

**West Point City
Planning Commission
3200 West 300 North
January 10, 2013**

Present: Rawlee Wilson, Brad Lee, John Detamore, Jeremy Strong, Korey Kap, Brian Vincent
Boyd Davis – City Engineer, Jeff Oyler – City Planner, Michelle Bailey – Planning Commission
Secretary

Excused: Curtis Seeds

WORK SESSION

1. Welcome new Planning Commissioners

Rawlee Wilson welcomed Korey Kap and Brian Vincent. They are the newly appointed
Planning Commissioners.

2. Discuss Chairman/Vice Chairman election procedures

Boyd Davis explained the process. The current chairman will open it up for nominations.
Once a motion is made, it must be seconded. There is not a limit on the number of
nominations that can be made. A roll call vote is then taken.

3. Discuss building lot regulations

Jeff Oyler stated that Staff has had discussions regarding the fact that from time to time
people want to build one house on their property, or take an existing parcel of property
and turn it into one building lot. The city doesn't really have specific regulations on how
to deal with those situations. Based on ones that have come up in the past, they felt it
would be good to have a simple set of rules to deal with single-lot subdivisions and
building lots. The purpose of this ordinance is to outline the requirements for
subdivisions of property for the purpose of creating one lot for building or development
purposes. It would also apply to conversion of existing parcels into building lots. They
would like to require a plat for the following reasons. We would have a surveyed
boundary of the parcel that is officially set out. There would be an official zoning
designation. We would have a graphical illustration of the lot dimensions. We would
have an illustration of surrounding property owners and any boundary line agreements
that exist. We would have an illustration of property access from the street. An address
would be assigned to the parcel. With the plat, the correct portions of the street could be
officially dedicated. It would also identify where all of the utilities are located. All
public utility easements would be dedicated.

Staff feels that it can be a streamlined process. It could have a one-time final approval
that includes everything. There would be construction drawings that go along with that
which would give a level of detail if there are road improvements, sidewalk, curb and

gutter, utility connections etc. Those are things that could be handled at a Staff level. If any improvements need to be guaranteed, that can be required. On the more rural roads, Staff will just do a postponement agreement for curb, gutter and sidewalk. They would also be required to pay a subdivision fee for one lot. Staff feels that by making these changes, it will help the developer know what is required. It will also help things to be more organized and professional. It will be more efficient and accurate.

Boyd Davis said, "The only downside to this is the cost. We went away from requiring a plat on some of the lots, a few years back, because it is about \$1,000.00 to have this done. But the more we have thought about it, we have realized it's a cleaner way to do it. That is the only negative part of it." Brad Lee asked if that cost includes the review fee. Boyd responded that it does not include the review fee. This item will be brought back for a vote in the next meeting.

4. Discuss ditch piping regulations

Staff would like to make some clarifications on who is responsible to pay for piping the ditch. Also, have some analysis that goes into the issues in deciding what should be done with the ditches. Some of the ditches are active and being used, some are no longer in use and just haven't been filled in. This is an effort to clarify the issue of open ditches being piped within the city. It states that it is the property owner's responsibility to pipe the ditches to city standards. The City Engineer can determine what needs to be done regarding pipe sizes etc. Rawlee Wilson mentioned the statement in the staff report that says, "The size and type of pipe must be approved by the owner and operator of the ditch who can prove their right to the irrigation ditch." Rawlee said he feels the City Engineer should have full discretion over the size and type of pipe that must be used, rather than leave that decision to the owner or operator of the ditch. Boyd Davis clarified that the term "owner" refers to the owner of the canal or ditch. They will have to determine the pipe size because they are the operators of it. Sometimes the farmer owns the ditch and sometimes a ditch company owns the ditch. Boyd stated, "In the case that there is a legitimate owner of the ditch, and it's usually a company that owns the ditch, if they actually own that ditch and they use it on a regular basis, they are the ones that need to decide what size of pipe should go in there." It is left to the discretion of the City Engineer to determine if the ditch should be piped or not. Previously, it wasn't clear as to who decides that. Boyd Davis stated that it is always the person's responsibility that is developing the property to pay for piping the ditch. Rawlee felt that was not clarified in the proposed verbiage. Boyd said they would make changes to clarify that. Rawlee suggested that the type and size of pipe be required by the City Engineer and then approved by the ditch owner. Rawlee suggested the verbiage in the staff report should read, "The size and type of pipe must be approved by the owner or operator of the ditch who can prove their right to the irrigation ditch. The Engineer shall also determine the pipe size and type to be used." Rawlee felt it would make more sense to have those sentences together in the paragraph.

5. Discuss 40% rule

Jeff Oyler stated that currently in West Point, there is an ordinance which states that if you build a house, 40% of the exterior elevation of that house must be brick or stone. It has been difficult for Staff to determine if the builder is meeting that 40% requirement so they have tried to come up with a way to simplify that. Staff talked with a few builders and came up with an idea. It would be that each home will have 50% brick or stone on the front façade, a 4' wainscoat on the sides, and no requirement for the rear of the home. Staff felt that would simplify their process as well as make it easier for the builder. Jeremy Strong asked if there would be any exceptions to this rule. For example, Jeremy's house has an over-under garage. There is no way to make that look good to put a brick wainscoat on the side. He has no wainscoat on the sides at all. He has stucco on the side that meets the road and siding on the other side and the back. He feels the wainscoat would be an issue on a home like his. He has a cement foundation that is 10 feet in the air for a garage door. It would look awful to go around that with a wainscoat. He suggested that they insert a clause to allow for special circumstances, like his, that come up occasionally. Korey Kap asked what the purpose is in making this change. Jeff Oyler responded that one of the main reasons was to try to streamline building permit approvals. Boyd Davis commented that if it is difficult to calculate 40%, it will be just as difficult to calculate 50%. Boyd felt that the intention was to say that roughly half of the front façade must be brick or rock. The Planning Commission felt that it would need to be more specific than saying "roughly half". In summing up the discussion, Jeff Oyler said he felt there were two options. One is to do nothing and leave the ordinance as it is. Two is to change it. Staff doesn't want to change the ordinance if it won't simplify the process. Jeremy Strong suggested that they add hardy board to what is considered masonry products. In the past, hardy board was used as a replacement for stucco or siding. Now it is being used as a replacement for masonry as well on some homes.

REGULAR MEETING

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Prayer:** given by Jeremy Strong
- 4. Approval of Minutes from December 13, 2012**

Brad Lee made a motion to approve the minutes from December 13, 2012, as written. John Detamore seconded the motion. All voted aye.

5. Public Comments:

Kyle Hamblin – Castle Creek Homes – Mike Schultz had indicated that the 40% rule would be discussed in the meeting and asked Kyle to attend the meeting. Mike Schultz is

fine with the 40% rule but he would ask the Planning Commission to consider lowering the requirement to 35% if rock is used. He also requested that the requirement on the sides of the home be done away with to allow them to just put stucco on the sides.

6. Elect Chairman and Vice Chairman for 2013

Nominations for Chairman. John Detamore nominated Rawlee Wilson for Chairman. Jeremy Strong seconded that motion. There were no other nominations. A roll call vote was taken. Korey Kap voted aye. Brad Lee voted aye. John Detamore voted aye. Brian Vincent voted aye. Jeremy Strong voted aye. The voting was unanimous.

Nominations for Vice Chairman. Jeremy Strong nominated Brad Lee for Vice Chairman. John Detamore seconded the motion. A roll call vote was taken. Korey Kap voted aye. John Detamore voted aye. Brian Vincent voted aye. Jeremy Strong voted aye. Rawlee Wilson voted aye. The voting was unanimous.

7. Planning Commission Comments

Brian Vincent introduced himself. He lives in the Paice Farms Subdivision. He has lived here about six years. He works as an Orthopedic Physician Assistant. He is excited to be part of the Planning Commission.

Jeremy Strong thanked Rawlee Wilson and Brad Lee for their service last year as chairman and vice chairman and said he is looking forward to a new year. He also thanked Staff for all that they do.

John Detamore welcomed Brian and Korey to the commission.

Brad Lee welcomed Brian and Korey. He also thanked the commission for their vote of confidence in voting him to serve as vice chairman again for another year.


Korey Kap introduced himself. He has lived in West Point for about 16 years. He is excited to be part of the Planning Commission.

Rawlee Wilson also thanked the commission for their service. He appreciates the opportunity to serve as chairman again. He also welcomed the new commission members. He asked them all to thoroughly review their packets before the meetings so they can use their time wisely in the meetings. Rawlee asked Staff to send out an email if they change something in the Dropbox folder so everyone knows it has been revised.

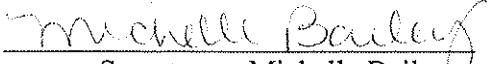
Jeff Oyler stated that 32 building permits were issued in 2012. This is up slightly from 2011.

8. Adjournment

Rawlee Wilson made a motion to adjourn at 7:22 p.m. Brad Lee seconded the motion.
All voted aye.



Chairperson – Rowland S. Wilson



Secretary – Michelle Bailey

