



WEST HAVEN CITY COUNCIL MEETING MINUTES

January 21, 2026 6:00 P.M.
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present:	
Rob Vanderwood	Mayor
Carrie Call	Councilmember
Ryan Saunders	Councilmember
Kim Dixon	Councilmember
Ryan Swapp	Councilmember
Shawn Warnke	City Manager
Robyn Van Campen	Deputy Recorder
Amy Hugie	City Attorney
Edward Mignone	City Engineer
Stephen Nelson	Community Development Director
Excused:	
Nina Morse	Councilmember

5:00 Work Session – In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY AGENDA ITEMS DISCUSSED DURING
WORKSESSION - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION.

MEETING TO ORDER: **MAYOR VANDERWOOD**

Meeting began at 6:00 p.m.

REPORTS AND DISCUSSION AS FOLLOWS:

1. Discussion-Elected Officials and City Manager Updates

Councilmember Dixon reported from the Historical Preservation Committee that the Peterson home located at 4186 S 5100 W, which is considered a historical site, will be demolished due to black mold found well remodeling the home. There is an historical marker placed in front of the home. They have requested information about the home and then they will turn the historical marker over the to city. No timeframe has been given to when this will take place.

Mayor Vanderwood reminded Councilmembers of their assignments and to get with their people to make sure they are organized and ready to go. There is an events committee meeting 01/22/2026 at 7:00 p.m. at City Hall, which will be our kick-off.

Shawn Warnke wanted to remind councilmembers that on Tuesday 5 p.m. at City Hall. We will start the budget process part of that will be the first draft of the strategical plan and contract review. Ryan Childs and Katie will be here to talk about capital projects which is one of the elements for the strategic plan.

Councilmember Saunders wanted to confirm that the General Plan meeting is still scheduled for January 29 at 5:00 p.m., which Stephen confirmed was correct.

2. Training-Open and Public Meetings Act and Municipal Officer Ethics Act-Amy Hugie, City Attorney

Amy Hugie went through the Open and Meetings Act and Municipal Officer Ethics Act.

Mayor Vanderwood commented that when people are disruptive in a meeting, that they are given ample warning. He would like in the future to go over some safety measures so that if something happens when know how to handle it.

Shawn Warnke made a comment that there two different disclosures, the annual disclosure and verbal disclosure if there is anything on the agenda that is a conflict of interest.

Councilmember Call brought up the sound issue at The Barn at Green Farms. See if that can be addressed.

6:00 Regular City Council Meeting

1. **MEETING CALLED TO ORDER:** Mayor Vanderwood

2. **OPENING CEREMONIES**
A. PLEDGE OF ALLEGIANCE Councilmember Dixon
B. PRAYER/MOMENT OF SILENCE Councilmember Swapp

3. **PUBLIC PRESENTATION:** Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that **IS NOT ON THE AGENDA**. No action can or will be taken on any issue(s) presented.

No public comments.

4. **UPCOMING EVENTS**
Music Circle-The Barn January 26, 2026 7:00 PM
Senior Lunch Bunch January 28, 2026 11:30 AM

5. **COUNCIL UPDATES**
Councilmember Saunders mentioned that the Communities that Care will be having classes for: Strengthening Families will be held on January 23rd; February 2nd, 9th, and 23rd; March 2nd and 9th, 2026 from 6 p.m. to 8 p.m. at Mountain View Junior High in West Haven. He also mentioned that the Communities that Care kickoff meeting recently and they honored some of the youth that were involved in the last years committee to promote public safety such as avoiding drugs, etc. that was held at The Barn.

Councilmember Call mentioned that their will be an Acrylic Art Painting Class that will be held on February 9th. There is a limited number of seats.

*****AGENDA ACTION ITEMS*****

6. **ACTION ON CONSENT AGENDA**
A. SPECIAL SWEARING IN CEREMONY MINUTES MEETING HELD January 5, 2026
B. COUNCIL MEETING MINUTES MEETING HELD January 7, 2026

Councilmember Call made a motion to approve the consent agenda items A and B. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

7. **PUBLIC HEARING - FOR THE PURPOSE OF RECEIVING PUBLIC INPUT ON AN ORDINANCE ADOPTING AN IMPACT FEE FOR TRANSPORTATION, STORM WATER, PARKS, RECREATION, OPEN SPACE, AND TRAILS**

Shawn Warnke gave an overview of what is on the agenda for consideration and the public so they can have some basis to make comments on. He briefly went over what an impact fee is and how state code allows the fee to be charged to maintain the level a service and not to increase the level of service.

For a Single-Family Home, the transportation fee will increase to \$688.00 the maximum fee that you can enact is \$2,814.00. Commercial is based upon trips and a cost per trip. There was an increase of \$73.00 per trip. When evaluating this fee, we take a look at what the land use is and the number of trips that will be generated. The proposed increase for Commercial is \$298.00.

For Storm Water, we changed the methodology in the context of what is called the demand unit. Currently we were using a per acres basis to make and access impact fees and now we will be impervious square foot. Single Family Dwelling on a quarter acre will be \$35.00. The maximum fee is \$916.00.

There is a 90-day notice period prior to the increase so that contractors can anticipate the increase, and move permits accordingly for financing purposes, etc.

The Parks, Recreation, Open Space, and Trails, the impact fee will increase to \$3,117.00. The maximum fee \$5,260.00.

Councilmember Saunders wanted more information on the park impact fee and why it is justifiable to increase the Park Impact Fee 100%. He asked if we were comparable to the fees in other areas.

Councilmember Dixon motion to Enter into Public Hearing. **Councilmember Call** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

No public comments.

Councilmember Dixon motion to Leave Public Hearing. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

Councilmember Call wanted more information from Ed Mignone/City Engineer requesting why we adopted Service Level D rather than a Service Level C.

Ed Mignone/City Engineer – It is based on balancing the capacity a road has, versus what our tolerable limits for waiting to make cross turns or signalized movements. Typically, a Level F, for example if you have to wait 2 minutes to make a left-hand turn, they would consider that a level fail service. There has to be a balance between when you have a road network allowing volumes to pass. Another example is 4000 South if I wanted a Level A and it had free flowing traffic I would have to wait awhile to get across 4000. It's a way to strike a balance between road capacities and also reasonable waits to make turn movements or cross movements.

Joe Perrin was present via Zoom whom agreed with Ed stating that it is the industry standard to have Level D, which are only used at the peak times of the day. Any other times would be Level A, B, etc.

Mayor Vanderwood allowed George LaMar to speak after public hearing due to technical difficulties he was having with his microphone. Mr. LaMar stated prominently we have been a Level C, the impact fees that we could use for capital improvements for 3300 South connector, etc., we are not collecting and yet on Parks and Recreation we collect impact fees to maintain the level of service. Why are we not using the same approach for our traffic and roadway, and maintain the LOS that citizens enjoy rather than allowing it to deteriorate? Joe Perrin responded to this question by stating that the city chose to go from a rural stand point to an urban based on development.

8. **ACTION ON ORDINANCE 02-2026-AN ORDINANCE ADOPTING AN IMPACT FEE FOR TRANSPORTATION, STORM WATER, PARKS, RECREATION, OPEN SPACE, AND TRAILS AND THE CORRESPONDING IMPACT FEE FACILITY PLANS (IFFP), IMPACT FEE ANALYSIS (IFA) AND SUMMARIES-SHAWN WARNKE, CITY MANAGER**

Councilmember Call motioned to adopt Ordinance 02-2026 and ordinance adopting an impact for Transportation, Storm Water, Parks, Recreations, Open Space, and Trails and the corresponding Impact Fee Facility Plans (IFFP), Impact Fee Analysis (IFA), and summaries included. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

9. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**
A. ACTION ON ORDINANCE 03-2026-AMENDING TITLE XV LAND USAGE, INCLUDING SECTION 157.004 DEFINITIONS, SECTION 157.294 USES, SECTION 157.331 PERMITTED USES, THE REPEAL OF SECTION 157.355 STORAGE UNIT RESTRICTIONS, AND THE CREATION OF SECTION 157.619 SELF-STORAGE FACILITY RESTRICTIONS

Stephen indicated that this ordinance is to clarify the definition of Self-Storage Facility. The "Use" would primarily be for commercial zones the proposal is just to update the language. Permitted Use would be in the M-1 Zone (M-2 already permits everything in the M-1 zone). They are also looking to change the setbacks for a Self-Storage Facility on a main corridor from 800 square feet from the center line to 250 square feet.

Councilmember Saunders asked if they would still be required to have the perimeter.

Councilmember Swapp would like to see the setback at 400 square feet.

Councilmember Saunders motioned to Table action on Planning Commission recommendations, action on Ordinance 03-2026 amending Title XV Land Usage, Including Section 157.004 Definitions, Section 157.294 Uses, Section 157.331 Permitted Uses, The Repeal of Section 157.355 Storage Unit Restrictions, and the creation of Section 157.619 Self-Storage Facility Restrictions. **Councilmember Swapp** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

10. **ACTION ON RESOLUTION 02-2026-BID AWARD 5100 W IRRIGATION DIVERSION RELOCATION-EDWARD MIGNONE, CITY ENGINEER**

Councilmember Call made a motion to award Resolution 02-2026 to Morgan Asphalt \$68,204.00 for the bid on the 5100 W Irrigation Diversion Relocation. **Councilmember Dixon** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

11. **ACTION ON RESOLUTION 03-2026-POLICY ON THE BUY-IN PORTION OF THE TRANSPORTATION IMPACT FEES-SHAWN WARNKE, CITY MANAGER**

Shawn Warnke advised the council that this is to comply accounting standards and reporting. This ordinance will still allow the buy in portion to be used for future facilities. The balance sheet the accountants will account for the buy in portion as an assigned fund balance.

Councilmember Dixon motioned to approve Resolution 03-2026 policy on the buy-in portion of the transportation impact fee. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

12. **ADVICE & CONSENT OF: MAYOR PRO TEM Submitted by Mayor Vanderwood**

Mayor Vanderwood presented Ryan Saunders.

Councilmember Call motion to give advice and consent to appoint the Mayor Pro Tem to Ryan Saunders.

Councilmember Swapp seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

13. **ADVICE & CONSENT OF: CITY TREASURER APPOINTMENT-SUBMITTED BY MAYOR VANDERWOOD**

Mayor Vanderwood requested that this be Table.

Councilmember Dixon motioned to Table the advice and consent of the City Treasure appointment.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

14. **ADVICE & CONSENT OF: ONE (1) WEST HAVEN SPECIAL SERVICE DISTRICT BOARD MEMBER APPOINTMENT-Submitted by Mayor Vanderwood** To fill the remainder of one, 4-year term. The term will be from January 21, 2026 thru December 31, 2026

Mayor Vanderwood presented Alisha Marigoni

Councilmember Call motioned to give advice and consent for one (1) West Haven Special Service District Board Member Appointment to fill the remaining 4-year term from January 21, 2026 thru December 31, 2029 to Alisha Marigoni. **Councilmember Dixon** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

15. **ADVICE & CONSENT OF: ONE (1) WEST HAVEN SPECIAL SERVICE DISTRICT BOARD MEMBER APPOINTMENT-Submitted by Mayor Vanderwood** To fill one, 4-year term. The term will be from January 21, 2026 thru December 31, 2029

Mayor Vanderwood presented Nate Morse

Councilmember Dixon give advice and consent of one (1) West Haven Special Service District Board Member Appointment to fill one (1) 4-year term from January 21, 2026 thru December 31, 2029. **Councilmember Swapp** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

16. **ADVICE & CONSENT OF: TWO (2) COMMUNITY EVENTS COMMITTEE CO-CHAIR APPOINTMENTS-Submitted by Mayor Vanderwood** To fill two, 1-year terms. The terms will be from January 21, 2026 thru December 31, 2026

Mayor Vanderwood requested this be Tabled.

Councilmember Saunders motioned to table. **Councilmember Dixon** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

17. **ACTION ON RESOLUTION 04-2026-AMENDING THE WEST HAVEN CITY PERSONNEL POLICY HANDBOOK**

Shawn Warnke advised the council that awhile back it was approved to have employees use The Barn with only paying the deposit for a financial guarantee for damages. The request is for City employees not be required to pay the deposit.

Councilmember Call motion to approve action on Resolution 04-2026 amending the West Haven City Personnel Policy Handbook. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

18. **PRESENTATION-CITY MANAGER QUARTERLY AUDIT-SHAWN WARNKE, CITY MANAGER**

Shawn Warnke presented the Quarterly Audit report to the council.

19. **ADJOURNMENT**

Councilmember Dixon motion to adjourn. **Councilmember Call** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Swapp
NAYS:	
RECUSED:	

Robyn VanCampen

Deputy Recorder

Date Approved: 2/4/26