



**WEST POINT CITY COUNCIL
MEETING NOTICE & AGENDA
JULY 1, 2025
WEST POINT CITY HALL
3200 W 300 N | WEST POINT, UT**

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

- THIS MEETING IS OPEN TO THE PUBLIC AND HELD AT WEST POINT CITY HALL
- A LIVE STREAM OF THE MEETING IS AVAILABLE FOR THE PUBLIC TO VIEW:
 - » Online: - <https://us02web.zoom.us/j/83243676597> » Telephone: 1(669) 900-6833 – Meeting ID: 832 4367 6597

ADMINISTRATIVE SESSION – 6:00 PM

1. Discussion Regarding the “Allen Subdivision & Adjoining Properties” Annexation Petition – Ms. Casey Arnold [pg. 4](#)
2. Discussion Regarding Landscaping Ordinances – Mrs. Bryn MacDonald [pg. 13](#)
3. Discussion Regarding the PRUD Code – Mrs. Bryn MacDonald [pg. 17](#)
4. Discussion Regarding a New “A-20” Agricultural Zone – Mrs. Bryn MacDonald [pg. 28](#)
5. Other Items

GENERAL SESSION – 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Prayer or Inspirational Thought *(Contact the City Recorder to request meeting participation by offering a prayer or inspirational thought)*
4. Communications and Disclosures from City Council and Mayor
5. Communications from Staff
6. Citizen Comment *(Please approach the podium & clearly state your name and address prior to commenting. Please keep comments to a maximum of 2 ½ minutes. Do not repeat positions already stated; public comment is a time for the Council to receive new information and perspectives)*
7. Recognition of the 2025 Woman of Honor and Grand Marshals – Mayor Brian Vincent
8. Youth Council Update
9. Consideration of Approval of the Minutes from the May 6th, 2025 City Council Meeting [pg. 49](#)
10. Decision to Deny or Accept for Further Consideration the “Allen Subdivision & Adjoining Properties” Annexation Petition – Ms. Casey Arnold [pg. 4](#)
11. Consideration of a Contract with Holbrook Asphalt for Seal Coating – Mr. Boyd Davis [pg. 43](#)
12. Consideration of Approval to Remove the Wildfire Estates Subdivision Phase 3 from Warranty – Mr. Boyd Davis [pg. 47](#)
13. Consideration of Approval to Place the Craythorn Homestead Subdivision Phase 5 on Warranty – Mr. Boyd Davis [pg. 48](#)
14. Motion to Adjourn the General Session

Amended and Posted this 30th day of June, 2025:


Casey Arnold, City Recorder

I, Casey Arnold, the City Recorder of West Point City, do hereby certify that the above July 1, 2025 West Point City Council Meeting Notice & Agenda was posted at the following locations: 1) West Point City Hall, 2) official City website at www.westpointutah.gov and 3) the Utah Public Notice Website at www.utah.gov/pmn.

In compliance with the Americans with Disabilities Act, persons in need of special accommodations or services to participate in this meeting shall notify the City at least 24 hours in advance at 801-776-0970.

TENTATIVE UPCOMING ITEMS

Date: **07/15/2025**

Administrative Session – 6:00 pm

1. Eagle Scout Project Proposal – Carter Allen
2. Discussion Regarding Updates to the General Plan – Mrs. Bryn MacDonald
3. Discussion Regarding the FY2026 Final Budget and 2025 Property Tax Rate for West Point City

General Session – 7:00 pm

1. Davis County Sheriff's Office Update
2. Consideration of Approval of Ordinance No. **, Amending WPCC Section ** Regarding Landscaping Requirements – Mrs. Bryn MacDonald
 - a. Public Hearing
 - b. Action
3. Consideration of Ordinance No. **, Amending WPCC Section ** Regarding the PRUD Code – Mrs. Bryn MacDonald
 - a. Public Hearing
 - b. Action
4. Motion to Adjourn the General Session and Move Into a Special Budget Meeting

Special Budget Meeting – Following

1. Consideration of Approval of Resolution No. **, Approving the 2025 Property Tax Rate for West Point City
 - a. Public Hearing
 - b. Action
2. Public hearing Regarding the FY2026 Compensation Schedule
3. Consideration of Approval of Ordinance No. **, Approving the FY2026 Final Budget for West Point City & All Related Agencies
 - a. Public Hearing
 - b. Action

Date: **08/05/2025**

Administrative Session – 6:00 pm

1. Discussion Regarding **

General Session – 7:00 pm

1. Consideration of Approval Ordinance No. **, Adopting an Updated General Plan – Mrs. Bryn MacDonald
 - a. Public Hearing
 - b. Action

Date: **08/19/2025**

Administrative Session – 6:00 pm

1. Quarterly Financial Report

General Session – 7:00 pm

1. Consideration of Approval of **

Date: **08/26/2025 - (Tentative)**

Special Meeting

General Session

1. Consideration of Approval of the 2025 Primary Election Canvass by the Board of Canvassers

Date: **09/02/2025**

Administrative Session – 6:00 pm

2. Discussion Regarding **

General Session – 7:00 pm

1. Davis County Sheriff's Office Update
2. Youth Council Update
3. Swearing-In of the 2025-2026 West Point City Youth Council – Mayor Brian Vincent

Date: **09/16/2025**

Administrative Session – 6:00 pm

1. Discussion Regarding **

General Session – 7:00 pm

1. Consideration of Approval of **

Date: **10/07/2025**

Administrative Session – 6:00 pm

1. Discussion Regarding **

General Session – 7:00 pm

1. Youth Council Update
2. Consideration of Approval of **

Date: **10/21/2025**

Administrative Session – 6:00 pm



WEST POINT CITY 2025 CALENDAR

2025

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

1	New Year's Observed-CLOSED
7	City Council - 6 PM
9	Planning Commission - 6 PM
14	Senior Lunch - 11:30 AM
20	MLK Jr. Day - CLOSED
23	Planning Commission - 6 PM
24-25	City Council Planning & Visioning Session
28	Council/Staff Lunch - 11:30 AM

JULY

1	City Council - 6 PM
3 & 4	PARTY AT THE POINT EVENTS
10	Planning Commission - 6 PM
11	MOVIE IN THE PARK - DUSK
15	Senior Lunch - 11:30 AM (Loy Blake)
15	City Council - 6 PM
24	Pioneer Day Holiday - CLOSED

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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AUGUST

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23	24	25	26	27	28	29
30	31					

FEBRUARY

4	City Council - 6 PM
11	Senior Lunch - 11:30 AM
13	Planning Commission - 6 PM
17	President's Day - CLOSED
18	City Council - 6 PM
27	Planning Commission - 6 PM

AUGUST

5	City Council - 6 PM
8	Summer Social - 6:30 PM
12	Senior Lunch - 11:30 AM (Loy Blake)
14	Planning Commission - 6 PM
15	MOVIE IN THE PARK - DUSK
19	City Council - 6 PM
28	Planning Commission - 6 PM

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
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SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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30	31					

MARCH

4	City Council - 6 PM
13	Planning Commission - 6 PM
18	Senior Lunch - 11:30 AM
18	City Council - 6 PM
27	Planning Commission - 6 PM

SEPTEMBER

1	Labor Day - CLOSED
2	City Council - 6 PM
9	Senior Lunch - 11:30 AM (Loy Blake)
11	Planning Commission - 6 PM
13	DAY OF SERVICE
16	City Council - 6 PM
25	Planning Commission - 6 PM

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
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OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
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30	31					

APRIL

1	City Council - 6 PM - Canceled
8	Senior Lunch - 11:30 AM
10	Planning Commission - 6 PM
11-12	ANNUAL SPRING CLEAN-UP
15	City Council - 6 PM
19	EASTER EGG HUNT - 10 AM
22	Council/Staff Lunch - 11:30 AM
24	Planning Commission - 6 PM

OCTOBER

2	CEMETERY CLEANING
7	City Council - 6 PM
9	Planning Commission - 6 PM
11	FALL FESTIVAL
13	Employee Training - CLOSED
21	Senior Lunch - 11:30 AM
21	City Council - 6 PM
23	Planning Commission - 6 PM
28	Council/Staff Lunch - 11:30 AM
TBD	ANNUAL FALL CLEAN-UP

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

1	CEMETERY CLEANING
6	City Council - 6 PM
8	Planning Commission - 6 PM
13	Senior Lunch - 11:30 AM
20	City Council - 6 PM
22	Planning Commission - 6 PM
26	Memorial Day - CLOSED

NOVEMBER

4	GENERAL ELECTION DAY
11	Veterans Day - CLOSED
18	Senior Lunch - 11:30 AM
13	Planning Commission - 6 PM
18	City Council - 6 PM
27-28	Thanksgiving - CLOSED

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

3	City Council - 6 PM
7	MISS WEST POINT PAGEANT
10	Senior Lunch - 11:30 AM (Loy Blake)
12	Planning Commission - 6 PM
13	MOVIE IN THE PARK - DUSK
17	City Council - 6 PM
19	JUNETEENTH - CLOSED
26	Planning Commission - 6 PM

DECEMBER

1	CITY HALL LIGHTING - 6 PM
2	City Council - 6 PM
5	Christmas Party - 7 PM
6	CHILD REMEMBRANCE - 7 PM
9	Senior Lunch - 11:30 AM
11	Planning Commission - 6 PM
16	City Council - 6 PM
19	CEMETERY LUMINARY - 4 PM
25/26	Christmas Holiday - CLOSED
1	New Year's - CLOSED

CITY COUNCIL STAFF REPORT



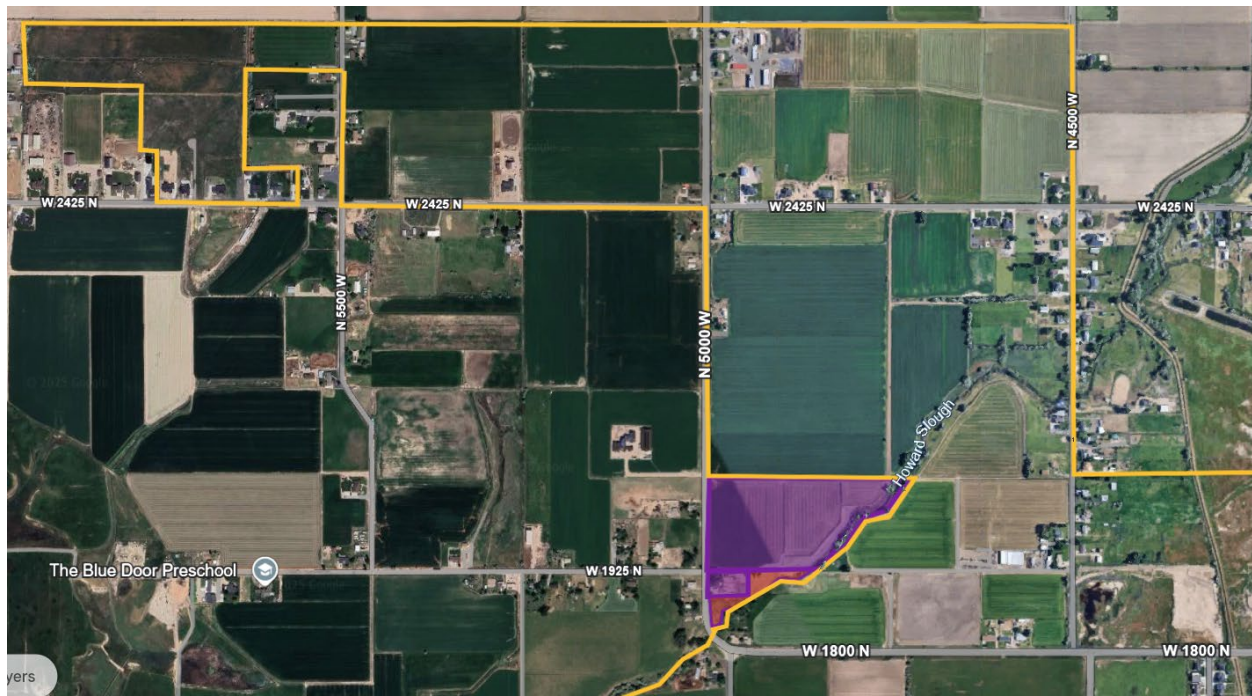
Subject: “Allen Subdivision & Adjoining Properties”
Annexation Petition
Author: Kyle Laws
Department: Executive
Meeting Date: July 1, 2025

Background

On June 12, 2025, a complete Annexation Petition was submitted to the City. The Petition Title is the “Allen Subdivision & Adjoining Properties” and includes three properties on the east side of 5000 W and north of 1800 N – commonly referred to as “Pig’s Corner”. The annexation process is dictated by Utah State Code and is found in §10-2-8. In accordance §10-2-807, the Annexation Petition must be placed on a City Council agenda for denial or acceptance for further consideration at the first regularly scheduled meeting that is at least 14 days after the Petition is submitted. The City has no obligation to accept the petition for further consideration, even if the property is within the City’s future annexation area, and can deny the Petition at this point. However, if the Council fails to either accept or deny the Petition at this meeting, it is considered as accepted for further consideration. Acceptance of the Petition for further consideration does not mean that the property is annexed or that it *will* be annexed – it only means that the Council is allowing the process to continue.

Analysis

The “Allen Subdivision & Adjoining Properties” Annexation Petition consists of three properties, totaling approximately 19.015 acres. Two of the three property owners (representing 16.895 acres) have signed the Petition in favor of the annexation. A map of the area is below (those in favor shaded in purple, the red is the property included):



If the petition is accepted, whether through approval or non-action, a series of deadlines and processes are initiated. To briefly summarize, a 30-day deadline will begin for the City Recorder to obtain any records or further information needed from the County or Petitioner and work with other Staff and our legal counsel to determine if the Petition meets the requirements of the applicable annexation statutes. Should it not, the City Recorder must reject the Petition and deliver notice of and reasons for the rejection to the City Council, Petitioner, and Davis County Board of Commissioners.

If the Petition is determined to meet the requirements, the City Recorder must certify the Petition and issue a Notice of Certification that must be sent to the Council, Petitioner, and County. Within 10 days of the Notice of Certification being sent, the City Recorder must begin the noticing process to affected entities, surrounding property owners, and the public. Public notice must be posted for three successive weeks.

Protests to the Petition may be filed within 30 days from the date the City Recorder mails the Notice of Certification. Protests may only be filed by the legislative or governing body of an affected entity (including counties, local districts, special service districts, etc.), or the owner of rural real property within the proposed area (simply defined as being over 1,000 acres in size and zoned for agricultural or manufacturing purposes) or owner of private real property located in a mining protection area, neither of which property types apply to the proposed area.

Protests are filed directly with the Davis County Board of Commissioners. Another process begins at that point, but the main takeaway is that accepting the Petition for consideration begins a roughly two to three-month annexation process. Attached is an “Annexation Process” outline Staff has put together that details the responsibilities of each party and the various deadlines and requirements.

Again, it is important to understand that Acceptance of the Petition for further consideration does not mean that the property is annexed or that it *will* be annexed or even that the Council is in favor of the annexation – it only means that the Council is allowing the process to continue. It is also important to understand that the Council does not have to approve an annexation, regardless of whether it meets all of the requirements – the decision is completely at the discretion of the City Council – and it can do so only after holding a public hearing after the protest period has ended.

Recommendation

Staff has no recommendation to the Council on whether to accept or deny this annexation for further consideration. However, it is important to note that staff has been in communication with the petitioner to ensure that the properties included in the petition create a logical, consistent city boundary.

Significant Impacts

If the Petition is accepted for further consideration, the immediate significant impact is that a 30-day deadline is initiated in which the City Recorder must either certify or deny the petition in accordance with the applicable requirements. If certified, the City Council will be given a Notice of Certification and a public noticing process begins.

Attachments

Allen Subdivision & Adjoining Properties Annexation Petition



WEST POINT CITY

3200 W 300 N
West Point, UT 84015
801.776.0970

ANNEXATION PETITION

(Must be filed with the City Recorder. All required documents must be attached. Incomplete submissions will not be accepted)

PETITION TITLE: Allen Subdivision & Adjoining Properties

PROPERTY LOCATION: Parcel ID(s): 140370032 - 143340001 - 143340002 **ACREAGE:** 19.923
20.058

AFFECTED PROPERTY OWNER NAMES:

(within Proposed Annexation Area):

PROPERTY ADDRESS:

PARCEL ID#:

ALLEN, JIM P & JANETTE M - ETAL - TRUSTEES

140370032

FLINT INVESTMENTS LLC DBA HAWK HOMES

1924 N 5000 WEST

143340001

WAYNE D GREEN LLC

1878 N 5000 WEST

143340002

Attach additional sheet as needed

PETITION MAIN CONTACT PERSON:

(It is the Main Contact's responsibility to notify/inform other property owners of any notifications or information received regarding this Annexation Petition)

Name: Hunter Murray

Phone: 801-628-3140

Mailing Address: 590 N. Kays Drive

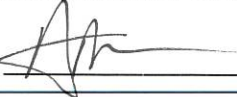
City: Kaysville

State: UT Zip: 84037

Email: hunter@hgroupventures.com

INCLUDE WITH THIS PETITION (in accordance with UCA §10-2-403):

1. A copy of the Notice of Intent to File an Annexation Petition sent to affected entities as required, the date the notice was sent, and a list of the affected entities to which notice was sent.
2. Signature page(s) **(must include the required statement)** of property owners in favor of annexation that are within the proposed annexation area.
3. One 24" x 36" accurate and recordable (mylar) map, prepared by a licensed surveyor, of the area proposed for annexation. Mylar copy must be stamped by the surveyor and meet the requirements of UCA§ 17-23-20(4).
4. One 11" x 17" paper copy of the map prepared by the licensed surveyor.
5. Electronic copy of prepared map sent to carhold@westpointutah.gov
6. A legal property description of the proposed area in word format sent to: carhold@westpointutah.gov
7. On the date of filing with the City Recorder, deliver or mail a copy of petition to Davis County Recorder

Signature of Petitioner: 

05-14-2025

Date Submitted

Petitioner Information (If different than Main Contact):

Name:

Phone:

Mailing Address:

Email:

OFFICE USE ONLY: Date Submitted:

Received By:

CONTINUED LIST OF AFFECTED PROPERTY OWNERS/ADDRESS/PARCEL ID#'S
(IF NEEDED)

AFFECTED PROPERTY OWNER NAMES:

(within Annexation Area):

Jim Allen (ALLEN, JIM P &
JANETTE M - ETAL - TRUSTEES)

Jed Flint (FLINT INVESTMENTS LLC DBA HAWK HOMES)

Wayne Green (WAYNE D GREEN LLC))

PROPERTY ADDRESS:

1924 N 5000 WEST

1878 N 5000 WEST

PARCEL ID#:

140370032

143340001

143340002

Attach additional sheet(s) as needed

OFFICIAL PROPERTY OWNER(S) SIGNATURES IN FAVOR
OF ANNEXATION PETITION

(This Official Signature Page may be duplicated as needed for circulation when obtaining signatures)

By signing below, I certify that I am the owner or majority property owner of the unincorporated property identified and that I am in favor of this petition to annex said property into the boundaries of West Point City:

Jim Allen (ALLEN, JIM P & JANETTE M - ETAL TRUSTEES)		140370032	5/15/2025
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date
Jed Flint (FLINT INVESTMENTS LLC DBA HAWK HOMES)		1924 N 5000 WEST / 143340001	4/25/25
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date
Property Owner Name	Property Owner Signature	Property Address or Parcel ID	Date

NOTICE TO PROPERTY OWNERS:

There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election.

If you sign this petition in favor of this proposed annexation and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the West Point City Recorder.

If you choose to withdraw your signature, you shall do so no later than 30 days after West Point City receives notice that the petition has been certified.

May 27, 2025

Davis County hereby certifies that the following notice required by Utah state code 10-2-403 was properly mailed on May 27, 2025.



Jenny Bloemen
Davis County Planner

**NOTICE OF INTENT TO FILE A PETITION TO ANNEX AN
UNINCORPORATED AREA OF DAVIS COUNTY TO WEST POINT CITY**

ATTENTION: YOUR PROPERTY MAY BE AFFECTED BY A PROPOSED ANNEXATION

RECORDS SHOW THAT YOU OWN PROPERTY WITHIN AN AREA THAT IS INTENDED TO BE INCLUDED IN A PROPOSED ANNEXATION TO WEST POINT CITY OR THAT IS WITHIN 300 FEET OF THAT AREA. IF YOUR PROPERTY IS WITHIN THE AREA PROPOSED FOR ANNEXATION, YOU MAY BE ASKED TO SIGN A PETITION SUPPORTING THE ANNEXATION. YOU MAY CHOOSE WHETHER TO SIGN THE PETITION. BY SIGNING THE PETITION, YOU INDICATE YOUR SUPPORT OF THE PROPOSED ANNEXATION. IF YOU SIGN THE PETITION BUT LATER CHANGE YOUR MIND ABOUT SUPPORTING THE ANNEXATION, YOU MAY WITHDRAW YOUR SIGNATURE BY SUBMITTING A SIGNED, WRITTEN WITHDRAWAL WITH THE RECORDER OR CLERK OF WEST POINT CITY WITHIN 30 DAYS AFTER WEST POINT CITY RECEIVES NOTICE THAT THE PETITION HAS BEEN CERTIFIED.

THERE WILL BE NO PUBLIC ELECTION ON THE PROPOSED ANNEXATION BECAUSE UTAH LAW DOES NOT PROVIDE FOR AN ANNEXATION TO BE APPROVED BY VOTERS AT A PUBLIC ELECTION. SIGNING OR NOT SIGNING THE ANNEXATION PETITION IS THE METHOD UNDER UTAH LAW FOR THE OWNERS OF PROPERTY WITHIN THE AREA PROPOSED FOR ANNEXATION TO DEMONSTRATE THEIR SUPPORT OF OR OPPOSITION TO THE PROPOSED ANNEXATION.

YOU MAY OBTAIN MORE INFORMATION ON THE PROPOSED ANNEXATION BY CONTACTING THE WEST POINT CITY COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT, 801-776-0971. ONCE FILED, THE ANNEXATION PETITION WILL BE AVAILABLE FOR INSPECTION AND COPYING AT THE OFFICE OF WEST POINT CITY LOCATED, 3200 WEST 300 NORTH WEST POINT, UT, 84015.

A MAP OF THE AREA THAT IS PROPOSED TO BE ANNEXED IS ATTACHED.

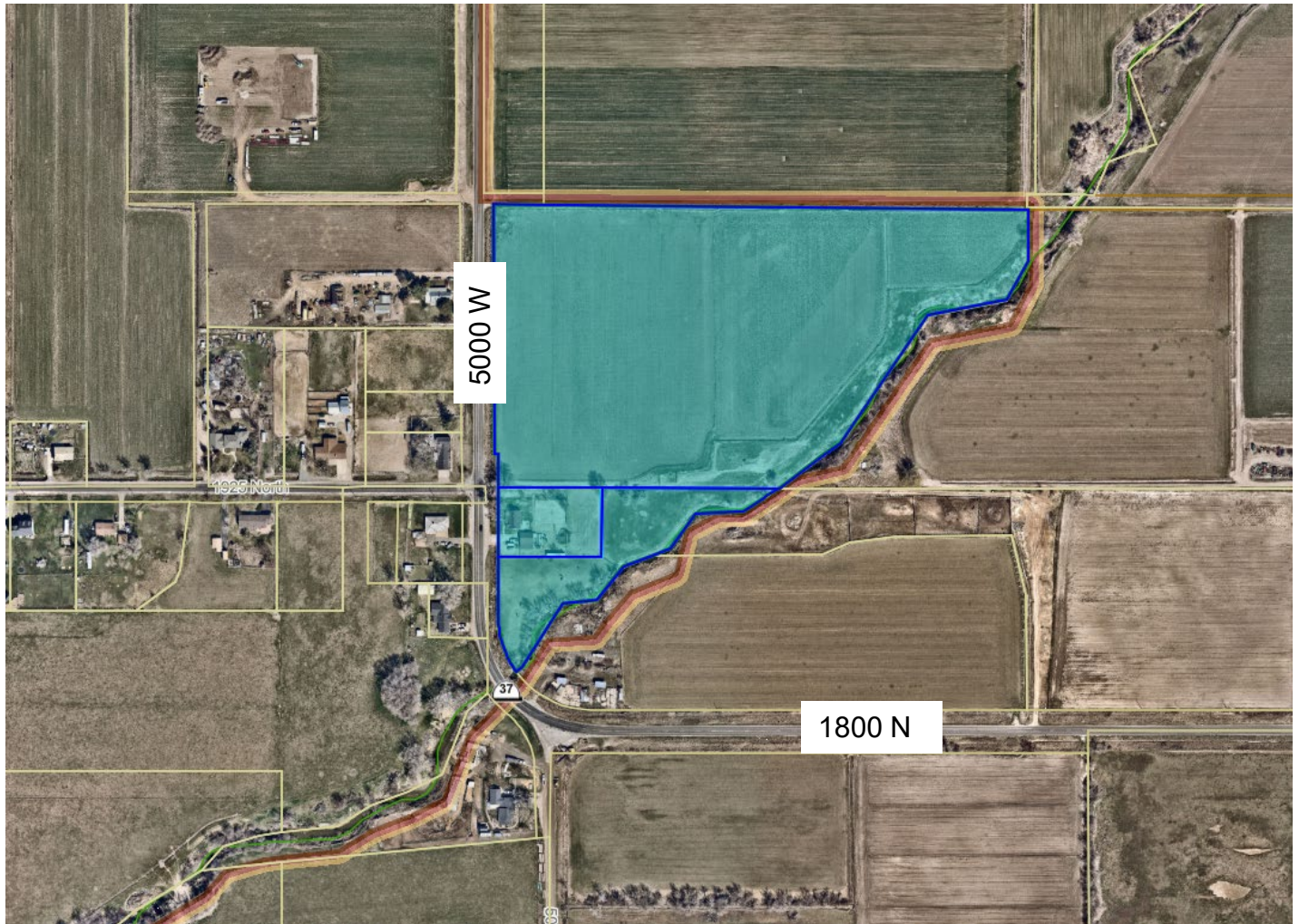


Annexation to West Point City - Allen



Parcels: 140370032 15.89 acres
143340001 1 acre
143340002 2.12 acres

Total Acreage: 19.01 Acres



SALE
Davis County
Planning
61 South Main Street
Farmington, UT 84025
801-451-3243

05/27/25 15:55:25
Merchant ID : 179362
Terminal : 401-682-937
Sequence # : 000001
Auth Number : 027577

AMOUNT: \$ 36.00
CONVENIENCE FEE: \$ 1.55
TOTAL: \$ 37.55

CARD ENTRY MODE MANUAL
Visa *****2629

x Trek Loveridge
SIGNATURE
Annexation - Allen
I agree to pay above total amount
in accordance with card issuer's
agreement (merchant agreement if
credit voucher). Retain this copy
for statement verification

Thank you!

MERCHANT COPY

CITY COUNCIL STAFF REPORT

Subject: Landscaping Text Amendments
Author: Bryn MacDonald
Department: Community Development
Date: July 1, 2025



Background

Weber Basin Water Conservancy District has asked cities to update their landscaping codes to support greater water efficiency. In response, the City Council previously adopted changes that eliminated grass in park strips. More recently, Weber Basin has requested additional updates to align with the requirements of their rebate programs, including the “Landscape Lawn Exchange” and “Flip Your Strip.” If adopted, these changes would make West Point residents eligible to participate in those programs.

On December 3 and 17, 2024, the City Council reviewed Weber Basin Water Conservancy District's requirements for landscaping code updates and directed the Planning Commission to develop draft changes and provide a recommendation. The Planning Commission discussed the matter on February 27 and April 10, 2025, with input from Jon Parry of Weber Basin. The Planning Commission discussed the item further on April 24th and May 8th, 2025. A public hearing was held on May 22, 2025.

Process

Amendments to Title 17 Land Use and Development Code are legislative actions. In legislative matters, the Planning Commission and City Council have broad discretion, provided it can be demonstrated that their action will promote or protect the overall welfare of the community. Any amendments to the code require a public hearing and recommendation from the Planning Commission, before a final decision is adopted by the City Council.

Analysis

The code currently requires all single-family homes to be landscaped within the first year of occupancy. Property owners can install 100 percent lawn in their yards, or they can do a combination of lawn and xeriscape. In order for residents to qualify for incentives, Weber Basin lists the following minimum requirements that must be adopted into landscape ordinances by municipalities:

- Areas within the public right of way between the curb and gutter and the sidewalk (park strips) shall not be landscaped with lawn.
- Lawn areas will not be allowed in park strips or areas that are less than 8 ft wide at its narrowest point.
- Lawn areas will not exceed 35% of the front and side yard landscaped areas for single-family residential.
- New commercial, industrial, institutional, and multi-family developments shall not have lawn areas that exceed 15% of the total landscaped area, outside of designated active recreational areas that meet District design and landscape standards.

Currently, West Point City Code states that if a property owner wants to do more than 30 percent xeriscape/rock, they must submit an application to staff for review and approval. The code would be changed to state that lawn areas cannot exceed 35% of the front and side yard. There are already

requirements for providing a certain amount of living material (plants, shrubs, and trees), and those would remain the same.

The City has already adopted the code not allowing grass in park strips or areas less than 8 feet wide, so no changes would need to be made to accommodate those requirements.

Recommendation

This item is on for discussion only. No action is required at this time. The Planning Commission recommended approval of the changes to the landscaping ordinance.

Attachments

Draft 17.70.040 Residential Landscaping Requirements Code

17.70.040 Residential landscaping requirements.

Landscaping on residential lots shall comply with the following standards:

- A. Landscaping shall be installed in front yards on the entire width of the lot including park strips but excluding the driveway. On corner lots, landscaping shall be installed in all areas between the side line of the house between the front property line and the rear property line which are visible from the public right-of-way.
- B. No new turfgrass shall be planted in park strips or areas with a width of eight feet or less. Park strips shall be landscaped with trees, shrubs, pavers, rock, mulch, or another ground cover. Concrete may be used as long as it is constructed in a way that distinguishes it from the adjacent sidewalk such as stamping with a brick, stone or finishing it with other decorative patterns. All exposed utilities (such as meter boxes and valves) located in the park strip shall have a minimum clearance of one foot from all concrete.
- C. Landscaping shall include a combination of lawn, shrubs, ground cover, or trees. Ground cover may include vegetative vines, low-spreading shrubs, or annual or perennial flowering or foliage plants. Ground cover may also include mineral or nonliving organic permeable material. Mineral ground cover may include such materials as rocks, boulders, gravel, or brick over sand.
- D. ~~Residential dwelling lots shall have no more than 30 percent of “mulch” meaning material such as natural crushed rock, bark, wood chips, or other materials left loose and applied to the soil (excluding driveways).~~ The following materials shall be prohibited in the landscaped area: crushed asphalt, recycled concrete, slag, and road base.
- E. On lots over one-half acre in size, landscaping shall only be required on 100 feet of street frontage to the depth of the front yard setback.
- F. Said landscaping shall be completed within one year from the date the certificate of occupancy was issued for the residence or within one year of removal of landscaping.
- G. ~~Turfgrass for new yards is limited to a maximum of 35 percent of the total square footage of the front and side yards. If more than 30 percent of “mulch” (as defined in subsection (D) of this section) is desired (excluding driveways), an application, including a professional landscape plan, must be submitted for review by the community development director. Landscapes completely devoid of planned live vegetation are prohibited. The landscaping plan must include the following minimum requirements:~~

1. A combination of at least two different types of “mulch” materials must be used such as artificial turf, rock of different sizes and colors, or wood chips.
2. *Live Vegetation*. The following standards for live vegetation shall be considered the minimum requirement:
 - a. One shrub (this includes ornamental grasses, perennial flowers, and other plants with a minimum of 12 inches in height or spread) shall be installed or used for every 100 square feet of the landscaped area; and one tree for every 1,000 square feet of the landscaped area; or
 - b. One shrub (this includes ornamental grasses, perennial flowers, and other plants with a minimum of 12 inches in height or spread) shall be installed for every 50 square feet of the landscaped area;
3. *Trees*. Trees that are used in the calculation for live vegetation shall meet the following minimum size requirement:
 - a. Deciduous: two-inch caliper;
 - b. Ornamental and flowering: one-and-one-half-inch caliper;
 - c. Evergreen: six feet tall.

H. New landscape areas less than eight feet wide shall use drip irrigation on its own irrigation zone and no overhead spray irrigation shall be allowed.

CITY COUNCIL STAFF REPORT

Subject: PRUD Overlay Zone
Author: Bryn MacDonald
Department: Community Development
Date: July 1, 2025



Background

Staff is proposing to revise the Planned Residential Unit Development (PRUD) code. A PRUD overlay zone allows for flexible residential development with integrated amenities. These revisions shift the focus towards larger, more comprehensively planned developments for density increases, while smaller developments can still utilize the PRUD for design flexibility.

Staff presented the existing ordinance and its challenges, proposing a repeal and replacement with a revised PRUD ordinance.

Process

Amendments to Title 17 Land Use and Development Code are legislative actions. In legislative matters, the Planning Commission and City Council have broad discretion, provided it can be demonstrated that their action will promote or protect the overall welfare of the community. Any amendments to the code require a public hearing and recommendation from the Planning Commission, before a final decision is adopted by the City Council. The Planning Commission had discussions on April 24 and May 8, 2025. A public hearing was held May 22, 2025. The PC recommended approval of the text change. The City Council must now hold a public hearing and can approve, deny, or modify the request.

Analysis

The Planned Residential Unit Development (PRUD) overlay zone is designed to encourage efficient utilization of land through large-scale residential development by allowing flexibility in development standards to create more attractive residential areas. The PRUD zone may be applied as an overlay to R-1, R-2, and R-3 zones, and is not a standalone zoning district.

Current Code Summary

Currently, there is no minimum development size required to apply for a PRUD. Developers can obtain up to a 20% bonus density if they incorporate specified amenities. Flexibility in development standards is also available, and to achieve it, developers must include a minimum of 5% of the listed amenities.

New Code Summary

The proposed revisions introduce the following key changes:

- Density requests are limited to properties 10 acres or larger, with a minimum set of enhancements required to qualify for the density.
- Properties under 10 acres are only eligible for flexibility, with the aim of improving smaller projects' design while preserving existing density and must still meet the minimum improvement standards.
- Development standards that apply to all PRUDs regardless of the size will include:
 - Perimeter fencing (vinyl or equivalent)
 - Architectural standards (specific exterior materials, no vinyl siding)
 - Street trees

The Planning Commission held a public hearing on May 22, 2025. There was one public comment regarding wetlands being used as open space. The code does not allow sensitive lands, such as wetlands, to count as open space towards the bonus density requirements.

Recommendation

This item is on for discussion only. No action is required at this time. The Planning Commission recommended approval of the proposed changes to West Point City PRUD code.

Attachments

Draft 17.60.160 Code

17.60.160 Planned residential unit development overlay (PRUD).

A. *Purpose.* The purpose of the planned residential unit development (PRUD) overlay is to encourage imaginative and efficient utilization of land through large-scale residential development and provide a greater flexibility in the location of buildings on the land, the consolidation of open spaces, and the clustering of dwelling units. These provisions are intended to create more attractive and desirable environments within the residential areas of West Point City.

B. *Use Table.* See use table section, WPCC [17.60.050](#). If a use is not specifically designated, then it is prohibited.

1. Uses permitted in the PRUD zone shall be limited to those listed as permitted uses by the provisions of the underlying zone with which the PRUD zone has been combined.
2. *Use in Combination.* The PRUD overlay zone shall only be used in combination with existing R-1, R-2 and R-3 underlying residential zones. The provisions of the PRUD create flexibility to the provisions of the zone with which it is combined. The PRUD zone shall not be applied to a land area as an independent zone and shall be shown on the zoning map in parentheses next to the zone in which it is combined.

C. *Minimum Size.* There is no minimum development size required to apply for a PRUD. However, any proposed PRUD with an area of less than ten (10) acres shall only be eligible for flexibility from the requirements of the underlying zone, and shall not be eligible for additional density. A proposed PRUD with ten (10) acres or greater may have flexibility from the underlying zone requirements and also qualify for additional density based on the requirements outlined in this chapter.

D. *Approval Procedures.*

1. *Procedure.* The PRUD overlay zone shall be approved as a rezone by ordinance of the city council, after a recommendation is provided by the planning commission, and following the same process as other zoning amendments pursuant to Chapter [17.00](#) WPCC in conjunction with a site plan as described below. The site plan shall include the following:
 - a. A general layout of all proposed lots.
 - b. A tabulation of the total acreage of the site, and the percentages thereof to be designated for various uses, i.e., parking, residential units, open space, streets, etc.

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- c. Detailed description of proposed density calculations and bonus amenities as defined in subsection [\(G\)](#) of this section.
 - d. Proposed circulation pattern, including public streets and pedestrian paths.
 - e. Parks, common open spaces, playgrounds, and other public or private recreation facilities and improvements proposed within the planned residential unit development.
 - f. The general location of all dwellings and other structures in the PRUD and building densities per gross acre, including tables or graphs showing the percentages of each dwelling type being proposed.
 - g. A landscaping plan showing what areas are to be landscaped and what types of plants and materials are to be used.
 - h. Elevation drawings or perspective drawings of all building types proposed within the PRUD. Elevation drawings for single family can be conceptual and provide examples of the types of housing being proposed. Elevation drawings for attached or multi-family buildings shall be specific and show the exact structures being proposed.
 - i. If an HOA is proposed, provide a draft of the declaration of covenants, conditions, and restrictions for review and to assure their compliance with the provisions of this code.
2. If the PRUD is proposed to be developed in phases, the preliminary site plan shall also show phase boundaries. Each phase shall be of such size, composition, and arrangement so that construction, marketing, and operation of each phase is feasible as a unit, independent of any subsequent phases.
3. A PRUD shall be in single ownership and control or under option to purchase by an individual or a corporate entity at the time of application, or the application shall be filed jointly by all owners of the property.
4. *Approval Criteria.* Submittal of an application for a zoning amendment for a PRUD overlay zone shall not guarantee that the zone or site plan will be approved. After review of the zoning amendment and site plan, the planning commission shall forward a recommendation to the city council. The city council may approve the zoning amendment and development plan if it finds the proposed PRUD overlay zone and associated site plan:
- i. Implement clear concepts contained in the general plan; and
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- ii. Meet the purpose and intent of this chapter; and
- iii. Provide superior site design and increased amenities as set forth in this chapter.

5. *Subdivision Required.* An application for preliminary subdivision approval may be initiated after the city council has voted in favor of the proposed overlay zone request. Compliance with the requirements of this chapter does not exempt an applicant from meeting the requirements of Chapter [17.130](#) WPCC (Subdivisions) except as may be modified pursuant to the provisions of this chapter.

6. *Approval Expiration.* An applicant that has received the PRUD overlay zone and a development plan approval must file a complete final plat application within 24 months from the date of the approval and rezone. Upon request from the applicant, the community development director or designee may grant a one-time 12-month extension for filing a final plat. If no completed final plat application has been submitted before the time of expiration the property may be rezoned by the city council to remove the PRUD overlay zone.

E. Development Standards

All PRUD proposals, regardless of the size of the development, shall comply with the following development standards in order to achieve flexibility from the underlying zone.

1. The development standards for any lot in the PRUD zone shall be the same as in the underlying zone in which the lot is located except as modified by this article and an approved site plan.
2. *Fencing.* Perimeter fencing shall be required in all PRUD overlay zones. Fencing shall be vinyl or an upgrade from vinyl. Chain link fencing shall not be allowed.
3. *Architecture.* All development in a PRUD shall comply with the following architectural standards:
 - a. Exterior materials must comply with one of the following three options:
 - i. 40 percent brick, rock or stone, with the remainder of the front façade to be fiber cement board or stucco.
 - ii. 30 percent brick, rock, or stone on the front of the home with a three-foot wainscot of matching brick, rock, or stone on both sides of the home.
 - iii. All hardie-board or equivalent fiber cement board product on the entire home.
 - b. All homes will have a minimum 2 car garage.

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- c. No vinyl siding will be allowed.
4. *Street Trees.* Trees shall be provided along all streets, either in the park strip or in the front yard. Trees shall be at least two-inch caliper and shall be located at least every 50 feet. The developer shall establish an escrow account to ensure that the trees are provided to each lot owner at the time they install their front yard landscaping.
 5. *Lot Area and Width:* A PRUD shall not be subject to the lot width, lot area, or setback requirements of the underlying zone in which the development is located. Lot area, widths, and setbacks shall be shown on the approved site plan.
 6. *Access.* Access shall be required as described in Chapter [17.130](#) WPCC.
 - a. Public streets, sidewalks, curb/gutter and other street facilities shall meet the appropriate right-of-way widths and design requirements as required in the public works standard drawings.
 - b. Private streets, sidewalks, curb/gutter and other street facilities are only allowed to provide access to attached patio home units as allowed in the R-3 zone and shall meet the appropriate right-of-way widths and design requirements as required in the public works standard drawings.
 - c. A homeowners' association shall be responsible for maintenance, repair, and replacement of private streets, including curb, gutter, and sidewalks.
 8. *Common Areas.* Unless otherwise approved by the city council, common open space that is provided shall be devoted to landscaping, preservation of natural features, and recreational areas. Common open space may be distributed throughout the PRUD and need not be in a single large area. Developments that include sensitive lands such as the FEMA floodplain, wetlands or other sensitive features may only include such sensitive lands as open space when they have been designed as an integral part of the project.
 9. *Maintenance Plan.* In order to maintain a visually appealing development, the developer shall provide a maintenance plan for the upkeep of open space or other landscaped amenities within the development. If any open space or other landscaped amenities exist that are owned in common, a homeowners' association (HOA) shall be required. In the event that the HOA does not maintain the open/common space and improvements as indicated at the time of approval, the city may perform the required maintenance or contract with a third party to perform the required maintenance and recover all costs from the HOA. The city shall provide written notice
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to the HOA 30 days prior to performing any work. After the work is completed the city shall send a bill to the HOA for any costs associated with performing the work. If the HOA does not pay within 30 days, the city may issue a lien on the property. This provision shall be included in the developer's agreement.

F. *Density Calculations and Bonuses.*

The purpose of the density bonus is to provide an incentive to a development while enhancing the overall characteristics of the subdivision that are not allowed by the applicable underlying zone, and which otherwise would not be an option.

1. *Base Density.* Base density shall be determined by the underlying zone as set forth in the development standards tables found in WPCC [17.60.080](#), [17.60.090](#) and [17.60.100](#), the R-1, R-2, and R-3 zones of this title. Only development proposals with ten acres or greater may use the density bonus criteria outlined in this section to achieve additional density. The base density shall be calculated on the gross area of the site but shall not include sensitive lands as defined in this chapter.

2. *Density Bonus.* The city council, after receiving a recommendation from the planning commission, may authorize a density bonus up to a maximum of 10 percent above the base density. The bonus density shall be calculated on the gross area of the site, but shall not include sensitive lands as defined in this chapter. However, sensitive lands if properly improved may qualify as an amenity and count towards the required bonus. Density bonus shall be awarded according to the following list of bonus items. Each qualifying amenity or item shall be granted a percentage increase to the base density. Bonuses listed below that share common elements regardless of the subsection shall not be used together to create a greater bonus percentage.

3. *Development Standards.* All PRUD proposals, regardless of the size of the development, shall comply with the development standards listed in Section E of this chapter in order to achieve bonus density, even if no flexibility from the underlying zone is being requested.

4. *Criteria for Bonus Increase.*

a. *Affordable housing*

- i. Providing homes that qualify as affordable housing as defined in Utah State Code 10-9a-403.2. To qualify, at least 25 percent of the homes in the development must qualify as affordable housing and be deed restricted to be owner occupied for a period of at least 10 years. The location of affordable housing in the city will be determined by

the City Council. Not all developments will be able to qualify for bonus density using this criteria.

b. *Enhanced Overall Design Theme*

- i. Fencing on all lots that is uniform in design and type and that is vinyl fencing or an upgrade from vinyl. Chain link fencing shall not be allowed.
- ii. Special features such as fountains, streams, ponds, sculptures, buildings or other elements which establish a strong theme for the development and are utilized in highly visible locations within the development
- iv. Large special features which define the theme of the development and are utilized throughout the entire project

c. *Recreational Amenities.*

- i. The PRUD development includes a recreational amenity primarily for the use of the residents of the development. Recreational amenities include swimming pools, sports courts, spas, or other features as approved by the city council. The planning commission will recommend to the city council the points based on the benefit to the residents of the development, its size and the number of amenities in the development
- ii. *Development of a Playground or Park Area With Play Features or Picnic Areas.* To qualify, a minimum of five percent of the gross area of the development must be improved as park area.
- iii. Development of a common building which shall be used for meetings, indoor recreation, or other common uses as approved by the planning commission
- iv. Development of a trail system throughout the subdivision and connecting to adjacent trail systems where possible
- v. Dedication of land to the city for the development of a regional trail system
- vi. Dedication of land to the city for the development of all or a portion of a regional or community park as shown on the Parks Master Plan
- vii. Dedication of land and construction of all or a portion of a park or trail as shown on the Parks Master Plan

viii. Open space that is designed and improved (not leftover space between buildings) and flows uninterrupted through the entire development, linking dwellings and recreational amenities. Open space shall be improved with grass, shade trees, and a sprinkler system for the majority of the area. Open space areas shall not include areas that are occupied by buildings, lots, structures, parking areas or streets. Additionally, open space shall not include:

- a) Area between buildings and outside of platted lots and building pads unless part of an approved pedestrian circulation plan and at least 18 feet in width;
- b) Front, rear, and side yard setbacks; and
- c) Paved areas such as driveways, streets, and private sidewalks.

ix. A fee in lieu of open space may be provided if the following requirements are met:

- a) The fee in lieu of shall be determined by an appraised price per acre and the amount shall be approved by the City Council.
- b) The fee shall be designated as parks funds and shall be used to purchase or improve property for parks in other areas of the City.
- c) A portion of open space may be required to remain within the boundaries of the PRUD.

x. *Detention*. Storm water detention facility areas shall be designed and able to be used for recreation purposes, i.e., the grading and landscaping are carried out in such a manner that the use as a detention pond is not discernible

d. *Energy Efficiency*. All dwellings are designed with active, passive, or photovoltaic solar features.

e. *Civic Location*. Providing property to the City, school district, or other public entity for a future civic location, such as a city hall, school, or fire station. To qualify for density using this criteria the property must be given to the public entity and not purchased. Not all developments will be able to qualify for bonus density using this criteria.

f. *Other Amenities*. Other amenities may be approved by the city council as part of the rezone and site plan review.

H. *Common Space Subdivision Development Standards.* The development standards that are set forth in this section shall prevail over any contrary base zoning standards established in this title. The following standards shall apply and are still subject to the requirements set forth in Chapter [17.130](#) WPCC unless flexible deviations are granted as set forth in subsection [\(E\)](#) of this section and are included in a development agreement:

1. The following standards shall apply to common space subdivisions:
 - a. *Density.* Allowed density and bonus density for common space subdivisions shall conform with the standards set forth in this chapter.
 - b. *Open Space.* Due to the clustering of dwelling units within the common space subdivisions, there will naturally be open space remaining. The open space must be maintained as set forth in subsection [\(E\)\(9\)](#) of this section.
 - c. *Zones Allowed.* Common space subdivisions shall only be allowed in the R-2 and R-3 zones.
 - d. *Attached Units.* Dwelling units in this subdivision option may be clustered in common-wall construction only in the R-2 and R-3 zones. Common-wall construction in the R-2 zones shall be limited to only twin homes. Attached units in the R-3 zone shall be limited to twin homes or attached one-story patio homes.
 - e. *Private Streets.* Private streets, sidewalks, curb/gutter and other street facilities are only allowed to provide access to attached patio home units as allowed in the R-3 zone and shall meet the appropriate right-of-way widths and design requirements as required in the public works standard drawings.
 - e. *Multifamily.* All PRUDs that have attached units shall follow the standards set forth in WPCC [17.60.110](#), Multifamily residential R-5, which shall include, but not be limited to, landscaping, parking, and building design.

I. *Related Provisions.*

Chapter [17.00](#) WPCC, Administration and Enforcement.

Chapter [17.10](#) WPCC, Definitions.

Chapter [17.30](#) WPCC, Site Plan Review Standards.

Chapter [17.40](#) WPCC, Conditional Use Permits.

Chapter [17.70](#) WPCC, General Regulations.

Chapter [17.100](#) WPCC, Off-Street Parking and Loading.

Chapter [17.110](#) WPCC, Sign Regulations.

Chapter [17.120](#) WPCC, Lighting.

Chapter [17.130](#) WPCC, Subdivisions. [Ord. 08-17-2021B § 2 (Exh. A)].

CITY COUNCIL STAFF REPORT

Subject: New A-20 Agriculture Zone
Author: Bryn MacDonald
Department: Community Development
Date: July 1, 2025



Background

The City adopted a new General Plan in December 2024. In response to increasing development interest in the northwest area of the City, the Planning Commission and City Council began discussing land use and zoning strategies to help guide future growth in this area. As part of this review, a general plan map amendment was initiated. This included a new A-20 (Agricultural, Half-Acre) zoning district. The new zone was proposed to provide a transition between larger agricultural parcels and standard residential subdivisions.

During the Planning Commission's meetings on April 24th and May 8th, both the proposed General Plan Map changes and the creation of the new A-20 zoning district were discussed. The Planning Commission held a public hearing on May 22, 2025, regarding the general plan map changes and recommended approval. This included areas proposed for A-20 zoning. The Planning Commission held a public hearing on June 12, 2025, and recommended approval of the A-20 zone.

Process

Zoning text amendments are considered legislative actions, which allow for broad discretion by both the Planning Commission and City Council. A public hearing must be held before the Planning Commission can forward a recommendation to the City Council. The Council will then make the final decision.

Analysis

The proposed A-20 zone would establish a new zoning district with the following characteristics (*The proposed text has been attached for review*):

- **Purpose:** The purpose of the A-20 (agricultural residential) zone is to provide rural residents the flexibility of having large lots that promote and preserve some agriculture with farm animal keeping.
- **Density:** 1.7 units/acre
- **Minimum Lot Size:** 20,000 square feet
- **Permitted Uses:**
 - Single-family residential
 - Accessory structures and home occupations
 - Farm Animals (including roosters)
- **Conditional Uses:**
 - Private dog Kennels
- **Development Standards:**
 - **Setbacks and Height:** Standards are proposed to reflect the larger lot sizes and to preserve open space character.
 - **Lot Coverage:** Intended to promote low-density, spacious lots while still allowing for functional home and yard designs.

The introduction of the A-20 zone gives the City a zoning tool that fits areas with planned sewer access but still desires to retain a semi-rural feel. It also reflects the intent of the updated General Plan to offer a diverse range of housing and lot sizes while respecting surrounding land uses.

Recommendation

This item is on for discussion only. No action is required at this time.

Attachments

Draft Text Amendments

Chapter 17.60

ESTABLISHMENT AND DESIGNATION OF ZONES

Sections:

17.60.010	Zones established and Zoning Map.
17.60.020	Application of zoning regulations.
17.60.030	Rules for interpretation of zoning boundaries.
17.60.040	Designation of zone(s) upon annexation.
17.60.050	Table of land use regulations.
17.60.060	A-5 agricultural and farm industry zone.
17.60.070	A-40 agricultural zone.
<u>17.60.075</u>	<u>A-20 agricultural residential</u>
17.60.080	R-1 residential zone.
17.60.090	R-2 residential zone.
17.60.100	R-3 residential zone.
17.60.105	R-4 residential neighborhood zone.
17.60.110	R-5 multifamily residential zone.
17.60.120	R-6 multifamily residential zone.
17.60.130	Professional office zone (P-O).
17.60.140	Limited commercial (L-C), neighborhood commercial (N-C), community commercial (C-C) and regional commercial zone (R-C).
17.60.150	Research/industrial park (R/IP).
17.60.160	Planned residential unit development overlay (PRUD).

17.60.010 Zones established and Zoning Map.

A. For the purposes of this title, all the land within the incorporated boundaries of West Point City is hereby divided into the following zones which are shown on the zoning map of West Point City which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be part of this title:

A-~~40~~

Agricultural Zone

A-5	Agricultural and Farm Industry Zone
<u>A-20</u>	<u>Agricultural Residential</u>
R-1	Residential Zone
R-2	Residential Zone
R-3	Residential Zone
R-4	Residential Neighborhood Zone
R-5	Multifamily Residential Zone
R-6	Multifamily Residential Zone
P-O C	Professional Office Zone
L-C	Limited Commercial
N-C	Neighborhood Commercial
C-C	Community Commercial
R-C	Regional Commercial
R/IP	Research/Industrial Park Zone
PRUD	Planned Residential Unit Development Overlay Zone

17.60.050 Table of land use regulations.

A. Glossary and Requirements.

P = Permitted Use (P). A site plan application might be required as outlined in Chapter

[17.30](#) WPCC.

AC = Administrative Conditional Use (AC). A site plan application with an administrative staff review is required.

PC = Planning Commission Conditional Use Review (PC). A site plan application with planning commission review is required.

B. If a use is not specifically designated below, then it is prohibited.

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
Agricultural Uses															
1. Agriculture – Crop Production	P	P	<u>P</u>	P	P	P	P	P	P			P	P	P	P
2. Intensive Commercial Agricultural Operations	AC	AC													
3. Farm Animals	P	P	<u>P</u>	P	P	AC									
4. Accessory Building (small) up to 1,200 sq. ft.	P	P	<u>P</u>	P	P	P	P	P	P	P		P	P	P	P
5. Accessory Building (medium) 1,201 – 1,449 sq. ft. on a lot under 15,000 sq. ft.	AC	AC	<u>AC</u>	AC	AC	AC	AC	AC	AC	AC		AC	AC	AC	AC
6. Accessory Building (large) 1,5000 sq. ft. +	PC	PC	<u>PC</u>	PC	PC	PC	PC	PC	PC						
7. Accessory Building (side yard)	AC	AC	<u>AC</u>	AC	AC	AC	AC	AC	AC						
8. Animal Enclosures	P	P	<u>P</u>	AC	AC	AC									
9. Beekeeping (apiary)	P	P	<u>P</u>	P	P	P									
10. Kennels, Private > 2 Dogs	PC	PC	<u>PC</u>												

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
11. Agricultural Subdivision	P	P	<u>P</u>												
Residential Uses															
1. Dwelling, Single-Family	P	P	<u>P</u>	P	P	P	P	P	P						
2. Twin Home									P						
3. Minor Home Occupations (see WPCC 17.70.140)	AC	AC	<u>AC</u>	AC	AC	AC	AC	AC	AC						
4. Major Home Occupations (see WPCC 17.70.140)	PC	PC	<u>PC</u>	PC	PC	PC	PC	PC	PC						
5. In-Home Daycare/Preschool (see WPCC 17.70.140)	PC	PC	<u>PC</u>	PC	PC	PC	PC	PC	PC						
6. Townhomes, Duplexes, Patio Homes, Single Story or Stacked Flat Condominiums							P	P							
7. Dwelling, Multiple Unit								PC							
8. Internal Accessory Dwelling Units (see WPCC 17.70.060)	P	P	<u>P</u>	P	P	P			P						

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
9. Detached Accessory Dwelling Units (see WPCC 17.70.060)	PC	PC	<u>PC</u>	PC	PC	PC									
10. Attached Accessory Dwelling Units (see WPCC 17.70.060)	PC	PC	<u>PC</u>	PC	PC	PC									
11. Residential Subdivision (including a model home as a permitted use after the preliminary plat is approved)	P	P	<u>P</u>	P	P	P	P	P	P						
Institutional/Quasi-Public															
1. Cemetery	PC	PC	PC	PC	PC	PC	PC	PC	PC						
2. Religious Places of Worship and Support Facilities	P	P	<u>P</u>	P	P	P	P	P	P	P		P	P	P	P
3. Commercial Day Care Center and/or Preschool										PC		PC	AC	AC	AC
4. Senior Care Facilities/Nursing Homes										PC		PC	PC	PC	PC
5. Private/Quasi-Public/Charter School	P	P	<u>P</u>	P	P	P	P	P	P	P		P	P	P	P

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
6. Utility Buildings and Structures, Electric Substations	PC	PC	<u>PC</u>	PC	PC	PC	PC	PC	PC	PC		PC	PC	PC	PC
7. Telecommunications Towers (see Chapter 17.90 WPCC for specific types), and Small Cell Installations.* *Monopole type only and only allowed on public property.				PC*	PC*	PC*	PC*	PC*	PC	PC		PC	PC	PC	PC
8. Public Utilities (including substations). Shops and Storage Yards, and Public Buildings	P	P	<u>P</u>	P	P	P	P	P	P	P		P	P	P	P
9. Public Water Reservoir/Public Storage Tank	P	P	<u>P</u>	P	P	P	P	P	P	P		P	P	P	P
10. Group Homes in Residential Structure	P	P	<u>P</u>	P	P	P	P	P	P						
Entertainment/Recreation Uses															
1. Golf Course (public and private)	P	P	<u>P</u>												
Automobile-Related Uses															

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
1. Convenience Store												PC	PC	PC	PC
2. Vehicle Repair, Limited											PC				
General Retail/Commercial/Hospitality															
1. Retail Shops/Services (under 10,000 sq. ft.)												PC	PC	PC	PC
2. Mid-Box Retail (10,001 – 80,000 sq. ft.)													PC	PC	
3. Big Box Retail (80,001 sq. ft. and larger)														PC	
4. Financial Institutions										PC		PC	PC	PC	PC
5. Restaurants, Bars, Including Fast Food										PC		PC	PC	PC	PC
6. Professional Offices, Business Medical/Dental/Optical Office/Clinics and Laboratories										PC		PC	PC	PC	PC
7. Private Instructional Studio – Artist, Photography, Dance, Music, Drama,												PC	PC	PC	PC

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
Health, Exercise															
8. Commercial Complex										PC		PC	PC	PC	PC
9. Commercial/Industrial Subdivisions										P		P	P	P	P
10. Signs (see Chapter 17.110 WPCC)	P	P	<u>P</u>	P	P	P	P	P		P		P	P	P	P
11. Firework Stands (temporary) (see Chapter 5.25 WPCC)												P	P	P	P
12. Animal Clinic													PC		
Commercial Related/Manufacturing															
1. Light Manufacturing (within an enclosed building)														PC	PC
2. General Manufacturing															PC
3. Contractor Storage Yard															PC
4. Self-Storage Units															PC
5. Warehouse															PC

LAND USE ZONES	A-5	A-40	<u>A-20</u>	R-1	R-2	R-3	R-5	R-6	R-4	P-O	L-C	N-C	C-C	R-C	R/I-P
6. Open Storage for Recreational Vehicle, Boat and Trailer															P
7. Office or Retail Shop/Warehouse														PC	PC
8. Sexually Oriented Businesses (see Chapter 5.50 WPCC)															PC
9. Cannabis Facilities: Cultivation, Processing, and Pharmacies															P

17.60.070 A-20 agricultural residential zone.

A. *Purpose.* The purpose of the A-20 (agricultural residential) zone is to provide rural residents the flexibility of having large lots that promote and preserve some agriculture with farm animal keeping.

B. *Use Table.* See use table section, WPCC 17.60.050. If a use is not specifically designated, then it is prohibited. All uses listed in the use table and that require a building permit shall also require a site plan application.

C. Development and Building Standards.

1. *Subdivision Requirements.* In addition to the following standards, all lots (including single lots) shall be approved and developed in accordance with the standards found in the subdivision ordinance, Chapter 17.130 WPCC.

2. *A-20 Lot Standards Tables.* The following standards apply to all buildings in the A-40 zone:

<u>Lot Size and Minimum Dimensions</u>	
<u>Maximum Density (units per acre)</u>	<u>1.7</u>
<u>Min. Lot Area (sq. ft)</u>	<u>20,000</u>
<u>Min. Frontage</u>	<u>100'</u>
<u>Min. Depth</u>	<u>100'</u>
<u>Principal Structure</u>	
<u>Min. Front Yard Setback</u>	<u>30'</u>
<u>Min. Front Yard Setback Arterial Street</u>	<u>40'</u>
<u>Min. Side Yard Setback (one side)</u>	<u>10' (total of 20' for both sides)</u>
<u>Min. Side Yard Corner Lot</u>	<u>20'</u>

<u>Min. Side Yard Corner Lot Arterial Street</u>	<u>30'</u>
<u>Min. Rear Yard Setback (see WPCC 17.70.020 for encroachment standards)</u>	<u>30'</u>
<u>Min. and Max. Height</u>	<u>(See WPCC 17.70.020)</u>
<u>Min. Size of Dwelling</u>	<u>(see WPCC 17.70.020)</u>
<u>Accessory Buildings</u>	
<u>Animal Enclosures</u>	<u>(see WPCC 17.70.100)</u>
<u>Accessory Buildings</u>	<u>(see WPCC 17.70.030)</u>
<u>Accessory Dwelling Units</u>	<u>(see WPCC 17.70.060)</u>
<u>Fencing and Landscaping</u>	
<u>Fencing</u>	<u>(see WPCC 17.70.050)</u>
<u>Landscaping</u>	<u>(see WPCC 17.70.040)</u>
<u>Towers and Flagpoles</u>	
<u>Max. Height for Flagpoles</u>	<u>40'</u>

3. *Animal Enclosures.* All pens, corrals, barns, coops, stables and other similar structures to keep animals or fowl shall be located not less than 150 feet from a public street and not less than 100 feet from all dwellings on adjacent lots; unless the enclosing structure is on a corner lot, in which case the structure shall be located not less than 150 feet from a public street on one side and 25

feet from the other public street. All pigs shall be kept at least 200 feet from dwellings on adjacent lots. Also see WPCC 17.70.100.

4. *Front Yard Landscaping.* On lots over one-half acre in size, landscaping shall only be required on 100 feet of street frontage to the depth of the front yard setback.

D. *Related Provisions.* Chapter 17.00 WPCC, Administration and Enforcement.

Chapter 17.10 WPCC, Definitions.

Chapter 17.30 WPCC, Site Plan Review Standards.

Chapter 17.40 WPCC, Conditional Use Permits.

Chapter 17.70 WPCC, General Regulations.

WPCC 17.70.100, Farm animal regulations.

WPCC 17.70.140, Home occupations.

Chapter 17.100 WPCC, Off-Street Parking and Loading.

Chapter 17.110 WPCC, Sign Regulations.

Chapter 17.120 WPCC, Lighting.

Chapter 17.130 WPCC, Subdivisions. [Ord. 11-07-2023A § 1 (Exh. A); Ord. 08-17-2021B § 2 (Exh. A)].

17.70.100 Farm Animal Regulations

B. Animal Allowance. Farm animals held for noncommercial purposes are permitted solely in the agricultural A-5, ~~and~~ A-40, A-20, R-1, and R-2 zones as a permitted use and shall be an administrative conditional use in the R-3 zone for all animals except small animals which may include chickens, ducks, geese, pigeons, and rabbits, unless restricted by private development agreements, covenants, or other legally binding contracts. Roosters shall not be kept in any residential zone. Residents in the R-1, R-2, R-3 and R-~~45~~ zones with property not less than 5,000 square feet may, at any time, keep and maintain a base number of no greater than six chickens, regardless of the size of their property, subject to the requirements of this section and any other applicable provisions of this code. The number of additional chickens shall be based on the same formula as other animals as follows:

CITY COUNCIL STAFF REPORT

Subject: Contract – HA5 Seal Coat

Author: Boyd Davis

Department: Engineering

Meeting Date: July 1, 2025



Background

As part of our regular road maintenance, we plan to seal coat several streets. We plan to use the same HA5 product that we have been using for many years. This product is used on new asphalt to seal and preserve the asphalt and over the top of chip seals on the collector roads. We have had very good success with this product and would recommend that we continue to use it this year.

Analysis

Holbrook Asphalt has done this work for us using a high-density mineral bond seal, also known as HA5. This is a proprietary product, and they are the sole source for the product.

The purchasing policy requires the city to obtain three quotes unless it is from a sole source supplier, which it is in this case. The policy also requires City Council approval for anything over \$30,000. The total cost for this project is \$148,110.33.

The attached map shows the streets that are planned to be sealed.

Recommendation

Staff recommends approval of the contract with Holbrook Asphalt.

Significant Impacts

None.

Attachments

Map

Contract



Project Location	Proposal #	Date Issued	PO/LD #
See Maps Various Streets West Point City UT 84015	HAU951733	5/14/2025	

Terms
Due Upon Completion

Adviser Information
Aaron Eppley P: 435-703-0023 E: aaron@holbrookasphalt.com

Description
West Point HA5 25

Bill To
West Point City Attn: Boyd Davis 3200 West 300 North West Point City UT 84015 United States

Item	Quantity	UM	Rate	Amount
See Map HA5 - Pink on map 40,050 SY HA5 Suggestion - Green on map 6,058 SY				
Pink Section				
HA5 Clean & prepare surface using high pressure air & wire bristle brooms. Install "HA5" High Density Mineral Bond advanced performance pavement preservation treatment. No guarantee surface treatments will adhere to areas saturated with motor oil. HA5 meets demands of High Density Mineral Bond Specification established by agency engineers.	40,050	SqYd	3.187	127,639.35
Paint/Stripe Includes all stripes, symbols, and lettering on the pavement surface to follow existing pattern. Pricing is based on work being completed in one day (one mobilization), unless stated otherwise. Any striping or painting items not specified on this proposal line are not included. Any addition or reduction in work requires a signed change order. Change order will be billed upon completion.	1	Ea	13,190.63	13,190.63
HA5 Shuttle Shuttle Service - for 1300 N	2	Ea	750.00	1,500.00
HA5 Traffic Control HA5 Traffic Control - Setup traffic control per approved traffic control plan (TCP) and MUTCD Standards Intersections requiring traffic control from two directions will be billed accordingly. Temporary Traffic Control Devices Delivery, Setup, Takedown and Pickup All Flags and Sandbags, Initial set up & final teardown of work zone	1	Ea	5,780.35	5,780.35
Note (1) Traffic control will require 24-hour road closures. If additional closures or methods are required, additional traffic control costs will be added. (2) Taxes are not included in this proposal. If required by jurisdiction, those costs will be added to the project invoices. (3) Standard cleaning is included in the unit price. Items NOT considered to be standard cleaning includes heavy dirt, mud, construction or landscaping debris, and foreign material on the pavement surface. All non-standard cleaning requirements must be completed and approved by a Holbrook Asphalt representative prior to the start of project. If required, additional/heavy cleaning will be invoiced at \$1,750 per crew per day.				

Total	\$148,110.33
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Please sign for proposal acceptance: **Do not sign this page, see final page for signing**



Date	Number
------	--------

5/14/2025

HAUB19065

Terms and Conditions

TERMS AND CONDITIONS: Any proposals returned to Holbrook Asphalt Company ("Contractor") more than 14 days after the proposal is submitted to the Client is subject to revision, updated pricing, or may be voided by Contractor. Engineering, tests, permits, inspection fees and bonding fees are not included in price unless stated otherwise. Pricing based on no more than area and depth dimensions listed. Upon construction, if it is determined that concrete or asphalt area or depth is greater than the estimation, client agrees to pricing adjustment as a result of project overrun. Client specifically represents and warrants that either the Client is the owner of the premises where the work is to be performed, or, in the alternative, Client has authority from the owner of the premises authorizing the Work to be performed on the said premises.

GENERAL EXCLUSIONS: Contractor is not liable for any ADA compliance, if needed, Client should consult with an ADA compliance professional prior to specific project approval. Contractor not responsible for claims related to pavement markings or lack thereof during or following project work.

Contractor will not be responsible for its product failure if said failure is directly or indirectly caused by "Existing Surface Conditions," as defined below, and any written or implied warranty will become void. Existing Surface Conditions are defined as: water drainage issues or delamination or failure of existing paint, asphalt, surface sealer, wearing course or any other material that is in a failing or in an unstable state. If any portion of the project area has Existing Surface Conditions not caused or created by Contractor that impact Contractor's HA5 product or any other product Contractor applies to project area, the warranty is void. Client is responsible for having entry gates open on day of work. Any damage to gates, sensors or loop sensors above or below asphalt are responsibility of Client. Any hot-applied sealants will not be exactly level with pavement surface as material settles to fill voids. There may also be excess material on pavement surface. Regarding asphalt, concrete and excavation work: Contractor is not responsible for subgrade scarification, re-compaction or concrete damage due to removal of asphalt. Contractor is not responsible for existing condition of subgrade, drainage in areas of less than 1% grade, adjustments of utilities, manholes and valve covers. Contractor is not responsible for any damage to underground utilities and cost to repair the same.

PAYMENT TERMS: Payment is due upon completion of work (Completion by line item 'Progress Billing' and/or completion of project core). Payment is due upon Client receipt of invoice. Client understands and agrees that it will be billed for towing or relocation as incurred and will be due on receipt, this includes projects involving warranty work. If the Client has a discrepancy with the Contractor regarding the contracted work, a retention of 5% of invoice up to a maximum of \$750.00 may be retained by Client up to 45 days. Client agrees that it may be billed as each line item is completed and each item may become their own respective invoice and due upon receipt of the same. Contractor reserves the right to charge up to 50% of Proposal Total if client cancels project within 25 days of scheduled project commencement. Upon request, post-project walk-throughs may be scheduled to review concerns.

Client agrees that interest accrues on all past-due amounts at 14% per annum from invoice date, until paid in full; and may be billed collection fees of up to 40% and all fees incurred by collection efforts. Total Proposal price includes one mobilization unless stated otherwise. Additional mobilizations may be billed up to \$3,500 per additional mobilization. This agreement provides Client written Notice of Right to Lien. Pricing does not include bonding or prevailing wage/Davis Bacon Certification, unless stated otherwise. By signing this proposal (contract), Client agrees that Contractor may not be held liable for delays, conditions, or Acts of God beyond their control, which situations may delay or cause cancelation partially or entirely on any project. Delays include project demand and material supply.

INSURANCE: These insurance limits are listed by Contractor to inform Client of such. Any premiums above the following to be paid by Client. This disclosure overrules any other contract language wherein Contractor agrees to differing limits. Certificates available upon request. **GENERAL LIABILITY:** \$1m (inc.), \$2m (agg.) **AUTO:** \$1m **UMBRELLA:** \$2m (inc.), \$2m (agg.) **PERSONAL INJ:** \$1m **WORKERS COMP:** \$1m

ADDITIONAL HA5 WARRANTY LIMITATIONS AND EXCLUSIONS: No claim will be honored unless Holbrook Asphalt has been notified in writing and is given the opportunity to inspect the claimed failure. Surface treatments applied previous to HA5 being installed are not covered under this warranty. (For example, if a previously applied preservation treatment is peeling or delaminating from the pavement surface—even if the surface was cleaned and prepped prior to HA5 being installed on top of it—this warranty does not cover HA5 in these circumstances.) Any attempt to repair the surface prior to Holbrook Asphalt's inspection will render this warranty invalid. Areas where HA5 was installed over pavements with motor oil, brake fluid, hydraulic fluid, or other substances that disturb the adhesion of HA5 and that lead to delamination are not covered under warranty. This warranty does not cover structural defects in the asphalt (e.g. base failure or damage caused by faulty construction and or design), cracks, exposure to fuel, oil, or other chemicals determined to be harmful to the HA5 treatment, areas exposed to frequent sprinkler water run-off, or standing and/or ponding water, damage caused by heavy truck or equipment traffic, damage caused by equipment inflicting excessive stress or scraping to the pavement surface, damage caused by landscaping installation, or damage caused by earthquakes or other acts of God. Mechanical disturbances by snowplow chatter, studded tires, etc. are excluded from warranty. This warranty is not valid for areas located in elevations above 6500 feet. A valid Warranty Certificate must be signed with a copy returned to Holbrook Asphalt within 60 days of the HA5 installation for the warranty to be valid and executable.

Pre-mature wear of HA5 during the five-year period is defined as anything less than 70% residual inter-aggregate coverage of HA5 to the asphalt binder of the treated surface. If premature failure of HA5 is deemed by Holbrook Asphalt or an approved third-party expert within the five year period, reinstallation will take place at no charge or at the reduced rate identified on the Warranty Certificate for the project. Contractor reserves the right appoint the third-party expert should there be a dispute regarding the premature failure between the Client and Contractor. Client and Contractor agree to be bound by and abide by the decision of the third party expert regarding whether a premature failure has occurred.

I have read and agree with these terms and conditions. I elect to proceed with the signed option below.

HAU951733 - West Point HA5 25 (Sign to accept this proposal)

Name _____ Signature _____ Date _____ Contractor _____

CITY COUNCIL STAFF REPORT

Subject: Warranty – Wildfire Phase 3
Author: Boyd Davis
Department: Engineering
Meeting Date: July 1, 2025



Background

The Wildfire Estates Subdivision is located at 50 S 4500 W. Phase 3 was placed on warranty on December 5, 2023 and have completed the required one-year warranty period. The developer is requesting that it be removed from warranty.

Analysis

An inspection of the improvements in the Subdivision was done in anticipation of the end of the warranty period. A punch list of items that needed to be repaired/replaced before the end of the warranty period was given to the developer. All the items listed on the punch list have been completed.

Recommendation

Staff recommends that the Wildfire Estates Phase 3 be removed from warranty

Significant Impacts

None

Attachments

None

CITY COUNCIL STAFF REPORT



Subject: Warranty – Craythorn Homestead 5
Author: Boyd Davis
Department: Engineering
Meeting Date: July 1, 2025

Background

The Craythorn Homestead Subdivision Phase 5 is located at 475 S 4475 W. The developer has completed all the required improvements, with exception of the sidewalk and slurry seal, and is now asking that the subdivision be placed on a one-year warranty.

Analysis

The subdivision has been inspected to ensure all the required improvements have been completed and are in good condition prior to beginning the warranty period. The subdivision will be placed on a one-year warranty as required by the State Code. The required guarantee amount will be retained in escrow for the duration of the warranty period.

Recommendation

It is recommended that the City Council place the Craythorn Homestead Subdivision Phase 5 on a one-year warranty.

Significant Impacts

None

Attachments

None



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL May 6th, 2025

Mayor:

Brian Vincent

City Council:

Annette Judd, *Mayor Pro Tem*

Jerry Chatterton

Michele Swenson

Brad Lee

Trent Yarbrough

City Manager:

Kyle Laws

Administrative Session

5:30 PM

Minutes for the West Point City Council Administrative Session held on May 6, 2025, at 5:30 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and livestreamed for the public to view via Zoom. The livestream of the meeting was accessible to view by entering Meeting ID# 840 3636 6227 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 Brad Lee, Council Member Trent Yarbrough, Council Member Michele Swenson, and Council Member Annette Judd

EXCUSED: None

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager (attending virtually); Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Jeramie Humphries, Beverly Parker Bailey, JoAnn Parker, Kelly Sparks, PJ Roubinet, M. Ellsworth, and Alan Parker. No sign-in is required for those viewing online.

- 1. Discussion Regarding the FY2025 Amended Budget & FY2026 Tentative Budget for West Point City & CDRA – Mr. Ryan Harvey**
Mr. presented a detailed overview of the proposed amendments to the FY2025 budget and the FY2026 tentative budget, focusing primarily on the general fund, with additional discussion on the Community Development and Renewal Agency (CDRA) budget. The budget will be presented and discussed over the next several meetings, covering proposed amendments to the FY25 Budget and changes for the upcoming FY26 in the General Fund, enterprise funds, capital projects, and the CDRA.

FY2025 Amended Budget

The FY2025 amended budget included several key changes to address immediate needs and align with prior Council discussions:

- **LED Street Light Conversion (\$71,000):**
 - An amendment to allocate \$71,000 for converting Rocky Mountain Power-owned streetlights to energy-efficient LED fixtures. This initiative, discussed in fall 2024, aims to reduce energy costs and improve lighting quality across West Point City. The funding covers the cost of retrofitting approximately 150 streetlights, with an estimated annual savings of \$15,000 in electricity costs. The Council expressed support for the environmental and financial benefits but requested a breakdown of the payback period, estimated at 4.7 years based on preliminary calculations.
- **Staff Allocations (No Financial Impact):**
 - Reallocations of existing staff resources to appropriate departments to better reflect operational needs. For example, a portion of public works staff time previously charged to the general fund was reassigned to the parks department to align with increased park maintenance duties. These adjustments streamline budget reporting without affecting the overall budget total.
- **Capital Equipment Adjustments (\$25,000):**
 - An additional \$25,000 was proposed to replace aging public works equipment, specifically a 15-year-old utility truck deemed unreliable. The Council discussed the necessity of maintaining operational efficiency and approved the amendment, pending confirmation of competitive bidding processes.
- **Emergency Reserve Allocation (\$50,000):**

- An increase to the emergency reserve fund to cover unexpected costs, such as storm damage repairs from a recent windstorm that impacted city infrastructure. The reserve increase ensures compliance with the city's policy of maintaining a 25% reserve of annual operating expenditures.

FY2026 Tentative Budget

The FY2026 Tentative Budget discussion focused on revenue projections, personnel changes, and departmental requests, with an emphasis on balancing growth, inflation, and service demands.

General Fund Revenues:

- **Energy Sales and Use Tax (\$550,000, -\$50,000):**
 - A projected decrease of \$50,000 from the FY2025 estimate of \$600,000, reflecting a conservative estimate due to fluctuations in energy prices and consumption patterns. Mr. Harvey noted that recent trends in residential energy use, combined with state tax policy changes, contributed to the adjustment.
- **Building Permits (\$400,000, +\$175,000):**
 - An increase of \$175,000 from the FY2025 estimate of \$225,000, driven by a surge in residential and commercial construction. The Community Development Department reported 50 new single-family home permits and 10 commercial permits in the past quarter, with expectations of continued growth in the Smith Ranches and Nielsen Crossing developments.
- **Class C Road Funds (\$300,000, +\$50,000):**
 - An additional \$50,000 in state-allocated road funds due to increased fuel tax revenues and West Point's growing road mileage. These funds are restricted to road maintenance and improvements, with planned projects including resurfacing 300 N and enhancing pedestrian crossings.
- **Interest Earnings (\$100,000, -\$100,000):**
 - A reduction from \$200,000 in FY2025 due to reallocating interest-bearing accounts to enterprise funds (e.g., water and sewer). The Council requested a detailed report on interest allocation strategies to ensure optimal financial management.
- **Sales Tax Revenue (\$1,200,000, +\$75,000):**
 - A projected increase of \$75,000 based on retail growth, particularly from new commercial developments along 2000 W. The Council emphasized the importance of attracting retail to boost this revenue stream further.

Personnel Budget Changes:

- **New Positions (3 Total):**
 - **Two Crossing Guards (\$40,000):** Proposed for new school crossings at 193 and 4500 W, driven by increased student pedestrian traffic following the opening of a new elementary school. Each position is budgeted at \$20,000, including wages and benefits, with schedules aligned to school hours (7:30–8:30 AM and 2:30–3:30 PM).
 - **One Parks Employee (\$55,000):** A new full-time position to maintain a 10-acre park and associated sports fields, as outlined in the city's 2024 visioning session. Responsibilities include turf management, irrigation maintenance, and facility upkeep, addressing increased demand from community recreation programs.
- **Cost of Living Adjustment (COLA, 2.4%, \$85,000):**
 - A proposed 2.4% COLA for all city employees, tied to the March 2025 Consumer Price Index (CPI-W, Western Region). This adjustment, costing approximately \$85,000 across all funds, aims to maintain competitive wages amid inflation. Council Member Judd questioned whether the COLA adequately addressed rising living costs, prompting a discussion on benchmarking against neighboring cities (e.g., Clearfield and Syracuse), which adopted 2.5–3% COLAs.
- **Merit Increases (2%, \$60,000):**
 - A 2% merit increase for employees meeting performance criteria, costing \$60,000. The increase is based on annual evaluations, with 90% of employees historically qualifying. The Council supported the merit system but requested data on performance metrics to ensure fairness.
- **Utah Retirement System (URS) Tier Two Contribution (0.81%, \$1,533):**
 - An additional 0.11% contribution to the URS Tier Two retirement plan, bringing the total city contribution to 0.81% for FY2026. This adjustment, costing \$1,533 in the general fund, aligns Tier Two employees with Tier One benefits, addressing equity concerns. Council Member Swenson raised concerns about the long-term fiscal impact, noting that URS rates could increase annually. Mr. Harvey estimated a potential 0.2% increase in FY2027, adding \$3,000 to costs. The Council debated absorbing this cost versus passing it to employees, with Council Member Lee advocating for

employee protection. The Council directed staff to prepare a five-year projection of URS costs and explore alternative retirement contribution models for the next meeting.

Department Budget Requests:

- **General Government (\$10,000 Increase):**
 - A \$2,000 increase for travel and education to support professional development for elected officials attending the Utah League of Cities and Towns conference. An additional \$8,000 was allocated for software upgrades to enhance council meeting accessibility (e.g., improved Zoom integration).
- **Administrative Services (\$12,000 Increase):**
 - \$4,000 total increase, including \$2,000 for staff training (e.g., finance certification programs), \$1,000 for increased credit card processing fees due to higher online payment adoption, and \$1,000 for cloud-based financial software licensing to improve budget tracking. An additional \$8,000 was proposed for a new payroll system to streamline compliance with state reporting requirements.
- **Public Works (\$15,000 Increase):**
 - \$2,000 increase (\$1,000 for training on new stormwater management regulations, \$1,000 for protective clothing and equipment, including high-visibility gear meeting OSHA standards). An additional \$13,000 was proposed for vehicle maintenance, reflecting rising costs for parts and labor.
- **Executive (\$5,000 Net Decrease):**
 - A net reduction due to the elimination of \$10,000 in COVID-19/ARPA funds used in FY2025. Increases included \$3,000 for travel and education (e.g., leadership training for the City Manager), \$1,000 for an expanded employee wellness program (e.g., gym memberships), \$500 for office supplies, \$500 for Utah League membership dues, and \$1,000 for the recorder's office to digitize historical records. Council Member Arnold suggested reallocating wellness funds to community events but agreed to maintain the program after staff highlighted its impact on employee retention.
- **Fireworks (\$5,000 Potential Increase):**
 - A proposed \$5,000 increase for the 2026 Fourth of July fireworks, coinciding with the 250th anniversary of the Declaration of Independence. The current \$15,000 budget funds a 20-minute display; the increase would extend it to 25 minutes with higher-quality pyrotechnics. Mr. Harvey noted potential tariff impacts on fireworks costs (30% increase), prompting Council Member Chatterton to request a cost-benefit analysis of local versus imported fireworks suppliers. The Council deferred a decision pending this analysis.
- **Community Development (\$8,500 Increase):**
 - \$3,500 increase, including \$2,500 for staff training on updated zoning codes and \$1,000 for Geographic Information System (GIS) software enhancements to support development tracking. An additional \$5,000 was proposed for a comprehensive plan update, aligning with General Plan goals.
- **Public Safety (\$150,000 Increase):**
 - A \$130,000 increase for the police contract with the Davis County Sheriff's Office (detailed in Item 3), plus \$20,000 for new public safety initiatives, including community policing workshops and traffic enforcement equipment (e.g., speed radar signs).
- **Parks and Cemeteries (\$25,000 Increase):**
 - Increases for uniforms (\$5,000, reflecting new staff and wear-and-tear), travel and education (\$5,000, for certifications in arboriculture and irrigation), and building and grounds maintenance (\$15,000, for repairs to pavilions and cemetery headstone stabilization).
- **Recreation (\$10,000 Net Increase):**
 - Initial proposal included a \$5,000 decrease in the football program budget due to lower participation. However, Mr. Harvey noted potential inclusion of Syracuse residents, increasing demand. The Council recommended maintaining the budget at \$30,000, with an additional \$10,000 for new soccer and baseball equipment to support expanded programs.

CDRA Budget (FY2026):

- **Tax Increment Financing (\$200,000):**
 - The CDRA budget allocates \$200,000 in tax increment financing for infrastructure improvements in the Nielsen Crossing redevelopment area, including sidewalk expansions and utility upgrades. The funds are sourced from property tax increments within the CDRA boundary.
- **Administrative Costs (\$15,000):**

- A \$5,000 increase for legal and consulting services to support CDRA project agreements, particularly for commercial developments at 12 N 2000 W.

The Council expressed concerns about balancing growth-related expenditures with fiscal conservatism, particularly regarding URS contributions. Council Member Lee emphasized the need for transparency in URS cost projections, requesting a five-year forecast to assess long-term impacts on the General Fund. Mayor Vincent highlighted the importance of the LED streetlight conversion for sustainability, directing Staff to explore possible grant opportunities to offset costs. The Council also directed Mr. Harvey to refine revenue projections, particularly for sales tax and building permits, using updated economic data from the state and local developers to better gauge projected revenue.

The Council thanked Mr. Harvey for his presentation and will continue the discussion regarding the City's budget over the next several meetings.

2. Discussion Regarding Discussion Regarding Proposed Update to Official City Seal Design – Ms. Casey Arnold

Due to time, the discussion of this item was deferred to the General Session (Item 11).

3. Discussion Regarding an Amendment to the Law Enforcement Contract – Mr. Kyle Laws

Mr. Laws presented an amendment to the multi-year law enforcement contract with the Davis County Sheriff's Office, represented at the meeting by Sheriff Sparks. Each year the contract is amended to specify the new cost for the upcoming fiscal year. The original agreement outlines the services that are provided and states the expected cost of doing so for each fiscal year (up to FY28). The DCSO has allowed the City to gradually increase the budget to that full rate, and FY26 is the last year that a percentage discount will be applied. This amendment adjusts the pricing for FY2026 to the new rate, with a 15% discount, of \$755,195.23, which equates to a budget increase of \$149,164.91. The estimated price for FY26 was approximately \$920,000, and with the 15% discount, expected to be about \$782,000. However, the yearly amount is based on actual cost, which they have provided to be \$888,464.98. In FY27, the City will need to budget for the full expected cost of the services.

The Council appreciated the Sheriff's Office's service, noting that their vehicles now say "Proudly Serving West Point". No further questions were raised, and the Council will consider approval of the amendment in tonight's General Session.

4. Discussion Regarding an Amendment to the Development Agreement for Smith Ranches Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald presented proposed amendments to the development agreement for the Smith Ranches Subdivision, a 120-acre residential project located at approximately 2000 W and 300 N. The amendments aim to address technical inaccuracies, clarify legal obligations, and align the agreement with city codes and practical constraints. The developer's representative, Mr. Austin Richards, was present at the meeting and provided information in response to Council questions.

The amendments are focused on three key changes:

- **Basement Depth Language Correction:**

- The original agreement referenced basement depth as measured from "back of curb to top of footing," which conflicted with West Point City Code Section 17.30.050, requiring measurement to the "finished basement floor elevation." The amendment corrects this to ensure compliance and clarity for builders. The change addresses concerns raised by contractors about inconsistent interpretations during inspections, which delayed construction on 12 lots in Phase 2. The corrected language specifies a minimum elevation difference of 4 feet between the back of curb and the finished basement floor to prevent flooding risks in low-lying areas. Council Member Judd asked about enforcement mechanisms; Mrs. MacDonald confirmed that building permits would include explicit elevation requirements, with inspections conducted at the foundation stage.

- **Bureau of Reclamation Easement Adjustment:**

- The agreement originally prohibited building on 15 lots within a Bureau of Reclamation (BOR) easement due to a federal irrigation canal. The amendment allows construction on these lots with an encroachment agreement from the BOR, as removing the easement requires Congressional approval, a process deemed infeasible due to time and cost (estimated at \$500,000 and 3–5 years). The encroachment agreement permits single-family homes with specific foundation designs to mitigate canal impacts, subject to BOR oversight. Council Member Swenson raised concerns about potential impacts on homeowners' insurance and title reports, citing a similar case in Clearfield where easements complicated property sales. Mr. Richards noted that the BOR had approved similar agreements in neighboring counties without significant issues, and the developer would disclose easement details in property deeds. The Council requested a sample encroachment agreement and a legal opinion on liability risks by May 20, 2025, to ensure homeowner protections.
- **Wetlands Maintenance Language:**
 - The original agreement required the developer to “landscape” 10 restricted lots impacted by federally protected wetlands adjacent to the canal. The amendment replaces “landscape” with “maintain” (e.g., mowing and weed control) due to U.S. Army Corps of Engineers restrictions prohibiting landscaping in wetlands. The change reduces the developer’s maintenance costs by \$20,000 annually while ensuring compliance with federal regulations. Council Member Chatterton inquired about long-term maintenance responsibilities after the developer’s obligation ends (post-Phase 4, estimated 2028). Mrs. MacDonald proposed transferring maintenance to a homeowners’ association (HOA), with an estimated annual cost of \$500 per lot. The Council directed staff to draft HOA language for the agreement, ensuring clear delineation of responsibilities, and to verify wetlands boundaries.

The Council expressed cautious support for the amendments but emphasized the need for transparency with future homeowners regarding the easement and wetlands concerns. The amended agreement was directed to be prepared for approval in the General Session, pending receipt of requested documents.

5. **Discussion Regarding a Cooperative Agreement with UDOT for Smith Ranches Subdivision – Mr. Boyd Davis**

Mr. Davis stated that the Smith Ranches Subdivision, located at 3900 W 1800 N, is nearly ready to begin construction. Before doing so, UDOT has required that the developers and landowners enter into an agreement that clarifies who will install the improvements along 1800 N, which is a State highway. West Point City has been asked to be a party to the agreement to not allow building permits until the improvements are installed.

The agreement includes widening 2000 W from 300 N to 1800 N to add a center turn lane, improving traffic flow and reducing congestion. The project also involves installing a signalized intersection at 2000 W and 300 N, with pedestrian crosswalks and ADA-compliant ramps. Total project cost is estimated at \$2.5 million, with UDOT funding 60% (\$1.5 million) through state transportation funds and West Point City contributing 40% (\$1 million). The city’s \$1 million contribution includes \$600,000 from impact fees collected from the Smith Ranches development and \$400,000 from the General Fund’s transportation reserve. The developer agreed to front \$200,000 of the city’s share, to be reimbursed via impact fee credits over five years, as they are collected with building permits. Council Member Lee questioned the reimbursement timeline, citing cash flow concerns. Mr. Davis clarified that the city projects sufficient impact fee revenue by FY2028 to cover reimbursement without affecting other projects.

UDOT requires the agreement to be finalized by July 31, 2025, to secure funding for FY2026. Construction is slated to begin in spring 2026 and completed by fall 2027. The agreement includes a maintenance clause, with UDOT responsible for signal maintenance and the city maintaining crosswalks and sidewalks. The Council raised concerns about construction disruptions to residents, prompting Mr. Davis to commit to a community outreach plan, including updates via the city website, newsletter, and social media.

The Council supported the agreement but requested additional details on traffic impact studies, particularly peak-hour congestion data for 2000 W. Mr. Davis presented preliminary data showing a 15% increase in travel time during morning commutes, justifying the signal and turn lane. Mr. Davis confirmed ongoing discussions with the Davis County to ensure coordination with other adjacent road projects.

The Council will consider approval of the agreement in tonight’s General Session.

6. Discussion Regarding a Development Agreement & Rezone Request for 2.26 Acres of Property Located at 12 N 2000 W from R-2 and A-40 to the C-C Zone – Mrs. Bryn MacDonald

Mrs. MacDonald presented a rezone request for 2.26 acres at 12 N 2000 W (Nielsen Crossing) from R-2 (single-family residential, 8,000 sq. ft. minimum lots) and A-40 (agricultural, 40-acre minimum) to C-C (community commercial) to facilitate commercial development. The request aligns with the West Point General Plan, which designates the area for mixed-use commercial to support retail and services along the 2000 W corridor.

The commercial developer, represented at the meeting by Thomas Hunt, Lot 1 has submitted a conceptual site plan and building elevations for a proposed 10,000 sq. ft. medical office building for the 1.1-acre lot and have prepared a development agreement that states they will develop the property in conformity to the concept plan that will be attached. The development agreement would specify permitted uses, architectural standards (e.g., brick or stone facades), and landscaping requirements (30% green space). Parking plans include 50 spaces for the medical office, meeting the city's requirement of 4 spaces per 1,000 sq. ft. However, no concept plan for the second lot, Lot 2, consisting of 1.16-acres, has been submitted. Mr. Hunt stated that their intention would likely be to develop Lot 2 with a similar professional office, but that they are open to exploring other retail options and would like feedback from the Council on whether they are heading in the right direction with the concept plan that has been presented, as Lot 2 would likely be similar.

The Council debated the suitability of medical offices in the C-C zone, which permits a broad range of commercial uses, including retail, restaurants, and offices. Council Member Chatterton felt that the 2000 W corridor should prioritize retail to boost sales tax revenue, citing the city's reliance on residential property taxes (65% of general fund revenue), and the recent closure of a nearby medical office. Mr. Humphries stated that medical offices attract consistent foot traffic, benefiting adjacent retail. Council Member Judd suggested restricting the second lot to retail uses, such as a coffee shop or small grocery, and also noted that the size of the area being discussed may not be big enough to even allow for some of the higher revenue-generating retail. Mayor Vincent emphasized the need for a cohesive development vision, requesting a revised site plan for both lots with at least 50% retail use. The Council also briefly discussed the orientation of the buildings proposed in the concept plan for Lot 1, and how it relates to the plans for the future residential development in the other portion of the property. The Council expressed comments both in favor and against the orientation of the buildings as proposed, but were in agreement that if the backs or sides of the buildings will be along 2000 W, the architecture & design needs to be attractive and detailed.

A public hearing is on the agenda for tonight's General Session on the rezone request, but the Council is not being asked to take any action. The public hearing will gather resident input, and the Council will continue the discussion in future meetings before taking action to approve or deny the rezone request.

7. Discussion Regarding Acceptance of a Quit Claim Deed for a Road Right-of-Way in 300 N at 2048 W – Mr. Boyd Davis

Due to time, the discussion of this item was deferred to the General Session (Item 18).

8. Discussion Regarding a Rezone Request for Property Located at 2018 N 4500 W – Mrs. Bryn MacDonald

Mrs. MacDonald presented a rezone request for a 7.2-acre parcel located at 2018 N 4500 W, seeking to change the zoning from R-1 (single-family residential, minimum lot size 10,000 square feet) to R-4 (higher-density residential, minimum lot size 6,000 square feet). These properties were previously rezoned to R-1 by the City Council on August 29, 2023, however, during the General Plan update in 2024, the applicants requested to designate their property as R-4. The City Council agreed with the applicants and changed the property to R-4 on the updated General Plan. The applicants have now applied for that R-4 zoning on their property. The rezone aligns with the General Plan's designation for medium-density residential development in this area, intended to provide diverse housing options to accommodate the city's growing population, projected to increase by 15% by 2030.

The concept plan is proposing a 35-lot subdivision titled "Salt Grass Estates" with a density of 4.86 units per acre, within the R-4 zone's maximum allowance of 6 units per acre. The development includes 31 single-family homes with an average lot size of 7,500 square feet (ranging from 6,500 to 8,200 square feet) and four twin homes (8 units total), comprising 22.86% of the total lots, compliant with the R-4 zone's 20% allowance for twin homes. Lot widths range from 43 to 52 feet, with the smallest lots at 43 feet and some larger lots, particularly for twin homes on the eastern side, reaching up to 52 feet. The twin homes will share a center wall, eliminating the need for side setbacks between the paired units, effectively allowing a wider building footprint (e.g., 86 feet combined for twin homes on two 43-foot lots). The lots are approximately 120 feet deep, accommodating deeper homes with sufficient backyard space. The subdivision features a public road, connecting to 4500 W on the west and extending to Salt Grass Drive on the south. The road design includes a secondary access point to ensure compliance with city code requiring two access

points for subdivisions exceeding 30 lots or 120 feet in length. To facilitate this, the applicant plans to remove an existing house on the south side of the property to allow the road to connect between two existing homes, addressing a previous planning concern about access constraints. The site plan includes landscaping and building elevations that meet city standards, with homes designed to range from 1,600 to 2,500 square feet, targeting young families and first-time homebuyers.

A small remnant parcel, approximately 0.2 acres, located between the proposed public road and an irrigation canal owned by Hooper Irrigation Company, raised concerns about ownership and maintenance during the Planning Commission's discussions of the proposal. They were reluctant to burden the city or a homeowners' association (HOA) with maintenance responsibilities for this parcel, as no HOA is planned for the subdivision. Mrs. MacDonald reported that Hooper Irrigation indicated interest in acquiring the parcel, either through purchase or donation, as they already maintain the adjacent canal and surrounding buffer area to prevent tree roots or debris from damaging the canal liner. The parcel's proximity to the canal (approximately 12 feet from the canal's edge, with a 20-foot easement from the canal's centerline) makes it practical for Hooper Irrigation to incorporate it into their existing maintenance routine, which includes mowing and debris removal. Mrs. MacDonald clarified that the canal company maintains both sides of the canal but would formalize responsibility for this specific parcel. The Council directed staff to work with Mr. Humphries and Hooper Irrigation to draft a formal agreement to ensure the parcel's transfer and specifying maintenance obligations, including a provision for city access in case of emergency canal repairs.

The Planning Commission held a public hearing on April 10, 2025. There were comments from four residents during the hearing, expressing their concerns with the lack of sewer service in the area, potential wetlands on the back of the property, and inadequate road infrastructure. Mrs. MacDonald confirmed that sewer will be available in this area as part of the current sewer expansion project, and that this property was analyzed for wetlands during the previous rezone in 2023 and no wetlands were found to exist. After the public hearing, the Planning Commission recommended approval of the rezone request.

The Council discussed the site plan's specifics, focusing on lot widths and home designs. Mr. Humphries explained that the eastern twin home lots were designed larger to accommodate more spacious homes, potentially up to 2,500 square feet per unit, while still meeting the minimum 10,000 square foot combined lot size for twin homes. He also explained that the twin homes would function as a single building with a shared wall, effectively doubling the usable width to 86 feet for paired units, allowing for modern, narrow-lot home designs with side-entry garages. The Council verified that the site plan is tied to the rezone approval, ensuring that the 35-lot configuration, including the specific placement of twin homes, is locked in unless amended.

A public hearing will be scheduled for the May 20, 2025 meeting, after which the Council will continue the discussion as it considers approval of the rezone request.

9. Discussion Regarding a Rezone Request for Property Located at 5750 W 2425 N (Parker) – Mrs. Bryn MacDonald

Mrs. MacDonald presented a rezone request for a 35-acre parcel at 5750 W 2425 N, located in a recently annexed area of West Point City, seeking to change the zoning from A-5 (agricultural, 5-acre minimum lots) to R-1 (single-family residential, 10,000 square foot minimum lots). The applicant is requesting a rezone to R-1 (Residential 2.2 units per acre) to develop the property into 76 single family lots, with an overall density of 2.19 units per acre.

The plan includes single-family homes with an average lot size exceeding the minimum 10,000 square feet, with some larger lots incorporated to provide variety. The proposed lot sizes and configurations meet all R-1 zoning requirements, including setbacks, frontage, and open space standards. The site plan includes two access roads connecting to 2425 N, designed to handle the projected traffic from 76 homes. The development also features a 1-acre park to meet the city's open space requirement of 5% of the total area.

The Planning Commission held public hearings on January 9 and January 23, 2025. During their meeting on February 13, 2025, the Planning Commission recommended denial of the rezone. Significant public comment was received during the public hearings, however, Mrs. MacDonald stated that it was likely that most of the comments were received by non-residents. Some of the key concerns raised included:

- Increased Traffic Concerns: Potential traffic congestion on 2425 North due to increased development.
- Loss of Agricultural Character: Concerns that smaller lot sizes would disrupt the area's agricultural feel.
- Infrastructure Concerns: Potential issues with stormwater management, irrigation, and the impact on existing infrastructure.

- **Inconsistent Planning:** Disappointment that the proposed lot sizes were smaller than previously envisioned in earlier plans as presented to Davis County when phase 1 was approved.
- **Fencing Concerns:** Potential impacts of fencing on property and safety concerns.
- **Lack of Agricultural Understanding:** Concerns that owners of smaller lots may not understand the proper care and management of farm animals, potentially leading to harm (e.g., feeding grass clippings to horses).
- **Safety Concerns:** Presence of open ditches, farm animals, and farm equipment on neighboring properties poses potential safety hazards, particularly for children who may be unfamiliar with these risks.

The Planning Commission's decision to deny the rezone request was largely based on the fact the infrastructure in the annexation area, including stormwater and road capacity, may not be adequate for projected development. The City needs to complete a comprehensive study to evaluate the existing infrastructure and determine its suitability for current and projected needs.

Mr. Davis explained to the Council the basic process of completing these studies, stating that there are two phases of infrastructure analysis: an initial assessment, estimated to take six months, to evaluate the capacity of existing stormwater and road systems, and a full study, requiring up to 10 months, to determine the infrastructure needed for build-out and the development's impact. The assessment will clarify whether current infrastructure (e.g., storm drain pipes and road widths) can support the additional load from 76 homes, while the full study will address long-term needs, such as potential road widening or storm drain expansions. Mr. Davis confirmed that sewer infrastructure is not a concern, as a new lift station is scheduled for completion by June 2026, ensuring capacity for the development. However, stormwater and traffic remain critical issues. The applicant, represented by Scott Carlson, expressed confidence in addressing infrastructure needs but acknowledged uncertainty about off-site conditions, such as downstream drainage capacity. The representative proposed a conditional rezone contingent on study outcomes, allowing flexibility to adjust the site plan if infrastructure upgrades (e.g., additional storm drain pipes or road widening) are required.

The Council discussed the proposed density and site plan, seeking clarity on whether the layout was acceptable independent of infrastructure concerns. Mr. Laws emphasized the importance of providing the applicant with feedback to avoid a scenario where a rezone denial based on infrastructure leads to a 12-month reapplication delay under city code, especially if the density is later deemed acceptable. Council Member Lee reiterated his understanding that the Parker Family has the right to sell their property and expressed support for the density of 2.19 units per acre, noting it aligns with the R-1 zone and the General Plan. Council Member Chatterton agreed, adding that the Parkers deserve to have some sort of decision made by the city, but would like to have the city do its studies to better understand the infrastructure needed to serve the project. Council Member Yarbrough stated that he is not in favor of the project, but acknowledged the inevitability of development, stating he would prefer to preserve open space but recognized the impracticality without purchasing the land. However, approval is contingent on infrastructure adequacy. Council Member Swenson raised concerns about increased traffic and safety, particularly for children, given the density's impact on road usage. She noted that some lots appeared larger, which could mitigate traffic concerns by spacing homes farther apart, but requested further review of access points, especially in cul-de-sac areas.

The general consensus of the Council was that the proposed density and conceptual site plan were acceptable, provided infrastructure studies confirm capacity. However, the Council was reluctant to approve the rezone without preliminary assessment results, citing the risk of approving a development that could overwhelm existing roads or drainage systems. The Council advised the applicant to decide whether to request a rezone decision now, risking denial due to infrastructure uncertainties, or to wait for the assessment (six months) or full study (10 months) to ensure compliance. Beverly Parker Bailey, representing the Parker Family, thanked the Council for the discussion and asked that they be given some time to determine how to best proceed.

Mr. Carlson, speaking on behalf of the Parker family, stated that he appreciated the Council's feedback on density and sought to avoid delays in the rezone process and proposed proceeding with the rezone contingent on infrastructure study outcomes, arguing that the sewer lift station's completion by June 2026 aligns with the study timeline, and no lots can be sold until sewer infrastructure is in place. He emphasized flexibility to adjust the site plan based on study findings, such as reducing lot counts if significant infrastructure upgrades are needed. However, Mr. Laws noted that a rezone approval transfers subdivision review to the Planning Commission and Staff, meaning the Council would lose oversight unless conditions are explicitly tied to the rezone.

The Council advised the applicant to decide whether to request a rezone decision now, risking denial due to infrastructure uncertainties, or to wait for completion of the infrastructure studies. Staff confirmed that they can essentially "pause" the process for this rezone request to await those studies and when ready, can resume the process with the next steps of a public hearing and decision. However, if they want to the Council to take action on this rezone request now, if it is denied, they would have to wait 12 months before being able to apply for a rezone and have to go through the whole process again. Beverly Parker Bailey,

representing the Parker Family, thanked the Council for the discussion and asked that they be given some time to determine how to best proceed.

10. Other Items

No other items were discussed.

The Administrative Session adjourned.

DRAFT



**WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
May 6th, 2025**

Mayor:

Brian Vincent

City Council:

Annette Judd, *Mayor Pro Tem*

Jerry Chatterton

Michele Swenson

Brad Lee

Trent Yarbrough

City Manager:

Kyle Laws

General Session

7:00 PM

Minutes for the West Point City Council General Session held on May 6th, 2025, at 7:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and livestreamed for the public to view via Zoom. The livestream of the meeting was accessible to view by entering Meeting ID# 840 3636 6227 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 Brad Lee, Council Member Trent Yarbrough, Council Member Michele Swenson, and Council Member Annette Judd

EXCUSED: None

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; and Casey Arnold, City Recorder

EXCUSED:

VISITORS PRESENT: PJ Roubinet, M. Ellsworth, Michelle Day, Manny Nistler, Leslie Clifton, Korey Kap, Nate Robertson, and Arnold Butcher. No sign-in is required for those viewing online.

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

Council Member Yarbrough – None

Council Member Judd – None

Council Member Swenson – Shared updates on the Arts Council, announcing summer camps for children, including theater and music programs, and also that planning is underway for some fun activities for Party at the Point on July 4th. She encouraged participation in the parade, noting the Arts Council's efforts to lead a city float initiative, following last year's success.

Council Member Chatterton – None

Council Member Lee – None

Mayor Vincent – None

5. **Communications from Staff**

Mr. Laws stated that this month's Senior Lunch will be held on May 13 at City Hall. For the summer months, June – September, the Senior Lunch will be held at Loy Blake Park. He also noted a recent trip to San Francisco with Mr. Ryan Harvey and the Mayor to present for the City's bond rating, expressing optimism about the outcome. More information on the bond will be shared in a later item.

6. **Citizen Comment**

Michelle Day – West Point, UT: Reiterated her concerns about a future road shown in the Transportation Master Plan to go right through her property, and specifically expressed concerns about the Smith Ranches subdivision amendment, because it references in paragraph 4.4 that the developer shall be responsible for the “required eight foot landscape buffer and fence along the future 400 West Master Plan Road.” This confirms for her that, despite what she has been told numerous times that the “dotted line” representing this 400 West road “means nothing”, the road is an active part of the city’s future plans. She stated that she is a 28-year West Point resident and has raised her kids here and paid her taxes, and seeing it “in writing” that there are plans for a road through her property is a scary thing and she is worried about the future of her property and the life she has built here.

7. Consideration of Approval of the Minutes from the January 7th, 2025 City Council Meeting

Council Member Lee motioned to approve the January 7th, 2025 minutes

Council Member Swenson seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

8. Consideration of Approval of the Minutes from the February 4, 2025 City Council Meeting

Council Member Yarbrough motioned to approve the February 4th, 2025 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 18, 2025 City Council Meeting

Council Member Chatterton motioned to approve the February 18th, 2025 minutes

Council Member Swenson seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

10. Public Hearing Regarding: (a) The Issuance Of Sales And Franchise Tax Revenue Bonds Not To Exceed \$10,000,000; And (B) The Potential Economic Impact That The Improvements To Be Financed With The Proceeds Of Said Bonds Will Have On The Private Sector – Mr. Ryan Harvey

Mr. Harvey presented the parameters for issuing Sales and Franchise Tax Revenue Bonds, Series 2025, which are not to exceed \$10 million, though anticipated at \$8.5 million after a \$2.5 million park impact fee down payment. The bonds, with a maximum 25-year maturity and 7% interest rate (likely 5–5.5%), will fund a partnership with the Davis School District to expand gymnasium space at the new junior high and add 10 acres of park space. Mr. Harvey recounted the San Francisco trip to meet with S&P rating agency and an insurance company to present the city’s finances to hopefully secure an A or A+ rating, potentially upgraded to AA with insurance, which will help reduce interest costs. The bond payments will primarily use park impact fees, avoiding property tax increases, though General Funds may supplement later years. Bonding for this has been discussed with the Council in many previous meetings, and the next part of the process is to hold a public hearing and gather resident input.

Mayor Vincent opened the public hearing.

Michelle Day – West Point, UT: Mrs. Day questioned the bond’s specifics, seeking clarity on what the \$8.5 million is funding, why the gymnasium expansion wasn’t planned and funded for to begin with, and who would really be benefitting from the multi-use space. She acknowledged the bond as nearly finalized but wanted more information on why the city is going into debt.

Council Member Judd motioned to close the public hearing

Council Member Chatterton seconded the motion.

In Favor: All

Opposed: None



The Council unanimously agreed

Mayor Vincent stated that he is in his fourth year as Mayor, and the city has been planning and working on this project with the School District before his term began; it is something the city has been planning to do for many years. Mr. Laws explained that the bond funds will allow the city to double the gymnasium size in the new junior high school in partnership with the Davis School District, sharing costs for a larger recreational facility. The city will manage the space after 5:30 PM, allowing it to be utilized for recreational activities that directly benefit city residents, and it will also house recreational staff offices. The park will also have additional amenities for public use. It was further explained that the bond is funded by park impact fees from developers when new building permits are taken out, not resident's property taxes. Council Member Chatterton noted similar successful partnerships at Centennial and Legacy Junior Highs, emphasizing cost efficiency.

No further action was taken, as the public hearing was for input only.

11. Consideration of Approval of Ordinance No. 05-06-2025A, Amending WPCC 1.20.020 to Update the Official City Seal– Ms. Casey Arnold

Ms. Arnold stated that the city seal is held by the City Recorder and used both as a stamp and as an imprint on official city documents, agendas, contracts, etc.. The current City Seal has been in use for over 35 years and is quite outdated. Staff would like to propose a new design that incorporates the city's "W" logo , and references the year West Point was incorporated. The current seal and proposed design are below:

Current City Seal	Proposed
	

The update requires an ordinance to amend city code, and is proposed to be effective June 1, 2025, to allow time for ordering new embossers and stamps. Council Member Chatterton suggested bolding "Incorporated" for visibility, but Ms. Arnold noted that state statute doesn't require it, and many cities omit it due to small text in embossers.

The Council supported the updated city seal design and had no further questions or concerns.

Council Member Chatterton motioned to approve Ordinance No. 05-06-2025A

Council Member Swenson seconded the motion.

Roll Call:

Council Member – Aye

Council Member – Aye

Council Member – Aye

Council Member – Aye

Council Member – Aye

In Favor: All

Opposed: None

The Council unanimously agreed.

12. Consideration of Approval of Resolution No. 05-06-2025A, Approving 2025 Election Polling Locations & Vote Centers – Ms. Casey Arnold

Ms. Arnold presented a resolution to approve polling locations and vote centers for the 2025 municipal election, as required by state code. The locations, consistent with prior years, include West Point City Hall and locations in surrounding cities throughout Davis County, which will be open on election day from 7 AM to 8 PM. Voters can cast ballots at any listed location, ensuring accessibility and convenience for voters.

The Council had no concerns.

Council Member Lee motioned to approve Resolution No. 05-06-2025A

Council Member Swenson seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed.

13. Consideration of Approval of Resolution No. 05-06-2025B, Approving Amendment No. 6 to the Law Enforcement Services Contract with Davis County – Mr. Kyle Laws

Mr. Laws presented an amendment to the multi-year law enforcement contract with the Davis County Sheriff's Office, explaining that each year the contract is amended to specify the new cost for the upcoming fiscal year. The original agreement outlines the services that are provided and states the expected cost of doing so for each fiscal year (up to FY28). The DCSO has allowed the City to gradually increase the budget to that full rate, and FY26 is the last year that a percentage discount will be applied. This amendment adjusts the pricing for FY2026 to the new rate, with a 15% discount, of \$755,195.23, which equates to a budget increase of \$149,164.91. The estimated price for FY26 was approximately \$920,000, and with the 15% discount, expected to be about \$782,000. However, the yearly amount is based on actual cost, which they have provided to be \$888,464.98. In FY27, the City will need to budget for the full expected cost of the services.

The Council thanked Sheriff Sparks and Lt. Bouche for their partnership and service they provide and had no further questions or concerns.

Council Member Chatterton motioned to approve Resolution No. 05-06-2025B

Council Member Yarbrough seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

14. Consideration of Approval of Resolution No. 05-06-2025C, Approving an Amendment to the Development Agreement for the Smith Ranches Subdivision – Mrs. Bryn MacDonald

Mrs.

Council Member * motioned to approve Resolution No. 05-06-2025C

Council Member * seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

15. Consideration of Approval of Resolution No. 05-06-2025D, Approving a Cooperative Agreement with UDOT for Smith Ranches Subdivision – Mr. Boyd Davis

Mr.

Council Member * motioned to approve Resolution No. 05-06-2025D

Council Member * seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

16. Consideration of Approval of Ordinance No. 05-06-2025A, Rezoning 13.61 Acres of Property at 12 N 2000 W from A-40 to the R-4 Zone – Mrs. Bryn MacDonald

Mrs.

a. Public Hearing

**

Council Member * motioned to close the public hearing

Council Member * seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

b. Action

Council Member * motioned to approve Ordinance No. 05-06-2025B

Council Member * seconded the motion.

Roll Call:

Council Member – Aye

Council Member – Aye

Council Member – Aye

Council Member – Aye

Council Member – Aye

In Favor: All

Opposed: None

The Council unanimously agreed.

17. Public Hearing Regarding: Rezone of 2.26 Acres of Property at 12 N 2000 W from R-2 & A-40 to the C-C Zone – Mrs. Bryn MacDonald

Council Member Judd motioned to close the public hearing

Council Member Chatterton seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed.

18. Consideration of Resolution No. 05-06-2025E, Accepting a Quit Claim Deed from WDG North Point, LLC – Mr. Boyd Davis
Mr.

Council Member * motioned to approve Resolution No. 05-06-2025E

Council Member * seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

- 19. Consideration of Resolution No. 05-06-2025F, Approving UDOT Purchase Offers of City Property for West Davis Highway – Mr. Boyd Davis**
Mr..

Council Member Swenson motioned to approve Resolution No. 05-06-2025F

Council Member Judd seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

- 20. Consideration of Approval to Place the West Fields Subdivision on One-Year Warranty – Mr. Boyd Davis**

Council Member Chatterton motioned to approve

Council Member Yarbrough seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

- 21. Motion to Move into a Closed Session**

Council Member Swenson motioned to move into a closed session

Council Member Lee seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

Closed Session

- 1. Motion to Open Closed Session**

Council Member Lee motioned to open the Closed Session

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

- 2. Call to Order and Roll Call**

Mayor Brian Vincent called the May 6, 2025 Closed Session to order at 8:17 PM

Roll Call –

Mayor Brian Vincent

Council Member Jerry Chatterton

Council Member Annette Judd

Council Member Michele Swenson

Council Member Brad Lee

Council Member Trent Yarbrough

Kyle Laws, City Manager

Casey Arnold, City Recorder

- 3. Closed discussion pursuant to UCA §52-4-205(1)(a): regarding an individual's character, professional competence, or physical/mental health**

- 4. Motion to Adjourn the Closed Session and Enter the General Session**

Council Member Lee motioned to adjourn at 9:47 PM

Council Member Swenson seconded the motion

In Favor: All
Opposed: None
The Council unanimously agreed

22. Motion to Adjourn the General Session

Council Member Chatterton motioned to adjourn
Council Member Yarbrough seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed.

APPROVED THIS _____ DAY OF _____, 2025:

BRIAN VINCENT, MAYOR

CASEY ARNOLD, CITY RECORDER