



**WEST POINT CITY COUNCIL
MEETING NOTICE & AGENDA
JULY 20TH, 2021
WEST POINT CITY HALL**

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

THIS PUBLIC MEETING WILL BE HELD IN-PERSON AT WEST POINT CITY HALL AND ALSO ELECTRONICALLY.

The Public may attend the meeting electronically and comment when appropriate by:

- Join Zoom Meeting at: <https://us02web.zoom.us/j/84298178402> or
- Connect via Telephone: Dial 1(669) 900-6833 and enter Meeting ID: 842 9817 8402

The public may attend this meeting in-person at West Point City Hall under the following Guidelines:

- Use of face coverings is required for all those not fully vaccinated
- Avoid entering if they have a fever of 100.4° or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell
- Maintain 6-foot physical distancing & avoid physical contact
- Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
- Wash hands often, and for at least 20 seconds

The public may also participate in the Citizen Comment and Public Hearing Items prior to the meeting via email:

Comments must be received prior to the 7PM City Council Meeting

- Email: carnold@westpointcity.org
- Subject Line: Must be designated as "Citizen Comment – July 20, 2021 City Council Meeting"
- Email Body: Must include First & Last Name and Address and a succinct statement of your comment.

ADMINISTRATIVE SESSION

6:00 PM – OPEN TO THE PUBLIC

1. Discussion Regarding an Amended Plat for the Community Garden Lot – Mr. Boyd Davis [pg. 3](#)
2. Discussion Regarding Final Plat Approval of Phase 4 of the Craythorn Homestead Subdivision – Mrs. Bryn MacDonald [pg. 8](#)
3. Discussion Regarding the Revised Land Use Development Code – Mrs. Bryn MacDonald [pg. 15](#)
4. Other Items

GENERAL SESSION

7:00 PM – OPEN TO THE PUBLIC

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 (*Emailed comments received prior to the meeting using the instructions above will be read to the Council at this time*)
 - Please clearly state your name and address prior to commenting and keep comments to a maximum of 2 ½ minutes
 - Do not repeat positions already stated; public comment is a time for the Council to receive new information and perspectives
 - If attending the meeting in-person, please approach the podium
 - If attending the meeting electronically, use the "raise hand" icon if on a computer or dial *9 on the phone to indicate that you would like to make a comment; when it is your turn, the meeting host will unmute you.
7. Consideration of Approval of the Minutes from June 15th, 2021 West Point City Council Meeting [pg. 17](#)
8. Consideration of Approval of the Minutes from the July 6th, 2021 West Point City Council Meeting [pg. 25](#)
9. Consideration of Approval of Final Plat Approval of Harvest Fields Subdivision Phase 7 and 8 – Mrs. Bryn MacDonald [pg. 33](#)
10. Consideration of Approval of the Amended Plat for the Community Garden Lot – Mr. Boyd Davis [pg. 3](#)
11. Consideration of Approval to Place the Littlefield Subdivision Phase 2 on One-Year Warranty – Mr. Boyd Davis [pg. 38](#)
12. Discussion Regarding Current Drought Conditions – Mr. Kyle Laws
13. Motion to Move Into a Closed Session

CLOSED SESSION

1. Motion to Open Closed Session
2. Call to Order and Roll Call
3. Discussion Regarding Purchase of Real Property, Pursuant to UCA §52-4-205(1)(d)
4. Motion to Adjourn the Closed Session and Return to the General Session

14. Motion to Adjourn the General Session

**AMENDED & POSTED THIS
15th DAY OF JULY, 2021**

Casey Arnold

CASEY ARNOLD, CITY RECORDER

TENTATIVE UPCOMING ITEMS

Date: **08/03/2021**

Administrative Session – 6:00 pm

1. Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City and All Related Agencies – Mr. Ryan Harvey
2. Party at The Point Celebration Wrap-Up – Mrs. Shelby Sargent
3. Discussion Regarding an Exception to the Standard Road Cross Section for the Proposed Carlisi Subdivision – Mr. Boyd Davis
4. Discussion Regarding a Boundary Line Adjustment with Clinton City – Mrs. Bryn MacDonald
Discussion Regarding Cemetery Ordinances – Ms. Casey Arnold/Mr. Paul Rochell
5. Discussion Regarding the Revised Land Use & Development Code – Mrs. Bryn MacDonald

General Session – 7:00 pm

1. Youth Council Update
2. Swearing-In of the 2021-2022 West Point City Youth Council – Mayor Craythorne
3. Consideration of Approval of the Amended Plat for the Community Garden Lot – Mr. Boyd Davis
4. Consideration of Approval to Remove the Zaugg Legacy Subdivision from Warranty – Mr. Boyd Davis
5. Consideration of Final Approval of the Final Plat for Phase 4 of the Craythorn Homestead Subdivision – Mrs. Bryn MacDonald
6. Consideration of Approval to Remove Craythorn Homestead Phase 1 from Warranty – Mr. Boyd Davis
7. Public Hearing Regarding Amendments to West Point City Code: Title 15 – *Buildings & Construction*, Title 16 – *Subdivisions*, Title 17 – *Zoning*, and Title 18 – *Land Use*, and the Creation of Title ** – Land Use and Development – Mrs. Bryn MacDonald

Date: **08/17/2021**

Administrative Session – 6:00 pm

1. Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City and All Related Agencies – Mr. Ryan Harvey
2. Discussion Regarding the Revised Land Use & Development Code – Mrs. Bryn MacDonald

SPECIAL BUDGET MEETING – 7:00 pm

1. Consideration of Approval of Resolution No. 08-17-2021A, Approving the 2021 Property Tax Rate – Mr. Ryan Harvey
 - a. Public Hearing
 - b. Action
2. Consideration of Approval of Ordinance No. 08-17-2020A, Approving the FY2022 Final Budget for West Point City and All Related Agencies – Mr. Ryan Harvey
 - a. Public Hearing
 - b. Action

General Session – 7:30 pm

1. Consideration of Approval of Ordinance No. 08-17-2021A, Amending WPCG Sections **, **, **, *
2. Consideration of Approval of Resolution No. 08-17-2021A, Expressing Intent to Adjust a Common Boundary with Clinton City – Mrs. Bryn MacDonald

****Date:** **08/24/2021****

SPECIAL MEETING – ELECTION CANVASS

1. Approval of the 2021 Primary Election Canvass for West Point City – Ms. Casey Arnold

Date: **09/07/2021**

Administrative Session – 6:00 pm

1. Presentation of the 2021 Storm Drain Masterplan and Impact Fee Analysis – Mr. Boyd Davis

General Session – 7:00 pm

City Council Staff Report



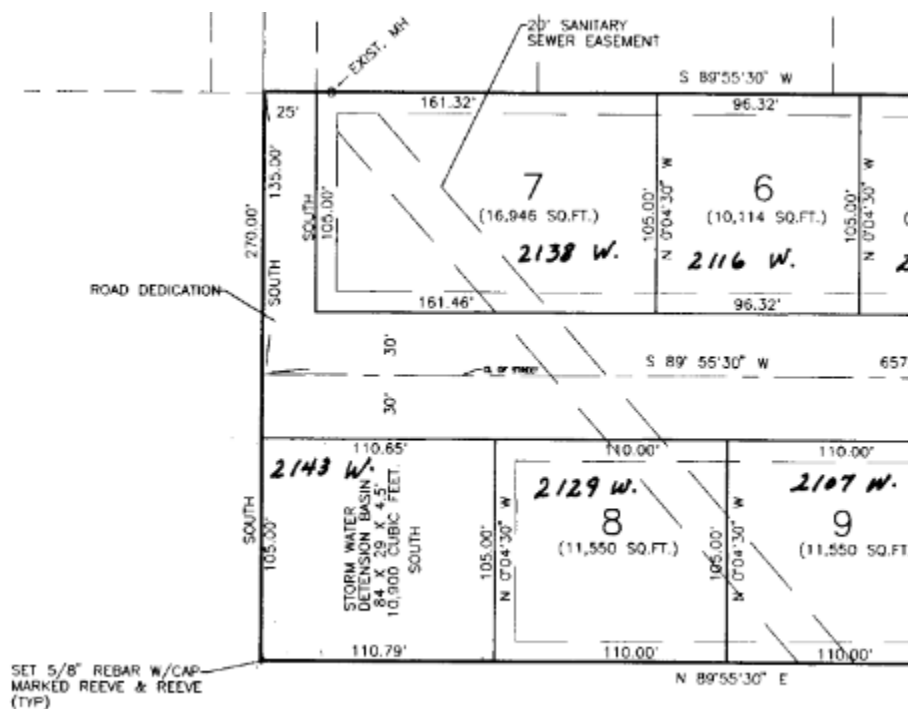
Subject: Amended Plat – Sandy Meadows
Author: Boyd Davis
Department: Engineering
Date: July 20, 2021

Background

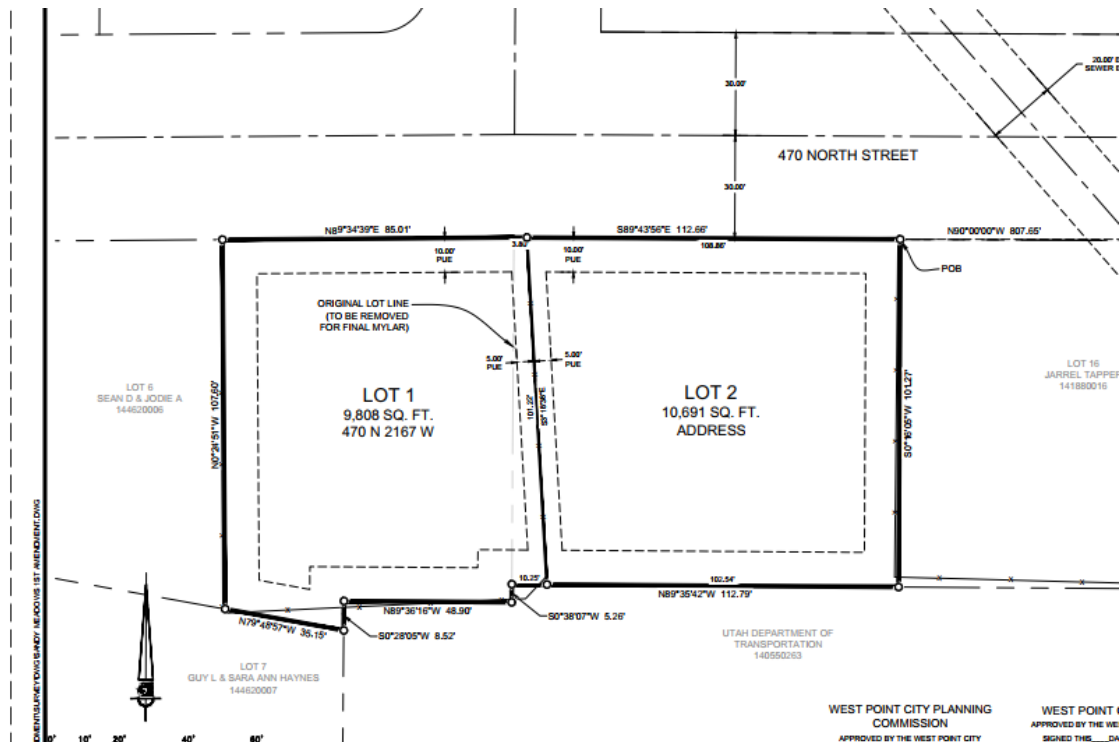
The Sandy Meadows Subdivision is located at 470 N 2150 W. The City owns a lot on the southwest corner of the subdivision that was designated as a detention pond on the original plat. The detention pond was abandoned several years ago and the property was re-purposed as a community garden. The City now desires to convert the property to a building lot and sell it. In order to create a building lot the plat must be amended.

Analysis

The current subdivision plat is as follows:



Below is the amended plat:



You will notice two lots on the amended plat. Lot 2 is owned by the City and Lot 1 is owned by an existing resident. During the survey work for the amended plat it was discovered that the fence line did not match the deed line and setbacks for the house on Lot 1 were measured from the fence rather than the deed line. If we were to hold the deed line, that home would become non-compliant. However, that fence has been in place longer than 20 years and is considered the property line. This new plat designates the fence line as the property line and cleans up any future issues. The City will lose 859 sq ft from the lot, but because the law recognizes fence lines as the property line this must be adjusted.

If approved by the City Council, this plat will be recorded, and the lot will officially become a building lot. The lot can then be sold, and a building permit can be issued.

It should also be noted that all utilities are available at the lot.

Recommendation

Staff recommends approval of the amended plat of Sandy Meadows.

Significant Impacts

None

Attachments

Amended Plat

SANDY BISON WEST POINT SUBDIVISION
AMENDING SANDY MEADOWS SUBDIVISION AMENDED DETENTION BASIN AND BISON POINTE SUBDIVISION LOT 5
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 33,
TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN,
WEST POINT CITY, DAVIS COUNTY, UTAH
JUNE 2021

BOUNDARY DESCRIPTION

A PART OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 5 NORTH, RANGE 2 WEST OF THE SALT LAKE BASE AND MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHWEST CORNER OF LOT 16 OF SANDY MEADOWS SUBDIVISION AMENDED BEING ON THE SOUTH RIGHT-OF-WAY LINE OF 470 NORTH STREET LOCATED NORTH 0°27'30" EAST 832.09 FEET ALONG THE EAST LINE OF SAID QUARTER AND NORTH 90°00'00" WEST 807.65 FEET FROM THE SOUTHEAST QUARTER CORNER OF SAID SECTION, RUNNING THENCE ALONG THE WEST LINE OF SAID LOT 16 SOUTH 0°16'05" WEST 101.27 FEET TO THE SOUTH BOUNDARY LINE OF SANDY MEADOWS SUBDIVISION AMENDED, THENCE ALONG SAID SOUTH BOUNDARY LINE OF SANDY MEADOWS SUBDIVISION AMENDED NORTH 89°35'42" WEST 112.79 FEET TO THE SOUTH BOUNDARY LINE OF BISON POINTE SUBDIVISION, THENCE ALONG SAID SOUTH BOUNDARY LINE OF BISON POINTE SUBDIVISION FOLLOWING THREE (3) COURSES: (1) SOUTH 0°38'07" WEST 5.26 FEET, (2) NORTH 89°38'16" WEST 48.90 FEET, (3) SOUTH 0°28'05" WEST 8.52 FEET TO THE SOUTH LINE OF LOT 7 OF BISON POINTE SUBDIVISION, THENCE ALONG SAID SOUTH LINE NORTH 79°48'57" WEST 35.15 FEET TO THE EAST LINE OF SAID LOT 7, THENCE ALONG SAID EAST LOT LINE NORTH 0°24'51" WEST 107.60 FEET TO SAID SOUTH RIGHT-OF-WAY LINE, THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE FOLLOWING TWO (2) COURSES: (1) NORTH 89°34'39" EAST 85.01 FEET, (2) SOUTH 89°43'56" EAST 112.66 FEET TO THE POINT OF BEGINNING, CONTAINING 20,499 SQUARE FEET OR 0.47 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KLINT H. WHITNEY, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH AND THAT I HOLD CERTIFICATE NO. 8227228 IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS I HAVE COMPLETED A SURVEY OF THE PROPERTY AS SHOWN AND DESCRIBED ON THIS PLAT AND HAVE SUBDIVIDED SAID PROPERTY INTO LOTS AND STREETS, TOGETHER WITH EASEMENTS, HEREAFER TO BE KNOWN AS SANDY BISON WEST POINT SUBDIVISION IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS; THAT THE REFERENCE MONUMENTS SHOWN HEREON ARE LOCATED AS INDICATED AND ARE SUFFICIENT TO RETRACE OR REESTABLISH THIS SURVEY; THAT ALL LOTS MEET THE REQUIREMENTS OF THE LAND USE CODE; AND THAT THE INFORMATION SHOWN HEREIN IS SUFFICIENT TO ACCURATELY ESTABLISH THE LATERAL BOUNDARIES OF THE HEREIN DESCRIBED TRACT OF REAL PROPERTY.

SIGNED THIS ____ DAY OF ____, 2021.



KLINT H. WHITNEY, PLS NO. 8227228

OWNER'S DEDICATION

I THE UNDERSIGNED OWNER OF THE HEREON DESCRIBED TRACT OF LAND, HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS, PARCELS AND STREETS AS SHOWN ON THIS PLAT AND NAME SAID TRACT:

SANDY BISON WEST POINT 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 GRANT AND DEDICATE A PERPETUAL EASEMENT OVER, UPON AND UNDER THE LANDS DESIGNATED ON THE PLAT AS PUBLIC UTILITY AND DRAINAGE EASEMENT (PUDE), THE SAME TO BE USED FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF PUBLIC UTILITY SERVICE LINES, STORM DRAINAGE FACILITIES OR FOR THE PERPETUAL PRESERVATION OF WATER DRAINAGE CHANNELS IN THEIR NATURAL STATE WHICHEVER IS APPLICABLE AS MAY BE AUTHORIZED BY WEST POINT CITY, UTAH, WITH NO BUILDINGS OR STRUCTURES BEING ERECTED WITHIN SUCH EASEMENTS.

SIGNED THIS ____ DAY OF ____, 2021.

WEST POINT CITY

ERIC CRAYTHORNE, MAYOR

ATTEST

CASEY ARNOLD, CITY RECORDER

MICHAEL BENJAMIN MANIS

ACKNOWLEDGEMENT

STATE OF UTAH)
COUNTY OF DAVIS)

On this ____ day of ____, 2021, before me
appeared MICHAEL BENJAMIN MANIS, a Notary Public, personally
satisfactory evidence to be the person(s) whose name(s) (is/are)
subscribed to this instrument, and acknowledged (he/she/they) executed
the same. Witness my hand and official seal.

STAMP
NOTARY PUBLIC

ACKNOWLEDGEMENT

STATE OF UTAH)
COUNTY OF DAVIS)

On this ____ day of ____, 2021, personally appeared
before me ERIC CRAYTHORNE, whose identity is personally
known to me (or proven on the basis of satisfactory evidence) and
who by me duly sworn/affirmed, did say that he/she is the [TITLE
MAYOR of WEST POINT CITY, and that said document was signed
by him/her in behalf of said City by Authority of its City Council, or
(Resolution of its Planning Commission), and said ERIC
CRAYTHORNE acknowledged to me that said WEST POINT CITY
executed the same.

STAMP
NOTARY PUBLIC

NARRATIVE

THE PURPOSE OF THIS SURVEY WAS TO CREATE A TWO LOT SUBDIVISION ON THE PROPERTY AS SHOWN AND DESCRIBED HEREON. THE SURVEY WAS ORDERED BY WEST POINT CITY. THE CONTROL USED TO ESTABLISH THE BOUNDARY WAS THE EXISTING DAVIS COUNTY SURVEY MONUMENTATION AS SHOWN HEREON. THE BASIS OF BEARING IS THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 5 NORTH, RANGE 2 WEST, OF THE SALT LAKE BASE AND MERIDIAN WHICH BEARS NORTH 0°27'30" EAST NAD 83 STATE PLANE GRID BEARING.

WEST POINT CITY PLANNING COMMISSION

APPROVED BY THE WEST POINT CITY PLANNING COMMISSION,
SIGNED THIS ____ DAY OF ____, 2021.

CHAIRMAN

WEST POINT CITY APPROVAL

APPROVED BY THE WEST POINT CITY COUNCIL,
SIGNED THIS ____ DAY OF ____, 2021.

ATTEST: _____
TITLE: _____

MAYOR

WEST POINT CITY ENGINEER

APPROVED BY THE WEST POINT CITY ENGINEER,
SIGNED THIS ____ DAY OF ____, 2021.

CITY ENGINEER

WEST POINT CITY ATTORNEY

APPROVED BY THE WEST POINT CITY ATTORNEY,
SIGNED THIS ____ DAY OF ____, 2021.

CITY ATTORNEY

NOTES

- ZONE (R-3) CURRENT YARD SETBACKS: FRONT: 20' TO PLANE OF BUILDING AND 25' TO GARAGE; SIDE: 10'; REAR: 30'.
- SUBJECT PROPERTY FALLS WITHIN FEMA FLOOD ZONE "X" - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FEMA MAP NO. 49011C02005E WITH AN EFFECTIVE DATE OF JUNE 18, 2007.
- 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 OLE RESPONSIBILITY OF THE PERMIT APPLICANT AND PROPERTY OWNER.

LEGEND

- | | | |
|--------------------------------|------------------------|--------------------------|
| DAVIS COUNTY MONUMENT AS NOTED | EXISTING WATER METER | EXISTING WATER LINE |
| SET 24" REBAR & CAP | EXISTING WATER MANHOLE | EXISTING IRRIGATION LINE |
| GARDNER ENGINEERING | EXISTING FIRE HYDRANT | EXISTING STORM DRAIN |
| SUBDIVISION BOUNDARY | EXISTING WATER VALVE | EXISTING SANITARY SEWER |
| LOT LINE | EXISTING STORM MANHOLE | EXISTING OVERHEAD POWER |
| ADJACENT PARCEL | EXISTING CATCH BASIN | EXISTING GAS LINE |
| SECTION LINE | EXISTING SEWER MANHOLE | |
| EASEMENT | | |
| EXISTING FENCE LINE | | |

Scale in Feet
1" = 20'



R:\WEST POINT\2102_SANDY MEADOWS 1ST AMENDMENT SURVEY\DWG\SANDY MEADOWS 1ST AMENDMENT.DWG

SANDY BISON WEST POINT SUBDIVISION
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SURVEYOR'S CERTIFICATE

I, KLINT H. WHITNEY, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH AND THAT I HOLD CERTIFICATE NO. 8227228 IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS I HAVE COMPLETED A SURVEY OF THE PROPERTY AS SHOWN AND DESCRIBED ON THIS PLAT AND HAVE SUBDIVIDED SAID PROPERTY INTO LOTS AND STREETS, TOGETHER WITH EASEMENTS, HEREAFER TO BE KNOWN AS SANDY BISON WEST POINT SUBDIVISION IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS; THAT THE REFERENCE MONUMENTS SHOWN HEREON ARE LOCATED AS INDICATED AND ARE SUFFICIENT TO RETRACE OR REESTABLISH THIS SURVEY; THAT ALL LOTS MEET THE REQUIREMENTS OF THE LAND USE CODE; AND THAT THE INFORMATION SHOWN HEREIN IS SUFFICIENT TO ACCURATELY ESTABLISH THE LATERAL BOUNDARIES OF THE HEREIN DESCRIBED TRACT OF REAL PROPERTY.

SIGNED THIS ____ DAY OF ____, 2021.



KLINT H. WHITNEY, PLS NO. 8227228

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SIGNED THIS ____ DAY OF ____, 2021.

WEST POINT CITY

ERIC CRAYTHORNE, MAYOR

ATTEST

CASEY ARNOLD, CITY RECORDER

MICHAEL BENJAMIN MANIS

ACKNOWLEDGEMENT

STATE OF UTAH)
COUNTY OF DAVIS)

On this ____ day of ____, 2021, before me
appeared MICHAEL BENJAMIN MANIS, a Notary Public, personally
satisfactory evidence to be the person(s) whose name(s) (is/are)
subscribed to this instrument, and acknowledged (he/she/they) executed
the same. Witness my hand and official seal.

STAMP
NOTARY PUBLIC

ACKNOWLEDGEMENT

STATE OF UTAH)
COUNTY OF DAVIS)

On this ____ day of ____, 2021, personally appeared
before me ERIC CRAYTHORNE, whose identity is personally
known to me (or proven on the basis of satisfactory evidence) and
who by me duly sworn/affirmed, did say that he/she is the [TITLE
MAYOR of WEST POINT CITY, and that said document was signed
by him/her in behalf of said City by Authority of its City Council, or
(Resolution of its Planning Commission), and said ERIC
CRAYTHORNE acknowledged to me that said WEST POINT CITY
executed the same.

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WEST POINT CITY ENGINEER

APPROVED BY THE WEST POINT CITY ENGINEER,
SIGNED THIS ____ DAY OF ____, 2021.

CITY ENGINEER

WEST POINT CITY PLANNING COMMISSION

APPROVED BY THE WEST POINT CITY PLANNING COMMISSION,
SIGNED THIS ____ DAY OF ____, 2021.

CHAIRMAN

WEST POINT CITY APPROVAL

APPROVED BY THE WEST POINT CITY COUNCIL,
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ATTEST:

TITLE: _____

MAYOR

WEST POINT CITY ATTORNEY

APPROVED BY THE WEST POINT CITY ATTORNEY,
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CITY ATTORNEY

NOTES

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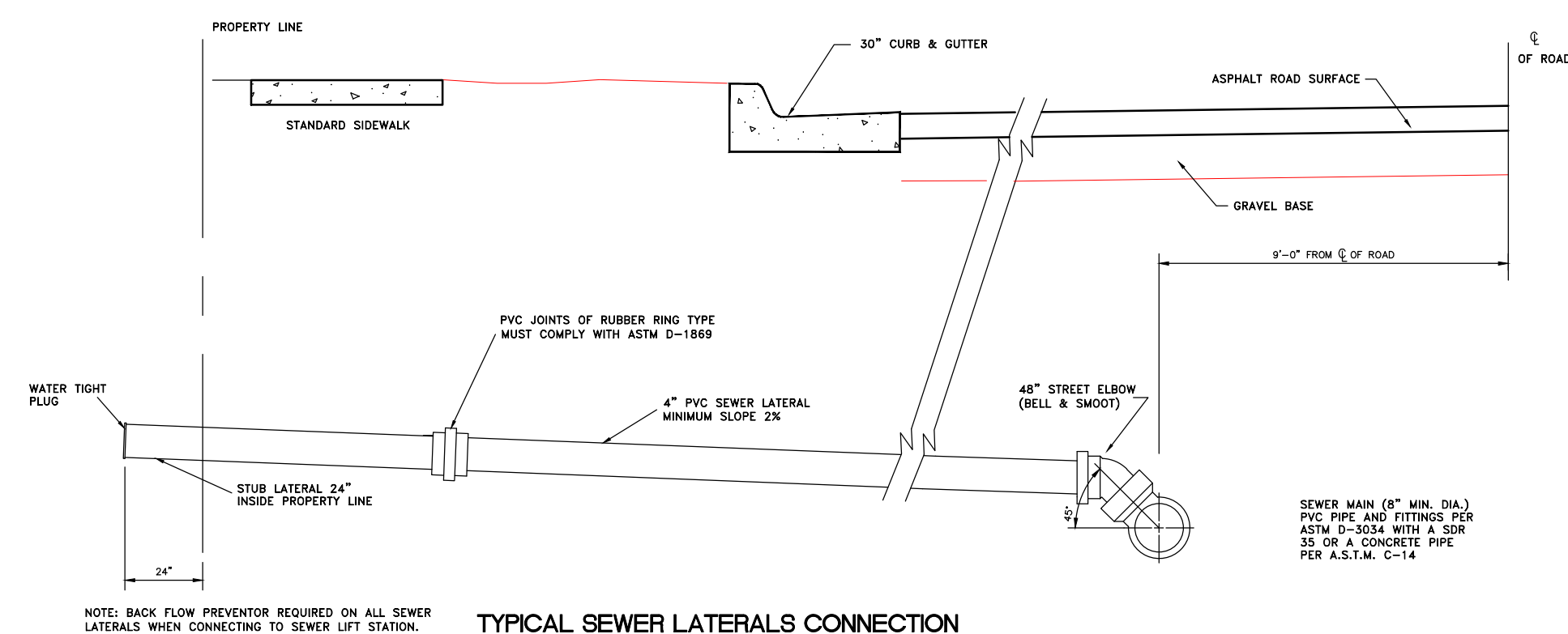
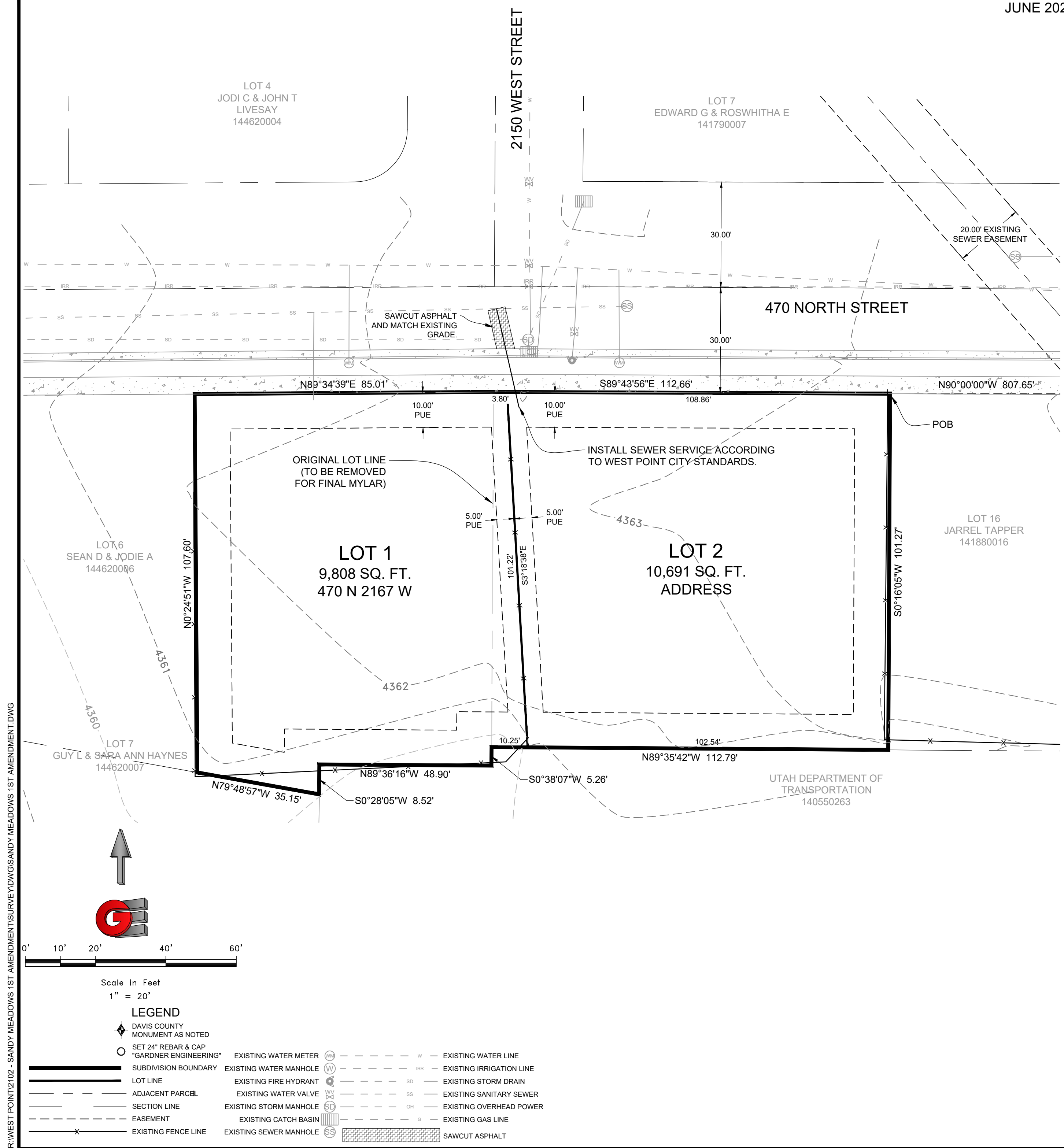
LEGEND

- DAVIS COUNTY MONUMENT AS NOTED
- SET 24" REBAR & CAP
- GARDNER ENGINEERING
- SUBDIVISION BOUNDARY
- LOT LINE
- ADJACENT PARCEL
- SECTION LINE
- EASEMENT
- EXISTING FENCE LINE
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- EXISTING WATER VALVE
- EXISTING STORM MANHOLE
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- EXISTING STORM DRAIN
- EXISTING SANITARY SEWER
- EXISTING OVERHEAD POWER
- EXISTING GAS LINE

Scale in Feet
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R:\WEST POINT\2102 - SANDY MEADOWS 1ST AMENDMENT SURVEY\DWG\SANDY MEADOWS 1ST AMENDMENT.DWG

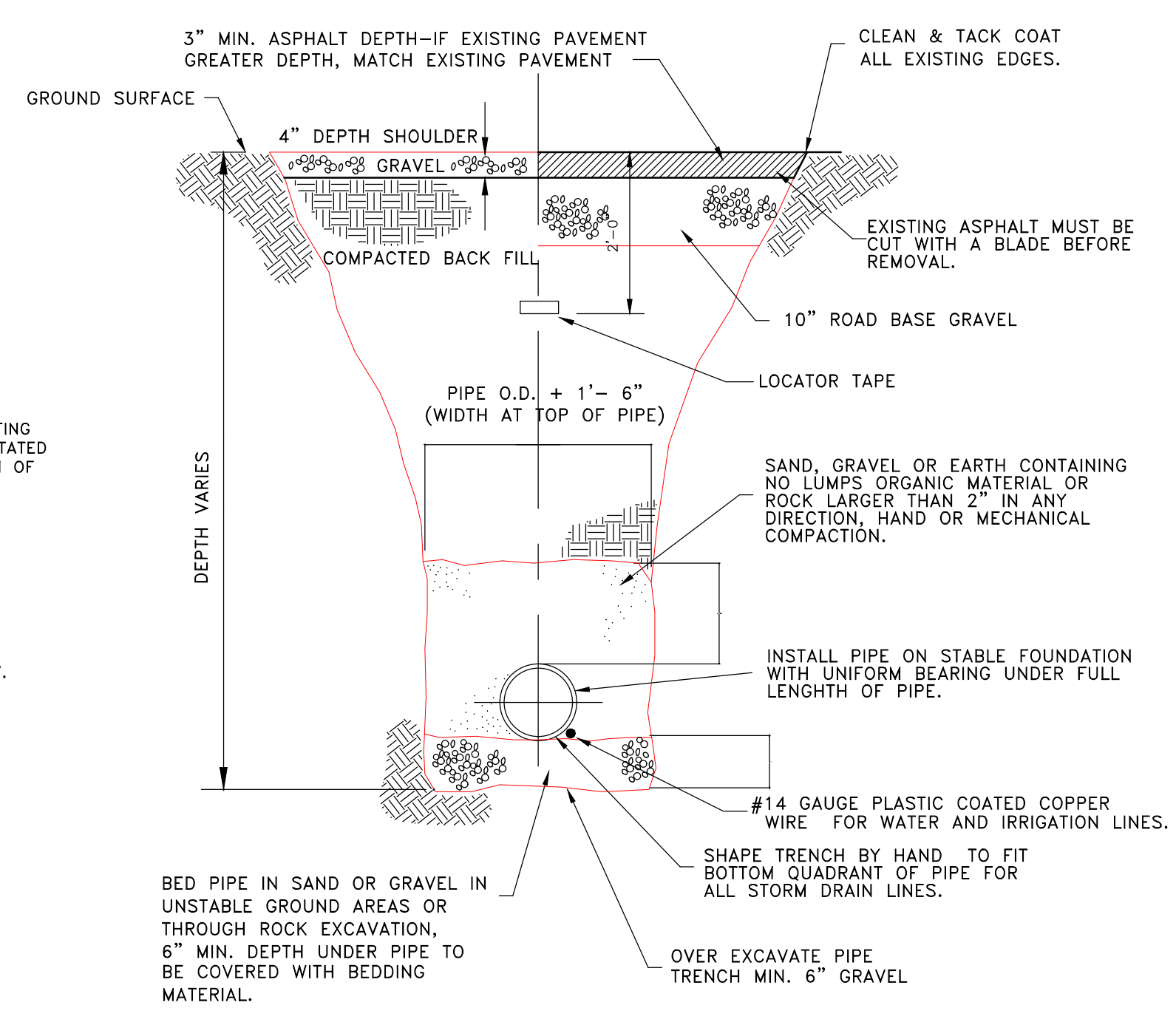
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WEST POINT CITY, DAVIS COUNTY, UTAH
JUNE 2021



NOTE:
WHEN CONNECTION IS MADE INTO EXISTING
CONCRETE WYE, THE WYE MUST BE ROTATED
TO A MINIMUM OF 10° AND A MAXIMUM OF
45° FROM THE HORIZONTAL AS SHOWN

NOTE: SEWER TO BE FLUSHED AND T.V.
AT DEVELOPERS EXPENSE.

PVC PIPE FITTINGS ASTM D-3034
WITH A S.D.R. 35



S1
1

GARDNER ENGINEERING
CIVIL • LAND PLANNING
MUNICIPAL • LAND SURVEYING
5150 SOUTH 375 EAST OGDEN, UT
OFFICE 801-476-0202 FAX: 801-476-0666

DAVIS COUNTY RECORDER

BOOK NUMBER _____

PAGE NUMBER _____

ENTRY NUMBER _____

TIME RECORDED _____

DATE RECORDED _____

FEE PAID _____

DAVIS COUNTY RECORDER

BY: _____

DEPUTY RECORDER

City Council Staff Report

Subject: Final Plat – Craythorn Homestead Phase 4
Author: Bryn MacDonald
Department: Community Development
Date: July 20, 2021

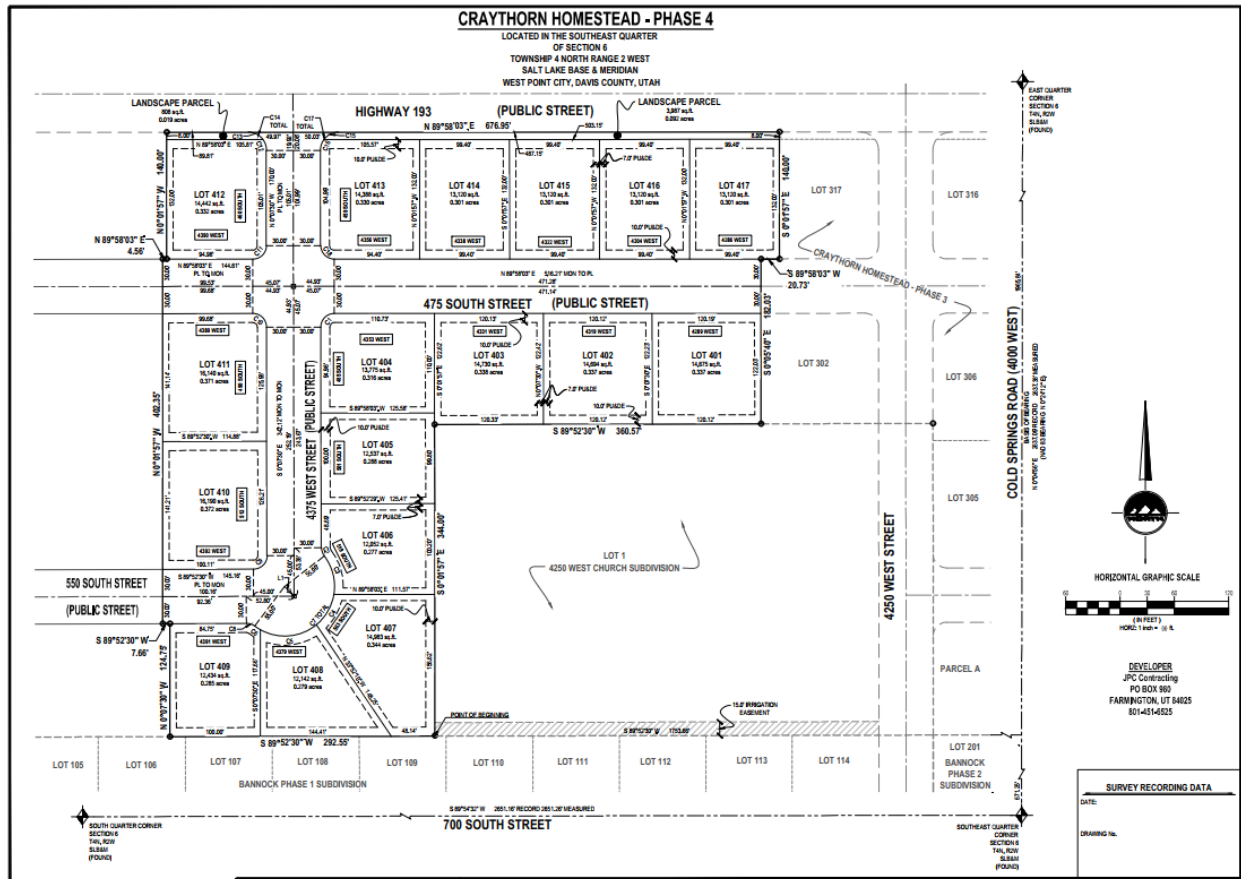


Background

Craythorne Development is seeking Final Plat approval from the Planning Commission regarding Phase 4 of the Craythorn Homestead Subdivision located at 4100 West 550 South. This phase will consist of 17 lots ranging from 12,000 square feet to 16,000 square feet. This proposed phase will be directly west of Phase 3 and north of the Bannock Subdivision.

Analysis

The Staff has reviewed the plans and sent letters to the applicant addressing engineering and planning concerns as it pertains to the Final Plans. All of the comments and required letters have been submitted and reviewed. There are no special amenities/improvements required for this development. Phase 3 has had 17 building permits issued, out of 18 lots.



Recommendation

This item is on for discussion only. No action is required at this time.

Significant Impacts

None

Attachments

Application

Plans



3200 West 300 North
West Point, UT 84015
PH: 801.776.0970
FAX: 801.525.9150
www.westpointcity.org

Subdivision Plan Application

All applications submitted must be made in accordance with the Title 16 & 17 of the West Point City Code, Governing all Land Use and Subdivision Developments. A new application is required for each application type.

Application Type – what type of application are you seeking?

☐ Concept Plan ☐ Preliminary Plan/Plat ☒ Final Plan/Plat ☐ Amendment

For Office Use Only Received Payment		
\$1450.00	2/29/21	RR
AMOUNT PAID	DATE RECEIVED	INITIAL
Amendment Conceptual Plan Preliminary Plan/Plat Final Plan/Plat	\$300 No Fee \$300 + \$25 per lot \$600 + \$50 per lot	CK #1116

Subdivision Property Information

Proposed Subdivision Name: Craythorn Homestead phase 4	*Current Zoning:	Total Acreage: 7.296	
Approximate Address:	Number of Lots: 17	**Concept Review Date:	**Preliminary Approval Date:

Developer/Agent Contact Information

Contact Name: Jerry Preston	Company: Craythorne Homestead LLC/	Owner of Property? ☐ YES ☒ NO	
Address: 4100 West 600 So.		City: West Point	State: Utah
Contact Office Phone: 801-451-6525	Contact Cell Phone: 801-564-3155	Contact Email: jerry@elitecrafthomes.com	

Engineer Contact Information

Name: Cam preston		Company: Ensign Engineering	
Address: 919 No. 400 West		City: Layton	State: Utah
Contact Office Phone: 801-547-1100	Contact Cell Phone: 801-643-0527	Contact Email: cpreston@ensignutah.com	

*IF THE DEVELOPMENT REQUIRES A CHANGE IN ZONING/A REZONE APPLICATION IS REQUIRED
**IF APPLICABLE

NOTE: If the agent listed above is not the property owner, he/she must be authorized as the assigned "AGENT" by completing the **STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT** section below. This authorization only needs to be completed once, prior to concept approval.

I hereby certify that the requested Subdivision would comply with all required conditions and standards of the West Point City Subdivision and Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the community's General Plan, and impose no insatiable demands for public services. I have read the West Point Subdivision and Land Use Ordinances and understand that submitting this Application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of West Point City's Municipal Code.

Jerry Preston
Developer/Agent Signature

2-19-2021

Date

Statement of Ownership/Designation of Agent (provide a small plat map showing ownership)

As the undersigned legal owners of the property described on a short plat map, we designate _____
to act as the agent with respect to this application.

Property Owner Signature

Print Name

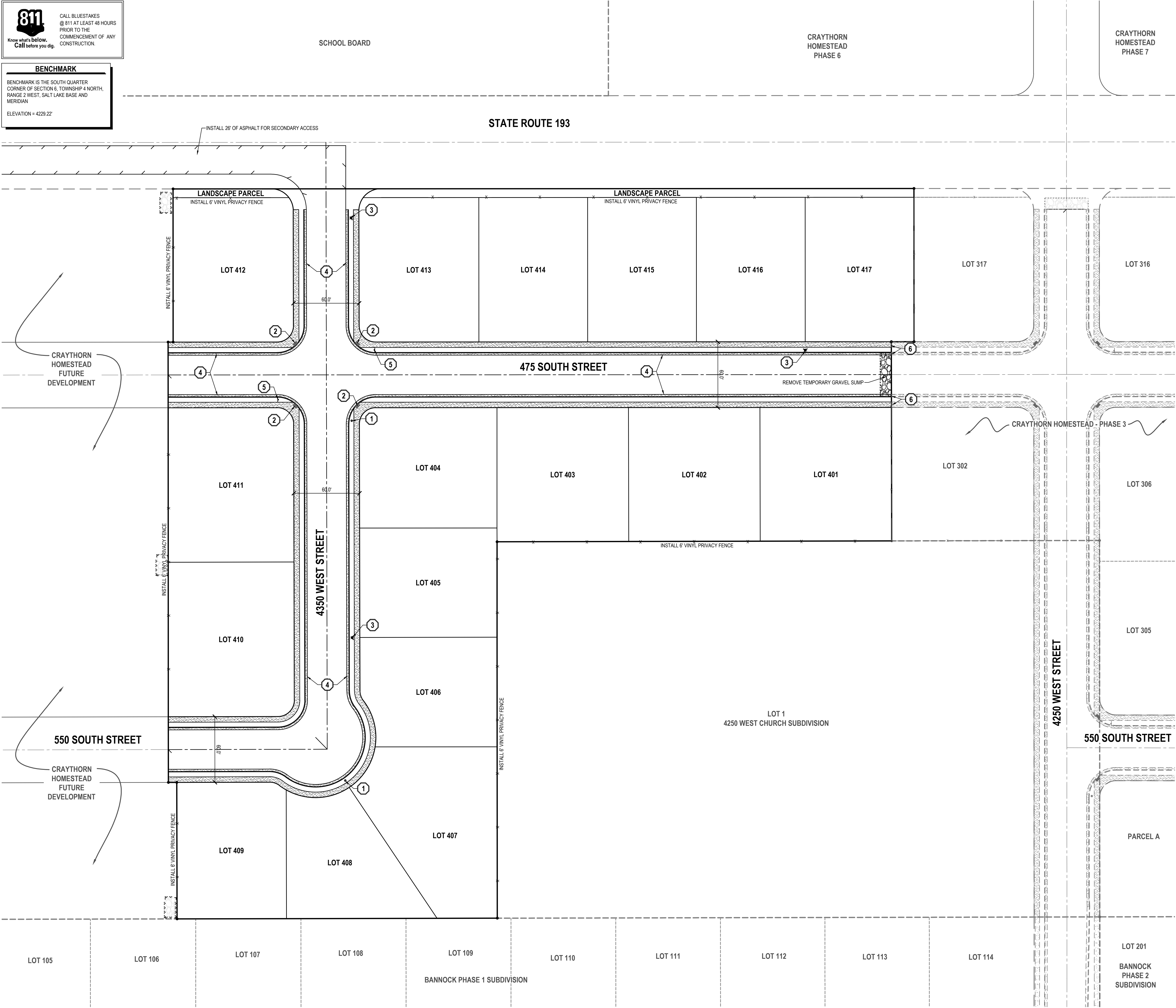
Date

811

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RANGE 2 WEST, SALT LAKE BASE AND
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ELEVATION = 4229.22'



- GENERAL NOTES
1.

ALL WORK TO COMPLY WITH WEST POINT CITY'S STANDARDS AND SPECIFICATIONS.
2.

EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
3.

ALL SURFACE IMPROVEMENTS DISTURBED BY CONSTRUCTION SHALL BE RESTORED OR REPLACED, INCLUDING TREES AND DECORATIVE SHRUBS, SOD, FENCES, WALLS AND STRUCTURES, WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE CONTRACT DOCUMENTS.
4.

ALL CONSTRUCTION SIGNAGE, BARRICADES, TRAFFIC CONTROL DEVICES, ETC. SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. THE CONTRACTOR WILL MAINTAIN SUCH SO THAT THEY ARE PROPERLY PLACED AND VISIBLE AT ALL TIMES.
5.

SIDEWALKS AND CURBS DESIGNATED TO BE DEMOLISHED SHALL BE DEMOLISHED TO THE NEAREST EXPANSION JOINT, MATCHING THESE PLANS AS CLOSELY AS POSSIBLE.
6.

THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.
7.

ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
8.

ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. (MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES).
9.

NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE OR ASPHALT.
10.

FIRE HYDRANTS AND ACCESS ROADS SHALL BE INSTALLED PRIOR TO CONSTRUCTION OF ANY BUILDINGS. ALL HYDRANTS SHALL BE PLACED WITH THE 4-1/2" CONNECTION FACING THE POINT OF ACCESS FOR FIRE DEPARTMENT APPARATUS.
11.

PRIOR TO BEGINNING CONSTRUCTION OF ANY BUILDINGS, A FIRE FLOW TEST OF THE NEW HYDRANTS SHALL BE CONDUCTED TO VERIFY THE ACTUAL FIRE FLOW FOR THIS PROJECT. THE FIRE PREVENTION DIVISION OF THIS FIRE DISTRICT SHALL WITNESS THIS TEST AND SHALL BE NOTIFIED A MINIMUM OF 48 HOURS PRIOR TO THE TEST.
12.

ALL FIRE APPARATUS ACCESS ROADS SHALL BE A MINIMUM ALL-WEATHER, DRIVABLE AND MAINTAINABLE SURFACE. THERE SHALL BE A MINIMUM CLEAR AND UNOBSTRUCTED WIDTH OF NOT LESS THAN 26 FEET AND AN UNOBSTRUCTED VERTICAL CLEARANCE OF NOT LESS THAN 13 FEET 6 INCHES. DEAD-END ROADS CREATED IN EXCESS OF 150 FEET IN LENGTH SHALL BE PROVIDED WITH AN APPROVED TURN-AROUND.

- KEYED NOTES
- 1

INSTALL STREET LIGHT PER WEST POINT CITY STANDARD.
- 2

INSTALL HANDICAP ACCESSIBLE RAMP WITH DETECTIBLE SURFACE PER ADA STANDARDS AND SPECIFICATIONS.
- 3

INSTALL FIRE HYDRANT WITH VALVE COMPLETE.
- 4

30" TYPE "A" CURB AND GUTTER PER APWA STANDARD PLAN NO. 205 AND SPECIFICATIONS.
- 5

INSTALL STOP SIGN PER MUTCD R1-1 WITH STREET SIGN PER WEST POINT CITY STANDARDS.
- 6

MATCH EXISTING IMPROVEMENTS.

EN SIGN

THE STANDARD IN ENGINEERING

LAYTON

919 North 400 West
Layton, UT 84041
Phone: 801.547.1100

SALT LAKE CITY

Phone: 801.255.0529

TOOELE

Phone: 435.843.3590

CEDAR CITY

Phone: 435.865.1453

RICHFIELD

Phone: 435.896.2983

WWW.ENSIGNENG.COM

FOR:

JPC CONTRACTING INC
P.O. BOX 9870
FARMINGTON, UTAH 84025
CONTACT:
JERRY PRESTON
PHONE: 801-451-6525

CRAYTHORN HOMESTEAD

PHASE 4

4100 WEST 600 SOUTH

WEST POINT, UTAH

PROFESSIONAL ENGINEER

REGISTERED

No. 10244838-2202

2-22-2020

JAMES J. SHAFER

STATE OF UTAH

NO.

DATE

REVISION

BY

1

FOR REVIEW

2

3

4

5

6

7

8

SITE PLAN

PROJECT NUMBER

8500

PRINT DATE

2/19/21

DRAWN BY

J.MOSS

CHECKED BY

T.SHAFFER

PROJECT MANAGER

C.PRESTON

C-100

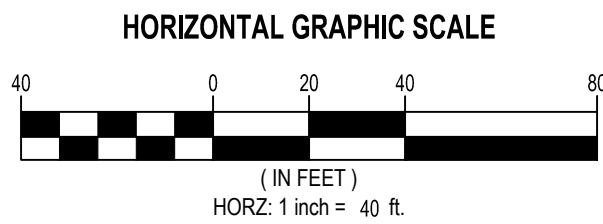
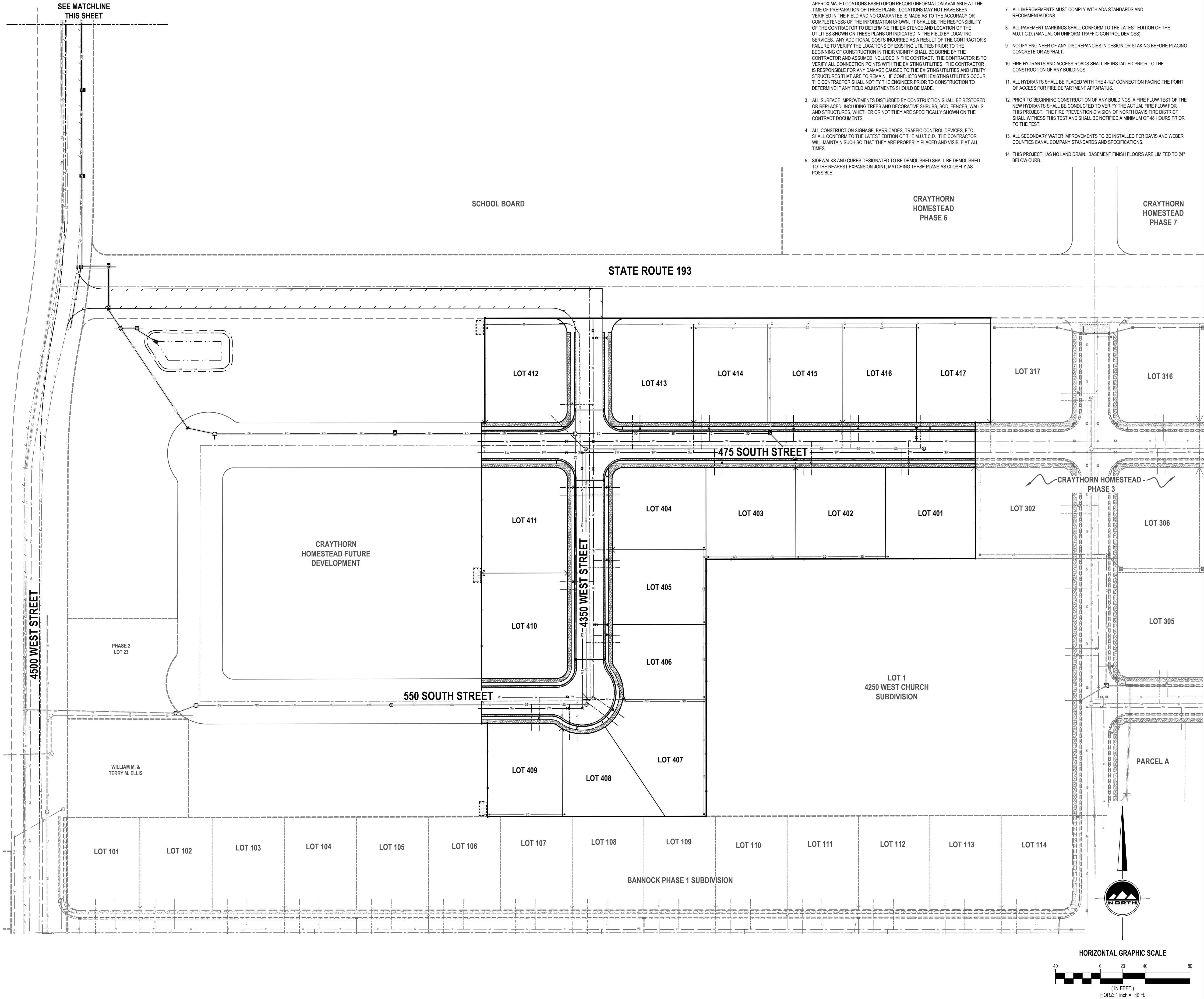
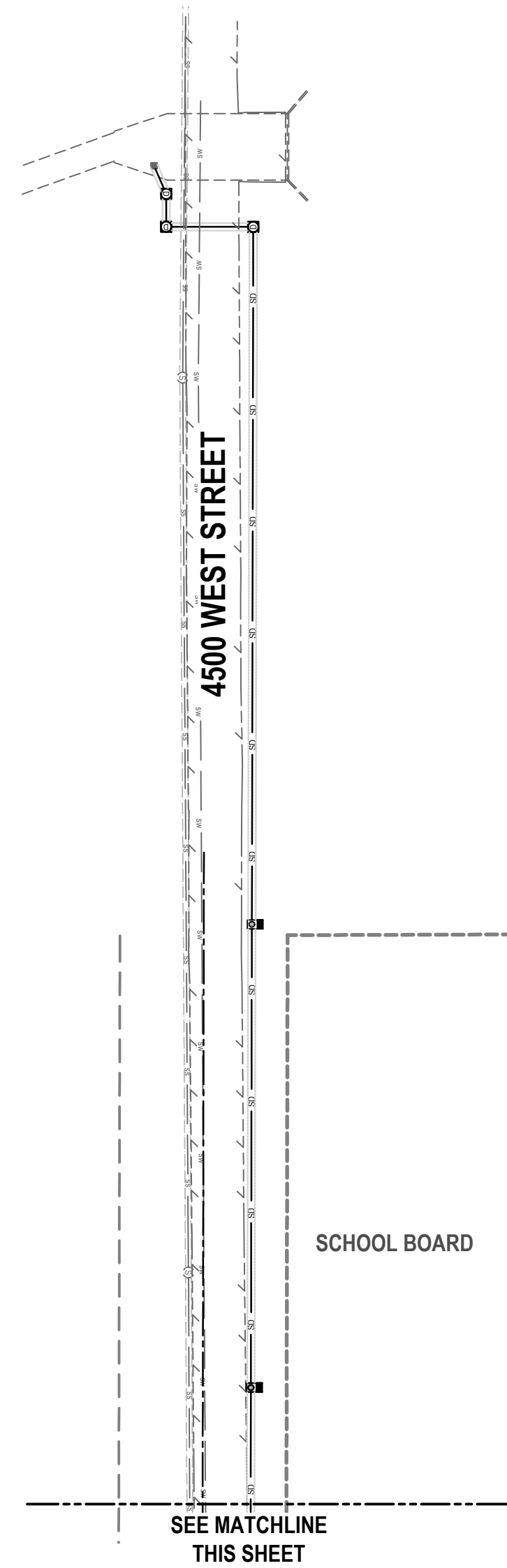
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 - ALL SECONDARY WATER IMPROVEMENTS TO BE INSTALLED PER DAVIS AND WEBER COUNTIES CANAL COMPANY STANDARDS AND SPECIFICATIONS.
 - THIS PROJECT HAS NO LAND DRAIN. BASEMENT FINISH FLOORS ARE LIMITED TO 24" BELOW CURB.

EN SIGN

THE STANDARD IN ENGINEERING

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919 North 400 West
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FOR:
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P.O. BOX 9870
FARMINGTON, UTAH 84025
CONTACT:
JERRY PRESTON
PHONE: 801-451-6525

**CRAYTHORN HOMESTEAD
PHASE 4**
4100 WEST 600 SOUTH
WEST POINT, UTAH

PROFESSIONAL ENGINEER

2-22-2020

STATE OF UTAH

JERRY JAMES PRESTON

NO.	DATE	REVISION	BY
1		FOR REVIEW	
2			
3			
4			
5			
6			
7			
8			

OVERALL UTILITY
PLAN

PROJECT NUMBER
8500

PRINT DATE
2/19/21

DRAWN BY
J.MOSS

CHECKED BY
T.SHAFFER

PROJECT MANAGER
C.PRESTON

C-300

West Point City Council

13

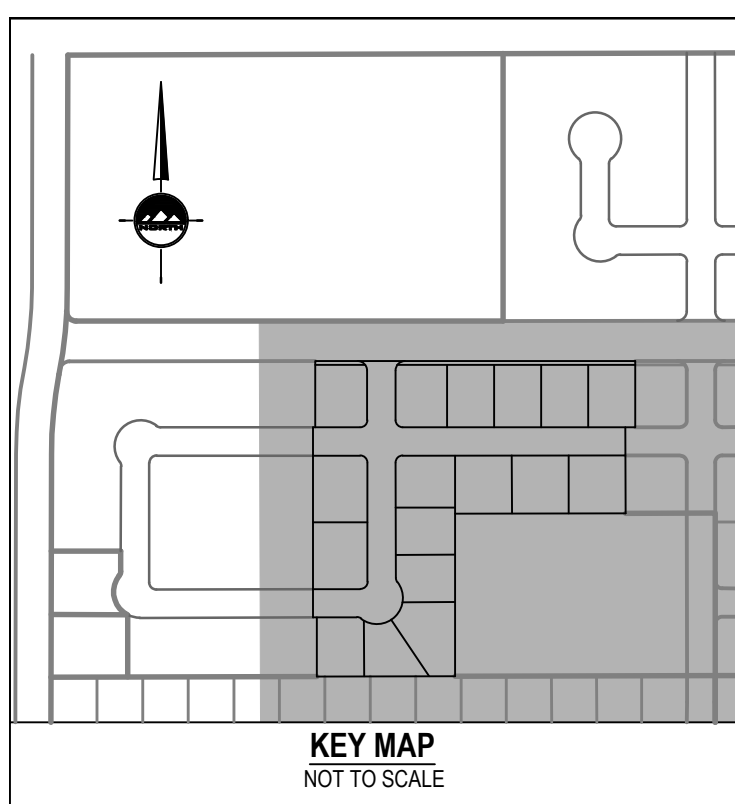
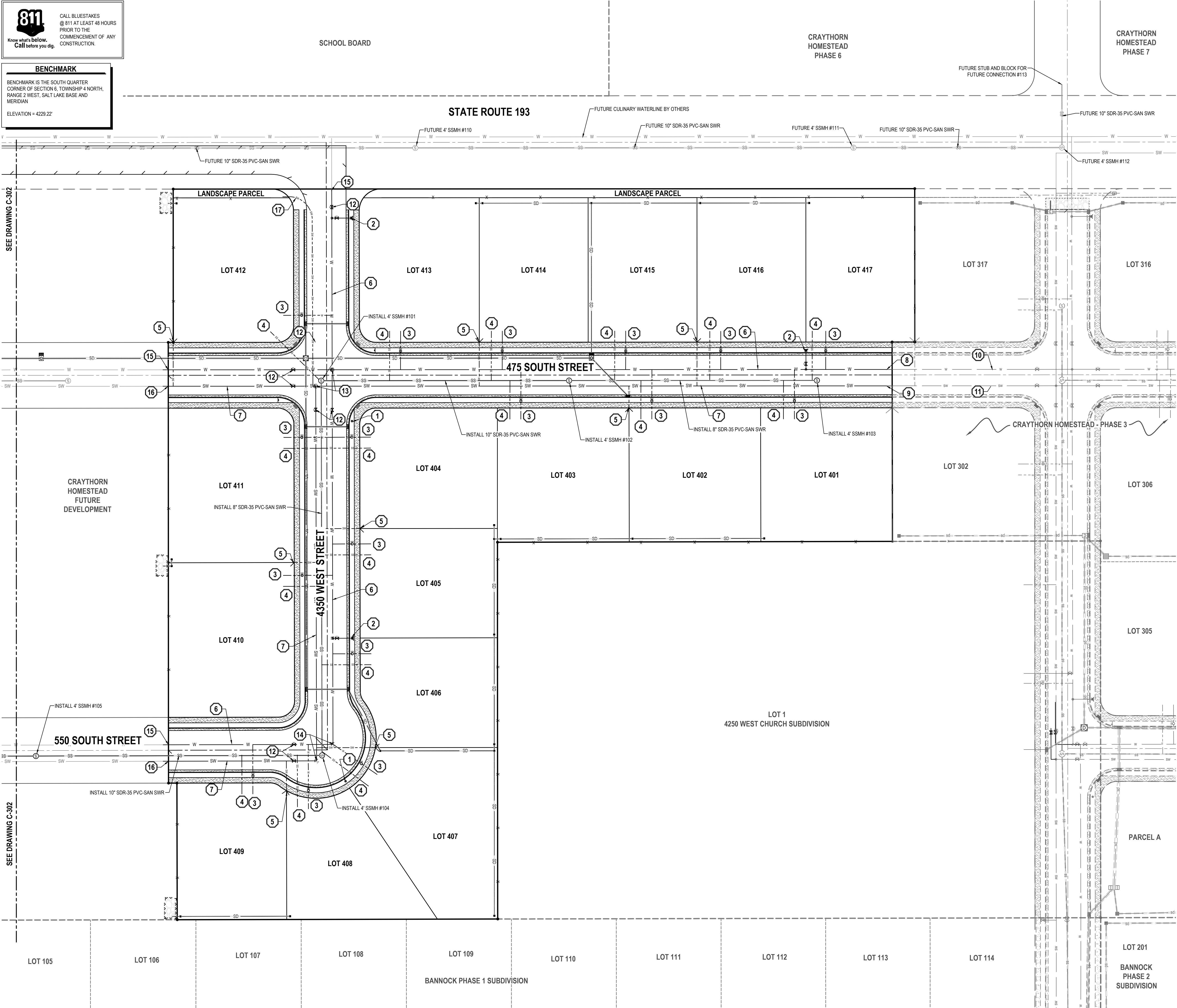
July 20, 2021

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CORNER OF SECTION 6, TOWNSHIP 4 NORTH,
RANGE 2 WEST, SALT LAKE BASE AND
MERIDIAN
ELEVATION = 4229.22'



- SCOPE OF WORK:**
PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS.
- 1 INSTALL STREET LIGHT PER WEST POINT CITY STANDARD
 - 2 INSTALL FIRE HYDRANT AND VALVE PER HOOPER WATER IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS
 - 3 INSTALL TYPICAL WATER CONNECTION PER HOOPER WATER IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS
 - 4 INSTALL 4" SANITARY SEWER SERVICE LATERAL @ 2.00% MINIMUM SLOPE PER WEST POINT CITY STANDARDS AND SPECIFICATIONS
 - 5 INSTALL 1-1/2" DUAL SECONDARY WATER SERVICE LINE AND METER PER DAVIS AND WEBER CANAL COMPANIES STANDARD DETAILS AND SPECIFICATIONS, PROVIDED AT THE PRE-CONSTRUCTION MEETING
 - 6 INSTALL 8" C900 DR18 CULINARY WATERLINE
 - 7 INSTALL 8" C900 DR14 "PURPLE" SECONDARY WATERLINE
 - 8 FIELD LOCATE AND CONNECT TO EXISTING 8" CULINARY WATERLINE
 - 9 FIELD LOCATE AND CONNECT TO EXISTING 8" SECONDARY WATERLINE
 - 10 EXISTING 8" CULINARY WATERLINE
 - 11 EXISTING 8" SECONDARY WATERLINE
 - 12 INSTALL 8" GATE VALVE
 - 13 INSTALL 8" CROSS
 - 14 INSTALL 8" BEND
 - 15 INSTALL 2" BLOWOFF ON CULINARY WATERLINE
 - 16 CAP AND BLOCK SECONDARY WATERLINE FOR FUTURE CONNECTION
 - 17 INSTALL 1" SINGLE SECONDARY WATER SERVICE LINE AND METER PER DAVIS AND WEBER CANAL COMPANIES STANDARD DETAILS AND SPECIFICATIONS, PROVIDED AT THE PRE-CONSTRUCTION MEETING

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PHASE 4
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NO. DATE REVISION BY
1
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FOR REVIEW

UTILITY PLAN

PROJECT NUMBER
8500
PRINT DATE
2/19/21
DRAWN BY
J.MOSS
CHECKED BY
T.SHAFFER
PROJECT MANAGER
C.PRESTON

C-301

July 20, 2021

West Point City Council

14

Planning Commission Staff Report

Subject: Land Use and Development Code – Public Hearing
Author: Bryn MacDonald
Department: Community Development
Date: July 20, 2021



Background

The City has spent the last year working on a revision to the zoning ordinance. There have been several work meetings with the Planning Commission and City Council. The primary purpose of the proposed new Land Use and Development Code (Title 17) is to revise areas of the code that are not in line with the State Code, consolidate standards in other titles, streamline approval processes, and address and update standards on specific topics.

The Planning Commission has held several work meetings to discuss the new code. The PC held a public hearing on July 8, 2021, and recommended approval of the code.

Analysis

This item is an amendment to the zoning ordinance. This requires a public hearing be held by the Planning Commission and a recommendation be made to the City Council. The PC held a public hearing on July 8, 2021. The City Council will need to hold a public hearing and adopt the amendment as proposed, modify the amendment, or reject the amendment.

The proposed changes can be placed into one of 4 categories:

1. ***Compliance:*** Several proposed changes/additions fall within this category. The current code does have language that is not in line with the current State Code. For example, the Conditional Use chapter allows you to “deny” an applicant whereas State Code states that conditional uses are permitted and should be allowed as long as reasonable conditions are used. The following are specific areas where this category applies:
 - a. Temporary regulations, exactions, and vested rights
 - b. Noticing requirements for zoning amendments
 - c. Appeal authority
 - d. Conditional uses
 - e. Cannabis production and pharmacy
 - f. Manufactured homes
 - g. Nonconforming use and noncomplying structures
2. ***Repeal and Replace:*** In the process of consolidating standards the following titles were affected and brought into the updated Title 17 Land Use and Development Code:
 - a. Title 2.60 (Planning Commission) – Moved planning commission from Title 2.60 to Title 17

- b. Title 15 (Building and Construction Standards) – Residential construction (15.15) and commercial development standards (15.20) all moved to Title 17 while the rest stays
 - c. Title 16 (Subdivision) – All moved to Title 17
 - d. Title 18 (Land Use) – All moved to Title 17
- 3. **Minor Text Changes:** There are over 200 “minor text” changes in the proposed document. Some of those changes include adding “as adopted by the City” to the end of a sentence or adding “Community Development Director or designee” to be consistent throughout the code or clarifying the text.
- 4. **Policy Changes:** The changes listed above in the other categories only add clarification and are not major policy changes. There are, however, several proposed policy changes throughout the code. These have been reviewed by the Planning Commission during the past several months and include the following:
 - a. Process for amendments to the Land Use code and/or General Plan (17.00.090)
 - b. Addition of “Zoning Conditions” (17.00.090(J))
 - c. Clarifying standards and approval procedures for Conditional Uses (17.20.030)
 - d. Adding “administrative review/approval” for certain uses in the Table of Land Use Regulations (17.60.050)
 - e. Addition of “Zoning Chapters” (17.60.060) Each zone will be represented by each chapter with individual standards and references to applicable regulations
 - f. Deck and patio encroachment standards (17.70.020 (D))
 - g. New setback standards for Accessory Buildings (17.70.030)
 - h. Subdivision approving bodies (17.130.040)(17.130.050) Planning Commission will see all preliminary plats and will not see final plat. City Council will only see final plats

Recommendation

The Planning Commission recommended approval of the new Land Use and Development Code. This item is on for the discussion only. The Council will hold a public hearing at their next meeting on August 3, 2021.

Significant Impacts

None

Attachments

Draft Land Use and Development Code



WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL June 15th, 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 at West Point City Hall on June 15, 2021 at 6:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #896 5536 1753 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, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson and Council Member Andy Dawson

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; Kasey Gibson, Public Works Lead; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent. No sign-in required for online attendees.

1. Discussion Regarding FY2022 Final Budget and 2021 Property Tax Rate for West Point City– Mr. Ryan Harvey

Mr. Harvey stated that, as discussed in previous meetings, the Council is scheduled to meet as the Board of the Community Development and Renewal Agency tonight to consider approval of the FY2022 Final Budget for the CDRA. The CDRA Budget continues to have a debt obligation of \$140,000, and the FY2022 Budget includes a \$4,000 decrease to the interest expense line item and a \$4,000 increase to the principal debt expense; the interest expense will continue to decrease and the amount paid to the principal debt will continue to increase as the debt is paid off.

The City Council will also consider approval of the FY2022 Fee Schedule in tonight's General Session. The proposed Fee Schedule includes a change in Utilities Fees to increase the \$85 fee for new and replacement black and green cans to \$110, and also makes this fee applicable to additional cans requested by a resident. The other change is to delete this fee for recycling cans, as they are provided by Econo Waste, Inc. and not the City. Mr. Rochell explained that the first can is paid for as part of the building permit, but the City has spent a significant amount of money buying new cans because residents are requesting more than one black and/or green can. The replacement fee is not charged for when a can needs to be replaced for normal wear and tear, but when obviously damaged by resident error (fireworks, extremely overloaded, etc.) the fee has been assessed. The Council had no further discussion on this fee increase and adding the fee to be applicable to additional cans requested.

In regards to the Property Tax Rate, Davis County has set the Certified Tax Rate for 2021 at .000792. This is lower than the 2020 rate adopted by the Council of .000910. At the June 1st meeting, the City Council desired to move forward with the Truth-In-Taxation process and now needs to decide what rate to notice to residents as a potential increase; once noticed, the Council cannot adopt a rate higher than that number. In the past, the noticed rate has been set at the previous year's rate, which for the 2021 TNT process would be .000910. Mr. Harvey displayed the following graph showing the Certified and Adopted Property Tax Rates since 2006; the highlighted years are the years that the Council adopted a rate different than the Certified Tax Rate set by the County:

YEAR	CERTIFIED RATE	ADOPTED RATE	REVENUE
2021	0.000792	TBD	TBD
2020	0.000877	0.000910	\$544,484
2019	0.000859	0.000917	\$509,283
2018	0.000881	0.000917	\$459,924
2017	0.000902	0.000945	\$434,260

2016	0.000984	0.000984	\$400,443
2015	0.001005	0.001036	\$376,649
2014	0.000996	0.001036	\$356,700
2013	0.001041	0.001111	\$337,970
2012	0.001111	0.001111	\$313,495
2011	0.001008	0.001008	\$308,326
2010	0.000910	0.000936	\$302,867
2009	0.000876	0.000876	\$281,926
2008	0.000773	0.000895	\$281,925
2007	0.000834	0.000834	\$228,710
2006	0.000909	0.000909	\$199,212

The Council directed Staff to move forward with the Truth in Taxation noticing process using the 2020 Rate of .000910 as the maximum potential tax rate increase.

Mr. Harvey stated that the Council approved the FY2022 Tentative Budget at the last meeting, which the City will operate on until the Final Budget is approved in August after the Truth in Taxation hearing is held and the 2021 Property Tax Rate is adopted by the Council. Mr. Harvey also confirmed for the Council that the City is receiving sales tax revenue from online sales.

The Council had no further discussion on the Final Budget at this time.

2. Discussion Regarding the Wastewater Management Plan Annual Report for 2020 – Mr. Paul Rochell and Mr. Kasey Gibson

Mr. Rochell introduced Kasey Gibson, the Public Works Lead for the City, who presented the report to the Council. Mr. Gibson stated that the purpose of the Municipal Wastewater Planning Annual Report is to provide an opportunity to conduct a self-assessment of the City's wastewater collection system to identify and solve potential problems before they become serious and costly. The report also provides an opportunity to evaluate future needs and capital improvement projects that may be needed.

Mr. Gibson stated that new technology has been made available in recent years called a Sewer Line Rapid Assessment Tool ("SL-RAT"). Traditionally, inspection of the sewer lines has been done by first using a "jetter" truck to initially clear the line and then a camera being taken through that transmits the images of the line for to a computer and then viewed. The SL-RAT uses sound technology to pinpoint blockages and bad spots in the line; the devices are placed in two separate manholes along a line and the sounds transmitted from one to the other create an image of that particular section of the line. Using the SL-RAT technology is more cost-effective and less time consuming than the traditional route, allowing for more lines to be inspected each year and problem areas found and resolved much quicker.

The self-assessment report includes a financial evaluation of the system, analyzing items like operation and maintenance costs, capital improvements, projected needs, etc., as well as an evaluation of the collection system itself, considering factors like the age of the system, new development, operator certification, facilities, etc. Mr. Gibson noted that since last year's report, the City has gained approximately seven more miles of sewer lines, which is reflective of the rate of growth the City is currently seeing.

The Council thanked Mr. Gibson for preparing the report and the great job that he does for the City. The Council will consider approval of the 2020 Report in tonight's General Session and no further discussion was had at this time.

3. Discussion Regarding Change Order for Street Maintenance Projects – Mr. Boyd Davis

Mr. Davis stated that the City is currently in the third year of a three-year contract with Staker Parsons for City-wide street maintenance. This includes paving, patchwork, overlays, etc. In the last two years, \$352,000 has been spent on this street maintenance contract. Staff is proposing to add a chip seal and "bonded matrix" overlay application to two areas in the City that were not included in the original contract. These areas are on 3000 W from 200 S to 1300 N and on 4500 W from 1800 N to 2425 N. Mr. Davis explained that chips seals are the most cost effective and durable treatment the City can do for its roads and it is important to have it applied to these sections of pavement. Staker Parsons has agreed to do the work at the cost of \$110,000. The projects can be added by a change order to the current contract through Council approval, which the City's purchasing policy requires for any change orders over 10% of the original cost.

The Council had no further discussion regarding this change order to the current street maintenance project in the amount of \$110,000 and will consider approval in tonight's General Session.

4. Other Items

Council Member Petersen stated that the asphalt in the parking lot at Bingham Park was replaced a few years ago, but is starting to deteriorate and there have recently been cars doing 'donuts' in the parking lot because of the loose gravel. Mr. Davis stated that the gravel is coming from the slurry seal that was applied and suggested that the parking lot be swept in order to better evaluate the condition of the asphalt and determine how to best proceed. He noted that this is an example of why slurry seals are no longer used by the City.

Mr. Laws stated that there are two items he would like to discuss with the Council, which are outlined in the Staff Report included with the agenda packet for this meeting. The first is in regards to the Splash Pad, which was opened Memorial Day weekend. Due to the drought situation, Mr. Laws stated that he and Mr. Rochell determined to reduce the operating hours to three days a week, and close one hour earlier. The current operating schedule is Tuesday, Thursday, and Saturday from 11 AM to 7 PM. He would like direction from the Council on whether to continue a reduced schedule. He noted that there has been some disappointment expressed by residents on the shortened schedule. Council Member Chatterton inquired as to how use of the splash pad is being monitored in order to know whether this schedule is working in terms of usage by residents. Mr. Rochell stated that he has been monitoring the amount of people at the splash pad, and stated that when the splash pad opens, there's a crowd waiting and there remains a crowd throughout the day. The water used by splash pad is averaging about 44,000 gallons per day, which is a significant amount for just three days, but still much lower than if it was open every day of the week. Council Member Petersen noted that the splash pad uses water that is already owned by the City and does provide some value as it eventually goes downstream; however, this is not a "normal" water year and the City should be careful and prudent in its water use. Mr. Laws stated that the schedule can be modified a number of ways, such as having it be open every day but for fewer hours. The Council liked the current schedule that was determined by Staff, agreeing that it helps reduce the amount of water used while still being available for those whose schedules prohibit them from using the splash pad mid-day.

The second item Mr. Laws presented to the Council for discussion was in regards to options for communicating with residents. Staff has been exploring ways to better facilitate communication from the City to residents and have found an application called "Poly Platform" that seems to be a good option. Poly Platform is an app that can be downloaded to the phone of anyone wanting information from the City. Staff can then send updates directly to residents based on their subscription preferences, such as notifications of a road closure or water leak. Additionally, a user can subscribe to a particular event and receive updates directly related to that event. For example, a parent with a 1st grader playing baseball and a 3rd grader playing softball would subscribe to the "First Grade Boys Baseball" event and the "Third Grade Girls Softball" event; if the first-grader's game was rained-out, the alert would be sent to that specific group and only those subscribed to it would be notified. Similarly, events can be set up for activities like Take Pride in West Point Day or Party at The Point and event updates could be sent solely to those who subscribed to the event. The app also gives calendar reminders of events and activities, according to a subscriber's alert preferences. There is also a survey feature that can be sent out to receive some immediate feedback about an event or activity. This app is not a social media-type program in the sense that it allows back-and-forth communication from residents, but is primarily a tool for the City to communicate information out to residents. Mr. Laws stated that the cost of the app is about \$5,000/year, which seems to be reasonable in comparison to other options. He added that the initial first few years of a contract could be paid for with CARES Act funds the City has available.

Council Member Chatterton stated that he was in favor of moving forward with this app, especially because the CARES Act Funds allow for Staff to try it out for a few years at no cost to the City. Mr. Laws stated that a short demonstration could be scheduled for the Council if they would like to know more before moving forward. Council Member Judd inquired as to whether the price is based on the usage amount or is a set monthly and/or yearly cost. Mr. Laws explained that it is a flat rate that would not fluctuate based on usage. Council Member Petersen was also in favor of learning more about this app, understanding that the City needs to evolve its communication tactics along with evolving technology.

In regards to secondary water usage, Mr. Rochell inquired as to how the Council would like the Public Works Department to proceed with watering the City's parks in this drought situation. The Davis & Weber Counties Canal Company has asked residential users to reduce their water usage and only water on two assigned days per week (based upon their house number). However, they have not issued specific guidelines to municipalities. Mr. Rochell stated that watering of the detention ponds has been reduced, but the parks are being watered normally, especially Loy Blake Park in preparation for the Party at The Point Celebration on July 3rd. He added that earlier in the spring, extra fertilizer and an experimental wetting agent was put on the areas of the parks and at the cemetery where the grass has always struggled, which does seem to be helping, but is also quite expensive. Moving forward, Mr. Rochell noted that he would likely ask for more funding in the budget to be able to apply the mixture to more areas throughout the City. The Council directed that watering of the parks continue as it has been until after July 3rd, at which point watering can be reduced and focused on those parks that will be used for recreation programs and that have the most use by residents.

Council Member Chatterton stated that he has heard from roughly 50-75 residents about their desire for pickleball courts in the City, and would like to find some money in this next fiscal year's budget (FY2022) to install the courts as the sport keeps gaining in popularity. Mayor Craythorne stated that pickleball courts have been discussed in multiple previous meetings, and the issue has been about finding the best location to put them. Council Member Petersen agreed, adding that it has been on the Council's radar for some time, and while not likely to be included in the budget for FY2022, it will be considered in future budgets once it is determined where in the City it will be best to install them. Council Member Chatterton stated that Syracuse City had many residents also wanting the pickleball courts and were willing to fundraise for the costs, and Syracuse agreed to match the funds raised. He would like the Council to have a discussion on a similar fundraising option. Mayor Craythorne stated that the location issue would need to be solved before pursuing the financial aspect of installing and maintaining the courts.

The Administrative Session adjourned.



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES West Point City Hall June 15th, 2021

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

General Session

7:00 PM

Minutes for the West Point City Council General Session held at West Point City Hall on June 15, 2021 at 7:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #896 5536 1753 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, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson and Council Member Andy Dawson

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; Kasey Gibson, Public Works Lead; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent. No sign-in required for online attendees.

1. **Call to Order** – Mayor Craythorne welcomed those attending the meeting.
2. **Pledge of Allegiance**
3. **Prayer** – Given by Mayor Craythorne
4. **Communications and Disclosures from City Council and Mayor**

Council Member Judd – no comment

Council Member Petersen – no comment

Council Member Chatterton – The Miss West Point Pageant was held the previous week and he wanted to commend the directors for their work on the event, and also praised former Miss West Point and Miss Junior West Point for the great job they did emceeding the event.

Mayor Craythorne – no comment

5. **Communications from Staff**

Mr. Laws stated that the Take Pride in West Point Day was held on June 5th and the project for this year was planting trees along the trail between 2000 W and 3000 W. Trees were originally planted along the trail when this section was completed, but have since died due to lack of water. New irrigation lines were installed last year that will keep these new trees watered, and the hope is to eventually fill in between the 20 trees that were planted as part of this project to restore the full tree line. Mr. Laws stated that there was not a huge turn-out at the event, with only about ten residents and six staff members, but all of the trees were able to be planted within just a few hours.

In regards to the Miss West Point Pageant, Mr. Laws stated that it was a very abbreviated pageant, taking less than an hour from start to finish. With it not being known earlier in the year what would and would not be allowed under any health and safety guidelines that might be in place, there was less time to plan and prepare but the Pageant Directors did a great job in putting the

event together and making it successful. Hopefully, the Pageant will return to its regular format next year with all of the normal events and activities. Mr. Laws announced the 2021 Pageant Royalty:

Miss West Point:	<i>Jade Matkin</i>	Miss Junior West Point:	<i>Kira Dalby</i>
1st Attendant:	<i>Aubrey Matkin</i>	1st Attendant:	<i>Aislinn Wilson</i>
2nd Attendant:	<i>Rieley Dewey</i>	2nd Attendant:	<i>Kenley Kap</i>

6. Citizen Comment

No comments

7. Consideration of Approval of the Minutes from the April 20th, 2021 West Point City Council Meeting

Council Member Petersen motioned to approve the April 20th, 2021 Meeting Minutes
Council Member Chatterton seconded the motion
The Council unanimously agreed

8. Consideration of Approval of the Minutes from the May 4th, 2021 West Point City Council Meeting

Council Member Judd motioned to approve the May 4th, 2021 Meeting Minutes
Council Member Chatterton seconded the motion
The Council unanimously agreed

9. Consideration of Approval of Change Orders for Street Maintenance Projects – Mr. Boyd Davis

Mr. Davis stated that, as discussed previously in the Administrative Session, the City has a three-year contract with Staker Parsons for street maintenance. However, the original contract did not include chip seal application and there are two sections of roads in the City that are on the schedule to be chip sealed this year. Staker Parsons has agreed to add these two projects to the contract at the additional cost of \$110,000. Staff recommends approval of a change order to the contract to include these chip sealings.

The Council had no further discussion.

Council Member Petersen motioned to approve the change orders
Council Member Judd seconded the motion
The Council unanimously agreed

10. Resolution No. 06-15-2021A, Approving an Amendment to the Contract for Law Enforcement Services – Mr. Kyle Laws

Mr. Laws stated that the Council has also previously discussed this item as well, which is an amendment to the Interlocal Agreement with Davis County for Law Enforcement Services. The amendment is to renew the contract for one additional year with a 3% increase in fees. Mr. Laws stated that this increase is very reasonable. Both he and the Mayor had a good conversation with Sherriff Sparks, Davis County Clerk/Auditor Curtis Koch, and County Commissioner Stevenson regarding the future of law enforcement services with the City, and will have in-depth conversations in the near future with the Council as more details are worked through. However, based upon that discussion, the County has indicated that they are willing to extend the contract for the next two years, with the same 3% yearly increase. With the County no longer providing paramedic services, they are wanting to give cities adequate time to adjust before entering into any long-term contracts. Mayor Craythorne expressed his belief that law enforcement services is likely going to be West Point's largest budget expenditure

and have a huge financial impact on the City over the next few years; as the population continues to increase, the need for and use of law enforcement is going to increase as well. The City's current contract is for 12 hours of coverage, however Sherriff Sparks indicated that the City is already right at the threshold of needing full, 24-hour coverage and/or potentially double the number of deputies. To give some perspective, the Mayor stated that the City paid less than \$100,000 for law enforcement services in 2014 and this year's contract is around \$283,000. Increasing to 24-hour coverage would cost over \$500,000 per year and if the number of deputies assigned to West Point did need to double to keep up with the fast pace of growth in the City, the cost would be over \$1million per year; these would be huge increases over a period of just a few years. The Mayor noted that he is very appreciative of the County Commission and Sherriff's Department for working with the City as solutions are created in moving forward.

The Council had no further discussion.

Council Member Chatterton motioned to approve Resolution No. 06-15-2021A

Council Member Petersen seconded the motion

The Council unanimously agreed.

11. Consideration of Approval of Resolution No. 06-15-2021B, Approving the 2020 Annual Report of the Municipal Wastewater Planning Program for West Point City – Mr. Paul Rochell and Mr. Kasey Gibson

Mr. Gibson stated that the purpose of the Municipal Wastewater Planning Annual Report is to provide an opportunity to conduct a self-assessment of the City's wastewater collection system to identify and solve potential problems before they become serious and costly. The report also provides an opportunity to evaluate future needs and capital improvement projects that may be needed. This year's report was provided to the Council as part of the Staff Report for this item and the City's Wastewater System was discussed more in-depth in the Administrative Session. Staff recommends approval of the 2020 Annual Report.

The Mayor and Council thanked Mr. Gibson for the work he and the whole Public Works Department does for the City. The Council had no further discussion.

Council Member Petersen motioned to approve Resolution No. 06-15-2021B

Council Member Judd seconded the motion

The Council unanimously agreed.

12. Consideration of Approval of Resolution No. 06-15-2021C, Approving the FY2022 Schedule of Fees – Mr. Ryan Harvey

Mr. Harvey reviewed the three changes proposed by Staff to the fee schedule and have been discussed by the Council in previous meetings. The first is a change in Utilities Fees to increase the \$85 fee for new and replacement black and green cans to \$110. The second change is to also make this fee applicable to additional cans requested by a resident. The last is to delete this new/replacement can fee for recycling cans, as they are provided by Econo Waste, Inc. and not the City. Mr. Laws added that the replacement fee is not charged for when a can needs to be replaced for normal wear and tear, but when obviously damaged by resident error (fireworks, extremely overloaded, etc.) the fee has been assessed, and this will continue to be the practice. Additional black or green cans (not replacement of a damaged can) requested by a resident will be charged the \$110 fee.

Council Member Judd motioned to approve Resolution No. 06-15-2021C

Council Member Petersen seconded the motion

The Council unanimously agreed

13. Motion to Recess into a Board Meeting of the Community Development Renewal Agency

Council Member Petersen motioned to recess into a Board Meeting of the Community Development and Renewal Agency
Council Member Chatterton approved the motion
The Council unanimously agreed

14. Motion to Move into a Closed Session

Council Member Judd motioned to move into a Closed Session
Council Member Chatterton seconded the motion
The Council unanimously agreed

Closed Session

1. Motion to Open Closed Session

Council Member Chatterton motioned to open the Closed Session
Council Member Judd seconded the motion
The Council unanimously agreed

2. Call to Order and Roll Call

Mayor Erik Craythorne called the June 15th, 2021 Closed Session to order

Roll Call -

Mayor Erik Craythorne
Council Member Gary Petersen
Council Member Annette Judd
Council Member Jerry Chatterton
Kyle Laws, City Manager

3. Closed Discussion Regarding Personnel Matters, Pursuant to UCA §52-4-205(1)(a)

4. Motion to Adjourn Closed Session and enter the General Session

Council Member Judd motioned to close the Closed Session and enter the General Session
Council Member Petersen seconded the motion
The Council unanimously agreed

15. Motion to Adjourn the General Session

Council Member Chatterton motioned to adjourn the General Session
Council Member Judd seconded the motion
The Council unanimously agreed

ERIK R. CRAYTHORNE, MAYOR

July 20th, 2021

CASEY ARNOLD, CITY RECORDER

July 20th, 2021



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL July 6th, 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 at West Point City Hall on July 6, 2021 at 6:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #848 6778 5947 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 Kent Henderson, Council Member Andy Dawson and Council Member Jerry Chatterton

EXCUSED: None

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: Brian Vincent, Mike Hatch, Bruce Jeppson, Russ Mayor, Chance Luke, Peter Matson, and Craig Jacobsen.
No sign-in required for online attendees.

1. Discussion Regarding Harvest Fields Subdivision Phases 7 and 8 – Mrs. Bryn MacDonald

Mrs. MacDonald stated that Phases 7 and 8 of the Harvest Fields Subdivision were designed in conjunction with one another, however, only Phase 7 will be developed at this time; construction of Phase 8 will begin at some point in the future, but is being presented to the Council with Phase 7 because they were engineered together. The Council has previously approved the request for an exception to start Phases 2 & 7 at the same time as Phases 3-6. The Council has also approved the Final Plat of Phase 2, but construction of Phase 1 was put on hold while the developer focused on other phases. The applicant has now submitted the final plats for Phases 7 and 8 and is requesting they both be approved at this time. If approved, Phases 1 through 8 of the subdivision will all have been given final plat approval, however, due to the City's Code restricting simultaneous develop of phases, they only have approval to build Phases 2 through 7.

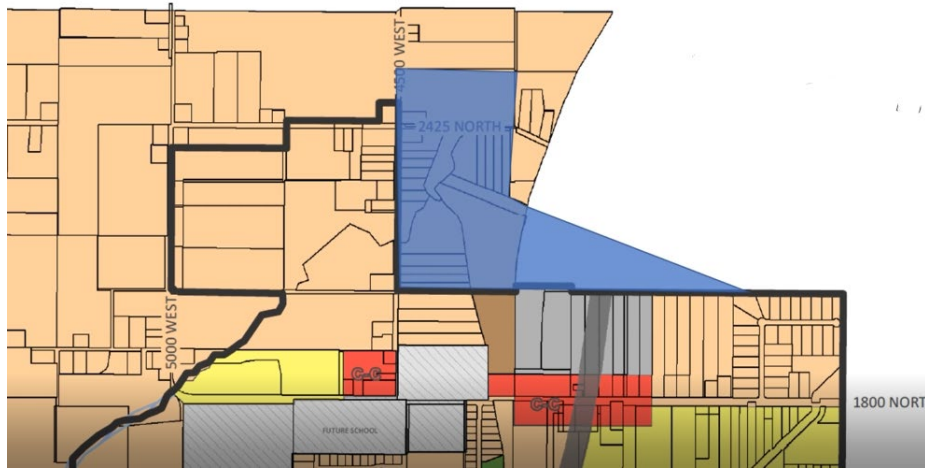
The Council had no further discussion on Phases 7 and 8 and will consider final plat approval at the next City Council meeting.

2. Discussion Regarding Annexation of Property Located at Approximately 4200 W 1800 N (Hatch/Compton Property) – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the developer has had the opportunity to meet with several City Council Members individually to discuss their proposed development and the annexation of this property into West Point. Staff would now like to discuss the next steps in the process and receive direction on how the Council would like to proceed.

The development property includes a portion that is already in West Point, a portion that is in unincorporated Davis County, and a portion that is inside the Clinton City limits. The portion that is within the unincorporated Davis County area (approximately 87 acres) is within West Point City's future annexation area. The developers originally submitted a plan to annex the whole property into West Point, however, they have since decided to annex only the portion within unincorporated Davis County and pursue a boundary line adjustment with Clinton City. The amended annexation area is below (shaded in blue):

General Plan



Once the amended annexation plat and petition is received, Mrs. MacDonald stated that there are deadlines for noticing and public hearings that must be followed and the process takes a few months complete. If approved, the annexation becomes effective on the date the Lieutenant Governor accepts and certifies the annexation. A boundary line adjustment is a simpler process, wherein both cities adopt a resolution of a notice of intent to adjust the boundary line and hold public hearings. If approved, each city adopts an ordinance approving the boundary line adjustment and a new plat is filed with the Lieutenant Governor. She stated that the boundary line adjustment can happen concurrently with the annexation.

In regards to the City's General Plan, if the boundary line adjustment and annexation were approved, the General Plan would need to be amended to add the property. The property that is within the City's future annexation area is shown on the General Plan as a potential R-1 zone and the portion that is Clinton City has not been considered as it was already incorporated into Clinton. Mr. Laws noted that part of the development property that is already within the City has been designated as the R-4 zone in the General Plan.

Council Member Dawson inquired as to whether the different property owners that will be included with this annexation/boundary line adjustment have been contacted and how many were in favor or not in favor. Mrs. MacDonald stated that the developers have obtained signatures from a majority of the property owners, however there are a few different factors to consider when calculating a "majority" according to State Code, including acreage and property values of each parcel. The signatures that have been obtained so far from property owners create a majority in favor based on acreage. Mr. Laws noted that there are some property owners that are not in favor, and others who would like more information before deciding whether or not to sign in favor of the petition.

Mr. Laws confirmed for Council Member Dawson that annexation of the proposed area will leave a peninsula to the east of unincorporated property, however that area is actually larger than shown on the map above because on the east side of the current curved boundary line is also unincorporated area that is in Clinton's future annexation area. He explained that the curved line marking the current boundary was based upon the future location of the West Davis Corridor, but that has since been re-routed (the new route is shown in dark gray). The area east of the current boundary line up to the future Corridor will likely be part of West Point, but is not part of the City's current Annexation Area. Mr. Laws added that Staff has been talking with Clinton City about who can best serve these properties, especially in regards to sewer services, but these have only been preliminary discussions and do not affect this particular development.

In regards to zoning, according to both City and State Code, the property has to be given a zoning designation with approval of the annexation process. She stated that the Council could designate the property as a "holding zone" (i.e. an A-5 agricultural zone that does not allow the property to be developed) when the annexation is approved and then have the developers go through the rezoning process. Another option is for the developers to go through the rezoning process concurrently with the annexation process. Mr. Laws added that although the General Plan is not required to be amended with the annexation, it would still be a factor in determining the zoning; as such, two possible options moving forward would be to either complete the annexation and boundary line process first to bring all property within the City limits and then have a general plan and zoning discussion, or have the general plan and zoning discussion upfront and assign the zoning based on that discussion at the time of annexation and boundary line finalization.

Council Member Petersen expressed his preference that the annexed property be designated as a holding zone so that there is enough time for the Council to give careful consideration and have in-depth discussions on how this area should be zoned and how the zoning of surrounding properties may need to be amended from how they are currently designated in the General Plan. In order to create the best development possible and do what is good for the City, he feels that it is important that the proper planning process of determining the right zoning and General Plan not be interfered with by the complicated annexation and boundary line

adjustment processes. Council Member Dawson agreed, stating that they need to be considered as two separate issues. Mike Hatch, representing the developers of the project, stated that they have been working on this project for some time now and are ready to present the “complete package” to the City in order to get started as soon as possible. Council Member Petersen clarified that he did not mean that the amendments to the General Plan, which would include designating how the Council would like for this property to be rezoned, be put on hold and considered at some undetermined date in the future, but that it be considered separately from the actual annexation and boundary line adjustment processes so that a deadline doesn’t force a quick zoning decision. He reiterated that it is important for the Council to have the opportunity to be very methodical about the zoning and development of the property. Mrs. MacDonald stated that while the annexation and boundary adjustment are lengthy processes, neither the Planning Commission nor City Council will have much involvement until all the noticing and deadline requirements have been met and it is ready for approval. With that, the Planning Commission can begin discussing its recommendation for the zoning designation and amendments to the General Plan now before those separate processes even begin.

The Council will continue to consider this item and options for moving forward in future discussions.

3. Discussion Regarding the Revised Land Use and Development Code – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the Planning Commission has had several discussions on the proposed revisions of the City’s land use and development codes and having now gone through the final draft twice, scheduled a public hearing on the entire revised code. She explained that Staff anticipates that the Council will also want to have multiple discussions before scheduling a public hearing and considering final approval. The revision removes all sections of the current City Code regarding land use and development and replaces them with a new “Land Use and Development” Code. She explained that it will be much easier for both Staff and developers to have all of the provisions combined into one central section. She noted that many of the changes were made to bring the City into compliance with State Code.

Mrs. MacDonald recognized Troy Moyes, the City Planner, who has done extensive work on preparing the 160-page final draft, which was included in its entirety with the Staff Report for this item. Mr. Moyes provided the Council with a chart summarizing the changes and where the revision is located in the new code for easier reference. The draft is also color-coded, with blue representing State Code changes, red representing policy changes, and green representing text/technical changes.

Many of the changes are minor, technical text changes in order to be consistent throughout the code or to clarify the text. For example, adding “as adopted by the City” to the end of a sentence or adding “Community Development Director or designee” instead of “Zoning Administrator”, which position does not exist. The Council has already been presented with some of the proposed changes in regards to processes and policies, which Mrs. MacDonald noted that some of are already current practices that will now be consistent with City Code.

A summary of the revisions is as follows:

- a. Process for amendments to the Land Use code and/or General Plan (17.00.090)
- b. Addition of “Zoning Conditions” (17.00.090(J))
 - i. Mrs. MacDonald explained that this provides the ability to place a condition on a property when it is rezoned. For example, if a property is rezoned to R-4, which allows up to 8 units per acre, the condition can be placed that density cannot exceed 6.2 units per acre even though it is in the R-4 zone. A condition can also be placed on the use of a property, such as placing a condition on a commercially zoned property that it can only be developed as a retail use and not as storage units or some other use allowed in commercial zones. Mrs. MacDonald confirmed for Mayor Craythorne that conditions cannot be placed that are in regards to building standards, design, etc. These can be placed in a developer’s agreement, and the rezone can be denied if the developer is unwilling to enter into the agreement. Mrs. MacDonald also noted that with the new process, much more information will be given with a zoning application so that the intended development of the property can be taken into consideration when considering the rezone.
- c. Clarifying standards and approval procedures for Conditional Uses (17.20.030)
- d. Adding “administrative review/approval” for certain uses in the Table of Land Use Regulations (17.60.050)
- e. Addition of “Zoning Chapters” (17.60.060) Each zone will be represented by each chapter with individual standards and references to applicable regulations
- f. Deck and patio encroachment standards (17.70.020 (D))
- g. New setback standards for Accessory Buildings (17.70.030)
 - i. The Planning Commission has come up with a sliding scale in determining setbacks for accessory buildings, based upon the wall heights of the structure.
- h. Subdivision approving bodies (17.130.040)(17.130.050) Planning Commission will see all preliminary plats and will not see final plat. City Council will only see final plats and will discuss and take action in the same meeting, rather than discussing in one and taking action at the following meeting.
 - i. Mrs. MacDonald stated that because more engineering specs and information will be required on the preliminary plat and then go through a technical review before coming to the Planning Commission, the

theory is that any tweaks the Planning Commission may ask for are minor; the final plat really just contains more of the detailed engineering aspects, which is already the City Engineer's responsibility to review and approve before sending it to either body for final approval. She noted that should something major change from the preliminary to the final, like the location of a road or the number of lots, then the Planning Commission would have to review and approve the modified plan.

The Council and Staff discussed the fact the City's Code should be considered a "living document" and can be modified and amended as issues arise; even though many revisions have been made, Mrs. MacDonald stated that the proposed code is not perfect and there will likely be things that need to be fixed. She also noted that some land use codes were not included in this revision, such as the City's sign and parking ordinances, but are planned to be revised in the near future.

The Council will review the final draft in preparation for more discussion at the next meeting.

4. Other Items

The Administrative Session adjourned.



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES West Point City Hall July 6th, 2021

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

General Session

7:00 PM

Minutes for the West Point City Council General Session held at West Point City Hall on July 6, 2021 at 7:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #848 6778 5947 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 Kent Henderson, Council Member Andy Dawson and Council Member Jerry Chatterton

EXCUSED: None

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: Brian Vincent, Mike Hatch, Bruce Jeppson, Russ Mayor, Chance Luke, Peter Matson, Craig Jacobsen, and Michele Swenson. No sign-in required for online attendees.

1. **Call to Order** – Mayor Craythorne welcomed those attending the meeting.
2. **Pledge of Allegiance**
3. **Prayer** – Given by Council Member Kent Henderson
4. **Communications and Disclosures from City Council and Mayor**

Council Member Judd – This was the first year she had the opportunity to be a part of West Point's Party at The Point Independence Day Celebration as a City Official and have a perspective different from that of just a participant. She stated that it is "mind-blowing" how much work and how many people it takes to make the event a success; she was very impressed with City Staff and expressed her appreciation for the work that they do.

Council Member Henderson – Also commended Staff for another great Party at The Point Celebration, adding that everyone he has spoken with during or after the event had a great time and had only positive comments on the whole day – particularly on the great fireworks show. He especially thanked Paul Rochell and the Public Works Department for how hard they worked to make it a wonderful day for residents.

Council Member Petersen – Echoed the praise that has been expressed for this year's Party at The Point Celebration, stating that he too has only received positive comments and congratulated Staff for a job well done.

In regards to the North Davis Fire District, of which he is the Board Chair, he would like to compliment all those that are a part of the fire-fighting process on the amazing job that they do; this includes from the top command to each individual fire fighter to those driving the brush trucks. He also noted that even with the extremely dry summer, there were less fireworks-related incidents this year and he would like to compliment our residents for following the guidance they had been given by either not lighting their own fireworks or being extremely cautious if they did.

Council Member Dawson – Agreed that it was another fun Party at The Point Celebration. He expressed that he also really enjoyed *not* having the City-provided resident dinner this year, even though he thought it would be something he and others would miss. He suggested that the dinner be permanently discontinued and replaced with something smaller-scale, like ice cream sandwiches or similar, to ease the burden on City Staff.

Council Member Chatterton – It seemed that people were anticipating this year’s Party at The Point Celebration more than in past years and he can’t recall ever seeing as many people along the parade route or watching fireworks from the park. He added that he had multiple comments from residents that had also been to other cities’ events and that West Point’s firework show “beat them all, hands down.” He thanked Public Works for the great job they did in keeping up on garbage and bathrooms and everything else necessary as the day moved on. He felt that this may have been the best celebration that he has been a part of so far and gave kudos to all of City Staff and the volunteers that helped make the event what it was.

Later in the meeting, Council Member Chatterton wanted to include with his comments a special thanks to Council Member Dawson for putting together the Flag Raising Ceremony that kicked off the Celebration. A presentation was given regarding about the five different flags that have been used, starting with the original 13 colonies, and detailed when stripes and stars were added. The presentation also described the process of folding the flag, explaining the meaning behind what each fold represents. He stated that there was so much that he learned from that presentation and thought it was excellent.

Council Member Dawson thanked him for his comments, adding that Shelby Sargent and Matt Drake worked with a few veterans to put the event together. As the Mayor was unable to attend, he was able to be there in his place and was grateful for that opportunity because it was a very moving and awesome ceremony.

Mayor Craythorne – At June’s Council of Governments meeting, the Utah Defense Alliance gave an update on Hill Air Force Base and some of the programs and projects that are currently in process or will begin soon. There is expected to be about 6,700 new jobs created in the next few years, with the average pay of \$100,000. This will have a big impact on growth in this area as more people move in to take these jobs. With such high-paying positions, affordable housing is becoming a bigger struggle for those regular employees, airmen, etc., that are not working for some of these new programs and don’t have such high salaries. The plea to cities is that they try to look at their zoning and other options to help provide quality homes and neighborhoods for these service men/women and government employees. Council Member Dawson added that IRS is closing many of its locations and consolidating into its locations in Utah and Kansas City, which will also bring more jobs and people here; although these can be well paying jobs, the City still needs to have a good plan and the infrastructure in place to handle all of the new growth. The Mayor added that Amazon is building a new location in west Ogden that will also contribute to the influx of people coming to the area to take the new jobs that it will create.

5. Communications from Staff

Mr. Laws stated that he agreed with Council’s comments that this year’s Party at The Point Celebration was a great event. Staff is still gathering comments and feedback but he has yet to hear anything negative about the event. Shelby Sargent, the City’s Community Relations Specialist whose responsibilities include being the main coordinator of the event, will give a full wrap-up presentation to the Council in a meeting in the near future and the Council will have the opportunity for more discussion and to provide feedback on the event.

Mr. Davis stated that in regards to 3000 W, the chip seal portion has been completed and the HA-5 will be laid starting this weekend. That process takes about three days, after which the road will be re-striped. There is also some equipment on 3000 W that some of the Council Members have asked about; Mr. Davis stated that the North Davis Sewer District is doing some work on a sewer line further to the south, but this location on 3000 W is where they have to bypass the sewer in order to work on that line. Their equipment and crews will be at this location for a few months, with the goal to have it done before school starts in the fall.

Mr. Laws stated that with the drought this year, Staff would like to propose that in those developments wherein the developer is required to install the landscaping of new homes (either in just the front yard or in the backyard as well), that they not be required to do so at this time but instead can bond in escrow to ensure that the funding is available for it to be done as soon as the drought situation is over. Similarly, for those new homes where the landscaping is the owner’s responsibility, that they also not be required to install the landscaping within the one-year deadline, but as soon as they are able to based upon the water supply. Council Member Petersen expressed his concern about the burden that is placed on City Staff if a bond has to be recalled and the City has to have the landscaping installed. Mr. Davis clarified that there is already a similar process for those homes that are finished in the winter months when landscaping cannot be installed due to weather; rather than doing a bond with the City, developers have been asked to provide evidence that the money has been set aside in an escrow account for the homeowner to use to have the landscaping installed. This process requires minimum administration from Staff. The Council agreed with Staff’s proposal to delay the deadlines for installation of landscaping in new homes in order to help conserve water.

6. Citizen Comment

No comments

7. Consideration of Approval of the Minutes from the May 18th, 2021 West Point City Council Meeting

Council Member Dawson motioned to approve the May 18th, 2021 Meeting Minutes

Council Member Chatterton seconded the motion

The Council unanimously agreed

8. Consideration of Approval of the Minutes from the June 1st, 2021 West Point City Council Meeting

Council Member Petersen motioned to approve the June 1st, 2021 Meeting Minutes

Council Member Henderson seconded the motion

The Council unanimously agreed

9. Consideration of Approval of Resolution No. 07-06-2021A, Approving the Real Estate Purchase Contract for Property Located at Approximately 547 N 4550 W – Mr. Kyle Laws

Mr. Laws stated that he is excited to be presenting this item to the Council for consideration of final approval. The purchase of this property has been discussed by Council and Staff in closed meetings in order to negotiate the final contract, and it is now ready to be executed by all parties. To provide a quick background, Mr. Laws explained that Gary and Penny Kapp's property is just to the south of Bingham Park and they had approached the City about selling their property to the City. A few months ago, the property was split into two parcels due to the Kapps not being quite ready to move out of their home and relocate. The Real Estate Purchase Contract states that the City will purchase Parcel B, consisting of 4.48 acres for \$500,000. The Contract also gives the City the Right of First Refusal on Parcel A, the front portion of the property their home is on, for a ten-year period to give the City the opportunity to purchase it as well when that time comes. The City has also agreed to pay half of the title insurance and also the Kapps' legal fees, which have a combined total of about \$1,000; Mr. Laws explained that while this is not typical for a buyer to do, it was important to the Kapps and was a negotiation he and Mayor Craythorne felt was an amount insignificant enough to agree to. The closing date is set for July 31, and Resolution No. 07-06-2021A will allow the Mayor to sign the closing documents on behalf of the City.

There is also a separate Purchase Contract as part of this transaction in the amount of \$50,000 for the purchase of four water shares. Resolution No. 07-06-2021B (the following item on the agenda) will give approval to the Mayor to also sign this contract on behalf of the City. Council Member Chatterton inquired as to whether these four water shares are for both parcels or just for Parcel B. Mayor Craythorne stated that these water shares are for Parcel B, which is the pasture portion of the property that the shares are used to water. Parcel A does have a small pasture in front that is also watered, but he believes it is done so through a sprinkler system that uses secondary water.

Mr. Laws stated that, as the Council has also expressed in its discussions for negotiating the contract, this is a great opportunity for the City to be able to expand Bingham Park. Mayor Craythorne wanted to express that Gary and Penny Kapp have been "unbelievable" and an "absolute pleasure" to work with through this process; it is obvious that they "have a soft spot" for the park that they have lived by for many years and had a real desire for the City to purchase their property so that it can be a part of it. Council Member Petersen stated that through the 30+ years he has also lived adjacent to Bingham Park, knows that Gary Kapp was instrumental in developing the property into what it is now, donating a lot of time and effort using his own equipment to do so. He stated he is very appreciative of the Kapps' intentions of wanting the City to own the property.

The Council had no further discussion.

Council Member Petersen motioned to approve Resolution No. 07-06-2021A
Council Member ** seconded the motion
The Council unanimously agreed

10. Consideration of Approval of Resolution No. 07-06-2021B, Approving a Purchase Contract for Water Shares – Mr. Kyle Laws

This item was discussed in conjunction with the previous item and the Council had no further comments.

Council Member Dawson motioned to approve Resolution No. 07-06-2021B
Council Member Judd seconded the motion
The Council unanimously agreed.

11. Motion to Adjourn the General Session

Council Member Chatterton motioned to adjourn the General Session
Council Member Petersen seconded the motion
The Council unanimously agreed

ERIK R. CRAYTHORNE, MAYOR

July 20th, 2021

CASEY ARNOLD, CITY RECORDER

July 20th, 2021

City Council Staff Report

Subject: Final Plat – Harvest Fields PRUD Phases 7 & 8
Author: Bryn MacDonald
Department: Community Development
Date: July 20, 2021

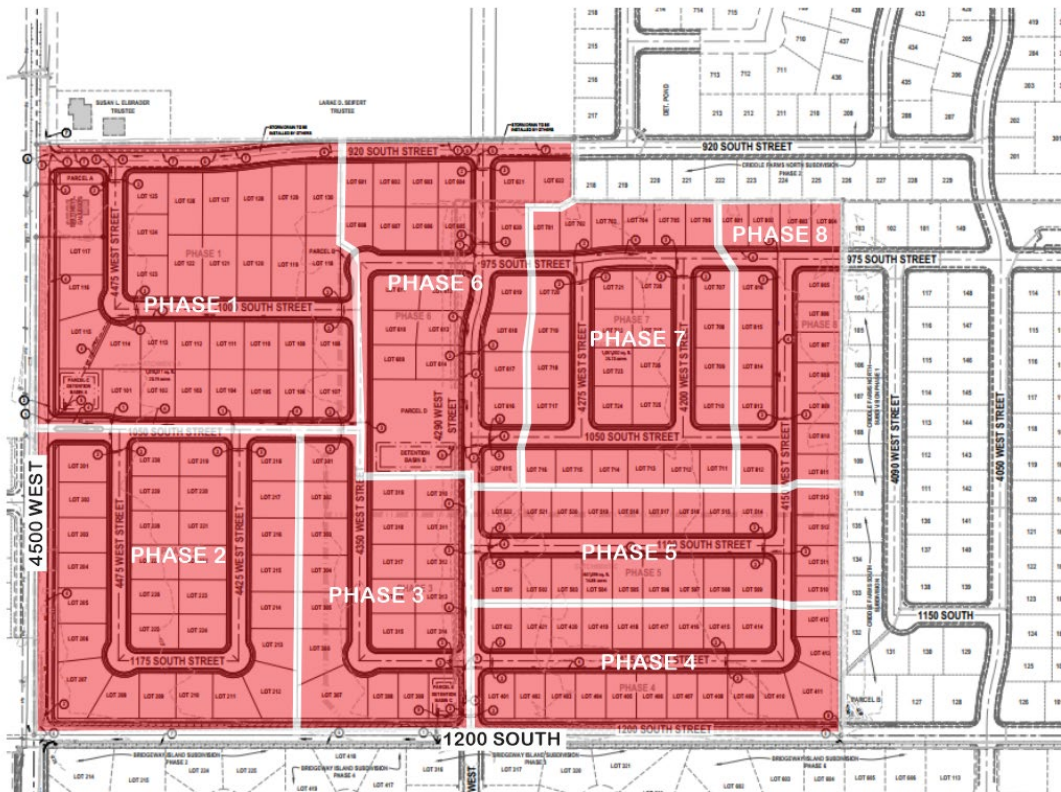


Background

Capital Reef Management LLC is seeking Final Plat approval from the City Council for Phases 7 & 8 of the Harvest Fields PRUD Subdivision. This development is located at approximately 1200 South 4500 West. On May 18, 2021 the City Council approved the request for an exception to start phases 2 & 7 at the same time as phases 3-6. Phase 2 was previously approved in August of 2020, but the construction of Phases 1 & 2 was put on hold while the developer started on the other phases. The applicant has now submitted the plans for phases 7 and 8, however they are only planning on constructing phases 2 and 7 at this time. Phase 8 will not be built until a later date.

Analysis

Staff has reviewed the plans submitted and has provide comments back to the developer and project engineer. All of the items that are required prior to final plat have been address including the required approval letters. Shown below is a map of the phasing plan of the Harvest Fields development.



The table below shows the information for each phase.

Phase	Zone	Min Lot Size	Number of Lots	Lot Size
7	R-2	8,000 sqft	28	8,400 – 9,285 sqft
8	R-2	8,000 sqft	16	8,400 – 9,958 sqft

Recommendation

The Planning Commission recommended final plat approval for Phases 7 & 8 of Harvest Fields PRUD subdivision, with the condition that only phase 7 be built at this time.

Significant Impacts

None

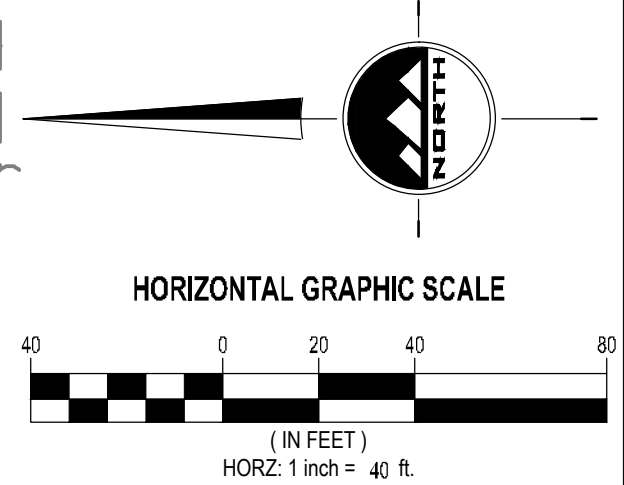
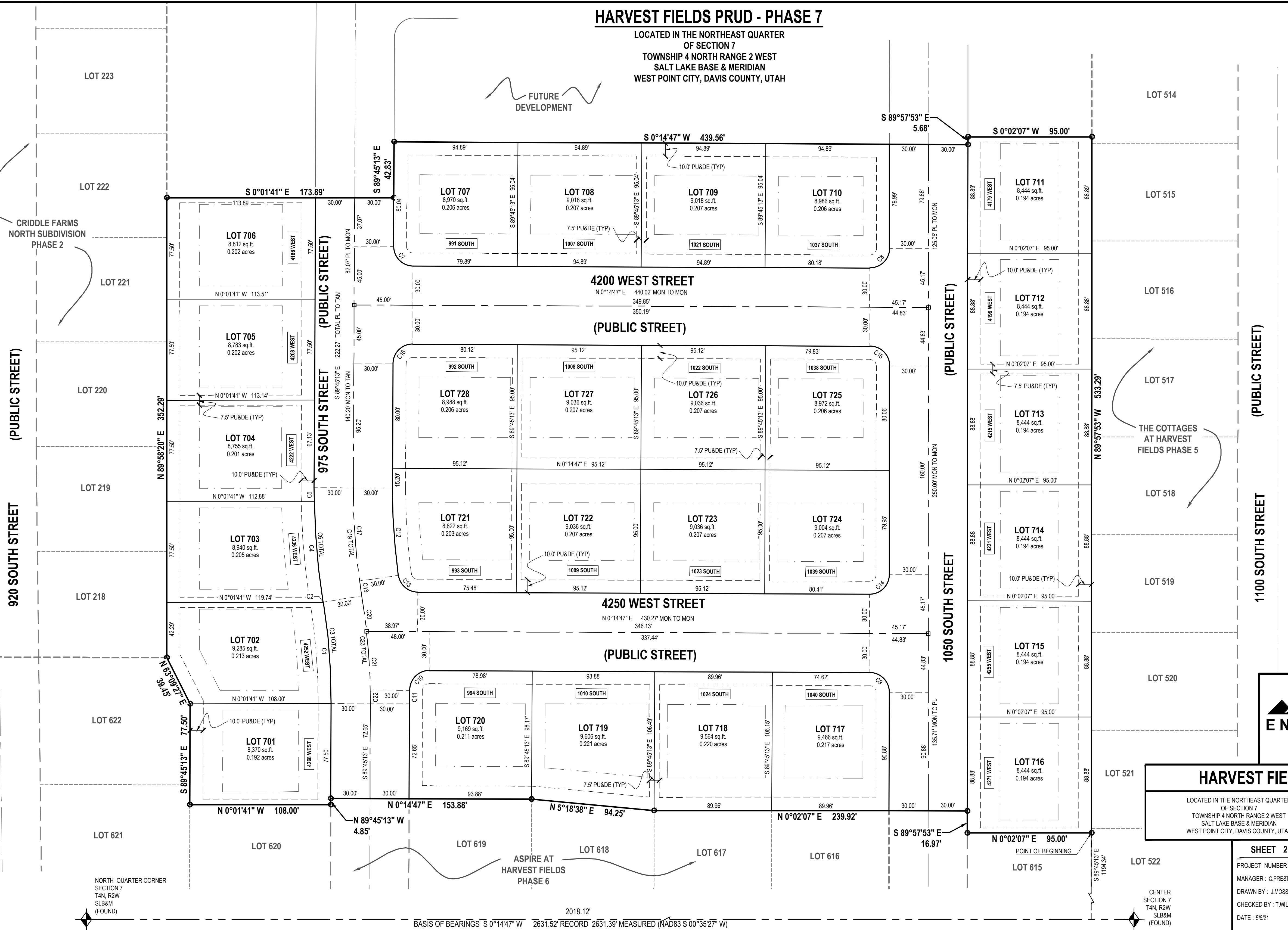
Attachments

Plans

HARVEST FIELDS PRUD - PHASE 7

LOCATED IN THE NORTHEAST QUARTER
OF SECTION 7
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
WEST POINT CITY, DAVIS COUNTY, UTAH

FUTURE
DEVELOPMENT



**ENSIGN**

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919 North 400 West
Layton UT 84041
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SALT LAKE CITY
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TOOELE
Phone: 435.843.3590
CEDAR CITY
Phone: 435.865.1453
RICHFIELD
Phone: 435.896.2883

HARVEST FIELDS PRUD - PHASE 7

LOCATED IN THE NORTHEAST QUARTER
OF SECTION 7
TOWNSHIP 4 NORTH RANGE 2 WEST
SALT LAKE BASE & MERIDIAN
WEST POINT CITY, DAVIS COUNTY, UTAH

DAVIS COUNTY RECORDER

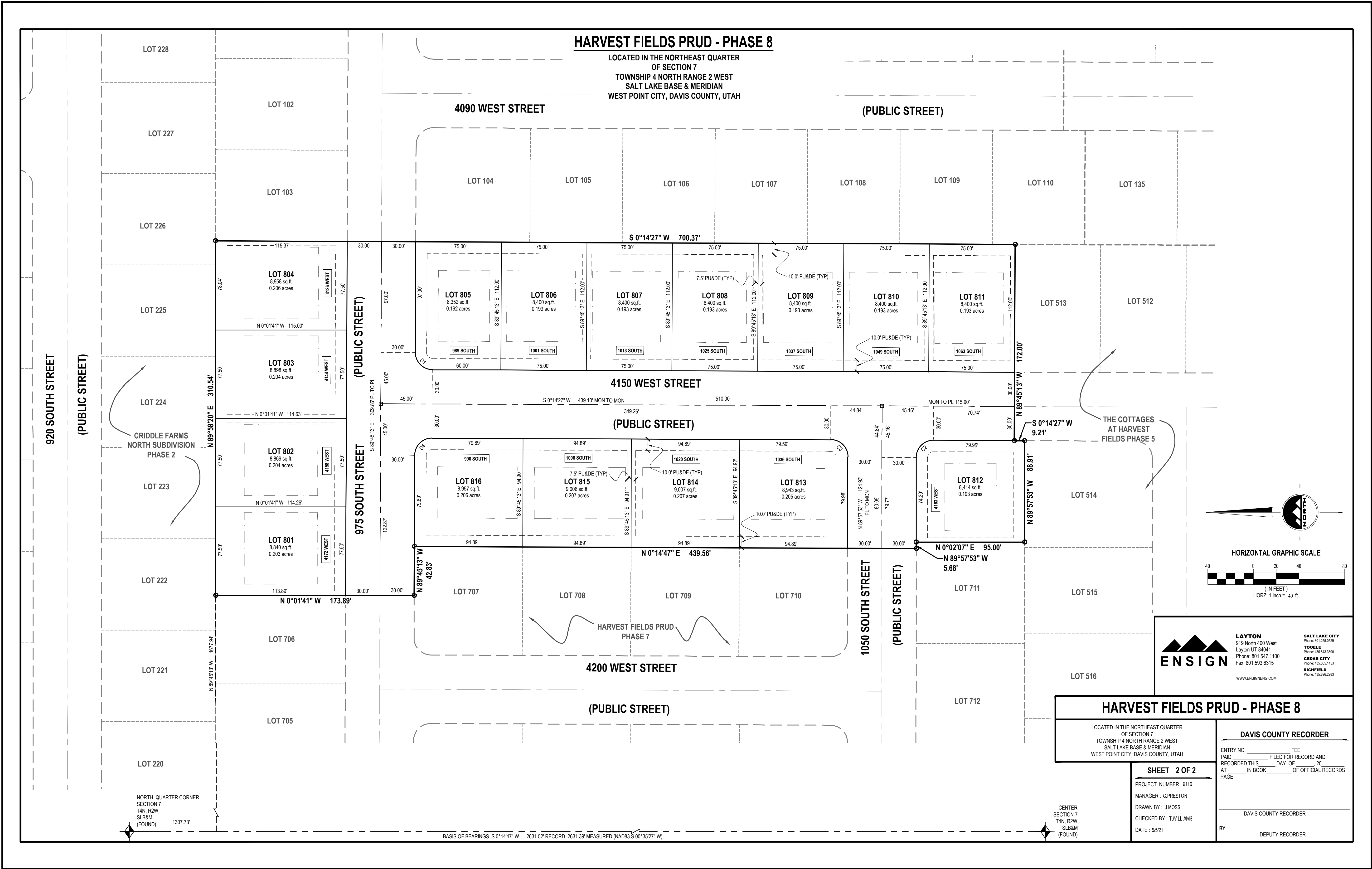
ENTRY NO. _____ FEE _____
PAID _____ FILED FOR RECORD AND
RECORDED THIS _____ DAY OF _____ 20____
AT _____ IN BOOK _____ OF OFFICIAL RECORDS

SHEET 2 OF 2

PROJECT NUMBER : 9116
MANAGER : C.PRESTON
DRAWN BY : J.MOSS
CHECKED BY : T.WILLIAMS
DATE : 5/6/21

DAVIS COUNTY RECORDER

BY _____ DEPUTY RECORDER





CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.
Know what's below.
Call before you dig.

BENCHMARK

CENTER QUARTER CORNER OF SECTION 7,
TOWNSHIP 4 NORTH, RANGE 2 WEST
SALT LAKE BASE AND MERIDIAN
ELEV = 4227.23'





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THE STANDARD IN ENGINEERING

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919 North 400 West
Layton, UT 84041
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SALT LAKE CITY
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FOR:
CAPITAL REEF DEVELOPMENT LLC
498 NORTH KAYS DRIVE
KAYSVILLE, UT 84037

CONTACT:
BRAD FROST
PHONE: 801-584-3898

HARVEST FIELDS PHASE 7 AND 8 1200 SOUTH 4500 WEST WEST POINT, UTAH



NO.	DATE	REVISION	BY
1			
2			
3			
4			
5			
6			
7			
8			

**OVERALL DEVELOPMENT
SITE PLAN**

PROJECT NUMBER
9116

PRINT DATE
6/22/21

DRAWN BY
J.MOSS

CHECKED BY
C.PRESTON

PROJECT MANAGER
C.PRESTON

C-002

July 20, 2021

City Council Staff Report

Subject: Subdivision Warranty – Little Field Estates 2
Author: Boyd Davis
Department: Community Development
Date: July 20, 2021



Background

The Little Field Estates Subdivision Phase 2 is located at 710 N 2400 W. The developer has completed all the required improvements. The developer is now asking that the subdivision be placed on a one-year warranty.

Analysis

The subdivision has been inspected to ensure all the required improvements have been completed and are in good condition prior to beginning the warranty period. The subdivision will be placed on a one-year warranty as required by the State Code. The required guarantee amount will be retained in escrow for the duration of the warranty period.

Recommendation

It is recommended that the City Council place the Little Field Estates Subdivision Phase 2 on a one-year warranty.

Significant Impacts

None

Attachments

None