



WEST POINT CITY COUNCIL NOTICE & AGENDA

West Point City Hall
3200 West 300 North
West Point City, UT 84015
February 16, 2016

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeff Turner
City Manager
Kyle Laws

ADMINISTRATIVE SESSION

6:00 pm (Board Room)

1. **Discussion of Personnel Policies & Procedures Revisions relating to the Hiring Process, Holiday Leave, and Employment Classifications** – Mr. Kyle Laws [page 5](#)
2. **Discussion of Lot 7 of The Point Development** – Mr. Kyle Laws [page 17](#)
3. **Discussion of the Mackay single lot subdivision** – Mr. Kyle Laws [page 25](#)
4. **Discussion of the Barneck single lot subdivision** – Mr. Kyle Laws [page 29](#)
5. **Discussion of Proclamation to become a Purple Heart City** – Kyle Laws [page 33](#)
6. **Citizen Comment Follow-up** – Mr. Kyle Laws
7. **Other Items**

GENERAL SESSION

7:00 pm (Council Chamber)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer** (Please 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** (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives)
7. **Consideration of Approval of Minutes from January 19, 2016** [page 35](#)
8. **Youth Council Update**
9. **Proclamation for West Point City to become a Purple Heart City** – Mayor Craythorne [page 33](#)
10. **Consideration of Ordinance No. 02-16-2016, Approval of Rezone for Mr. Bill Phifer for property located at 3794 W 1800 N from A-40 to R-1** – Mr. Kyle Laws [page 41](#)
 - a. **Public Hearing**
 - b. **Action**
11. **Consideration of Pad Approval of Lot 7 (Pad F) of The Point Development** – Mr. Kyle Laws [page 17](#)
12. **Consideration of Final Plat Approval of Cave’s Creek Subdivision** – Mr. Kyle Laws [page 47](#)
13. **Motion to Adjourn**

Posted this 12th Day of February, 2016

CASEY ARNOLD, CITY RECORDER

If you plan to attend this meeting and, due to disability, will need assistance in understanding or participating therein, please notify the City at least twenty-four(24) hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 3/1/2016

Administrative Session – 5:30 pm

1. **Joint Meeting the Planning Commission to Discuss General Plan Revision**
2. Discussion of 520 North Road and Park Redevelopment – Mr. Kyle Laws/Mr. Boyd Davis
3. Discussion of Amendment No. 3 to the Interlocal Agreements with Davis County for Animal Control Services – Mr. Kyle Laws
4. Discussion of Del Taco – Mr. Boyd Davis
5. Discussion Regarding Payback Agreement for the Homewood Subdivision – Mr. Boyd Davis
6. Citizen Comment Follow-up – Mr. Kyle Laws

General Session – 7:00 pm

1. Youth Council Update
2. Consideration of Resolution No. 03-01-2016A, Approving Changes to the Personnel Policies & Procedures Relating to the Hiring Process, Holiday Leave and Employment Classifications – Mr. Kyle Laws
- 3.

Date: 3/15/2016

Administrative Session – 6:00 pm

1. Discussion Regarding the Junk Car Ordinance – Mr. Boyd Davis
2. Citizen Comment Follow-up – Mr. Kyle Laws

General Session – 7:00 pm

1. Youth Council Essay Contest Winners – Mrs. Jolene Kap
2. Consideration of Resolution No. 02-16-2016, Approving Amendment No. 3 to the Interlocal Cooperation Agreement with Davis County for Animal Control Services – Mr. Kyle Laws
3. Consideration of Approval of the Payback Agreement for the Homewood Subdivision – Mr. Boyd Davis

Date: 4/5/2016

Administrative Session – 6:00 pm

1. Code Enforcement Update – Mr. Bruce Dopp
2. Citizen Comment Follow-up – Mr. Kyle Laws

General Session – 7:00 pm

1. Youth Council Update

FUTURE ITEMS

Administrative Session

1. Open and Public Meetings Training – Mr. Felshaw King
2. Discussion of Street Light Replacement – Mr. Kyle Laws
3. Building Rental Fees & Policy – Mr. Kyle Laws
4. Interlocal Agreement with Davis County for Property use West of Blair Dahl Park – Mr. Kyle Laws
5. Discussion of Pheasant Creek Property/Park – Mr. Kyle Laws
6. Discussion of Beer License for Smith's Marketplace – Mr. Boyd Davis
- 7.

General Session

Consideration of Final Approval for the Wise Country Meadows Phase 3 Subdivision – Mr. Boyd Davis

CDRA

1. Resolution Amending the Interlocal Agreement Between the CDRA of West Point and West Point City – Mr. Randy Sant

West Point City 2016 Calendar

January

- 1 New Year's Day-Closed
- 5 City Council-7pm
- 11 Senior Lunch-11:30am
- 14 Planning Commission-7pm
- 18 Martin Luther King Day-Closed
- 19 City Council-7pm
- 28 Planning Commission-7pm
- 29-30 Council Retreat

February

- 8 Senior Lunch-11:30am
- 10 Council/Staff Lunch-11:30am
- 11 Planning Commission-7pm
- 15 Presidents Day-Closed
- 16 City Council-7pm
- 25 Planning Commission-7pm

March

- 1 City Council-7pm
- 10 Planning Commission-7pm
- 15 City Council-7pm
- 21 Senior Lunch-11:30am
- 24 Planning Commission-7pm
- 26 Easter Egg Hunt-10am

April

- 5 City Council-7pm
- 14 Planning Commission-7pm
- 18 Senior Lunch-11:30am
- 19 City Council-7pm
- 28 Planning Commission-7pm

May

- 3 City Council-7pm
- 5 Cemetery Cleaning
- 7 Take Pride Day
- 11 Council/Staff Lunch-11:30am
- 12 Planning Commission-7pm
- 16 Senior Lunch-11:30am
- 17 City Council-7pm
- 26 Planning Commission-7pm
- 30 Memorial Day-Closed

June

- 7 City Council-7pm
- 9 Planning Commission-7pm
- 11 Miss West Point Pageant SHS-7pm
- 20 Senior Lunch-11:30am
- 21 City Council-7pm
- 23 Planning Commission-7pm

July

- 4 Independence Day-Closed
- 5 City Council-7pm
- 14 Planning Commission-7pm
- 18 Senior Lunch 11:30am
- 19 City Council-7pm
- 25 Pioneer Day-Closed
- 28 Planning Commission-7pm

August

- 2 City Council-7pm
- 4 Summer Party-5pm
- 11 Planning Commission-7pm
- 16 City Council-7pm
- 19 Senior Dinner-5:00pm
- 25 Planning Commission-7pm

September

- 5 Labor Day-Closed
- 6 City Council-7pm
- 8 Planning Commission-7pm
- 19 Senior Lunch-11:30am
- 20 City Council-7pm
- 22 Planning Commission-7pm

October

- 4 City Council-7pm
- 6 Cemetery Cleaning
- 12 Council/Staff Lunch-11:30am
- 13 Planning Commission-7pm
- 14 Halloween Carnival-7pm
- 17 Senior Lunch-11:30am
- 18 City Council-7pm
- 27 Planning Commission-7pm

November

- 1 Election Day
- 5 Flags on Veteran's Graves YC
- 10 Planning Commission-7pm
- 11 Veteran's Day-Closed
- 15 City Council-7pm
- 21 Senior Lunch-11:30am
- 24-25 Thanksgiving-Closed

December

- 2 Christmas Party-7pm
- 5 City Hall Lighting Ceremony-6:00 pm
- 6 City Council-7pm
- 8 Planning Commission-7pm
- 19 Senior Lunch-11:30am
- 20 City Council-7pm
- 23 Cemetery Luminary-4pm
- 26-27 Christmas-Closed

January 2017

- 6-7 Council Retreat

City Council Staff Report



Subject: Personnel Policies & Procedures
Author: Kyle Laws
Department: Executive
Date: February 16, 2016

Background

Over the last year we have been revising our Personnel Policies & Procedures Manual. There are a lot of outdated policies and many are redundant. We are trying to not only improve the policies but simplify them so they aren't so lengthy. This review has dealt with Employment Practices and revisions to the Holiday Leave policy, and a revision to Employment Classifications specifically seasonal employees.

These policies have been sent to the City Attorney, Felshaw King, for review.

Analysis

As with the other discussions, to help facilitate discussions, I have used different text colors to show the changes that have been made.

- Language in **black** is language of the existing policy.
- Language in **red** are changes to the existing policy.

Employment Practices

This is the most extensive of the revisions being discussed. As you can see in the attached file, we have done a complete overhaul of this section. Much of the revisions are a rewording of existing policy. For the most part we have a very similar policy, but it makes more sense to Staff and is in an order that seems reasonable. Rather than discussing all of those changes in this report, we will go through the revised policy in our meeting. Please review the attached file to become familiar with the content.

Holiday Leave

The Holiday Leave policy has taken a lot of time to revise. It is a lot more complicated than it seems particularly due to the varying work schedules that exist. We adopted a change to this policy almost two years ago and it was written with specific schedules and positions in mind. The main changes here are focused around alternative work schedules and how holiday pay is administered to employees on those schedules. We have many alternative schedules for part-time employees that made the existing policy difficult to administer. We will discuss the changes in greater detail at the meeting.

Recommendation

No action is required at this time. However, Staff would like feedback and direction from the council on the policies presented.

Significant Impacts

There are no significant impacts at this time.

Attachments

Policy Changes relating to:

- Employment Practices
- Holiday Leave

SECTION 2 EMPLOYMENT PRACTICES

2-01 RECRUITMENT

- (1) ~~General Policy – It is the policy of the City to fill all job openings with the most qualified individual available.~~ **West Point City desires to fill all positions with the most suitable applicant.** Where possible, it shall be the policy of the City to promote from within, provided that all promotions shall be made of the most qualified individuals. ~~West Point City employees that apply and meet minimum qualifications required for the position should be interviewed together with the other applicants who are most qualified for the position.~~ **Further, it is the intent of the City to consider qualified in-house applicants when appropriate.** ~~Employees who are promoted are not necessarily required to pass through an interview and selection process.~~

EMPLOYMENT OF RELATIVES

- (1) ~~Utah State law (52-3-1 et seq.) prohibits an employee from being “directly” supervised by a relative. Relative is defined as fathers, mothers, husbands, wives, sons, daughters, sisters, brothers, uncles, aunts, nephews, nieces, first cousins, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law.~~
- (2) ~~No more than one relative shall be hired either full-time regular, part-time regular or paid on-call within any one department in the City. “Relative” is defined in paragraph (1).~~
- (3) ~~Family members of regular employees shall not be employed in or hired into temporary City positions. Family members shall include, fathers, mothers, husbands, wives, sons, daughters, brothers and sisters.~~
- ~~When incidents of hiring of family members arise which are in violation of this policy, they should be immediately brought to the attention of the Department Director or City Manager.~~
- a. **Statutory Compliance – West Point City complies with Utah “Prohibiting Employment of Relatives” statutes. The City prohibits any person holding any position, to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision.**
- b. **Anti-Nepotism – The City will not hire or re-hire any current or former relative of a current employee. Relative, for the purposes of this restriction means, in addition to the relationships listed above, foster children, step-relationships, or any of their spouses.**
- c. **Employment of Minors – It is the policy of West Point City that no one under the age of 16 shall be hired as an employee.**

(2) Equal Employment Opportunity – West Point City is an “Equal Opportunity Employer,” and as such, follows a concept of non-discrimination in hiring and promotion of employees without regard to their race, religion, age, disabilities, sex, color, or national origin. Evaluation of employment candidates will be made on the basis of education, skills, experience, character, general competence, ability to work and relate with co-workers, and potential for job performance and learning consistent with the needs of the position to be filled. West Point City is an “Equal Opportunity Employer” and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, sexual orientation, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.

(3) Approval of Job Openings and Postings

New regular or appointed positions may be created only with City Council authorization and approval of the classification and salary range of the position, either through the annual budget authorization process or by separate action. Any department directors wishing to create new positions within their department may submit a request to the City Manager for approval of the request, the proposed classification, the job description, and the proposed pay range for the job.

— Job Descriptions

The hiring department should prepare a job description listing the terms of required education, experience, skills and abilities, fitness, competence, and character. Department heads should review these descriptions annually and revise as necessary.

— Advertising the Position

— After the opening has been approved and the job description has been reviewed and finalized, the Department Director or hiring authority should submit the desired start date in writing to the City Manager and indicate their preference as to when the City should begin advertising the position.

Personnel Action Forms

Salaries, classifications, and all other factors relevant to the status of an employee shall be established with a Personnel Action Form (PAF). Likewise, new employees may not receive compensation unless an authorized PAF is in the possession of the Administrative Services Division.

Job Postings – In general, notices of all job openings are posted, although West Point City reserves its discretionary right to limit the recruitment to internal applicants or to not post a particular opening.

a. External job openings may be posted in the following locations:

- Employment agencies
- Professional staffing services
- Trade journals

- City website
- Department of Workforce Services
- Social media

Other advertising sources may be used to fill open positions in the best interest of the City.

- b. Internal job postings will include City emails to eligible employee groups and posting at appropriate City locations.

(4) Applications for Employment/Promotion

~~The City shall furnish a blank application to all persons meeting the requirements as set forth in the statement of qualifications. All applicants must list on their application their present and actual address where they reside at the time of filing their application. Any applicant who changes address or telephone number after filing shall immediately notify City Hall of the new address and/or telephone number. Failure to comply with this rule may prevent contacting the applicant on a timely basis and may be grounds for rejection of the application.~~

~~Applications for employment, full time and part time, will be accepted at any time, regardless of whether a position is open. The City may deem it necessary to act on an application when the Department Director and City Manager deem it appropriate to fill an open position or establish a roster because of the number of positions, frequency of turnover, or lead time required to fill a position in that department. Applications are kept on file for a period of 2 years.~~

Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.

- a. All applicants for employment with West Point City shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to the Human Resources Division by the closing date and time of the posted position.
- b. The City accepts applications from all interested parties and evaluates applicants based on job related criteria.
- c. Falsification of any information required in the application process is grounds for immediate disqualification.
- d. Applications will be retained for two (2) years (or three (3) years if a conditional job offer was declined or withdrawn).

Application by City Employees

~~City employees are encouraged to apply for posted positions. Any current City employee who completes an application for an open position and meets the minimum~~

qualifications required for the position should be tested and/or interviewed, together with the other applicants who are most qualified for the position.

(5) Screening of Applications

—Once the application deadline has passed, the Department Head or City Manager will screen all applications and compile a list of the most qualified applicants for further examination.

—The Administrative Services Division will contact those applicants to be tested and/or interviewed for an appointment.

Selection Procedures

- a. Skill Based Testing – Job applicants may be required to take tests which the City deems necessary for a specific position.
- b. Veterans Preference – In accordance with Section 34-30-11 Utah Code Annotated, 1953, each government entity shall grant a veteran’s preference upon initial hiring to each preference eligible veteran or preference eligible spouse. As defined in Section 71-10-1 Utah Code Annotated, 1953, “Veteran” means: (a) An individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or (b) any person incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty.

In reference to Section 71-10-2 (2) Utah Code annotated, 1953, the personnel officer of any government entity shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career service position with the governing entity:

- (a) five percent of the total possible score, if he is a veteran;
- (b) ten percent of the total possible score, if he is a disabled veteran or purple heart recipient; or
- (c) in the case of a preference eligible widow or widower, the same percentage the qualifying veteran would have been entitled to.

A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position. In accordance with Title 71, Chapter 10, Utah Code Annotated, eligible veterans and their spouses shall be given preference in the hiring process. The City employment application shall have a section to claim veteran’s preference.

c. Job Offer Requirements – Starting Salary

For each position in the West Point City organizational structure, there is an assigned salary range. In most situations, new employees begin in the bottom half of their range,

depending on qualifications; however, a new employee may start somewhere within the assigned range at the discretion and approval of the City Manager. **Once an applicant is selected and a conditional offer has been created by Human Resources, approved by the City Manager, and signed by the applicant, the applicant will be required to submit to drug testing, a background check, and a driver's license check (if required). The Personnel Action Form shall be signed by the applicant, Department Director, and City Manager.**

Driver's License Requirements

~~Any employee who is hired in a position which requires operation of City vehicles or equipment must possess a valid Utah driver's license and must be insurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee).~~

Prospective Employees

~~Prospective employees must provide the City with their date of birth and driver's license number in order for the City to ascertain the validity of their driver's license and their insurability. The status of the driver's license and insurability status of a prospective employee must be determined before that employee begins working for the City; however, the City will allow one month from date of hire to obtain a commercial driver's license if it is required for the position.~~

Filling a Part-time Position

~~Part-time positions are posted within the City and advertised in the same manner as full-time positions.~~

Hiring Status

~~Hiring may be made on a temporary, emergency or regular basis:~~

~~Emergency or Temporary Hiring: Department Directors, upon approval of the City Manager, may hire on an emergency or temporary basis. Any removal of personnel upward or downward in status of said emergency or temporary period is purely at the discretion of the Department Director and City Manager. The City Manager may temporarily hire or re-assign personnel within departments or across departments for an undefined period.~~

2-02 EMPLOYMENT CLASSIFICATIONS

[Insert (1) Employment Status and (2) Probation Sections (previously approved) here]

(1) Employment Status

- c. Seasonal/Intern: An employee hired to work up to 40 hours per week to a maximum of 1560 hours during a rolling year **in the same position** ~~(from hire date)~~, are at-will, and not eligible for City benefits. Seasonal employees are normally employed for up to six (6)

months but may be employed longer for up to twelve (12) months provided they do not receive any city benefits exceed 1560 hours during the rolling year.

(3) Performance Reviews

Supervisors of all employees shall complete performance reviews as determined by the City Manager.

(4) Corrective Action Plan

As part of a disciplinary action or as part of a performance review, an employee may also be placed on a corrective action plan, the length of which shall be determined by the Department Director, in consultation with the City Manager.

(5) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the FLSA and do not receive overtime for hours worked in excess of a 40 hour work week or other applicable work period.
- b. All other FLSA covered employees are paid overtime for hours worked in excess of a 40 hour work week or other applicable work period.

2-03 PERFORMANCE EVALUATIONS

~~Annual performance evaluations are to be completed for all regular employees. Regular part-time employees will be evaluated under the same system as is used for regular full-time employees. Whenever possible, performance evaluations for regular part-time and paid-on-call employees should be performed at the same time as those for regular full-time employees. Temporary employees need not be evaluated through a formal performance evaluation system.~~

~~Regular probationary employees should meet at least quarterly with their supervisor to discuss their performance and work expectations.~~

- (1) Department Directors shall conduct performance evaluations for Full-time, and Part-time Regular Benefited and Partial Benefited employees to assist employees in performing their job duties.
- (2) Department Directors will conduct an interim performance evaluation for any of the above employees transferred, reassigned, or promoted as a subordinate to a different department, within ten (10) business days of the effective date.
- (3) Employees may receive merit increases and bonuses based on performance evaluations and according to availability of funds as allocated by the City Council through the budget

process.

- (4) Copies of annual performance evaluations are placed in the employee's personnel file kept in Human Resources. Each employee will receive a copy of their annual performance evaluation.

2-04 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

Due to budgetary restrictions, reduction in workload, or reorganization, the City Manager may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, full-time employee(s) in the positions to be eliminated shall, when possible, be notified in writing at least two weeks before the planned reduction in force.

LEAVES

Holiday Leave – The purpose of holiday leave is to provide employees with paid time off to celebrate generally recognized holidays and to provide employees with a break from the regular demands, schedules, and routines of their job. Holiday time off with pay is available to eligible employees (any employee who receives other leave benefits as part of their employment). West Point City recognizes the following 12 holidays for purposes of paid holiday leave:

New Year's Day	January 1st
Dr. Martin Luther King, Jr. Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Pioneer Day	July 24th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Thanksgiving Holiday	4th Friday in November
Christmas Day	December 25th
Christmas Holiday	Determined by City Manager

- a. Unless designated otherwise by the City Manager, if a holiday fallings on a Saturday, the holiday shall be observed on the preceding Friday. If the and a holiday fallings on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.

- b. For City Hall Regular Work Schedule (Monday through Friday with no regular days off):

Employees are eligible for holiday pay based on the number of hours they are scheduled to work that day of the week.

Formatted: Indent: First line: 0"

- c. For Alternative Work Schedules (9/80, 4/10, including the part-time equivalent for 9/80 and 4/10 schedules, or other flexible schedule wherein an employee has at least one day off per week on a regular basis):

Full-time Eemployees are eligible for 8 hours of holiday pay per holiday (96 hours per year).

Formatted: Indent: First line: 0"

Part-time employees are eligible for holiday pay on a per holiday basis in the amount equal to the percentage of full-time hours (40) they are hired to work per week. For example, an employee hired to work 20 hours per week is eligible for 4 hours of holiday pay per holiday (48 hours per year).

Formatted: Indent: First line: 0"

- 1) Employees shall make up the difference, if any, with floating holiday hours, compensatory time or vacation leave. Part-time employees shall be authorized to accrue compensatory time up to the amount needed to make up the difference they are short that year, in order to cover holidays they are scheduled to work.

Formatted: Indent: Left: 0.75"

~~d. If a holiday falls on an employee's regular day off, as per their regular work schedule, and that employee's regular day off is Monday through Thursday, then the employee shall be allowed a floating holiday to be used during the same calendar year for the number of hours most commonly worked per day of the week, up to 9 hours, and shall request and have the time off pre-approved by the employee's supervisor.~~

~~1) Employees working a 9/80 or 4/10 work schedule and having a holiday fall on their day off, will be given an 8-hour floating holiday to be used during the same calendar year.~~

d. Floating Holidays:

1) If a holiday falls on an employee's regular day off, then the employee shall be allowed a floating holiday, equal to the "per holiday" amount specified determined above, to be used during the same calendar year.

2) Employees required to work on a holiday shall be paid at the rate of time and a half. Employees shall be allowed to use accrued holiday hours on a floating basis or shall be paid the holiday pay in addition to hours worked.

3) Holiday leave used on a floating basis shall be requested and pre-approved by the employee's supervisor.

4) Unused ~~holiday hours, including~~ floating holiday hours, may not be carried from one calendar year to the next, unless pre-approved by the City Manager (with the exception of Christmas holidays, which will automatically carry over if not used).

e. The City Manager may also provide reasonable paid time off to employees for office parties or other special events. Such accommodations shall be posted at City Hall notifying residents of regular office hour changes at least 24 hours in advance.

Formatted: Indent: Left: 0.75"

Formatted: Indent: Left: 0.75"

City Council Staff Report

Subject: The Point Lot 7 – Medical Building Pad
Author: Boyd Davis
Department: Community Development
Date: February 16, 2016

Background

Plans have been submitted for a medical building on lot 7 of The Point commercial project. The plan shows a 7,000 SF building with a small parking lot to the west. The building elevation drawings were submitted and the building seems to be a very nice looking building that will fit in with the other buildings at the Smith's project.

Analysis

The Planning Commission has reviewed the project and granted pad approval for the building, although they were reluctant to do so because the back of the building faces the street. In the end they felt that it met the code and that they did not have good standing to deny the request.

Pad approval requires that Staff and Council review the site and building for the following items:

1. Elevations.
2. Landscaping.
3. Lighting.
4. Ingress/egress.
5. Parking and traffic circulation.
6. Pedestrian access and circulation.
7. Fire department review and approval.
8. Aesthetic nature of signage.

Attached to this report are staff comments with regards to the items above. The items of most concern are the windows on the east side and the landscaping around the perimeter of the building. Our concern is that the side of the building facing the street looks like the back or the utility entrance. In subsequent plan submittals, the developer did make the changes requested. They put glazed windows on the east façade and landscaping around the perimeter. We asked the developer to put store front glazing on the east façade as well, but he declined to do so. However, he did change the east elevation doors to glass doors and added plant trellises on the wall. The windows shown on the east elevation do meet the minimum code requirement. The original plans and the final plans are both included with this report.

Recommendation

Staff recommends pad approval for lot 7 of The Point Commercial Subdivision.

Significant Impacts

None

Attachments

Staff Comments

Elevation Drawings/Site Plan

MEMORANDUM

To: Brian Zaitz, JZW Architects

From: Boyd Davis, P.E.

cc: West Point City Planning Commission

RE: The Point Lot 7, Medical Building, Pad Review

Date Plans Received: January 11, 2016

Date Reviewed: January 13, 2016

I have completed a review of the plans for the subject commercial pad and offer the following comments for your review:

Building Elevations:

- Brick: meets requirement
- Articulation: meets requirement
- Windows: 25% windows required on each side. Need additional windows on north, east, and south sides.
- Consider moving the ladder to the south side.

Landscaping:

- 15% minimum: meets requirement
- Tree numbers: meets requirement
- Parking lot trees and planters: meets requirement
- 5' planters: The code requires 5' planter area around the foundation of the building. Please add along the back and the north side.

Lighting:

- No comments

Ingress/Egress:

- No comments.

Parking/Traffic Circulation:

- No comments.

Pedestrian Access:

- Consider sidewalk along road on the north side of the building.

Fire Department Approval

- Please submit an approval letter.

Aesthetic Nature of Signage:

- Already approved with the overall signage plan, including the pricing sign on the canopy.

PROJECT NUMBER
15150

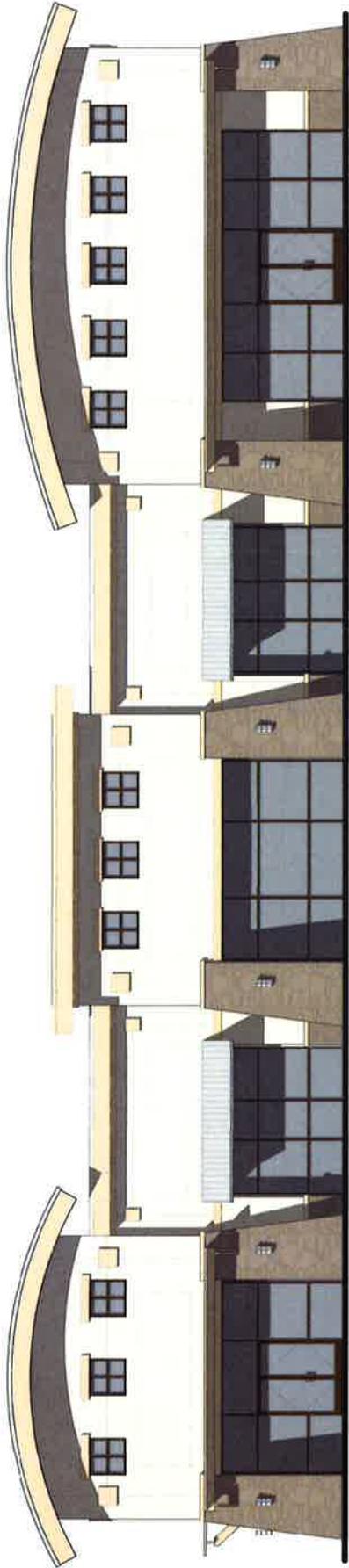
ISSUE DATE:
JANUARY 14, 2016

REVISIONS:
No. Date

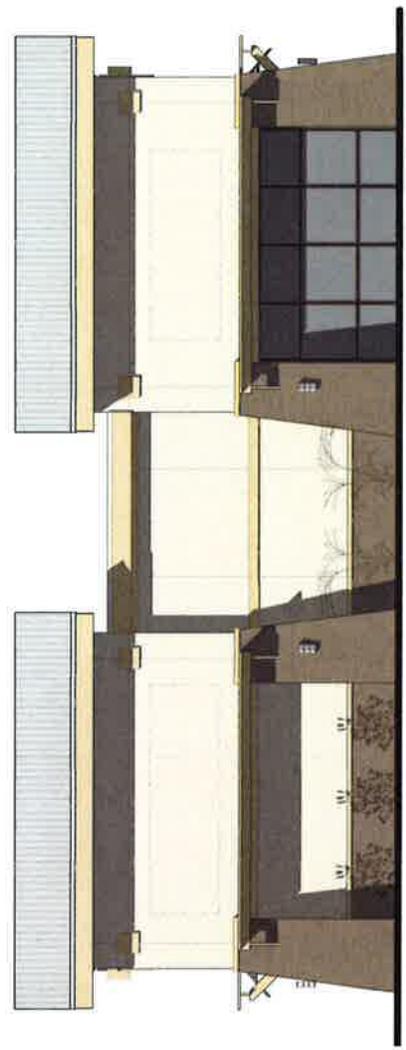
THE POINT PAD F
WEST POINT, UTAH

COLOR
ELEVATIONS

A2.3



WEST ELEVATION - COLOR
1/4" = 1'-0"



NORTH ELEVATION - COLOR
1/4" = 1'-0"

EXTERIOR FINISH SCHEDULE

STON VEINER	WATERPROOF WITH EXTERIOR WITH GUSTON COLOR
EIFS FIELD	REAR TERRACEY - MARRI
EIFS TRIM	FAST DRYING ADVANCE
ALUMINUM TRIM / WINDOW FRAME	PAINTED - DARK BROWN
ONE FINISH IS ALUMINUM COPI FLAKING	REFLECTION ALUMINUM COPI FLAKING
STANDING SEAM METAL ROOFING	PALMISTAL - BRONZE

FAX: (435) 241-4018
 JZM ARCHITECTS, 2015 NORTH MAIN STREET, SUITE 100, WEST POINT, UTAH 84384
 PHONE: (435) 241-4018
 © Copyright 2014 JZM Architects. The Architect is a registered professional engineer and architect. These plans are prepared and are subject to copyright protection by the Architect. No part of these plans may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the Architect.

PROJECT NUMBER
15150

ISSUE DATE:
DECEMBER 10, 2016

REVISIONS:
No. Date

THE POINT
WEST POINT, UTAH

COLOR
ELEVATIONS

A2.4



EAST ELEVATION - COLOR
A2.4
1/8" = 1'-0"



SOUTH ELEVATION - COLOR
A2.4
1/8" = 1'-0"

FAX: (801) 335-2410
© Copyright 2016 JZW Architects, Inc. All rights reserved. These plans are copyrighted and are subject to copyright protection as set forth in Article 1007, Utah Code. No part of these plans may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of JZW Architects. The architect represents and warrants that the work herein was prepared by the architect and is not the work of any other person or entity. The architect is not responsible for the construction of the building or for the safety of the building or for the safety of the building's occupants.

City Council Staff Report

Subject: Mackay, single lot subdivision
Author: Boyd Davis
Department: Community Development
Date: February 16, 2016

Background

The applicant is requesting approval for a single lot subdivision located at 880 N 4000 W. The lot is 0.88 acres and is zoned R-2. The lot meets all requirements for those zones. All utilities will be stubbed into the property from 4000 West.

Analysis

Staff has reviewed the plat and plans for the subject subdivision and has given the developer a list of some minor corrections to be made. The subdivision will be reviewed by the Planning Commission on February 25th.

Recommendation

No action required. This is for discussion only.

Significant Impacts

There are no significant impacts at this time.

Attachments

Plat
Staff Comments

Mackay Subdivision

A part of the Northwest 1/4 of Section 32, T5N, R2W, SLB&M, U.S. Survey
West Point City, Davis County, Utah



VICINITY MAP
Not to Scale

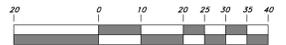
Northwest corner of Section 32, T5N, R2W, SLB&M, U.S. Survey. (Found Brass Cap Monument)

North 1/4 corner of the of Section 32, T5N, R2W, SLB&M, U.S. Survey. (Found Brass Cap Monument)

- Legend**
- ▲ Set Nail in Curb
 - Found 5/8" Rebar (24" long) & "DBE" cap w/ Fencepost
 - ⊕ Set Hub & Tack Monument to be set
 - (Red.) Radial line
 - (N/R) Non-Radial line
 - (D.C.S.) Davis County Surveyor
 - P.U.E. Public Utility Easement
 - To Be Dedicated for Public Right of Way
 - Set Rebar & Cap

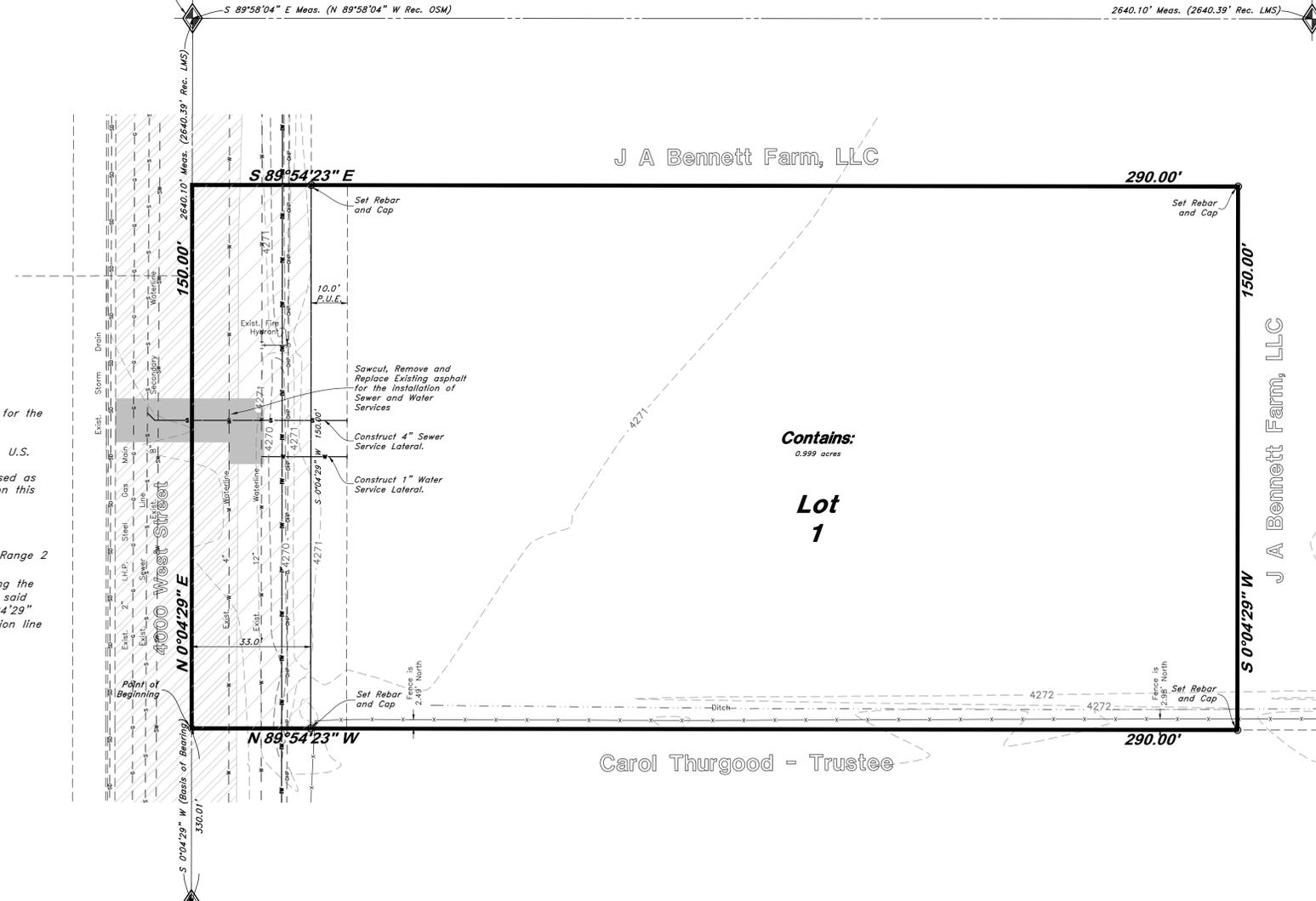


Scale: 1" = 20'



Graphic Scale

CAP DETAIL
A 5/8" rebar 24" long with plastic cap (see detail above) was set at all property corners as shown.



NARRATIVE

This survey and subdivision plat was requested by Mr. Josh Mackay for the purpose of creating a one (1) Lot Subdivision plat. Brass Cap Monuments were found at the Southeast corner and the Northeast corner of the Northeast 1/4 of Section 31, T5N, R2W, SLB&M, U.S. Survey. A line bearing S 0°04'28" W between these two monuments was used as the Basis of Bearings. Property corners were monumented as depicted on this drawing.

BOUNDARY DESCRIPTION

A part of the Northwest Quarter of Section 32, Township 5 North, Range 2 West, Salt Lake Base and Meridian, West Point City, Davis County, Utah. Beginning at a point which is 330.01 feet North 0°04'29" East along the Section line, and running thence North 0°04'29" East 150.00 feet along said Section line; thence South 89°54'23" East 290.00 feet; thence South 0°04'29" West 150.00 feet; thence North 89°54'23" West 290.00 feet to said Section line also being the point of beginning.

Contains: 0.999 acres

Contains:
0.999 acres

Lot 1

Carol Thurgood - Trustee

SURVEYOR'S CERTIFICATE
I, Jason T. Fell, a Professional Land Surveyor in the State of Utah, do hereby certify that this plat, in Davis County, Utah has been correctly drawn to the designated scale and is a true and correct representation of the following description of lands included in said subdivision, based on data compiled from records in the Davis County Recorder's Office, and of a survey made on the ground.

Signed this _____ day of _____, 2016.

9239283
License No.

OWNER'S DEDICATION

We, the undersigned owners of the hereon described tract of land, hereby set apart and subdivide the same into lots and streets as shown on this plat, and name said tract Mackay Subdivision and hereby dedicate, grant and convey to West Point City, Davis County, Utah, all those parts or portions of said tract of land designated as streets, the same to be used as public thoroughfares forever, and also dedicate to West Point City those certain strips as easements for public utility and drainage purposes as shown hereon, the same to be used for the installation, maintenance, and operation of public utility service lines and drainage, as may be authorized by West Point City.

Signed this _____ day of _____, 2016.

Josh Mackay

ACKNOWLEDGMENTS

State of Utah } ss
On the _____ day of _____, 2016, personally appeared before me Erik R. Craythorne, who being by me duly sworn did say that he is Vice-President of Craythorne Construction Company, Inc. and that said instrument was signed in behalf of said Corporation by a resolution of its Board of Directors and Erik R. Craythorne acknowledged to me that said Corporation executed the same.

Residing at: _____ A Notary Public commissioned in Utah

Commission Expires: _____ Print Name

FLOOD PLAIN

This property lies entirely within Zone "X" on the FEMA Flood Insurance Rate Map for Davis County, Utah Map Number 49011C0003E (West Point City Map Number 4900530003E) dated 18 June, 2007. Zone "X" is "areas determined to be outside the 0.2% annual chance floodplain"

ENGINEER:
Great Basin Engineering
c/o Jason T. Fell
jason@greatbasineng.com
5746 South 1475 East Suite 200
Ogden, Utah 84405
(801) 394-4515

DEVELOPER:
Josh Mackay
demoman@grantmackayco.com
(801) 792-3114

NOTE:
1. Many areas in West Point City have water problems due to a seasonally high (fluctuating) water table. Approval of this plat does not constitute representation by the City that any building at any specified elevation will solve ground water problems. Solution of these problems is sole responsibility of the permit applicant and property owner.

WEST POINT CITY APPROVAL

This is to certify that this plat and dedication of this plat were duly approved and accepted by the City Council of West Point City, Utah this _____ day of _____, 2016.

Attest _____

Mayor

WEST POINT CITY ENGINEER

Approved by the City Engineer on this _____ day of _____, 2016.

Signature

WEST POINT PLANNING COMMISSION

Approved by the Planning Commission of West Point City on the _____ day of _____, 2016.

Chairperson

WEST POINT CITY ATTORNEY

Approved by the Attorney of West Point City on this _____ day of _____, 2016.

Signature



PRELIMINARY

DAVIS COUNTY RECORDER

ENTRY NO. _____ FILED FOR RECORD AND
RECORDED _____ AT
IN BOOK _____ OF OFFICIAL
RECORDS, PAGE _____, RECORDED
FOR _____

DAVIS COUNTY RECORDER

BY: _____ DEPUTY

MEMORANDUM

To: Great Basin Engineering

From: Boyd Davis, P.E.

cc: West Point City Planning Commission, Josh Mackay.

RE: MACKAY SUBDIVISION FINAL PLAN REVIEW

Date Plans Received: January 21, 2016

Date Reviewed: January 26, 2016

I have completed a review of the final plan for the subject subdivision and offer the following comments for your review:

1. Plat
 - a. Make changes from the redlined plat.
2. Streets
 - a. A postponement agreement will be required for curb, gutter and sidewalk improvements.
3. Culinary Water
 - a. Water shares will be required.
 - b. Fire Dept. approval required.
4. Secondary Water
 - a. Written approval from the Davis and Weber Counties Canal Co. is required.
 - b. Water share will be required.
5. Sanitary Sewer
 - a. No comments
6. Storm Drainage
 - a. No comments.
7. Land Drainage
 - a. No required.
8. Grading Plan
 - a. No comments
9. Irrigation
 - a. How will the lot be protected from irrigation tail water?
10. Others
 - a. A title report must be submitted prior to recording the plat.

City Council Staff Report

Subject: Barneck, single lot subdivision
Author: Boyd Davis
Department: Community Development
Date: February 16, 2016

Background

The applicant is requesting approval for a single lot subdivision located at 2737 S 300 N. The lot is 0.51 acres and is zoned R-2. The lot meets all requirements for those zones. All utilities will be stubbed into the property from 300 North.

Analysis

Staff has reviewed the plat and plans for the subject subdivision and has given the developer a list of some minor corrections to be made. The subdivision will be reviewed by the Planning Commission on February 25th.

Recommendation

No action required. This is for discussion only.

Significant Impacts

There are no significant impacts at this time.

Attachments

Plat
Staff Comments

MEMORANDUM

To: Ensign Engineering

From: Boyd Davis, P.E. *B.D.*

cc: West Point City Planning Commission, Doug Barneck.

RE: BARNECK SUBDIVISION FINAL PLAN REVIEW

Date Plans Received: January 20, 2016

Date Reviewed: January 27, 2016

I have completed a review of the final plan for the subject subdivision and offer the following comments for your review:

1. Plat
 - a. Make changes from the redlined plat.
2. Streets
 - a. A postponement agreement will be required for curb, gutter and sidewalk improvements.
3. Culinary Water
 - a. Water shares will be required.
 - b. Fire Dept. approval required.
 - c. Submit a plan showing the location of the water service line.
4. Secondary Water
 - a. Written approval from the Davis and Weber Counties Canal Co. is required.
 - b. Water share will be required.
 - c. Submit a plan showing the location of the secondary water service line.
5. Sanitary Sewer
 - a. Submit a plan showing the location of the sewer lateral.
6. Storm Drainage
 - a. No comments.
7. Land Drainage
 - a. No required.
8. Grading Plan
 - a. Submit a plan showing the contours of the property or the direction of the drainage.
9. Irrigation
 - a. No comments.

West Point City Proclamation

~ A Purple Heart City ~

February 16, 2016

WHEREAS, West Point City, in the State of Utah, has always supported its military veteran population; and

WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure we never forget; and

WHEREAS, West Point City has a large veteran population including several Purple Heart recipients; and

WHEREAS, West Point City appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believe it is important that we acknowledge them for their courage and show them the honor and support they have earned.

NOW, THEREFORE, I, Erik R. Craythorne, Mayor of West Point City, Utah, do hereby proclaim West Point City as

A PURPLE HEART CITY

the first City in the State of Utah so designated, and encourage the citizens of West Point City to show their appreciation for the sacrifices the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have earned.

In witness whereof, I have hereunto placed my hand and caused the seal of West Point City to be affixed this 16th day of February 2016.

Erik R. Craythorne, Mayor



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
January 19, 2016**

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeffrey Turner
City Manager
Kyle Laws

Administrative Session
6:00 pm – Board Room

Minutes for the West Point City Council Administrative Session held at West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on January 19, 2016 at 6:00 pm with Mayor Pro Tem Petersen presiding.

MAYOR AND COUNCIL MEMBERS PRESENT: Council Member Kent Henderson, Council Member Andy Dawson, and Council Member Jeff Turner.

EXCUSED: Mayor Erik Craythorne and Council Member Jerry Chatterton

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Evan Nelson, Administrative Services Director; and Casey Arnold, City Recorder

VISITORS: Annette Judd and Ryan Judd

1. Code Enforcement Update – Mr. Bruce Dopp

Mr. Dopp stated that for the last three months, his focus has been on getting the City ready for the snow removal season. Winter parking restrictions begin November 1st of each year. Part of this project was educating residents by placing articles in the monthly newsletter and on the City's social media accounts, that overnight on-street parking was not allowed. Mr. Dopp also drove through the City the first week of November, and placed Courtesy Notices on 189 vehicles, notifying the residents that any further violations of the parking restriction may result in citations. He also asked the Public Works department to report on how many vehicles were parked on the street when they were plowing later last month. Public Works reported that there had only been a few violations. In a second sweep of the City, Mr. Dopp found 30 vehicles parked overnight on the street. Those 30 cars translate into less than 1% of residents' total vehicles, and Mr. Dopp found that this was fairly good compliance. Mr. Laws has contacted the Davis County Sheriff's Office and they will be doing regular patrols, and issue citations as needed.

Mr. Dopp stated that he is waiting on the revision of the Junk Car Ordinance, as the Council and Staff felt that the ordinance was restrictive and needed to be readdressed, before continuing with this project. Mr. Laws stated that further discussion of this ordinance is on the Agenda for a meeting in March of this year.

Mr. Dopp also stated that the new software, iWorQ, for record keeping and work management, is a great tool that he utilizes and is using to get code enforcement records up-to-date. He has compiled roughly 700 old records that are three years and older since the last action date, and has given those records to the City Recorder to be destroyed, according to the appropriate retention schedule.

In summary, Mr. Dopp stated that winter parking violations would continue to be a priority in the coming months, along with any other issues that come up throughout the City. Council Member Petersen thanked Mr. Dopp for the great job that he was doing.

2. Quarterly Financial Report – Mr. Evan Nelson

Mr. Nelson stated that the reports and funds were in good financial shape, and the departments are under budget. The revenues currently exceed expenditures in most funds, except in the Special Revenue and Storm Water Funds. The 3000 West Project is tracked in the Special Revenue Fund, and this deficit is primarily due to the reimbursements from UDOT that are still in the process of being granted. The Storm Water Fund utilizes fund balance as a revenue source for capital projects during the current fiscal year. The money received in previous years then pays for the current year's projects, and the expenditures exceed revenues. The fund balance then makes up the difference.

The City is on track with its budget, with 50% of the fiscal year being lapsed.

3. Discussion of Rezone for Bill Phifer – Mr. Boyd Davis

Mr. Davis stated that this resident lives on 1800 N and just west of 3775 W. Several years ago, Mr. Phifer was approved for a flag lot on his property, and once that was approved, he built a house behind the current house, in which he resides. Mr. Phifer still owns both properties, and is preparing to sell the house in front, but does not want to sell the full acre that the house is on. He would like to downsize the property to $\frac{3}{4}$ acre, and to do that, must rezone the property from agriculture to residential (R-1). This rezone is consistent with the General Plan, and will not create any new building lots.

Council Member Petersen inquired as to whether Mr. Phifer could later come and request another flag lot behind this property. Mr. Davis answered that he would not be able to, as there can only be one lot off of each single access. It was clarified that Mr. Phifer owns the lane or easement to access the flag lot property, so he will always have access to his residence, as required by City Code.

A public hearing was held at the last Planning Commission meeting, and two favorable comments from Mr. Phifer's neighbors were received. Planning Commission approved the rezone, and this item will be up for action at the next City Council meeting. Once the rezone is approved, Mr. Phifer will also have to submit an application for a plat amendment.

4. Discussion of Site Plan of Lot 7 (Pad F) of the Point Development – Mr. Boyd Davis

Mr. Davis stated that plans have been submitted for Lot 7 of The Point commercial project. The building will first be used as a medical office, but is a multiuse building that could be used for retail at a later time. The building will be 7,000 SF with a parking lot the west of the building. The back of the building will run parallel to 2000 W. The building meets all requirements for architectural design.

Staff and Planning Commission have some concerns regarding having the back of the building face 2000 W. There have been a few revisions to the original design for aesthetic appeal. The Planning Commission tabled this item at its last meeting, and wanted the back of the building to be more "dressed up" before giving its approval. Mr. Davis showed an example of a building in Syracuse, where the back of the building has utility accesses, a/c units, and no landscaping. He then showed another example in Clinton where the back of the buildings also face 2000 W. Wright Development also did this project, and used landscaping to make the back of the building more appealing. Mr. Davis stated that he thought the landscaping made a big difference. While the current building plan does meet code and agreements, Mr. Davis stated that the developer is open to any recommendations and suggestions.

Council Member Henderson stated that his concern was that 2000 W is a main corridor through West Point, and the effort should be made to present a nice look for the backside of the buildings, with architectural design and landscaping, so that it looks more like a storefront than a store rear. Council Member Dawson stated that on the Smith's, the north side has "faux windows", which he suggested should also be used on the backside of this building. Council Member Petersen agreed that the faux windows would be his preference over the lattice that is currently shown, but felt that the lattice was satisfactory. Mr. Davis confirmed that signage would be on both the front and back of the building. Council Member Turner asked the distance between the building and the road, and Mr. Davis estimated that it was about 20 feet, which he felt was enough room for some sort of landscaping berm. The Council

agreed that some sort of berm was needed, along with additional shrubbery along the building, and would prefer faux windows rather than lattice. Mr. Davis will relay the suggestions to the developer.

Some concern was given to the fact that occupants of the current medical building to the east of City Hall were moving into the Point Development, and would become vacant. Mr. Davis stated that he had spoken with the owner of that medical building, and he did not seem to be worried about being able to find new tenants.

5. Discussion of Cave's Creek Subdivision – Mr. Boyd Davis

Mr. Davis stated that this property is on the corner of 3000 W and 1300 N. The current owners of the property are in the process of selling to a developer, who would like to split the property in three lots. The current home will stay as Lot 3, and there will be two additional homes on Lots 1 and 2. The curb and gutter and utilities already exist, and approval from all required parties has been granted, though water rights will have to be purchased. Council Member Petersen inquired as to the size of the lots, to which Mr. Davis stated that they were just over 12,000 SF, but could be as small as 9,000 SF in this zone. This item was tabled at the Planning Commission meeting, because the applicant was not able to attend. Final approval by the City Council will be at a later date.

6. Citizen Comment Follow-up – Mr. Laws

Mr. Laws stated that there were no comments last meeting. As a follow-up to the feral and domestic cat situation, he has spoken again with Clint at Davis County Animal Control. Clint confirmed that there were similar problems in other cities, and asked for a few weeks to look into other options.

The Administrative Session adjourned.



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
January 19, 2016**

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeffrey Turner
City Manager
Kyle Laws

General Session

7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on January 19, 2016 at 7:00 pm with Mayor Pro Tem Petersen presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Mayor Pro Tem Petersen, Council Member Andy Dawson, Council Member Jeff Turner and Council Member Kent Henderson

EXCUSED – Mayor Craythorne and Council Member Chatterton

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Evan Nelson, Administrative Services Director; and Casey Arnold, City Recorder

VISITORS PRESENT – Harry Trease, Annette Judd, Ryan Judd, Keith Russell and Doug Zaugg

1. **Call to Order** – Mayor Pro Tem Petersen welcomed those in attendance
2. **Pledge of Allegiance** – Repeated by all
3. **Prayer** – Council Member Henderson
4. **Communications and Disclosures from City Council and Mayor**

Council Member Henderson – no comment

Council Member Turner – no comment

Council Member Petersen – no comment

Council Member Dawson – At the last North Davis Sewer District meeting, Council Member Dawson was reappointed the Board.

5. **Communications from Staff**

City Manager Kyle Laws – reminded the Council and Staff about the upcoming City Council Retreat on January 29 – 30. There will also be a quarterly staff and Council lunch on February 10th.

6. **Citizen Comment**

Harry Trease – 1513 N 4500 W, West Point – Mr. Trease stated that he would like to make West Point City a Purple Heart City. Across the Nation there is an established “Purple Heart Trail” along Interstate 80 that runs coast to coast, and will be completed this fall with signs designating this Trail. Mr. Trease stated that Utah is one of roughly 8 states in the union that are not Purple Heart States. The significance of this is for the recognition of those who have been recipients of the Purple Heart. Mr. Trease stated that the Purple Heart is “when we send our soldiers into harm’s way, we intend them to inflict as much pain against the enemy as possible. To receive the Purple Heart is for that recipient to understand exactly what he is trying to do to the other. He then becomes a recipient because he knows what that guy is trying to do back to him also”. Mr. Trease would like for the Council to accept a

proclamation to make West Point City the first Purple Heart city in the State of Utah. The State of Utah is unique in that I-15 is dedicated as the Veteran's Memorial Highway from coast to coast. With I-80 being dedicated as the Purple Heart Trail, Utah is the only state in the union in which those two interstates intersect. There are also plans to dedicate I-84 in the name of the Vietnam War from Echo to the Idaho borders...those two portions could be dedicated at the same time.

Mr. Trease's stated that his intentions are two-fold; the Military Memorial is still in the deficit, and he would like to propose that if the Council approved this proclamation, that a car show be held on the 18th of June, 2016. He went on to state that this year is unique in that it is "25 years after Desert Storm, 50 years after Vietnam, 75 years after WWII, and roughly 15 years after Iraqi Freedom", and the 14th of June is Flag Day. This celebration could be a representation of those dates. Mr. Trease has approached Davis County, and he stated that they are agreeable, and he just needs to meet with them. He has spoken with the Veteran's Board for the State of Utah, and they are also willing to assist. He would like this proclamation to be accepted by the 1st of February. Should it be approved, he would also like a representative from the State, the County and the City Council do a cake cutting on June 18th. This presentation, along with the car show, could be used as a fundraiser to help fund the Military Memorial, which he believes still needs roughly \$20,000 - \$25,000 to complete. The City of Willard did a car show last year, and Mr. Trease stated that they raised roughly \$12,000 in one day. Mr. Trease believes that the City could double that amount, especially by including other veteran associations, that he says also want to participate.

Mayor Pro Tem Petersen thanked Mr. Trease for his comments, and let him know that his comments would be taken into consideration by the Council and Staff.

7. Consideration of Approval of Minutes from January 5, 2016

Council Member Dawson motioned to approve the minutes from the January 5, 2016 City Council Meeting.

Council Member Turner seconded the motion.

The Council unanimously agreed.

8. Consideration of Final Approval for Homewood Subdivision and Developer's Agreement – Mr. Boyd Davis

Mr. Davis stated that this item would contain two action items: approval of the Subdivision, and approval of the Developer's Agreement. This subdivision is located at approximately 4300 W and 300 N, and Keith Russell is the developer. It is a six-lot subdivision, and the first four lots will face 300 N and the last two lots will face 4450 W. All approval letters have been received by the required agencies, and the plat corrections and amendments requested by Staff have been made. The Developer's Agreement is fairly standard, and Staff recommends approving both the Homewood Subdivision, and the Developer's Agreement.

Council Member Petersen inquired as to whether there is sidewalk and curb and gutter on the south side of 300 N. Mr. Davis responded that there is not. Council Member Petersen commented that while it does not affect approval of this subdivision, it would be ideal for these to be done, and wondered who would be required to complete it. Mr. Davis stated that Staff would look into it. Mr. Russell commented that finishing the sidewalk and curb and gutter to match up to what is existing while avoiding private property might make it look worse than leaving it unfinished.

The Council wanted clarification on how the properties would drain, as the property is significantly lower than the road itself. Mr. Davis stated that drains will be put in the backyards to connect to 4450 W and 300 N., and there will be boxes in the front for proper drainage. Mr. Russell confirmed that the front of the houses will be built up so that the driveways will drain into the street. The houses will be built so that they look more like ramblers in the

front, and then the basements will be higher out of the ground in the back of the house to compensate for the depth of the property.

Council Member Henderson motioned for final approval of the Homewood Subdivision.
Council Member Dawson seconded the motion.
The Council unanimously agreed.

Council Member Turner motioned to approve the Developer's Agreement for the Homewood Subdivision.
Council Member Henderson seconded the motion.
The Council unanimously agreed.

9. Motion to Adjourn

Council Member Dawson motioned to adjourn.
Council Member Henderson seconded the motion.
The Council unanimously agreed.

_____	<u>February 16, 2016</u>	_____	<u>February 16, 2016</u>
ERIK R. CRAYTHORNE, MAYOR	DATE	CASEY ARNOLD, CITY RECORDER	DATE

City Council Staff Report

Subject: Rezone – Bill Phifer – 3794 W 1800 N
Author: Boyd Davis
Department: Community Development
Date: February 16, 2016

Background

Bill Phifer owns two houses at 3794 W 1800 N. One house faces the street and the other is on a flag lot behind the first house. He is planning to sell the front house, but would like to reduce the size of the lot before doing so. In order to resize the lot the property must be rezoned.

Analysis

The applicant is requesting that his property be rezoned from A-40 (agriculture) to R-1 (residential). This request is consistent with the general plan and seems to be appropriate for the existing use. If approved, this rezone would not result in any new lots or home due to the dimensions of the existing property. Nor does the property owner have any plans to develop more lots. This is simply an effort to adjust his property lines.

The Planning Commission held a public hearing on this item and there were no comments in opposition, but two comments in favor of the rezone. The Planning Commission approved the rezone.

Recommendation

Staff recommends approval of ordinance 02-16-2016A.

Significant Impacts

None

Attachments

Ordinance 02-16-2016A

Map

ORDINANCE NO. 02-16-2016A

**AN ORDINANCE REZONING A CERTAIN
PORTION OF WEST POINT CITY FROM
A-40 to R-1.**

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 hereinafter described real property from a West Point City A-40 zone and placing the same in a West Point City R-1 zone.

Legal Descriptions:

Parcel 14-400-0002
ALL OF LOT 7B, DAVIS FARMS SOUTH RE-SUBDIVISION OF LOT 7.
CONT. 4.030 ACRES.

Parcel 14-400-0001
ALL OF LOT 7A, DAVIS FARMS SOUTH RE-SUBDIVISION OF LOT 7.
CONT. 1.000 ACRES.

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 Code and Zoning Map to bring

them 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 ___ day of _____, 20__.

WEST POINT CITY, a Municipal Corporation

By: _____
Erik Craythorne
Mayor

[SEAL]

VOTING:

<u>Jerry Chatterton</u>	Yea ___ Nay ___
<u>Andy Dawson</u>	Yea ___ Nay ___
<u>Kent Henderson</u>	Yea ___ Nay ___
<u>Gary L. Petersen</u>	Yea ___ Nay ___
<u>Jeff Turner</u>	Yea ___ Nay ___

ATTEST:

Casey Arnold
City Recorder

**Phifer Rezone
14-400-0002**

**Phifer
Rezone
14-400-0001**

1800 NORTH

City Council Staff Report

Subject: Caves Creek Subdivision
Author: Boyd Davis
Department: Community Development
Date: February 16, 2016

Background

The proposed Caves Creek Subdivision is located at 1300 N 3000 W. There is an existing home on a long narrow lot on the southwest corner of the intersection. The property owner is proposing to subdivide the existing lot into 3 lots. The existing home would occupy lot 3 and there would be two additional building lots created.

Analysis

Staff has reviewed the plans and has found only minor corrections that need to be made to the plans. The proposed subdivision appears to meet the requirements of the City Code.

The Planning Commission has reviewed the plans and granted final approval.

Recommendation

Staff recommends final approval

Significant Impacts

None

Attachments

Staff Comments
Plat

MEMORANDUM

To: Reeve & Associates, Inc.

From: Boyd Davis, P.E.

cc: West Point City Planning Commission, David Pitcher.

RE: CAVES CREEK SUBDIVISION FINAL PLAN REVIEW

Date Plans Received: December 2015

Date Reviewed: January 13, 2016

I have completed a review of the final plan for the subject subdivision and offer the following comments for your review:

1. Plat
 - a. Make changes from the redlined plat.
 - b. Please add the addresses to each lot. See the redlined plat for addresses.
 - c. Add a note that states this subdivision is in Land Drainage Zone D and that basements are allowed.
 - d. Add the following note to the plat:

MANY AREAS IN WEST POINT CITY HAVE WATER PROBLEMS DUE TO A SEASONALLY HIGH (FLUCTUATING) WATER TABLE. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE REPRESENTATION BY THE CITY THAT ANY BUILDING AT ANY SPECIFIED ELEVATION WILL SOLVE GROUND WATER PROBLEMS. SOLUTION OF THESE PROBLEMS IS THE SOLE RESPONSIBILITY OF THE PERMIT APPLICANT AND PROPERTY OWNER.
2. Streets
 - a. No comments
3. Culinary Water
 - a. Water shares will be required.
 - b. Complete Fire Department requirements.
4. Secondary Water
 - a. Written approval from the Davis and Weber Counties Canal Co. is required.
 - b. Water share will be required.
5. Sanitary Sewer

- a. No comments
- 6. Storm Drainage
 - a. No comments.
- 7. Land Drainage
 - a. No required.
- 8. Grading Plan
 - a. Show drainage arrows on lots.
 - b. Show proposed lot corner elevations.
 - c. Show yard drains if required.
- 9. Others
 - a. A title report must be submitted prior to recording the plat.

