



WILLARD CITY  
**Planning Commission Meeting – Regular Meeting**  
Thursday, January 5, 2023 – 6:30 p.m.  
Willard City Hall – 80 West 50 South  
Willard, Utah 84340

The meeting was a regular meeting designated by resolution. Notice of the meeting was provided 24 hours in advance. A copy of the agenda was posted at City Hall and on the State of Utah Public Meeting Notice Website.

The following members were in attendance:

Sid Bodily, Chairman  
Chandler Bingham  
Alex Dubovik  
Blake Harrop  
Zack Hulsey

Colt Mund, City Attorney  
Bryce Wheelwright, City Planner  
Michelle Drago, Deputy City Recorder

Excused: Chris Davis and Diana Baker

Others in attendance: Mayor Travis Mote; Councilman John Seamons; Chad Braegger; Ken Ormond; Ruth Ormond; Chace Lutz; and Lindsey Wells.

The meeting was called to order at 6:30 p.m.

1. PRAYER: Blake Harrop
2. PLEGE OF ALLEGIANCE: Zack Hulsey
3. ROLL CALL: Attendance was recorded by the secretary.
4. GENERAL PUBLIC COMMENTS

There weren't any comments.

5. CITY COUNCIL REPORT

Time Stamp: 3:38 01/05/2023

Councilman Seamons reported on the December 8, 2022, City Council Meeting. There were public comments regarding the historical relationship between Brigham City and Willard. The City Council held a public hearing regarding the annexation of the water tank site for Lew Swain. The annexation was approved. The City Council received a report regarding the Baseball Park, which highlighted the City's need for a field coordinator and charges for use of the fields. Plans to turn the detention area into a baseball field had been posted publicly so the City could receive comments.

Mayor Mote stated that Sean Mathis had agreed to run the baseball program if he received plenty of support.

Councilman Seamons said the City Council discussed and tabled an employee evaluation form because the form wasn't available. The City Council also discussed the City's Lighting Ordinance. It determined the City needed light meter and audio meters. The City Council approved the ADU Ordinance.



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Councilman Seamons updated the Planning Commission on the Granite/Wells agreement. The City had applied to Box Elder County for a conditional use permit for a gravel pit. In response, the County had said it would apply whatever ordinances and zoning Willard might have that affected gravel pits.

Bryce Wheelwright, City Planner, explained that if unincorporated property was close to an existing City, the County followed that city's master plan, zoning map, and ordinances.

Mayor Mote stated that Box Elder County was asking cities to consider annexing adjacent properties. If a city refused to annex property, the County would then try to mirror the city's zoning regulations. The County wanted cities to follow their annexation policy declarations and incorporate properties. Willard City's annexation policy declaration extended all the way to the Weber/Box Elder County line. Any zoning changes requested between Willard and the County line would be directed to Willard City for annexation.

Councilman Seamons stated that in reaction to the County's response, the City Council had directed the staff to research the City's Annexation Policy Declaration to make sure it applied to extraction and to research and begin preparing an ordinance for gravel pits. Willard City currently did not have an ordinance that regulated gravel pits. The City had to have such an ordinance, or the whole scenario would be unraveled.

Commission Dubovik asked if the Council had directed the City Attorney to look at gravel pit ordinances from surrounding communities. Councilman Seamons said it had. Colt Mund, City Attorney, said the City Council did give him that direction. In addition it also directed that outside counsel be sought to advise ways the City could protect itself. He and Chris Davis had compiled a list of land use attorneys they would begin talking with. Box Elder County had an ordinance that Granite liked that they would also review with outside counsel.

Commissioner Harrop asked if there was any prospect of someone putting in a gravel pit at this time. Bryce Wheelwright said the City owned property in the existing gravel pit that wasn't available for mining due to zoning. Colt Mund said the City-owned property was located in unincorporated Box Elder County. It was not located in the Willard City limits. Councilman Seamons said the City planned to annex it and zone it for mining.

Councilman Seamons stated that all properties in the unincorporated county would be faced with the same scenario. Applicants couldn't just go to the County and get whatever they wanted. The County would push it back on the governing ordinance of the adjacent city.

Councilman Seamons continued his Council report for December 8<sup>th</sup>. The EPA had mandated that the City have an inventory of lead in all old pipes. The City would receive \$100,000 to begin the study, but Phase 2, or removal, would be expensive. The City would have to remove and replace 3% of the inventory per year. The Police Department was pretty close to a full staff, and the Fire Department had received its air packs. Cory Nielsen, from UDOT, had been assigned as the HOP Trail project manager. He was working with the City to set up a Memorandum of Understanding so the project could get started. He reported that the City office had been broken into during the week.

6A. CONSIDERATION OF FINAL SITE PLAN FOR FIIZ DRINKS LOCATED AT APPROXIMATELY 30 NORTH MAIN (PARCEL NO. 02-047-0115)

Time Stamp 12:12 01/05/2023



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Bryce Wheelwright stated that the Planning Commission had already approved a site plan for a FiiZ store at 30 North Main. The engineering was completed and UTO had approved access onto Highway 89. The staff was seeking feedback from the Planning Commission before a building permit was issued. On December 1<sup>st</sup>, the City Engineer completed a final engineering review. One issue that had been resolved was the need for additional land. The applicant, Chace Lutz, had worked with the property owner to the north to obtain a crossover easement. Once that easement was recorded the applicant could apply for a building permit unless the Planning Commission had additional concerns.

Commissioner Dubovik asked about the two-way traffic shown on the south side of the proposed building. Would the two-way traffic occur in the parking lot or on Highway 89? Mr. Wheelwright said it would occur in both places?

Chace Lutz, applicant, Roy, stated that UDOT had required that they complete a traffic study. They did not have to provide shoulder access because their business would not generate more than 25 cars per hour. Their access was an ingress/egress. It would have two-way traffic.

Commissioner Dubovik expressed concern about traffic exiting the site and entering traffic that would be traveling 45 mph. Would the site have a turn lane? Would there be parking stalls backing onto Highway 89? Mr. Lutz said all of the parking was located in the rear of the site. There would be plenty of room for vehicles to maneuver.

Chairman Bodily asked what would direct vehicles existing the drive-through on the north side of the building to turn and use the ingress/egress rather than driving straight out to Highway 89? Mr. Lutz said there would be a retention area in front of the building. The only thing they could do was put in the asphalt and striping mandated by UDOT.

Chairman Bodily stated that as vehicles circled the building what would prevent light from flashing into the home to the north. Chace Lutz said that right now the homeowner didn't think light would be a problem, but it might be a concern in the future. He wanted to put in a fence, but the cross access easement prevented the construction of anything permanent. He felt they could put in a 6-foot fence where light would be a problem. He planned to fence the entire perimeter, but he had to come up with something different for the easement; something removable. Chairman Bodily felt it was something that needed to be addressed. The City didn't want upset neighbors.

Chairman Bodily asked if the Planning Commission needed to make a recommendation to the City Council. Mr. Wheelwright said it did not. This item was for information purposes only and to determine if there were any final concerns that needed to be addressed with the building permit.

**6B. TRAINING – OPEN AND PUBLIC MEETINGS ACT**

The Planning Commission watched a video presentation by David Church, from Utah League of Cities and Towns, regarding the Open and Public Meetings Act.

**7. CONSIDERATION AND APPROVAL OF DECEMBER 1, 2022, REGULAR PLANNING COMMISSION MINUTES**

**Commissioner Hulseley moved to approve the December 1, 2022, minutes as corrected. Commissioner Dubovik seconded the motion. All voted "aye." The motion passed unanimously.**



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8. COMMISSIONER/STAFF COMMENTS

Time Stamp: 48:36 01/05/2023

Chairman Bodily

Chairman Bodily asked if a General Plan work session between the City Council and the Planning Commission had been scheduled. Mayor Mote planned to discuss a date with the City Council during the next Council meeting.

Bryce Wheelwright

Bryce Wheelwright reported that the grant the City received for the HOP Trail was a matching grant. The City had to come up with matching dollars. UTA and UDOT planned to use the Corridor Preservation Funds for the City's match.

Mayor Mote asked if the City needed to apply to Box Elder County for those funds. Mr. Wheelwright said it did not. The City was working with the County Attorney on an agreement between UTA, Willard, Perry, and the County.

Colt Mund

Colt Mund planned to have the Conditional Use Permit Ordinance ready for the Planning Commission to consider at its next meeting.

Commissioner Bingham

Did not have any comments

Commissioner Dubovik

Commissioner Dubovik asked about the design and construction of the trail. Bryce Wheelwright stated that the City was using its engineer, Jones & Associates, to design Willard's portion of the trail. Jones & Associates would probably design the entire trail because they were also the engineer for Box Elder County and Perry City. The project manager from UDOT was putting together the Memorandum of Understanding. Then the project could move forward. After the trail was designed, Jones & Associates would put it out to bid.

Commissioner Dubovik stated that the trail in Sun Valley, Idaho was world class with great markings and crosswalks. What standards would Jones & Associates follow? Councilman Seamons stated that UDOT required that the trail design follow AASHTO standards.

Commissioner Hulseley did not feel the City Engineer would mind some suggestions.

Bryce Wheelwright stated that the Old Farms Subdivision, which would be constructed on the Lew Swain annexation, would build their portion of the HOP Trail.



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Commissioner Hulsey

Did not have any comments.

Commissioner Harrop

Did not have any comments.

9. ADJOURN

**Commissioner Harrop moved to adjourn at approximately 7:26 p.m. Commissioner Hulsey seconded the motion. All voted in favor. The motion passed unanimously.**

Minutes were read individually and approved on: 1/19/23

Sid Bodily  
Planning Commission, Chairman  
Sid Bodily

Michelle Drago  
Planning Commission Secretary  
Michelle Drago

dc:PC 01-05-2023

