



3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

# WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL July 15<sup>th</sup>, 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

6:00 PM

Minutes for the West Point City Council Administrative Session held on July 15, 2025, at 6:00 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# 839 2395 7826 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:** None

**VISITORS PRESENT:** PJ Roubinet and Pascal Meyer. No sign-in is required for those viewing online.

### **1. Eagle Scout Project Proposal – Carter Allen**

Mr. Laws introduced Carter Allen, who presented his Eagle Scout Project proposal for an orienteering course at Loy Blake Park. Carter explained that the course would include permanent cement markers flush with the ground to avoid hazards, with QR codes linking to the City's website for course maps. The project is intended to promote outdoor recreation, navigation skills, and community engagement.

Highlights of the project include the ability to create multiple courses (beginner, intermediate, advanced) using the same markers, placement of QR codes on existing park facilities for easy access, disclaimers on the instructions stated that the course is not available during recreation events, and that there would be coordination with Public Works/Parks to for the installation to ensure best placement of the markers.

Council Members commended Carter's detailed presentation and preparation, noting the uniqueness of the project compared to traditional Eagle Scout efforts. The Council expressed unanimous support and appreciation for Carter's project, noting it would benefit both residents and scouting groups.

### **2. Discussion Regarding the FY2026 Final Budget and 2025 Property Tax Rate for West Point City – Mr. Ryan Harvey**

Mr. Harvey presented the FY2026 Final Budget and the certified 2025 Property Tax Rate of 0.000730, generating approximately \$858,223 in property tax revenue. He explained that a new state law required cities to declare intent for Truth in Taxation by June 1. Because West Point declared after that deadline, the City was denied the ability to proceed with Truth in Taxation this year. As a result, by the time Staff became aware of the issue, the budget could not be adopted prior to June 30, and Mr. Harvey informed the Council that unfortunately, this will create a finding in the City's audit. Council Members voiced concern about the legislative change, noting that many cities were caught off guard. Staff confirmed the City would resume Truth in Taxation in 2026 by ensuring timely declaration.

The budget has been discussed for the past several meetings, and Mr. Harvey presented the following additional adjustments proposed:

- \$35,000 to replace the aging Kubota utility vehicle for Public Works.

- \$10,000 increase to the fireworks budget for the 250th anniversary of the United States in 2026.
- \$50,000 for a vehicle dedicated primarily to the Recreation Department to reduce reliance on personal vehicles.

Council expressed support for the adjustments, praising the 2025 fireworks show and recognizing the need for both fleet replacements.

The Council will accept the certified tax rate via resolution in tonight's General Session, and after a public hearing on the compensation schedule and a final public hearing, will take action to approve the final budget.

### **3. Discussion Regarding a Site Plan for Ogden Clinic at 2945 W 125 S (Pascal Meyer, Applicant) – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the site plan for a new Ogden Clinic facility to be constructed adjacent to the existing clinic on 3000 West. The new building will be slightly larger than the current facility but designed to match in appearance, with shared parking and access points to serve both clinics. Landscaping plans meet all City requirements, including buffering for neighboring residential properties and adequate tree plantings. The Planning Commission had previously approved the conditional use permit for medical office use.

Council Members discussed the site circulation and recommended widening the single drive approach from its current 26 feet to approximately 30 feet to better accommodate traffic flow, particularly given the increase in patient visits anticipated with the new building. Questions were also raised about dumpster placement and ensuring access for sanitation trucks without encroaching into landscaped areas. Staff and the applicant confirmed that the dumpster location would allow adequate maneuvering.

Council Members also briefly discussed the potential for improved connectivity to the adjacent trail in the future, subject to coordination with Davis County and the property owner.

The Council will continue the discussion as it considers final approval of the site plan in a future meeting.

### **4. Discussion Regarding a New "A-20" Agricultural Zone – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the draft of a new A-20 (Agricultural-Residential) Zone, designed as a half-acre minimum lot district to address growth pressures in annexation areas. She explained that the zone would allow the same uses as other agricultural districts, including animal rights, but would set the minimum lot area at 20,000 square feet with an average lot size of 21,780 square feet (a true half-acre). The Council had previously requested that staff clarify frontage requirements, so the updated draft includes a minimum frontage of 85 feet and an average frontage of 100 feet, aligning the A-20 with the existing R-1 zone. Setbacks and accessory building standards would remain consistent with other agricultural zones, and the number of animals permitted would match the existing framework, including a minimum of six chickens as allowed in all districts.

The proposed A-20 zone would establish a new zoning district with the following characteristics:

- 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/average lot size 21,780
- 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.

Council Members had a detailed discussion about the benefits and implications of adopting this new zone. They noted that the A-20 would create a useful “middle ground” between the larger A-40 parcels and the smaller R-1 lots, allowing for measured residential growth while still preserving agricultural character. The Council also observed that this tool would help the City manage annexations by providing a more flexible zoning option that aligns better with the surrounding area, rather than defaulting all newly annexed land to R-1. Mrs. MacDonald pointed out that although the Planning Commission supported creating the A-20, the map they approved inadvertently designates the zone in areas outside of the intended sewer service area, due to a misinterpretation of the boundary. Council Members agreed that correcting this error was essential so that the A-20 zone would only be applied where infrastructure could reasonably support it.

They concluded that the draft zone provided an appropriate balance of flexibility and predictability, and asked Staff to continue refining the details for consideration at a future meeting. A public hearing on the new zone will be held before final adoption.

#### **5. Discussion Regarding Updates to the General Plan – Mrs. Bryn MacDonald**

Mrs. MacDonald presented proposed updates to the City’s General Plan to incorporate the new A-20 zone and reflect recent annexations. She showed the Council several maps for comparison, explaining that the Planning Commission had recommended applying A-20 broadly across newly annexed properties, including portions of the Parker property and future Ivy Meadows Subdivision (owned by Rick Scadden). Staff, however, modified the map to reflect the Council’s prior conversations with property owners, particularly the Parker family, where the City had indicated support for R-1 zoning rather than A-20.

The Council carefully reviewed side-by-side versions of the maps, which highlighted the differences between the Planning Commission’s recommendation and staff’s adjustments. Members emphasized the importance of honoring commitments made to property owners in annexation discussions, noting that the Parker property was anticipated to develop under R-1 standards. They also discussed how the placement of A-20 along the sewer service area could help maintain larger lots and agricultural character while still providing an orderly transition to more urban development closer to the City’s core. Staff clarified that the Planning Commission’s intent had been to align A-20 with the sewer service area, but the map they adopted did not fully match that intent, due to the boundaries of the service area being drawn incorrectly on the map.

Council Members agreed that the corrected version of the map, which applied A-20 only within the sewer service area while keeping R-1 in the Parker annexation area, better represented both the City’s planning goals and prior assurances to property owners. They expressed appreciation for Staff’s efforts to rectify the mapping discrepancies and asked that the refined map be prepared for formal adoption at a future meeting. The discussion reflected the Council’s desire to balance agricultural preservation, responsible growth, and respect for commitments in guiding the City’s long-term land use vision.

The proposed updates will continue to be discussed, and a public hearing will be held before the General Plan is finalized and adopted.

#### **6. Other Items**

No other items were discussed.

The Administrative Session adjourned.



**WEST POINT CITY COUNCIL  
MEETING MINUTES  
WEST POINT CITY HALL  
July 15<sup>th</sup>, 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 July 15, 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# 839 2395 7826 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; Kenny England, Public Works Director; and Casey Arnold, City Recorder

**EXCUSED:** None

**VISITORS PRESENT:** PJ Roubinet, Pascal Meyer, Theresa Jelsma, Anna Torres, Elizabeth Pinto, Rick Twitchell, Michelle Day, Sharon Cammack, and Jon Parry. 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 Swenson
4. **Communications and Disclosures from City Council and Mayor**

Council Member Yarbrough – None

Council Member Judd – None

Council Member Chatterton – Thanked everyone that helped put together and run the Party at the Point Celebration and all of its events. It was a great success and he received many positive comments and good feedback. It is impressive what the City is able to do and how many people attend year after year.

Council Member Swenson – Expressed her appreciation to all of City Staff for their tireless efforts in putting on the Party at the Point Celebration – all the way through the clean-up of the event. Each employee was busy, efficient, polite, and their commitment to making the event a fun, successful event was evident. She also reported on recent Arts Council activities, including preparations for fall programming and shared that the feedback received from the Party at the Point youth performances was positive.

Council Member Lee – Also expressed his appreciation to City Staff and volunteers for the Party at The Point. It was another awesome year. He also inquired as to the status of the young man that experienced a severe ankle break at the 3 v 3 Tournament. Mr. Laws shared that he did have to have surgery, but it went well and he is now home and recovering. Council Member Lee then shared updates from mosquito abatement, noting continued monitoring in Davis County (including testing of almost 1,000 more pools than any other district in the state) and that there has been no West Nile activity in Davis County so far, although it has been found in 23 other states across the country, resulting in one death. He also emphasized continued public education efforts.

Mayor Vincent – Echoed the comments made about this year's Party at The Point Celebration, stating that it was an incredible event that takes a lot of work and thanked all those who contributed.

5. **Communications from Staff**

Mr. Laws stated that this month's Summer Movie in the Park was held the previous Friday, featuring the movie "Cars 2" and it was a well-attended, fun event with activities held before the movie started, including a "box car" race. The next movie is scheduled for August 15. The Senior Lunch was also held earlier today, and the August lunch will be on Tuesday the 12<sup>th</sup>. The Primary Election will also be on August 12<sup>th</sup>.

#### **6. Citizen Comment**

Theresa Jelsma – Clinton, UT: Stated that she is the crossing guard for Lakeside Elementary school at the corner of 2750 W 800 N. On one side of the intersection is West Point and the other is Clinton and there has been some debate over the years on which city is to provide the crossing guard there for the elementary, since kids from both cities attend. Although the elementary is in West Point, she is employed by Clinton City, which she has been told is because a majority of the kids crossing here are Clinton residents. However, in her experience, she believes it is more of a 50/50 split. Regardless, she is currently facing an issue with all the construction going on and congestion it is causing as traffic is redirected. She stated it is not so much crossing the kids north and south, but it is the West Point kids that are crossing east and west, because the cars come up to the stop sign and then pull out in front of it – forcing her to go further out in front and into the bike lane to cross. So, she would like a crossing or stop line to be painted to give the cars a designated place they need to stop at so that she can cross in front of them. She also thinks that West Point needs to supply another crossing guard, because she is crossing between 120 – 150 kids on any given afternoon and coupled with the West Point Jr. High traffic, it is becoming a "nightmare." Mayor Vincent asked Teresa to follow up with Mr. Laws after the meeting. Mr. Laws noted that the city is planning to re-stripe all the crosswalks in West Point before school starts and he will make sure that this area gets put on that list to get done. Teresa stated that Clinton City had told her that it would be striped last year, and he noted that he had not heard of there being an issue in this location from Clinton City, but would make sure it gets done and monitor the situation as the new year gets underway.

#### **7. Davis County Sheriff's Office Update**

Davis County Sheriff's Office's Crime Analyst, Elizabeth Pinto, presented the quarterly report for April through June 2025. The report included the following highlights:

- Patrol activity: Citations and traffic enforcement were significantly higher than the three-year average, particularly speeding citations. Of approximately 1,900 incidents during the quarter, 97% were non-criminal, with property crimes comprising most of the criminal activity.
- Investigations: 41 new cases were opened, including 14 child abuse/neglect, 10 fraud, two theft, and several sex crimes. Person crimes made up the largest share of active investigations.
- Victim services: Two victim advocates provided over 48 hours of support to 29 victims during the quarter, including court accompaniment, protective order assistance, and crisis planning.

Council Members asked clarifying questions, including the meaning of "aggressive stop." Lieutenant Gulley explained it generally refers to multiple traffic violations or abrupt stopping that creates unsafe conditions.

The Council thanked the Sheriff's Office for their report and ongoing service.

#### **8. Weber Basin Water Presentation – Jon Parry**

Mr. Parry provided an in-depth presentation on regional water supply challenges and the importance of conservation. A few highlights from the presentation are as follows:

- West Point's indoor water use averages about 50 gallons per capita per day, with 91% of total water use residential. Outdoor irrigation represents about 75% of total consumption.
- Aquifer levels in areas served by Hooper Water Improvement District have been declining at roughly one foot per year.

- Regional projections show demand exceeding supply by 2070 if current practices continue. Conservation programs and landscaping standards in new developments are key to sustainability.
- Ordinance adoption at the City level is critical for residents to access rebate programs such as turf replacement and “Flip Your Strip.”

Council Members discussed the balance between regulation and resident choice, emphasizing the need to educate the public while planning for future water reliability.

Mayor Vincent and the Council thanked Mr. Parry for his report. They will discuss the information as they consider amendments to landscaping regulations in a future meeting. A full copy of the presentation can be found at:

<https://www.westpointutah.gov/DocumentCenter/View/2118/Weber-Basin-Presentation-07-15-2025>

#### **9. Consideration of Approval of the Minutes from the May 20<sup>th</sup>, 2025 City Council Meeting**

Mayor Vincent stated that these minutes were not ready for approval at this time.

Council Member Swenson motioned to table approval of the minutes

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **10. Public Hearing Regarding Amendments to WPCC Section 17.60.160 Regarding the PRUD Code – Mrs. Bryn MacDonald**

Mrs. MacDonald outlined the proposed amendments to the Planned Residential Unit Development code, which have been discussed by the Council in previous meetings, and were designed to clarify standards, reduce excessive density bonuses, and address concerns that the current PRUD provisions provided too much open-ended flexibility. The amendments include 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. After the public hearing, the Planning Commission recommend approval of the proposed amendments.

Mayor Vincent opened the public hearing.

Michelle Day – West Point, UT: Mrs. Day stated that she is concerned that there is no minimum lot size, because that could result in some very small lots and more lots equals more people; a presentation was just given on the lack of water and the need to conserve, but the more people in the city, the more water that is going to be used. There was also a report from the Davis County Sheriff's Office, and when more homes are built and more people live here, all of the crime rates are going to rise and the city is going to need even more patrol and. She asked that the Council keep all of these things in mind as they consider new developments and reiterated that she believes there should be a minimum lot size included in the amendments.

Council Member Lee motioned to close the public hearing

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

Mrs. MacDonald clarified that the PRUD allows for more flexibility, not more density. The number of allowed lots would remain the same on a property, and so the reasoning behind not having a minimum lot size is because it allows for greater variance in a project – there could be a cluster of smaller lots in one area, but then larger lots in another area to get to that maximum number of lots, but make better use of the area and design. Mr. Laws added that it is important to note that based on the layout of a property, it isn't always possible to have perfectly rectangular lots; the flexibility allows for lots to be shaped differently to fit the space, but not allow for more lots in the overall project.

Mrs. MacDonald also confirmed that the Council would see the full site plan, with lot sizes and layouts, roads, etc., as part of the approval of a PRUD subdivision, and that site plan would be tied to the approval. She also confirmed that for Council Member Swenson that the site plan would, like all other subdivisions, have to meet all existing fire, safety, and building codes, and so even without a minimum lot size requirements, these codes do have certain standards that will help regulate lot sizes. For example, building code does not allow for homes to be closer than 10 feet, so there will always be a side yard of at least five feet for each home. Council Member Judd stated that it is helpful to understand that there are other requirements that have to be met when designing a project, and that not having a minimum lot size requirement does not automatically result in small lots. Mrs. MacDonald added that this new code will hopefully eliminate the need for development agreements, because it will already allow for flexibility – for example, many of the development agreements that have been approved have been to allow a variance to the code for one or two lots due to the layout of the property.

The Council had no further discussion at this time and will consider final approval of the amendments to the PRUD code in a future meeting.

**11. Consideration of Approval of Resolution No. 07-15-2025A, Approving the 2025 Property Tax Rate for West Point City – Mr. Ryan Harvey**

Mr. Harvey presented the certified 2025 property tax rate, set by the County, of 0.000730. The certified tax rate is calculated to be a rate that will result in the same revenue as the previous year, minus new growth. This rate will generate a property tax revenue of approximately \$858,223. He noted that the City had missed the new legislative deadline to declare intent for Truth in Taxation and could not pursue an increase this year. Council Members expressed frustration at the lack of notice from the State but supported approval of the certified rate.

Council Member Chatterton motioned approve Resolution No. 07-15-2025A, approving the certified tax rate of .000730 for 2025  
Council Member Judd seconded the motion.

In Favor: All

Opposed: None

The Council unanimously agreed

The Council reiterated that the tax rate was set by the County and maintains the amount of property taxes paid to the city by existing residents as were paid last year.

**12. Public Hearing Regarding the FY2026 Compensation Schedule – Mr. Ryan Harvey**

Mr. Harvey stated that, during budget discussions for this year and with the adoption of the Tentative Budget in June, the Council expressed their approval with a 2.4% Cost of Living Adjustment increase (COLA) for this fiscal year. The compensation schedule reflects that increase to the minimum wage for all positions and the maximum wage point is 40% above that; the midpoint of the range is simply the point between the mid and max.

The Council had no questions or concerns and the Mayor opened the public hearing.  
No comments were received.

Council Member Judd motioned to close the public hearing

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**13. Consideration of Approval of Ordinance No. 07-15-2025A, Approving the FY2026 Final Budget for West Point City & All Related Agencies – Mr. Ryan Harvey**

Mr. Harvey reviewed the final FY2026 Budget, including three additions:

- \$35,000 to replace the aging Kubota utility vehicle in Public Works,
- \$10,000 for additional fireworks celebrating the nation's 250th anniversary, and
- \$50,000 for a Recreation Department vehicle.

The Council has discussed the proposed budget over the past several meetings and had no further questions or concerns.

**a. Public Hearing**

No comments

Council Member Swenson motioned to close the public hearing

Council Member Judd seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**b. Action**

Mr. Harvey confirmed that "all related agencies" includes funds given to programs like the Arts Council, Youth Council, etc. The Council had no further discussion.

Council Member Yarbrough motioned to approve Ordinance No. 07-15-2025A

Council Member Lee seconded the motion

Roll Call:

Council Member Judd – Aye

Council Member Chatterton – Aye

Council Member Lee – Aye

Council Member Yarbrough – Aye

Council Member Swenson – Aye

In Favor: All

Opposed: None

The Council unanimously agreed

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

Mr. Laws explained that state code requires that election results be approved by the Board of Canvassers (City Council) no later than two weeks after an election. With the upcoming Primary Election on August 12<sup>th</sup>, a Special Meeting will need to be held on August 26<sup>th</sup> to approve the results. The Council agreed to meet in a special meeting at 5 PM on August 26<sup>th</sup>.

Council Member Chatterton motioned to adjourn

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

APPROVED THIS 16 DAY OF September, 2025:

  
BRIAN VINCENT, MAYOR

  
CASEY ARNOLD, CITY RECORDER