



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION
March 16th, 2021

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

Administrative Session
6:00 PM

Minutes for the West Point City Council Administrative Session held via electronic Zoom Meeting on March 16, 2021 at 6:00 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed March 11th, 2021 Written Determination of the Mayor and Planning Commission Chair of West Point City Concerning Electronic Meeting Anchor Location. Meeting was accessible to attendees by entering Meeting ID #897 1295 2241 at <https://zoom.us/join> or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

1. Presentation by Elizabeth Najim Regarding History Collaboration with the Syracuse Regional Museum

Mayor Craythorne welcome Ms. Najim, Museum Curator, and Dean Hill, Museum President, to the meeting and turned the time over to them to address the Council.

Ms. Najim stated that the Syracuse Regional Museum is currently open and showed a virtual tour of the Museum (video can be viewed at <https://youtu.be/GCKZII50s54>). Ms. Najim explained that the Syracuse Regional Museum and Cultural Center is dedicated to "inspiring self-reflection and dialogue in its community and visitors through exhibitions, programs, and collections in the arts, historic, and humanities." Some of the areas showcased include pioneer history, Mormon history, farm equipment, family history, local/municipal history, Antelope Island history, military history, 1880's fashion, etc. There have been some notable changes to the museum over the last six months, with new exhibits – one of which highlights the history of the "Syracuse Bathing Resort" that was established in 1893 on the Great Salt Lake as a place for families to enjoy recreational water activities – and the Military and Veterans sections have been upgraded as well.

The Museum is also proud of its book collection, which includes a first-edition copy of the Book of Mormon published in 1830 (worth roughly \$90,000 today), and the medical texts of Patti Sessions, a midwife that delivered over 2,000 babies in the area. The library collection was recently digitized and is now viewable online. Farming exhibits portray early Syracuse homesteading and farm-life from the 1800's to present day. The Museum is also home to Syracuse's first fire truck and Patti Sessions' "doctor buggy" that she used to travel to patients' homes. The Blacksmith Exhibit pays homage to the local blacksmithing building that operated in Syracuse for over 100 years and was owned and operated by three different families throughout its time of service. This exhibit is planned to be updated with new tools and artifacts in the near future. The upstairs attic space of the Museum functions as the archive and storage room and new shelving units were installed as part of the recent update, allowing items not currently on display to be properly stored. Outside of the Museum is the actual Wilcox Cabin that was built in 1850 and donated in 2002, which was recently restored to structural soundness. This project was made possible by a grant received from the Utah Department of Transportation.

Mr. Hill explained that the reason it is called the 'Regional' Museum is because back in the late 1800's, Syracuse, West Point, and Clinton were essentially the same town, with the area all having extremely similar histories; he noted that Patti Sessions' doctor buggy was actually donated by Corey Venstra, who is a West Point resident. Their purpose in addressing the City Council is to propose the creation of an exhibit that showcases West Point's local history; this exhibit would hopefully be part of a larger showcase that represents the histories of the whole northern Davis County area.

In regards to how the City can help contribute to this exhibit, Ms. Najim explained that one of the best ways would be to reach out to citizens and invite them to share any historical artifacts they may have that relate to West Point. Types of artifacts include photographs (accompanied by identification of the pictured individuals), small to medium-sized objects, textiles, etc. The items could be gathered and delivered by the City or taken directly to the Museum, and would be on loan for at least one year. Much care is given to all items in order to ensure they are returned in the same condition as received.

Ms. Najim stated that the Museum does some advertising and tourism collaboration with Antelope Island, and is also a "Harvest Host" member. Harvest Host is an organization that allows people traveling in an RV or camper to find free places to stay, with the only requirement being that they somehow contribute to the host facility. Contributions are usually in the form of donations, purchasing items in the gift shop, etc. Travelers can visit www.harvesthost.com to find these member locations and make their reservations.

Council Member Chatterton stated that this would be a great way to share more of the history of West Point and inquired as to the Museum's current operating hours under the pandemic. Ms. Najim answered that the Museum is currently open Tuesday – Thursday from 2 PM to 5 PM, however they are working towards being able to return to normal daily hours and at full-time status (Tuesday through Saturday) by the beginning of summer. Council Member Petersen agreed that this area's history is very much intertwined between the cities and thanked Ms. Najim and Mr. Hill for providing this opportunity to West Point to participate and share its history.

Council Member Dawson inquired as to how the Museum is funded and whether it is operated by volunteers or employees. Mr. Hill stated that the Museum basically operates as a foundation, with Syracuse City owning the building and property. Ms. Najim works for Syracuse part-time, though is hoping her position is made full-time this July. As for operating costs, the foundation receives sufficient funding from grants and contributions from various entities to meet its needs.

Mayor Craythorne inquired as to what they have found to be the most effective way to solicit donations and advertise for the Museum. Ms. Najim stated that she has recently focused on increasing the Museum's social media presence and has noticed a huge difference in citizen involvement. She shares photos of different artifacts each week, writes posts inviting people to comment with stories and memories, details about how to donate, highlights features of the Museum to encourage visitors, etc. Mayor Craythorne suggested that they follow the Facebook page of Randy Higley from Hooper – he has an amazing collection of historical information and stories of our area that he frequently shares and he has found his page to be truly remarkable.

The Council was in agreement that they appreciated the opportunity offered for West Point to be involved with the Syracuse Regional Museum in being able to share the rich history of our area. Staff was directed to coordinate with Ms. Najim and Mr. Hill on how to best solicit donations and get the items to the Museum for display.

2. Discussion Regarding West Point City Land Use Code Updates – Mrs. Bryn MacDonald

Mrs. MacDonald stated that, as the Council is aware, Staff has been working with the contracted Land Use Consultants to re-write and update the City's land use codes and ordinances. As part of this project, there are several major policy changes she would like to present to the Council to gather their thoughts and opinions before moving forward with incorporating these changes into the final draft. Those proposed policy changes are as follows:

1. General Plan – *amendment procedures*
2. Appeal Authority – *creation and operation*
3. Conditional Uses & Table of Land Use Regulation – *approval procedures & new language*
4. Signs – *billboard approval*
5. Subdivisions – *approval procedures*

In regards to the first item, General Plan amendment procedures, Mrs. MacDonald stated that the State Statute regarding a city's general plan essentially says that it is an advisory guide and the impact of which shall be determined by the city's ordinances. She explained that this basically means that the State is not dictating how important it is for a city to follow its general plan, but instead leaves that decision up to the individual cities to decide. West Point's current policy is that all rezones must be in accordance with what the General Plan designates. While this is not actually stated in the Code, it is how the Council has operated for many, many years. However, there is no process in place to request an amendment to the General Plan, and without specifically stating that a rezone must meet the General Plan, an applicant can potentially argue that their rezone must be approved because the Code is unclear.

The proposal for the new code and how it compares to the current code is as follows:

Current Procedures	Proposal
Developer/property owner requests to rezone	- Developer/property owner requests to rezone - Request must meet the General Plan - Application to amend the General Plan:

• Request has to meet the General Plan • No application process to amend the General Plan • Two options: ○ Apply to rezone the property ○ Appear before the City Council and petition them to initiate changes to the General Plan	○ Description of the amendment ○ Reason and justification for amendment ○ Supporting documentation ○ Can be submitted anytime • Appear before the Planning Commission ○ Planning Commission must hold public hearing ○ Planning Commission can recommend to approve, approve with modifications, or deny the request • City Council can then approve, approve with modifications, or deny request
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Mrs. MacDonald stated that the proposed process provides a way for the City to not be so “tied” to what the General Plan *map* dictates, but can also take into consideration the actual General Plan document that outlines the overall goals and vision for the City; there is always the potential for developments and projects to be proposed that require a change to the General Plan but be ones that would be good for the City and help achieve those objectives. When discussed by the Planning Commission, Mrs. MacDonald stated that they were generally supportive of adding a process to amend the General Plan, but wanted to make sure that it required a lot of information from the applicant so that the end result of the project is what the City expected when it was approved.

The Council agreed that the City’s Code should specifically state that for a property to be rezoned, it must be in accordance with what is shown on the General Plan, but that there should also be a process in place to amend it. They also agreed with the Planning Commission’s opinion that the process require enough information from the developer to be able to hold them accountable to the concept they proposed. However, they also discussed the concern that allowing a process to amend the General Plan may “open the flood gates” of applications received to do so. Mr. Laws suggested some options to control the amount of applications, including imposing an application fee that is high enough to weed out those that aren’t serious about their project, or only considering amendment requests at periodic intervals throughout the year rather than as they are received.

Council Member Chatterton inquired as to how the proposed language compares to surrounding cities. Mr. Laws stated that it is very common for cities to have a process detailed in their code on how to amend their general plan. Mrs. MacDonald confirmed that and added that some cities don’t even worry about following their general plans when considering a rezone application. Council Member Petersen asked for confirmation that, under this proposed language, the City Council could not approve a rezone contrary to the General Plan without having to have the applicant go through the amendment process. Mrs. MacDonald confirmed this, adding that it does add an extra ‘hurdle’ to go through if an application came in that all were in favor of. For example, if a developer came to the City proposing a Costco in a property that is designated on the general plan map as an agricultural zone, if all agreed that having a Costco would meet some of the city’s overall goals of economic development, a solid commercial tax base, etc., it still couldn’t be approved without going through the process of putting together and submitting the required information and documentation, holding a public hearing and appearing before the Planning Commission, and then coming before the City Council. Mr. Laws stated that Staff had considered the option of separating residential and commercial rezone requirements, so that applications to rezone a property to commercial not necessarily be required to follow the General Plan nor have to go through the process to amend it. Council Member Petersen expressed that he was in favor of that suggestion, stating that it makes sense to separate the two (residential and commercial) from each other because of how different their impacts are to a city. Mrs. MacDonald added that making it clear in the General Plan document that the City’s goal is to promote economic development, commercial rezone requests that are against the actual map could still be approved because they help to meet an objective that is stated in the General Plan *document*. The Council had no further questions on the proposed language at this time and will continue the discussion in future meetings.

In regards to the proposed creation of an Appeal Authority, the Council has discussed the concept in past meetings, understanding that this would replace the Board of Adjustments that is referenced in the Code but that has not been active for several years. The appeal authority be a person appointed by the Mayor and approved by the Council, and is typically someone who has land use expertise (such as a lawyer, consultant, etc.). Mrs. MacDonald explained that many cities have implemented an appeal authority in their land use codes and they find them to be working really well. The Council had no further questions or discussions at this time.

Mrs. MacDonald explained that the City’s current sign ordinances are in need of many changes, but Staff proposes that most of those wait to be addressed at a later time and that the only change as a part of this Code re-write be in regards to billboards. The Code does not currently address billboards, and Staff proposes that language be added to clearly state that billboards are prohibited. She stated that with advances in technology and new types of signs, creating ordinances that address all the different forms of signage is difficult, and it can be particularly tricky to avoid violating free speech issues. However, it can at least be made clear that billboards are not allowed by including it in this Code re-write, and more time can be dedicated to modifying the rest of the sign ordinances later. She clarified that billboards are defined by State Code, and essentially state that a billboard is an advertisement sign for a business that is not on the premise/property of the business.

Council Member Chatterton stated that with the extension of SR-193 and the West Davis Corridor happening in the near future, it may be good to add the language prohibiting billboards to the Code now, rather than waiting until a final draft of the Code re-write

project is ready for approval, because that is likely to take several months. Mrs. MacDonald agreed that this was a good suggestion and would be a simple amendment to make. The rest of the Council agreed.

3. Other Items

No other items were discussed.

The Administrative Session adjourned.



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General Session

7:00 PM

Minutes for the General Session of the West Point City Council held via electronic Zoom Meeting on March 16, 2021 at 7:00 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed March 11th, 2021 Written Determination of the Mayor and Planning Commission Chair of West Point City Concerning Electronic Meeting Anchor Location. Meeting was accessible to attendees by entering Meeting ID #897 1295 2241 at <https://zoom.us/join> or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Workers Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

1. **Call to Order** – Mayor Craythorne welcomed those attending the electronic meeting.
2. **Prayer** – Given by Council Member Dawson
3. **Communications and Disclosures from City Council and Mayor**

Council Member Dawson – The North Davis Sewer District recently approved an ordinance that designates the distance new utility lines must be placed from sewer lines. There has apparently been issues with recent developments wherein lines are being placed on top of or right next to the sewer lines, which could cause issues in situations like a sewer line leak potentially contaminating the water line, or a line being damaged during the process of repairing another. Mayor Craythorne and Mr. Laws expressed their concerns that requiring too much of a distance can make it problematic to fit all of the utility lines within the road easement. Further discussion will be had on this with NDSD for more clarification, as Staff was unaware that they were even considering placing restrictions and even more so that an ordinance had already been approved.

Council Member Petersen – As some may be aware, the Davis County Sheriff's Office is planning to no longer provide paramedic services, and as such, this may result in the North Davis Fire District adding paramedic response to their services. This will be a big discussion topic over the coming months and he will keep the Council updated on the role the NDFD may potentially play as the discussions progress.

Council Member Judd – None

Council Member Chatterton – None

Mayor Craythorne – Informed the Council that he will be attending The Council of Governments' next meeting the following day, as well as a meeting of the North Davis Fire District later in the week. The Mayor will update the Council on the information received and discussed in those meetings.

4. **Communications from Staff**

Mr. Laws stated that he and Mr. Davis have been attending the 2000 W Widening Project meetings, wherein UDOT has asked the cities for their preference on park strips along the road. UDOT's preference is for the park strips to be cemented and they would like to know if cities would be content with that or if they would prefer for them to be landscaped. As they are in the design process, they would like to know in the near future which option to include. Mayor Craythorne asked the Council to consider the options over the next few weeks before the next meeting, inviting them to travel some of the different State roads in the area for visual examples. Mr. Laws also noted that the City's Code does not specify how park strips are to be finished, and so homeowners could potentially modify them from how they are originally installed by UDOT. This may be an issue for the Council to consider if they desire to be more specific in the make-up of park strips in the City. More discussion will be had on this in future meetings.

Mr. Laws also informed the Council that the drive-thru Easter Egg Hunt Kit pick-up will be held on April 2nd. The regular egg-hunt at the Loy Blake Park was modified to a drive-thru event last year due to COVID-19 restrictions and was very successful; as the pandemic continues and some restrictions are still in place, it was decided to hold the event the same way this year. The budget was increased to provide more kits, as they quickly ran out last year. The Youth Council will participate in the event, as well as a group called Communities that Care that has asked to volunteer. Communities that Care focuses on the keeping the youth in our communities away from drugs and alcohol, promotes healthy family relationships, positivity within the home, etc. Mr. Laws stated that this is a great organization and is excited for the City to have their assistance.

5. Citizen Comment

No comments received.

6. Update from the Davis County Sheriff's Office

Mr. Laws welcomed Lieutenant Jamie Cox, Sergeant Josh Boucher and Captain Taylor West to the meeting and turned the time over to Sergeant Boucher, as the designated liaison between the City and the Davis County Sheriff's Office, to provide an update to the Council.

Sgt. Boucher presented the following data to the Council for the period of December 11, 2020 to March 11, 2021:

• Staffing Hours & Performance

DAVIS COUNTY SHERIFF'S OFFICE WEST POINT CITY – WEEKLY CONTRACT HOURS 11Dec20 – 11Mar21

WEEK	DAYSHIFT	NIGHTSHIFT	WEEKLY TOTAL
12/11/20 – 12/17/20	84.9	110.6	195.5
12/18/20 – 12/24/20	77.3	149.9	227.2
12/25/20 – 12/31/20	117.3	93.4	210.7
01/01/21 – 01/07/21	123.8	93.2	217
01/08/21 – 01/14/21	133	105.5	238.5
01/15/21 – 01/21/21	119.2	91.56	210.76
01/22/21 – 01/28/21	69.1	132.5	201.6
01/29/21 – 02/04/21	124.9	126.8	251.7
02/05/21 – 02/11/21	117	108.1	225.1
02/12/21 – 02/18/21	150.8	111.6	262.4
02/19/21 – 02/25/21	90	117.7	207.7
02/26/21 – 03/04/21	83.6	119.7	203.3
03/05/21 – 03/11/21	117.7	105.9	223.6
TOTAL HOURS:	1408.6	1466.46	2875.06
WEEKLY AVERAGE:	108.35	112.80	221.16

WORK PERFORMANCE

Arrests	Offenses	Citations	Violations	Incidents	DUI
8	17	36	56	440	2

- **Significant Events**

- December 11

- 1722 hours – Burglary – D20-08619
 - A complainant called to report that her daughter's boyfriend, who has been previously trespassed from the residence, had used force to enter the home, assaulted her daughter, and then took her daughter's cell phone. The suspect was located in Roy where he was taken into custody. He was booked into jail for an outstanding no bail warrant and the charges of burglary, assault, and criminal trespass.

- December 16

- 0216 hours – Drug Offense/Stolen Property – D20-08731
 - Deputy Wade made a traffic stop on a vehicle for a light violation. After a Canine alerted, the vehicle was searched where controlled substances (Meth-Heroin) and paraphernalia were located. A license plate was also located in the vehicle. The license plate belonged to a vehicle that was stolen out of Layton a few hours prior to the stop. The suspect was also on probation. Layton was notified of the license plate and APP was notified about the suspect's violations.

- December 24

- 1122 hours – Structure Fire – D20-08909
 - Structure fire with flames observed. Fire was extinguished without incident. A dog was rescued from the interior. No obvious evidence indicating criminal activity.

- January 6

- 0800 hours – Vehicle Burglaries – 600 N between 2150 W and 2700 W
 - Two residents had vehicles that were entered, and personal property was stolen. The vehicles were likely left unlocked. Remember to check your vehicles in the evening to make sure they are locked.

- January 26

- 0827 hours – Residential Burglary – D21-00883
 - Complainant accidentally left the garage door open overnight. Camera footage at 0315 hrs showed an adult male walk between vehicles into the garage and later leaving with a toolbox in hand. The suspect drops the toolbox and then quickly leaves in a pickup/SUV.
 - The suspect has not been identified, no further leads have been identified.

- February

- West Point Jr. High – Sexual Assault – D21-01218
 - The victim, a student of West Point Jr, reported to school staff that they had been sexually assaulted. Davis County Sheriff's Office deputies took an initial report, and possible evidence was recovered on the morning after the incident was reported. The case was forwarded to detectives to continue the investigation. The case has since been turned over to Davis County Juvenile District court for charges of sexual assault.

- February 9

- 1631 hours – DUI – D21-01815
 - An attempt to locate was placed over the radio for a possible impaired driver in Clearfield. The vehicle was located in West Point and the driver was arrested for DUI.

- March 1

- 0811 hours – Criminal Mischief – East Park – D21-01918
 - Reports of vandalism at West Point Park, multiple weekend in a row
 - West point City public works reported more vandalism with video showing the same suspect at the same time of night as the previous incidents. Deputy Harrop spoke with local schools trying to identify the suspect but was unsuccessful. Extra patrols during the evening hours have been sent to swing and grave crews.

- On March 14, the mother of one of the juveniles called to report her son and two of his friends were responsible for the damage at the parks that occurred over several weeks. Charges have been sent to Juvenile court.

- **Call Types**

- Top 5 Call Types during this period:
 - Domestic Violence incidents – 12
 - Suicidal Threat/Welfare Incidents – 24
 - Suspicious Person/Circumstance – 42
 - Traffic Accidents/Incidents – 33
 - Medical Incidents – 38
- These 5 types of incident account for 28.4% of the calls in West Point
- DV, Suicidal, and Welfare Checks are 6.8% of the calls

The Council thanked Sgt. Boucher for sharing this information and providing them with a general outlook of what is happening in West Point. They also expressed their appreciation for the great work that they do in serving our community.

7. Youth Council Update

A representative from the Youth Council was unable to attend the meeting and will provide an update to the Council in April.

8. Recognition of the West Point City Youth Council Essay Contest Winners – Mayor Erik Craythorne

Mayor Craythorne stated that for many years now, the Youth Council has sponsored the “Why I Love My City” Essay Contest for all West Point residents to participate in. The essays are reviewed in a two-round process, with three or four members of City Staff reading all of the entries and selecting their top 10 to pass on to a Council Member for final selection of 1st, 2nd, and 3rd places. Mayor Craythorne announced the following winners for 2021, selected from a total of 51 entries:

- 3rd Place:** **Christopher Clavel**
9th Grader at West Point Jr. High
- 2nd Place:** **Aimee Torres**
9th Grader at West Point Jr. High
- 1st Place:** **Garth B. Kelly**
Adult West Point Resident

Mayor Craythorne congratulated the winners and thanked them for their participation; he appreciates hearing what it is that residents love about living in West Point. Prizes will be delivered to the winners later in the week.

9. Consideration of Approval of the February 16th, 2021 West Point City Council Meeting Minutes

Council Member Dawson motion to approve the Minutes
Council Member Judd seconded the motion
The Council unanimously agreed

10. Consideration of Approval of the Request to Simultaneously Develop Phases 2 & 3 of the Wildfire Estates Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the Council has discussed this item in the previous meeting, and summarized that the developer of this subdivision is requesting to begin Phase 3 while Phase 2 is still under construction. Phase 1 was

approved in spring of 2019 and Phase 2 was given approval in August of 2020. Mrs. MacDonald explained that City Code does not allow multiple phases to be developed at the same time unless the preceding phase has met certain thresholds of completion, but does allow the City Council to grant an exception the requirement. Should the Council approve this request, the final plat for Phase 3 will be on the agenda for consideration of approval at the next meeting.

The Council had no further discussion.

Council Member Petersen motioned to approve the request

Council Member Judd seconded the motion

The Council unanimously agreed

11. Motion to Adjourn the General Session

Council Member Petersen motioned to adjourn the General Session

Council Member Judd seconded the motion

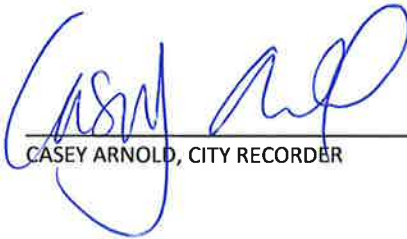
The Council unanimously agreed



ERIK R. CRAYTHORNE, MAYOR

May 18th, 2021





CASEY ARNOLD, CITY RECORDER

May 18th, 2021