

Lake Point City Council Business Meeting Minutes

Date: Wednesday, July 22, 2026

Place: Lake Point Fire Station 1528 Sunset Rd Lake Point, UT 84074

Time: 6:00 PM

1. Opening Formalities

- A. Call to Order- 6:03 pm
- B. Prayer- Ryan Zumwalt
- C. Pledge of Allegiance- Lori Chigbrow
- D. Presiding Officer- Ryan Zumwalt
- E. Attendance Roll Call-

Lake Point Council & Staff (C=Council)	Public	Public
Kathleen VonHatten (Chair) Absent	Doyle Garrard	
Kirk Pearson (Vice Chair) online	Bryce Bradfield	
Kirk Trimble (C.) arrived at 6:11 pm		
Ryan Zumwalt (C.)		
Lori Chigbrow (C.)		
Jamie Olson (RCDR)		
Jay Springer (Attorney)		

2. Legal Training/Clarification-

- A. City Attorney Jay Springer reported there were no legal training or clarification items for the meeting.

3. Staff Updates

- A. City Recorder Jamie Olson reported she had no staff updates. Council members did not have any questions for staff.

4. Public Comment

- A. No members of the public were present to provide public comment.

5. Approve the Minutes (3:30 recording)

- A. Minutes 07.08.2026
- B. Motion- Pearson to approve the minutes 07.08.2026. Lori 2nd
 - i) Motion passed unanimously

6. Reports/Presentations (4:05 recording)

- A. Treasurer Report/Budget Summary
 - i) City Recorder Jamie Olson informed the Council that Treasurer Doyle Garrard had distributed the monthly Treasurer Report to the Council prior to the meeting. Council members were encouraged to contact the Treasurer directly with any questions regarding the report.
 - ii) Treasurer Doyle Garrard joined the meeting and provided a brief overview of the month's financial activity. He reported that several significant payments had been processed during the reporting period, including dispatch services, insurance premiums through the Utah Local Governments Trust, Civic Review expenses, and reimbursements associated with the America 250 celebration. He advised that all expenditures were reflected in the detailed financial report previously distributed to the Council. No questions were raised by the Council.
 - iii) (Council moved to Agenda Item 7.A)
- B. Emergency Management Report

- i) The Emergency Management Report was postponed due to the Emergency Manager's excused absence.
- C. Quarterly Detailed Budget Report
 - i) The quarterly report will be postponed until next meeting.
 - ii) (Council returned to the Treasurer Report since the treasurer had arrived at the meeting 8:18 recording)

7. Action/Business Items

- A. Ordinance Wireless Telecommunication Facility (9:35 recording)
 - i) City Recorder Jamie Olson presented the proposed Wireless Telecommunications Facilities Ordinance, explaining that the Planning Commission had recommended the ordinance for Council consideration following several months of review and revisions. She stated the ordinance was developed after a telecommunications provider expressed interest in locating a cellular facility within Lake Point, and the City's existing code did not specifically address wireless telecommunications facilities. The proposed ordinance established zoning standards, application requirements, design criteria, and review procedures for future wireless telecommunications facilities.
 - ii) City Recorder Jamie Olson and Attorney Springer explained that the ordinance was initially modeled after Tooele County's regulations but had been modified to reflect Lake Point's zoning districts, remove references to conditional use permits, and incorporate provisions addressing franchise agreements, public property, and other city-specific considerations. He also reviewed the legal considerations related to telecommunications taxes, franchise agreements, and the City's ability to regulate facilities located on private and public property.
 - iii) The Council conducted an extensive review of the proposed ordinance and discussed several policy considerations and drafting revisions. Topics of discussion included:
 - 1) Appropriate locations for wireless telecommunications facilities within the City's zoning districts.
 - 2) Whether roof-mounted and wall-mounted facilities should be permitted in or restricted from residential areas.
 - 3) Regulations governing monopoles, lattice towers, and stealth facilities.
 - 4) Appropriate setbacks, height limitations, and incentives for stealth facility design.
 - 5) The importance of encouraging co-location of wireless providers to minimize the number of new towers.
 - 6) Application of the ordinance to public, quasi-public, commercial, and residential properties.
 - 7) Clarification of terminology, zoning references, formatting, numbering, and internal cross-references throughout the ordinance.
 - iv) During discussion, Council Members expressed differing viewpoints regarding the extent to which wireless facilities should be permitted within residential areas. Several members supported limiting telecommunications infrastructure to commercial or public-oriented locations whenever feasible to preserve neighborhood character, while others questioned whether certain smaller facilities should be considered if they were comparable in appearance to existing residential equipment. Council also discussed balancing community aesthetics, future technological needs, and improved cellular service while providing sufficient incentives for applicants to utilize stealth designs and co-location opportunities.
 - v) Throughout the review, City staff and the City Attorney incorporated Council-directed revisions into the working draft, including technical corrections, consistency changes, clarification of zoning provisions, and revisions intended to improve the ordinance's administration and enforceability. Council reached general consensus on the proposed revisions before considering adoption.

- vi) Motion- Ryan to approve, as amended and discussed tonight, with the grammatical cleanup and the consistency for the zoning, the consistency for the order of the structure of the ordinance for the wireless telecommunication facility ordinance. Lori 2nd
 - 1) (Roll Call Vote-[Trimble-Nay] [Ryan-Yea] [Lori-Yea] [Kathleen-Absent] [Pearson-Yea]
 - (a) Motion passed 3 to 1 with those present
- B. Ordinance Amend Non-Residential Site Plan Standards and Procedures (1:59:16 recording)
 - i) City Recorder Jamie Olson presented the proposed amendments to the Non-Residential Site Plan Standards and Procedures Ordinance. She explained that the amendments were developed following legal review and were intended to improve organization, clarify administrative procedures, ensure compliance with current Utah law, and distinguish non-residential site plan requirements from residential review processes. Council requested a comparison between the existing ordinance and the proposed amendments, and staff displayed a redlined version of the ordinance for discussion.
 - ii) City Attorney Jay Springer explained that one of the primary purposes of the amendments was to correct provisions that were inconsistent with state law regarding land use appeal procedures. He discussed the need for a designated Land Use Appeal Authority and explained the legal distinction between legislative policy decisions and administrative land use decisions. He also reviewed proposed revisions intended to improve consistency in legal drafting, simplify procedures, clarify applicant responsibilities, and remove obsolete or redundant language.
 - iii) The Council conducted a detailed review of the proposed amendments and discussed numerous policy considerations. Discussion included:
 - 1) Clarifying the ordinance's application exclusively to non-residential development.
 - 2) Updating terminology throughout the ordinance to improve consistency with Utah land use statutes.
 - 3) Clarifying Development Review Team responsibilities and application requirements.
 - 4) Simplifying formatting, organization, and drafting throughout the ordinance.
 - 5) Applicant responsibilities for obtaining approvals from outside agencies.
 - 6) Administrative processing of minor site plan amendments versus amendments requiring additional review.
 - 7) Documentation requirements and maintaining complete administrative records.
 - iv) A significant portion of the discussion focused on the appropriate Land Use Authority and Land Use Appeal Authority. Council members discussed the advantages and disadvantages of retaining City Council approval of administrative site plans, utilizing the Planning Commission as the primary reviewing body, or establishing an independent hearing officer to serve as the Land Use Appeal Authority. Council members expressed differing viewpoints regarding maintaining elected oversight of development decisions while also recognizing the legal limitations placed on administrative approvals that satisfy all ordinance requirements. The City Attorney explained that administrative decisions differ from legislative decisions and that the appeal process should provide an independent review consistent with state law.
 - v) Council also discussed providing additional guidance distinguishing major and minor site plan amendments. Members requested clearer criteria identifying which modifications could be administratively approved and which would require additional review, with several examples discussed to illustrate the distinction. Staff was directed to develop additional language and examples for future consideration.
 - vi) Following discussion, Council reached consensus that additional revisions should be incorporated before considering adoption. Staff was directed to continue refining the ordinance, including the proposed appeal authority structure, criteria for minor amendments, and other revisions identified during Council's review.
 - vii) Motion- Trimble to table this, the site plan ordinance adoption for a future meeting, with discussed notes and corrections to be presented at the future meeting.

- viii) Motion Amend- Trimble amended motion to bringing this ordinance back with discussed changes at the next subsequent council meeting. Lori 2nd

1) Motion passed unanimously by those present

8. Discussion Items (No Vote)

A. Procurement Policy (3:02:18 recording)

- i) City Attorney Jay Springer presented the draft Procurement Ordinance, explaining that the proposed revisions substantially reorganized the City's existing code by separating procurement procedures from financial administration. He stated that the existing chapter had become difficult to interpret because procurement requirements and financial administration provisions were intermingled. The proposed ordinance was intended to improve clarity, modernize procurement procedures, simplify administrative processes, and establish clearer authority, responsibilities, and procurement thresholds while maintaining existing reporting requirements.
- ii) Mr. Springer reviewed the proposed procurement framework, including definitions, purchasing thresholds, competitive procurement methods, delegation of purchasing authority, disclosure requirements, approved vendor lists, sole-source procurement, professional services, contract change orders, contract renewals, and exceptions to standard procurement procedures. He explained that several monetary thresholds included in the draft were placeholders intended to facilitate Council discussion and direction before final adoption.
- iii) Council discussed the proposed purchasing thresholds, procurement methods, and delegated purchasing authority. Members reviewed the distinctions between Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs), along with their appropriate use for various procurement types. Discussion also addressed professional service contracts, approved vendor lists, interlocal agreements, contract amendments, and periodic contract review requirements.
- iv) Council members also discussed provisions intended to clarify procurement involving elected officials or individuals closely associated with the City. The discussion focused on ensuring appropriate safeguards while recognizing that smaller, non-substantial contracts may present different considerations than larger procurements requiring formal competitive processes.
- v) A significant portion of the discussion focused on separating procurement regulations from the City's financial administration policies. Council members agreed that the procurement provisions were sufficiently developed to continue moving forward, while the financial administration chapter would benefit from additional review and refinement before adoption. Staff and legal counsel discussed restructuring the ordinance to preserve the City's existing financial administration provisions until a comprehensive revision could be completed.
- vi) Council provided direction for staff and legal counsel to continue refining the Procurement Ordinance, including separating the procurement and financial administration chapters, incorporating Council feedback regarding purchasing thresholds and procurement procedures, and returning the revised draft for future consideration.

9. Council Updates

A. Committee Updates (3:34:50 recording)

- i) Council discussed the status of ongoing committee assignments. Councilmember Trimble noted that the Enforcement Committee had lost momentum and emphasized the need to resume regular meetings to continue work on the City's enforcement ordinance. Councilmembers discussed coordinating schedules with the City Attorney to reestablish recurring committee meetings.

B. Kirk Pearson

- i) No updates

C. Lori Chigbrow

- i) No updates

D. Kathleen VonHatten

- i) Absent

- E. Kirk Trimble
 - i) No updates
- F. Ryan Zumwalt
 - i) No updates

10. Public Comment

- A. Motion- Ryan to open public comment. Trimble 2nd
 - i) Motion passed unanimously
- B. Bryce Bradfeild (3:36:35 recording)
 - i) Bryce Bradfield addressed the Council regarding an ongoing property tax district issue affecting his property and several neighboring parcels. He explained that, following Lake Point City's incorporation, tax district boundaries were established in a manner that divided multiple residential properties, resulting in separate tax notices, impacts to escrow accounts, and complications affecting property ownership and marketability. Mr. Bradfield expressed frustration that the matter had remained unresolved despite previous discussions and requested that the City help facilitate a resolution.
 - ii) Council discussed the matter and acknowledged that the issue appears to involve county tax district boundaries established following incorporation. Council members expressed a desire to better understand the responsibilities of the City, Tooele County, and Lake Point Cemetery and Parks District before determining any further action. Council members discussed gathering additional information from the County Recorder and Assessor to determine whether any City action is required and to provide affected property owners with a clear understanding of the applicable process and responsible agency. No formal action was taken.
- C. Motion-Trimble to close public comment. Lori 2nd
 - i) Motion passed unanimously

11. Closed Session- if needed for purposes listed under Utah Code 52-4-205

- A. Not needed

12. Adjournment- 9:53 pm

Note- The minutes may include a summary of what was discussed and are not intended to be verbatim. All public meetings have an audio recording, time stamps are included in the minutes to help the public find where certain topics were discussed. Please see the audio recording of this meeting for a full audio record of the meeting.

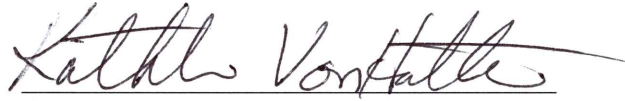
Note- Additional information concerning meetings including but not limited to agendas, minutes, recordings, written/typed public comment, other distributed materials, ordinances, resolutions, public notices, and how to sign up for notifications on the Public Notification Website, can be found at <https://lakepoint.gov> under Departments-Recorder.

Note- Any "For the Record" statements included in these minutes represent the individual Council Members who made them. They do not reflect official findings or the position of the city unless adopted by majority vote.

Note – These minutes may have been prepared using AI tools (ChatGPT and Otter.ai); all facts have been reviewed and verified.

Note- This meeting may have included public comment that was written and given to the City Recorder for the record. To find the complete record please visit lakepoint.gov Departments-Recorder-Downloaded Forms- Meeting Minutes.

PASSED AND APPROVED by the Council this 12th day of Aug, 2026



Chair

ATTEST:


Jamie Olson, City Recorder