution for high density housing.

Commissioner Baker asked what would prevent someone from using an RV trailer as an ADU. Bryce Wheelwright said the City's RV ordinance limited the number of days an RV could be occupied on a residential lot to one week.

Bryce Wheelwright asked the Planning Commission to begin thinking about standards for ADU's.

Colt Mund felt the City needed to move quickly on internal ADU's because it was lagging behind. There currently wasn't any State legislation regarding detached ADU's. The Planning Commission could take more time on those.

6. CONSIDERATION AND APPROVAL OF MARCH 17, 2022, REGULAR PLANNING COMMISSION MINUTES

Commissioner Baker moved to approve the regular Planning Commission minutes of March 17, 2022, as corrected. Commissioner Hulsey seconded the motion. All voted" aye." The motion passed unanimously.

7. COMMISSIONER/STAFF COMMENTS

Time Stamp: 04/07/2022 53:54

Colt Mund

Did not have any comments.

Chris Davis

Chris Davis stated that the City had listed the property at 300 East 300 South on KSL. It would accept sealed bids until May 26th. The City Council would act on those bids that night.

Bryce Wheelwright

Did not have any comments.

Commissioner Dubovik

Did not have any comments.

Chairman Bodily

Chairman Bodily asked about what was happening with The Shack. Bryce Wheelwright said the new owner had been seen taking measurements, but the City had not received any applications.

Commissioner Hulsey

Commissioner Hulsey asked what kind of equipment would be needed for the City to be able to stream its City Council, Planning Commission, and CERT meetings. A lot of citizens had asked if they could watch



WILLARD CITY
Planning Commission Meeting – Regular Meeting
Thursday, April 7, 2022 – 6:30 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

the meetings. Chris Davis said the City had a budget work session on April 20th. If Commissioner Hulsey had information about what equipment and cost estimates would be needed, the City Council could look at it.

Commissioner Baker said the City tried Zooming meetings during the Pandemic, but it hadn't worked very well. Bryce Wheelwright said the City's internet had not worked very well.

Chairman Bodily asked if the City was making progress with fiber optics. Chris Davis said the City had entered into a franchise agreement with Connex. He would check with Connex to see what was happening. Box Elder County had received a \$5 million grant to help augment broadband in rural areas. Unfortunately, Willard City was not high on the priority list.

Commissioner Baker

Commissioner Baker stated that through Facebook she had learned about a man on South Main who had enclosed a fifth wheel on his property and had someone living in it. She had also received a private message about someone living in a trailer on 2nd East. Bryce Wheelwright stated that the City had contacted the property owner on South Main. A worker was living in the trailer. When the owner received notice from the City, they did something about the trailer. He could check on it again. There were several others around town the City was looking at.

5C. TRAINING VIDEO – OPEN AND PUBLIC MEETINGS ACT

Time Stamp: 04/07/2022 59:42

Bryce Wheelwright stated that two Commission members were not in attendance. The Planning Commission could move forward with the video, or he could send a link and everyone could watch the training on their own. State law required that each Planning Commission member receive four hours annual of training. Training on the Open and Public Meetings Act was required annually. If the Commission members opted to watch the training at home, they could sign an affidavit attesting that they had watched it.

Commission members preferred to watch the training at home. Commissioner Dubovik suggested that everyone watch the training and discuss it at the next meeting.

Bryce Wheelwright said he would email a link to the Planning Commission members.

8. ADJOURN

Commissioner Hulsey moved to adjourn at 7:33 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
Sid Bodily

Planning Commission Secretary
Michelle Drago

dc:PC 04-07-2022