



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY PLANNING COMMISSION MEETING MINUTES

SEPTEMBER 10, 2026

WORK SESSION 6:00 PM

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

Planning Commission Excused: None

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

Visitors: Chris Walsh, Jennifer Struhs, Tim Gooch, Mark Montgomery, Mary Montgomery, and Cam Preston

1. Discussion of proposed changes to Accessory Dwelling Units

Troy Moyes introduced the discussion regarding proposed changes to the City's accessory dwelling unit (ADU) regulations. He explained that recent changes to state law required cities to allow detached ADUs as a permitted use rather than a conditional use. Because the City needed to update its code to comply with that change, staff also wanted to review other ADU regulations that had created difficulties for residents. Troy Moyes explained that an ADU was a secondary independent dwelling unit located on the same lot as a single-family home and did not create a separate lot.

Troy Moyes first reviewed the proposed criteria for determining the allowable size of an ADU. The first criterion would limit an ADU to 50 percent of the habitable area of the primary dwelling, excluding areas such as garages, to ensure the ADU remained subordinate to the primary residence.

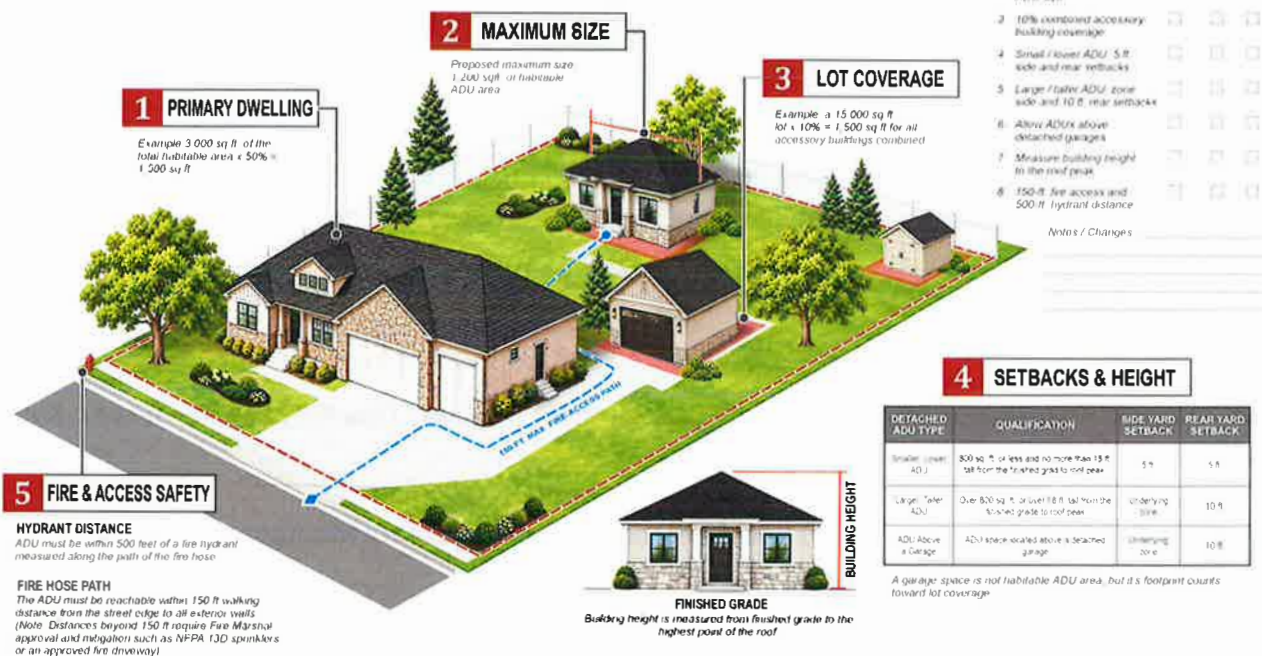
The second criterion addressed maximum size. The existing code allowed an 800-square-foot ADU on lots greater than 12,000 square feet and a 650-square-foot ADU on lots between 10,000 and 12,000 square feet, while lots smaller than 10,000 square feet could not have an ADU. Staff proposed increasing the maximum ADU size to 1,200 square feet, noting that the existing limits had been restrictive for residents interested in providing housing for parents or other family members.

The third criterion addressed lot coverage. Troy Moyes explained that accessory buildings could not occupy more than 10 percent of the total lot area and that a detached ADU would count toward that allowance along with other accessory buildings, such as garages and sheds. Commissioners discussed how the 10-percent limitation could restrict additional accessory buildings on smaller lots. Commissioner Roubinet noted that allowing ADUs above garages could help address lot coverage by allowing property owners to build upward rather than increase the building footprint.

Commissioners generally supported continuing to treat ADUs consistently with other accessory buildings.

DETACHED ADU STANDARDS DISCUSSION

West Point City Planning Commission
For Discussion Only



The Commission briefly discussed the three types of ADUs: internal, attached, and detached. Troy Moyes explained that the discussion primarily concerned detached ADUs, although the maximum size requirements for attached ADUs might also need to be revised for consistency. Internal ADUs were not limited in size as long as they remained within the footprint of the primary dwelling. Commissioners discussed situations where additions to a home could later be converted into internal ADUs and acknowledged that there were circumstances where the distinction between attached and internal ADUs could become less clear.

Troy Moyes next reviewed setbacks and height requirements. He explained that smaller detached ADUs of 800 square feet or less and no taller than 18 feet could potentially follow accessory-building standards with five-foot side and rear setbacks. Larger or taller ADUs would be required to meet the side-yard setback of the underlying zoning district and maintain a 10-foot rear setback. ADUs constructed above garages would follow the larger setback requirements and applicable accessory-building height standards. Troy Moyes noted that building code requirements, including fire-rated construction in some circumstances, would still apply when structures were located close to property lines.

The discussion then moved to fire and emergency access. The existing code required an ADU to be within 500 feet of a hydrant and within 150 feet of the road. Troy Moyes stated that the 150-foot requirement had been a common limitation because many residents wanted to locate detached ADUs farther back on their properties. He explained that his review of the fire code indicated that an ADU could potentially be located beyond 150 feet if additional requirements approved by the Fire Marshal were met, which could include sprinklers, an approved access road, or a closer

hydrant. Rather than prohibiting ADUs beyond 150 feet, staff discussed allowing additional distance when Fire Marshal requirements were satisfied.

Commissioner Hymas raised concerns about the cumulative effect of ADUs on neighborhood access and emergency response, particularly if numerous homes within a subdivision added additional dwelling units and vehicles. Commissioners discussed whether fire access requirements were based on lots or dwelling units and how additional ADUs could affect neighborhoods with limited access points. The discussion also expanded to potential impacts on infrastructure. Commissioner Roubinet referenced a previous discussion with the City Engineer regarding water and other infrastructure and noted that internal ADUs could already create similar impacts. No additional requirement was established as part of that discussion.

Troy Moyes then returned to the discussion checklist to determine where the Commission had general agreement. Commissioners supported limiting ADUs to 50 percent of the primary dwelling. The Commission then discussed the proposed 1,200-square-foot maximum in greater detail. Commissioners considered whether 1,200 square feet was appropriate, whether a larger maximum should be allowed, and whether two-story ADUs should be permitted. Commissioner Hymas questioned why an ADU could be constructed above a garage but a separate two-story ADU might not be allowed if both complied with the 50-percent and lot coverage requirements. Commissioner Wade suggested considering a maximum footprint rather than total living area. Commissioner Farnsworth supported maintaining a maximum size, stating that an ADU should remain accessory to the primary residence rather than become another full-sized home. She noted that residents previously considering ADUs for parents had indicated approximately 1,100 square feet would have been adequate and that the existing 800-square-foot limit had been too restrictive. She expressed concern that allowing substantially larger ADUs could allow another full-sized residence to be constructed without going through the subdivision process and associated requirements. Other Commissioners discussed the relationship between ADUs, subdivision requirements, impact fees, and the fact that an ADU remained on the same lot and used the same utilities as the primary residence. Troy Moyes suggested setting the maximum-size question aside temporarily so the Commission could continue through the remaining criteria.

The Commission returned to the 10 percent lot coverage requirement. Commissioner Norton suggested increasing the allowance to 15 percent to provide additional flexibility, particularly on smaller lots where an owner might want both an ADU and a shop or other accessory building. Commissioner Roubinet preferred retaining 10 percent so that ADUs and other accessory buildings would continue to be treated consistently. Troy Moyes stated that staff had not generally encountered problems with the existing 10 percent requirement and that it could be reconsidered in the future if necessary. The Commissioners indicated they were comfortable retaining the 10-percent standard.

The Commission next returned to setbacks. Commissioners supported allowing five-foot side and rear setbacks for ADUs of 800 square feet or less and no taller than 18 feet, consistent with smaller accessory buildings. For larger ADUs, Commissioners supported requiring setbacks consistent with the underlying zoning district, along with the applicable rear setback.

The Commission then discussed ADUs above garages and generally supported allowing them, subject to the larger setback and height requirements. Commissioners discussed concerns about

taller structures overlooking neighboring properties but also noted that accessory buildings of similar heights could already be permitted. Staff clarified that existing garages that did not meet the applicable ADU setbacks could not simply be converted unless the ADU portion complied with the required setbacks. The Commission also agreed that height should continue to be measured from finished grade to the peak of the roof, consistent with the City's existing method.

The Commission returned to the 150-foot fire-access requirement. Troy Moyes stated that he would speak with the Fire Marshal regarding appropriate language and whether the City should retain the 150-foot standard while allowing exceptions when additional fire-safety requirements were met. Commissioner Farnsworth supported providing residents with the opportunity to exceed 150 feet if they worked with the Fire Marshal and obtained the necessary approval. Staff and the Commission discussed holding a public hearing at the next meeting to receive public input, while recognizing that additional discussion could continue afterward.

Commissioner Roubinet then asked about parking requirements. Staff stated that the current requirement was one additional off-street parking space for an ADU and that state law allowed the City to require two. Troy Moyes clarified that if an existing garage were converted into an ADU, the required parking provided by that garage would need to be replaced elsewhere on the property. Commissioner Norton also asked about short-term rentals, and Troy Moyes stated that the existing code prohibited ADUs from being rented for periods shorter than 30 days.

Commissioner Hymas clarified that he did not oppose the proposed 1,200-square-foot maximum but believed the relationship between two-story ADUs and ADUs above garages warranted further consideration. Commissioner Roubinet stated that having a single maximum size would be easier to administer, although the Commission could consider a different maximum for two-story units.

Troy Moyes noted that staff had a potential application involving an ADU of approximately 1,300 to 1,400 square feet. The applicant, Chris Walsh of Syracuse, questioned the need for a fixed 1,200-square-foot maximum. He stated that the 50-percent limitation and 10-percent lot coverage requirement already provided controls on ADU size and expressed concern about the difference between the regulations for internal and detached ADUs. Commissioner Farnsworth reiterated that a detached ADU should remain accessory to the primary residence and expressed concern that allowing substantially larger units could result in a second full-sized home rather than an accessory dwelling. Bryn MacDonald also noted that depending on the configuration of the primary residence, using only a 50-percent calculation could result in a detached ADU with a footprint similar to the primary home. The discussion concluded with the maximum ADU size remaining an issue for further consideration.

2. Discussion of proposed updates to the Sign Code

This item was not discussed.

3. Review of agenda items

Time expired in the session and this item was not discussed.

4. Other items

No other items were discussed.



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GENERAL SESSION 7:00 PM

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

Planning Commission Excused: None

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

Visitors: Jennifer Struhs, Tim Gooch, Mark Montgomery, Mary Montgomery, and Cam Preston

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 August 13, 2026, and August 27, 2026, Planning Commission meeting**

Commissioner King motioned to approve the minutes from the August 13, 2026, and August 27, 2026, Planning Commission meeting. Commissioner Farnsworth seconded the motion. All voted aye.

7. **Discussion and consideration of a preliminary plat for a subdivision with 37 single family lots located at approximately 4762 W 700 S; *Rulon Gardner, applicant***

The Planning Commission reviewed the preliminary plat for the West Sunset Ridge Subdivision, located near 4700 W and 700 S. RC Gardner Development proposed 37 single-family residential lots on approximately 17 acres in the R-1 zone, to be developed in three phases. Applicant Tim Gooch stated that the preliminary plat remained largely unchanged from previous discussions, with revisions made to address staff requirements. The phasing also remained unchanged but was color-coded for clarity, with 30 lots in Phase 1, five lots in Phase 2, and two lots in Phase 3.

Troy Moyes stated that staff and the City Engineer had reviewed and approved the revised plans. The subdivision had a density of 2.17 units per acre, all lots exceeded the 12,000-square-foot minimum, and lot depths met requirements. Phase 1 would require improvements along 700 S extending to 4500 W. Because of the proximity of the existing Montgomery home, the proposed road section was modified by eliminating the park strip, providing a six-foot sidewalk adjacent to the curb, and shifting the road south to create additional separation from the home. Cam Preston of Ensign Engineering explained that the modification provided approximately 15.9 feet from the home's roof overhang to the back of the sidewalk and just over 24 feet to the pavement while maintaining the standard pavement width.

Commissioner Wade asked about the setback for the existing home. Troy Moyes explained that the minimum setback was 25 feet, with a 40-foot setback from the arterial road, making the existing home nonconforming. Bryn MacDonald clarified that the home was existing and therefore allowed to remain as situated, and that the road had been designed to provide as much separation as possible. Commissioner Taylor asked about the City Engineer's September 1 letter, which did not recommend approval. Troy Moyes confirmed that all items identified in the letter had since been addressed in the revised plans.

There were no more comments or questions.

Commissioner Norton motioned to approve the preliminary plat for the West Sunset Ridge subdivision, located at approximately 4700 W 700 S, subject to completion of any remaining staff and engineering review comments prior to final plat approval. Commissioner Hymas seconded the motion. All voted aye.

8. Discussion and consideration of a preliminary plat for a subdivision with 18 single family lots located at approximately 4600 W 700 S; *Barry Carlisi, applicant*

The Planning Commission reviewed the preliminary plat for the Carlisi Subdivision, located near 4600 W and 700 S. Barry Carlisi proposed 18 single-family residential lots on approximately 8.10 acres in the R-1 zone. Cam Preston of Ensign Engineering represented the applicant and stated that all lots met R-1 standards.

Commissioner Roubinet asked about the relationship between the Carlisi and West Sunset Ridge subdivisions. Mr. Preston explained that they had separate developers but were dependent on one another because Carlisi needed access through West Sunset Ridge to connect to the existing North Davis sewer main. West Sunset Ridge would generally need to proceed first unless an easement and agreement were provided. Troy Moyes stated that the required agreement could be addressed before final approval.

Staff also discussed Lots 1 and 18, which would face 700 S while their driveways accessed the new internal road. Troy Moyes explained that an eight-foot landscape buffer was typically required along collector roads, but because the homes would face 700 S, the Planning Commission could allow the landscape buffer to be removed. Bryn MacDonald clarified that the buffer would include a fence, which would not make sense across the front of the homes. Commissioners discussed the proposed road and sidewalk configuration, driveway locations, and the transition from the modified section

near the Montgomery home back to the standard road section. The driveways for Lots 1 and 18 would be located far enough from the intersection to meet the 50-foot standard. Commissioners stated they had no concern with removing the landscape buffer and preferred the driveways accessing the internal road. Staff clarified that any approval to remove the landscape buffer from Lots 1 and 18 should be specifically included in the motion.

There were no more questions or comments.

Commissioner Taylor motioned to approve the preliminary plat for the Carlisi Subdivision, located at approximately 4600 W 700 S, subject to completion of any remaining staff and engineering review comments prior to final plat approval with the except to remove the landscape strip from lot 1 and lot 18. Commissioner King seconded the motion. All voted aye.

9. Staff Update

Bryn MacDonald stated that the driveway recommendation made by the Planning Commission at the previous meeting had been forwarded to the City Council. Troy Moyes encouraged the Commissioners to continue considering the proposed ADU changes and come prepared for further discussion at the next meeting, when a public hearing on ADUs would be held.

Commissioner Roubinet asked for an update regarding the Jay Fisher project. Troy Moyes stated that the item was currently being discussed by the City Council and would be brought back to the Planning Commission. He noted that discussions were ongoing.

Katie Hansen asked the Planning Commissioners to confirm who would be attending the Utah League of Cities and Towns Partners in Planning Day, which would be held on Wednesday, October 28, 2026 at the Salt Palace Convention Center.

10. Planning Commission Comments

Commissioner Wade stated he had no comment

Commissioner Hymas stated he had no comment.

Commissioner Farnsworth stated she had no comment.

Commissioner Taylor thanked the staff for their hard work.

Commissioner Norton stated he had no comment.

Commissioner King thanked the staff.

Commissioner Roubinet thanked Troy Moyes for his work and creating the ADU handout. He appreciated it and enjoyed the visual aid to help him make decisions better.

11. Adjournment

Commissioner King motioned to adjourn the meeting at 7:50 p.m. Commissioner Wade seconded the motion. All voted aye.



Chairperson – PJ Roubinet



Deputy City Recorder– Katie Hansen