

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

NOTICE

Notice is hereby given that the Conditional Use Permit Review Committee of Willard City Corporation will hold a special meeting at Willard City Hall, 80 West 50 South, on Thursday, May 11, 2023. Said meeting shall start at 1:00 p.m.

Agenda is as follows:

1. Call to order:

2. Business:

- a. Review and consideration of a request from Bruce Sherrod to operate a food truck at various locations in Willard City
- b. Consideration and approval of April 27, 2023, minutes

3. Adjourn

CUP Review Committee Meetings: Held as needed based on applications.

I, the undersigned duly appointed and acting Deputy City Recorder for Willard City Corporation, hereby certify that a copy of the foregoing notice 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 9th day of May, , 2023.

/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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and making informed decisions.

In the second section, the author explores various methods for organizing financial information. One key recommendation is to use a consistent format for all entries, which makes it easier to compare data over time and across different categories. The use of clear, descriptive labels for each entry is also highlighted as a best practice. Additionally, the text mentions the importance of regular reviews and reconciliations to catch any discrepancies early on.

The third part of the document focuses on the role of technology in modern accounting. It discusses how software solutions can streamline the recording process, reduce the risk of human error, and provide real-time access to financial data. However, it also cautions against over-reliance on technology, noting that a solid understanding of the underlying principles remains crucial. The author suggests that a hybrid approach, combining technology with manual oversight, is often the most effective.

Finally, the document concludes with a series of practical tips for ensuring long-term success in financial record-keeping. These include setting aside time each day or week for bookkeeping, staying organized with physical documents, and seeking professional advice when needed. The overall message is that diligent and consistent record-keeping is the foundation of sound financial management.

WILLARD CITY PLANNING COMMISSION APPLICATION FOR PLANNING COMMISSION HEARING

Application Date: 5-2-23

Assessor's Parcel Number _____

Applicant: _____

Bruce Sherrod
Mailing Address

Parcel Legal Description _____

181 WEST HAWLOCK
CIRCLE NO. 060EN 84404

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

Project Address

US 89, main S. main.
N. main 750 N. W. pass 750 N

Conditional Use Permit \$25 Fee

Phone Number

Lot Line Adjustment \$25 Fee

385-239-2636

Other Fee variable, \$25 Min.

Cell Phone

385-239-2636

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 593
Willard UT 84340
435-734-9881
May 2, 2023
Receipt No: 1.017144

Bruce Sherrod Conditional use
Charges for Services
Charges - PC & B of Adj 25.00
Total: 25.00
Cash Total Applied: 25.00
Change Tendered: .00

Duplicate Copy
05/02/2023 11:34 AM



Bruce Sherrod
Plant Foreman / Sales

Granite Construction Company
1000 N. Warm Springs Road
Salt Lake City, UT 84116

☎ 385.239.2636
✉ bruce.sherrod@gcinc.com
🌐 graniteconstruction.com

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
) SS
COUNTY OF BOX ELDER)

I, (we) Bruce Sherrad, 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 various locations 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 Bruce Sherrad
Property Owner(s)

AGENT _____

Subscribed and sworn before me this 2nd day of May 2023



Michelle Drago
Notary Public

Residing in Kerry, Utah
My commission expires: 2/2/25

* 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: _____

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and making informed decisions.

In the second section, the author addresses the challenges of managing cash flow. It is noted that many businesses struggle with timing their payments and receipts. The text provides several strategies to improve cash flow, such as offering discounts for early payment and negotiating longer terms with suppliers. It also stresses the importance of regularly reviewing the cash flow statement to anticipate any potential shortfalls.

The third part of the document focuses on budgeting and cost control. It explains how a well-defined budget can help a business stay on track and avoid overspending. The author recommends that businesses should identify their key cost centers and implement measures to reduce waste and inefficiency. Regularly comparing actual costs against budgeted amounts is presented as a key tool for maintaining financial discipline.

Finally, the document concludes with a discussion on financial reporting and analysis. It highlights the need for businesses to provide clear and concise reports to their stakeholders. The text suggests that using financial ratios and other analytical tools can provide valuable insights into the company's performance and help identify areas for improvement. Overall, the document serves as a comprehensive guide for businesses looking to optimize their financial management practices.



WILLARD CITY
Conditional Use Permit (CUP) Review Committee – Special Meeting
April 27, 2023, 2023 – 3:00 p.m.
Willard City Hall – 80 West 50 South
Willard, Utah 84340

1 The meeting was a special 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 Chris Davis, City Manager
8 Colt Mund, City Attorney
9 Bryce Wheelwright, City Planner
10 Sid Bodily, Planning Commission Chairman
11 Chris Breinholt, City Engineer/Jones & Associates
12 Payden Vine, Public Works Director
13 Theron Fielding, Police Chief
14 Van Mund, Fire Chief
15 Michelle Drago Deputy City Recorder

16
17 Others in attendance: Zac Burk, Jones & Associates; Dorothy Call; Garrick Call; and Brian Gilbert.

18
19 1. CALL TO ORDER

20
21 Bryce Wheelwright, City Planner, called the meeting to order at 3:15 p.m. A roll call attendance was
22 recorded by the secretary.

23
24 2A. REVIEW AND CONSIDERATION OF A REQUEST FROM GARRICK CALL FOR A CONDITIONAL
25 USE PERMIT FOR A DETACHED ACCESSORY DWELLING UNIT LOCATED AT
26 APPROXIMATELY 1352 NORTH MAIN (PARCEL NOS. 02-039-0055 AND 02-039-0004)

27
28 Time Stamp – 1:05 04/27/2023

29
30 Bryce Wheelwright stated that the City had received an application from Garrick Call for a conditional use
31 permit for a detached accessory dwelling unit located at approximately 1352 North Main.

32
33 Garrick Call stated that the correct address for the project was 1348 North Main.

34
35 Mr. Wheelwright stated that Dorothy and Garrick Call were proposing that the lot line between 1352 North
36 Main (Parcel No. 02-039-0004) and 1348 North Main (Parcel No. 02-039-0055) be adjusted. 1348 North
37 Main would be reduced in size from 11.78 acres to approximately one. The remaining 10.78 acres would be
38 added to 1352 North Main. Garrick Call planned to build a home on the one-acre parcel next to his mother.
39 There was a small, existing home at 1348 North Main that was used by their farm workers. Dorothy and
40 Garrick Call wanted to keep that home as an accessory dwelling unit. Garrick's new home would be built
41 behind the ADU. The adjusted lot would have 100 feet of frontage.

42
43 Garrick Call explained that all but one acre in Parcel 02-039-0005 would be transferred to 02-039-0004.
44 Mr. Wheelwright said one parcel would become larger. The other parcel would become smaller.

45
46 Van Mund, Fire Chief, asked about the distance from Highway 89 to Garrick Call's proposed home. Garrick
47 Call said his home would be 150 feet from the highway and about 200 feet from the nearest fire hydrant.
48



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49 Bryce Wheelwright stated that the lot line adjustment would be considered by the Planning Commission
50 during its May 4th Planning Commission meeting. There was further discussion about the proposed lot line
51 adjustment. Mr. Call said that both properties had been surveyed. His engineer preparing a formal drawing,
52 which he should have before the Planning Commission meeting.

53
54 Bryce Wheelwright stated that the ADU and the proposed home would both meet the setback requirements.
55 Both would be set back at least 30 feet from the front property line. Both side yard setbacks would be more
56 than 10 and 15 feet; for a total of 25 feet. Both dwellings would have more than 30 feet in the rear. Both
57 dwellings would have sufficient parking.

58
59 Colt Mund, City Attorney, asked about the square footage of the existing home. Bryce Wheelwright said
60 and ADU could not be larger than 1,000 square feet. The proposed ADU was 900 square feet. Mr. Mund
61 asked if the new home would be shorter than the proposed ADU. Garrick Call said it would not. The new
62 home would be two stories in height.

63
64 Zack Burk, Jones & Associates, stated that the new home would be approximately 180 feet from the nearest
65 fire hydrant. A second hydrant would not be required.

66
67 Van Mund stated that if the driveway for the new home was more than 150 feet in length, the International
68 Fire Code required a turn-around for emergency equipment. The turn-around would have to have an all-
69 weather surface. Garrick Call said he would be happy to do whatever had to be done.

70
71 Theron Fielding, Police Chief, asked that the address for the ADU and the new home be clearly marked on
72 the street for emergency responders. Garrick Call planned to put mailboxes on the street marked 1348A
73 and 1348B as required by ordinance.

74
75 Garrick Call felt that the ADU would be demolished in the next five years. Their farm workers were getting
76 older. When they were done, the old home would be torn down.

77
78 Sid Bodily, Planning Commission Chairman, felt the proposed ADU met all of the requirements he was
79 concerned about.

80
81 Payden Vine, Public Works Director, asked if new water and sewer lines would be ran for the new home.
82 Mr. Call said the new home would have new water, sewer, gas, and power lines. He had been in touch with
83 Dominion Energy and Rocky Mountain Power.

84
85 Colt Mund asked if 1348 North Main would be in Garrick Call's name. Mr. Call said it would. As soon as the
86 survey work was completed and the Planning Commission approved the lot line adjustment, the property
87 title would be placed in his name. Mr. Mund clarified that the proposed lot line adjustment was not creating
88 a new, residential lot. Mr. Wheelwright said a new lot was not being created.

89
90 Colt Mund stated that the ADU Ordinance allowed the assessment of impact fees for an ADU. In this case,
91 how would the impact fees be assessed? Chris Davis felt the impact fees would be assessed on the building
92 permit for the new dwelling.

93
94 There was a discussion about the closest sewer manhole. Payden Vine said Mr. Call would be tying on to
95 Sewer Manhole No. 12.

96



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97 Michelle Drago, Deputy City Recorder, asked how much distance would be required between the ADU and
98 the new home. Garrick Call said the two structure would be 32 to 42 feet apart.
99

100 Chris Davis stated that his questions had been answered.
101

102 In response to a question from Colt Mund, Michelle Drago said Garrick Call was asking for approval of a
103 conditional use permit to turn the existing home at 1348 North Main into an ADU.
104

105 Colt Mund stated that he had been reviewing the conditional use permit standards. Because this was an
106 existing structure, not all of the factors applied. He did not have any other concerns. When the ADU was
107 approved, the conditional use permit needed to be recorded so it could be tracked in accordance with the
108 code.
109

110 Van Mund stated that lettering and numbering on the mailbox had to be 4 ½ to 5 inches in height and
111 contrast with the background.
112

113 Chris Breinholt did not have any engineering issues.
114

115 **Chris Davis moved to recommend that the Planning Commission approve a conditional use permit**
116 **for an accessory dwelling unit at 1348 North Main subject to a turn-around for emergency access,**
117 **proper addressing for the homes and mailboxes, approval of the lot line adjustment, and recording**
118 **of the conditional use permit with Box Elder County. Van Mund seconded the motion. All voted**
119 **“aye.” The motion passed unanimously.**
120

121 2B. REVIEW AND CONSIDERATION OF A REQUEST FROM BRIAN GILBERT FOR A
122 CONDITIONAL USE PERMIT FOR A DETACHED ACCESSORY DWELLING UNIT LOCATED AT
123 APPROXIMATELY 110 SOUTH 200 WEST (PARCEL NOS. 02-051-0008 AND 02-051-0242).
124

125 Time Stamp – 25:42 04/27/2023
126

127 Bryce Wheelwright stated that the City had received an application from Brian Gilbert for a conditional use
128 permit for a detached accessory dwelling unit located at approximately 110 South 200 West.
129

130 Brian Gilbert stated that he wanted to build a small apartment for his father and his father’s wife.
131

132 Michelle Drago asked if the proposed ADU would be part of the existing garage. Mr. Gilbert said it would
133 not. The ADU would be a completely new structure.
134

135 Chris Davis asked if impact fees would be assessed for the new structure. Mr. Wheelwright said Mr. Gilbert’s
136 building permit would include impact fees. Mr. Davis asked if Mr. Gilbert was aware of the impact fees. Mr.
137 Gilbert said he was.
138

139 Van Mund asked if the 21-foot setback on the south side would be used as a driveway to access the existing
140 garage. Mr. Gilbert said it would. Chief Mund felt 10-foot clearance between the ADU and the existing home
141 was a little close. Bryce Wheelwright stated that the Building Code required a minimum of 10 feet between
142 the structures.
143

144 Van Mund asked about the siding materials on the existing home and the ADU. Brian Gilbert said the
145 existing home had brick and aluminum siding. The ADU would have hardie board siding.



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146 Zac Burk said that Brian Gilbert could tie into the sewer on 200 West or behind his property. Water was
147 available in 200 West. Mr. Gilbert said he had planned to connect to the lines in 200 West. He didn't know
148 there was sewer behind him. The ADU would have a basement, but he didn't plan to put sewer in the
149 basement.

150
151 Zac Burk stated that the City's HOP Trail would run along 200 West. It might impact Mr. Gilbert's driveway
152 and parking.

153
154 Chris Breinholt asked about the stairs that were shown on the site plan. Mr. Gilbert said the starts would be
155 for a walk-out basement. Mr. Breinholt asked if the ADU would be shorter than the main dwelling unit. Mr.
156 Gilbert said it wouldn't. The roof pitch would be lower than the existing house, and the total square footage
157 was 999 square feet.

158
159 Sid Bodily did not have any comments.

160
161 Payden Vine did not have any comments.

162
163 Brian Gilbert asked how deep the sewer line behind him was. He might get better flow by running the sewer
164 that direction. Chris Breinholt said the sewer was 11 feet deep in 200 West. The sewer behind Mr. Gilbert
165 was eight feet deeper. Running the sewer to the back could interfere with any plans Mr. Gilbert might have
166 to subdivide the back of his property.

167
168 Theron Fielding felt the ADU would be visible from 200 West. Brian Gilbert asked if the ADU address would
169 be 110B South 200 West. Chief Fielding said it would.

170
171 Neither Chris Davis nor Michelle Drago had any comments.

172
173 Colt Mund asked how much of the yard the ADU would occupy. Mr. Gilbert wasn't sure. Colt Mund said the
174 ADU could not occupy more than 25% of the available yard, or space. Chris Breinholt said the lot was .93
175 acres, or 40,510 square feet. If the ADU was 1,000 square feet in size it would only cover 2% of the entire
176 lot.

177
178 **Chris Breinholt moved to recommend that the Planning Commission approve a conditional use**
179 **permit for an accessory dwelling unit at 110 South 200 West. Chris Davis seconded the motion. All**
180 **voted "aye." The motion passed unanimously.**

181
182 3. ADJOURN

183
184 **Bryce Wheelwright moved to adjourn at 3:52 p.m. Colt Mund seconded the motion. All voted "aye."**
185 **The motion passed unanimously.**

186
187 Minutes were read individually and approved on: _____

188
189
190
191
192 _____
193 Bryce Wheelwright, City Planner

192 _____
193 Michelle Drago, Deputy City Recorder

194 dc:CUP 04-27-2023