



# WEST POINT CITY COUNCIL MEETING NOTICE & AGENDA

**December 2<sup>nd</sup>, 2025**

**WEST POINT CITY HALL  
3200 W 300 N | WEST POINT, UT 84015**

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/81701161595>
  - » Telephone: 1(669) 900-6833 – Meeting ID: 817 0116 1595

## **ADMINISTRATIVE SESSION – 6:30 PM**

1. Discussion Regarding Commercial, Manufacturing, and Professional Office Landscaping Standards – Mrs. Bryn MacDonald [pg. 4](#)
2. Discussion Regarding Park Enhancements – Mr. Kyle Laws
3. Discussion Regarding Focus & Execute Strategic Planning Updates – Mr. Kyle Laws
4. 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. Youth Council Update
8. Consideration of Approval of Meeting Minutes:
  - a. August 5, 2025 City Council Meeting [pg. 34](#)
  - b. August 26, 2025 Special City Council Meeting [pg. 51](#)
  - c. September 2, 2025 City Council Meeting [pg. 54](#)
9. Consideration of Approval to Award the Bid for the 200 South Box Culvert – Mr. Boyd Davis [pg. 6](#)
10. Consideration of Resolution No. 12-02-2025A, Granting an Easement to Davis County Along the Emigrant Trail – Mr. Boyd Davis [pg. 7](#)
11. Consideration of Resolution No. 12-02-2025B, Accepting Property from UDOT for the Trail Along West Davis Highway – Mr. Boyd Davis [pg. 13](#)
12. Consideration of Ordinance No. 12-02-2025A, Rezoning Property at Approximately 1800 N 5000 W from A-5 to R-1 with a PRUD Overlay Zone – Mrs. Bryn MacDonald [pg. 21](#)
  - a. Public Hearing
  - b. Action
13. Consideration of Ordinance No. 12-02-2025B, Amending the General Plan Zoning Designation for Property at 39 S 2000 W from the R-3 to the C-C Zone – Mrs. Bryn MacDonald [pg. 28](#)
  - a. Public Hearing
  - b. Action
14. Motion to Adjourn the General Session

Posted this 26<sup>th</sup> day of November, 2025:

Casey Arnold, City Recorder

I, Casey Arnold, the City Recorder of West Point City, do hereby certify that the above December 2, 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](http://www.westpointutah.gov) and 3) the Utah Public Notice Website at [www.utah.gov/pmn](http://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**

*\*The items listed below are for planning purposes only and are subject to change.  
They should not be relied upon as an official agenda for any City Council meeting.*

**Date:**        **12/16/2025**

### **Administrative Session – 6:00 pm**

1. Code Enforcement Update – Mr. Bruce Dopp
2. Discussion Regarding the FY2025 Financial Audit – Mr. Ryan Harvey
3. Discussion Regarding the 2026 West Point City Council Meeting Schedule – Ms. Casey Arnold
4. Discussion Regarding Updating Voter Participation Areas to Include Recent Annexation Area – Ms. Casey Arnold
5. Discussion Regarding the General Plan Amendment Request for Property Located at 2084 N 4500 W (Nilson Homes) - Mrs. Bryn MacDonald

### **General Session – 7:00 pm**

1. Update from the Davis County Sheriff's Office
  2. Appointment of West Point City Planning Commissioners – Mayor Vincent
  3. Consideration of Resolution No. \*\*, Updating West Point City Voter Participation Areas – Ms. Casey Arnold
  4. Consideration of Ordinance No. \*\*, Approving the 2026 West Point City Council Meeting Schedule - Ms. Casey Arnold
  5. Consideration of Ordinance No. \*\*, Amending WPCC Sections 17.60.140 & 17.60.130 Regarding Landscaping Standards in Commercial and Professional Office Zones – Mrs. Bryn MacDonald
    - a. **Public Hearing**
    - b. **Action**
  6. Consideration of Resolution No. \*\*, Approving an Adjustment to the Boundaries of the North Davis Fire District – Mr. Kyle Laws
    - a. **Public Hearing**
    - b. **Action**
- 

**Date:**        **01/05/2026**

### **Swearing In Ceremony – 12:00 pm**

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**Date:**        **01/06/2026**

### **Administrative Session – 6:00 pm**

1. Discussion Regarding \*\*

### **General Session – 7:00 pm**

1. Consideration of Resolution No. \*\*, Appointing West Point City Council Members to Serve on Local District Boards – Mayor Vincent
  2. Consideration of Resolution No. \*\*, Approving Appointment of Mayor Pro Tempore – Mayor Vincent
  3. Consideration of Ordinance No. \*\*, Amending the General Plan Zoning Designation for Property Located at 2084 N 4500 W – Mrs. Bryn MacDonald
    - a. **Public Hearing**
    - b. **Action**
- 

**Date:**        **01/20/2026**

### **Administrative Session – 6:00 pm**

1. Discussion Regarding \*

### **General Session – 7:00 pm**

1. Consideration of \*
- 

**Date:**        **02/03/2026**

### **Administrative Session – 6:00 pm**

1. Discussion Regarding \*

### **General Session – 7:00 pm**

1. Youth Council Update
- 

**Date:**        **02/17/2026**

### **Administrative Session – 6:00 pm**

1. Quarterly Financial Update – Mr. Ryan Harvey



# 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
		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		

### 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
						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	

### AUGUST

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						

### 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	PRIMARY ELECTION DAY
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
						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					

### SEPTEMBER

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				

### 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
6	DAY OF SERVICE
9	Senior Lunch - 11:30 AM (Loy Blake)
11	Planning Commission - 6 PM
16	City Council - 6 PM
25	Planning Commission - 6 PM

### APRIL

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			

### OCTOBER

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	

### 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
24-25	ANNUAL FALL CLEAN-UP
28	Council/Staff Lunch - 11:30 AM

### MAY

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

### NOVEMBER

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						

### 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
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					

### DECEMBER

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	1	2	3

### 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

\*AS OF March 1, 2025

# CITY COUNCIL STAFF REPORT

**Subject:** Amendments to Commercial, Manufacturing and Professional Office Landscaping Standards  
**Author:** Bryn MacDonald  
**Department:** Community Development  
**Date:** December 2, 2025

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## **Background**

On August 19, 2025, the City Council adopted landscaping amendments for residential development to comply with Weber Basin Water Conservancy District's water-efficiency requirements. Weber Basin requires cities to reduce turf and incorporate water-efficient irrigation standards into their development codes in order to become eligible for conservation programs. These requirements include limiting turf coverage, eliminating turf in narrow or nonfunctional landscape areas, and requiring the use of drip irrigation.

While the residential standards were updated to comply with these requirements, the commercial landscaping section was inadvertently overlooked. A redlined update to the code has been prepared and is attached for City Council consideration.

## **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 held a public hearing on November 13, 2025, and recommended approval of the commercial landscaping amendments. There were no citizen comments made during the public hearing.

## **Analysis**

Two sections of the West Point City Code require updates so that commercial and professional office developments follow the same turf-limitation standards that were recently applied to residential landscaping. These amendments ensure consistency throughout the development code and bring the remaining commercial sections into compliance with Weber Basin Water Conservancy District's water-efficiency requirements.

Section 17.60.140(C)(5), titled "Landscaping Standards," is part of the commercial regulations chapter of the code and applies to the Limited Commercial (L-C), Neighborhood Commercial (N-C), Community Commercial (C-C), and Regional Commercial (R-C) zoning districts. Subsection (a) contains the landscaping standards for commercial and manufacturing developments.

The current code states:

*“The developer shall landscape not less than 15 percent of the site including all required front, side and rear yards. Reuse and conversion of existing dwellings shall require that existing front yard landscaping be maintained, and all parking occurs to the rear or side of the home. The developer must provide an acceptable method of watering all plant materials, in accordance with an approved landscape plan. Such landscaping shall use plant materials appropriate for this area and emphasize trees and other larger ornamental plants.”*

The proposed amendment adds the following sentence to the end of the paragraph:

“A maximum of fifteen percent (15%) of the landscaped area for a new commercial or manufacturing development may be in turf grass, except additional turf grass may be used if placed in areas intended for active outdoor recreation.”

A similar change is also proposed for the Professional Office (P-O) zone. Section 17.60.130(C)(6) currently states:

*“All areas of lots in the P-O zone not approved for parking, building, or other hard surface shall be landscaped and properly maintained with grass, deciduous and evergreen trees, and other plant material in conjunction with a site plan or plat for the development. A minimum of one tree per 400 square feet, or part thereof, of required landscaped yard area is required in the P-O zone in addition to other trees required in this section.”*

The following sentence will be added to the end of that paragraph:

“A maximum of fifteen percent (15%) of the landscaped area for a new development may be in turf grass, except additional turf grass may be used if placed in areas intended for active outdoor recreation.”

This change establishes a turf limitation within commercial developments and clarifies that turf is only allowed when part of a functional recreation area. The intent of the amendment is to bring commercial landscaping requirements into alignment with the Weber Basin Water Conservancy District’s water-efficiency standards and with the residential landscaping changes adopted on August 19, 2025.

## **Recommendation**

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

The Planning Commission recommend approval of the proposed amendments to West Point City Code Sections 17.60.140(C)(5)(a) and 17.60.130(C)(6), which apply turf-limitation standards to commercial, manufacturing and professional office developments and align the code with Weber Basin Water Conservancy District’s water-efficiency requirements.

# CITY COUNCIL STAFF REPORT

**Subject:** Bid Award – 200 South Box Culvert  
**Author:** Boyd Davis  
**Department:** Engineering  
**Meeting Date:** December 2, 2025



## **Background**

Staff has been working on the planning and design of the Cold Springs Road project that will go from SR193 to 300 N. It will parallel the West Davis Highway and will be an important north/south connection in the City. This project has been on the project list for many years and will soon begin construction.

One important part of the project that must be completed this fall/winter is replacing the culvert at the 200 South drainage channel that is owned by Davis County. The existing culvert is failing and must be replaced before the road can be built on top. It must be done outside of the irrigation season because there is an irrigation pipe on top of the culvert. The existing corrugated metal culvert will be replaced by a concrete box culvert that is much more durable and has higher capacity.

Staff has prepared the design and bidding documents for the project and it was advertised a few weeks ago. Bids were opened on November 25<sup>th</sup> and we are now ready for the City Council to award the bid.

## **Analysis**

In October, the City Council gave approval to purchase the box culvert due to a long lead time. That order was made and production of the box culvert should begin soon. We anticipate that it will be completed in time to start installation in January.

The bids for a contractor to install the box culvert were opened on November 25<sup>th</sup> but were not available at the time this report was written. The bid results will be shared at the Council Meeting.

## **Recommendation**

Staff will come prepared with a recommendation at the Council Meeting.

## **Significant Impacts**

The costs of the project will be funded through the road impact fee fund.

## **Attachments**

None

# CITY COUNCIL STAFF REPORT

**Subject:** Davis County Access Easement  
**Author:** Boyd Davis  
**Department:** Engineering  
**Meeting Date:** December 2, 2025



## **Background**

The Construction of the West Davis Highway will cut off the access to the Davis County Drain at 200 South on the east side of the highway. The County needs a way to access their drain to do routine maintenance and the only practical access remaining is the emigrant trail, which has been used as access for other reasons in the same area. Davis County is asking for an access easement from the City to use the trail.

## **Analysis**

The trail was built to a road standard to allow vehicles to drive on it. The City drives on the trail frequently to do maintenance and to access other locations. Rocky Mountain Power also uses the trail to access their power poles.

The best access point to the trail is from the parking lot at the cemetery, however, the City can't technically grant access at that location because it crosses the Bureau of Reclamations property. Although the County may choose to access the trail at that location, the easement will show the official access point will be at 300 North where the trail connects.

The easement document is attached to this report as well as a map showing the location of the easement. The easement gives the county the right to use the trail as an access route to the 200 South Drain for vehicles, equipment, supplies, and personnel. There is no cost associated with the easement as it is for access only.

## **Recommendation**

Staff recommends the Council grant the easement by resolution.

## **Significant Impacts**

None

## **Attachments**

Resolution  
Easement  
Map







**RESOLUTION NO. 12-02-2025A**

**A RESOLUTION GRANTING AN ACCESS EASEMENT  
TO DAVIS COUNTY ALONG THE EMIGRANT TRAIL**

**WHEREAS**, Davis County is in need of a route to access the 200 South Drain on the east side of the West Davis Highway; and

**WHEREAS**, West Point City owns the property where the Emigrant Trail is located; and

**WHEREAS**, West Point City is willing to grant an access easement to Davis County to use said trail as an access route; and

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED**, by the City Council of West Point City as follows:

1. The City Council hereby grants an access easement and approves the easement document, which is attached hereto and incorporated by this reference.
2. The Mayor is hereby authorized to sign and execute said easement document.

**PASSED AND ADOPTED** this 2<sup>nd</sup> Day of December, 2025.

**WEST POINT CITY,**  
A Municipal Corporation

By: \_\_\_\_\_  
Brian Vincent, Mayor

**ATTEST:**

\_\_\_\_\_  
Casey Arnold, City Recorder

\_\_\_\_\_  
*Space above this line for Recorders use only*

## GRANT OF EASEMENT FOR ACCESS

**West Point City Corporation**, a body politic of the State of Utah, Grantor, at 3200 West 300 North, West Point, UT 84015, hereby conveys to **Davis County**, a body politic of the State of Utah, at 61 South Main Street, Farmington, UT 84025, Grantee for the sum of Ten Dollars (\$10.00) and other good and valuable consideration, a permanent easement and right-of-way for access to allow the ingress and egress of vehicular and/or equipment, supplies and county personnel and/or agent(s) on, over and across real property located in Davis County, Utah and described as follows:

A PARCEL OF LAND KNOWN AND USED AS THE EMIGRANT TRAIL AND FURTHER DESCRIBED AS PART OF THE VACATED BLUFF ROAD:

PART OF THE NE 1/4 OF SEC 6 & PART OF THE W 1/2 OF SEC 5-T4N-R2W, SLB&M. AN 80.00 FT WIDE STRIP OF LAND KNOWN AS THE VACATED BLUFF ROAD THE SIDES OF WHICH ARE PARALLEL TO & 40.00 FT EACH SIDE OF THE FOLLOWING DESC CENTER LINE BEG AT A PT 157.14 FT N 89°43' W ALG THE N LINE OF SD SEC 6 & 33.00 FT S TO THE S R/W LINE OF 300 NORTH STR FR THE NE CORNER OF SD SEC 6; TH AS FOLLOWS: S 18°17'19" E 203.56 FT ALG THE VACATED CENTER LINE OF BLUFF ROAD; TH S 22°08'37" E 849.28 FT ALG THE VACATED CENTER LINE OF BLUFF ROAD; TH S 24°11'50" E 841.35 FT ALG THE VACATED CENTER LINE OF BLUFF ROAD; TH S 28°24'45" E 862.05 FT ALG THE VACATED CENTER LINE OF BLUFF ROAD; TH S 31°32'17" E 656.49 FT ALG THE VACATED CENTER LINE OF BLUFF ROAD TO THE W ONE-SIXTEENTH (1/16TH) LINE OF SD SEC 5 AND THE NORTH WEST PROPERTY BOUNDARY OF THAT PARCEL CONV IN QC DEED RECORDED 03/03/2021 AS E# 3354374 BK 7708 PG 1248 IN THE DAVIS COUNTY RECORDER'S OFFICE.

Contains: 275,670 Square Feet or 6.3285 Acres

Tax ID 12-039-0052

Grantee shall utilize said property for an access route to maintain the West Point 200 South Drain and flood control functions.

IN WITNESS WHEREOF, the Grantor(s) has signed this Right-of-Way and Easement this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

GRANTOR(S)

West Point City

By \_\_\_\_\_  
Brian Vincent, Mayor  
West Point City

ATTEST:

\_\_\_\_\_  
Casey Arnold,  
West Point City Recorder

Reviewed and Advised as to  
Form and Legality

\_\_\_\_\_  
West Point City Attorney

State of Utah        )  
                              )§  
County of Davis     )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 2025, before me  
\_\_\_\_\_, a notary public, personally appeared Brian Vincent  
and Casey Arnold, proved on the basis of satisfactory evidence to be the persons  
whose names are subscribed to in this document, and acknowledged they executed the  
same in the capacities as West Point City Mayor and West Point City Recorder,  
respectively.

\_\_\_\_\_  
Notary Public

# PUBLIC ENTITY AFFIDAVIT

(UCA 57-1-48)

STATE OF UTAH                    )  
  )§  
COUNTY OF DAVIS            )

I, Lorene Miner Kamalu, being of legal age and authorized by Davis County, hereafter "public entity," being first duly sworn, depose and state as follows:

The public entity consents to the conveyance of the real property interest identified by the attached instrument from West Point City Corporation. By signing this Public Entity Affidavit, the public entity accepts the ownership of the real property interest described in the attached instrument referenced above and legal description.

The public entity does not guarantee or provide an opinion as to the proper form or validity of any conveyance document related to the real property interest described in the attached instrument referenced above and legal description; and does not waive or modify any legal rights in connection with the same.

This Public Entity Affidavit is only intended to evidence that the public entity consents to West Point City Corporation, conveying the real property interest described in the attached instrument referenced above and legal description to the public entity.

Further affiant saith not.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Lorene Miner Kamalu, Chair  
Board of County Commissioners

\_\_\_\_\_  
Brian McKenzie,  
Davis County Clerk

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me \_\_\_\_\_, a notary public, personally appeared Lorene Miner Kamalu and Brian McKenzie who duly represented to me that they are the Chair of the Board of County Commissioners of Davis County and the Davis County Clerk, respectively, and that they each signed the above and foregoing instrument in their official capacity and on behalf of Davis County pursuant to action taken by the Board of Commissioners.

\_\_\_\_\_  
Notary Public

Grant of Easement for Access, West Point City to Davis County

Ver. 11-2025



# CITY COUNCIL STAFF REPORT

**Subject:** WDH Trail – UDOT Property Transfer  
**Author:** Boyd Davis  
**Department:** Engineering  
**Meeting Date:** December 2, 2025



## **Background**

As part of the West Davis Highway, UDOT will build a new trail from 1300 N to 1800 N following the Hooper Canal. They have acquired property from the Bringhurst family to build the trail and would like to transfer the property to the City. The City is required to maintain the trail and has planned to receive this property.

## **Analysis**

The attached warranty deed shows that 1.487 acres of property will be transferred from Bringhurst to West Point City. The map included shows the location of the trail and the boundary of the property that the City will own. UDOT will cover the cost of the property and have not shared the amount with us.

The City had planned to build this trail years ago but ran into several roadblocks. This is a great opportunity to have UDOT build this trail for us and to cover the costs. We look forward to having this trail added to the City's growing list of trails and feel that it will be well used by the residents.

If the City Council is willing to accept the property, then it must be approved by resolution and the Mayor must sign a public entity affidavit acknowledging the City is willing to accept the property.

## **Recommendation**

Staff recommends the Council accept the property by resolution.

## **Significant Impacts**

None

## **Attachments**

Resolution  
Warranty Deed  
Public Entity Affidavit

**RESOLUTION NO. 12-02-2025B**

**A RESOLUTION ACCEPTING PROPERTY FROM UDOT FOR  
THE CONSTRUCTION OF A TRAIL ALONG THE WEST DAVIS HIGHWAY**

**WHEREAS**, the Utah Department of Transportation (UDOT) is acquiring property within West Point City (City) that will be needed for the construction of a trail along the West Davis Highway; and

**WHEREAS**, the City will be responsible to maintain said trail; and

**WHEREAS**, UDOT has asked that the property for the trail be transferred to the City; and

**WHEREAS**, the City is willing to accept the property; and

**WHEREAS**, a public entity affidavit document has been prepared that acknowledges the City is willing to accept the property.

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED**, by the City Council of West Point City as follows:

1. The City Council hereby accepts the property and public entity affidavit document, which is attached hereto and incorporated by this reference.
2. The Mayor is hereby authorized to sign and execute said public entity affidavit document.

**PASSED AND ADOPTED** this 2<sup>nd</sup> Day of December, 2025.

**WEST POINT CITY,**  
A Municipal Corporation

By: \_\_\_\_\_  
Brian Vincent, Mayor

**ATTEST:**

\_\_\_\_\_  
Casey Arnold, City Recorder

**PUBLIC ENTITY AFFIDAVIT – GRANTEE: PUBLIC ENTITY**

I, Brian Vincent, being of legal age and authorized by West Point City, hereafter "public entity," being first duly sworn, depose and state as follows:

The public entity consents to the conveyance of the real property interest identified above by deed from Peggy Hendry Bringhurst, Joey Brent Bringhurst and Jill Bringhurst (Grantors). By signing this Public Entity Affidavit, the public entity accepts the ownership of the real property interest described in the attached deed and legal description.

The public entity does not guarantee or provide an opinion as to the proper form or validity of any conveyance document related to the real property interest described in the attached legal description and deed and does not waive or modify any legal rights in connection with the same.

This Public Entity Affidavit is only intended to evidence that the public entity consents to Peggy Hendry Bringhurst, Joey Brent Bringhurst and Jill Bringhurst (Grantors) conveying the real property interest described in the attached deed and legal description to the public entity.

I do solemnly swear (or affirm) under penalties of perjury that the statements in this document are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: Brian Vincent

Its: Mayor

Signed by Authority of: West Point City

*State of Utah*

*County of Davis*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by  
Brian Vincent.

SEAL

\_\_\_\_\_  
Notary Public

## Warranty Deed

Davis County

Tax ID No. 14-040-0107,  
14-040-0108

PIN No. 20927

Project No. S-R199(381)

Parcel No. R199:162:C

Peggy Hendry Bringhurst, Joey Brent Bringhurst and Jill Bringhurst, all as joint tenants with full rights of survivorship, Grantor, of Dallas, County of Dallas, State of Texas, hereby CONVEYS AND WARRANTS to the West Point City 3200 West 300 North, West Point City, Utah 84015, for the sum of TEN (\$10.00) Dollars, and other good and valuable consideration, the following described parcel of land in Davis County, State of Utah, to-wit:

A parcel of land in fee, being part of an entire tract of property, situate in the SE1/4 of Section 30, T.5N., R.2W., S.L.B.&M., for the construction of improvements incident to SR-177, SR-193 to 1800 North, known as project number S-R199(381). The boundaries of said parcel of land are described as follows:

Beginning at a point on the southerly right of way line of SR-37 (1800 North Street), which point is 1,320.00 feet West along the quarter section line and 50.00 feet South and 167.66 feet West from the East Quarter Corner of said Section 30, which point is also 1,199.88 feet radially distant westerly from the control line of SR-177, at Engineer Station 1166+19.30; and running thence S.11°16'18"E. 524.79 feet to a point of curvature, which point is also 916.16 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1161+35.92; thence southerly 129.61 feet along the arc of a 950.00-foot radius curve to the right, through a central angle of 07°49'02", the chord of which bears S.07°21'47"E. 129.51 feet, to a point which is 853.30 feet perpendicularly



distant westerly from the control line of said SR-177, at Engineer Station 1160+22.68; thence S.03°27'16"E. 343.80 feet to a point of curvature, which point is also 707.34 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1157+11.41; thence southerly 118.55 feet along the arc of a 1,650.00-foot radius curve to the left, through a central angle of 04°07'00", the chord of which bears S.05°30'46"E. 118.53 feet to a point which is 653.19 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1156+05.97; thence S.07°34'16"E. 351.24 feet to a point of curvature, which point is also 481.62 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1152+99.48; thence southerly 133.78 feet along the arc of a 650.00-foot radius curve to the right, through a central angle of 11°47'31", the chord of which bears S.01°40'31"E. 133.54 feet to a point which is 428.71 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1151+76.88; thence S.04°13'15"W. 339.53 feet to a point of curvature, which point is also 326.90 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1148+52.97; thence southerly 168.43 feet along the arc of a 1,210.00-foot radius curve to the right, through a central angle of 07°58'32", the chord of which bears S.08°12'31"W. 168.30 feet to a point which is 287.72 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1146+89.29; thence S.12°11'47"W. 77.81 feet to a point which is 274.92 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1146+12.54; thence S.12°03'30"W. 403.34 feet to the northerly right of way line of 1300 North Street, which point is also 219.71 feet radially distant westerly from the control line of said SR-177, at Engineer Station 1142+29.39; thence along said northerly right of way line N.89°58'56"W. 25.56 feet to a point which is 244.05 feet radially distant westerly from the control line of said SR-177, at Engineer Station said 1142+21.94; thence N.12°03'30"E. 408.70 feet to a point which is 299.58 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1146+08.43; thence N.12°11'47"E. 77.84 feet to a point of curvature, which point is also 312.38 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1146+85.18; thence northerly 164.95 feet along the arc of a 1,185.00-foot radius curve to the left, through a central angle of 07°58'32", the chord of which bears N.08°12'31"E. 164.82 feet, to a point which is 350.75 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1148+45.47; thence N.04°13'15"E. 339.53 feet to a point of curvature, which point is also 452.55 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1151+69.38; thence northerly 128.63 feet along the arc of a 625.00-foot radius curve to the left, through a central angle of 11°47'31", the chord of which bears

N.01°40'31"W. 128.40 feet to a point which is 503.43 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1152+87.27; thence N.07°34'16"W. 351.24 feet to a point of curvature, which point is also 675.01 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1155+93.76; thence northerly 120.35 feet along the arc of a 1,675.00-foot radius curve to the right, through a central angle of 04°07'00", the chord of which bears N.05°30'46"W. 120.32 feet to a point which is 729.97 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1157+00.80; thence N.03°27'16"W. 343.80 feet to a point of curvature, which point is also 875.94 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1160+12.07; thence northerly 126.20 feet along the arc of a 925.00-foot radius curve to the left, through a central angle of 07°49'02", the chord of which bears N.07°21'47"W. 126.11 feet to a point which is 937.14 feet perpendicularly distant westerly from the control line of said SR-177, at Engineer Station 1161+22.33; thence N.11°16'18"W. 529.78 feet to the southerly right of way line of said SR-37 (1800 North Street), which point is also 1,223.88 feet radially distant westerly from the control line of said SR-177, at Engineer Station 1166+06.62; thence along said southerly right of way line East 25.49 feet, more or less, to the point of beginning as shown on the official map of said project on file at the office of the Utah Department of Transportation. The above described parcel of land contains 64,768 square feet or 1.487 acres in area, more or less.

(Note: Rotate above bearings 00°21'57" clockwise to equal NAD83 project bearings.)

STATE OF  
  
COUNTY OF

)  
) ss.  
)

\_\_\_\_\_  
Peggy Hendry Bringhurst

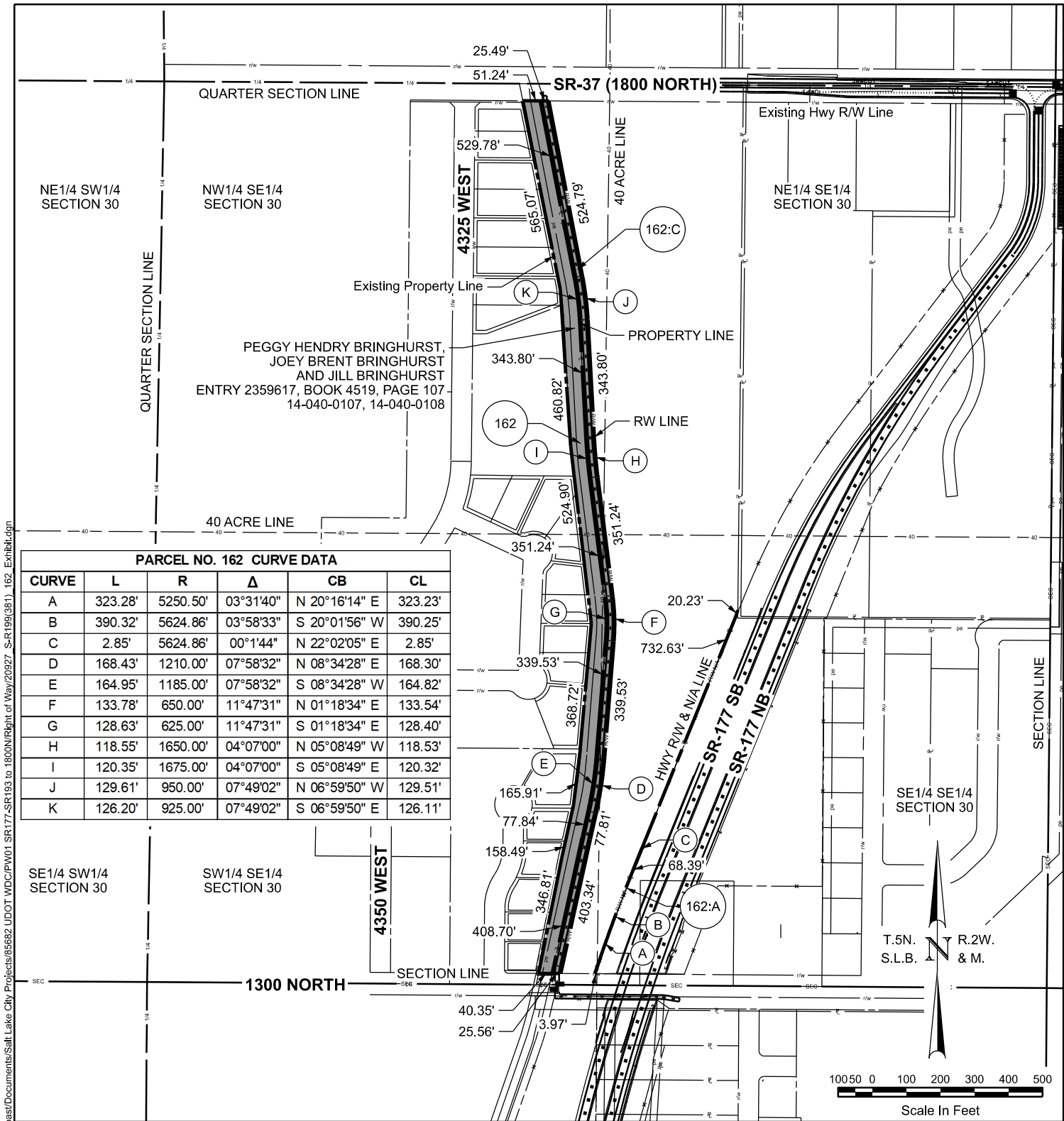
\_\_\_\_\_  
Joey Brent Bringhurst

\_\_\_\_\_  
Jill Bringhurst

On this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me personally appeared Peggy Hendry Bringhurst, Joey Brent Bringhurst and Jill Bringhurst, all as joint tenants with full rights of survivorship, who proved on the basis of satisfactory evidence to be the persons whose names are subscribed to this instrument, and acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public

DGN File: pwr://pwr.int.hmtb.org/PWWestCoast/Documents/Salt Lake City Projects/65682 UDOT WDC/PW01 SR177-SR193 to 1800N(Right of Way)20927\_S-R199(381)\_162 Exhibit.dgn



THIS EXHIBIT IS INTENDED TO BE USED FOR ILLUSTRATIVE PURPOSES AND AS A NEGOTIATION TOOL FOR THE DEED IT IS ATTACHED TO ONLY. THIS EXHIBIT DOES NOT REPRESENT ANY FIELD SURVEY WORK OR THAT A RECORD OF SURVEY HAS BEEN FILED WITH THE RECORDER'S OR SURVEYOR'S OFFICE THAT THIS DOCUMENT IS OR MAY BE RECORDED IN.

PARCEL NO.	OWNER	SQ FT	ACRES	EXIST. R/W IN DEED SQ FT	OWNERSHIP SQ FT	REMAINING SQ FT LEFT	REMAINING SQ FT RIGHT
162	PEGGY HENDRY BRINGHURST, JOEY BRENT BRINGHURST AND JILL BRINGHURST	120,572	2.768	NONE	1,147,908	1,027,336	NONE
162:A		725	0.017	NONE	1,027,336	1,026,611	NONE
162:C		64,768	1.487	NONE	1,026,611	961,843	NONE

SHEET NO. 162-EXHIBIT		PARTIAL SUMMARY NO. 04P	PROPERTY OWNER: PEGGY HENDRY BRINGHURST, JOEY BRENT BRINGHURST AND JILL BRINGHURST	
PROJECT		SR-177; SR-193 TO 1800 N		PROPERTY ADDRESS: PART SE1/4 SECTION 30, T5N, R2W, SLB&M
PROJECT NUMBER		S-R199(381)	PIN 20927	UTAH DEPARTMENT OF TRANSPORTATION RIGHT OF WAY DESIGN



# CITY COUNCIL STAFF REPORT

**Subject:** Rezone Request– 5000 W. 1800 N.  
**Author:** Bryn MacDonald  
**Department:** Community Development  
**Date:** December 2, 2025

---



## **Background**

The Holland Group has submitted a request to rezone property located near 5000 West and 1800 North from A-5 Agricultural to R-1 Residential with a PRUD Overlay. The proposed subdivision, known as Sky Meadows, is planned to be a single-family residential development. The PRUD overlay provides flexibility for lot sizes in exchange for community benefits such as enhanced architecture, landscaping, street trees, trails, or parks. The PRUD also requires that a site plan be approved as part of the rezone request.

## **Process**

Rezone requests, including application of a PRUD overlay, are legislative decisions. Unlike administrative approvals where the City must grant an application that meets objective standards, legislative matters give the Planning Commission and City Council broad discretion.

The Planning Commission discussed this proposal during its September 25 and October 9, 2025, meetings. They held a public hearing on October 23, 2025, and recommended approval of the rezone to R-1 with a PRUD overlay. The recommendation included the condition that all of the relevant engineering concerns be addressed, including that the proposed trail will be safe. The PC also recommended an asphalt trail be considered along 5000 West, instead of the typical sidewalk.

The City Council must now hold a public hearing and can approve, deny, or modify the rezone request.

## **Analysis**

The applicant is requesting a rezone from A-5 (5 units/acre) Agricultural to R-1 PRUD for approximately 19.92 acres. The proposed R-1 zoning is consistent with the City's General Plan Map, which was adopted in August 2025 and designates this area as R-1 Residential. The site plan submitted by the applicant proposes 45 single-family lots at a calculated density of 2.41 units per acre. The density does not include 1.28 acres of property within the slough that is considered unbuildable. This unbuildable property does not count towards the density calculation, but can be included in the open space dedication. The request falls within the parameters of the PRUD (Planned Residential Unit Development) overlay, which allows for:

- *Flexibility* – available when a project includes the required PRUD base improvements (perimeter fencing, enhanced architectural materials, and street trees).
- *Bonus Density* – available for sites greater than 10 acres when additional amenities are provided. Under WPCC 17.60.160(F), the Planning Commission may recommend, and the City Council may approve, up to a 10 percent density increase if the proposed amenities are found to warrant it.

The applicant's requested density of 2.41 units/acre, compared with the base R-1 density of 2.2 units/acre, represents approximately a 9.1% bonus density, which is within the range that may be authorized under the PRUD code if the Council determines the amenities justify it.

Standard	R-1 Base Zone	PRUD Proposed
Density for R-1 Residential ( <i>units per acre</i> )	2.2	2.41 ( <i>max potential of 2.42</i> )
Maximum number of lots ( <i>on 18.64 buildable acres</i> )	41	45 ( <i>max potential of 45</i> )
Minimum lot size ( <i>square feet</i> )	12,000	*10,000
Average lot size ( <i>square feet</i> )	N/A	*12,279
Minimum lot frontage	85' ( <i>average of 100'</i> )	*90'
Minimum lot depth	100'	*100'
8' Landscape dedicated landscape strip required ( <i>along 5000 West</i> )	Yes	Yes

*\*There is no minimum requirement*

### ***Bonus Density Request and Amenities***

Under WPCC 17.60.160(F), the PRUD overlay allows the Planning Commission to recommend, and the City Council to approve, up to a 10 percent increase in overall project density for developments over 10 acres when additional amenities are provided that produce a measurable community benefit. The applicant's proposal for 45 lots on 18.64 buildable acres equates to a 9.1 percent density increase. Two amenities are identified to support this request:

1. Trail Dedication (1.80 acres): A corridor along the west and south boundaries that aligns with the City's adopted Master Trails Plan. This amenity corresponds directly with WPCC 17.60.160(F)(4)(c)(v) - "Dedication of land to the City for the development of a regional trail system." The applicant proposes to dedicate the corridor as required by the code. The City would construct the trail in the future.
2. Open Space (0.36 acres): A small neighborhood open space located near 1800 N and 5000 W. Because it is not identified as a regional park and would ultimately be improved by the City, it qualifies under WPCC 17.60.160(F)(4)(f) as an "Other Amenity."

Together, these areas account for 2.16 acres (11%) of the total site. The PC determined that these amenities fulfill the purpose of the PRUD overlay and justify the requested 9.1 percent density bonus.

### **Recommendation**

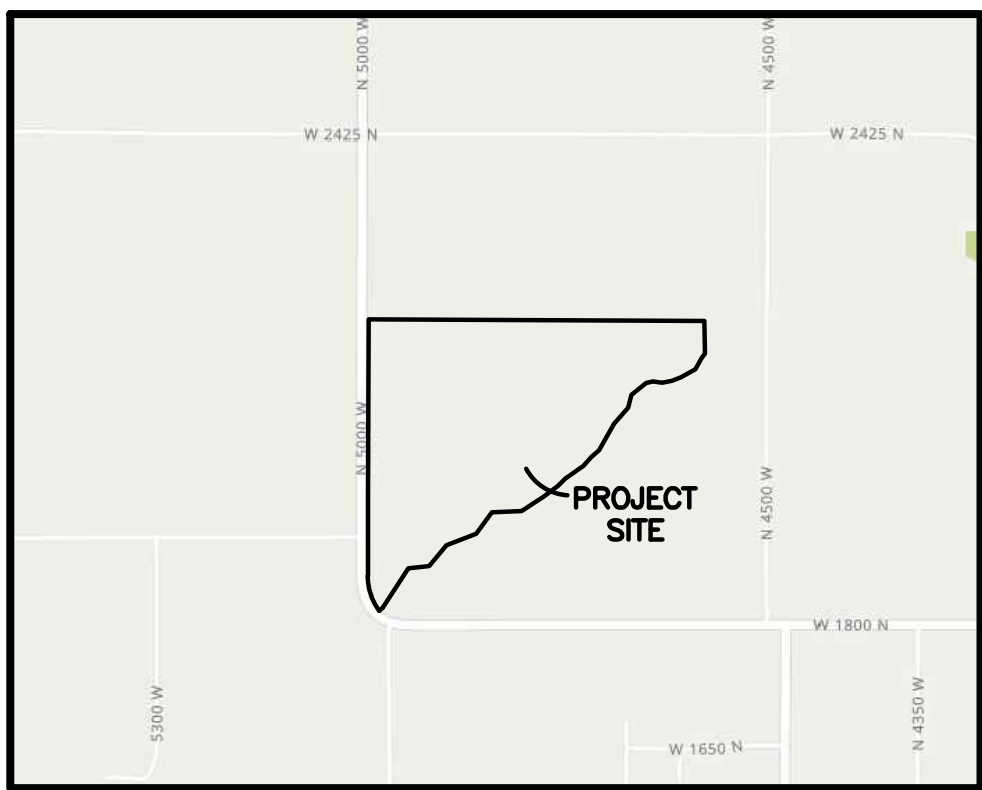
This item is on for public hearing and consideration. The Council can approve, deny, modify, or table the request.

The Planning Commission recommended approval of the rezone from A-5 Agricultural to R-1 Residential with a PRUD Overlay to allow for flexibility in lot sizes and a 9.1 percent density bonus based on the dedication of a trail corridor and open space as shown on the proposed site plan.

### **Attachments**

Ordinance  
Site Plan





VICINITY MAP  
SCALE: NONE

### CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING	DELTA
C1	230.90	147.24'	144.75'	S18°07'01"E	36°32'07"

### SITE DATA

TOTAL AREA.....19.92 ACRES  
AVERAGE LOT SIZE.....12,279 S.F.  
MINIMUM LOT SIZE.....10,000 S.F.  
MAXIMUM LOT SIZE.....21,772 S.F.  
CALCULATED DENSITY.....2.3 UNITS PER ACRE  
10,000+ S.F. LOTS.....7  
12,000+ S.F. LOTS.....7  
14,000+ S.F. LOTS.....10

OPENSACE (POCKET PARK).....0.36 A.C. (1.8%)  
OPENSACE (TRAIL AREA DEDICATION).....1.80 A.C. (9%)

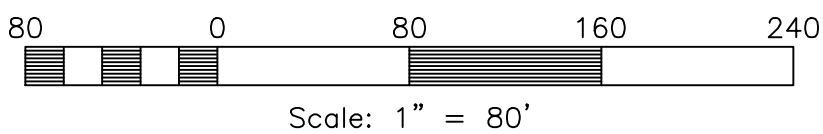
TOTAL NUMBER OF SINGLE FAMILY LOTS: 45

#### BUILDABLE SETBACKS:

FRONT SETBACK: 25 FEET  
SIDE SETBACK: 8 FEET  
SIDE FACING STREET SETBACK: 15 FEET  
REAR SETBACK: 25 FEET

### LEGEND

— = BOUNDARY  
— = LOTS  
--- = ADJOINING PROPERTY



# West Point

Davis County, Utah



REVISIONS	DATE	DESCRIPTION
1	7/29/2025	44 LOTS DOWN TO 38
2	8/20/2025	47 LOTS
3	9/2/2025	TRAIL HEAD
4	9/2/2025	SHIFT CUL-DE-SAC
5	9/23/2025	48 DOWN TO 47 LOTS
6	10/06/2025	48 DOWN TO 47 LOTS
7	11/24/2025	PC COMMENTS

**West Point**  
PART OF THE NORTHWEST QUARTER OF SECTION 30, TOWNSHIP 5 NORTH, RANGE 2 WEST,  
SALT LAKE BASE AND MERIDIAN, U.S. SURVEY  
DAVIS COUNTY, UTAH

### Concept Plan

<b>Project Info.</b>
Engineer: J. NATE REEVE, P.E.
Planner: C. CAVE
Designer: S. SIMRAYH
Date: 06-13-25
Name: WEST POINT
Number: 7605-12

1

1 Total Sheets



**ORDINANCE NO. 12-02-2025A**

**AN ORDINANCE REZONING PROPERTY LOCATED AT  
APPROXIMATELY 1800 N 5000 W FROM A-40 TO  
R-1 WITH PRUD OVERLAY ZONE**

**WHEREAS**, the West Point City Council for and on behalf of West Point City, State of Utah (hereinafter referred to as the “City” has determined to rezone certain property; and

**WHEREAS**, a public hearing was duly held and the interested parties were given an opportunity to be heard; and

**WHEREAS**, the City Council has duly considered said rezone; and,

**WHEREAS**, the City Council, after due consideration of said rezone, has concluded that it is in the best interest of the City and the inhabitants thereof that said rezone be adopted;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT CITY, UTAH as follows:**

**Section One:**

That the subject property as shown on the current West Point City Zoning Map shall be and the same is hereby rezoned and the Zoning Map amended by removing the property from the A-40 zone and placing the property in the R-1 zone with a PRUD Overlay and also approving the site plan as shown in Exhibit B.

**Legal Description:**

See Exhibit A attached hereto.

**Section Two:**                    **ORDINANCES TO CONFORM WITH AMENDMENTS**

The West Point City Director of Community Development is hereby authorized and directed to make all necessary changes to the West Point City Zoning Map to bring it into conformity with the changes adopted by this Ordinance.

**Section Three:**                    **Severability**

In the event that any provision of this Ordinance is declared invalid for any reason, the remaining provisions shall remain in effect.

**Section Four:**                    **Effective Date**

This Ordinance shall take effect immediately upon passage and adoption and publication of a summary as required by law.



DATED this 2<sup>nd</sup> day of December, 2025

WEST POINT CITY, a Municipal Corporation

By: \_\_\_\_\_  
Brian Vincent  
Mayor

ATTEST:

\_\_\_\_\_  
Casey Arnold  
City Recorder

## EXHIBIT A

**Legal Description:**

Parcel ID numbers: 14-334-0002, 14-334-0001, 14-037-0032

## EXHIBIT B



# CITY COUNCIL STAFF REPORT



**Subject:** General Plan Amendment – 39 S 2000 W  
(Shaw Property)  
**Author:** Bryn MacDonald  
**Department:** Community Development  
**Date:** December 2, 2025

---

## **Background**

Donald Mendenhall, representing the property owner Clint Shaw, has submitted a request for a General Plan Amendment for property located at 39 South 2000 West (Parcel 12-023-0046). The subject property contains approximately one acre. The property is currently designated R-3 Residential on the City's General Plan Map. The applicant is requesting that the General Plan Map be changed to C-C (Community Commercial).

In accordance with West Point City Code 17.00.090, property owners or their representatives may petition the City for General Plan amendments during the months of March and September. This application was received during the September submittal window.

## **Process**

General Plan amendment requests are legislative decisions. In legislative matters, the Planning Commission and City Council have broad discretion, provided that it can be demonstrated that their action will promote or protect the community's overall welfare. Changes to the General Plan require a public hearing and recommendation from the Planning Commission before a final decision can be made by the City Council.

The Planning Commission held a public hearing on October 23, 2025. They received no public comments on the request. The PC recommended approval of the general plan amendment to C-C (Community Commercial). The City Council must now have a public hearing and can approve, deny, or modify the request.

## **Analysis**

The subject property is located along 2000 West, a major arterial corridor with a mix of residential and commercial uses. The applicant's request is to change the designation to C-C (Community Commercial) to be "consistent with the properties to the north."

The adjacent parcel immediately north of the property is currently zoned L-C (Limited Commercial) for the Big O Tires. The parcels to the south and east are designated on the general plan as R-3 Residential. The proposal would extend the existing Community Commercial designation shown on the General Plan Map one parcel to the south, creating a continuous commercial frontage along 2000 West.

The C-C zone supports a wide range of commercial uses such as retail shops, restaurants, offices, financial institutions, daycares, and small-scale services. The excerpt from WPCC 17.60.050(B)) shown in the table below lists the allowed uses in the C-C zone.



Use	C-C Zone
Crop Production	P
Accessory Building (small $\leq 1,200$ sq ft)	P
Accessory Building (medium 1,201 – 1,449 sq ft on lot $< 15,000$ sq ft)	AC
Religious Places of Worship and Support Facilities	P
Commercial Day Care Center / Preschool	AC
Senior Care Facilities / Nursing Homes	PC
Private / Quasi-Public / Charter School	P
Utility Buildings & Structures (Electric Substations)	PC
Telecommunication Towers / Small Cell Installations	PC
Public Utilities (including substations, shops, storage yards, public buildings)	P
Public Water Reservoir / Storage Tank	P
Convenience Store	PC
Retail Shops / Services ( $< 10,000$ sq ft)	PC
Mid-Box Retail (10,001 – 80,000 sq ft)	PC
Financial Institutions	PC
Restaurants / Bars (including fast food)	PC
Professional Offices (business, medical, dental, optical, labs)	PC
Private Instructional Studios (art, music, dance, etc.)	PC
Commercial Complex	PC
Commercial / Industrial Subdivision	P
Signs (see WPCC 17.110)	P
Firework Stands (temporary)	P
Animal Clinic	PC

*P=Permitted PC=Planning Commission CUP AC=Administrative CUP*

### **Recommendation**

This item is on for public hearing and consideration. The City Council can approve, deny, modify, or table the request.

The Planning Commission recommended approval of the general plan amendment to C-C (Community Commercial). The City Council must now review the proposed General Plan amendment in light of the City's long-term planning goals, the established development pattern along 2000 West, the availability of infrastructure, and any public input received during the hearing.

### **Attachments**

Ordinance



**ORDINANCE NO. 12-02-2025B**

**AN ORDINANCE APPROVING AN AMENDMENT TO  
THE GENERAL PLAN ZONING DESIGNATION FOR  
PROPERTY LOCATED AT APPROXIMATELY 39 SOUTH  
2000 WEST FROM R-3 TO C-C (COMMUNITY  
COMMERCIAL)**

**WHEREAS**, the West Point City Planning Commission has completed its recommendation for a proposed amendment to the General Plan Land Use Map; and

**WHEREAS**, the Planning Commission duly noticed and held a public hearing according to state law and the interested parties were given an opportunity to be heard; and,

**WHEREAS**, the City Council has duly considered said amendments; and,

**WHEREAS**, the City Council, after due consideration of said amendments, has concluded that it is in the best interest of the City and the inhabitants thereof that said amendments be adopted;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT CITY, UTAH as follows:**

**Section One:**                    **Amendment to the General Plan Land Use Map**

The City Council hereby approves the amendment to the General Plan Land Use Map to change the property located at 39 S 2000 W (Parcel ID 12-023-0046) from R-3 to C-C (Community Commercial).

**Section Two:**                    **Form of General Plan**

The General Plan Land Use Map as amended herein is hereby approved and adopted in the form attached hereto as Exhibit A, adopted by reference, and by reference made a part hereof.

**Section Three:**                    **Land Use Map**

The West Point City Director of Community Development is hereby authorized and directed to make all necessary changes to the West Point City General Plan Land Use Map to bring it into conformity with the changes adopted by this Ordinance.

**Section Four:**                    **Severability**

In the event that any provision of this Ordinance is declared invalid for any reason, the remaining provisions shall remain in effect.

**Section Four:**                    **Effective Date**

This Ordinance shall take effect immediately upon passage and adoption and publication of a summary as required by law. Those subdivisions that have applied for and paid the fees for final approval prior to the effective date shall be exempt from the new requirements of this ordinance.

DATED this 2<sup>nd</sup> day of November 2025.

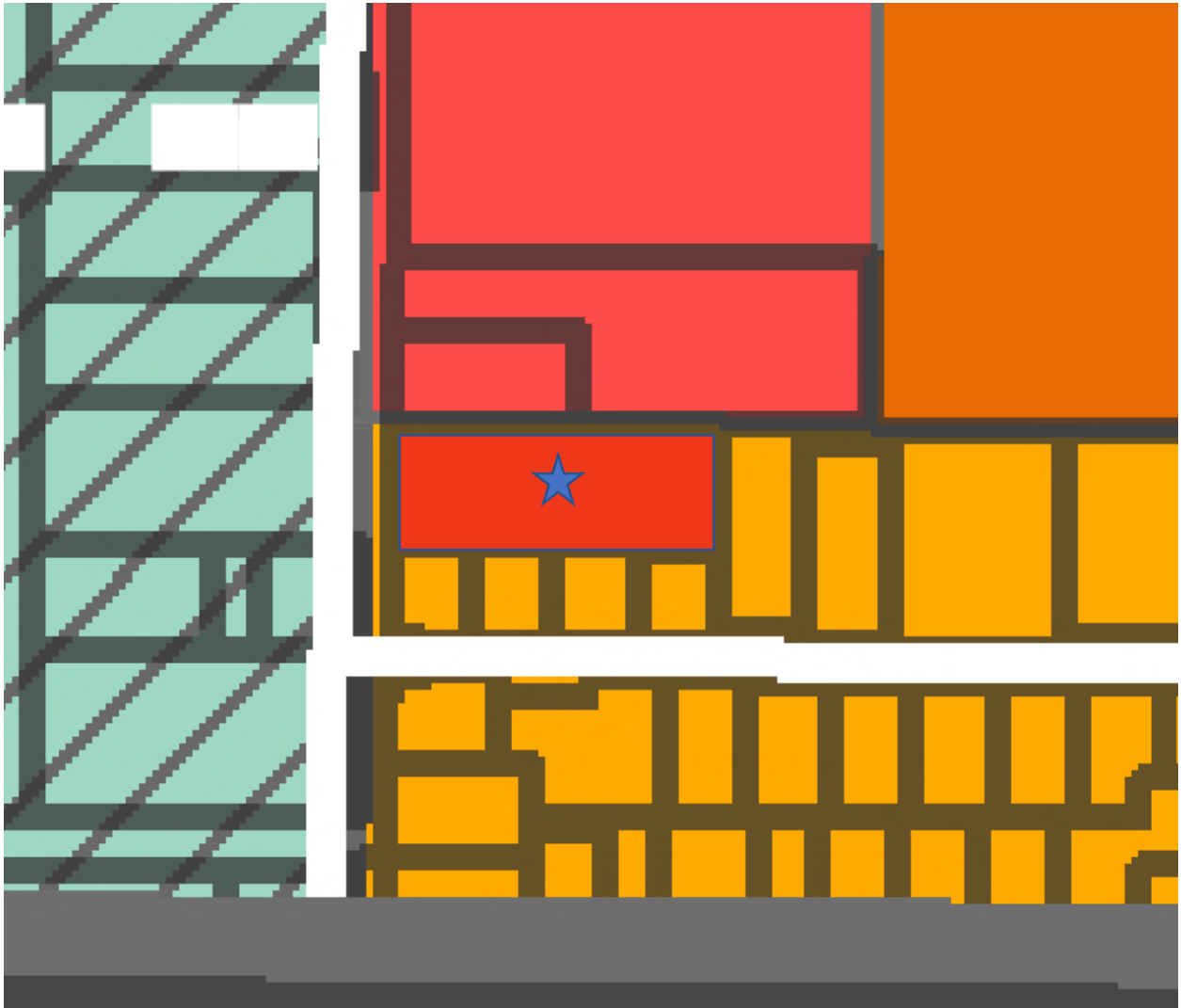
WEST POINT CITY, a Municipal Corporation

By: \_\_\_\_\_  
Brian Vincent  
Mayor

ATTEST:

\_\_\_\_\_

**Exhibit A**





3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

**WEST POINT CITY COUNCIL**  
**MEETING MINUTES**  
WEST POINT CITY HALL  
**August 5<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 August 5, 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# 898 9351 2161 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:** 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:** Kyle Laws, City Manager

**VISITORS PRESENT:** Marv Drake, Jordan Whitaker, Ken Whitaker, Celinda Leavitt, Matt Leavitt, Richard Roginski. No sign-in is required for those viewing online.

**1. Discussion Regarding Infrastructure Studies for Annexation Area – Mr. Boyd Davis**

Mr. Davis reviewed planned infrastructure studies for the recently annexed area north of “Pig’s Corner” including the Parker and Ivy Meadows properties. The purpose of the studies is to determine the condition and capacity of existing roads and storm drain infrastructure to support development. Existing sewer capacity is already known due to ongoing construction. The studies will begin with an assessment of existing infrastructure, including identifying every road, storm drain, and pipe currently in place, followed by an analysis of their condition and ability to accommodate future growth. After the assessment is complete, a full master plan will be prepared outlining what improvements will be needed at buildout. Following the master plan, the City will commission an impact fee study so that future development will contribute to the cost of upgrades and expansion. Mr. Davis noted that the City has asked the consultants to expedite the portion of the analysis concerning the Parker and Ivy Meadows properties due to the pressure from both property owners to move forward with development. Although the entire study will take six to nine months, those results should be available sooner.

Mr. Davis stated that Gardner Engineering has been selected to complete the road study, and Bowen Collins Engineers will conduct the storm drain study. Both firms have active contracts with the City, and utilizing existing agreements avoids delays with having to solicit new proposals. They have both also worked closely with the City in the past, and Staff is confident in their familiarity with the City’s infrastructure needs.

Mr. Davis then addressed the anticipated costs. The road master plan is estimated at \$56,000, which he stated is consistent with similar studies the City has completed, typically around \$50,000. The storm drain study, at \$151,000, came in quite higher, however, he explained that the cost includes a physical location survey and camera inspections of all existing storm drain lines, which is not included in a typical master plan. The additional expense is due to the age, uncertainty, and lack of documentation of the existing system, which the City will ultimately assume responsibility for maintaining. The total cost for both studies is approximately \$200,000, of which Davis County will pay half, and an interlocal agreement for the cost-share will be presented at a future meeting.

Council Member Swenson asked why Davis County was willing to pay half of the total cost. Mr. Davis stated that the study covers not only the West Point annexation boundary but also infrastructure throughout the surrounding unincorporated county area, all of

which is currently county infrastructure that is likely to be transferred to the City. He explained that the County has some existing information but lacks a complete record of the system and therefore has a significant interest in evaluating its condition. Council Member Yarbrough then asked how the City would fund its share of approximately \$100,000 and whether the City would be reimbursed. Mr. Davis explained that about half of the cost could be recovered in the future through impact fees collected from new development in the study area. The remaining costs will be paid through the Storm Water Fund and the Local Option Transportation Fund. Council Member Yarbrough further asked whether developers could be asked to contribute, noting the cost to taxpayers. Mr. Davis responded that developers will indirectly contribute through impact fees, which he estimated could repay nearly half the total cost over time, but the City must incur the cost upfront in order to complete the study and determine an appropriate fee.

Additional discussion included questions about whether Hooper Water and secondary irrigation providers were conducting similar evaluations. Mr. Davis stated that although they were not performing new master plans, they have confirmed that they can serve the area and have already identified necessary improvements in existing plans. The City will rely on coordination with those providers to gather information where needed.

Mr. Davis that approval of the contracts for both studies is on the agenda for tonight's General Session. The Council had no further discussion at this time.

## **2. Discussion Regarding Landscape Ordinance Amendments – Mrs. Bryn MacDonald**

Mrs. MacDonald stated that Jon Parry, representing Weber Basin Water, presented at a prior meeting and provided data on the current and future water availability situation, and provided more information on their request to cities to limit sod in an effort to encourage water conservation. She noted that Weber Basin's message, both during their presentation and in ongoing regional discussions, has consistently emphasized water shortages and the need for cities to adopt stricter landscaping standards to conserve water.

She explained that the primary amendment before the Council, which has been presented and discussed in previous meeting with the Council, is the requirement that lawn areas in new development not exceed thirty-five percent of the total landscaped area. She clarified that the City has already addressed park strips in previous amendments, and that the new proposal focuses specifically on yard areas for new homes and new commercial or institutional projects. She described how landscape plans under the proposed standards would appear, noting that the ordinance anticipates a much greater use of rock, gravel, and drought-tolerant materials rather than expansive lawn. She also pointed out that even though turf is being limited, the ordinance would still require vegetation, including the existing requirement of one shrub per one hundred square feet, to ensure that landscaping does not become barren or unattractive.

Council Member Swenson asked for confirmation that these changes were necessary for the City to participate in Weber Basin's "Flip Your Strip" and other rebate programs. Mrs. MacDonald confirmed that while rebate eligibility is not the main reason for the ordinance, adopting these standards would help residents qualify for those incentives and would align West Point with regional conservation expectations. Council Member Yarbrough added that Weber Basin had recently announced that the Bear River Project may be indefinitely postponed, making conservation even more critical, and Mrs. MacDonald and Mr. Davis agreed that this was the essential backdrop for the proposed ordinance.

A significant portion of the discussion focused on the challenges of enforcement. Mr. Davis noted that although the ordinance sets a clear limit on lawn coverage, the City does not realistically have the resources to monitor every new home's landscaping installation. He explained that residents frequently install landscaping on weekends or outside of normal working hours, making active enforcement nearly impossible. He stated that Weber Basin understands the difficulty cities face with enforcement but still feels that adoption of such ordinances is an essential step in long-term conservation.

Council Member Yarbrough recalled Weber Basin's comment that the District is moving toward stronger enforcement measures of their own, including the potential for shutting off secondary water service for repeated overuse. She referenced their comment that some customers have already had meters tagged or shut off in other districts, such as the Pineview-served areas in Weber and Box Elder counties, and that these steps will likely increase as secondary meters become standard. Council Member Lee and others added examples of local schools and large institutional users as frequent over-irrigators, and Mr. Davis acknowledged that Weber Basin and Davis and Weber Counties Canal Company are already restructuring rates for high-volume users as part of their conservation strategy.

Mrs. MacDonald emphasized that the ordinance applies only to new development and does not require existing homeowners to change their landscaping. She reiterated that the ordinance also applies to new commercial, industrial, institutional, and multifamily developments, which may use turf only in recreational areas, and even then, only up to fifteen percent of the overall landscaped area. She noted that although the ordinance establishes design requirements, the City is not attempting to micromanage homeowners or dictate exact landscaping choices; rather, the goal is to adopt reasonable policies that help reduce outdoor water consumption while giving new residents adequate flexibility.

Council Member Judd asked how the City would respond if a new property owner simply ignored the ordinance and installed full grass. Mr. Davis responded that the ordinance would function similarly to other development requirements: the City would attempt voluntary compliance, identify egregious violations when noticed, and use enforcement tools sparingly. He reiterated that the most significant enforcement in the future will likely come from utility providers, not the City, through water usage limits, increased rates, and seasonal shutoffs for chronic overuse. He also shared that Weber Basin is already coordinating with cities about upcoming rate structures that will directly affect those who exceed watering recommendations.

Council Members discussed how the public may perceive these changes, especially since rock landscaping is often more expensive than turf. Several members commented that many residents remain unfamiliar with drought-tolerant landscaping and may struggle to understand the shift away from traditional lawns. Mrs. MacDonald responded that the City could develop educational materials to distribute with building permits and also place information on the website to help new residents understand the ordinance and available rebates.

The Council generally agreed that the ordinance is necessary given the region's long-term water constraints. Staff was directed to notice the amendments for a public hearing for the next meeting, after which the Council will consider adoption.

### **3. Discussion Regarding a Development Agreement & Rezone Application for 13.14 acres of Property Located at Appx. 3900 W 300 N from R-2 to R-4 (Matt Leavitt, Applicant) – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the request submitted by applicant Matt Leavitt to rezone approximately 13.14 acres located on the north side of 300 North from R-2 to R-4, accompanied by a concept plan and the need for a development agreement. She reminded the Council that during the General Plan discussions last December, Mr. Leavitt addressed the Council and requested that this property be designated as R-4 on the new map. At that time, the Council expressed willingness to consider R-4 at this location, and the General Plan adopted in December reflected that designation. She noted that because the General Plan now contemplates R-4 on this parcel, the applicant is seeking the zone change to bring the zoning into alignment with the land use map.

She then reviewed the concept plan submitted with the application. The plan shows 47 total lots with a proposed density of 3.6 units per acre, which falls slightly below the R-4 minimum density requirement of 3.7 units per acre. The layout includes both single-family detached homes and twin homes, most of which are situated along the southern portion of the property facing 300 North or oriented immediately north of those lots. The twin homes are concentrated in two clusters: a pair fronting directly onto 300 North and an additional group placed along the first internal block. The north side of the project consists entirely of single-family lots. Mrs. MacDonald explained that although R-4 allows twin homes as a permitted use, the zoning code caps twin homes at 20% of the total number of units. Because twenty percent of 47 equals 9.4 units, and twin homes must be built in pairs, the applicant cannot reach exactly twenty percent without exceeding the limit. She referenced a similar issue the City encountered with a prior development on 4500 West, where the Council required the applicant to reduce the number of twin homes in order to stay below the threshold. She confirmed that the Planning Commission raised the same concern in their review of this proposal.

The Planning Commission ultimately recommended denial. Their recommendation was based on several findings, including the potential negative impact on surrounding neighborhoods, the belief that the project's density and lot sizes were similar to an R-3 development and therefore did not justify the R-4 zoning, and concerns about additional driveway access onto 300 North. The Commission was particularly uncomfortable with the two twin-home driveways proposed directly onto 300 North, an arterial street. Although City code allows such driveways with Planning Commission approval, the Commission felt that another driveway on this segment of roadway would create safety concerns and would not contribute to orderly access management. They did acknowledge that one of the driveways already exists today, but they declined to approve the addition of a second curb cut.

Mrs. MacDonald expanded on the development agreement, noting that because the project's proposed density is below the minimum required in R-4, the reduction must be formalized in a development agreement. Without it, the applicant could increase



the total number of lots significantly, because the R-4 zone allows a maximum of six units per acre, meaning the property could accommodate up to approximately 79 units. She explained that the development agreement would “lock in” the proposed number of 47 units and also tie the Council’s approval to the concept plan so that any benefits of the reduced density—such as larger lot sizes—would remain when the project proceeds to site plan and subdivision.

Council Members asked numerous questions and expressed several concerns. Council Member Swenson asked whether the property could be developed under R-2 or R-3 standards instead. Mrs. MacDonald confirmed that the existing R-2 zoning would not permit twin homes, but a PRUD overlay could potentially provide some flexibility. R-3 zoning would also not permit twin homes, and while PRUD could provide flexibility in lot shapes or clustering, it would still limit density to the underlying base zone. Under R-2 PRUD, Mrs. MacDonald estimated the developer could achieve approximately 39 lots, which is fewer than the 47 proposed under the R-4 request.

Council Member Yarbrough asked whether fire code considerations, particularly hammerhead turnarounds and maximum dead-end lengths, had been reviewed. Mrs. MacDonald said that the Fire Marshal had not yet reviewed the plan because the project is still at the rezone stage, but based on initial measurements, the stub streets on the west side of the project appear to exceed lengths that would require hammerheads or temporary turnarounds. She further noted that the development agreement already includes language stating that the applicant is not guaranteed 47 lots if engineering or fire requirements require modifications. Council Member Lee noted that the property directly east and west includes existing homes and questioned how the proposal aligns with the area’s established character. Mrs. MacDonald explained that the surrounding zoning includes R-2 and R-3, and that this property is somewhat transitional. However, she acknowledged that the neighbors’ existing homes sit on larger lots than many of the lots in the proposed R-4 development.

The applicant was then invited to speak. Mr. Matt Leavitt stated that his intention from the outset was to create housing that is both “affordable” and “attainable,” and that the combination of lot sizes and home types in his concept plan reflects several months of design work based on the Council’s prior indication that R-4 would be permitted. He expressed disappointment that after spending substantial time and resources on engineering, the Planning Commission recommended denial. His builder, Tyler Leavitt, explained that the twin homes reduce construction costs and could save buyers anywhere from \$50,000 to \$100,000 compared to detached homes, although he acknowledged he could not provide a firm sales price because the housing market shifts quickly.

Several Council Members questioned whether the claimed affordability is realistic, noting that even detached homes in the development would likely start around \$500,000, which is typical for Davis County and does not represent entry-level housing. Council Member Yarbrough emphasized that while the applicant argues that increased density makes homes more attainable, the market conditions in the region mean that even these units may not meet traditional definitions of affordability.

Council Member Judd expressed disappointment that the concept plan arrived at the Council unchanged from what the Planning Commission had reviewed. She explained that when the Commission raises concerns, particularly on issues such as access onto major roads and the proportional mix of housing types, the Council expects applicants to attempt adjustments before bringing the proposal forward. Mr. Leavitt responded that he believed his proposal already represented the lowest density permissible under R-4 and that further reductions would undermine the project’s financial feasibility.

The Council did not come to any consensus on the proposal. Mayor Vincent indicated that further discussion would occur once additional information and revisions are available.

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

Mrs. MacDonald explained that the City is in the process of preparing General Plan updates to reflect the addition of the new A-20 Agricultural Residential Zone, recent annexations, and corrections to mapping errors identified after the Planning Commission completed its recommendation. She reminded the Council that the Planning Commission reviewed the General Plan maps earlier in the summer and made recommendations based on their understanding of the sewer service boundary and the intended application of the A-20 zone. However, after staff reviewed the maps more closely, they discovered that the sewer service boundary shown on the Planning Commission’s map did not accurately reflect the true service line used in previous general plan zoning area discussions.

She clarified that staff’s revisions were intended to reflect prior commitments made to property owners during annexation negotiations. Specifically, the Parker family had been told repeatedly that their property would be eligible for R-1 zoning upon

annexation, not A-20. The Planning Commission's version of the map inadvertently applied A-20 across portions of the Parker property, which conflicted with the City's prior assurances. She emphasized that property owners rely on these commitments when deciding whether to petition for annexation, and it was important for the General Plan to remain consistent with those representations.

Mrs. MacDonald showed the Council two maps side-by-side: the Planning Commission's recommended version and staff's corrected version, which aligns. The corrected map applies A-20 only to areas that fall within the actual sewer service boundary while keeping the Parker property and a few other annexed parcels designated as R-1. She also clarified that A-20 was not intended to be applied indiscriminately across all new annexations but rather in areas where the half-acre lot size would serve as an appropriate transition between agricultural zones and more suburban R-1 development.

Council Members expressed support for adhering to commitments made to property owners. Council Member Yarbrough stated that the City must remain consistent with its prior representations, especially in annexation decisions where property owners make long-term plans based on zoning expectations. Council Member Swenson agreed and said the corrected map provides a more accurate depiction of both the sewer service area and the zoning transition pattern envisioned by the Council. Members also discussed whether the A-20 zone should be applied more extensively in the future as additional properties are annexed, particularly in areas where agricultural uses remain strong. Some expressed that A-20 provides a useful "middle ground," allowing larger lots than R-1 but still enabling reasonable density for efficient infrastructure planning. Others noted that the zone could help preserve the rural character of parts of West Point while still aligning with long-term infrastructure capabilities. Mrs. MacDonald stated that staff would refine the maps further and prepare the updated General Plan for a formal public hearing. The Council agreed to proceed with staff's corrected version of the map as the basis for the forthcoming adoption process.

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

## **5. Other Items**

No other items were discussed.

The Administrative Session adjourned.

**WEST POINT CITY COUNCIL  
MEETING MINUTES  
WEST POINT CITY HALL  
August 5<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 August 5, 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# 898 9351 2161 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:** 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:** Kyle Laws, City Manager

**VISITORS PRESENT:** Katie Haugen, Kurtis Haugen, Connie Lee, Kevin Lee, Michelle Day, Sharon Cammack, E. Cammack, Marilyn Olds, Ken Whipple, Lee McDermott, Jared Toomey. 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 Chatterton
4. **Communications and Disclosures from City Council and Mayor**

Council Member Yarbrough – None

Council Member Judd – None

Council Member Chatterton – Expressed his appreciation for all City employees, staff, and volunteers, stating that they do an excellent job meeting the needs of the community. He commented that while staff and volunteers carry out the day-to-day work, the City Council ultimately bears the responsibility for ensuring the City is run well, noting that “the buck stops with us.” He shared a recent conversation he had with someone from another city about accountability, where a bank official had lost his job for not fulfilling his responsibilities. He said this is essentially what elections are for—if elected officials are not doing their job, residents have the right to choose someone else. He emphasized that West Point City as a whole is run very well, thanks to many dedicated people who invest significant time and energy into the community, including volunteers such as those serving on the Arts Council. He concluded by expressing gratitude for their service and recognizing the positive impact they make on the City.

Council Member Swenson – Announced that the West Point Arts Council’s third annual Chalk Art Festival is coming up on September 13<sup>th</sup>. She noted that last year’s event had a strong turnout and encouraged residents to check the City’s website for details. She added that the Arts Council tries to schedule events around school activities and other known community events to avoid conflicts in the hopes that all those that want to attend are able.

Council Member Lee – Stated that the Mosquito Abatement District Manager has announced that West Nile virus activity has now been detected in Davis County. He emphasized the importance of using insect repellent after dusk, noting that the mosquitoes capable of spreading the virus are active primarily between dusk and dawn. He reviewed the most recent testing numbers and explained that while last month’s report showed only a single positive test pool in the entire county, newer test results indicate that mosquito activity is increasing. Council Member Lee also commented on the impressive public turnout for tonight’s meeting,

remarking that in the 13 years he served on the Planning Commission he rarely saw a crowd this large and stating that community engagement of this level is “phenomenal to see.”

Mayor Vincent – Shared with the Council and public that there will be a ribbon cutting for the new Horizon Jr. High on August 15<sup>th</sup> at 4 PM, followed by an Open House. He encouraged all that are available to attend. The Mayor also thanked all those in attendance at tonight’s meeting and reiterated the importance of resident involvement and acknowledging the positive impact of community input on City decision-making.

## 5. Communications from Staff

Assistant City Manager Boyd Davis noted that City Manager Kyle Laws was excused from the meeting and would return on Thursday. He reminded the Council of the Summer Social coming up this Friday at the Roy Aquatic Center at 6:30 PM. He encouraged Council Members and Staff to come prepared to eat and enjoy time together, and he noted that RSVP information had already been sent out.

Mr. Davis also reminded residents that next Tuesday is Primary Election Day. He stated that residents have had their vote-by-mail ballots for some time and that Election Day is when those ballots must be submitted. He further announced that the City Council would hold a Special Meeting on August 26 at 5:00 PM at City Hall in order to approve the election canvass, explaining that the Council serves as the official Board of Canvassers.

City Recorder Casey Arnold added clarification regarding new election legislation. She explained that for the first time this year, ballots must be received by 8:00 PM on Election Day, not merely postmarked. She therefore advised that if a resident had not yet mailed their ballot, they should instead use a ballot drop box. She stated that West Point has one in the City Hall parking lot (the red box), and residents may also use any drop box located throughout Davis County. She also noted that voters may still choose to vote in person on Election Day, either at West Point City Hall or at any polling location within the county.

Mr. Davis continued with additional announcements. He stated that this Saturday, there would be a grand opening and ribbon cutting for Big O Tires. He noted that although the business has been open, this event marks their official ceremonial opening, and they have invited all City Council Members and staff to attend, as well as all members of the public. The ribbon cutting will take place at 10:00 AM.

He next addressed the date of the last Movie in the Park for the summer, which would be held on Friday, August 15<sup>th</sup>. schedule.

Lastly, Mr. Davis reported that the first day of school would be on Monday, August 18. He stated that the City would be working diligently to ensure all Crossing Guards were prepared and that all school-zone crosswalks were ready for the new school year. He informed the Council that the City had made adjustments to several crosswalks in front of West Point Elementary, including moving the school flashing sign farther east. He also noted that the crosswalk at 3650 West had been re-stripped. He explained that because of the many new townhomes in the area, the City felt these changes were necessary to improve visibility and safety for students.

## 6. Citizen Comment

Michelle Day – West Point: Ms. Day stated that she was concerned about the **dotted future roadway** shown in the City’s transportation plan, noting that it appeared to run directly through her home. She asked the Council to display the map from page 7 of the agenda so she could show exactly what she meant. She explained that construction equipment had recently been staged for the Smith Ranches Subdivision and that no one from the City had contacted her directly to explain what the “future dotted line” meant. She said the line continues “down through the canal and toward 4000 West,” and, because the roadway is shown both in the **Transportation Plan** and **General Plan**, she worried that the City may be intending to acquire her property. She emphasized that she needed clear direction so she could “make preparations if I need to, or fight it if I need to.” She asked the Council for any information or clarification they could offer.

Kurtis Haugen – West Point: Mr. Hagan first thanked the City Recorder for helping him understand the agenda and meeting process. He then expressed significant concern about the proposed R-4 zoning, explaining that he had built the first home on his street and that many families there had invested heavily in their properties with the expectation of lower-density surroundings. He said the proposed tall, dense homes could “tower over” surrounding backyards and potentially harm the financial future of long-time

residents. He warned that approving one R-4 development would “set a precedent,” leading other landowners to demand the same treatment because there are undeveloped parcels both west and north of the applicant’s property.

Mr. Hagan also discussed traffic impacts, stating that on his street alone he had counted **500–700 cars per day**, even on non-school days. He urged the Council to drive 300 North and 4000 West during peak hours to understand the severity of the issue. He concluded by reiterating his concern about density, precedent, and traffic safety and stated he assumed there would be a formal public hearing to present more detailed objections.

Sharon Cammack – West Point: Ms. Cammack said she “hates all this high-density housing” that is being approved and built. She referenced recent apartment fires shown in the news where residents lost homes and lives and said the City should prioritize existing residents’ safety rather than allowing dense development “because somebody is getting money from it.” She expressed frustration that townhomes near her—referred to as “Jake’s Folly”—had gone “belly-up” and were now leased instead of owned, which she believed prevented residents from building equity and contributed to neighborhood decline. She warned that if homes are built too close together, fires will spread more quickly, causing greater destruction. She urged the Council to think of “those of us who live here” before allowing more dense development.

Richard Burginski – West Point: Mr. Burginski, a 33-year resident and former Planning Commissioner, stated he was concerned about the proposed rezone because approving an R-4 would invite similar requests citywide. He acknowledged that, on his own 0.69-acre parcel, he could theoretically build three units if the City allowed R-4, and he cautioned against setting such a precedent. He described significant traffic backups on 4000 West, particularly on school days, and said that adding more vehicles would create unsafe conditions. He mentioned children frequently crossing near his corner and urged the Council to consider the impact additional cars would have on their safety. Mr. Burginski further expressed concern about losing West Point’s rural character. He referenced legislative pressure to approve density and stated that rising housing costs were driven in part by large real estate investors buying single-family homes. He noted his own family’s experience: a home purchased for \$280,000 a few years ago now appraises for \$485,000, which he felt illustrated market instability. He concluded by warning that if the City rezoned this parcel, he might seek R-4 for his own property as well.

Jared Towney – West Point: Mr. Towney said he had attended two previous meetings on the topic and wished to add his concerns to those already stated. He was worried about the traffic impacts on 4000 West and the potential for R-4 density to expand westward toward his neighborhood. He shared an example involving his brother-in-law, who purchased a townhome in a high-density community but now pays the same as Mr. Towney pays for an older home on acreage—yet with far less quality and long-term value. He warned that tightly packed homes often deteriorate in quality over time and become rentals, which can lead to “run-down neighborhoods.” He stated he preferred a community where families have space and where long-term ownership is supported rather than discouraged.

Katie Haugen – West Point: Ms. Haugen said she agreed with the previous speakers’ concerns. She shared that her sister lives in a neighborhood with closely packed single-family homes and is struggling to sell because buyers are deterred by the number of cars parked along the streets and squeezed into driveways. She argued that the proposed lots would similarly create overcrowded streets and parking congestion. Ms. Haugen also referenced comments from the Planning Commission stating that density was supposed to decrease moving westward in the City. She questioned why higher density would be allowed farther west than 3830 West, especially given existing medium- and high-density areas already located just south of their street.

Celinda Leavitt – West Point: Mrs. Leavitt stated that she and her husband, Matt, are the property owners of the property being commented on by other residents, and that they are all her friends and neighbors. She stated that many residents believed they intend to build townhomes or apartments, which she said was false. She explained that the proposed development would add only “one more lot” than what exists on 3650 West and would be comparable to surrounding neighborhoods. She emphasized that her family had purchased the property and farmed it for many years and now hoped to recoup their investment by building quality single-family homes. She noted they could have sold to an outside developer but chose not to. Their son builds custom homes, and they want to give him the opportunity to continue that work and create a quality product here. Mrs. Leavitt said farming the property is no longer financially viable due to water shortages and age, and she asked residents to understand that they are simply trying to retire and be able to get back what they have spent their whole lives investing in. She also stated they had added hammerhead turnaround options for emergency access and other adjustments in response to Planning Commission’s concerns.

Ken Whitaker – West Point: Mr. Whitaker said the issue that had not been discussed enough was **infrastructure**, particularly along 4000 West. He described the difficulty of turning east from 4000 West due to sight-line issues from the bluff and noted that speeds regularly exceed the posted 25 mph limit. He also stated that when he moved to the area 32 years ago, he was told sidewalks would

eventually be added along 4000 West—but they still have not been constructed. With new development north of there adding even more traffic, he said the roadway is becoming increasingly unsafe, especially for children walking to school. He urged the Council to consider infrastructure upgrades before approving additional density.

**Marv Drake – West Point:** Mr. Drake shared that the first City Council meeting he ever attended was held in an old home that had been converted into City Hall, and so many people attended that “half of them had to stand outside.” He also thanked the City for its support of the Military Memorial Committee throughout the year. He stated he opposed the rezone for the 3900 W 300 N property because approving R-4 would set a precedent for future requests and that the City needed to “stand firm on the plan that has been there for years.” He also said that because comments had been made regarding construction-related conflicts of interest, any Council Member working in construction should “give serious consideration” to recusing themselves when the vote occurs.

**Matt Leavitt – West Point:** Mr. Leavitt said he did not realize his application to develop his property would be so contentious and he feels badly that it has affected his neighbors so negatively. He described his history with West Point, including applying for an R-3 subdivision on 3650 West in 2000, during which he encountered similar opposition. He stated that the proposed R-4 plan would add only 12 additional units beyond what the base zone allows and his thought was that would mean 12 more families would be able to enjoy the nearby elementary school, park, and church—each within walking distance. He acknowledged concerns about change and rural character but emphasized that the R-4 zone prohibits rentals, and that would be included in a development agreement as well, so fears about rental proliferation were a “false narrative.” He urged the Council to look for ways to make the project work, stating that items they were concerned about could be adjusted. He concluded by respectfully requesting the Council’s consideration.

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

Council Member Lee motioned to approve the minutes

Council Member Judd seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **8. Consideration Approve a Contract for a Transportation Infrastructure Study – Mr. Boyd Davis**

Mr. Davis stated that both this item and the next item were discussed in the earlier Administrative Session and are related to infrastructure studies for the newly annexed area in the north west part of the City, as well as the surrounding unincorporated areas that are expected to incorporate into West Point in the future. He emphasized that both the transportation and storm drain studies are necessary to determine appropriate impact fees so that new development contributes proportionately to infrastructure needs. The consultants have estimated a six- to nine-month timeframe, though they are expediting the portions relevant to the Parker and Ivy Meadows properties.

The transportation study will evaluate existing road conditions, identify deficiencies, and prepare a long-range transportation plan for full build-out conditions. Mr. Davis stated that Gardner Engineering submitted a quote of \$56,000 to complete the transportation infrastructure study, and Staff recommends approval of the contract with that price.

The Council had no further discussion.

Council Member Chatterton motioned to approve the contract with Gardner Engineering for \$56,000

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **9. Consideration Approve a Contract for a Storm Drain Infrastructure Study – Mr. Boyd Davis**

As discussed in conjunction with the previous item, the storm drain will begin with an assessment of existing infrastructure, including identifying and analyzing the condition and capacity of every storm drain pipe currently in place. After that assessment is



complete, a full master plan will be prepared outlining what improvements will be needed for future buildout expectations. Bowen Collins Engineers submitted a price of \$151,000 for the storm drain study, which is much higher than the price for the transportation study, because the cost includes a physical location survey and camera inspections of all existing storm drain lines, which is not included in a typical master plan. The additional expense is due to the age, uncertainty, and lack of documentation of the existing system, which the City will ultimately assume responsibility for maintaining. However, as stated in the earlier discussion, Davis County has agreed to pay half of the cost for both studies, as the study will cover area not only within the West Point annexation boundary but also infrastructure throughout the surrounding unincorporated county area, all of which is currently county infrastructure that is likely to be transferred to the City. He explained that the County has some existing information but lacks a complete record of the system and therefore has a significant interest in evaluating its condition.

The Council understood the factors behind the difference in cost between the transportation and storm drain infrastructure studies and had no further discussion.

Council Member Lee motioned to approve the contract with Bowen Collins for \$151,000

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**10. Consideration of Approval of the Site Plan for the Ogden Clinic at 2945 W 125 S – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the proposed site plan for the new Ogden Clinic facility. She explained the site layout, parking configuration, and architectural features as outlined in the submitted application. She noted that Staff had reviewed the proposal for compliance with zoning and design standards and had no outstanding concerns. The Council has also discussed the site plan in previous meetings and expressed no concerns or need for additional information.

She added that the Planning Commission had previously reviewed the site plan and recommended approval. No additional public comment was received, and no design waivers or variances were requested as part of the application.

The Council briefly discussed traffic circulation near 125 South, and Mrs. MacDonald clarified that the clinic's driveway alignments and internal circulation meet City standards and do not create conflicts with adjacent parcels.

There were no further questions or comments.

Council Member Chatterton motioned to approve the site plan

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**11. Consideration of Ordinance No. 08-03-2025A, Amending WPCC Section 17.60.160 Regarding the PRUD Code – Mrs. Bryn MacDonald**

Mrs. MacDonald explained that the proposed amendments to the PRUD code have been presented and discussed with the Council in multiple meetings and that the revisions shift the focus towards larger, more comprehensively planned developments for density increases, while smaller developments can still utilize the PRUD for design flexibility. It also clarifies procedural and administrative components of the PRUD Code and aligns the ordinance with current City practices, noting that there is some outdated and unclear language in the current code that has created some confusion in applying it correctly.

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

Mrs. MacDonald stated that the Planning Commission held a public hearing on May 22, 2025, wherein one public comment was received regarding wetlands being used as open space. She clarified that the code does not allow sensitive lands, such as wetlands, to count as open space towards the bonus density requirements.

A public hearing was held at the last City Council meeting and no comments were received. The Council had no further questions or concerns on the amendments.

Council Member Yarbrough motioned to approve Ordinance No. 08-05-2025A

Council Member Judd 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

## **12. Consideration of Ordinance No. 08-05-2025B, Amending WPCC Section 17.60 Creating a New A-20 Agricultural Residential Zone – Mrs. Bryn MacDonald**

Mrs. MacDonald explained that the creation of a new A-20 Agricultural Residential Zone has been discussed in several previous meetings and refined based on both City Council and Planning Commission input. She stated that the intent behind the new zone is to provide the City with an additional zone that balances the community's desire to maintain agricultural character in certain areas while still allowing for reasonable residential development where infrastructure can support it. The zone is designed for areas where residents desire larger lots and the keeping of farm animals, but where the existing agricultural zones (such as A-40) may be too restrictive or impractical for annexations near more developed residential districts. A-20 would allow for a minimum lot size of 20,000 square feet, with an average of 21,780 square feet, effectively establishing a true half-acre district. She emphasized that this size strikes an intentional middle ground—larger and more rural in character than the R-1 zone but more feasible for typical infrastructure layouts than full-acre lots.

She explained that the zone also aligns with the infrastructure realities of the northern portion of the City, especially in areas where sewer availability is limited. Larger lot sizes, she said, help to ensure that any development occurring ahead of sewer expansion remains manageable and consistent with the City's long-range service plans. This had been a significant factor during the Planning Commission's deliberations, as they had expressed concerns about mismatches between zoning and the sewer service boundary.

Mrs. MacDonald then reviewed the development standards included in the ordinance. These include:

- Frontage requirements consistent with R-1 to ensure the resulting subdivisions maintain an open, spacious streetscape.
- Setback requirements similar to those in the agricultural zones, supporting privacy and separation between homes.
- Animal-rights provisions, which allow residents to keep a range of farm animals—including roosters—consistent with the agricultural character of the zone.
- Accessory building standards, which match other agricultural zones to ensure compatibility in size, scale, and placement.

She noted that these standards were deliberately tailored to ensure stability and predictability for both existing and future residents. The zone provides flexibility for landowners who wish to keep small-scale agricultural uses while also giving developers clear expectations.

Mrs. MacDonald also noted that the Planning Commission applied this new A-20 zone to certain areas in the General Plan draft they recommended to the Council, which the Council will consider in the next agenda item. Some of the areas they recommended it be applied include portions of newly annexed properties, some of which have already submitted applications under the current General Plan zoning designation of R-1. This is an issue that will need to be discussed and addressed as the Council considers its approval of the updated General Plan.

Mayor Vincent opened the item for public hearing.

**a. Public Hearing**

Michelle Day – West Point: Mrs. Day asked for some clarification on the lot sizes, setback requirements, and animals allowed in the zone. Mayor Vincent explained that the setback requirements are there to regulate how close animal enclosures, sheds, etc., can be to neighboring properties and would be consistent with the requirements of other agricultural zones, and that animals would be allowed in this ag zone also in accordance with the existing code that is based on a point system.

Council Member Day motioned to close the public hearing

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**b. Action**

The Council expressed their approval of this new zone, noting that it provides the city with a much-needed “middle step” between agricultural and suburban densities, particularly in areas where residents want to retain rural character but where outright agricultural zoning would hinder future infrastructure planning. It is expected that the A-20 zone will likely become an important tool as the city continues to manage the challenges that come with growth, especially given increasing development pressure in the northern annexation areas.

Council Member Chatterton motioned to approve Ordinance No. 08-05-20205B

Council Member Yarbrough 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

**13. Consideration of Ordinance No. 08-05-2025C, Approving an updated General Plan Land Use Map – Mrs. Bryn MacDonald**

Mrs. MacDonald stated that the City’s current General Plan was updated in December 2024, but with recent annexations and increasing development interest in the northwest areas of the city, the City Council asked the Planning Commission to re-examine the map to focus on these areas and also consider appropriate areas for the new A-20 agricultural zone. The Planning Commission discussed the plan over the course of several meetings and held a public hearing to gather citizen input before recommending approval of amendments to the General Plan map on May 22, 2025. The City Council has since discussed their recommendation and updates over several meetings.

The proposed amendments to the General Plan Land Use Map for the northwest area include the following:

- Extension of A-40 Zoning: The proposal includes expanding the A-40 (1 acre) residential zoning to cover areas next to the FEMA flood zone. This recommendation is based on the understanding that larger lot sizes are usually more appropriate close to sensitive lands, potentially reducing overall density.

- **Introduction of A-20 Zoning (Agricultural, Half-Acre Lots):** The new A-20 agricultural residential zone establishes a minimum lot size of one-half acre (20,000 square feet). The areas proposed for this new A-20 zoning are expected to be served by the future sewer lift station, which is currently in the process of being built.

The Planning Commission discussed appropriate zoning for the recently annexed properties. They discussed whether to retain the existing R-1 Residential zoning or to change it to A-20. Ultimately, they recommended including a large portion of the recently annexed land in the A-20 zone. This includes property with current development applications (Parkers and Ivy Meadows/Rick Scadden). The City Council has had previous discussions expressing that they would support these properties developing in the R-1 zone. Despite knowing that these properties are vested under the current general plan designation of R-1, the Planning Commission chose to recommend a change to A-20 in this area.

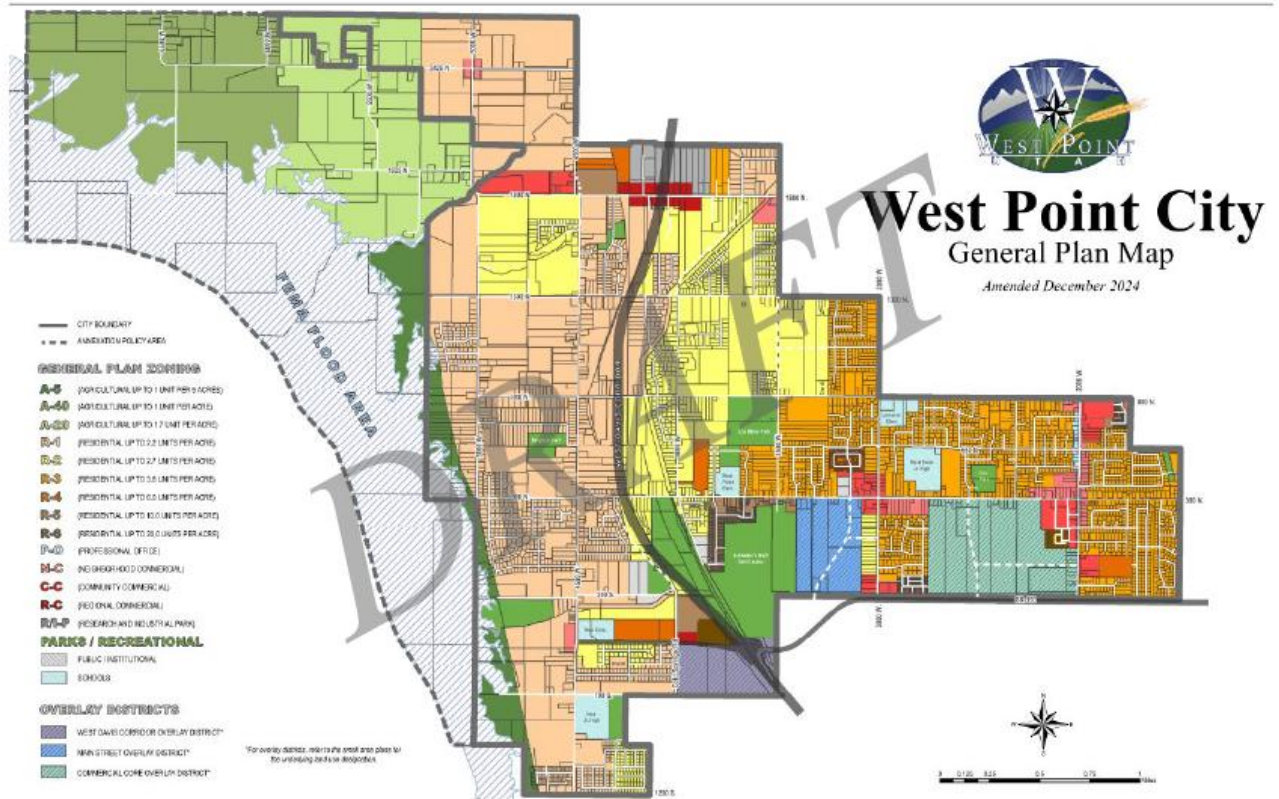
- **Neighborhood Commercial Zoning:** The proposal includes designating a Neighborhood Commercial zone at the intersection of 2425 North and 5000 West. This designation would provide convenient access to small-scale commercial services for the existing and future residential areas in the vicinity.

Mrs. MacDonald stated that as the Council discussed the recommended draft map, it was the general consensus of the Council that applying the A-20 zone in all of the newly annexed areas did not reflect the city's prior commitments to the Parker Place and Ivy Meadows developments, who had been annexed into the city and submitted applications under the expectation of being an R-1 zone as shown in the current General Plan. Additionally, 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. Staff modified the map with those revisions as discussed and presented the two different versions, noting that the draft map with the Council's revisions designates the A-20 zone only within the sewer boundary and where the R-1 designation was restored for the Parker property and adjacent parcels. She clarified that the updated map did not expand the City's intended development pattern but rather restored it to what had been discussed during the annexation and General Plan update processes over the past year. Images of the two draft maps are as follows:

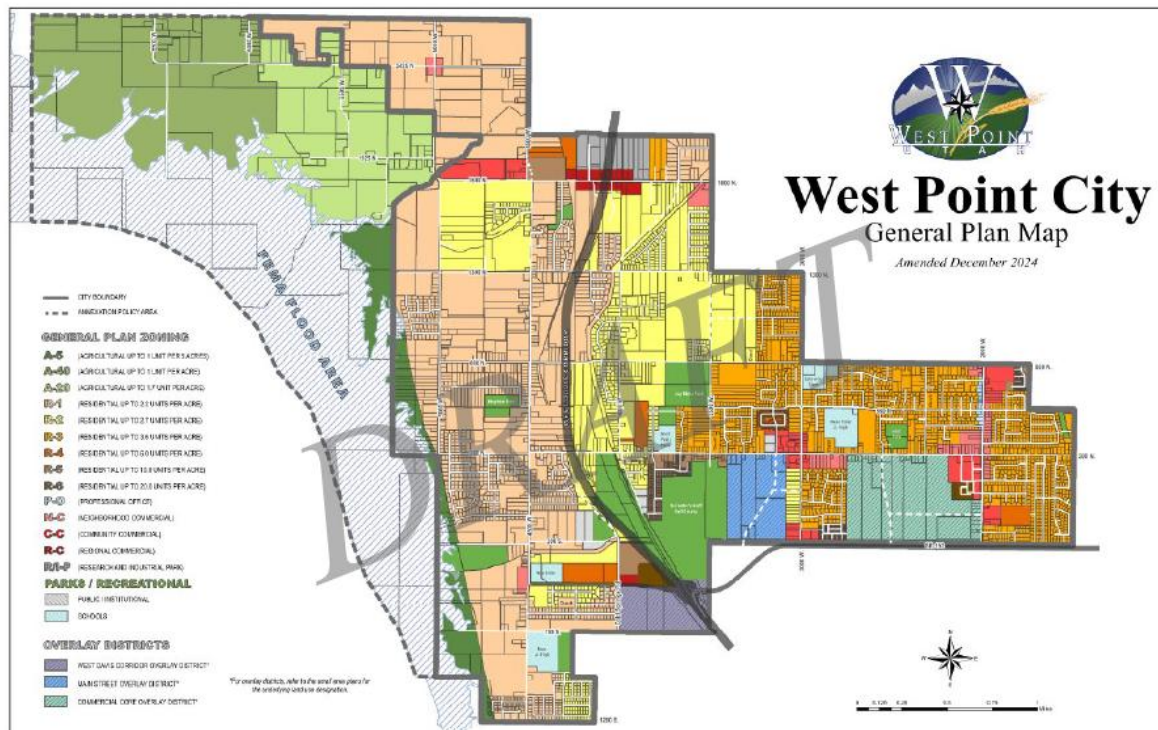
[illegible]



**DRAFT** Planning Commission Amendments to the General Plan Map



*DRAFT General Plan map with City Council revisions*



Mayor Vincent opened the item for public hearing.

**a. Public Hearing**

No comments were received.

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**

The Council discussed the two drafts, agreeing that the map should accurately reflect the correct sewer system boundary. However, there were differing opinions on whether the R-1 should be retained on the newly annexed areas, or whether it should be designated as A-20 as recommended by the Planning Commission. Mrs. MacDonald confirmed for the Council that the Parker and Ivy Meadows developments would be vested under the existing General Plan, as they had already submitted rezone applications, and so if their rezone applications were approved, would have the R-1 zoning designation regardless. However, this would not be accurately reflected in zoning maps if the City Council approved the Planning Commission's recommendation. Regardless of this, Council Member Yarbrough stated that he "did not like" the proposed Parker Place development.

Council Member Yarbrough motioned to approve Ordinance No. 08-05-20205C, adopting the Planning Commission's recommended draft applying the A-20 zone in all of the newly annexed area, with the correction of the sewer system boundaries.

Council Member Judd seconded the motion, noting that her second of the motion was to allow it to be discussed.

Council Members Swenson and Lee asked for confirmation of their understanding that even if this version of the map that applies the A-20 zone to the whole newly annexed area was approved, it would not affect the Parker Place or Ivy Meadows applications for R-1 that have already been submitted. Mrs. MacDonald confirmed that they would be vested under the current General Plan that designates them as R-1 zones, and so if their rezone applications are approved as has been committed to them, adopting the Planning Commission's version of the General Plan map will create inconsistencies with current zoning maps as they are updated, until the General Plan is again updated at some point in the future and accurately reflects how it was rezoned.

Roll Call:

Council Member Lee – Aye

Council Member Chatterton – Aye

Council Member Swenson – Aye

Council Member Yarbrough – Aye

Council Member Judd – Nay

In Favor: Lee, Chatterton, Swenson, Yarbrough

Opposed: Judd

The motion passed by majority vote.

**14. Consideration of Approval to Place the Craythorn Homestead Subdivision Phase 4 on Warranty – Mr. Boyd Davis**

Mr. Davis Mr. Davis reported that all required improvements for Craythorn Homestead Phase 4 have been completed and inspected, and Staff recommends the subdivision be placed on warranty.

The Council had no further discussion.

Council Member Judd motioned to approve

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed.

**15. Consideration of Approval to Remove Bennett Farms Subdivision Phase 2 from Warranty – Mr. Boyd Davis**



Mr. Davis explained that Bennett Farms Phase 2 has successfully completed its warranty period, and Staff recommends the subdivision be released from warranty. Council Member Yarbrough stated that the gravel road where this phase will eventually connect to Phase 3 is supposed to be being used. Mr. Davis stated that it should not be and should be blocked off from being able to be accessed from 1300 N until it is paved and completed. He thanked Mr. Yarbrough for bringing that issue to his attention and will speak with the contractor to make sure it gets blocked to prohibit being used.

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

**16. 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



3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

# WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL **August 26<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**

5:00 PM

Minutes for the West Point City Council General Session held on August 26, 2025, at 5:00 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# 819 4844 3726 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:** Michelle Day, Lori Scheiss. No sign-in is required for those viewing online.

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

Council Member Yarbrough – None

Council Member Judd – None

Council Member Chatterton – None

Council Member Swenson – None

Council Member Lee – None

Mayor Vincent – None

5. **Communications from Staff**

6. **Consideration of Approval of the 2025 Primary Election Canvass by the Board of Canvassers – Ms. Casey Arnold**

Ms. Arnold explained that in the 2025 municipal election cycle, two City Council seats and the Mayor position are up for election. The City contracted earlier this year with the Davis County Clerk's Office to administer the election, along with all other cities in the County. During the candidate filing period, the following individuals declared their candidacy for Mayor and City Council seats (listed in ballot order pursuant to UCA §20A-6-305):

**MAYOR**

Annette Judd  
 Brian Vincent  
 David Marvin Drake

**CITY COUNCIL\***

Joelle Caruso (withdrew)  
 Kenneth Bryan Whitaker  
 Michele Swenson  
 Jeremy Strong  
 Brad Lee  
 Michelle Day (withdrew)

A primary election is needed when the number of declared candidates more than twice exceeds the number of available seats. City Council Candidate Michelle Day withdrew shortly after the end of the declaration, but at the time the ballots were printed, a primary election was still needed for both the mayor's seat and the two city council seats due to the number of declared candidates. The Primary Election was noticed for August 12, 2025 and ballots were prepared and printed.

However, due to the later withdrawal of City Council Candidate Joelle Caruso, there was no longer a need for a primary election for the City Council race and all the remaining City Council Candidates will proceed to the General Election. As the ballots were already printed, this race still appeared on the ballot but none of those votes were counted – only votes for the Mayor position were counted. The two mayoral candidates with the most votes in the Primary Election will proceed to the General Election.

In accordance with State Code, the mayor and legislative body act as the board of municipal canvassers for each municipality and must approve the results of each election.

Ms. Arnold then presented the ballot statistics for the Primary Election as follows:

BALLOTS CAST	Total	BALLOT TYPES	Total
Registered Voters	6,993	By Mail	1,878
Ballots Cast	1,920	In-Person Early Voting	0
Voter Turnout	27.46%	In-Person on Election Day	40
		Provisional	2

BALLOTS NOT COUNTED	TOTAL	ALREADY VOTED	FLEETING VOTER	NO PROOF OF RESIDENCY	DECEASED	POWER OF ATTORNEY	INCARCERATED	MOVED	SIGNED BY SOMEONE OTHER	NOT SIGNED	SIGNATURE DID NOT MATCH	EMPTY ENVELOPE	NOT TIMELY
By Mail	14	0	0	0	0	0	0	0	0	0	1	1	12
Provisional	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	14	0	0	0	0	0	0	0	0	0	1	1	12

Ms. Arnold then presented the votes received for each Mayor candidate as follows:

CANDIDATE	VOTES RECEIVED
Brian Vincent	950
David Marvin Drake	493
Annette Judd	468

With these totals, the two Mayor candidates that received the highest number of votes and will proceed to the General Election on November 4, 2025 are Brian Vincent and David Marvin Drake. The ballot for the General Election held on November 4<sup>th</sup> will consist of the following offices and candidates:

<b><u>West Point City</u></b> <b><u>Mayor</u></b> <b><i>Vote for 1</i></b>	<b><u>West Point City</u></b> <b><u>City Council</u></b> <b><i>Vote for up to 2</i></b>
BRIAN VINCENT	KENNETH BRYAN WHITAKER
DAVID MARVIN DRAKE	MICHELE SWENSON
	JEREMY STRONG
	BRAD LEE

Ms. Arnold recommend approval of the 2025 Primary Election Official Election Results by the Board of Canvassers. The Council thanked Ms. Arnold and Davis County for their efforts in conducting an efficient election and had no further discussion.

Council Member Chatterton motioned to approve the 2025 Primary Election Results

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **7. 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



3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

## WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL September 2<sup>nd</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 September 2, 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# 817 7470 7840 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:** Matt Leavitt, Ken Whitaker, PJ Roubinet, Michelle Day, Richard Roginski. No sign-in is required for those viewing online.

#### **1. Discussion Regarding the 2025 Party at the Point Celebration – Mrs. Heidi Moss**

Mrs. Heidi Moss, Community Specialist, began by expressing appreciation for the opportunity to serve in that role and to organize the City's Party at the Point celebration. She commented that the Fourth of July has always been her favorite holiday and that she is grateful for the chance to help coordinate such a large community event.

Mrs. Moss reviewed a budget summary for the 2025 celebration. She reported that total revenue from sponsorships, registrations, and related items was \$18,009.35, while total expenses for the event were \$88,233. This resulted in a net cost of approximately \$69,298, which she noted was somewhat higher than in previous years due to inflation and several enhancements that were added to the event.

She then described new features for the year. A pirate ship attraction was added to the Kids Corner area in an effort to spread out lines and reduce the number of children waiting in the heat, and thereby improve the overall experience for families. She also highlighted that the fireworks display was new this year and was provided by Vortex. The show was produced by Curtis Frederick, a West Point resident. Mrs. Moss commented that the fireworks were "spectacular" and that many attendees described the experience as emotional and memorable.

Mrs. Moss explained that staff also implemented a revised traffic and exit plan for the end of the evening, based on feedback from the previous year. City Manager Laws elaborated on those changes, noting that parking was restricted on the west side of 3500 West north of the park because that area had historically created significant congestion as drivers tried to turn around. Following the fireworks, both lanes of 3500 West were used exclusively for northbound traffic so that vehicles exiting the Wights Fields parking area and the City park parking lot could be directed in a predictable and efficient manner to 800 North. Mr. Laws reported that this arrangement significantly improved how quickly and smoothly the park emptied after the fireworks. Council Member Lee stated that the new exit routes were "awesome" and that the changes made the dispersal of the large crowd noticeably smoother than in years past.

Mrs. Moss addressed communication efforts and challenges, particularly regarding early seat-saving along the parade route. She explained that the City had adopted a 24-hour policy for placing chairs and other items at City Hall and attempted to get the word

out through Facebook and other channels. However, some residents along the route still placed items out as much as a week in advance, and some indicated that they did not realize there was a time limit. Mr. Laws and Council Members discussed how other communities, such as Hooper, strictly enforce a 24-hour rule by collecting items placed out too early and holding them at their public works yard, and they considered whether a similar approach might be appropriate in West Point.

Council Member Lee commented that residents living along the parade route feel pressure to use large vehicles and trailers to block the frontage in front of their own homes so others cannot place chairs there, and he characterized that situation as “a little crazy.” He felt that a clearer policy and more consistent enforcement might ease the burden on those homeowners.

Mrs. Moss then spoke about attendance and regional draw. She reported that analysis by a software company indicated that West Point has a population of approximately 12,000 residents, yet about 19,000 people attended Party at the Point over the two days of the celebration. She emphasized that the event is not only for West Point residents but also attracts extended family members and visitors from surrounding cities, which she believed is something the City can be proud of, even though it also increases the scale and cost of the event.

Looking ahead, Mrs. Moss noted that 2026 will mark the Semiquincentennial—the 250th anniversary of the signing of the Declaration of Independence. She stated that planning for that year will need to begin immediately. She mentioned that she has already attended a class on what the State of Utah and other counties are planning, and that West Point’s golf tournament and elementary basketball tournament are anticipated to be held on Friday, July 3rd, with the main Party at the Point event on Saturday, July 4th.

Council Members and staff expressed appreciation to Mrs. Moss, the committee, Public Works, and all city employees and volunteers who contributed to making the celebration successful. Mrs. Moss responded that “it takes a village” and said she felt fortunate to work with such a dedicated group.

## **2. Discussion Regarding a Contract with JUB Engineers for the 300 N Road Project – Mr. Boyd Davis**

Mr. Davis introduced Bryce Wilcox and Derek Moss of JUB Engineers, stating that they had been selected as the design engineers for the 300 North Road Project and to oversee the associated environmental review. He explained that three proposals had been received and evaluated by a committee consisting of himself, City Manager Laws, and Mayor Vincent, and that JUB was selected solely on qualifications as the most suitable firm for this project.

Mr. Davis emphasized that this is the largest road project the City has ever undertaken, with an estimated total project cost of approximately \$10.5 million. The proposed engineering fee total of \$799,000 represents about 7 percent of that figure, which he noted is slightly below the typical range of 8 to 10 percent for design costs on projects of this magnitude. He acknowledged that the fee appears large in absolute terms but stressed that, when broken down into its component tasks, it is consistent with industry standards and with the City’s expectations.

He outlined six major tasks within the contract, beginning with the federally required NEPA environmental review. That task alone is budgeted at \$91,000. Because federal funds are involved, the environmental review must cover the full anticipated project corridor. JUB recommended that the environmental review extend not only across the currently funded project area from 2000 West to 4000 West but also all the way to 4500 West, recognizing that the city intends eventually to extend improvements to that point. Completing the environmental work now would generate economies of scale and allow the City to rely on the document later, provided the project remains active under federal timelines.

Mr. Davis also described the public involvement component, budgeted at \$132,000. He explained that this task involves meeting individually with approximately 180 property owners along the project corridor, providing them with site-specific drawings, explaining expected impacts, and obtaining “permission to enter and construct” documentation. He emphasized that this up-front outreach is a significant effort but is expected to save money later by avoiding more expensive federal acquisition processes. Most of these meetings will need to occur during evening hours to accommodate residents’ schedules.

He clarified that the project will be designed in phases: preliminary design will cover the full length from 2000 West to 4000 West, while 60 percent and 90 percent design work will initially focus on the segment from 2000 West to 3000 West. This phasing reflects the funding strategy, which is to use county funds first because they involve fewer regulatory requirements than federal dollars. Once county funds are exhausted, the project will be “federalized” to complete the remaining work toward 4000 West. Mr. Davis

noted that if the City is later able to swap federal funds for non-federal funds, staff would gladly pursue that option to reduce regulatory burdens.

He concluded that the total proposed fee fits within the City's budget, explaining that just over \$1 million had been set aside for design and that this contract would leave approximately \$200,000 for design work on a future phase. He noted that the contract appears as an action item on the General Session agenda later that evening and invited questions or further discussion from the Council at that time.

**3. Discussion Regarding UDOT Purchase of an Easement on City Property for West Davis Highway – Mr. Boyd Davis**

Mr. Davis explained that UDOT had approached the City regarding a small portion of City-owned property where an easement is needed to reconstruct the Hooper Irrigation Canal as part of the West Davis Highway-related improvements. The property in question lies just north of the future Public Works building and the "pickleball park" area along 2550 South.

He stated that UDOT plans to relocate the canal from its current alignment on the east side of the area over to the west, where it will run along the west side of Cold Springs Road. UDOT had already acquired an easement across the pickleball park property but had discovered that no easement had been obtained for the adjacent City parcel to the north. As a result, they submitted an offer to purchase a perpetual easement on that portion of City property.

Mr. Davis noted that the offer amount is \$8,500 for a perpetual easement interest. He clarified that the City will retain ownership of the property, and park or open space uses can still be located above the canal line, but UDOT will have the right to access and maintain the pipe. The proposed easement does not extend into the area designated for the future Public Works facility; rather, it is confined to the area associated with the park north of the road.

Council Members asked for confirmation that the easement would not interfere with the layout of the planned Public Works building, and Mr. Davis reiterated that the proposed easement lies on the park side of the roadway, not within the future building site.

The easement purchase is on the agenda in tonight's General Session for consideration of approval. Any further discussion will be held at that time.

**4. Discussion Regarding a Rezone Request for Property at 1383 N 4350 W (Applicant, Jason Hamblin) - Mrs. Bryn MacDonald**

Mrs. MacDonald presented a rezone request for property located at 1383 North 4350 West. She displayed a map showing the site just north of 1300 North, east of 4500 West, and explained that the application involves two parcels that are not presently part of an existing subdivision. The parcels are currently zoned A-40, with a small portion in R-2, while the General Plan designates the area as R-1. The applicant is requesting to rezone the two parcels entirely to R-1 to allow them to be developed as two single-family residential lots.

In response to a question from Mayor Vincent, Mrs. MacDonald clarified that there are actually three separate parcels under common ownership in this area. The owner intends to sell the two interior parcels to a developer who plans to create two new lots and construct two homes there. Because these parcels were never included in the original subdivision to the west, they are not "legal lots" today. Rezoning to R-1 is the first step; a two-lot subdivision plat will then be required to formally create the lots and bring them into compliance.

Mrs. MacDonald also described a one-foot "protection strip" that was established along the frontage when the original subdivision was built. She explained that the original developer retained ownership of that one-foot strip so that if the excluded parcels were ever developed, the owner would need to purchase the strip to obtain legal access to the road that the developer had constructed. She noted that in this case, the original road developer is the same party now purchasing the interior parcels, so they will essentially convey that holding strip to themselves, and the access issue will be resolved as part of the subdivision process.

Council Members asked about existing structures on the site, and Mrs. MacDonald indicated that there appears to be a small accessory structure, possibly a chicken coop, on the southern portion of the property. She stated that any necessary adjustments will be addressed at the subdivision stage, when the lots lines are finalized. She further explained that, at that point, both new lots



will need to be at least 85 feet wide and a minimum of 12,000 square feet in area to meet R-1 standards; staff believes there is sufficient land to meet those requirements by slightly adjusting the internal lot lines.

Mrs. MacDonald noted that the next step, if the Council is comfortable with the proposal, would be to schedule a public hearing on the rezone request. The Council directed Staff to notice a public hearing for the next Council Meeting.

**5. Discussion Regarding a Rezone Request for Property at 3900 W 300 N (Applicant, Matt Leavitt) - Mrs. Bryn MacDonald**

Mrs. MacDonald introduced an updated concept plan and rezone request for approximately 13 acres located on the north side of 300 North near 3900 West, submitted by applicant Matt Leavitt. She reminded the Council that this item had been discussed previously and that the applicant is requesting R-4 zoning to match the General Plan designation for the property. Since the last discussion, the applicant and his engineer met with staff and some Council Members to address concerns raised during both Planning Commission and Council review.

She first showed the earlier layout that had been presented to the Planning Commission, in which several subdivision roads extended eastward into the backs of existing lots. She explained that the Planning Commission disliked that configuration because it appeared to push new streets directly behind existing houses and did not provide good linkage to neighboring property. In response, the applicant revised the design so that a main road now stubs into the adjacent property to the west, improving future connectivity and reducing direct impacts to the backs of existing lots.

Mrs. MacDonald then displayed the revised concept plan. She pointed out that one of the previously proposed twin homes along 300 North had been removed, reducing the total number of lots from 47 to 46. This change lowered the project's overall density to approximately 3.5 units per acre and brought the percentage of twin homes below the 20 percent cap for R-4 developments. Previously the plan had included twin homes on about 21 percent of the lots, which exceeded the maximum; the revised layout now complies with the twin-home percentage requirement.

The updated concept also introduces a five-foot-wide pedestrian access easement through one of the interior lots, providing a walkway from the internal stub road out to 300 North. Mrs. MacDonald stated that this amenity is intended to improve pedestrian access to the school, church, and nearby park, offering an alternative to walking longer distances around the block.

She noted that, despite these improvements, the project's density remains slightly below the minimum required for the R-4 zone, meaning that if the Council approves the rezone, an exception to the minimum density standard would need to be granted. She also identified one twin-home lot that currently measures approximately 4,700 square feet; R-4 standards call for 5,000 square feet for such a lot. She stated that the applicant appears to have sufficient room to adjust lot lines and bring that lot into compliance by shifting boundaries slightly, but that detail would need to be resolved at subdivision approval.

Council Members asked about driveway access for the lots fronting 300 North, specifically lots identified as 41 and 42. Mrs. MacDonald confirmed that the driveways for those lots, along with an existing home identified as lot 43, would continue to use an existing shared driveway onto 300 North. Additional internal streets will serve the remainder of the subdivision. She also noted that a five-foot pedestrian path, not a vehicle driveway, will extend through the center of one lot toward 300 North.

The Council then discussed sidewalk placement and timing. Mrs. MacDonald and staff explained that the road extending out to 4000 West is not currently proposed to include sidewalk improvements as part of this phase; instead, sidewalks along that street would likely be constructed in the future as adjacent properties develop. This approach avoids installing isolated segments of sidewalk that would not yet connect to a broader network.

Council Members reviewed how the proposed layout would function if the neighboring properties to the west remain zoned R-2. Mrs. MacDonald stated that depth and spacing between potential future lots appear sufficient to support an R-2 configuration or, if requested in the future, a different zone consistent with the General Plan. She emphasized that the internal layout of the Leavitt project provides stub streets that can reasonably tie into future neighborhoods, rather than creating landlocked or awkwardly shaped parcels.

Council Member Lee expressed concern about the surrounding zoning context, noting that properties to the west, east, and north are master-planned as R-2. He questioned whether granting R-4 zoning in this location could set a precedent that would encourage other developers to seek similar up-zoning in predominantly R-2 areas.

Mayor Vincent responded that, although the property is being requested for R-4, the actual density proposed more closely resembles R-3, and that the Council retains full legislative discretion to approve or deny future rezone requests based on site-specific merits. He also observed that the General Plan already designates this parcel for R-4, so the request is intended to bring the zoning into alignment with that adopted plan. City Manager Laws added that, because rezones are legislative acts, each request can be evaluated independently, and approval of this project does not bind the Council to approve similar requests elsewhere.

Other Council Members highlighted the location's advantages, including its proximity to a nearby school, church, and City park, and the benefit of the new pedestrian connection. There was also discussion about traffic on 300 North and the existing blind corner at 4300 West, with one Council Member noting that the City has funding planned to improve that intersection as part of the broader 300 North expansion project. At the same time, staff and Council pointed out that providing an additional access point may help distribute school-related traffic more evenly rather than concentrating it at a single intersection.

Overall, the Council acknowledged that the revised plan represents a compromise that reduces the number of twin homes, introduces a pedestrian connection, and better addresses Planning Commission concerns, while still requiring the Council to consider a density exception and to weigh the R-4 request against the surrounding R-2 context. Mrs. MacDonald indicated that the next step would be to hold a public hearing on the rezone request, if the Council desired was comfortable with moving forward. Staff was directed to hold a public hearing on the rezone request at the next City Council meeting. After which, they will continue to consider the application before taking any action.

## **6. Other Items**

There was brief discussion about holding a "Meet the Candidates" night for the upcoming general election. Council Members agreed that such an event would be beneficial for residents and directed staff to move forward with coordinating the event.

Council Member Lee mentioned that he had received several complaints from residents about tall weeds near 700 South and Cold Springs Road, particularly on a stretch of property without sidewalk where weeds have reached significant height and are creating safety and visibility concerns. Staff acknowledged the concern and indicated they would follow up.

Another Council Member asked whether the City could evaluate the possibility of adding a pedestrian crosswalk on 300 North somewhere between SR-193 and the existing crossing near 3000 West. He noted that the distance between crossings is long and that joggers, bicyclists, seniors, and children frequently cross mid-block to access trails and neighborhood destinations. He suggested that a mid-block crossing with flashing beacons might be appropriate in the future. Mr. Laws noted that these types of structures can be expensive, but would look into options as the Council directs. The Council agreed to place the item on an agenda in a future meeting for further consideration.

No other items were discussed.

The Administrative Session adjourned.

**WEST POINT CITY COUNCIL  
MEETING MINUTES  
WEST POINT CITY HALL  
September 2<sup>nd</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 September 2, 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# 817 7470 7840 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:** Matt Leavitt, Ken Whitaker, PJ Roubinet, Michelle Day, Richard Roginski. No sign-in is required for those viewing online.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer or Inspirational Thought** – Council Member Judd offered an inspirational thought, quoting Joseph Campbell: “When we quit thinking primarily about ourselves and our own self-preservation, we undergo a truly heroic transformation of consciousness.” She reflected that many individuals in public service view their work as interconnected with others more like a family and that meaningful service isn’t about recognition but about doing what is right for the broader good. She expressed appreciation for the shared purpose among the Council and for the strength this mindset brings to the community.

**4. Communications and Disclosures from City Council and Mayor**

Council Member Yarbrough – None

Council Member Judd – None

Council Member Chatterton – None

Council Member Swenson – Reminded the Council and the public of the upcoming Chalk Arts Festival on September 16<sup>th</sup> hosted by the West Point Arts Council. Those participating with entries are able to start at 7 AM that morning, but the public’s help is needed after the deadline at 5 PM to vote on the entries. There will be music and food trucks and she invited all to come out and participate.

Council Member Lee – None

Mayor Vincent – None

**5. Communications from Staff**

Mr. Laws updated the Council regarding the City’s upcoming 9/11 Day of Service event. He explained that the City had purchased 30 large trees from J&J Nursery for planting this year. Unlike the previous year, when many smaller trees were planted quickly, this year’s trees are larger and will require more effort, tools, and volunteers. The holes will need to be dug and prepared on site, and Public Works staff will help ensure proper depth and placement. He stated that volunteers should meet at 8:30 AM near the splash

pad/north parking lot, where the City will give a brief planting demonstration before groups disperse into the park areas. He encouraged residents and Council Members to bring shovels, wheelbarrows, and gloves, emphasizing that tree planting improves the long-term beauty and shade of the park system.

Mr. Laws also announced several upcoming City events:

- Senior Lunch the following Tuesday, which will be the final lunch of the season held in the park before moving back to City Hall for the winter.
- Complete Cemetery Cleaning on October 2.
- Fall Festival on October 11.
- Fall Cleanup dumpsters at the park on October 24–25.

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

No comments.

#### **7. Youth Council Update**

No update was provided at this time.

#### **8. Consideration of Approval of the Minutes from the June 17<sup>th</sup>, 2025 City Council Meeting**

Council Member Lee motioned to approve the minutes

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **9. Consideration of Approval of the Minutes from the June 23<sup>rd</sup>, 2025 City Council Meeting**

Council Member Chatterton motioned to approve the minutes

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **10. Consideration of Approval of the Minutes from the July 1<sup>st</sup>, 2025 City Council Meeting**

Council Member Judd motioned to approve the minutes

Council Member Chatterton seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

#### **11. Consideration of Resolution No. 09-02-2025A, Approving UDOT's Purchase of an Easement on City Property for the West Davis Highway – Mr. Boyd Davis**

Mr. Davis stated that this item was discussed earlier in tonight's Administrative Session and briefly summarized that UDOT is purchasing a perpetual easement on City-owned property just north of the future Public Works building to relocate the Hooper Irrigation Canal. The final negotiated amount is \$8,500.

Staff recommends approval of the easement and the Council had no further discussion.

Council Member Chatterton motioned to approve Resolution No. 09-02-2025A

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**12. Consideration of Resolution No. 09-02-2025B, Approving Agreements with UDOT for the West Davis Highway – Mr. Boyd Davis**

Mr. Davis stated that this resolution relates to multiple cooperative agreements with UDOT required for the West Davis Highway project within West Point. He reminded the Council that the agreements had been reviewed in detail at the prior City Council meeting and that the intent tonight was to formally approve those that were ready to proceed.

Mr. Davis explained that there were originally five agreements contemplated with UDOT, but that the drainage agreement is not yet complete and would need to come back to the Council at a future meeting once UDOT finishes its review. He apologized that this one could not be finalized in time for this meeting and noted that staff would bring it forward as soon as it is ready. In the meantime, the City is able to move ahead on the remaining four agreements.

He then summarized the four agreements that are ready for approval:

- A park-and-ride lot agreement
- A trail agreement
- A utilities agreement
- A lighting agreement

He reminded the Council that at the last meeting there were two specific questions about these agreements. The first question related to monument sign lighting and whether such lighting would be covered under the lighting agreement. Mr. Davis reported that UDOT had since revised the document to explicitly include the monument lighting, and that this concern had now been resolved and incorporated into the final version before the Council.

The second question dealt with the trail agreement, particularly why a segment of trail north of 1800 North was not included. Mr. Davis stated that UDOT had clarified their position: everything north of 1800 North will be included in a separate future agreement. The trail agreement being considered tonight covers only the portion of trail that corresponds to the current construction limits of the West Davis Highway project within West Point, which runs from 700 South to 1800 North. He emphasized that this is consistent with how UDOT phases large corridor projects and that the future trail segment will still be addressed once UDOT is ready to proceed with the northern section.

Mr. Davis noted that staff has reviewed all four agreements, confirmed that the requested changes were made, and recommends approval of the resolution authorizing the Mayor to sign the four agreements.

The Council had no further questions or discussions.

Council Member Yarbrough motioned to approve Resolution No. 09-02-2025B

Council Member Lee seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**13. Consideration of Resolution No. 09-02-2025C, Approving a Funding Agreement with Davis County for the Storm Drain and Transportation Infrastructure Studies in Annexation Area – Mr. Boyd Davis**

Mr. Davis recommended that this item be tabled for a future meeting because Davis County had not yet provided review comments on the agreement. He noted there were no known concerns that have been expressed, but just simply a delay in response from the County. He intended to follow-up with in order to have the agreement ready for approval by the next meeting.

Council Member Chatterton motioned to table approval of the funding agreement until Davis County has confirmed that they have reviewed the agreement and it is ready to be brought back for approval.

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**14. Consideration of Resolution No. 09-02-2025D, Approving a Contract with JUB Engineers for the 300 N Road Project – Mr. Boyd Davis**

Mr. Davis explained that this resolution authorizes West Point City to enter into a contract with JUB Engineers for the full design and engineering services associated with the 300 North Road Project. He thanked representatives Bryce Wilcox and Derek Moss from JUB for attending the meeting and being available for questions.

Mr. Davis reiterated that the City received multiple proposals for the engineering work but ultimately selected JUB after completing a formal qualifications-based evaluation process required under City procurement policy. He emphasized that JUB was the top-ranked firm based on experience, understanding of the project, and the strength of their proposed team, and that the City believes they are the best partner for a project of this size and complexity.

He then reviewed the proposed contract amount of \$799,900, noting that it is “\$100 shy of \$800,000.” Mr. Davis explained that although the amount may appear large at first glance, the entire contract will be funded through Davis County grant funds that the City previously secured specifically for this project. He clarified that, even when funded by an external grant, the City is still required to follow procurement rules and obtain City Council approval for expenditures of this magnitude.

Council Member Yarbrough asked about potential change orders, recognizing that a project of this size and complexity often encounters modifications as design work progresses. He wanted to understand whether change orders would increase the contract amount or if they were already accounted for in the project budget. Mr. Davis responded that if there are change orders that expand the project scope beyond what is included in the contract, those would require an amended contract and additional approval. However, he explained that the City has already set aside a contingency within the overall budget specifically to handle such adjustments, so the project should be financially prepared for that possibility.

Mr. Laws added further clarification regarding the City’s purchasing policy. He stated that the City Manager is authorized to approve cumulative change orders up to 20% of the contract amount without returning to the Council. If cumulative changes exceed that threshold, the amended contract must be brought back to the Council for additional approval. The Council discussed this briefly, confirming that the process provides a balance between efficiency in approving minor adjustments and ensuring continued Council oversight for major changes. The Mayor noted that, overall, the project budget is structured to cover both the engineering contract and any anticipated change orders, and that the contract represents a major step forward for the long-planned expansion of 300 North.

The Council stated that they look forward to working with JUB on this project and had no further questions or comments.

Council Member Yarbrough motioned to approve Resolution No. 09-02-2025D

Council Member Swenson seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**15. Consideration of Ordinance No. 09-02-2025A, Amending WPCC Section 10.05.050 to Amend Winter Parking Restrictions – Mrs. Bryn MacDonald**

Mrs. MacDonald presented the ordinance amending the dates of the City’s winter parking restriction. The current restriction begins November 1, but staff proposes shifting the start date to November 15, while maintaining the end date of March 1. She noted this aligns better with typical early-season snow patterns.

The Council has discussed the amendments in previous meetings and agreed with the changes. No further comments or concerns were expressed.

Council Member Lee motioned to approve Ordinance No. 09-02-2025A

Council Member Swenson 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

**16. Consideration of Approval of Payment to Capital Reef Management for Horizon Jr. High Park Improvements – Mr. Boyd Davis**

Mr. Davis provided an overview of the invoice from Capital Reef Management (parent company of Ovation Homes), explaining that Ovation constructed the roadway improvements along the south side of the new junior high and requested that West Point City pay its share of the improvements in the amount of \$50,000. He clarified that although the City does not yet legally own the adjacent 10-acre future-park parcel, the ownership transfer is nearly finalized. The school district is in the process of preparing the legal parcel separation, and both entities have agreed on price and acreage.

Mr. Laws further explained that the invoice is over two years old because the City deferred payment until it was more certain the land purchase would proceed. He noted that if, for some unexpected reason, the property transfer did not occur, the City would likely need to request reimbursement from the school district. However, he and the Mayor stressed that the risk of non-acquisition is extremely low and that this payment is included in the City’s bond funding.

Council Member Yarbrough motioned to approve a payment of \$50,000

Council Member Judd seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

**17. 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