



3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

# WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL April 2<sup>nd</sup>, 2024

**Mayor**  
Brian Vincent  
**City Council**  
Jerry Chatterton, Mayor Pro Tem  
Annette Judd  
Michele Swenson  
Brad Lee  
Trent Yarbrough  
**City Manager**  
Kyle Laws

## Administrative Session

6:30 PM

Minutes for the West Point City Council Administrative Session held on April 2<sup>nd</sup>, 2024, at 6:30 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 823 9522 4161 at <https://zoom.us/join> or by telephone at (669) 900-6833.

**MAYOR AND COUNCIL MEMBERS PRESENT:** Mayor Brian Vincent, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, Council Member Brad Lee, and Council Member Trent Yarbrough

**EXCUSED:** None

**CITY EMPLOYEES PRESENT:** Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder (attending virtually)

**EXCUSED:** Kyle Laws, City Manager, and Ryan Harvey, Administrative Services Director

**VISITORS PRESENT:** PJ Roubinet and David Donaldson. No sign-in required for those attending virtually.

### **1. Discussion Regarding a Site Plan for an LDS Seminary (4450 W 920 S) – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the site plan for the LDS seminary that will be located by the new junior high, at approximately 4450 W 920 S. The key details of the presentation and the Council's discussion are as follows:

- **Location and Zoning:** The seminary is planned for a half-acre site just south of the new junior high, located in an R1 residential zone. Religious buildings are allowed in all zones, so it fits within the zoning regulations.
- **Site Details:** The site plan shows the seminary building fitting well within the property. It meets all setback requirements, including a 10-foot landscaped buffer with a fence on the west side adjacent to residential properties, slightly short of the requirement but considered acceptable.
- **Parking:** The plan includes seven parking spaces, deemed sufficient as most users (students) will walk from the junior high.
- **Landscaping and Lighting:** The landscaping exceeds requirements, and the exterior lighting complies with local ordinances, ensuring wattage is below the 160-watt threshold.
- **Building Design:** Elevation plans show the building design, which matches the junior high. Since it is in a residential zone, there are no architectural requirements beyond basic planning.
- **Approval Process:** The Planning Commission has recommended approval of the site plan. A subdivision plat is needed but can be approved by staff as it's for a single lot.
- **Fees:** The seminary will pay the same impact fees as commercial buildings.

The Council had no concerns with the proposed site plan and will consider final approval in tonight's General Session. Further questions and discussion may be had at that point.

### **2. Discussion Regarding Amendments to Land Use Code Definitions – Mrs. Bryn MacDonald**

Mrs. MacDonald explained that the City's Land Use Code has a specific section for "definitions" to define terms used throughout the code. IN addition to recent changes made to subdivision regulations, this definitions section also needs to be adjusted so that the terms comply with both state and local regulations, and are consistently applied. There are also definitions that are proposed to be adjusted for better clarity and understanding.

The table below below summarizes key proposed changes to definitions in West Point City Code 17.10. Mrs. MacDonald noted for the Council that there are additional changes involving reorganizing definitions for improved readability, but not reflected in the table.

Current Definition	Proposed Definition
Not currently defined	"Administrative Land Use Authority" means an individual, board, or commission, appointed or employed by the city, including city staff or the planning commission. The "administrative land use authority" does not include the city council or a member of the city council.
"Cluster subdivision" means a subdivision of land guided by an integrated design in which residential lots may have areas less than the minimum lot area of the zone in which the subdivision is located, and other regulations, except use regulations, may be waived or varied to allow flexibility and initiative in site and building design and location, in accordance with an approved plan and imposed general requirements.	Remove
"Kennel, private" means any lot or premises on which three or more dogs (or similar household pets) at least four months old are kept.	"Kennel, private" means any lot or premises that exceeds the allowable number of dogs as defined in Title 6 of the Davis County Animal Care Code.
"Lot, flag" means a lot which meets all minimum size requirements for the zone in which it occurs, but which exists mostly behind another lot, and which has access to a dedicated street by way of a projection of at least 30 feet in width. Two flag lots with projections side by side may each have projections 18 feet or greater in width (for a total of not less than 36 feet) and share a common paved driveway 20 feet or more in width covered by an easement so that the drive cannot be divided.	Remove
"Private lane" means a private street with curb and gutter on both sides that provides access to the front of residential or commercial buildings with a minimum width of 25 feet measured from the back of curb to back of curb. Private lanes do not provide access to more than 15 units or lots.	"Private lane" means a private street with curb and gutter on both sides that provides access to the front of residential or commercial buildings with a minimum width of 25 feet measured from the back of curb to back of curb.
"Private road" means a private street with a minimum of 50-foot right-of-way that includes curb, gutter, and sidewalk on both sides and meets the requirements found in the public works standard drawings. Private roads may terminate at a dead end but will be provided with a dedicated turnaround and will be no longer than 600 feet in length. Private roads do not provide access to more than 30 units or lots.	"Private road" means a private street with a minimum of 50-foot right-of-way that includes curb, gutter, and sidewalk on both sides and meets the requirements found in the public works standard drawings. Private roads may terminate at a dead end but will be provided with a dedicated turnaround and will be no longer than 600 feet in length.
Not currently defined	"Review cycle" means the occurrence of: 1. the applicant's submittal of a complete subdivision land use application; 2. the city's review of that subdivision land use application;

	<p>3. the city's response to that subdivision land use application, in accordance with this section; and</p> <p>4. the applicant's reply to the city's response that addresses each of the city's required modifications or requests for additional information.</p>
Not currently defined	"Subdivision improvement plans" means the civil engineering plans associated with required infrastructure and municipally controlled utilities required for a subdivision.
Not currently defined	"Subdivision ordinance review" means review by the city to verify that a subdivision land use application meets the criteria of the city's subdivision ordinances.
Not currently defined	"Subdivision plan review" means a review of the applicant's subdivision improvement plans and other aspects of the subdivision land use application to verify that the application complies with municipal ordinances and applicable standards and specifications.
Not currently defined	"Will serve letter" means a document issued by a utility company or a water district that commits or refuses to provide service to a specific property or project.

The Council discussed the proposed amendments, and asked various clarifying questions. They all agreed on the importance of having precise definitions in place to improve the clarity of the code and to ensure it is understood and applied as intended. They expressed no concerns or changes at this point and directed Staff to schedule a public hearing for the May 21<sup>st</sup>, 2024 meeting (Mrs. MacDonald will be absent for the May 2<sup>nd</sup> meeting.) Following the public hearing, the Council will continue the discussion before considering final approval of the proposed amendments.

### 3. Other Items

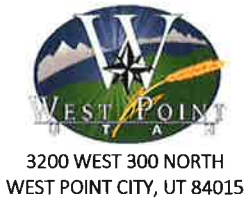
Council Member Chatterton raised concerns about a resident who consistently piles up trash and debris around his house, causing health and safety issues such as attracting rats and posing fire hazards. He stated that fire department and the Davis County Sheriff's department have intervened in the past, issuing citations and requiring cleanup, but the problem persists. He would like Staff to look for ways to strengthen the city's code enforcement regulations to address such issues more effectively and ensure the safety and well-being of the community.

Council Member Lee proposed the idea of naming park boweries after historic family barns in the area as the city undergoes changes and improvements in park boundaries. The suggestion included possibly incorporating wood from the original barns into signage to honor the heritage and history of these families and their contributions to the community.

Mayor Vincent also confirmed that the Annual Spring Clean-Up has been scheduled for April 19-20.

No other items were discussed.

The Administrative Session adjourned.



# WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL April 2<sup>nd</sup>, 2024

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City Manager  
Kyle Laws

## General Session 7:00 PM

Minutes for the West Point City Council General Session held on April 2<sup>nd</sup>, 2024, at 7:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 823 9522 4161 at <https://zoom.us/join> or by telephone at (669) 900-6833.

**MAYOR AND COUNCIL MEMBERS PRESENT:** Mayor Brian Vincent, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, Council Member Brad Lee, and Council Member Trent Yarbrough

**EXCUSED:** None

**CITY EMPLOYEES PRESENT:** Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder (attending virtually)

**EXCUSED:** Kyle Laws, City Manager, and Ryan Harvey, Administrative Services Director

**VISITORS PRESENT:** PJ Roubinet, David Donaldson, Brittany Johnsen, Amber Price, Grace Price, Beckett Ray, and Shari Byers. No sign-in required for those attending virtually.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer or Inspirational Thought** – Given by Council Member Judd
4. **Communications and Disclosures from City Council and Mayor**

Council Member Lee – Provided an update on the Davis County mosquito abatement efforts. He highlighted the introduction of a new drone, which has been operational for the past two weeks to help control the mosquito population early in the season. He noted that the current mosquitoes are particularly troublesome as they hibernate and leave significant welts when they bite. The drone allows the abatement team to reach affected areas more quickly, enhancing their ability to eliminate mosquitoes earlier. He expressed optimism that these proactive measures would significantly reduce the mosquito population by September, thus improving the quality of life for residents by minimizing the number of mosquito bites.

Council Member Swenson – Provided an update from the Arts Council, announcing the start of a Native Flute Circle event, which will be held every Friday from 4 to 5 PM and is free to attend. Additionally, a painting class will begin on May 3<sup>rd</sup>. She emphasized the Arts Council's efforts to diversify activities and involve more citizens, encouraging everyone to check the City's newsletter and website for more information. Council Member Swenson also expressed gratitude on behalf of her grandchildren for the enjoyable Easter Egg Hunt event organized by the West Point City Youth Council and the Royalty, highlighting the fun activities and prizes that made the event memorable.

Council Member Chatterton – None

Council Member Judd – None

Council Member Yarbrough – None

Mayor Vincent – None

5. **Communications from Staff**

April 19<sup>th</sup> – 20<sup>th</sup> is the Annual Spring Clean-Up. The following Tuesday, April 9<sup>th</sup>, is the April Senior Lunch at City Hall at 11:30.

**6. Citizen Comment**

None.

**7. Youth Council Update**

Grace Price, Mayor Pro Tem, and Beckett Ray, City Recorder, provided an update on the Youth Council's recent activities. They reported on the successful Easter Egg Hunt event, where they filled and distributed a large number of eggs, with significant donations from local businesses. The turnout was excellent despite rainy weather conditions. They also shared their experience at a recent leadership conference at Utah State, where they learned valuable skills in networking, values, goal setting, and resume and interviewing techniques. Looking ahead, they are planning their annual closing ceremony for the Youth Council.

The Council expressed gratitude for the Youth Council's efforts, particularly the well-executed Easter event, and emphasized the positive impact of their work on the community.

**8. Consideration of Approval of the Minutes from the February 6<sup>th</sup>, 2024 City Council Meeting**

Council Member Chatterton motioned to approve the minutes

Council Member Judd seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

**9. Consideration of Approval of the Minutes from the February 20<sup>th</sup>, 2024 City Council Meeting**

The draft minutes were not complete for approval at this time.

Council Member Lee motioned to table approval of the minutes

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

**10. Consideration of Approval of Resolution No. 04-02-2024A, Approving an Amendment to the Impact Fee Reimbursement Agreement with Craythorne Development, LLC for the Installation of Storm Drain Improvements – Mr. Boyd Davis**

Mr. Davis presented an amendment to the Impact Fee Reimbursement Agreement with Craythorne Development, LLC, addressing a miscalculation in the original agreement. The reimbursement concerns storm drain improvements on 1300 North, between 4000 West and about 3500 West. The storm drain masterplan estimates the cost of the pipe along 1300 N from 3625 W to 4000 W to be \$442,640. The pipe is 80% eligible for impact fees, which is \$354,112. Craythorne intends to install 67% of the total pipe length, which calculates out to \$237,255 as eligible for reimbursement. The original agreement contained an incorrect pipe length and this correction results in a new reimbursement amount to reflect that \$237,255, up from the previous \$194,000.

Mr. Davis confirmed that the criteria used for the calculation remained unchanged, with no adjustments for inflation. The Council had no further questions or discussion.

Council Member Lee motioned to approve Resolution No. 04-02-2024A

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

**11. Consideration of Approval of the Site Plan for the LDS Seminary Building at 4450 W 920 S – Mrs. Bryn MacDonald**

Mrs. MacDonald reviewed the site plan presented in tonight's Administrative Session for the new LDS seminary building to the City Council. The seminary building will be located adjacent to the junior high school currently under construction at 4500 West and 920 South, specifically on the south side of the junior high. The site plan adheres to all setback requirements, exceeding the required 15% landscaping with over 50%. It includes a fence next to the neighboring home on the west and provides adequate parking.

The plan includes a parking lot on the west side of the building and a pathway connecting to the junior high. The landscaping plan and exterior lighting, compliant with the dark sky ordinance, were also shown. The building's design, featuring brick and hardy board, is intended to match the junior high, although there are no architectural requirements in the R-1 zone.

During the Council's discussion, a concern was raised about the seminary building looking too similar to the school, potentially causing confusion about the separation of properties. However, it was noted that the seminary building is on a separate half-acre lot owned by the LDS Church, and with no architectural requirements in this zone, the City has no control over the decisions on the look of the buildings. Mrs. MacDonald noted that the Planning Commission has reviewed and recommended approval of the site plan.

The Council had no further questions or discussions.

Council Member Chatterton motioned to approve the Site Plan

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

**12. Motion to Adjourn the General Session**

Council Member Chatterton motioned to adjourn

Council Member Judd seconded the motion

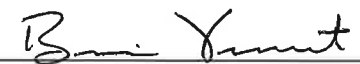
In Favor: All

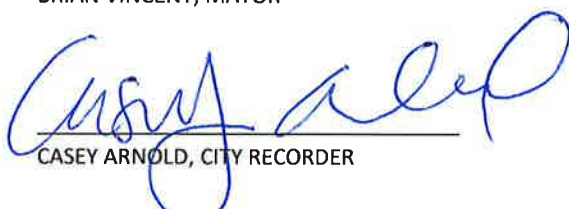
Opposed: None

The Council unanimously agreed.



APPROVED THIS 21 DAY OF May, 2024:

  
BRIAN VINCENT, MAYOR

  
CASEY ARNOLD, CITY RECORDER