



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY PLANNING COMMISSION MEETING MINUTES

AUGUST 27, 2026

WORK SESSION 6:00 PM

Planning Commission Present: Chairperson PJ Roubinet, Vice-Chair Rochelle Farnsworth, Commissioner Joe Taylor, Commissioner Adam King, Commissioner Spencer Wade, and Commissioner Kyle Norton

Planning Commission Excused: Commissioner Ryan Hymas

City Staff Present: Boyd Davis, City Engineer; Bryn MacDonald, Community Development Director; Troy Moyes, City Planner; Katie Hansen, Deputy City Recorder

Visitors: None

1. Review of agenda items

Troy Moyes reviewed the proposed amendment to remove the requirement that residential driveways be located at least 20 feet from an intersection. He explained that driveway distances would instead be governed by the Public Works standards, which could be amended by resolution.

Boyd Davis stated that the current Public Works standard was 50 feet but acknowledged that it could not be met on some lots that were only 50 feet wide. Commissioner Roubinet asked whether corner lots could simply be required to be wider. Boyd Davis confirmed that wider corner lots could be required through development agreements for future R-4 developments, but noted that adjustments were needed for developments that had already been approved.

Commissioner Roubinet also asked whether the Public Works standards varied based on roadway classification, allowing shorter distances on lower-traffic internal streets. Boyd Davis confirmed that the standards already accounted for road type. Troy Moyes noted that the Commission had previously discussed these standards when considering driveways along collector streets.

Commissioner Taylor asked whether removing the requirement from this section would still provide a reference to the Public Works standards. Troy Moyes confirmed that the subdivision section already referenced those standards and explained that the existing 20-foot requirement was located in the parking section.

2. Discussion of a site plan application for Heritage Trails South (Nilson Homes)

Troy Moyes introduced the Heritage Trail South subdivision, which had submitted applications for preliminary and site plan review. He explained that the development included two parcels previously rezoned separately under different R-4 standards. The Mike Hatch property was

governed by the former R-4 zone, which allowed townhomes and up to eight units per acre, while the Weaver property was governed by the new R-4 zone, which did not allow townhomes and permitted up to six units per acre. The proposed development included 71 units on approximately 13 acres, for an overall density of 5.43 units per acre.

Troy Moyes reviewed the proposed phasing and stated that Phase 1 would connect to a stub street from the Salt Grass Townhomes development, followed by Phase 2. Commissioner Roubinet noted that the overall density was lower than previously proposed, and Bryn MacDonald confirmed that the earlier Hatch proposal had consisted entirely of townhomes.

Troy Moyes stated that staff was continuing to review and refine the plans with the applicant before bringing the preliminary plan to the Commission for action. He emphasized that staff would evaluate each parcel according to its applicable R-4 zoning standards and density requirements.

3. Discussion of proposed updates to the code regarding Accessory Dwelling Units

Troy Moyes reviewed the City's three types of accessory dwelling units (ADUs): internal, attached, and detached. He explained that an internal ADU was located within the existing footprint of a home, while an attached ADU involved an addition outside the original footprint. Commissioner Roubinet asked how an addition might be classified later if it were converted to an ADU, and Troy Moyes acknowledged that the distinction could become a gray area.

Troy Moyes then reviewed recent state changes requiring detached ADUs to be treated as permitted uses in qualifying single-family residential areas rather than conditional uses. He clarified that ADUs would still be required to meet City standards and complete the application and review process, but detached ADUs would no longer come before the Planning Commission for approval.

The Commission discussed several existing ADU standards, including size limits, minimum lot sizes, the 150-foot distance from the road, and ADUs above garages. Troy Moyes noted that current detached ADU size limits were 650 square feet on lots smaller than 12,000 square feet and 800 square feet on larger lots, which had proven restrictive for some applicants. He also questioned whether the City should continue requiring minimum lot sizes for internal and attached ADUs, particularly where smaller lots could still provide adequate off-street parking.

Troy Moyes explained that detached ADUs were also subject to accessory building standards limiting structures to 10% of the lot area. As an example, a detached ADU on a 5,000-square-foot lot could be no larger than 500 square feet. Commissioners Wade and Norton discussed whether that size could still accommodate the basic living areas required for an ADU.

Commissioner Wade also asked whether detached ADUs were subject to building standards. Troy Moyes confirmed that all habitable structures were required to meet applicable building codes and inspections. Commissioner Roubinet asked about access and parking for detached ADUs on narrow lots. Boyd Davis clarified that a driveway did not have to extend to the ADU itself, provided the required parking was available elsewhere on the property.

Troy Moyes stated that staff was still researching fire access requirements for ADUs located more than 150 feet from the road. Boyd Davis explained that an ADU located farther back on a large property could require additional fire protection, such as extending a water line and installing a fire hydrant, with the cost being the property owner's responsibility.

Commissioner Roubinet raised concerns about the potential impact of increased ADUs on city water and sewer capacity. Boyd Davis acknowledged that widespread ADU development could eventually strain infrastructure but stated that the City had not experienced enough ADU growth for it to currently be a concern. He explained that the City would need to monitor the issue and noted that some ADU impact fees had been waived as part of the City's moderate-income housing plan. Troy Moyes added that only one ADU was permitted per lot and that many West Point homes could already accommodate internal ADUs.

Commissioners discussed how ADUs could become more common in new developments and the importance of establishing appropriate size and development standards. Commissioner Roubinet supported using consistent setback, size, and lot-percentage requirements for detached ADUs and accessory buildings and expressed concern that developers could use ADUs to effectively increase subdivision density. Bryn MacDonald noted that ADUs had been offered in the West Field subdivision but only a limited number had been constructed.

The Commission also discussed ensuring ADUs remained subordinate to the primary residence. Troy Moyes noted that size limitations helped accomplish this, while Commissioner King questioned how ADUs included in the original construction of a home would be classified. Troy Moyes stated that this was an issue staff may need to further evaluate. Bryn MacDonald confirmed that state code allowed the City to require an ADU to match the primary residence, but the City could not regulate what the primary resident can look like. Commissioner Norton also raised questions regarding height restrictions and ADUs above garages, which Troy Moyes stated would need to be discussed at another meeting due to the limited time remaining in the work session.

4. Discussion of proposed updates to the Sign Code

Bryn MacDonald continued reviewing proposed sign code revisions, explaining that the changes primarily reorganized and clarified existing regulations. She presented a new temporary sign table identifying permitted sign types, locations, sizes, and duration. Proposed yard sign standards would allow signs in all zones with size and height restrictions, one per frontage, and a 90-day limit. Commissioner Norton questioned whether 90 days would be sufficient for real estate signs, and Bryn MacDonald stated that the timeframe could be reconsidered.

The Commission discussed window signs and whether they should be considered temporary or permanent. Bryn MacDonald suggested removing them from the temporary sign category and regulating them based on the percentage of window coverage. The current code allowed 30% coverage, but Commissioners generally questioned whether that limit was necessary. Commissioner Wade supported allowing greater coverage while avoiding completely covered windows. Bryn MacDonald stated that she would provide examples showing different coverage percentages for further discussion.

Bryn MacDonald also reviewed construction signs, banners, and A-frame signs. Construction signs would be allowed during active construction and removed afterward. Banners would be limited to commercial zones, one per tenant, for up to 30 days four times per year. A-frame signs would also be allowed in commercial areas during business hours but could not impede pedestrian travel. Bryn MacDonald noted that political signs would follow state requirements, including a new provision allowing them within the park strip.

5. Other items

There were no other items discussed as time had expired during the work session.



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WEST POINT CITY PLANNING COMMISSION MEETING MINUTES

AUGUST 27, 2026

GENERAL SESSION 7:00 PM

Planning Commission Present: Chairperson PJ Roubinet, Vice-Chair Rochelle Farnsworth, Commissioner Joe Taylor, Commissioner Adam King, Commissioner Spencer Wade, and Commissioner Kyle Norton

Planning Commission Excused: Commissioner Ryan Hymas

City Staff Present: Bryn MacDonald, Community Development Director; Troy Moyes, City Planner; Katie Hansen, Deputy City Recorder

Visitors: None

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer** – Commissioner King
4. **Disclosures from Planning Commissioners**
There were no disclosures from the Planning Commissioners.

5. **Public Comments**
There were no public comments.

6. **Approval of minutes from the June 11, 2026, and July 9, 2026 Planning Commission meeting**
Commissioner King motioned to approve the minutes from the June 11, 2026, Planning Commission meeting. Commissioner Taylor seconded the motion. All voted aye.

Commissioner Taylor motioned to approve the minutes from the July 9, 2026, Planning Commission meeting. Commissioner Norton seconded the motion. All voted aye.

7. **Discussion and consideration of a text change to West Point City Code section 17.100.020 regarding the distance of residential driveways from corner intersections**
Troy Moyes stated West Point City Code Section 17.100.020(C)(3) requires residential driveways to be located at least 20 feet from a corner, measured along the property lines. The City's Public Works standards require a greater separation between residential driveways and street intersections. Having different standards in the zoning code and Public Works standards creates a conflict. The

proposed amendment would remove the 20-foot requirement from the zoning code. Residential driveway locations would continue to be reviewed under the applicable Public Works standards.

a. Public hearing

There were no comments

Commissioner King motioned to close the public hearing

Commissioner Norton seconded the motion

All voted aye.

b. Action

This item was discussed during the work session and the Planning Commissioners had not additional questions or comments.

Commissioner King motioned to recommend approval of the amendments to West Point City Code Section 17.100.020(C), removing Subsection (C)(3) regarding residential driveway locations near corner intersections, as presented, and forward the matter to the City Council for final consideration. Commissioner Wade seconded the motion.

Commissioner Norton – Aye

Commissioner Taylor – Aye

Commissioner Farnsworth – Aye

Commissioner Wade – Aye

Commissioning King – Aye

Commissioner Roubinet – Aye

8. Staff Update

Katie Hansen briefly reviewed the upcoming Utah League of Cities and Towns Annual Convention, scheduled for October 27 and 28, 2026, at the Salt Palace Convention Center. She noted that Partners in Planning Day would be held Wednesday, October 28, and recommended that Commissioners check their schedules and come prepared to the next meeting to indicate whether they would be able to attend. Commissioners Roubinet and King stated they would be unable to attend.

9. Planning Commission Comments

Commissioner King thanked the staff.

Commissioner Taylor had no comment.

Commissioner Farnsworth had no comment.

Commissioner Norton had no comment.

Commissioner Wade had no comment.

Commissioner Roubinet thanked the staff.

10. Adjournment

Commissioner King motioned to adjourn the meeting at 7:12 p.m. Commissioner Roubinet seconded the motion. All voted aye.



Chairperson – PJ Roubinet



Deputy City Recorder– Katie Hansen