



7. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**
  - A. ACTION ON ORDINANCE 08-2026-AMENDMENT TO THE SIGN REGULATIONS ORDINANCE § 157.755-§ 157.761-STEPHEN NELSON, COMMUNITY DEVELOPMENT DIRECTOR
  - B. ACTION ON RESOLUTION 08-2026-AMENDMENT TO THE PLANNING COMMISSION POLICIES AND PROCEDURES-STEPHEN NELSON, COMMUNITY DEVELOPMENT DIRECTOR
8. **ACTION ON RESOLUTION 09-2026-ADOPTION OF PROFESSIONAL SERVICES AGREEMENT WITH LANDMARK DESIGN, INC. FOR A MASTER PARK PLAN**
9. **PRESENTATION AND DISCUSSION-AT THE MAYOR AND CITY COUNCIL'S ELECTION CONTINUATION OF ANY AGENDA ITEM FROM THE 5:00 WORK SESSION**
10. **ADJOURNMENT**

*Emily Green*

**Emily Green, City Recorder**

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: [emilyg@westhavenut.gov](mailto:emilyg@westhavenut.gov) at least 48 hours in advance of the meeting.

**CERTIFICATE OF POSTING**

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at [westhavenut.gov](http://westhavenut.gov); emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section; mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney

## STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: February 18, 2026

SUBJECT: Presentation and Discussion-Law Enforcement Budget-Weber County Sheriff-Julie Stoddard and Lt. Endsley



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Lt. Endsley and Julie Stoddard from the Weber County Sheriff's Office will present at the City Council meeting on the proposed funding changes associated with Law Enforcement, including hiring 10 additional Deputy Sheriffs. It is my understanding that adding personnel to the Enforcement Division will bolster the following subdivisions of the Enforcement Division:

- Investigations
- Street Crimes
- Traffic Enforcement
- Enforcement/Patrol

I believe that there are new estimates of the fiscal impact of the added personnel on the City budget that will be discussed and presented by Julie Stoddard, Financial Services Manager with the Weber County Sheriff's Office.

Attached to this staff report is a flyer distributed to attendees of the Sheriff's Office Partnership Meeting regarding the proposed staffing increase. Additionally, I have included updated excerpts from the City's strategic plan on law enforcement issues. The text highlighted in teal is recent information that the Mayor and City Council have not seen.

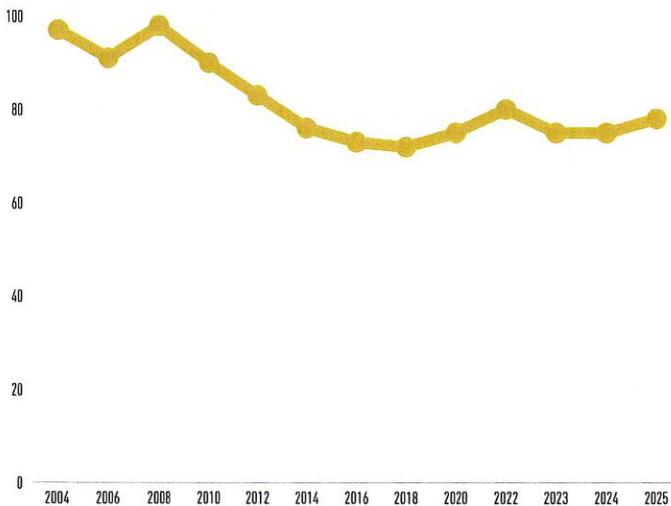


# Weber County Sheriff's Office

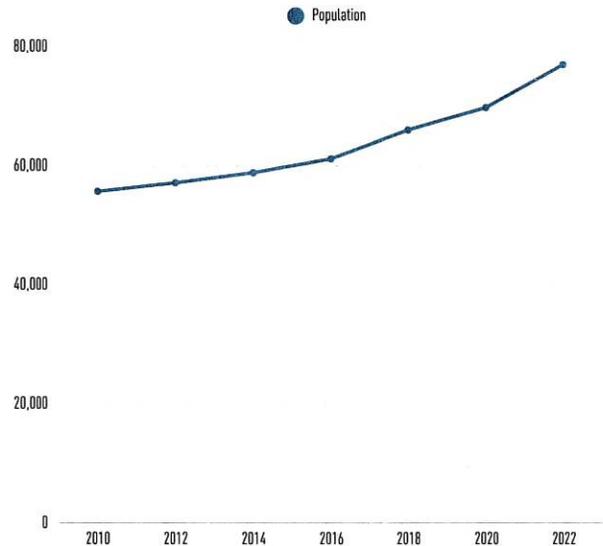
## City Partners Position Report

In 2025, Weber County conducted a wage study to address lagging pay for employees. Our law enforcement wages were found to be 17% behind market. A new pay policy for sworn deputies was implemented, bringing wages to competitive levels and driving increased recruitment and retention. Looking forward, WCSO is moving out of a period of low retention, low staffing and strained operations. We are focused on improving services for our city partners. This all comes with a financial impact, but aligns service with public expectations and public safety needs.

From 2004 to 2013, the Weber County Sheriff's Office went from 97 full time deputies in the Enforcement Division to 78 deputies now.



This is in contrast to the rising population of our city partners and unincorporated WC.



Today, 46 deputies are funded by contract cities. With current population estimates, this creates a ratio of .57 deputies per 1,000 residents. This is too low. Crime rates, geography, population, officer safety, city partner and public expectation all must be considered when determining proper staffing levels.

Weber County has seen rapid growth in population county-wide and throughout our partner cities, increases in population and businesses mean more challenges for public safety. High density housing, large commercial businesses and growth in general require more resources.



For years, the Weber County Sheriff's Office has worked to "do more with less".

We have now reached and seen the point where that is no longer possible, and having less in fact means less capacity to properly address public safety.

Insufficient staffing contributes to backlogs of cases, reduced proactive enforcement efforts, longer response times, and officer safety issues.

10 new FTE positions moves deputies per resident from .57 to .72 per 1,000.



### Less Deputies = Less Capacity

- Investigations caseload overwhelm, not enough detectives.
- Fewer deputies has meant temporary reassignment to help cover heavy workloads in other bureaus.
- Patrol shifts understaffed, need more deputies on duty
- Backup for officer safety
- Fewer deputies increases challenges with training, sick leave, court etc.
- Specialty units that have gone unstaffed
- Traffic Unit can move from 5-days of coverage to 7-days.
- Street Crimes Unit return with re-focused mission
- Fewer deputies means less proactive enforcement and proactive crime reduction.

### NEW Full Time Deputy Positions:

- WCSO is seeking to add 10 FTE positions to the Enforcement Division.
- Cost is carried by the contract cities.
- Brings staffing levels closer to the generally accepted ratio.
- Increased staffing means increased coverage for city partners.
- More deputies means lower response times to priority calls for service.
- More time for deputies to spend on proactive enforcement and proactive crime reduction .
- Officer safety increases with available backup/resources to handle emergency calls or complex cases. This increases the odds of safe outcomes for all involved.
- Overall increase in level of service



# SECTION 8– CITY INTERLOCAL AGREEMENT SERVICES.

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## INTRODUCTION.

West Haven City has entered into Interlocal Agreements with other local governments to enhance its operational capabilities and better serve its residents. An interlocal agreement is a formal contract between two or more local government entities (cities, counties, and school districts) that facilitates cooperation and collaboration to provide services, leveraging shared resources and expertise, or undertake joint projects for mutual benefit.

The authority for West Haven City to enter into an Interlocal Agreement stems from the Interlocal Cooperation Act contained in the Utah Code. This Act empowers local entities to contract with each other and, in some cases, with state or federal agencies to perform functions for which they are already authorized to act independently. More specifically, the purpose of the Interlocal Cooperation Act, as outlined in Utah Code §11-13-102, is as follows:

- (1) to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and under forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and
- (2) to provide the benefit of economies of scale, economic development, and utilization of natural resources for the overall promotion of the general welfare of the state.

This Section explains in greater detail the municipal services that West Haven City has entered into Interlocal Agreements for and are provided by other local governments.

The City Manager and other Department Heads oversee interlocal agreements with other governmental entities. As noted in the introduction section of this Document, in July 2025, the Mayor and City Council assigned the City Manager to prepare a Contract Management Review with the following objective:

“The City Manager is responsible for implementing and reviewing all contracts. Due to the increasing pressures of managing the City’s needs, costs of doing business, efficiency, and safety, the City needs clarity on best practices and an annual review of these contracts. This would include renewing or bidding services.”

Within Section 8- City Interlocal Agreement Services, there is a subsection entitled Agreement Assessment, which assesses the services provided to the City by interlocal agreement. In general, the City Manager’s opinion is that the City has a strong group of service providers and expects to renew agreements with existing providers. Renewing agreements with capable service providers reduces the administrative work associated with recruiting and selecting replacements and, more importantly, eliminates the loss of institutional knowledge and established work relationships, both of which prevent service interruptions for City residents, elected officials, and staff.

The City Manager has reviewed the City’s Resolution Index and identified agreements with other local government entities.

# LAW ENFORCEMENT (10-4210).

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## RECOMMENDATIONS.

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### PURPOSE.

The Weber County Sheriff's Office is dedicated to providing core and essential police services to citizens and ensuring that West Haven City is a safe place to live.

### OBJECTIVES.

The objective of the Weber County Sheriff's Office is to provide quality law enforcement to the citizens of West Haven by protecting lives and property. To meet his objective, Deputy Sheriffs must be adequately trained and equipped

### PERFORMANCE MEASUREMENTS.

*Residential Survey 2021 & 2025.* As part of the City's ongoing commitment to improve, the City seeks to receive and consider feedback from residents. Public opinion feedback is crucial because it helps identify areas for improvement, assess service quality against citizens' expectations, and inform policy and service-delivery adjustments.

By listening to public opinion, City officials see the consequences of past decisions. This feedback loop is essential for adapting and refining City strategies for the future. The following questions and answers were drawn from two community-wide resident surveys conducted in 2021 and 2025. This information is provided to offer insight into the performance and public perception of Law Enforcement issues.

*Service Rating- Residential Survey 2021 & 2025.* West Haven provides several services to its residents. Some are provided directly by the city, and some are provided by districts or agencies that the city works with. Please rate each of the following services using a 0 to 100 scale, with 0 meaning you are completely dissatisfied and 100 meaning you are completely satisfied. If you are unfamiliar with a service, select Not applicable. (2021 n=NA) (2025 n=378)

	<u>2021</u>	<u>2025</u>	<u>Change</u>	<u>Rank</u>
Community events	70.46	72.75	2.29	7
Police services	70.06	72.02	1.96	8
City parks	71.02	71.03	0.01	9

Please note that to facilitate the interpretation of this survey question for the Strategic Operations Plan, City staff have sorted the 2025 responses in descending order (from highest to lowest). Additionally, City staff have added a column that shows the change in points for responses from 2025 to 2021. If a service was not available for a respondent to select in 2021, a N/A (not applicable) will appear in this column.

For purposes of keeping this performance measurement concise, only the services that were ranked immediately above and below the relevant service are shown in this subsection. To provide context for the service's relationship to other services, respondents could select a rank from a rank column indicating the service's rank relative to the other 20 services. An unabbreviated survey question that includes all twenty (20) services shown in rank order is in the Appendix.

*Feeling of Safety- Residential 2021 & 2025.* To what extent do you agree or disagree with the following statements about West Haven? - Overall, I feel safe living in West Haven. (2021 n=524) (2025 n=421)

	<u>2021</u>	<u>2025</u>
Strongly disagree	4%	2
Somewhat disagree	6	6
Neither agree nor disagree	7	7
Somewhat agree	38	39
Strongly agree	46	47

To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? - The Weber County Sheriff's Office is professional and responsive. (2021 n=481) (2025 n=374)

	<u>2021</u>	<u>2025</u>
Strongly disagree	3%	2
Somewhat disagree	4	4
Neither agree nor disagree	21	31
Somewhat agree	26	29
Strongly agree	46	34

To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? - The Weber County Sheriff's Office is doing what it takes to keep West Haven roads and citizens safe. (2021 n=480) (2025 n=377)

	<u>2021</u>	<u>2025</u>
Strongly disagree	4%	4
Somewhat disagree	9	9
Neither agree nor disagree	18	21
Somewhat agree	36	36
Strongly agree	33	30

To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? - The Weber County Sheriff's Office is committed to addressing the issues that pose the biggest threats to the safety of our community. (2021 n=480) (2025 n=375)

	<u>2021</u>	<u>2025</u>
Strongly disagree	3%	1
Somewhat disagree	9	6
Neither agree nor disagree	26	30
Somewhat agree	33	34
Strongly agree	29	29

To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? - I trust the Weber County Sheriff's Office to deter and, when necessary, deal with crime in the city. (2021 n=480) (2025 n=375)

	<u>2021</u>	<u>2025</u>
Strongly disagree	3%	3
Somewhat disagree	8	10
Neither agree nor disagree	17	16
Somewhat agree	34	34

Strongly agree	38	37
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To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? - West Haven would be better served if the City had its own local police department rather than relying on the Weber County Sheriff (2021 n=479) (2025 n=375)

	<u>2021</u>	<u>2025</u>
Strongly disagree	21%	17
Somewhat disagree	15	16
Neither agree nor disagree	28	33
Somewhat agree	20	16
Strongly agree	16	18

*Contact in SO in the Previous Year- Residential Survey 2021 & 2025.* During the past year have you contacted the Weber County Sheriff's Office to seek service, information, or to file a complaint? (2021 n=483) (2025 n=379)

	<u>2021</u>	<u>2025</u>
Yes	26%	20
No	74	80

*Method to Contact- Residential Survey 2021 & 2025.* How did you contact the Weber County Sheriff's Office to seek service, information, or to file a complaint? Please select all that apply. (2021 n=120) (2025 n=80)

	<u>2021</u>	<u>2025</u>
County website	8%	2
Emergency phone (e.g., 911)	22	14
Non-emergency phone (i.e., dispatch)	78	77
Message over social media	-	8
In person at an office	2	3
Other, please specify	2	7

Were you generally satisfied or dissatisfied with the response you received from the Weber County Sheriff's Office? (2021 n=121) (2025 n=80)

	<u>2021</u>	<u>2025</u>
Very satisfied	51%	55
Somewhat satisfied	26	20
Neither satisfied nor dissatisfied	9	9
Somewhat dissatisfied	9	9
Very dissatisfied	5	7

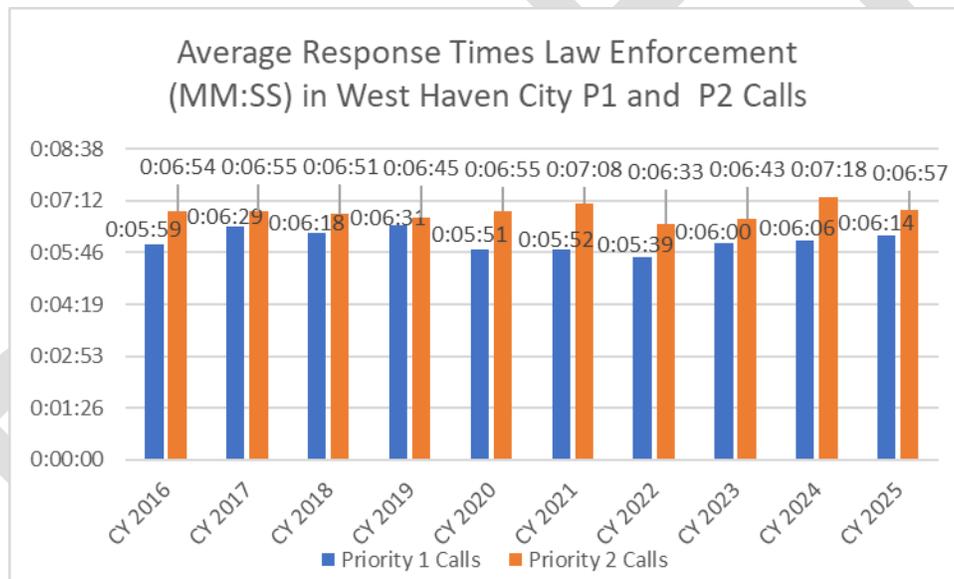
*Average Response Times.* The response time metrics measure the speed at which Deputy Sheriffs respond to calls, from being dispatched to on-scene arrival. Several factors influence response times, including staffing levels, call volume, and concurrent calls.

The dispatch policy for calls for service is classified by priority, based upon their seriousness, complexity, and potential to escalate. Call types, used to classify calls, are assigned pre-determined priority levels based on the following criteria:

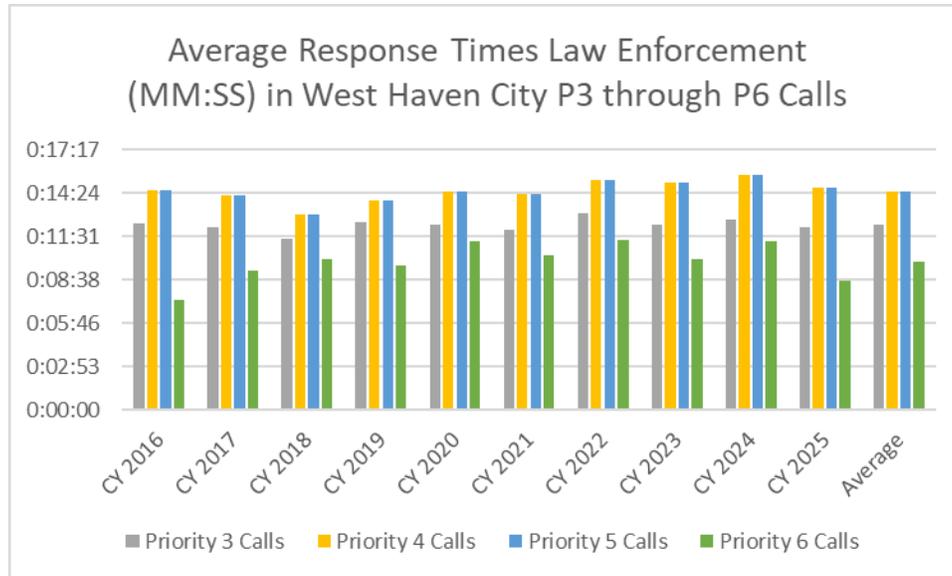
- Priority 1- A life-threatening situation or where serious injury is believed to exist, and immediate response is necessary.

- Priority 2- A crime in progress or having just occurred, where there is no known threat to life or serious injury. A non-criminal situation where a significant delay in response could result in serious injury or death. Requires an immediate response to apprehend suspects or to gather evidence.
- Priority 3- A past criminal incident, or a non-criminal situation, requiring citizen contact. Immediate police response is not required for the apprehension of suspects or the timely gathering of evidence.
- Priority 4- A past criminal or non-criminal situation that may not require complainant contact (i.e., barking dogs, noise disturbances, found property, etc.).
- Priority 5- Requests for service to be handled by a desk officer. Currently, the Weber County Sheriff's Office does not use Priority 5 calls within its call classification system.
- Priority 6- Messages for on-duty officers or requests for service by telephone.

Below is a chart showing the average response times for law enforcement in West Haven City for calendar years 2016 to 2025. The average response time for Priority 1 Calls from 2016 to 2025 was 6 minutes and 14 seconds, while the average response time for Priority 2 Calls during the same period was 6 minutes and 57 seconds. The target for Priority 1 Calls is 5–6 minutes.



Below is a chart showing the average response times for law enforcement in West Haven City for calendar years 2016 to 2025 for Priority 3 (P3) through Priority 6 (P6) calls.



The average response time for Priority 3 (P3) through Priority 6 (P6) Calls from 2016 to 2025 was as follows:

Type of Call for Service	Average Response Time (MM:SS)
• Priority 3	0:12:17
• Priority 4	0:14:32
• Priority 5	The Weber County Sheriff's Office does not currently use Priority 5
• Priority 6	0:09:52

## GENERAL ASSESSMENT (SWOT).

The general assessment of strengths, weaknesses, opportunities, and threats section has been omitted from the City Interlocal Agreement Services, as it requires a deep understanding of the consultant's specific industry, organization, and approach to accomplishing the contracted work. This level of detail assessment is beyond the scope of this Strategic Operations Plan.

## SPECIFIC ASSESSMENT.

**Cost of Service.** West Haven City is currently one of nine cities within Weber County that contracts with the Sheriff's Office for Law Enforcement Services. A funding formula is associated with the Interlocal Agreement, under which the contracted cities pay Weber County for Law Enforcement Services, which are adjusted yearly based on the County's budgeted operational expenses. These operational expenses are apportioned to the entities participating in this interlocal agreement according to a formula based on a 40% population allocation and a 60% calls-for-service allocation and are adjusted annually in accordance with these factors.

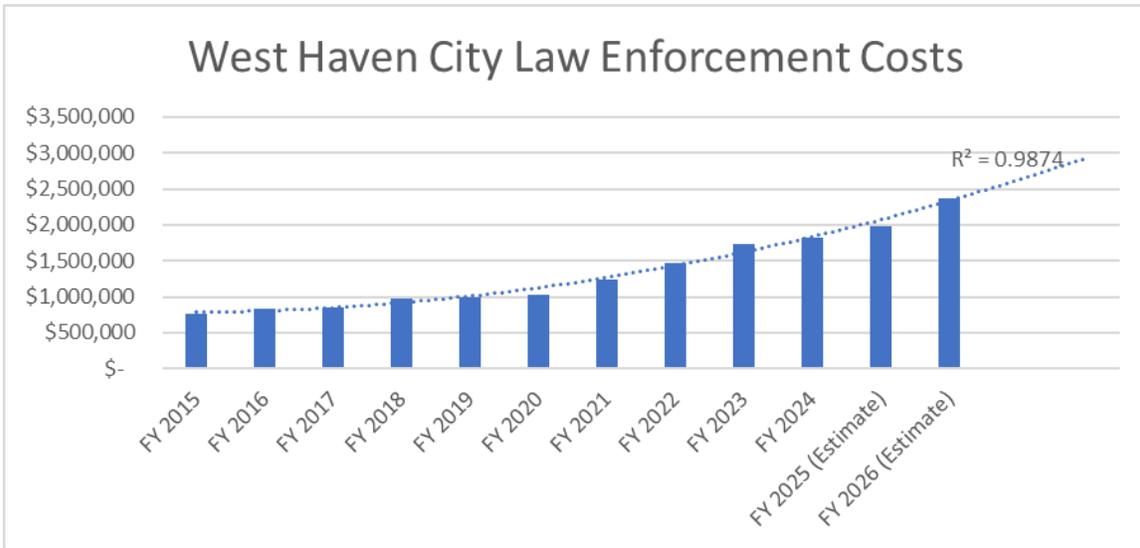
Below is a chart titled "West Haven City Law Enforcement Costs" that shows costs paid to the Weber County Sheriff's Office for past fiscal years and a projected yearly cost based on a trend line. For FY 2026, the Weber County Sheriff's Office estimates that the cost of providing law enforcement services to West Haven City will be \$2,367,982, representing a 19% increase of \$384,187 over the initial FY 2025 budget estimate of \$1,983,795.

Julie Stoddard, Financial Services Manager at the Weber County Sheriff's Office, provided a few key points regarding the contract amount increase for FY 2026 with the following explanation:

*The wages category has the most significant portion of the increase. We added two new school resource officers, as well as an additional Lieutenant position to serve as the school security chief, as required by*

*the state of Utah. Unfortunately, the state did not allocate any funds to cover this requirement. Additionally, we are offering our sworn staff a 4-part retention incentive, equivalent to \$5.00 per hour for each officer, for a period of one year. Going into future years when the wage study is complete, we anticipate at least the same impact, if not more. Health Insurance costs also increased year over year.*

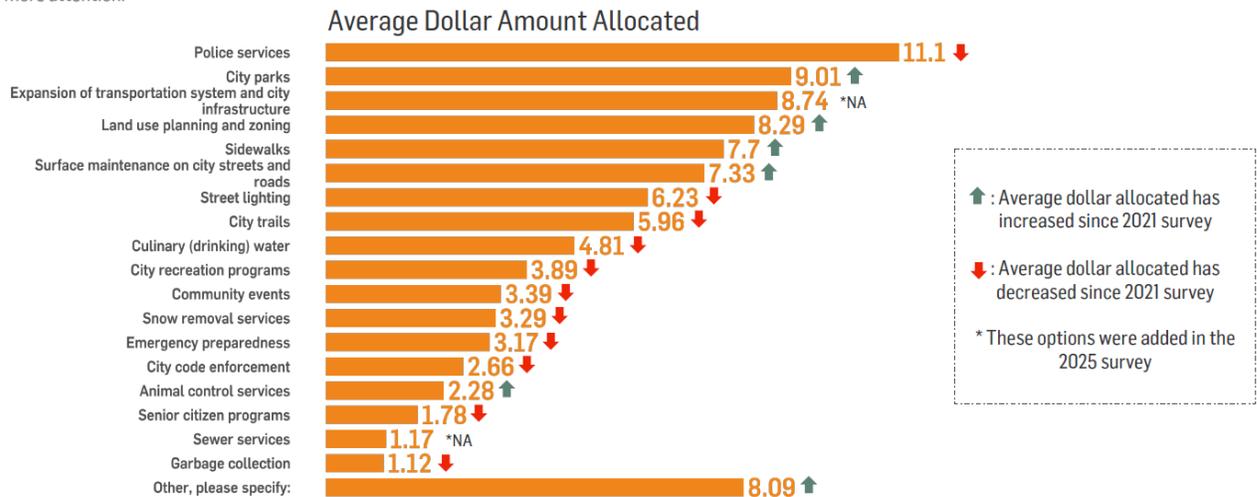
During FY 2024, the West Haven City Council discussed the need to address wages for Deputies at the Weber County Sheriff's Office. The first instance occurred on August 21, 2024, at a City Council meeting, during which the City Council discussed providing a letter of support to Weber County regarding wage increases. On October 2, 2024, the City Council formally approved sending a letter of support for increases in law enforcement.



In the 2021 and 2025 Residential Surveys, residents were asked to allocate \$100 across city services to gauge where they prioritize spending public funds. Residents gave the largest amount of funding to police services. However, compared to 2021, average allocations decreased for police, which, according to Y2 Analytics, the professional firm hired to conduct the 2021 and 2025 Residential Survey, suggests perceived improvements.

# Budget Priorities: Police, Parks, and Infrastructure

When asked to distribute \$100 across city services, residents gave the most to police, parks, and transportation/infrastructure. Residents allocated the least amount of money to garbage and sewer services, suggesting those services are doing well enough as is. Compared to 2021, average allocations decreased for police, street lighting, trails, drinking water, and code enforcement, suggesting perceived improvements. Increases for parks, sidewalks, and streets indicate areas needing more attention.

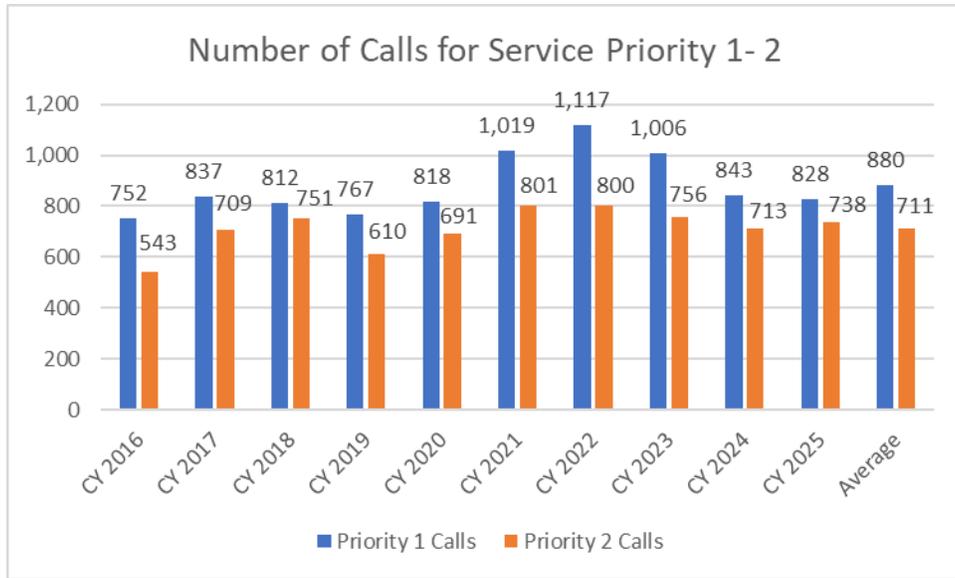


Q: Suppose you had \$100 of the West Haven City budget to spend to improve city services. How would you divide your \$100 among the various city services to fund improvements? (You may spend the \$100 all in one category or divide it up as you please, but the total must be \$100.) (n=386)

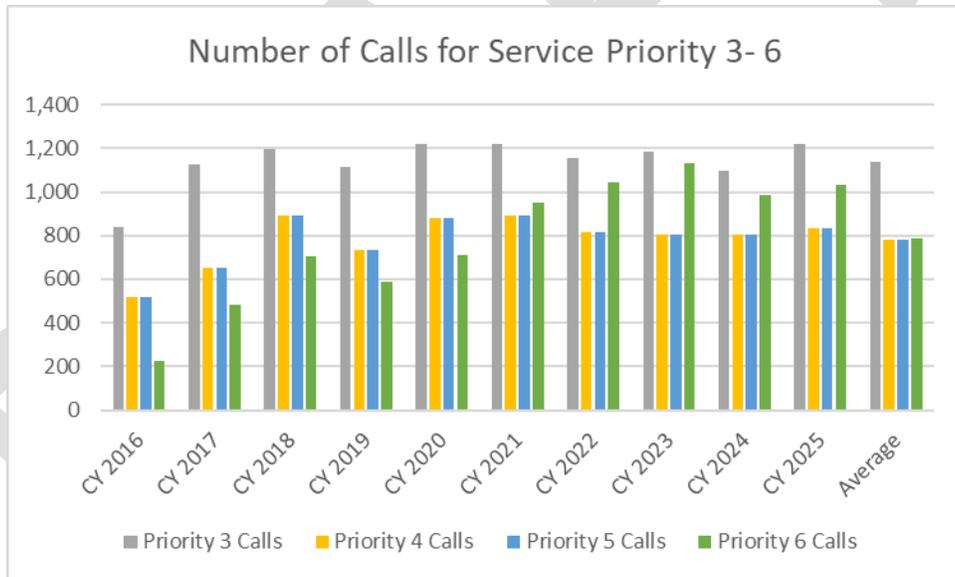
**Calls for Service (CFS).** The dispatch policy for Calls for service is classified by priority, based upon their seriousness, complexity, and potential to escalate. Call types, used to classify calls, are assigned pre-determined priority levels based on the following criteria:

- Priority 1- A life-threatening situation or where serious injury is believed to exist, and immediate response is necessary.
- Priority 2- A crime in progress or having just occurred, where there is no known threat to life or serious injury. A non-criminal situation where a significant delay in response could result in serious injury or death. Requires an immediate response to apprehend suspects or to gather evidence.
- Priority 3- A past criminal incident, or a non-criminal situation, requiring citizen contact. Immediate police response is not required for the apprehension of suspects or the timely gathering of evidence.
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- Priority 6- Messages for on-duty officers or requests for service by telephone.

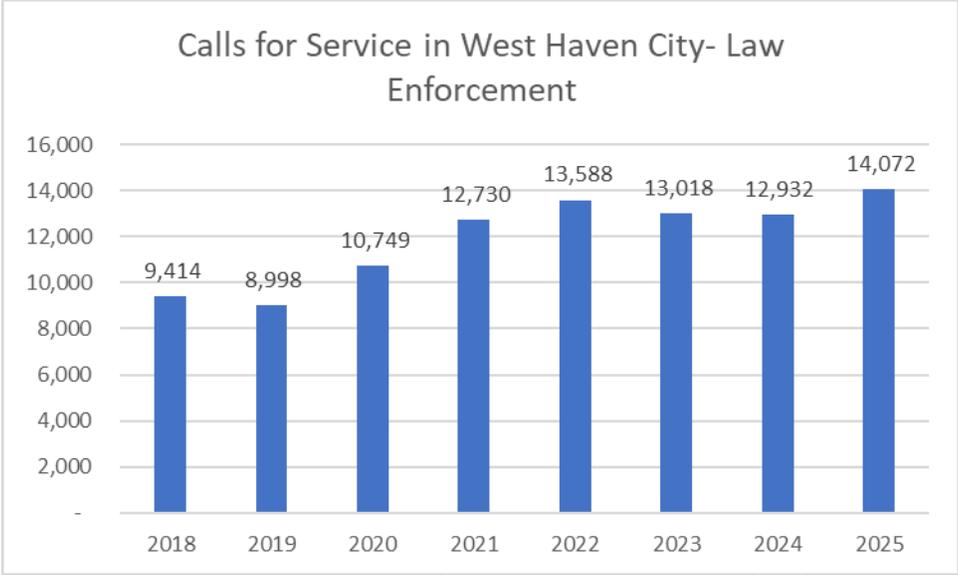
Below is a chart showing the number of calls for law enforcement services in West Haven City for Priority 1 (P1) and Priority 2 (P2) from 2016 to 2025. Common examples of P1 calls include domestic violence calls, traffic crashes with injury, robbery in progress, burglary in progress, fights, weapons disturbance, unknown trouble, and cardiac arrests. Other calls, like disturbances, theft in progress, suspicious vehicles in progress, and burglary, would all be examples of Priority 2.



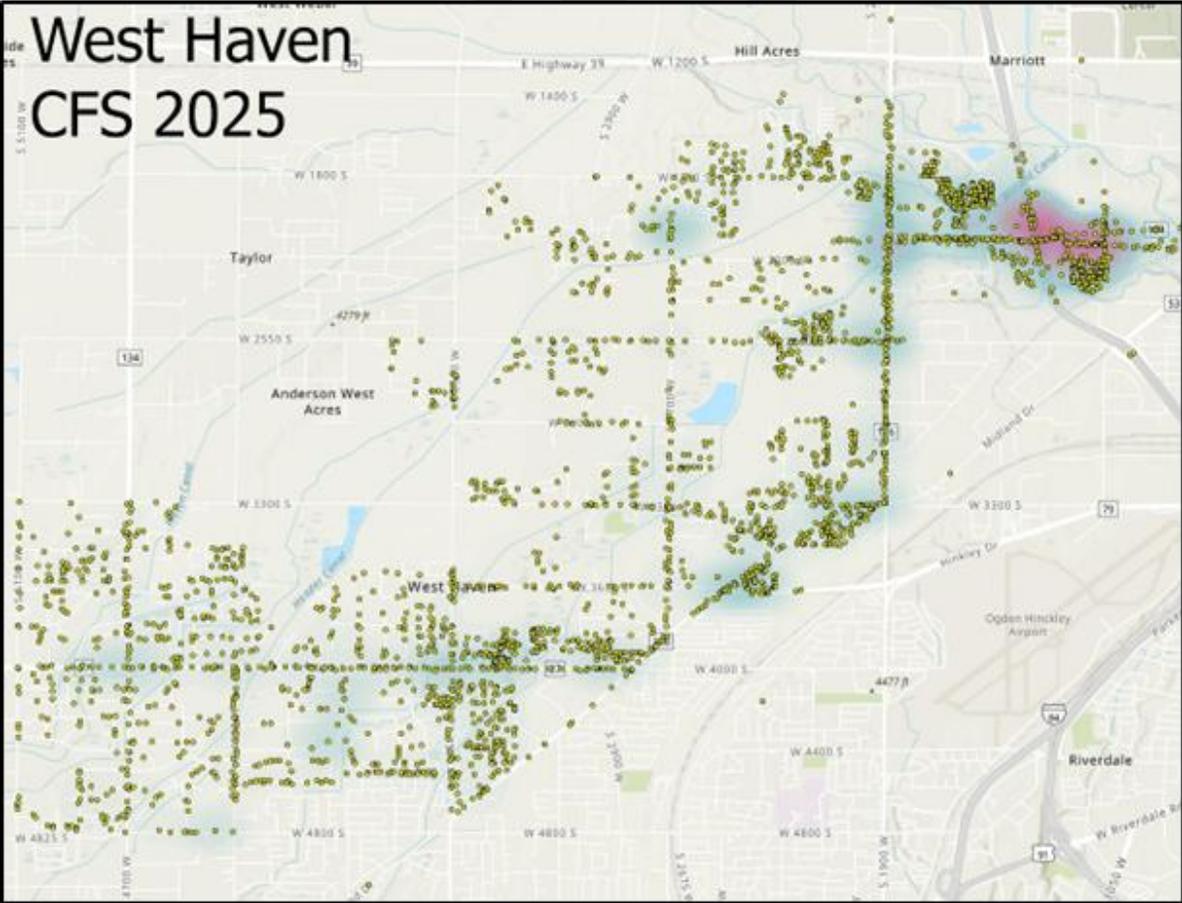
Below is a chart showing the number of calls for law enforcement services in West Haven City for Priority 3 (P3) through Priority 6 (P6) from 2016 to 2025.



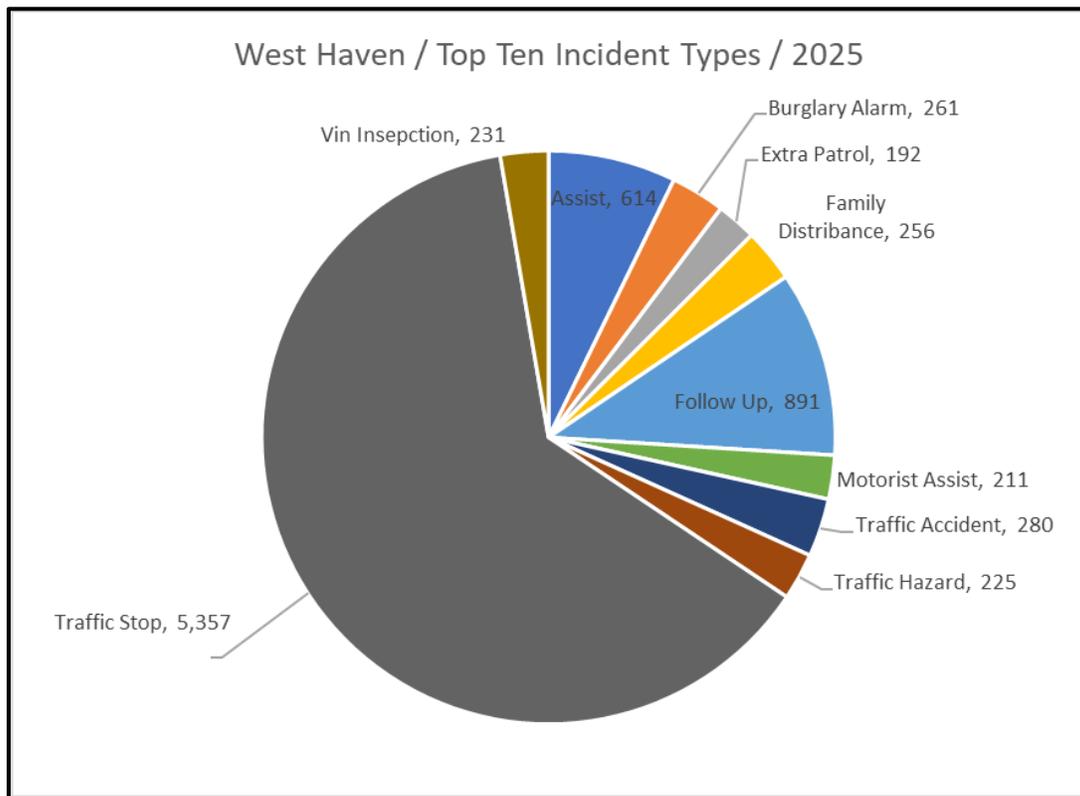
Below is a chart that shows calls for service from CY 2018 through CY 2025.



*Heat Map.* The heat map below, provided by the Sheriff's Office, shows call for service (CFS) in 2025, with each dot representing a CFS. A cluster of dots visually shows the geographic locations in the City where law enforcement frequently responds. This information helps law enforcement agencies identify crime hotspots, allocate resources effectively, and make informed decisions, such as where to deploy extra patrols or where to stage from.



Additionally, though it is difficult to read, the chart below shows the top 10 Incident Types in West Haven City in 2025, with the top three being traffic stops at 5,357, follow-up at 891, and assist at 614.



**Public Education.** During calendar year 2025, the Sheriff's Office conducted 5,357 traffic stops and issued 1,323 citations (24.6% times citations were issued). Law enforcement agencies have full discretion in determining when to issue a citation, and West Haven City Officials have no influence over its issuance. It is interesting to note that the majority of the time (75.4%), traffic stops resulted in a warning or educating the motorist about safety.

## AGREEMENT ASSESSMENT.

**Introduction.** As noted elsewhere in this document, in July 2025, the Mayor and City Council assigned the City Manager to prepare a Contract Management Review with the following objective (emphasis added):

"The City Manager is responsible for implementing and reviewing all contracts. Due to the increasing pressures of managing the City's needs, cost of business, efficiency, and safety, the City needs clarity of best practices and an overall annual review of these contracts. This would include renewing or bidding services."

As such, it is the City Manager's assessment that the City continue the contract with the Sheriff's Office for several reasons:

- Type of Agreement.
- Response Times for Priority Calls.
- Staffing of Deputy Sheriff Positions.
- Lieutenant Position and Partnership Meetings.
- Feasibility of City Police Department.

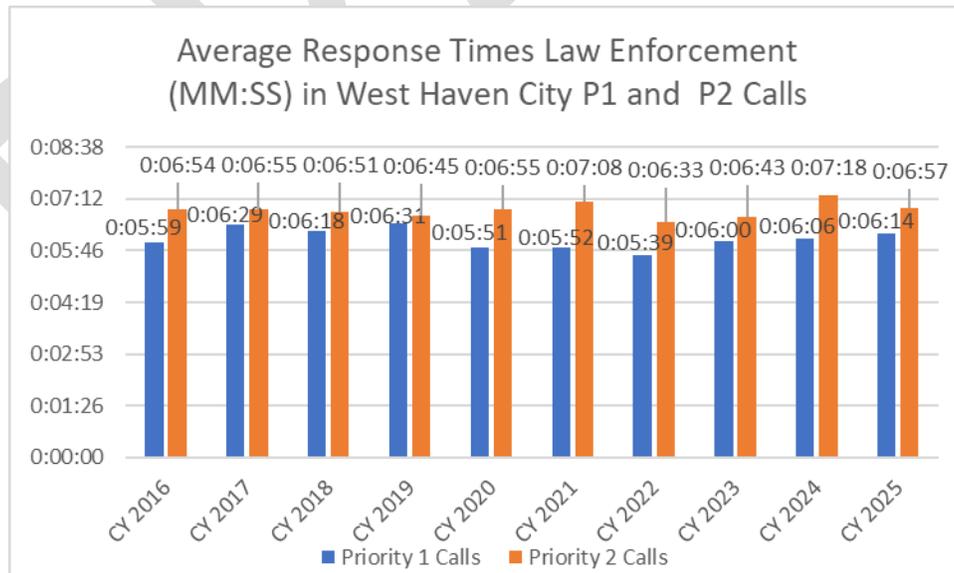
- Consolidation of Law Enforcement.
- Resident's Survey Response.

**Type of Agreement.** West Haven City has contracted with the Weber County Sheriff's Office to provide law enforcement services since the City's incorporation and is currently one of nine cities within Weber County that contracts with the Sheriff's Office for Law Enforcement Services. This agreement for services is structured as a "shared service" approach to law enforcement among the 9 cities. The agreement provides a comprehensive description of services but offers no guarantee of the number of officers assigned to West Haven City or of performance-related standards associated with a defined level of service contract. For a complete description of law enforcement services provided by the Sheriff's Office, please see the subsection "Services" in the "Interlocal Agreement Terms" below.

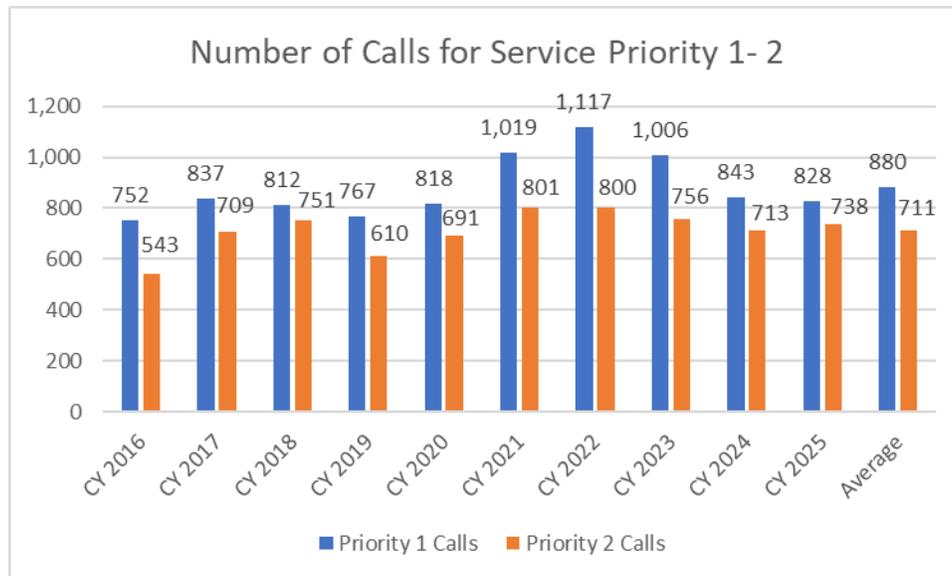
**Response Times for Priority Calls.** Under this shared-service approach to law enforcement, police officers may be in Hooper or Farr West when responding to calls for service in West Haven City; however, this approach does not appear to be affecting response times. Perhaps this is because West Haven City has the most calls for service among the 9 participating cities; for this reason, deputies are often staging in close proximity to, or already within, West Haven City's incorporated limits.

Below is a chart showing the average response times for law enforcement in West Haven City for calendar years 2016 to 2025. The chart shows both Priority 1 (P1) and Priority 2 (P2) calls, with the distinction between P1 and P2 calls being whether the crime is in progress, involves danger to life/limb, or is a person crime rather than a property crime. Common examples of P1 calls include domestic violence calls, traffic crashes with injury, robbery in progress, burglary in progress, fights, weapons disturbance, unknown trouble, and cardiac arrests. Other calls, like disturbances, theft in progress, suspicious vehicles in progress, and burglary, would all be examples of Priority 2.

The chart shows the average response times for law enforcement in West Haven City for calendar years 2016 to 2025. The average response time for Priority 1 Calls from 2016 to 2025 was 6 minutes and 14 seconds, while the average response time for Priority 2 Calls during the same period was 6 minutes and 57 seconds. The target for Priority 1 Calls is 5–6 minutes.



As described in greater detail below, the Sheriff's Office has been understaffed due to vacancies within the position. Even still, patrol officers have maintained response times for Priority 1 calls just beyond the targeted 6-minute mark, with CY 2024 and 2025 at 6 minutes and 6 seconds and 6 minutes and 14 seconds, respectively. In part, this may be attributed to a drop in calls for service during the same period, compared with the number of Priority 1 calls during Calendar Years 2021 through 2023, as shown in the chart below.



**Staffing of Deputy Sheriff Positions.** Over the past 18 to 24 months, staffing has become a critical issue for the Sheriff's Office and the participating cities, due to Weber County not keeping pace with the wage market for police officers. In general, police officers' wages have been rising due to inflationary pressures, but more significantly, there seems to be a shortage of certified police officers, exacerbated by a growing population in Weber County, which is resulting in more calls for service.

As a result, law enforcement agencies are competing in the marketplace by increasing pay, accommodating lateral moves for officers, and offering signing bonuses. Even with the Sheriff's Office having 25% vacancies, the department has maintained relatively the same performance levels in responding to Priority 1 calls, as described above.

In 2024, Weber County initiated a compensation study in partnership with Baker Tilly to align its pay structures with current market standards and to ensure that employees are compensated fairly. The study was prompted by concerns that some positions, especially in law enforcement, were not competitive with similar roles in other agencies.

The study found that sworn positions at the Weber County Sheriff's Office were significantly below market rates. As a result, the county approved a \$2 million budget increase specifically for public safety sworn positions, with pay adjustments taking effect on August 30, 2025. The adjustments are designed to be phased in, with general staff and dispatch positions expected to transition to the new pay plan by December 20, 2025. As a result of these changes to Weber County's pay scale, the Sheriff's Office has increased its staffing.

It should be noted that the current agreement between the City and the Weber County Sheriff's Office includes a provision allowing contracted entities to request additional services or personnel beyond those provided under the standard law enforcement service contract or enhanced law enforcement services. The Sheriff will review the need/request with the City to determine whether an additional service is feasible, and will then estimate the cost of providing the enhanced service to the City. If both the City and the Sheriff agree on the services and costs, the parties shall execute a written amendment to this Agreement that sets forth the additional services and costs. There was some discussion about paying for a police officer to be stationed within West Haven city limits to respond to calls. However, it is the City Manager's opinion that this may not be feasible or a significant benefit to West Haven City for the following reasons:

- The Sheriff's Office is currently not fully staffed, so it may be difficult for the Sheriff to staff a position only for the benefit of West Haven City.

- Currently, the response times in West Haven City for Priority 1 and Priority 2 calls seem reasonable.
- The Sheriff is attempting to increase the number of police officers on patrol for all the cities, and as a result, West Haven City may not need additional staffing beyond this general increase.
- Financially, the City will be paying higher fees to the Sheriff's Office associated with the increased pay scale and the contemplated increase in staffing for all the contract cities. Hiring a police officer for West Haven will cost the City an additional \$180,000 per year, and the City may not be able to fund this position.
- Having a police officer directly stationed in West Haven City will likely increase response times in the City, but it may also increase the response time in other contracting cities as well, since the Sheriff's Office is likely to reassign patrol officers to other locations, knowing that there is guaranteed resource staged in West Haven City.

*Lieutenant Positions & Partnership Meetings.* One limitation of West Haven City's contracting for law enforcement services is that administrative, management, and operational decisions are the exclusive purview of the Weber County Commissioners, Sheriff, and other command staff. The City's loss of ultimate authority over policy and operational decisions for these essential public services is lessened by the Sheriff's assignment of a Lieutenant position to work directly with the Mayor, City Council, and City Manager. The Lieutenant position in West Haven City functions much like a Police Chief in other cities that have their own Police Department. Through this position, the City's governing body and management can collaborate with Sheriff Arbon and Chief Gard to receive timely updates on critical incidents and to coordinate needed changes to law enforcement services.

It is the City Manager's experience that, without exception, the Lieutenants who have held this position have been extremely transparent, cooperative, and responsive. The professional service provided to the City through the Lieutenants' position mitigates the City's diminished decision-making in the management and operations of the law enforcement services in West Haven.

Additionally, the Weber County Sheriff's Office facilitates a quarterly meeting for participating entities that contract with the Weber County Sheriff's Office for law enforcement to receive updates and otherwise coordinate on law enforcement issues. The Mayor and City Manager attend these quarterly meetings and can coordinate directly with the other participating entities in the Sheriff's contract and with Sheriff Arbon and Chief Garr. The Mayor or City Manager can also reach out to these individuals at any time to coordinate any City concerns.

*Feasibility of a Future City-Run Police Department.* Public Safety is an essential service provided by local government. From time to time, City Officials discuss the concept of changing providers for law enforcement services in West Haven City or creating a City-run Police Department. The City Manager suggests that evaluating a change in law enforcement providers from the Sheriff's Office would be a multi-step process.

- Step 1- The City needs to understand the current level of service (LOS) that the Sheriff's Office is providing the City and whether it is adequate
- Step 2- Once the City understands the current level of law enforcement service, it can track overtime to determine whether the level of service is increasing, decreasing, or remaining adequate (the second step).
- Step 3- The City needs to determine alternatives to its current law enforcement provider and assess whether those alternatives provide a better level of service, which may include a City-run police department.
- Step 4- Based on the alternatives, the City then needs to determine the costs and its financial ability to fund the alternative, and whether the difference in cost is worth the difference in service level.

- Step 5- The City would need to determine the timeline for implementing any change in provider, especially if it is a City-run police department, including lead times to secure vehicles, facilities, staffing, leadership, administration, etc.

In the short term (1-3 years), the City Manager does not consider a City-run police department feasible; however, the City should define the level of service, monitor it, and explore alternatives. Additionally, based on the Resident Survey responses in 2021 and 2025, the Residents appear satisfied with the current law enforcement provider.

As the Reader can anticipate, starting a City-run Police Department is a difficult endeavor that entails significant capital asset costs, including a police station, vehicles, equipment, and staffing. Beyond the initial capital outlay for facilities and equipment, a City-run police department would almost certainly need a property tax to support operations. In general, this draft of the Strategic Operations Plan favors consolidating public safety to prevent local governments from duplicating services. Consolidation likely leads to cost savings by eliminating the need for multiple local governments to purchase capital assets or duplicate operations.

On June 16, 2021, the City Council adopted Resolution 24-2021 authorizing adoption of the contract for municipal consulting services for a law enforcement study. It was the City Manager's general understanding that the findings of the study were that it was more cost-effective to receive law enforcement services from the Sheriff's Office. Additionally, the 2021 Residential Survey found that the public supported continuing to contract with the Sheriff's Office.

*Consolidation of Law Enforcement.* It is the City Manager's opinion that the City's provision of law enforcement services is best achieved through consolidation (that is, not having its own independent police department) and either through a contract for services with the County, an interlocal agreement with other cities, or the creation of a district. There are several perceived advantages of collaborating with other entities to provide law enforcement services, including cost savings and staff stability.

Law enforcement services are employee- and capital-intensive operations to respond to calls for service and emergencies 24 hours per day, 365 days per year. One perceived advantage of this approach is a cost advantage from consolidation: fixed costs (equipment, facilities, administrative costs, personnel) are divided among other participating entities, thereby reducing per-unit costs. Consolidation likely leads to cost savings by eliminating the need for multiple local governments to purchase capital assets or duplicate operations.

An additional perceived advantage is that, depending on the size of the consolidated law enforcement services (particularly with the Weber County Sheriff's Office providing the service), officers would be specialized in specific law enforcement disciplines, likely offering greater proficiency and technical expertise than West Haven City would as an independent police force. Having a larger department with numerous assignments and positions gives officers greater mobility and options, helping reduce burnout among those who choose law enforcement as their career.

Even with the Sheriff's Office experiencing as many as 25% vacancies in patrol positions over the last 18-24 months, it appeared that the Sheriff's Office was still able to provide basic law enforcement services, such as patrol, and to assign a school resource officer. This ability to continue providing basic law enforcement services was attributed to the relatively high number of police officers and to Chief Gard's ability to pull officers from other assignments to fill these basic services. It is perceived that smaller agencies with fewer staff would struggle to meet basic service levels if there were a 25% reduction in force due to unfilled positions.

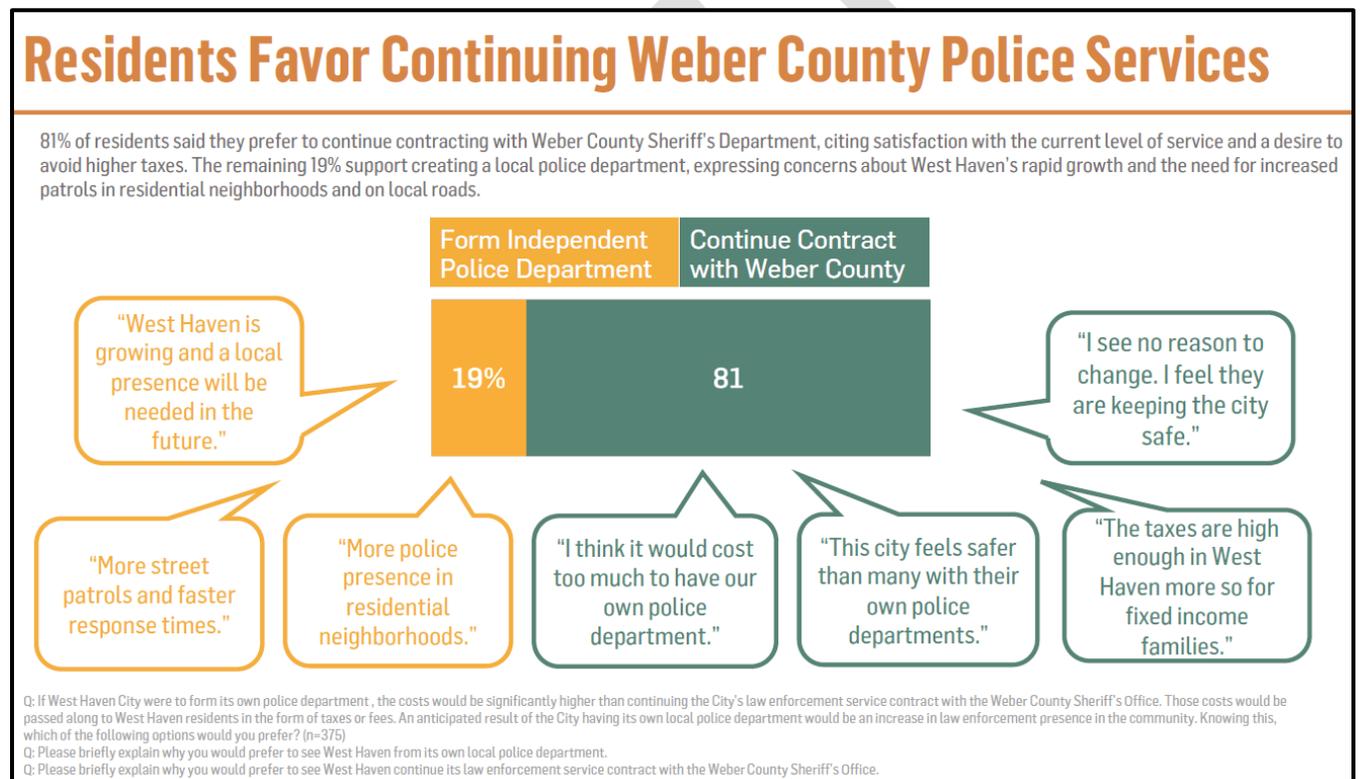
*Resident's Survey Response.* Public Safety is an essential service provided by local government to its residents. To understand the public's perception of law enforcement and other municipal services, the City engaged Y2 Analytics to conduct residential surveys in 2021 & 2025. These surveys provide the City with

crucial feedback that helps assess service quality against citizens' expectations and informs policy and service-delivery adjustments.

There were several questions about the performance of the Sheriff's Office in providing law enforcement services to West Haven City Residents. Y2 Analytics summarized the key findings and takeaways from the 2025 residential survey on residents' opinions of the Sheriff's Office's law enforcement services in this summary:

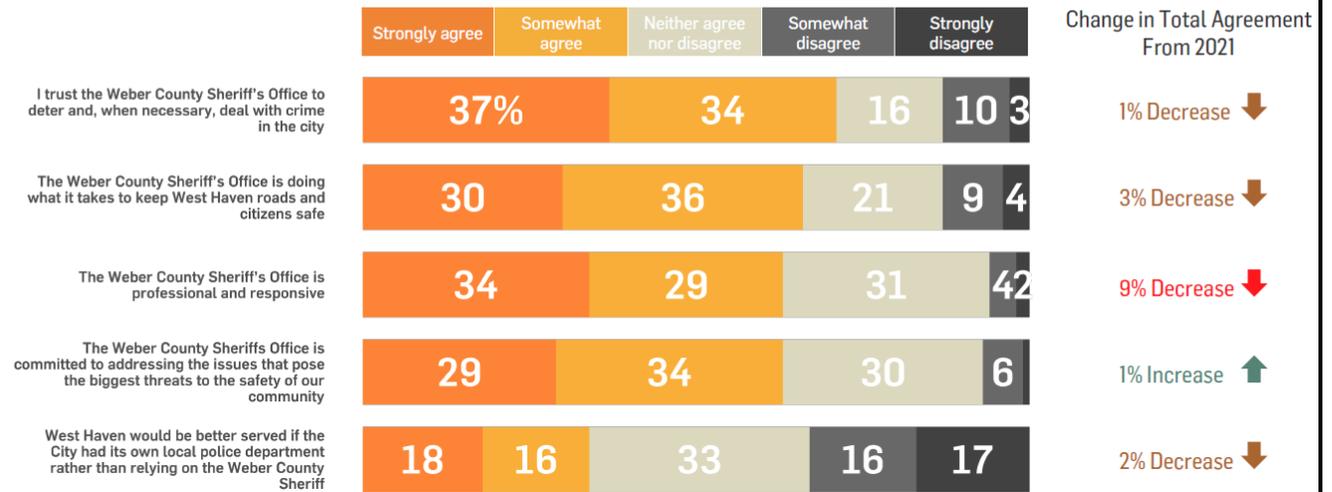
*Crime and safety remain key priorities for residents, with police services receiving the highest funding allocation in the survey. Satisfaction with the Weber County Sheriff's Office is good, and residents overwhelmingly prefer to continue the current contract with the County rather than form a local police department when faced with rising taxes and costs. Still, concerns persist about understaffing and whether current services can keep up with West Haven's rapid growth.*

In addition, the following infographic provides additional information on the survey results regarding the Weber County Sheriff's Office's continued provision of law enforcement services in West Haven City.



# Strong Trust in Weber County Sheriff's Office

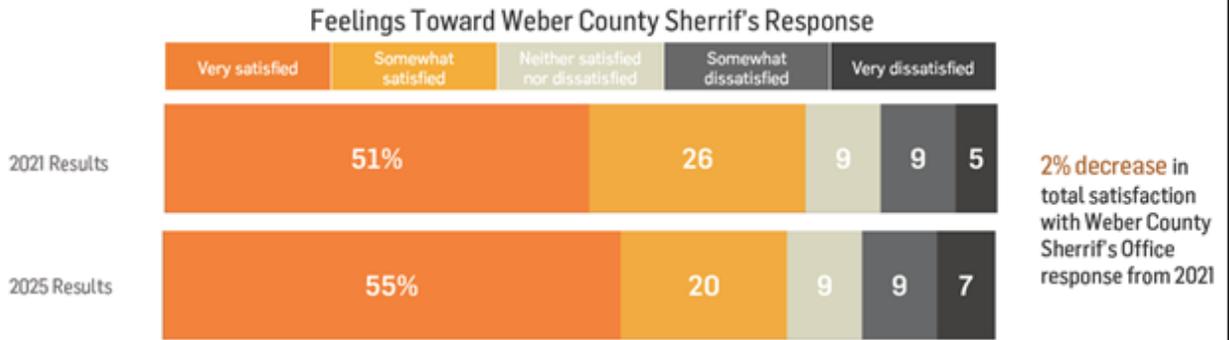
Most residents express confidence in the Weber County Sheriff's Office- 71% trust it to handle crime, 66% believe it's doing what's needed to keep roads and citizens safe, and 63% say it is professional and responsive. However, these numbers reflect slight declines from 2021, with a 9% drop in those who view the office as professional and responsive. Opinions are most divided on whether West Haven should have its own police department.



Q: To what extent do you agree or disagree with the following statements about public safety and law enforcement in West Haven? (n = 375)

# High Satisfaction with Weber Count Sheriff's Office Response

Among residents who contacted the police, 75% of residents reported being satisfied, often citing quick response times and professionalism. Just 7% reported strong dissatisfaction, citing concerns that suspicious activity calls were not taken seriously and that the police force is undermanned.



- "They showed up so quickly to a car accident and were very helpful."
- "They arrived in a timely manner and handled the situation in an efficient manner."
- "Very professional, but undermanned and underpaid for what they have to deal with."
- "The impression is calls concerning suspicious activity are not taken seriously. Sheriff is afraid to deal with some situations."

Q: Were you generally satisfied or dissatisfied with the response you received from the Weber County Sheriff's Office? (n = 80)  
 Q: If you have any comments you would like to briefly share about your experience with the Weber County Sheriff's Office in the past year, please enter them here.

## OPERATIONAL OVERVIEW.

## OVERSIGHT.

*Mayor & City Manager.* The Mayor is the primary elected official, and the City Manager is the primary City staff member assigned to coordinate with the Weber County Sheriff's Office to provide services to the City and to oversee the terms of the Interlocal Agreement.

*Sheriff.* The Sheriff shall be the administrator of the Interlocal Agreement, as stated in the Agreement.

## **ACTIVITIES.**

*Hours of Operation.* The Police Administrative Offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. The Patrol Division consists of officers on duty 24 hours a day, seven days a week. The number of Deputies varies, but they are generally scheduled for times when call volume is highest.

*Patrol Deputies.* Patrol Deputies respond to emergency calls, patrol for criminal and traffic violations, investigate traffic accidents, issue citations to violators, interview victims, witnesses, and suspects, arrest criminal offenders, collect evidence, serve a variety of criminal and civil documents on suspects and witnesses, and prepare detailed reports needed for documentation of incidents and prosecution of criminal offenses. Patrol Deputies work rotating 12-hour shifts. Deputies also handle Animal and Nuisance issues, which are immediate public safety concerns; otherwise, these calls are referred to the Weber County Animal Control Services.

*K-9 Deputies.* A K-9 Deputy has the same responsibilities as a Patrol Deputy but also serves as a handler for a dog trained to assist in law enforcement. The K-9 Officer works rotating 12-hour shifts and may be called out as needed. The K-9 Deputies care for the dog and constantly train with it. The Sheriff's Office has single- and dual-purpose dogs trained to assist with apprehension, narcotics detection, and bomb detection.

*Detective.* The Detective Division conducts criminal investigations, processes crime scenes, and follows up on crime reports taken by patrol officers. The Detective has a case load that includes misdemeanor and felony crimes, such as sex crimes, burglaries, robberies, thefts, and frauds. The Detective prepares detailed reports to aid in the prosecution of suspects, interviews victims and witnesses, and arrests suspects as warranted. The Detective prepares and serves Search and Arrest Warrants, as well as other criminal and civil documents. The Detective works closely with the City and County Attorneys in preparing and prosecuting cases.

*Traffic Enforcement Unit.* Three Deputies and one sergeant are assigned to the Weber County Sheriff's Office Traffic Unit. Their primary responsibilities include proactive traffic enforcement, crash investigations, and DUI investigations. This unit also includes a certified commercial vehicle inspector who inspects commercial vehicles and enforces applicable statutes (including vehicles carrying hazardous materials). The Traffic Unit also contributes to the Weber-Metro CRASH Team, a multi-agency team that investigates fatal or complex crashes. This team analyzes crash scenes and collects evidence to complete investigations.

*School Resource Deputies.* The Weber County Sheriff's Office has a team of deputies assigned to provide security and law enforcement for schools within the City. There is one deputy assigned to each junior high and high school, and together they share responsibilities for the elementary schools. These deputies handle cases that occur at the school. The Weber School District partially funds these positions, and the reimbursement rate is set by contract between the Weber School District and Weber County. The current allocation by Weber School District is 70% of the full-time equivalent (FTE) deputy's cost for nine months (school year). The remaining cost is part of the law enforcement services contract with the City. This allocation rate is renegotiated every three (3) years. The County Sheriff is mandated to oversee and maintain the School Guardian Program, which is newly required by state law. The Weber County Sheriff's Office handles school security assessments for schools within the City and coordinates training for school guardians.

*Sheriff's Office Victim Advocate.* The Weber County Sheriff's Office has one full-time victim advocate position. The Victim Advocate coordinates with deputies and detectives to receive information about criminal cases and the victims involved. The Victim Advocate contacts victims to offer and coordinate assistance. This includes assistance with applying for protective and other court orders, applying for victim reparations funds, signing up to receive alerts on court or offender information, seeking and referring to community resources, and assisting with communication between victims and the deputy or investigator handling their case.

*Evidence Technicians & Storage.* The Weber County Sheriff's Office renovated/upgraded its evidence storage facility in 2024. One supervisor and two evidence technicians handle evidence, including initial storage, release/disposal, return of found or safe-kept property, and transfer of evidence as needed for processing, laboratory testing, or court. Maintaining the chain of custody for each piece of evidence is critical to its integrity and to successful prosecutions. Tens of thousands of pieces of evidence are stored and maintained within a secure area that includes regular storage, firearms storage, refrigerated and frozen storage, and special storage areas for unique items. Some items, such as sexual assault evidence kits, homicide evidence, cold case evidence, etc., must be retained indefinitely, creating long-term ongoing storage needs. Special ventilation systems are also necessary for staff safety. When needed, WCSO also stores evidence in critical cases for other agencies or municipalities.

*SWAT.* The Ogden-Metro SWAT Team provides SWAT resources and services to all cities in Weber County. The team comprises officers from multiple law enforcement agencies in Weber County. SWAT is typically called to handle a higher degree of tactical operations and support, such as high-risk search warrants, barricaded subjects, hostage situations, and other incidents where the resources, weapons, and tactics needed would be beyond typical patrol functions. Ogden City Police Department and Weber County Sheriff's Office both contribute armored vehicles to assist with SWAT operations. Weber County Sheriff's Office Drone Team regularly provides drone support for SWAT operations. The SWAT team maintains a regular training schedule.

*Drone Team.* The Weber County Sheriff's Office has a drone program consisting of multiple drones and drone pilots. Deputies hold a collateral assignment as drone pilots, ensuring drones are in the field and available for use if needed during any incident. WCSO also has a drone van that enables drone deployment and incident management from a single vehicle. The Drone Team is commonly used for search-and-rescue, SWAT, and patrol calls where a drone would be useful (missing persons, wanted persons, fleeing subjects, crime scene documentation, etc.). The Drone Team also provides support to other agencies upon request, such as assisting fire departments on fire calls and supporting Emergency Management. The drone-mounted camera equipment enables a range of imaging types to assist with managing significant incidents.

*Search and Rescue.* Weber County Sheriff's Office maintains a Search and Rescue Team as well as a Dive Team, a Horseback Team, a Motorcycle Team, and a Climbing Team.

*Prescription Disposal Bin.* The Sheriff's Office maintains a Prescription Disposal Bin in the Lobby of the City Hall. The Rx Bin provides a designated location for citizens to safely dispose of expired or unwanted prescription medications. This Rx Bin provides the public with a way to dispose of expired, unused, or unwanted medications, rather than flushing them down the sewer, where the wastewater treatment plant must remove the medication in the influent, or throwing them in the garbage. The collected drugs are turned over to the Drug Enforcement Agency (DEA) for destruction.

*Volunteers In Police Service.* Volunteers in Police Service (VIPS) is a program run by the Weber County Sheriff's Office that trains civilians to volunteer their time to support law enforcement.

VIPS often assist with neighborhood patrols by reporting suspicious activity to patrol deputies on duty. Volunteers constantly patrol in a designated vehicle equipped with a radio, assigned by the Weber County Sheriff's Office. VIPS constantly patrol with another trained volunteer in uniform.

Volunteers perform various non-hazardous tasks, including setting up radar trailers, assisting with abandoned-vehicle and parking-vehicle enforcement, helping at community events, and supporting patrol deputies with various duties. Volunteers must be on shift for at least 8 hours each month to maintain their volunteer status. The VIPS program enhances public safety by providing extra support and promoting community involvement with the Sheriff's Office.

*Liquor Law Enforcement & Underage Buys.* Deputies conduct proactive enforcement of liquor laws, specifically targeting the sale of alcohol to underage persons, at businesses selling alcohol within the City.

*Vin Inspections.* A Vehicle Identification Number (VIN) inspection verifies the authenticity of a vehicle's VIN (or Hull Identification Number for boats). This process helps prevent fraud, identify stolen vehicles, and ensure that vehicles registered in Utah match their documentation. A VIN inspection is required in the following scenarios: registering an out-of-state vehicle for the first time in Utah; transferring a vehicle with a salvage title that has been rebuilt; when a vehicle has a missing, altered, or suspicious VIN; or for used vehicles or vessels being titled and registered for the first time, unless purchased new from a Utah dealer or manufacturer. VIN inspections can be performed by a variety of authorized officials, including law enforcement officers.

*Flock Cameras.* In 2021, the Weber County Sheriff's Office began using Flock Group Inc. cameras to passively monitor traffic and enhance response times during public safety incidents. West Haven City, along with some neighboring cities, including Ogden and Roy, has adopted a Flock Camera System to help prevent and solve crime. The use of Flock cameras provides an additional level of observation for law enforcement response. It is a prime example of a force amplifier using technology. The Flock system passively monitors license plates of traffic in deployed locations where cameras are situated. Records are kept for 30 days and then deleted. Access to the system is only permitted through the initiation of a law enforcement case. At that time, records are checked against any suspected vehicles, and locations are reported to the department. The County's use of the system has been instrumental in responding to immediate issues, such as vehicle theft and kidnapping, as well as in conducting delayed reviews of suspected activity in an area.

West Haven City has deployed ten Flock cameras at strategic locations throughout the City based upon the recommendation of the Weber County Sheriff's Office. Flock owns and maintains these cameras, and West Haven City is charged an annual service fee per camera. Specifically, the \$ 3,000-per-year camera package includes maintenance for hardware defects (excluding theft or vandalism), cloud storage, and cellular LTE (i.e., wireless service for the cameras). The ten cameras in West Haven City were deployed into two sets, each consisting of five cameras. As such, the City is invoiced for the initial five cameras in January of each fiscal year, with the second set of cameras expected to be invoiced in or around May or June. On September 7, 2022, this arrangement with the Flock Group Inc. was formalized in Resolution 27-2022, which authorized the adoption of an agreement for an Automatic License Detection System.

Additionally, on October 5, 2022, the City approved Resolution 31-2022, an Interlocal Agreement with the Weber County Sheriff's Office for the sharing of license plate recognition data provided by Flock Safety

## **SERVICE AREAS.**

West Haven City contracts with the Weber County Sheriff's Office for law enforcement services. Several other municipalities contract with the Sheriff's Office, including Farr West, Hooper, Huntsville, Marriott-Slaterville, Plain City, Uintah, Washington Terrace, West Haven, and the Unincorporated Areas of Weber County.

Collectively, these cities contract with the Weber County Sheriff for a pooled service approach for receiving law enforcement. Consequently, there is no guarantee of a level of service or that deputies will be stationed within their municipality at the time of a call for service. The trade-off of this pooled service approach is that the overall cost to law enforcement is expected to be lower, given all the services and resources detailed

in the Activities subsection. However, Deputies are not required to respond within a City's incorporated limits; instead, they respond from where they are within any contracted city. That said, there is a strategy for staging deputies when they are not responding to a call for service, based on call volume, coverage, and response-time considerations.

As needed, Deputies provide backup to surrounding agencies and vice versa, as sworn and certified Police Officers can enforce laws anywhere in Utah.

## **SERVICE PARTNERS.**

*Weber Fire District.* The Weber County Sheriff's Office and Weber Fire District respond to a wide range of emergency incidents that require both public safety services. To effectively work in tandem during these incidents, manage personnel and resources, and ensure the safety and welfare of personnel, both Departments operate within the Incident Management System at all incidents.

*Surrounding Law Enforcement Agencies.* The Sheriff's Office provides 24-hour police services within West Haven City. Additionally, Deputy Sheriffs provide backup assistance upon request from other law enforcement agencies in surrounding cities of Roy, Ogden, Riverdale, South Ogden, North Ogden, Pleasant View, and Harrisville, and vice versa.

*Weber County Dispatch Services.* Weber Area Dispatch 911 is the local dispatch provider for all law enforcement and fire/EMS agencies in Weber and Morgan Counties. Dispatchers answer emergency calls from the public and public safety personnel and dispatch appropriate personnel and resources. Weber Area Dispatch operates 24 hours per day, 365 days per year. Weber Area Dispatch 911 is its own taxing entity, which contracts with Weber County for human resources and is governed by an Administrative Control Board. The dispatch center is located in Ogden City. Between 2000 and 2005, the West Haven Council participated in the creation and funding of the Weber County Dispatch Center by adopting the following Resolutions:

- On May 3, 2000, the City Council adopted Resolution 03-2000 authorizing an interlocal agreement between the City and other governmental agencies for the creation and operation of a consolidated Dispatch Center.
- On August 4, 2004, the City Council adopted Resolution 12-2004 imposing the 911 Emergency Surcharge Fee.
- On August 4, 2004, the City Council adopted Resolution 13-2004 authorizing the State Treasurer to send 911 funds directly to the Dispatch Center.
- On April 6, 2005, the City Council adopted Resolution 01-2005 Approving creation of Weber Area Dispatch 911 and emergency services.

*Victim Advocates.* The Your Community Connection (YCC), located in Ogden City, offers victim advocates and an emergency shelter for victims of domestic violence. YCC provides crisis intervention, advocacy, shelter, counseling, and prevention education to alleviate individual suffering due to domestic violence, sexual violence, and stalking. These services contribute to a stronger community, healthier families, and more stable, productive individuals.

## **BOARDS.**

*City Partnership Meetings.* The Weber County Sheriff's Office facilitates a quarterly meeting for participating entities that contract with the Weber County Sheriff's Office for law enforcement to receive updates and otherwise coordinate on law enforcement issues. The Mayor and City Manager attend these quarterly meetings, which are held at the Weber County Sheriff's Office in the training warehouse on the west side of the complex. Participating entities include Farr West, Hooper, Huntsville, Marriott-Slaterville, Plain City, Uintah, Washington Terrace, West Haven, and the Unincorporated Areas of Weber County.

## **FACILITY.**

The Weber County Sheriff's Office facilities include the main office with administrative space and offices, holding cells for temporary/short-term detentions, interview rooms, records storage, and an armory for weapons storage and maintenance.

A separate building on the complex serves as a training and warehouse facility, with training space that can accommodate up to 120 people, office space, a small kitchen, restrooms, and a staff gym. The warehouse area holds armored vehicles, patrol motorcycles, search-and-rescue trailers, and other storage (jail warehouse inventory and equipment not stored in the main office).

The Weber-Metro CSI office and laboratory space is also part of the sheriff's office complex. Vehicle maintenance and fueling are done at the Weber County Shops.

## **TRAINING.**

The training and certification requirements for peace officers are set by state law and Utah Peace Officer Standards and Training (POST). There are three certifications available through POST Academy and satellite academies: Special Functions Officer, Basic Corrections Officer, and Law Enforcement Officer. For a peace officer to be on patrol in a law enforcement function, they must have completed the Special Functions Officer and Law Enforcement Officer certification courses. After being certified and sworn in as a peace officer, the peace officer must complete at least 40 hours of training annually to maintain certification. POST prescribes which subjects some topics must be covered as part of annual training. The remaining minimum required training can be determined based on new mandates in state law, agency policy, the agency/municipality's needs, and new trends in the law enforcement profession.

Each governmental entity that provides services to West Haven City through an interlocal agreement maintains, at its own expense, the training of its employees, their credentials, and any certification required by law.

## **HISTORY.**

West Haven City has contracted with the Weber County Sheriff's Office to provide law enforcement services since the City's incorporation. From time to time, the West Haven City Council explores the concept of creating its Police Department. As part of this consideration, the City has asked residents to answer questions regarding their satisfaction with the Weber County Sheriff's Office providing law enforcement services in West Haven City. On June 16, 2021, the City Council adopted Resolution 24-2021, commissioning a consultant to conduct a law enforcement study and analysis regarding the City's creation of its own Police Department.

## **COMMENTS.**

West Haven City receives State Liquor Fund Allotment (Beer Tax) funds to supplement law enforcement activities that prevent, detect, or prosecute alcohol-related offenses. These funds are distributed to towns, cities, and counties based on a formula that includes population, convictions for alcohol-related offenses, the number of state liquor stores and package agencies, liquor licenses in the jurisdiction, and the number of confinements and rehabilitations. The Department of Alcoholic Beverage Control provides the number of outlets by location. The State Court Administrator's Office provides the number of DUI alcohol-related convictions by location. These factors are used to distribute the funds per State law. To qualify, the City submits a qualification letter to the State Tax Commission.

On July 3, 2019, the City Council adopted Resolution 09-2019, which authorized an interlocal agreement between West Haven City and Weber County that allows the State of Utah to distribute West Haven City's Beer Tax to Weber County. Weber County agrees to collect and report to the State of Utah that the use of

the Beer Tax funds was spent in accordance with the requirements of Utah Code §32B-2-401 through 403. The interlocal agreement continues in perpetuity unless stated, in writing, to the State of Utah, by Weber County, or West Haven City.

Weber County credits the amount of Beer Tax that it receives on behalf of West Haven City against the amount of the contract that West Haven City would otherwise pay to Weber County.

## **INTERLOCAL AGREEMENT TERMS.**

### **RESOLUTION.**

On April 6, 2022, the City Council adopted Resolution 06-2022 approving an agreement between the City and Weber County for Law Enforcement services.

### **TERM.**

*Term of Agreement.* The term of the Interlocal Agreement for Law Enforcement services commenced on July 1, 2022, and will continue through June 30, 2027. Unless sooner terminated as provided for herein, this Agreement shall be effective 12:01 a.m., July 1, 2022, and shall run for a sixty (60) month period until 12 midnight June 30, 2027.

*Extension of Agreement.* The City may request an extension of the contract for an additional five years by submitting the request to the County Commissioners by March 31, 2027 of the year of the expiration date of this Agreement, notifying the County Commissioners that it wishes to renew the Agreement. Whereupon the County Commissioners, not later than April 15<sup>th</sup>, shall notify the City Council in writing of their determination concerning the renewal for an additional five (5) year period, together with any readjusted rates for the new extended agreement, and a new agreement shall be executed. If these notifications are not made, this agreement shall terminate at the end of the five (5) year period.

*Termination.* Notwithstanding the provisions of this Section, either party may terminate this Agreement at any time by giving 180 days' prior written notice to the other Party.

### **SERVICES.**

The County, through the Weber County Sheriff's Office, agrees to furnish law enforcement services and to enforce State laws and City ordinances within the corporate limits of the City, to the extent and in the manner hereinafter set forth:

- *County to Supply Equipment & Personnel & Enforce Laws.* The Weber County Sheriff's Office will furnish all necessary equipment and personnel for the investigation and enforcement of State laws and City ordinances, and will conduct traffic enforcement, felony and misdemeanor investigations, follow-up investigations, as well as any other services in the field of public safety that are within the legal power and ability of the Sheriff to provide. The County will furnish all necessary labor, supervision, equipment, communications facilities, uniforms, badges, firearms, and other items of equipment reasonably necessary to provide the services described herein.
- *24 Hours a Day, 7 Days a Week Coverage.* The personnel and equipment furnished by the Sheriff will provide an active field force on duty on behalf of the City, providing direct services 24 hours per day, 365 days per year.
- *Supervisor & Liaison.* The County will designate a deputy and/or an appropriate supervisor as the liaison to the City to coordinate the Sheriff's Office's activities, attend staff and City Council meetings as reasonably requested, and oversee the delivery of police services under this Agreement.

- *Crime Prevention Programs.* The Sheriff's Office will provide and participate in crime prevention programs, including those aimed at residential and business areas.
- *Response for Special Law Enforcement Situations.* The Sheriff will respond to reasonable requests and to special law enforcement situations that may arise from time to time within the City, including traffic enforcement during special events, celebrations, or parades; protection from vandalism; and other special law enforcement assistance or community policing.
- *Additional Services & Personnel.* The City may request additional services or personnel not otherwise provided for in this Scope of Services Section. The Sheriff will review the need /request with the City to determine whether such additional service is feasible, and will determine the cost of providing the service to the City. If both City and Sheriff agree on the services and costs, the parties shall execute a written amendment to this Agreement that sets forth the additional services and costs agreed upon.
- *Authorization to Enforce Laws.* Through this Interlocal Agreement, the City contracts with and authorizes the County to investigate and enforce state laws and City ordinances, as well as conduct traffic enforcement, felony and misdemeanor investigations, follow-up investigations, and other related services.

Please note that the services detailed in this section are an excerpt from the Interlocal Agreement and may differ from the services described in the "Activities" subsection above. In subsequent renewals of the Interlocal Agreement, the City Manager will reconcile these two descriptions of services and, if necessary, include the needed services within the renewed Interlocal Agreement.

#### **COMPENSATION.**

*Funding Formula.* A funding formula is associated with the Interlocal Agreement, under which the contracted cities pay Weber County for Law Enforcement Services, which are adjusted yearly based on the County's budgeted operational expenses. The amount that the City pays the County for Law Enforcement Services includes, but is not limited to: salary, benefits, uniform costs, training, overtime, supervision, supplies, communications equipment, fleet/motor pool expenses, system services, insurance, crime scene investigations, equipment, and associated administrative/support staff costs.

These operational expenses are apportioned to the participating entities (often referred to as "contract cities" in this interlocal agreement) according to a formula based on a 40% population allocation and a 60% calls-for-service allocation, and are adjusted annually in accordance with these factors. Costs are determined annually. The costs for the next fiscal year (July- June) will be calculated and sent to the contract Cities no later than January 15<sup>th</sup>, prior to the new fiscal year.

*Reduction in Invoice for State Liquor Allotment.* The County invoices the City quarterly for Law Enforcement Services. The City receives a reduction in payment based on a credit associated with West Haven City's liquor allotment being directed to the Weber County Sheriff's Office. Specifically, West Haven City is entitled to receive the State Liquor Allotment to prevent, detect, or prosecute alcohol-related offenses. These funds are distributed to cities based on a formula that includes the following factors: population, convictions for alcohol-related offenses, and the number of state liquor stores, package agencies, and liquor licenses within the jurisdiction. With the Sheriff's Office receiving the City's liquor allotment, the City's annual bill for law enforcement is reduced by the amount of the State Liquor Allotment, which is approximately \$20,700 for West Haven.

*Credit on Future Invoice if Operational Expenses or Lower.* Additionally, at the end of the budget year, if the County's actual operational expenses are lower than the budgeted operational expenses used in the funding formula, all participating cities under the Interlocal Agreement receive a proportional credit on a future invoice from the County.

*Payment of Invoice.* The City shall remit one quarter (1/4) of the contract amount to the Weber County Sheriff's Office, within 20 days after the close of each calendar quarter. If such payment is not remitted to the County Sheriff when due, the County is entitled to recover interest thereon as well as the contract amount. Interest shall be at the rate of twelve percent (12%) per annum.

*County's Use of Payment.* The compensation paid by the City to the County pursuant to this Agreement shall be used only for the services provided pursuant to this Agreement, and the County shall not have the authority or right to use such funds for other purposes. Further, the County agrees not to offset the Sheriff's present or future budget because of the compensation paid pursuant to this Agreement

#### **SPECIAL CONDITIONS.**

*Indemnification by the County.* The County shall be responsible for all damages to persons or property that occur as a result of the negligence or fault of the County in connection with the performance of this Agreement. The County shall indemnify and hold the City free and harmless from all claims that arise as a result of the negligence or fault of the County, its officers, agents, and employees. In the event that the City or any of its officers or employees are named as co-defendants with the County or any of its offices or employees in any civil action based upon the delivery of services under the terms of this Agreement, the County agrees to undertake the defense of the City or any of its officers or employees so named under a reservation of rights agreement until such time as they have been successfully dismissed from the action or it has been determined by the County that a conflict of interest exists, at which time City will be notified of its duty to independently undertake and pay for the defense of the City or its officer or employee named as a codefendants in such civil actions.

For purposes of liability, County officers or employees shall not be deemed to be City officers or employees except as more fully specified in this Agreement.

#### **HISTORY.**

West Haven City has contracted with the Weber County Sheriff's Office to provide law enforcement services since the City's incorporation. West Haven City is currently one of nine cities within Weber County that contracts with the Sheriff's Office for Law Enforcement Services.

# CRIME SCENE INVESTIGATION (CSI)

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## RECOMMENDATIONS.

- *Itemized Invoice for CSI Services.* The Weber-Metro Crime Scene Investigation (CSI) has a separate Interlocal Agreement with participating cities; however, the invoicing for this service is combined with the Sheriff's Office's quarterly invoice for law enforcement services. When the Sheriff's Office prepares the budget each year, it estimates the CSI services used by the contract cities and includes that amount in the enforcement budget. Therefore, the contract cities have been participating in this agreement all along; it just has not been invoiced separately. The City should know how much it is being charged for CSI services; accordingly, it is recommended that the City request an itemized invoice for all services provided by the Sheriff's Office, including CSI and the Narcotic Strike Force.
- 

## PURPOSE.

The purpose of Weber-Metro Crime Scene Investigation (CSI) is to systematically recover, gather, and preserve physical evidence from a location where a crime occurred.

## OBJECTIVES.

The fundamental objective of Weber-Metro Crime Scene Investigation (CSI) is to reconstruct events, identify potential suspects, and ultimately solve crimes.

## PERFORMANCE MEASUREMENTS.

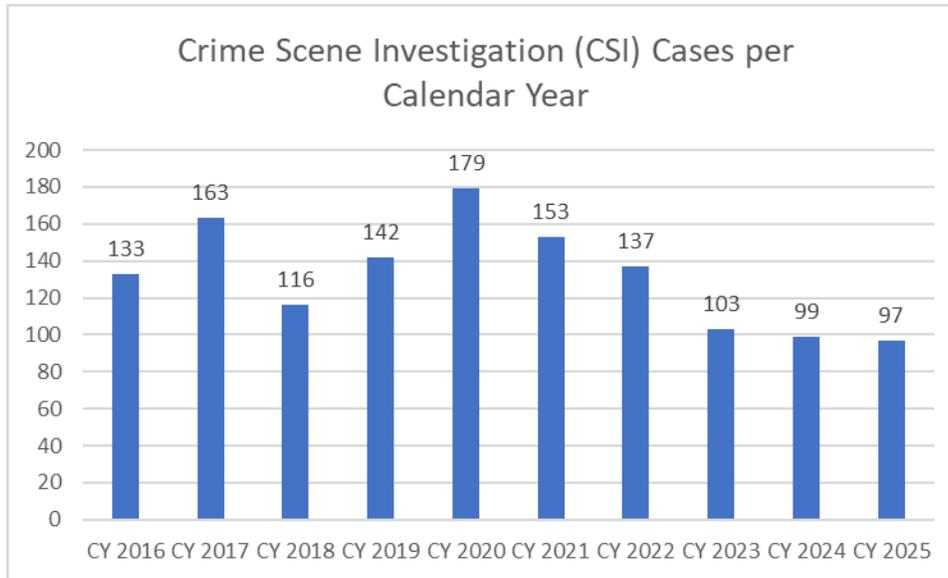
Currently, no performance measurements have been identified for the Crime Scene Investigations.

## GENERAL ASSESSMENT (SWOT).

The general assessment of strengths, weaknesses, opportunities, and threats section has been omitted from the City Interlocal Agreement Services, as it requires a deep understanding of the consultant's specific industry, organization, and approach to accomplishing the contracted work. This level of detail assessment is beyond the scope of this Strategic Operations Plan.

## SPECIFIC ASSESSMENT.

*Total CSI Cases in City.* The Weber County Sheriff's current computer system, Spillman, was implemented in March 2016; therefore, the data below covers March 2016 to December 2025. The total number of incidents from 2016 to 2025 in which Crime Scene Investigations (CSI) was called out to West Haven was 1,323. From 2016 to 2025, the average number of CSI cases per calendar year was 132, although, as indicated in the graph above, the average over the last three calendar years was 99.



**AGREEMENT ASSESSMENT.**

**OPERATIONAL OVERVIEW.**

**OVERSIGHT.**

*Mayor & City Manager.* While technically the Crime Scene Investigation service is separate from the law enforcement contract, in practice, it seems coordinated through the same reporting lines as the law enforcement contract. As such, the Mayor is the primary elected official, and the City Manager is the primary City staff member assigned to coordinate with the Weber County Sheriff's Office to provide services to the City and to oversee the terms of the Interlocal Agreement.

**ACTIVITIES.**

*Crime Scene Investigation (CSI).* Weber-Metro CSI provides forensic technical services to the City. These include crime scene photography, fingerprinting, crime scene preservation, crime scene diagraming, evidence collection, DNA swabbing, firearm testing, and expert testimony in court. The CSI unit provides these services upon request from a law enforcement agency. The CSI unit generally operates on a shift basis and responds to calls via radio in "CSI"- marked vehicles.

**SERVICE AREAS.**

West Haven City is one of 17 entities that contract with Weber-Metro Crime Scene Investigation. As such, the Weber-Metro CSI geographic service area includes the following entities' jurisdictional boundaries. The entities that have contracted with the Weber-Metro Crime Scene Investigation include the Harrisville, Morgan County, North Ogden City, Ogden City, Pleasant View, Riverdale City, Roy City, South Ogden City, Weber State University, Farr West City, Hooper City, Huntsville, Marriott-Slaterville, Plain City, Uintah, Washington Terrace, and West Haven.

**SERVICE PARTNERS.**

*Public Entities Partnership.* The participating jurisdictions that support and fund the Weber-Metro Crime Scene Investigation include the cities of Harrisville, Morgan County, North Ogden City, Ogden City,

Pleasant View, Riverdale City, Roy City, South Ogden City, Weber State University, Farr West City, Hooper City, Huntsville, Marriott-Slaterville, Plain City, Uintah, Washington Terrace, and West Haven.

## **BOARDS.**

*Weber-Metro CSI Advisory Board.* The Weber-Metro CSI Advisory Board is comprised of the Police Chiefs from the participating contracted entities, the Weber County Sheriff, and the Weber County Attorney. Those jurisdictions (which include West Haven City) that have an Interlocal Agreement with the Sheriff for the provision of law enforcement services within their jurisdiction shall be represented by the Sheriff on the Advisory Board and will not have their own seat on the Advisory Board. Each Advisory Board member is entitled to vote, and decisions of the Advisory Board shall be made by majority vote.

The duties of the Weber-Metro CSI Advisory Board regarding this Interlocal Agreement shall be to:

- *Protocols.* Determine the protocol of response when requests are made to the Weber-Metro CSI Advisory for assistance.
- *Complaint Resolution.* Resolve complaints and concerns expressed by the participating jurisdictions and/or the Weber-Metro CSI Advisory.
- *Reviews & Performance Evaluation.* Periodically review and evaluate the performance of the Weber-Metro CSI Advisory under this Interlocal Agreement.
- *Seeking Funding.* Assist in obtaining funding to support this Interlocal Agreement through a yearly evaluation of assessments to participating jurisdictions and through requests for alternative funding from state, federal, or private sources.

## **FACILITY.**

The Weber-Metro CSI offices at the Weber County Sheriff's Office also include a laboratory for evidence processing, fingerprint analysis, and vehicle processing.

## **TRAINING.**

Each governmental entity that provides services to West Haven City through an interlocal agreement maintains, at its own expense, the training of its employees, their credentials, and any certification required by law.

## **HISTORY.**

There is no relevant information available for this subsection.

## **COMMENTS.**

The Weber-Metro CSI services are a separate Interlocal Agreement; however, the invoices are combined with the quarterly invoice the City receives for Law Enforcement Services from the Sheriff's Office. When the Sheriff's Office prepares the budget each year, it estimates the CSI services used by the contract cities and includes that amount in the enforcement budget. Therefore, the contract cities have been participating in this agreement all along; it just has not been invoiced separately.

There is new language in the contract adopted by Resolution 33-2025, regarding CSI funding. The County has experienced several years of decline in this enterprise fund, resulting in expenses exceeding the revenue from billing other jurisdictions for this service. The fund balance needs to be maintained to ensure that the Weber-Metro CSI's ability to meet future, unexpected needs. There is now a clause that states that any remaining balance in the CSI enterprise budget at the end of the year will be transferred to a Fund

Balance. Any budget shortfalls will be covered by the CSI's Fund Balance. If the Fund Balance falls below 2 months of operational costs, additional funds will be requested from the participating Jurisdictions in the invoices for the next allocation.

## **INTERLOCAL AGREEMENT TERMS.**

### **RESOLUTION.**

On June 4, 2025, the City Council adopted Resolution 33-2025 approving an Interlocal Agreement between Weber County and the City for the provision of Technical Forensic Services.

### **TERM.**

*Initial Term.* The Interlocal Agreement between the City and Weber-Metro CSI provides that technical forensic services shall be for a period of five years, commencing on July 1, 2025, and continuing through June 30, 2030, unless otherwise terminated as herein provided.

*Automatic Renewal.* At the end of the five-year term, the Parties agree to review this agreement to determine if it continues to meet their needs and its purpose. If no changes are needed, and the Parties do not take any action to rescind or amend this Interlocal Agreement, it will automatically renew for an additional five-year term. Automatic renewals may continue to occur at the end of each five-year term through June 30, 2045, at which point this Interlocal Agreement will need to be renegotiated.

*Termination Without Cause.* Any Party may terminate its participation under this agreement, with or without cause, by giving written notice of its intent to withdraw from this agreement by September 1<sup>st</sup> of the year before the desired termination date. If a Party provides notice of its intent to terminate by September 1<sup>st</sup>, the agreement will terminate, and the Provider will cease providing services on July 1<sup>st</sup> of the following year.

### **SERVICES.**

The services provided under this Interlocal Agreement are technical forensic services using specialized personnel and equipment, which include the following:

- Upon request, provide trained forensic technicians to law enforcement agencies that are associated with the participating Jurisdictions.
- Ensure that technicians are available to respond to crime scenes 24 hours per day, 365 days per year.
- Ensure that technicians assess, secure, and preserve the integrity of the crime scene to prevent contamination or loss of evidence.
- Collect, package, seal, and label all physical evidence in a manner that prevents cross-contamination or degradation.
- Follow strict chain-of-custody protocols to track possession, transfer, and analysis of evidence.
- Perform on-scene tests where warranted and conduct or coordinate in-depth scientific analyses in a dedicated forensic laboratory.
- Maintain evidence in a secure, access-controlled facility, ensuring it is safeguarded from theft, tampering, or environmental damage.
- Coordinate the lawful return or disposal of evidence once it is no longer needed for investigative or prosecutorial purposes, in accordance with applicable law and jurisdictional policies.

- Prepare complete, accurate, and timely forensic reports summarizing the collection methods, analytical findings, and conclusions.
- Provide technicians and analysts to testify in court proceedings as necessary.
- Adhere to all applicable federal, state, and local laws and regulations governing evidence handling and forensic testing.

Please note that the services detailed in this section are an excerpt from the Interlocal Agreement and may differ from the services described in the “Activities” subsection above. In subsequent renewals of the Interlocal Agreement, the City Manager will reconcile these two descriptions of services and, if necessary, include the needed services within the renewed Interlocal Agreement.

### **COMPENSATION.**

Each year in September, Weber-Metro Crime Scene Investigation (CSI) shall prepare a budget, present the proposed budget to the Advisory Board, incorporate changes as requested by the Advisory Board, and then present the proposed budget to the Board of Weber County Commissioners for approval. Once the Board of County Commissioners approves the budget, CSI will invoice each Jurisdiction for its percentage of the total approved budget.

The percentage owed by each Jurisdiction will be calculated based on the Jurisdiction's population (as reported by the Utah State Tax Commission) and the average number of CSI calls over the prior five years. The Jurisdictions will pay their invoice by July 1<sup>st</sup> of each year, beginning on July 1, 2025.

The CSI budget is set up in a separate enterprise fund. Any remaining balance at the end of the year will be transferred to a Fund Balance. Any budget shortfalls will be covered by the Fund Balance. If the Fund Balance falls below 2 months of operational costs, additional funds will be requested in the invoices to the Jurisdictions for the next allocation.

### **SPECIAL CONDITIONS.**

None.

### **HISTORY.**

The Weber County Sheriff's Office has the expertise associated with specially trained personnel and the deployment of specialized equipment to provide the technical forensic services required. As of 2025, the Weber County Sheriff's Office has provided these technical forensic services for law enforcement agencies for approximately 25 years.

# NARCOTICS STRIKE FORCE

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## RECOMMENDATIONS.

- *Itemized Invoice for Narcotics Strike Force Services.* The CSI has a separate Interlocal Agreement; however, the invoicing is combined with the Sheriff's Office's quarterly invoice for law enforcement services. When the Sheriff's Office prepares the budget each year, it estimates the CSI services used by the contract cities and includes that amount in the enforcement budget. Therefore, the contract cities have been participating in this agreement all along; it just has not been invoiced separately. The City should know how much it is being charged for this service; as such, it is recommended that the City request an itemized invoice for all services provided by the Sheriff's Office, including CSI and the Narcotic Strike Force.
- 

## PURPOSE.

The purpose of the Weber-Morgan Narcotics Strike Force is to act as a force multiplier, leveraging the collective resources of several law enforcement agencies to have a significant impact on the drug crisis and related violence.

## OBJECTIVES.

The objective of the Weber-Morgan Narcotics Strike Force is to disrupt and dismantle criminal organizations involved in the trafficking, sales, and distribution of illegal drugs and associated violent crime.

## PERFORMANCE MEASUREMENTS.

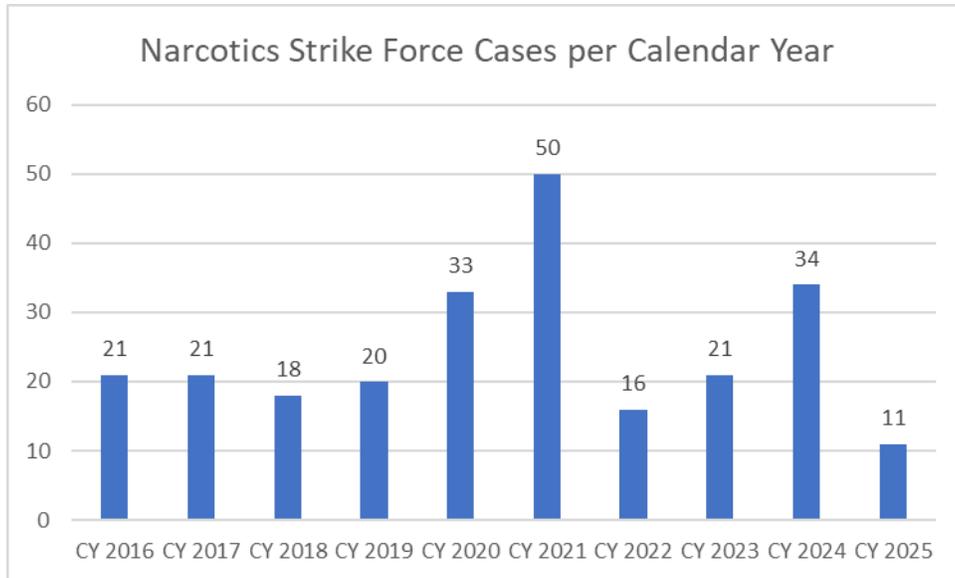
Currently, no performance measurements have been identified for the Narcotics Strike Force.

## GENERAL ASSESSMENT (SWOT).

The general assessment of strengths, weaknesses, opportunities, and threats section has been omitted from the City Interlocal Agreement Services, as it requires a deep understanding of the consultant's specific industry, organization, and approach to accomplishing the contracted work. This level of detail assessment is beyond the scope of this Strategic Operations Plan.

## SPECIFIC ASSESSMENT.

*Strike Force Investigations in West Haven.* The effective investigation and prosecution of sales, use, and manufacturing of controlled substances requires specialized personnel capable of conducting regional investigations through cooperative arrangements, which led to the creation of the Strike Force. All of the parties to the Strike Force Interlocal Agreements have experienced within their jurisdictions a continuing problem associated with the sale, use, and manufacturing of controlled substances and illegal controlled substances. The Strike Force has investigated the following number of cases in the recent past within West Haven City's incorporated limits.



The Weber County Sheriff's current computer system, Spillman, was implemented in March 2016; therefore, the data above covers March 2016 to December 2025. The total number of cases from 2016 to 2025 in which the Narcotic Strike Force was called to West Haven is 245, averaging 24 per calendar year.

This total (245) does not necessarily reflect every time the Strike Force consulted on a case or came out to a call. Generally, if the Strike Force is quickly assisting, there will not be a case number associated with their assistance. If the Strike Force is working their own case, taking any notable action while assisting a deputy, or taking over a case, then a Strike Force case number is generated and reflected in the total above.

## **AGREEMENT ASSESSMENT.**

## **OPERATIONAL OVERVIEW.**

### **OVERSIGHT.**

*Mayor & City Manager.* While technically the Narcotic Strike Force service is separate from the law enforcement contract, in practice, it seems coordinated through the same reporting lines as the law enforcement contract. As such, the Mayor is the primary elected official, and the City Manager is the primary City staff member assigned to coordinate with the Weber County Sheriff's Office to provide services to the City and to oversee the terms of the Interlocal Agreement.

*Unit Commander.* A Unit Commander shall head the Strike Force and shall be a Certified Law Enforcement Officer selected by the Executive Board to serve as the daily administrator. The Unit Commander shall be solely in charge of directing the Strike Force activities, subject to approval of the Executive Board. The Unit Commander shall perform such other duties as required by the Executive Board and shall be responsible for the administrative activity of the Strike Force, including maintaining financial records and reporting as required by the Executive Board.

### **ACTIVITIES.**

The Weber Morgan Narcotics Strike Force is a multi-jurisdictional task force that combines the resources and expertise of federal, state, and local law enforcement to investigate drug offenses. The key activities of the Narcotic Strike Force include:

- *Investigation and Apprehension.* Identifying, investigating, and arresting individuals and groups engaged in the illicit use, manufacture, and distribution of controlled substances. This includes targeting all levels of the drug supply chain, from street-level dealers to major transnational criminal organizations.
- *Interagency Collaboration.* Fostering cooperation and intelligence sharing among various law enforcement partners, such as the DEA, FBI, local police departments, and U.S. Attorneys' offices, to coordinate efforts and maximize effectiveness.
- *Intelligence Gathering.* Collecting and maintaining intelligence on narcotics trends, including packaging, pricing, and methods of concealment, to inform investigative strategies.
- *Prosecution.* Working closely with prosecutors to build strong, prosecutable cases in both state and federal courts.
- *Combating Associated Crimes.* Addressing other criminal activities linked to drug trafficking, such as money laundering, homicides, gang violence, and firearms offenses.
- *Community Engagement.* Enlisting the assistance of citizens through public education and tip lines to help detect and report illegal drug activity in their neighborhoods.

#### **SERVICE AREAS.**

The territorial jurisdiction of the Strike Force is Weber and Morgan Counties. The public entities that entered into the Interlocal Agreement for the Strike Force have consented to investigations conducted by the Strike Force within their respective geographical boundaries.

The Executive Board may offer investigative services to any jurisdiction without granting membership status or providing such assistance as the Executive Board deems appropriate. Other jurisdictions that are not original parties to this Agreement may join upon the Executive Board's approval.

#### **SERVICE PARTNERS.**

*Public Entities Partnership.* The participating jurisdictions that created, support, and fund the Weber/Morgan Narcotics Strike Force includes Ogden, Weber County, Roy, South Ogden, North Ogden, Washington Terrace, Riverdale, Pleasant View, Harrisville, Plain City, Farr West, Hooper, Huntsville, Marriott-Slaterville, Uintah, West Haven, Morgan County, Weber State University, United States Drug Enforcement Agency, Law Enforcement Division of the U.S. Forest Service.

*Public Partnership.* The Weber-Morgan Narcotics Strike Force solicits public assistance in investigating drug offenses. Specifically, the Weber-Morgan Narcotics Strike Force requests the public's help by providing information that will aid in the apprehension of suspects involved in illegal drug activity. Police officers investigate information provided by the public in the sale, use, and manufacture of illicit drugs. The information the public provides about suspicious activity remains anonymous.

#### **BOARDS.**

The Strike Force shall utilize two boards in its administration and governance, an Administrative Board acting in an advisory capacity and an Executive Board vested with voting authority to govern and regulate the Strike Force.

*Administrative Board.* The Administrative Board shall consist of the Weber County Attorney or his/her designee, (who shall act as the chair of the Board), the head of each participant's law enforcement office/department or a duly appointed assistant thereto, as determined by the participating jurisdictions.

The Administrative Board shall have no less than two meetings per calendar year during the months of February and September, for the purpose of fulfilling its duties as specified in this Agreement. The duties of the Administrative Board shall be to:

- Review the activities of the Strike Force generally;
- Recommend a Strike Force Unit Commander;
- Request financial audits as deemed necessary, but ensure at least one audit per year is performed, with an additional audit done upon completion of any Unit Commander's term;
- Issue an annual report of the preceding year's activities to the participants;
- Conduct program evaluation;
- Seek federal and state grant money as may be available;
- Recommend the appointment of supervisors and staff as needed;
- Recommend operating policy as needed; and
- Recommend appropriate training.

*Executive Board.* The Executive Board of the Strike Force is comprised of members of the Administrative Board who have acquired voting status. The Board shall, at its first meeting during a calendar year, select a Chair and a Vice-Chair to conduct the business of the Board.

The Executive Board shall be made up of a representative from each jurisdiction that provides at least one officer or the monetary equivalent to the Strike Force, a minimum of twelve (12) months every three (3) years, plus an at-large member as appointed by the Administrative Board for a period of two (2) years. This designated "at large" representative shall have voting status as a member of the Executive Board. Non-voting participants are those who have provided other resources.

The Weber Area Council of Governments (WACOG) (generally at its last meeting of a calendar year) will name one representative each year to serve on the Executive Board for a one-year term.

The Executive Board shall have no less than two meetings per calendar year during the months of March and October, for the purpose of fulfilling its duties as specified in this Agreement. The duties of the Executive Board shall be to:

- Govern the activities of the Strike Force generally;
- Adopt by-laws or rules for regulating the activities of the Strike Force;
- Select a Strike Force Unit Commander;
- Make and execute contracts or agreements necessary for the performance of its duties and the exercise of its powers under the Interlocal Cooperation Act;
- Own, lease, operate, maintain, and repair any equipment or facility useful in carrying out the purposes of the Strike Force;
- Receive property, grants, gifts, supplies, materials, contributions, forfeitures, and any benefit derived therefrom for the provision of law enforcement services as provided by this Agreement and in accordance with state and federal law;
- Conduct financial audits as deemed necessary, ensuring that at least one audit per year is performed with an additional audit done upon completion of any Unit Commander's term;

- Issue an annual report of the preceding year's activities to the participants and public;
- Conduct program evaluation;
- Seek federal and state grant money as may be available;
- Appointment of supervisors and staff as needed;
- Establish operating policy as needed;
- Coordinate training as appropriate; and
- Provide insurance as specified in this Agreement.

#### **FACILITY.**

Pursuant to the Interlocal Agreement, the Executive Board shall provide the needed office space for the Strike Force. The Executive Board may acquire other facilities as needed. At present, it is unknown from which facility the Strike Force operates.

#### **TRAINING.**

Each governmental entity that provides services to West Haven City through an interlocal agreement maintains, at its own expense, the training of its employees, their credentials, and any certification required by law.

#### **HISTORY.**

There is no relevant information available for this subsection.

#### **COMMENTS.**

*Weber-Morgan Narcotics Strike Force Agent.* The Sheriff's Office is a participating agency in the Weber-Morgan Narcotics Strike Force. Ogden City provides the bulk of agents and command staff for the Narcotics Strike Force, with Weber County Sheriff's Office providing a supervising agent and an additional agent. Roy City contributes an agent, with smaller law enforcement agencies providing alternate agent spots. The Strike Force is tasked mainly with dealing with drug crimes throughout Weber County, but they do assist with other major crimes.

### **INTERLOCAL AGREEMENT TERMS.**

#### **RESOLUTION.**

On April 16, 2003, the City Council adopted Resolution 04-2003 approving an Interlocal Agreement for the implementation and management of the Weber/Morgan Narcotics Strike Force.

#### **TERM.**

The term of this Interlocal Agreement shall be in effect for an indefinite period of time not to exceed 50 years (i.e., 2053), provided, however, a participating party to the Agreement may withdraw at the end of the fiscal year upon thirty (30) days' written notice to the Executive Board. The Executive Board may terminate the Agreement upon a majority vote of the total membership of the Executive Board.

#### **SERVICES.**

The Strike Force shall primarily investigate crimes related to controlled substances. The Strike Force will notify individual jurisdictions of all crimes discovered within their geographic boundaries, provided that such notification may be delayed if, in the discretion of the Strike Force Unit Commander, it would hinder a current Strike Force investigation.

Participating jurisdictions may refer any controlled substance investigations within their jurisdiction to the Strike Force. To maintain a complete countywide database, all agencies will route drug case information to the Strike Force. The Strike Force may decline any case for cause.

Please note that the services detailed in this section are an excerpt from the Interlocal Agreement and may differ from the services described in the "Activities" subsection above. In subsequent renewals of the Interlocal Agreement, the City Manager will reconcile the two descriptions of services and, if necessary, include the additional services in the renewed Interlocal Agreement.

#### **COMPENSATION.**

*Contribution of an Officer.* As a contribution to the Strike Force, a city may provide a certified peace officer to participate in the Strike Force on an alternating basis. Each city that provides an officer shall absorb all associated costs with this officer. During the time a city does not contribute an officer, they must pay the financial assessments as described below.

*Contribution of Financial Assessments.* Cities that do not contribute a peace officer to the Strike Force must pay the assessments as determined by the following process. The Administrative Board shall review the budget and assessments proposed by the Strike Force Unit Commander and, within 30 days, shall submit said budget with any comments to the Executive Board for final approval.

In an annual budget meeting, the Executive Board shall review the budget and expenses of the past year; review a proposed budget for the coming fiscal year prepared by the Strike Force Unit Commander; and approve or modify the proposed budget. After the budget is approved, the Executive Committee shall propose assessments for the coming fiscal year.

Once the Executive Board has approved the budget and assessments, the budget shall be submitted to the participating entities for approval in accordance with their respective budget approval processes. Assessments shall be paid within 30 days of the start of the fiscal year, unless other arrangements are approved by the Executive Board.

#### **SPECIAL CONDITIONS.**

*Separate Legal Administrative Entity.* The creation of the Weber/Morgan Narcotics Strike Force was ratified as a separate legal administrative entity created by the participants pursuant to the Interlocal Cooperation Act for the purpose of investigating and prosecuting the illegal importation, manufacture, use, and sale of controlled substances under state, federal, and local laws within the Weber/Morgan area as provided herein. All peace officers of the Strike Force shall be Certified Law Enforcement or Correctional Officers as defined by the laws of the State of Utah.

#### **HISTORY.**

There is no relevant information available for this section.



# WEST HAVEN CITY COUNCIL MEETING MINUTES

**February 18, 2026 6:00 P.M.**  
 City Council Chambers  
 4150 South 3900 West, West Haven, UT 84401

<b>Present:</b>	
Rob Vanderwood	Mayor
Carrie Call	Councilmember
Ryan Saunders	Councilmember
Kim Dixon	Councilmember
Nina Morse	Councilmember
Ryan Swapp	Councilmember
Shawn Warnke	City Manager
Emily Green	City Recorder
Amy Hugie	City Attorney
Edward Mignone	City Engineer
Stephen Nelson	Community Development Director
<b>Excused:</b>	

## **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**

## **REPORTS AND DISCUSSION AS FOLLOWS:**

### **1. Discussion-Elected Officials and City Manager Updates**

*Councilmember Swapp said we received a new application today for the Parks and Trails Committee.*

*Shawn Warnke said the City has been working with a landscape architect on Poulter Pond and that it is 95% complete, which includes a cost estimate. The City has been working on a tentative road alignment and will have the property acquisition agent move towards getting legal descriptions and appraisals of the properties. He said the City will likely move forward on the 1800 S and 2100 S connector road in 2027 and we are going to be retro fitting street lights that were planned in the budgeting process.*

### **2. Presentation and Discussion-Rezoning Property at Approx. 4385 W 4000 S (4.5 Acres)-Exploring the Home Ownership Promotion Zone-Shad Edwards**

*Shad Edwards gave a presentation on a concept plan of a development at 4351 W 4000 S that would utilize the HOPS program.*

Proposed Mixed-Use + Affordable Homeownership Development

- Frontage Commercial + HOPZ Residential
- Presented to West Haven City Council



## Agenda

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- Our Property
- Current Housing Market
- HOPZ Program
- What is a PID
- How does this impact West Haven

## Who are We?

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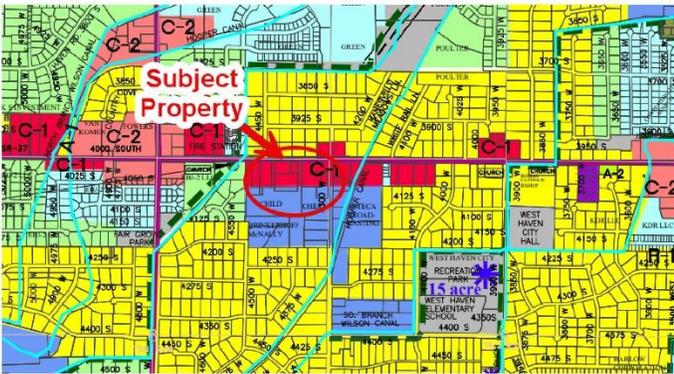
- Local Utahns
- Seeking ways to develop responsibly using Utah's Affordable Housing Programs
- Seeking Conceptual Direction Before Investing Further

**4351 W 4000 S**

- Corridor Frontage
- Nearby Commercial East & West of Property
- Current Zoning: Agricultural (A1)



## General Plan Zoning



## The Planning Reality

- Full Commercial across the whole property is not currently market-supported
- Builders indicate single family rural development is not viable
- Awkward parcel shape and corridor exposure require a thoughtful transition use



## Project Overview

- One contiguous site
- Commercial development along the frontage
- Owner-occupied affordable housing on rear portion
- Shared access and coordinated planning

## Current Market Snapshot

Metric	West Haven, UT	Weber County, UT
Median Home Value	~\$559,500 – \$590,000 (Sales Dec 2025)	~\$427,998 – \$460,292 (Median Dec 2025)
Average/Typical Home Value (Zillow)	~\$518,000 – \$525,000 (Dec 2025)	~\$451,000 (Zillow average)
Median Household Income	~\$101,000-\$104,000 (U.S. Census)	~\$90,005 (U.S. Census)
Median Rent	~\$1,702 – \$1,781 /mo (est.)	~\$1,575 /mo (Median)
Inventory (approx.)	~150-209 homes on market (Late 2025)	~1,493 homes on the market (Late 2025)

## Is West Haven Affordable?

### Lets do the Math:

- Monthly Take Home Pay at \$105,000: ~\$6,000
- Monthly Payment on \$550,000 home with a 6% interest rate
  - 5% Down: \$27,500
  - 10% Down: \$55,000
  - Principal / Interest: \$3,135 / Month
  - Principal / Interest: \$2,970 / Month
  - Property Tax / Insurance / PMI: \$641
  - Property Tax / Insurance / PMI: \$591
  - Total Monthly Payment: \$3,776
  - Total Monthly Payment: \$3,561
  - Debt to Income: 63%
  - Debt to Income: 59%

# What is Utah Doing About It?

- The State of Utah has introduced 5 new programs since 2024 to address home affordability in Utah.
- Some target housing near transit, very high-density projects, and some different financing options
- We are interested in using the program Home Ownership Promotion Zone (HOPZ)

## Understanding HOPZ

Home Ownership Promotion Zone

Program Requirements	Goals of HOPZ
 <b>6+ Units</b> Per Acre Minimum	 <b>Affordable</b> Homeownership
 Homes Sold <b>≤ 80% of Median County Sales Price</b>	 <b>No City Risk</b>
 Owner-Occupied Units Only	 <b>Balanced</b> Neighborhoods
 <b>&lt; 10 ACRES</b> Less Than 10-Acre Parcels	

*Building Attainable, Owner-Occupied Housing for Working Families*

## Why HOPZ?

- Creates Affordable Housing for Teachers, First Responders, Healthcare Workers, and Young Families
- 5-Year Deed Restriction that Owner must live in home
- Creates a financial path for a builder to create an affordable home



## How is HOPZ Funded?

- The program is funded through the new incremental property tax revenue generated by the development — meaning only the increase in value after development is completed
- 60% of that incremental tax revenue is temporarily allocated to the City.
- The City retains a 3% administrative fee for managing the program.
- The remaining funds are reinvested into the project site to support eligible infrastructure improvements such as roads, utilities, and site development.

## How is HOPZ Funded?



## How HOPZ Funding Works

### How HOPZ is Funded

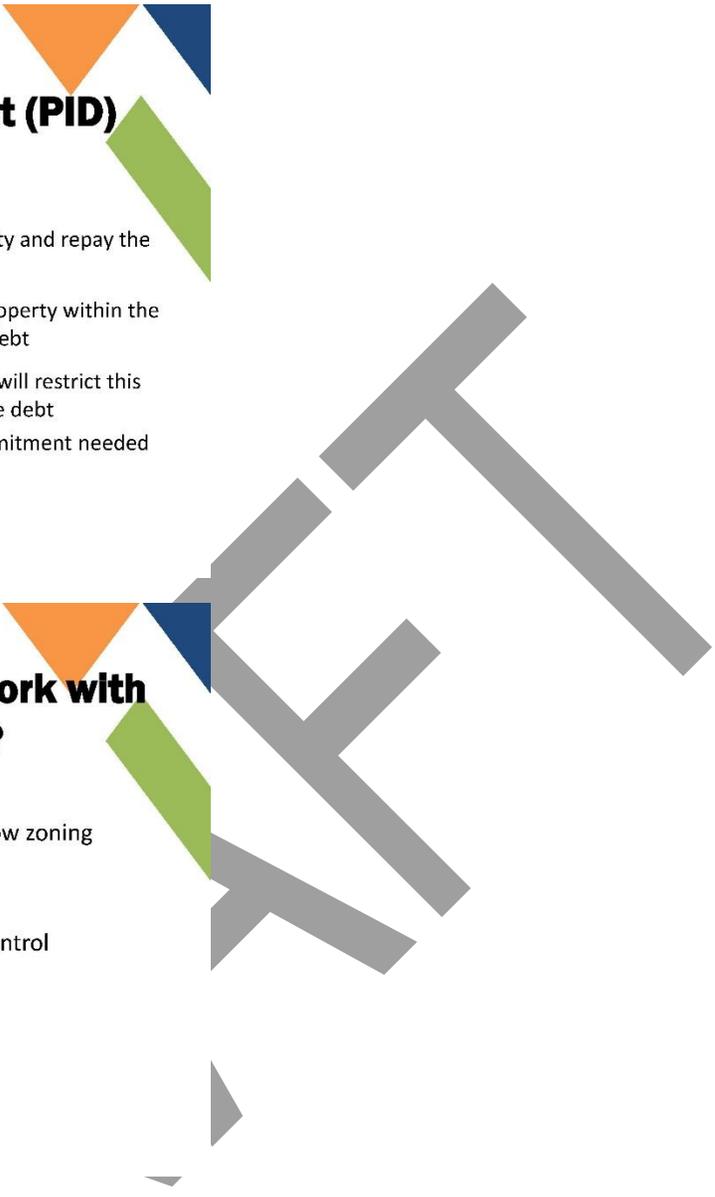
Uses Public Infrastructure District (PID)

- Roads
- Utilities
- Site infrastructure

Important:

- No Tax Rate Increase – Only uses the incremental tax difference
- No additional homeowner assessment
- No City General Fund Liability
- Bonds are issued for 15 years – after 15 years, tax flows normally





## Public Infrastructure District (PID)

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- PID is solely used to receive the funds from the city and repay the bond
- PID's typically have 2 powers, levy a tax on the property within the project and they can collect funds and pay their debt
- This type of PID doesn't need to levy taxes so we will restrict this PID to only being able to collect funds and pay the debt
- Governed separately, no additional city time commitment needed
- City assumes zero financial liability
- Dissolves after the bond is fully repaid

## How does a HOPZ overlay work with existing zoning ordinances?

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- Other Utah cities adopted HOPZ ordinances to allow zoning flexibility.
- Allows tailored standards while keeping full city control



## Creating a HOPZ Overlay (City-Controlled Process)

---

### Proposed Approach

- The City may adopt a Home Ownership Promotion Zone (HOPZ) as a separate section of the zoning code.

### Any property proposed for HOPZ designation would:

- Require City Council approval
- Be reviewed on a case-by-case basis
- Remain subject to all City development oversight

## Creating a HOPZ Overlay (City-Controlled Process)

Before any HOPZ designation becomes effective, the applicant must submit a Master Development Plan (MDP) illustrating:

- Development layout
- Total number of dwelling units
- Confirmation that median home prices are  $\leq 80\%$  of county average for unit type
- Proposed building elevations and design standards
- Total acreage included in HOPZ ordinances within the applicable school district boundaries

## FAQ's: PID & HOPZ

**Q:** What authority does PID have?

**A:** Limited taxing authority inside project only - No zoning power

**Q:** Does PID create city debt?

**A:** No - City carries zero liability

**Q:** Do residents pay higher taxes?

**A:** No - Base taxes unchanged

**Q:** Who governs PID?

**A:** Separate board under city-approved limits

**Q:** Does HOPZ override zoning?

**A:** No - All approvals remain with City Council

## Proposed Zoning Strategy

• Front Portion:

- Commercial rezone



Rear Portion:

- HOPZ designation
- Fee simple townhomes
- Garages + driveways
- Private roads

## Our Project's Numbers (Per Unit)

Year	Base Year (Projected)	Projected Total Property Tax	Incremental Tax Difference	60% of Increase
2026	\$402.26	\$2,264.53	\$1,862.27	\$1,117.36
2027	\$402.26	\$2,385.54	\$1,983.28	\$1,189.97
2028	\$402.26	\$2,513.02	\$2,110.76	\$1,266.46
2029	\$402.26	\$2,647.08	\$2,244.82	\$1,346.89
2030	\$402.26	\$2,788.31	\$2,386.05	\$1,431.63
2031	\$402.26	\$2,937.09	\$2,534.83	\$1,520.90
2032	\$402.26	\$3,093.82	\$2,691.56	\$1,614.94
2033	\$402.26	\$3,259.17	\$2,856.91	\$1,714.15
2034	\$402.26	\$3,433.60	\$3,031.34	\$1,818.80
2035	\$402.26	\$3,617.59	\$3,215.33	\$1,929.20
2036	\$402.26	\$3,811.62	\$3,409.36	\$2,045.62
2037	\$402.26	\$4,016.18	\$3,613.92	\$2,168.35
2038	\$402.26	\$4,231.77	\$3,829.51	\$2,297.70
2039	\$402.26	\$4,458.89	\$4,056.63	\$2,433.98
2040	\$402.26	\$4,693.55	\$4,291.29	\$2,574.77

## How much will HOPZ Fund?

- Per-Unit Result (15 Years)
  - Total tax increment: ~\$45,645
- 60% HOPZ/PID share per unit: ~\$27,386.94
  - Project Total: ~30 Units
  - \$27,386.94 × 30 units = \$821,608

## Results of the Program

- Target Sales Price = \$300,000 - \$325,000
- Example: \$315,000 @ 5% Interest, \$6,000 Take Home Pay
  - 5% Down: \$15,750
  - 10% Down: \$31,500
  - Principal / Interest: \$1,606 / Month
  - Principal / Interest: \$1,522 / Month
  - Property Tax / Insurance / PMI: \$363
  - Property Tax / Insurance / PMI: \$308
  - Total Monthly Payment: \$1,969
  - Total Monthly Payment: \$1,830
  - Debt to Income: 33%
  - Debt to Income: 30.5%

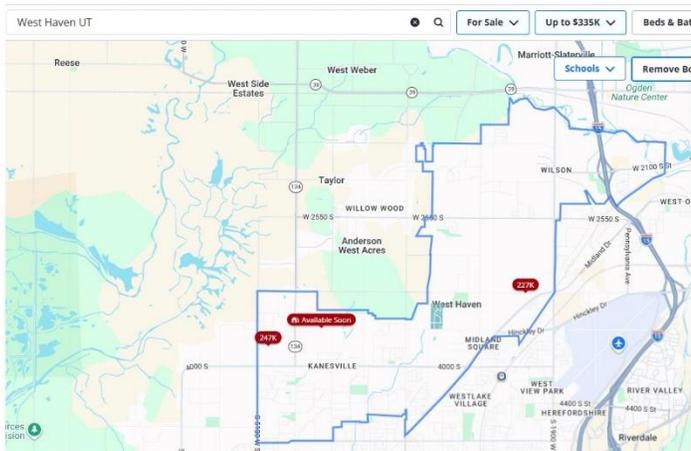
# Is West Haven Affordable?

## Lets do the Math:

- Monthly Take Home Pay at \$105,000: ~\$6,000
- Monthly Payment on \$550,000 home with a 6% interest rate
  - 5% Down: \$27,500
  - 10% Down: \$55,000
  - Principal / Interest: \$3,135 / Month
  - Principal / Interest: \$2,970 / Month
  - Property Tax / Insurance / PMI: \$641
  - Property Tax / Insurance / PMI: \$591
  - Total Monthly Payment: \$3,776
  - Total Monthly Payment: \$3,561
  - Debt to Income: 63%
  - Debt to Income: 59%

# Results of the Program

- \$~821,000 is funded towards infrastructure costs with no cost to the city or the West Haven Taxpayer
- Program requirements ensure all the money is allocated to the project, the builder is not pocketing this money
- Reduced project costs allows builder to reduce the sale price to meet the 80% of average median sales price requirement



Note: Available Soon shows townhomes available starting at \$459,000+

**FIELDS at GREEN FARM**  
2000 SOUTH GREEN FARM  
WEST HAVEN, UT 84401

## Our Ask

1. Support commercial frontage rezone
2. Support exploring HOPZ designation
3. Authorization for staff coordination

No approvals tonight — seeking alignment.

## Closing

This project allows West Haven to:

- Capture commercial value
- Deliver attainable homes
- Avoid infrastructure costs
- Maintain community character

Thank you!

## 6:00 Regular City Council Meeting

1. **MEETING BROUGHT TO ORDER:**  
*The Council met at their regularly scheduled meeting held in the Council Chambers.  
Mayor Vanderwood brought the meeting to order at 6:00 PM and welcomed those in attendance.*
2. **OPENING CEREMONIES**  
**A. PLEDGE OF ALLEGIANCE** Councilmember Swapp  
**B. PRAYER/MOMENT OF SILENCE** Councilmember Dixon
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 one came up at this time.*
4. **UPCOMING EVENTS**  
Music Circle-The Barn February 23, 2026 7:00 PM  
General Plan Open House-The Barn February 24, 2026 5:30 PM  
Senior Lunch Bunch-The Barn February 25, 2026 11:30 AM

**5. COUNCIL UPDATES**

Mayor Vanderwood said there has been quite a few reports of graffiti around the city and wanted to personally thank the Taylor 5<sup>th</sup> Ward in helping clean up.

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

**6. ACTION ON CONSENT AGENDA**

- A. BUDGET KICK OFF MEETING MINUTES
- B. COUNCIL MEETING MINUTES

MEETING HELD  
MEETING HELD

January 27, 2026  
February 4, 2026

Councilmember Call made a motion to approve the consent agenda. Councilmember Swapp seconded the motion.

<b>AYES:</b>	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp
<b>NAYS:</b>	
<b>RECUSED:</b>	

**7. PUBLIC HEARING-FOR THE PURPOSE OF RECEIVING PUBLIC INPUT ON AN ORDINANCE AMENDING THE CITY CODE REGARDING PARKING REGULATIONS IN CHAPTER 72, SCHEDULE I. PARKING PROHIBITED**

Edward Mignone said this is the help facilitate a request from City Council to paint the curb red on Hinckley Drive and in front of Quest Academy on 4000 S for safety concerns.

Councilmember Saunders made a motion to enter into public hearing. Councilmember Swapp seconded the motion.

<b>AYES:</b>	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp
<b>NAYS:</b>	
<b>RECUSED:</b>	

Mayor Vanderwood invited the public up for comment.

No one came up at this time.

Councilmember Dixon made a motion to leave public hearing. Councilmember Swapp seconded the motion.

<b>AYES:</b>	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp
<b>NAYS:</b>	
<b>RECUSED:</b>	

**8. ACTION ON ORDINANCE 04-2026-AN ORDINANCE AMENDING THE CITY CODE REGARDING PARKING REGULATIONS IN CHAPTER 72, SCHEDULE I. PARKING PROHIBITED**

Councilmember Call said the curb is already painted in front of Quest Academy and asked if this would make that painting official.

Edward Mignone confirmed it would.

Councilmember Dixon made a motion to adopt ordinance 04-2026. Councilmember Saunders seconded the motion.

<b>AYES:</b>	Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp
<b>NAYS:</b>	
<b>RECUSED:</b>	

**9. PUBLIC HEARING-FOR THE PURPOSE OF RECEIVING PUBLIC INPUT ON AN ORDINANCE AUTHORIZING THE ADOPTION OF A FRANCHISE AGREEMENT BETWEEN WEST HAVEN CITY AND STRATA NETWORKS LLC**

Amy Hugie said this is an agreement to install fiber optic internet in a Nilson Homes project.

Councilmember Swapp asked if STRATA allows their fiber to be used by multiple internet providers.

Tyler Rasmussen said they do usually allow multiple providers but in this instance, they are not doing that.

Councilmember Swapp asked if this violates the UTOPIA agreement.

Amy Hugie said it does not violate the agreement, nor can we allow UTOPIA to be exclusively in our City.

Shawn Warnke said this franchise agreement will be on a portion of the City's right of way and that the agreement is negotiated by the HOA and UTOPIA doesn't typically work with HOA's because they have private roads.

Councilmember Morse said UTOPIA can work with the HOA but the residents would have to ask for it. She said that UTOPIA is already in portions of Green Farm.

Tyler Rasmussen said this particular agreement would not exclude any other provider from being in this area.

**Councilmember Call made a motion** to enter into public hearing. **Councilmember Dixon** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

Mayor Vanderwood invited the public up for comment.

No one came up at this time.

**Councilmember Saunders made a motion** to leave public hearing. **Councilmember Dixon** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

**10. ACTION ON ORDINANCE 05-2026-AN ORDINANCE AUTHORIZING THE ADOPTION OF A FRANCHISE AGREEMENT BETWEEN WEST HAVEN CITY AND STRATA NETWORKS LLC**

**Councilmember Call made a motion** to adopt ordinance 05-2026. **Councilmember Swapp** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

**11. PUBLIC HEARING-FOR THE PURPOSE OF RECEIVING PUBLIC INPUT ON OPENING THE CURRENT 2025-2026 BUDGET FOR AMENDMENTS**

Shawn Warnke said this amendment totals \$61,000 allowing for increases to the maintenance in the parks and cemetery budget.

Edward Mignone said this will allow them to repair the bridge over the Layton canal at 2300 W 2450 S. This will allow for a survey and engineering analysis to evaluate the stability needs of the bridge.

**Councilmember Dixon made a motion** to enter into public hearing. **Councilmember Saunders** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

Mayor Vanderwood invited the public up for comment.

No one came up at this time.

**Councilmember Saunders made a motion** to leave public hearing. **Councilmember Dixon** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

12. **ACTION ON ORDINANCE 06-2026-OPENING THE CURRENT 2025-2026 BUDGET FOR AMENDMENTS**

Mayor Vanderwood asked why the responsibility is only on us to repair the damages he asked if Weber Basin Water Conservancy District would also be approached to help.

Edward Mignone agreed that Weber Basin Water Conservancy District does bear some responsibility and said we will be lining up meeting to discuss the issue.

**Councilmember Call made a motion** to adopt ordinance 06-2026. **Councilmember Saunders** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

13. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**  
**A. ACTION ON ORDINANCE 07-2026-3<sup>RD</sup> AMENDMENT TO THE STAKER FARMS MASTER DEVELOPMENT AGREEMENT**

Stephen Nelson said he suspects the setbacks align with the R-1 zone but could not confirm that information.

Councilmember Call said she is not in favor of this amendment.

Councilmember Swapp said he has some concerns as well.

Mike Bastian said this doesn't change the layout of lots, it just allows them to reduce to side yard to be able to add RV pads.

Stephen Nelson said the Planning Commission held a public hearing and did not receive comments from the public; they also gave a positive recommendation.

**Councilmember Call made a motion** to deny ordinance 07-2026. **Councilmember Swapp** seconded the motion. **Motion fails 2:3**

<b>AYES:</b>	<b>Councilmember Call, Councilmember Swapp</b>
<b>NAYS:</b>	<b>Councilmember Dixon, Councilmember Saunders, Councilmember Morse</b>
<b>RECUSED:</b>	

**Councilmember Saunders made a motion** to adopt ordinance 07-2026. **Councilmember Dixon** seconded the motion. **Motion passes 3:2**

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Saunders, Councilmember Morse</b>
<b>NAYS:</b>	<b>Councilmember Call, Councilmember Swapp</b>
<b>RECUSED:</b>	

14. **ACTION ON RESOLUTION 07-2026-INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIVERDALE AND WEST HAVEN REGARDING FINANCIAL CONTRIBUTIONS TO SUPPORT THE RIVERDALE SENIOR CENTER**

Shawn Warnke said this allows our residents to receive the same membership fees as Riverdale residents through a contribution of \$2,500 annually.

Councilmember Call asked if we need to create a new interlocal agreement to cancel the Roy interlocal agreement for senior services.

Shawn Warnke said that the Roy interlocal agreement requires a 6 month termination period. In order to do that it must be put on the agenda and formalized. He said he thought it may be helpful to get the numbers of how many of residents are utilizing their services.

**Councilmember Dixon made a motion** to adopt resolution 07-2026. **Councilmember Saunders** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

15. **PRESENTATION AND DISCUSSION-AT THE MAYOR AND CITY COUNCIL'S ELECTION CONTINUATION OF ANY AGENDA ITEM FROM THE 5:00 WORK SESSION**

There were no items to discuss at this time.

16. **ADJOURNMENT**

**Councilmember Call** made a motion to adjourn at 7:01 PM. **Councilmember Saunders** seconded the motion.

<b>AYES:</b>	<b>Councilmember Dixon, Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Swapp</b>
<b>NAYS:</b>	
<b>RECUSED:</b>	

*Emily Green*

City Recorder

Date Approved:

DRAFT

# West Haven Sign Policy

Planned Commercial Developments and Their Signs

City Council 3.4.2026

Acres: 36+

Total Frontage: 2,400 Ft

1 sign for every 300 ft of frontage







Acres: 37+, but multiple developments  
Total Frontage: 2,400 Ft











Measurement



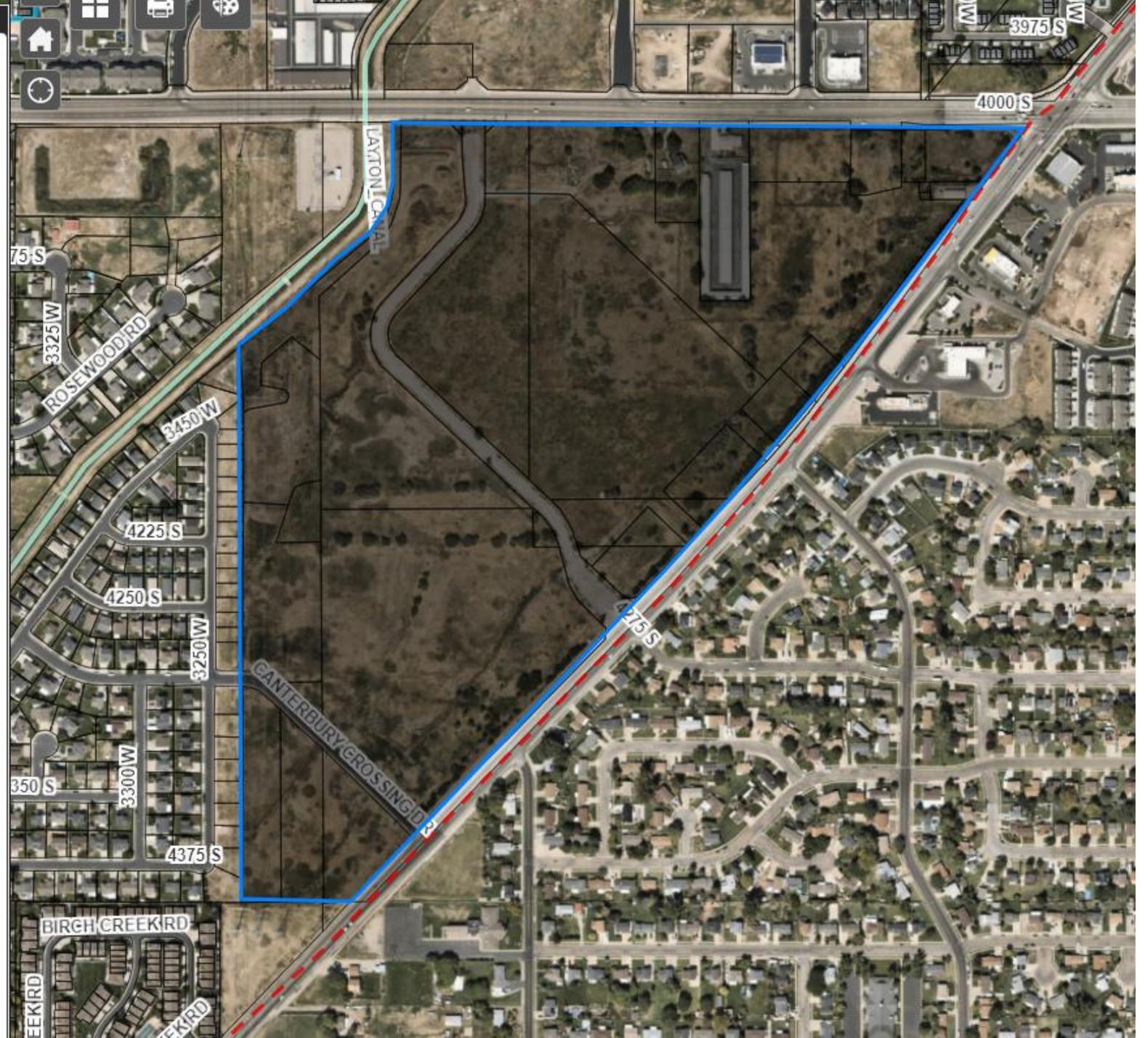
| Acres ▾

Measurement Result

86.7 Acres

Clear

Press CTRL to enable snapping

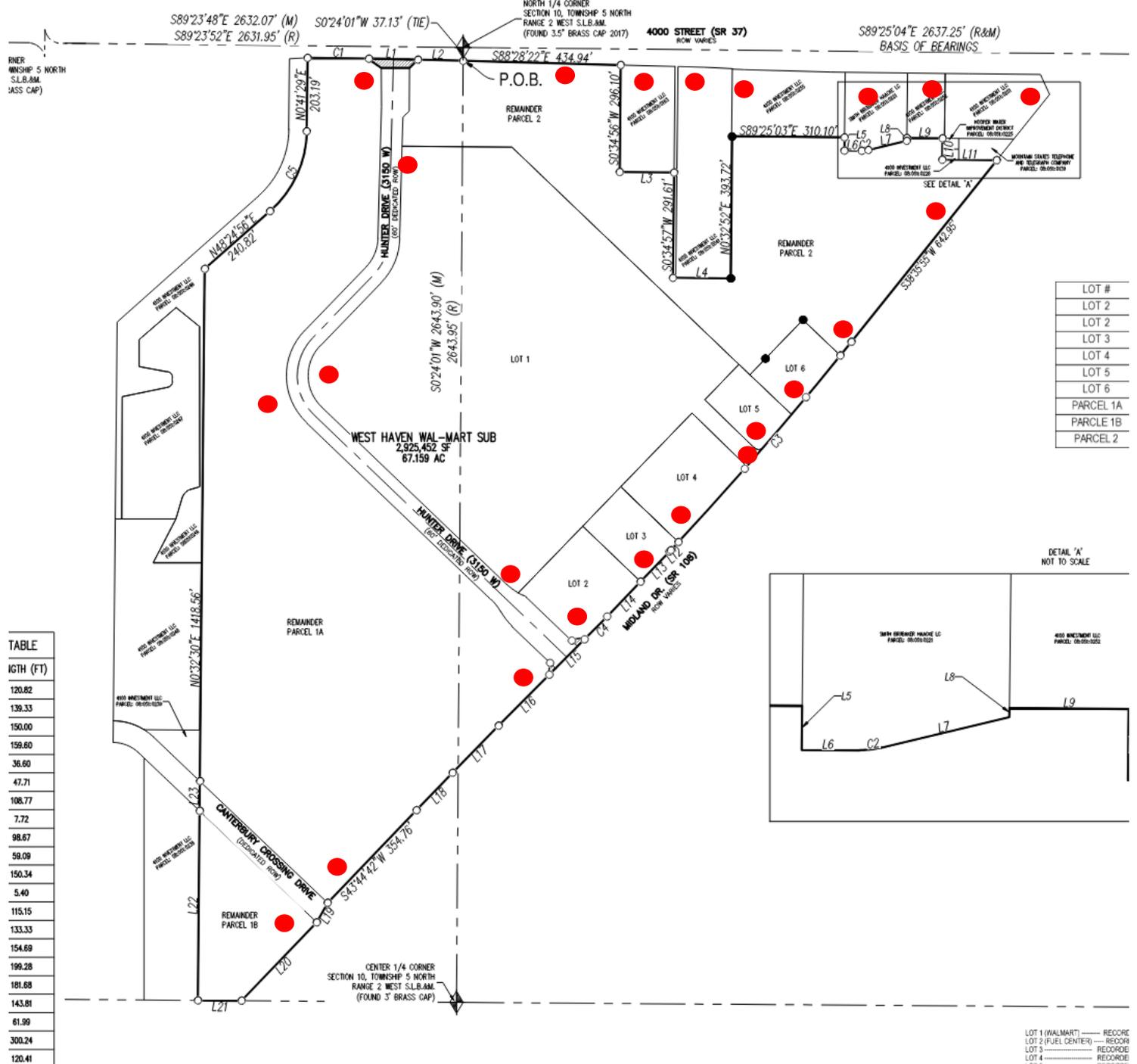




### Current Code Sign Placement Allowance

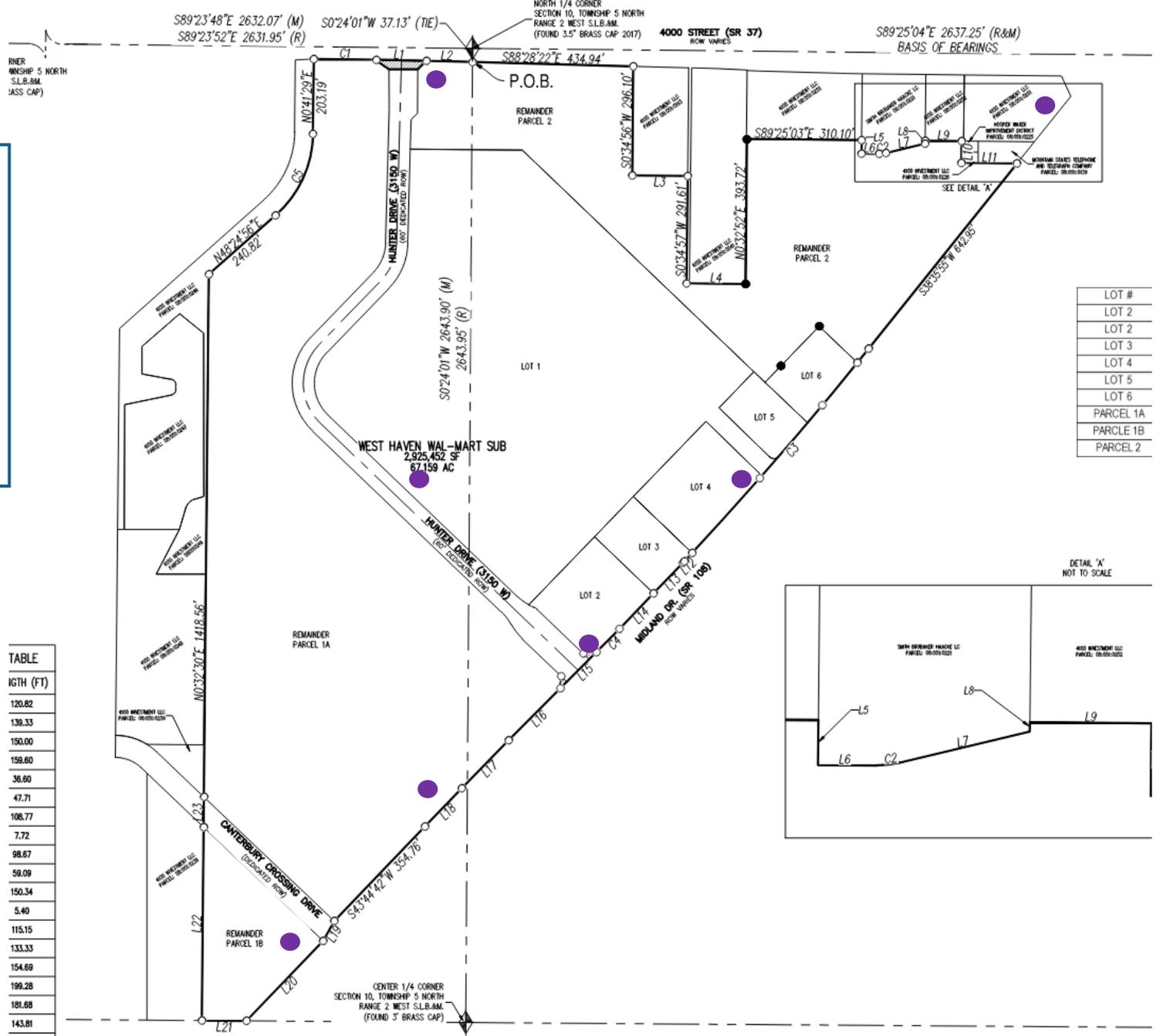
\*This approximates what could be allowed and is not intended to represent an application or desire of a property owner. This map is intended as an example only.

\*It is also worth noting that some properties may choose to do both a pole and a monument sign, which is allowed.



Proposed Code Sign Placement Allowance if the full area is to be developed as a Planned Commercial Center.

\*This approximates what could be allowed under the current draft and is not intended to represent an application or desire of a property. This map is intended as an example only.



# City Council Staff Review Memo

March 4, 2026

Stephen Nelson, Community Development Director



## ZONING ORDINANCE AMENDMENT

<b>Proposal:</b>	Update Planned Commercial Sign Standards
<b>Ordinance Section:</b>	Sign Regulation Ordinance § 157.755-§ 157.761
<b>Applicant:</b>	The West Haven City Development Review Committee
<b>Decision Type:</b>	Legislative
<b>Staff Recommendation:</b>	Approval

### I. BACKGROUND

The goal of this proposal is to allow for larger, but fewer signs within Planned Commercial Centers. The ordinance is written to encourage multi-tenant commercial development to combine signs at key areas within a large commercial development.

**Issue:** The main issue the proposal is trying to address is allowing larger but fewer signs in larger commercial development areas. Right now, a developer can have only a pole and/or monument sign, with a maximum size of 80 sq. ft. Each commercial property can have one or more, depending on its frontage.

**Change:** This proposal does a couple of things.

- 1) It redefines what a Planned Commercial Center is in the sign code.
- 2) It created a section of code that creates standards for these centers.
- 3) It allows monument signs to be up to 120 sq. ft. and pole signs to be 200 sq. ft., but up to 250 sq. ft. if the sign states that the development is located within West Haven.  
Walmart's current proposed sign is 250 sq. ft
- 4) It allows pole signs to increase in height to 30'.
- 5) Added language clarifying that a violation of the sign ordinance is a Class C misdemeanor.
- 6) Removes the word "Small" from the Planned Commercial Center Definition
- 7) Reduce the setbacks for pole signs within these centers
- 8) Requires that all property owners within PCC approval sign off on the signage plan.

## **II. Planning Commission Consideration and Public Hearing**

The Planning Commission reviewed and workshopped the current proposal over the course of several meetings. The Planning Commission held the required public hearing on February 25, 2026. At the public hearing the Planning Commission received a couple of items of feedback.

- Ryan Kimball, with Kimball Investments, which owns large sections of the property around the Walmart development, sent in some recommendations, most of which are in the draft. However, they are requesting the City consider to: “make the change to 300 SF and 65 feet. We feel this is very important, especially when anchor tenants require 34% of the sign.” The Planning Commission did not make a recommendation to make this change.
- The Planning Commission also received an email from James Carpentier, representing the International Sign Association and Utah Sign Association: “We are very supportive of the proposed amendments that updates Planned Commercial Sign Standards. We do have some suggestions for some other portions of the existing sign code for your consideration which are in the attached letter.” Their recommendation involved defining sign height based on the adjacent roadway and updating how the City measures illumination from a sign. The Planning Commission discussed these recommendations and felt it may be better to address these at a later date.

The Planning Commission moved to recommend approval of the proposed sign ordinance update.

## **III. Staff Recommendation**

Staff recommends that the City Council review and discuss the proposed draft, consider the possible interpretations and implications of the changes for the City, and consider the public feedback and the Planning Commission's recommendations. If there are additional changes, provide feedback to staff and recommend appropriate alterations to the draft. If no changes are needed, the staff recommends that the City Council approve the proposed ordinance.

**Approval:** Motion that the City Council **approve Ordinance 08-2026** Amending Title XV Land Usage, Sign Regulations, Specifically §157.757 Definitions, §157.759 Permitted Signs, and §157.761 Violations.

**Approval with Conditions:** Motion that the City Council **approve Ordinance 08-2026** Amending Title XV Land Usage, Sign Regulations, Specifically §157.757 Definitions, §157.759 Permitted Signs, and §157.761 Violations with the following **conditions/amendments**:

[insert conditions or amendments]

**Table:** Motion that the City Council **table** discussion and consideration of **Ordinance 08-2026** Amending Title XV Land Usage, Sign Regulations, Specifically §157.757 Definitions, §157.759 Permitted Signs, And §157.761 Violations.

[insert conditions or amendments]

**Deny:** Motion that the City Council **deny Ordinance 08-2026** Amending Title XV Land Usage, Sign Regulations, Specifically §157.757 Definitions, §157.759 Permitted Signs, and §157.761 Violations.

**ORDINANCE NO. 08-2026**

**AN ORDINANCE OF WEST HAVEN CITY AMENDING TITLE XV LAND USAGE, SIGN REGULATIONS, SPECIFICALLY §157.757 DEFINITIONS, §157.759 PERMITTED SIGNS, AND §157.761 VIOLATIONS.**

**SECTION 1 – RECITALS**

WHEREAS, the City of West Haven (“City”) is a municipal corporation duly organized and existing under the laws of Utah; and

WHEREAS, the City Council finds that in conformance with UC §10-3-702, the governing body of the City may pass any ordinance to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by the laws of the State of Utah or any other provision of law; and,

WHEREAS, West Haven City has adopted and promulgated city ordinances and rules regarding the development, construction, and display of signs; and

WHEREAS, the City Council finds that certain changes to the West Haven City Code found in the Sign Regulations, specifically §157.757 Definitions, §157.759 Permitted Signs, and §157.761 Violations, should be made; and

WHEREAS, the City desires to reduce the number of signs within Planned Commercial Centers, while allowing for larger signs to enable consolidation of pole and monument signs; and

WHEREAS, the City Council finds that the specific changes to the referenced sections are desired and will clarify the standards for signs within Planned Commercial Centers within the City; and

WHEREAS, the Planning Commission held a public hearing and made a positive recommendation of the proposed changes on February 25, 2026; and

WHEREAS, the City Council finds that the public convenience and necessity, public safety, health, and welfare is at issue in this matter and require action by the City as noted above.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of West Haven City, Utah:**

- a. The following portions of the West Haven Zoning Code, Title XV Land Usage, Sign Regulations, specifically §157.757 Definitions, §157.759 Permitted Signs, and §157.761 Violations, shall be amended by the language shown in red, as seen on Attachment “A”.
- b. The Mayor is authorized to sign this Ordinance.

c. The forgoing Recitals are fully incorporated herein.

**Section 2 – Prior Ordinances and Resolutions**

That the above changes, where they may have been taken from prior City Ordinances and Resolutions, are listed here for centralization and convenience; and that the body and substance of those prior Ordinances and Resolutions, with their specific provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

**Section 3 – Repealer of Conflicting Enactments**

All orders, ordinances and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts thereof, which conflict with this Ordinance are, for such conflict, repealed, except that this repeal will not be construed to revive any act, order or resolution, or part.

**Section 4 – Savings Clause**

If any provision of this Ordinance be held or deemed invalid, inoperative, or unenforceable, such will render no other provision or provisions invalid, inoperative, or unenforceable to any extent whatsoever, this Ordinance being deemed the separate independent and severable act of the City Council of West Haven City.

**Section 5 – Date of Effect**

This Ordinance shall be effective as of the date of signing and after being published or posted as required by law.

DATED the 4<sup>th</sup> day of March 2026

WEST HAVEN CITY

\_\_\_\_\_  
Rob Vanderwood  
Mayor

ATTEST:

\_\_\_\_\_  
Emily Green, City Recorder

Mayor Rob Vanderwood	Yes _____	No _____
Councilmember Carrie Call	Yes _____	No _____
Councilmember Kim Dixon	Yes _____	No _____
Councilmember Nina Morse	Yes _____	No _____
Councilmember Ryan Saunders	Yes _____	No _____
Councilmember Ryan Swapp	Yes _____	No _____

**RECORDER'S CERTIFICATION**

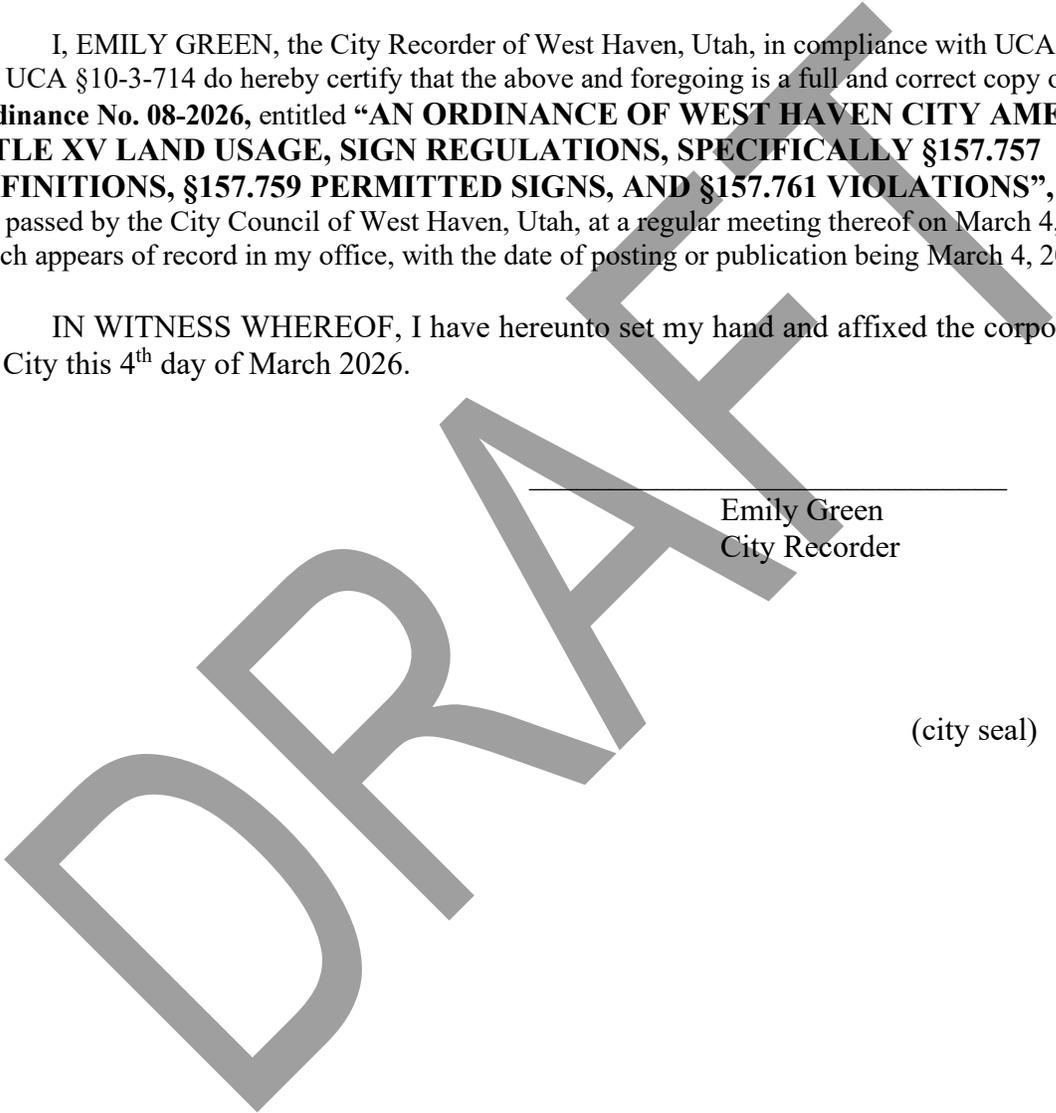
STATE OF UTAH    )  
                                  : ss.  
County of Weber    )

I, EMILY GREEN, the City Recorder of West Haven, Utah, in compliance with UCA §10-3-713 and UCA §10-3-714 do hereby certify that the above and foregoing is a full and correct copy of **Ordinance No. 08-2026**, entitled **“AN ORDINANCE OF WEST HAVEN CITY AMENDING TITLE XV LAND USAGE, SIGN REGULATIONS, SPECIFICALLY §157.757 DEFINITIONS, §157.759 PERMITTED SIGNS, AND §157.761 VIOLATIONS”**, adopted and passed by the City Council of West Haven, Utah, at a regular meeting thereof on March 4, 2026 which appears of record in my office, with the date of posting or publication being March 4, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this 4<sup>th</sup> day of March 2026.

\_\_\_\_\_  
Emily Green  
City Recorder

(city seal)



# **EXHIBIT A**

**Attached to Ordinance 08-2026**

**AMENDMENTS TO TITLE XV LAND USAGE, SIGN REGULATIONS,  
SPECIFICALLY §157.757 DEFINITIONS, §157.759 PERMITTED SIGNS, AND §157.761  
VIOLATIONS.**

**DRAFT**

## **SIGN REGULATIONS**

### **§ 157.755 PURPOSE AND INTENT.**

(A) It is the purpose of this subchapter to regulate the design, placement, and use of signs within the city, and to authorize the compatible uses of such signs. Such regulations may include design, location, size, type, safety impacts, and aesthetics, and other such standards as may be outlined in this subchapter. By doing so, the city will promote both short- and long-term civic beauty, as well as encourage public order.

(B) For large-scale (ten acres or more) commercial developments, it is the purpose of this subchapter to facilitate a cohesive design of signs within the development in order to preserve and protect the aesthetics of the development and the surrounding streetscape.

(C) It is not the intent of this subchapter to regulate the content of public speech. The regulations of this subchapter are intended to apply to both on-premises and off-premises signs, but do not apply to handheld placards and other similar devices traditionally used for public protest and the exercise of free speech.

(D) In interpreting and applying this subchapter, the rules, regulations, and terms contained herein shall be construed to the most restrictive meaning possible.

(E) Any sign not specifically permitted by this subchapter is prohibited.

(Prior Code, § 56.02) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

### **§ 157.756 ENFORCEMENT; APPEALS.**

The City Community Development Director, or his or her designee, is hereby vested with all duties and powers necessary to enforce this subchapter. Such powers and duties include the power to:

(A) Issue permits for construction, repair, and/or alteration of all signs regulated by this subchapter;

(B) Ascertain that all sign construction, repair, and/or alteration is done in compliance with applicable federal, state, and local building codes and other relevant regulations;

(C) Conduct any and all inspections and re-inspections during the construction, repair, and/or alteration process as may be necessary to determine compliance with this subchapter;

(D) Require changes to the construction, repair, and/or alteration of a sign when such sign is found to be out of compliance with this subchapter;

(E) Issue notices of violation, citations, written warnings, and other such enforcement proceedings as may be necessary to ensure compliance with the provisions of this subchapter;

(F) To abate and remove unsafe, dangerous, or illegal signs as follows:

(1) Prior to doing so, the Community Development Director, or his or her designee, shall provide the party responsible for the sign with a written notice of the violation(s) and outline what steps the party needs to take to bring the sign into compliance with this subchapter.

(a) Temporary signs shall be given 72 hours to take the corrective steps; and

(b) Permanent signs shall be given 30 days to take the corrective steps.

(2) Signs posted upon public property, including in the public right-of-way, may be immediately removed by the Community Development Director, or his or her designee.

(G) Require that signs related to a business which has been discontinued be removed within 30 days of the business ceasing operation; and

(H) Any person who wishes to appeal any decision or notice of action undertaken pursuant to this subchapter, may do so by following remedy procedures outlined in §§ [157.035](#) through [157.048](#).

(I) A request may be made to the Planning Commission to adjust the requirements of the sign regulations contained herein. The Planning Commission may adjust any sign regulation contained in this subchapter if, unusual or unique circumstances or conditions related to the operational characteristics of the use exist in a manner, or to such a degree, that such adjustment is equitable and warranted; and it would not go against the principles outlined in the General Plan. The Planning Commission shall make findings if an adjustment is made.

(Prior Code, § 56.04) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 41-2024, passed 12-18-2024)

**§ 157.757 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates, or requires, a different meaning.

**ABANDONED SIGN.** Any display remaining in place or not maintained for a period of 90 days or more which identifies a use no longer in operation on the property.

**ANIMATED SIGN.** See **FLASHING SIGN** and **ROTATING OR REVOLVING SIGN**.

**AREA OF SIGN.** The total square footage of each and every face of a sign, but does not include any frame or other material. For signs not otherwise supported by a distinctive background, the sign area shall be calculated by enclosing all the lettering by the smallest possible six-sided polygon and calculating the area of the polygon.

**AWNING SIGN.** A device attached to the façade of a building, usually extending over sidewalks, windows, and business entries, sometimes to provide weather protection to pedestrians walking beneath such shelters. Awning structures slope downward and away from a building, and typically support canvas, wood, or metal slats or glass. Canvas awnings may have a valance (vertical flap) at the bottom of the sloping plane, which may be used to mount a sign identifying the building or store.

**BALLOON, FIXED.** Any air-filled or gas-filled balloon attached to a string, rope, or similar device, and tethered to a fixed or moving place or object, including a motor vehicle. See also **INFLATABLE DEVICE**.

**BANNER.** A sign made of fabric, cloth, plastic, or paper used only temporarily that is not permanently mounted or affixed to the ground or any structure, with or without enclosing framework, used to advertise a fundraiser, promotional or sales event, special or seasonal event, or other temporary on-site informational or directional sign. **PENNANTS**, as defined herein, shall be considered **BANNERS** for purposes of this subchapter.

**BILLBOARD.** A sign of any kind or nature whatsoever used to advertise:

- (1) Any business, industry, entertainment, or activity not conducted;
- (2) Any goods or other tangible items not produced, sold, or available; or
- (3) Any services or other intangibles not available or rendered on the premises upon which such sign is located; provided, however, such term shall not include any regional guide sign, nameplate, temporary real estate sign, identification sign, or on-site advertising sign as such terms are defined in this subchapter. Such term shall also not include any notice posted by any public officer in the performance of an official duty, or any directional, warning, or informational sign required or authorized by any federal, state, county, or local authority.

**BUILDING ELEVATION.** An exterior face of the unit for which a sign is proposed.

**CABINET SIGN.** A sign with text or symbols printed on a plastic or acrylic sheet that is mounted on a cabinet or box that houses the lighting source and equipment.

**CANOPY SIGN (GAS STATION).** An illuminated sign designed to be an integral part of the architecture of a gasoline service station, and intended to be placed above the fuel pumps of a service station for purposes of providing light for the working area and commercial identification.

**CHANGEABLE COPY SIGN.** A sign, or portion thereof, with characters, letters, or illustrations that can be changed or rearranged without altering the face of the display surface of the sign.

**COMMUNITY SIGN.** A temporary sign placed by civic or educational groups, or by the city, which is used to advertise various events held in the city.

**COMPANY SYMBOL.** A mark or logo that can either stand alone or be used with a company name to identify a company.

**CORPORATE FLAG.** A flag displaying the name, symbol, or logotype of a business or corporation.

**DIRECTIONAL SIGN.** Any sign that serves solely to guide or designate the location or direction to any place or area.

**DISPLAY SURFACE.** The surface made available by the structure for the mounting of material to carry the advertising message, trademark, or emblem.

**ELECTRONIC READERBOARD OR ELECTRONIC MESSAGE BOARD.** A changeable copy sign upon which the copy is displayed or changed by electronic means.

**FLAG.** Any piece of durable fabric of distinctive design attached to a permanent pole that is used as a symbol of a recognized federal, state, or local governmental entity. Signs which are non-governmental in nature but similar in size and purpose to a governmental **FLAG** shall be regulated as a **WIND SIGN**.

**FLASHING SIGN.** Any sign which is designed to intermittently blink on and off, or which creates the illusion of blinking on and off, or which contains running, traveling, or animating lights upon the sign structure or within the sign area; such term shall not include time and temperature displays, or other electronic readerboard or electronic message board signs.

**FREEWAY-ORIENTED SIGN.** A freestanding, on-site advertising or directional sign, not including billboards, located on property abutting a freeway right-of-way or freeway frontage road, and whose height, location, and sign copy are designed in a manner which permits identification from an adjacent freeway.

**HEIGHT OF SIGN.** The vertical distance from the uppermost point of a sign to the ground immediately below such point; provided that, if the finished grade has been raised

immediately below such point, the **HEIGHT** shall be measured from the average finished grade of the surrounding area.

**IDENTIFICATION SIGN.** Any sign designed solely to identify the use or occupant of a structure or site, and which contains no other advertising copy.

**ILLEGAL SIGN.** Any sign or advertising display constructed or erected without first complying with all applicable ordinances and regulations in effect at the time of its construction, erection, or use.

**INFLATABLE DEVICE.** Balloons exceeding two cubic feet and other inflatable devices, including figure objects and caricatures that are intended to attract attention.

**INSTITUTIONAL SIGN.** A sign on any private property, public place, or building with connection to a medical or dental surgery, clinic, hospital, rest home, home for the aged, or other place of a similar nature.

**LOCATION.** A lot, parcel, site or premises, building, wall, or any place whatsoever upon which a sign is erected, constructed, or maintained.

**MARQUEE (CHANGEABLE COPY) SIGN.** A sign or readerboard that is characterized by nonelectronic changeable copy, whether said sign is freestanding or mounted on a structure.

**MONUMENT SIGN.** A ground-mounted sign, single-sided, double-sided, or three-sided, supported from grade with a solid base, or the appearance of a solid base, that is at least 75% of the width of the sign that is not connected to another structure. Such sign is oriented for vehicular view along roadways, and is often used at entries to a building or project.

**MULTIPLE-FACED SIGN.** A sign with more than one sign face.

**MURAL.** A painting, tile, or other materials deemed appropriate that comprise artwork on an exterior wall in public view, whose primary purpose is commemorative or artistic rather than advertising.

**NAMEPLATE.** Any lighted or unlighted sign mounted on, or near, an entry that identifies the name and occupation or profession of the occupant of the premises.

**NONCONFORMING SIGN.** Any sign that complied with all applicable ordinances and regulations in effect at the time it was erected, but which does not conform to one or more of the requirements of this subchapter.

**NOTICE SIGN.** A sign posted by either a public agency or private individuals intended to convey legal information for specific properties. Signs can include building permits, no trespassing notices, public hearing notices, and the like.

**ON-PREMISE SIGN.** A sign or signs which are located on the same premise as the business, event, or activity is conducted.

**PARCEL or LOT.** Real property under separate ownership from any other **PARCEL or LOT**, or under separate lease of at least ten years' duration, with the option to renew, which has street or highway frontage.

**PENNANT.** Any plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, string, or other similar device, usually in series, designed to move in the wind.

**PERMANENT SALE SIGN.** A sign that indicates a sale in progress and is posted more than 30 days during any 60-day period.

**PLANNED COMMERCIAL CENTER/PLANNED COMMERCIAL CENTERS.** ~~Small Regional~~ regional centers consisting ~~of individual large and small-scale commercial uses selling of multi-~~ tenant individual large- and small-scale commercial uses that sell a broad range of goods or services ~~to a market beyond the local community.~~ It ~~These centers~~ must contain at least ten acres of commercial land and contain at least one retail facility, and 100,000 square feet of commercial floor space.

**POLE SIGN.** A ground-mounted sign that is typically supported by no more than two uprights or braces (for example, pylon-supported) that are not connected to another structure. Any sign with a base that is less than 75% of the width of the sign shall be considered a pole sign.

**POLITICAL SIGN.** A sign advertising a candidate or candidates for public elective office, or a political party, or a sign urging a particular vote on a public issue decided by ballot.

**PORTABLE SIGN.** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A-frames or T-frames; sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to, or painted upon, vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day transportation operations of the business, and is not parked away from the business primarily to gain visibility from a public right-of-way.

**PROJECTING SIGN.** A pedestrian-oriented, double-sided sign which projects from a building and is mounted perpendicular to the building wall.

**PUBLIC NECESSITY.** Any sign used to control traffic, warn people of potential dangerous or hazardous situations and other regulatory purposes. Signs can include: street signs, danger signs, railroad crossing signs, geologic hazard signs, and signs of public service companies indicating danger.

**PUBLIC PROPERTY.** Real or personal property that is owned, held, or managed by a public entity.

**PUMP ISLAND SIGN.** Any sign attached to a fuel-dispensing pump, either affixed to, or placed upon, the pump.

**READERBOARD.** See **MARQUEE SIGN.**

**REAL ESTATE SIGN.** Any sign and sign structure of a temporary nature relating to the sale, lease, or other disposition of real property.

**ROOF SIGN.** A sign upon a roof, upon a structure that appears to be a roof (such as a mansard roof), or above the roofline of the building elevation to which it is attached.

**SIGN.** Any display, exhibit, declaration, demonstration, graphic announcement, inflatable device, illustration, or insignia used to advertise or promote the interest of any person, business, institution, or organization when the same is placed outdoors, or on the inside of a window to be seen from the outside, in view of the general public; provided that this definition does not apply to the display of the flag of a nation, state, county, or city, or any official flag or banner of any bona fide religious or fraternal organization.

**SIGN AREA.** See **AREA OF SIGN.**

**SIGN COPY.** Any characters, letters, or type that constitutes the message of the sign.

**SIGN HEIGHT.** See **HEIGHT OF SIGN.**

**SIGN STRUCTURE.** The uprights, bracing, guy rods, cables, framework, and other support of a sign or billboard.

**SNIPE SIGN.** Any sign or poster placed on trees, fences, light posts, or utility poles, except those posted by a government or public utility.

**STREET FRONTAGE.** The lineal foot width of a building site or parcel of land, along or fronting on a street or other rights-of-way, excluding alleys.

**SUSPENDED SIGN.** A pedestrian-oriented, double-sided sign hung over a walkway, or beneath an awning or arcade, perpendicular to the face of the building to which it is attached.

**TEMPORARY SIGN.** Any sign that is used only temporarily and is not permanently mounted or affixed to the ground or any structure.

**WALL SIGN.** A sign that is affixed to, or painted on, an exterior wall of a building in a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign.

**WIND SIGN.** A sign, group of signs, display or group of displays, banners, non-governmental flags, balloons, or other objects designed and fashioned in such a manner as to move when subjected to wind pressure.

**WINDOW SIGN.** Any words, picture, symbol, brand name, business name logo, including any negative or clear spaces between graphics, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is applied or attached to a window or located within five feet of the inside of a window in a manner that it can be seen from the exterior of the structure.

(Prior Code, § 56.06) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024)

**§ 157.758 PROHIBITED SIGNS.**

Any sign not permitted is prohibited in the city. The following signs are specifically prohibited:

(A) Hot or cold air balloons, or inflatables, except when such fall under the definition of temporary sign;

(B) Any sign which flashes, blinks, uses chaser lights or is animated. Commercial electronic message signs may be permitted, so long as the messages are composed of static images;

(C) Projecting signs;

(D) Roof signs;

(E) Any truck, trailer, or other vehicle conspicuously parked in the public right-of-way for more than 72 consecutive hours with an advertising message displayed on the vehicle designed to attract attention to a business, product, or promotion;

(F) Graffiti;

(G) Spotlights directed into the night sky, except as part of an approved promotional period for temporary signs;

(H) With the exception of billboard signs, as defined and regulated herein, any off-premises signs, except as may be necessary to provide directions to a residential subdivision or planned unit development;

(I) Any handbill or sign which is affixed, painted, marked, or written on any part or portion of the public right-of-way, including sidewalks, crosswalks, curbs, park strips, light poles, lamp posts, hydrants, trees, shrubs, power poles, or any other structures. This does not apply to the painting of house numbers on curbs; and

(J) No sign shall be placed on public property, which includes any city, county or state easement or right-of-way, unless the sign is erected by the city, county, or state. Those signs may not exceed 36 inches in height.

(Prior Code, § 56.08) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024)

**§ 157.759 PERMITTED SIGNS.**

(A) Commercial, industrial, and residential signs are permitted in the sizes and zones outlined in the table in division (B) below.

(B) Certain signs may contain additional regulations, which can be found in the table below.

<b>Sign Type</b>	<b>Building Permit Required</b>	<b>Max. Height (ft.)</b>	<b>Max. Area (sq. ft.)</b>	<b>Permitted Zones</b>	<b>Lighting Permitted</b>
<b>Sign Type</b>	<b>Building Permit Required</b>	<b>Max. Height (ft.)</b>	<b>Max. Area (sq. ft.)</b>	<b>Permitted Zones</b>	<b>Lighting Permitted</b>
Awning	Y	(See below) D	(See below) D	C-1, C-2, C-3, M-1, M-2	N
Banner	N	6	96	All	N
Billboard	Y	(See below) F	675	(See below) F	Y

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Canopy	Y	20 (See below) G	(See below) G	C-1, C-2, C-3, M-1, M-2	Y
Community	N	8	32	All	N
Directional	N	8	32	All	N
Flag	N	N/A	(See below) K	All	Y
Institutional	Y	6	32	All	N
Monument	Y	(See below) L and I	(See below) L and I	C-1, C-2, C-3, M-1, M-2	Y
Nameplate	N	2	2	All	N
Notice	N	6	32	All	N
Pole	Y	(See below) J and I	(See below) J & I	(See below) J	Y
Political	N	6	32	All	N
Public necessity	N	4	4	All	N
Real estate	N	(See below) N	(See below) N	All	N
Snipe signs	N	(See below)	20	All	N
Suspended	N	2	3	All	N

Temporary	N	(See below) P	(See below) P	All	N
Wall	Y	Top of building wall	Max area is 15% of the square footage of a single wall surface	C-1, C-2, C-3, M-1, M-2	Y
Warning	N	4	16	All	N
Wind	N	8	16	C-1, C-2, C-3, M-1, M-2	N
Window	Y	(See below) R	(See below) R	All	N

(C) Regardless of type, height, and area, all signs in the city shall comply with the following.

(1) All signs erected in the city shall comply with all building, electrical, fire, and other such relevant codes as may be in effect at the time the permit is issued.

(2) All signs are required to maintain appropriate vertical and horizontal clearances as may be required by any public utility company.

(3) No building permits will be issued for signs that involve electrical wiring or connections unless designed/built by a licensed electrical contractor, nor shall any building permit be issued for a sign unless the required drawings are prepared by, and stamped by, a licensed structural engineer.

(4) Any sign which has a foundation and/or footing requires a building permit, regardless of its designation on table in division (B) above.

(5) Any sign, regardless of type, which has lighting, shall be subject to the following standards:

(a) No lighting shall be permitted which penetrates beyond the property in a manner which constitutes a nuisance.

(b) Signs may be unlit, externally lit, internally lit or backlit. Additionally, any lighting must be directed so only the face of the sign is illuminated.

(c) Internally illuminated signs, also known as cabinet signs, shall use semi-opaque materials for sign text and logos such that the lighting is diffused. Transparent or clear materials are not allowed.

(d) Backlit signs may not have a visible light source. They shall only allow indirect illumination to emanate from the sign.

(e) Externally illuminated signs must be aimed and shielded so that the light is directed only onto the sign face.

(f) Regardless of the source or type of illumination, the aggregate output of the lighting shall not exceed 500 lumens or 13.94 foot-candles per square foot of sign area, as measured at the property line closest to the sign.

(6) No sign shall be placed, built, or located, nor shall any sign exist, in a manner which creates a nuisance, safety hazard, or other unsafe condition.

(7) When in proximity to traffic signals, street intersections, or traffic signs, no sign shall be designed similar to such traffic signs or signals, and shall not be permitted to use words which may reasonably create confusion as to the nature and purpose of the sign.

(8) Any sign placed at any intersection throughout the city shall be placed outside of the sight triangle (25 feet by 25 feet at the corner) area to not create a traffic hazard.

(9) No sign over two feet high shall be permitted in the line of sight triangle (seven feet by 50 feet) next to driveway entrances.

(10) Changeable copy and/or electronic message portions of the sign may change more than once per eight seconds.

(11) When more than one sign is proposed for a commercial or industrial project, a developer shall submit a plan for the overall placement and design of all signs throughout the development, except for those which are attached to buildings. Developers shall present a sign proposal demonstrating a consistent theme throughout the project signage. The Planning Commission shall review the sign proposal as part of the site plan review.

(12) With the exception of billboard signs and Planned Commercial Center as regulated within this chapter, off-premise advertising is strictly prohibited.

(13) All signs shall be kept in good condition and working order. Damaged signs shall be repaired in a timely manner. Repairs to signs shall take place within thirty (30) days after notice from the City, or within another time frame agreed to by the City. If the sign owner fails to repair signage as required, the owner may be subject to a violation as described within this chapter.

(D) (1) Awning signs shall be limited to single-story buildings or to the first level of multi-story buildings.

(2) Awning signs shall be placed over a doorway, window, or walkway.

(3) Awning signs are not allowed on, or above, a sloping or mansard roof.

(4) Awning signs shall not:

(a) Extend more than 18 inches on either side of the door, window, archway, or walkway over which they are located;

(b) Project less than two feet, or more than eight feet, from the wall on which they are anchored; and/or

(c) Project above the highest part of the building's vertical wall.

(E) New businesses shall be permitted to use a single banner sign during construction and for no more than six months after receiving final occupancy and a city business license.

(F) (1) Billboard signs are allowed only on property adjacent to, and fronting, I-15. Any other existing billboard signs at the adoption of this subchapter, which otherwise do not create a safety concern, are hereby grandfathered in and are a legally nonconforming use.

(2) Billboard signs must be oriented for freeway viewing, and be within 100 feet of the nearest freeway lane.

(3) In any permitted area along I-15, billboards shall not exceed a height of 60 feet above the grade of the interstate perpendicular to the billboard. Billboards shall always be allowed at a minimum height of 45 feet.

(4) Billboards along the I-15 corridor are limited to 672 square feet.

(5) (a) Billboards must be a minimum of 500 lineal feet from any other billboard on the same side of a street and 75 lineal feet from any on-premises sign on or off the same property.

(b) Billboards may be located within the 75-foot buffer of an on-premises sign when set back from the front property line 20 feet or more, measured to the closest edge of the billboard. In no case shall a billboard be located within the 75-foot buffer of an on-premises sign and be closer to the front property line than the on-premises sign.

(c) Billboards shall be set back from any on-premises sign at least six feet measured from the closest edge of each sign face.

(6) No billboard shall be closer than two feet to a front property line, measured to the closest edge of the billboard.

(7) A building permit may be issued for a billboard; however, prior to scheduling the first inspection for the billboard, applicants shall be required to provide the city with a letter of approval from the State Department of Transportation stating that the billboard meets their requirements for the I-15 corridor.

(G) Canopy signs shall only be permitted in gas/fuel stations over the gas/fuel islands, subject to the following.

(1) The height to the top of the canopy may not exceed 20 feet from grade, with no more than four feet of height containing fascia.

(2) Individual letters, logos, or symbols may not exceed four feet in height or project out from the canopy's surface more than 18 inches.

(3) This does not limit the ability to have a monument or other sign wherein gas/fuel prices may be displayed.

(H) Regulations for community signs are as follows:

(1) May be located at a variety of locations throughout the city, with the written permission of the property owner;

(2) May not be attached to another temporary, traffic, or business sign;

(3) May be part of the city's annual rotating events, such as West Haven Days, cultural arts events, holidays, or changes in the seasons;

(4) May be located at gateways to the city, at major intersections, and along major streets;

- (5) Shall be made of durable, weather-resistant material;
- (6) Shall be appropriate in size and scale to their location; and
- (7) Shall be displayed for not more than 30 days.

(I) (1) Written consent of the property owner on which a directional sign is located shall be presented to the Community Development Director, or his or her designee, prior to such a sign being erected.

(2) Directional signs shall be removed either two years from the time the first building permit in the subdivision is issued, or upon the sale of the final lot in the subdivision, whichever comes first. An extension may be granted by the Community Development Director, or his or her designee, if it can be shown that a substantial number of the lots are not ready for development or have not sold.

(J) (1) Subject to the regulations contained in this section, pole signs shall be allowed in commercial/manufacturing zones in the following areas:

(a) 4000 South, east of the canal located at approximately 3200 West;

(b) Commercial and manufacturing zoned properties located within 250 feet of the edge of the right-of-way of the following properties:

1. Wilson Lane;
2. 2100 South;
3. 1900 West;
4. Midland Drive;
5. Interstate 15.

(c) Pole signs are prohibited in areas not listed above, unless such areas are located within a Planned Commercial Center.

(2) Pole signs shall have a minimum clearance of ten feet to the bottom of the lowest cabinet face, except for Pole Signs within Planned Commercial Center, which shall follow the standards listed within this chapter.

(3) Pole signs shall be set back from any adjoining property line one foot for each foot of the sign's height, including any supporting structures.

(4) All support structures must be covered or concealed with pole/pylon covers which are designed to match the architectural style of the sign and the commercial buildings it advertises.

(5) Pole signs shall be incorporated into a landscaped design or planter box.

(6) No sign may be higher than 25 feet high, as measured from the crown of the road to the highest point of the sign.

(7) **Size**

— No pole sign shall exceed 80 square feet, except within a Planned Commercial Center.

(8) No sign may extend over a pedestrian or vehicular access area.

(9) When more than one pole sign is permitted, they shall be placed a minimum of 300 feet apart.

(10) On-premises signs located within 1,000 feet of I-15 may increase their height so that the sign is visible not more than 25 feet above the nearest lane, overpass, sound wall, or other view obstruction, whichever is highest.

(11) Two or more owners of separate, contiguous parcels of real property may elect to combine the street or highway frontage of their respective contiguous properties. If such properties are so combined, only one pole sign may be constructed or erected in accordance with the provisions of this subchapter.

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<b>Property Frontage (linear feet)</b>		<b>Max Number of Signs</b>
	<b>Property Frontage (linear feet)</b>	<b>Max Number of Signs</b>
Pole sign	0 - 99	1
	100 - 299	1
	300 - 599	1
	600+	2

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Planned commercial center Planned Commercial Center	0-399	1
-	400-599	1
-	600-1,200	2
-	1,200+	3

(K) Signs and decorations commonly associated with any national, state, or local holiday, as well as any faith-based observances and social customs or causes, shall comply with the following:

(1) All such signs/decorations shall be entirely confined to the property on which they are originally erected.

(2) No sign or decoration shall be placed in a manner to cause confusion with authorized traffic lights and signals.

(L) (1) Monument signs are permitted for any non-residential lot with a minimum of 30 feet of street frontage. Maximum height includes the height of the base, which shall be a minimum of one foot, and maximum width includes any frame or support structure.

<i>Property Frontage (linear feet)</i>	<i>Max. Area per Sign Face (square feet)</i>	<i>Max Height (feet)</i>	<i>Max number of Signs</i>
0 - 99	25	6	1
100 - 299	50	8	1
300 - 599	64	8	1
600 - 1,200	80	8	2
1,200+	80	8	3

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(2) Parcels with two or more street frontages are permitted one sign per frontage; provided that such signs can be placed a minimum of 100 feet from each other, measured diagonally across the property.

(3) When more than one monument sign is permitted, they shall be placed a minimum of 300 feet apart.

(4) Monument signs may be used to advertise the entrance into a subdivision, and shall be subject to the same regulations as commercial monument signs. Regardless of use, monument signs shall be incorporated into a landscaped design or planter box.

(5) Signs shall be set back from any adjacent property line one foot for each foot of sign height, including any base or supporting structure.

(6) Monument signs shall include the numeric street address of the property upon which it is located. The numbers shall be between nine inches and 15 inches in height.

(7) Monument signs shall be setback a minimum of five feet from any right-of-way line.

(M) (1) For primary and general elections, no political sign may be placed, or erected, more than 30 days prior to an election, and shall be removed within 72 hours after the polls have closed. Thirty days does not include the date of the election.

(2) No political sign may be placed within 150 feet of a ballot box or polling location.

(N) For real estate signs announcing the location, availability, and/or development of a property are allowed, shall be subject to the following conditions.

(1) Signs advertising the sale of an individual lot shall be no larger than 16 square feet in area, with a maximum height of four feet.

(2) On residential lots under construction, one sign is allowed advertising the sale of the lot and one sign is allowed advertising the developer of the lot.

(3) Signs announcing the future development of commercial, industrial, or residential property shall not exceed 96 square feet in area, with a maximum height of eight feet which includes the post.

(a) One sign per public or private street frontage is permitted.

(b) No sign shall be erected prior to approval of the development plan (subdivision, site plan, and the like) for the property on which the sign shall be located.

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(4) Signs announcing an open house on the property where the sign is located may not exceed 32 square feet in area, with a maximum height of eight feet. Open house signs may be placed on the subject property no more than 24 hours prior to the open house and shall be removed upon completion of the open house.

(O) (1) Suspended signs shall not extend beyond the outer edge of the awning, marquee, canopy, or facade to which they are attached.

(2) Suspended signs shall have a minimum eight-foot clearance above the sidewalk or landscaped area they are over.

(3) A minimum of five feet of horizontal distance shall separate suspended signs.

(P) Regardless of the purpose or nature of the sign, all temporary signs shall comply with the following.

(1) Temporary signs shall advertise a specific event or occasion.

(2) Temporary signs may be placed no more than 45 days prior to the event or occasion which they advertise, may remain for the duration of the event, and shall be removed within 48 hours after the event concludes.

(a) In the event a temporary sign is advertising a change of ownership, it shall be removed within 45 days after the ownership has changed.

(b) In the event a temporary sign is advertising a going out of business/bankruptcy sale, it may so advertise for a period of not longer than 90 days.

(Q) More than one wall sign may be erected on a single building; provided, that no more than seven signs are erected and the total of all such signs does not exceed the maximum of 15% of the square footage of a single wall surface.

(1) When multiple wall signs are erected on a single building, the design, size, lighting, and other elements of the signs shall blend together to create a cohesive theme.

(2) Wall signs may have a sign on any side with exposure.

(3) No wall sign shall project more than 18 inches beyond the wall to which it is attached.

(4) Multi-tenant buildings may use a single wall sign to identify all business located within the building.

(R) Window signs and indoor illuminated signs within 18 inches of the window shall not occupy more than 25% of the surface area of a single window or group of windows.

(S) Snipe signs are only allowed on fences and trees located on private property. They may not exceed 20 square feet in size. Snipe signs shall not be placed within the city easement which is generally six-feet measured from the edge of the roadway or within the city's right-of-way which is typically one foot off the back of sidewalk.

(T) Planned Commercial Centers. Any commercial development that meets the standards for Planned Commercial Centers shall comply with the following standards.

(1) The purpose of the Planned Commercial Centers is to allow multi-tenant developers of ten (10) acres or more to be able to combine signs at key locations and access points with increased sizes but have fewer pole and monument signs overall.

(2) The applicant shall provide a map of the Planned Commercial Center and what properties are included within the Center. Each property owner within the Planned Commercial Center shall be required to provide a signature or owner's affidavit for the application.

(3) The Planned Commercial Center must provide a comprehensive signage plan for pole and monument signs, including locations and types, before sign permit approval. A comprehensive sign plan for a proposed or existing Planned Commercial Center development may be approved by the Community Development Director or their designee as part of the site plan process.

(4) Off-premises signage is allowed within a Planned Commercial Center if the signage is for the properties or businesses within the center. Planned Commercial Center signage must be located within the subject Planned Commercial Center and locations shown on the comprehensive sign plan. If the Planned Commercial Center has access and frontage from at least two separate public streets or intersections, a single-pole or monument sign may be placed at each entrance.

(5) Monument signs for Planned Commercial Centers may be a maximum of 120 sq. ft. per sign face, regardless of total frontage.

(6) Pole Signs in Planned Commercial Centers

a. Pole signs may exceed 80 square feet if the sign advertises multiple businesses/tenants within the center. These pole signs shall be no larger than 200 square feet.

b. The City may approve a pole sign up to 250 square feet if the sign contains an area indicating that the center is located within West Haven, with a design approved by the city.

c. Pole sign max height within a Planned Commercial Center shall be thirty (30) feet.

d. There shall be no minimum ground clearance for pole signs located within a Planned Commercial Center, to allow for pylon-type signage for multi-tenant signs.

e. Setbacks: Pole sign bases shall be setback a minimum of ten (10) feet from the right-of-way. No part of the sign shall overhang into the public right-of-way or access drive, and shall not be placed within a sight triangle as described within this chapter.

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(7) Sign Spacing within Planned Commercial Centers

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	Total Center Frontage in feet	Combined number of pole and monument signs
Planned Commercial Center	0 – 599	1*
-	600 - 1,200	2*
-	1,200-3000	3
	3000+	4 plus one additional sign for every 1,000 feet of frontage.

\*An additional sign may be allowed, subject to section (4) above.

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(8) All other standards, setbacks, and height restrictions shall apply unless otherwise stated within this section.

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(Prior Code, § 56.10) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024; Ord. 41-2024, passed 12-18-2024)

**§ 157.760 APPLICATION PROCESS.**

(A) For any sign which requires a building permit, the following information shall be submitted as part of the application:

(1) A plot plan showing the relationship of any and all proposed signs to buildings, property lines, setbacks, intersections, easements, and driveway accesses on the property, as well as properties located within 300 feet of the property at issue;

(2) A scaled drawing showing, where applicable, the color, dimensions, proposed landscaping, sign materials, type of illumination, and street-view of the sign(s);

(3) Details of sign construction, including any electrical plan and foundation scheme;

(4) Proof of a current city business license;

(5) The name, address, and contact information for the business owner, business operator, and property owner;

(6) Contact information for any contractors used on the project; and

(7) Value of the sign.

(B) If signs are proposed as part of a new commercial site plan, they shall not be required to obtain a separate sign permit. Review and approval of the site plan shall constitute approval of the sign(s).

(C) Notwithstanding the foregoing, the Community Development Director, or his or her designee, may require additional information if he or she determines that the sign requires further review.

(D) The party responsible for the sign shall keep a record of any and all applications submitted and permits issued for the sign, and to present them to the Community Development Department upon request.

(E) The Community Development Department shall maintain such drawings as may aid a sign applicant in determining how the lighting, area, and placement of the sign will be calculated.

(Prior Code, § 56.12) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

#### **§ 157.761 VIOLATIONS.**

~~(A) -Any violation of this subchapter is subject to enforcement action, which shall be enforced by the Community Development Department, or their designee. All such violation notices, remedies and procedures for noncompliance shall follow the City Zoning Code violation ordinance.~~

(B) Any person, firm, or corporation that violates any of the provisions of this chapter shall be guilty of a Class C misdemeanor.

(C) Illegally placed signs. If a company, individual, or any organization places a sign without a permit or in a non-permitted location, the Community Development Department shall provide official notices of the violation. If practicable, the City may remove signs located within the public right-of-way. If the company, individual, or organization continues to place signs illegally after receiving the official notice, they shall be subject to a Class C misdemeanor for each violation.

(Prior Code, § 56.14) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 33-2019, passed 11-20-2019; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

**City Council  
Staff Review Memo**

**March 4, 2026**

Stephen Nelson, Community Development Director



**Amendment of the Planning Commission’s Policies and Procedures**

<b>Proposal:</b>	Discussion of the Planning Commission’s policies and procedures
<b>Ordinance Section:</b>	<b>§ 32.02 PLANNING COMMISSION</b>
<b>Applicant:</b>	The Planning Commission
<b>Decision Type:</b>	Legislative
<b>Staff Recommendation:</b>	Provide feedback on the draft.

**I. BACKGROUND**

West Haven City Code **§ 32.02 (C)** states:

*(4) The Planning Commission may adopt such policies and procedures for the conduct of its meetings, the processing of applications, and for any other purposes as the Commission may, from time to time, consider to be necessary for the functioning of the Planning Commission.*

*(5) The policies and procedures adopted by the Commission must be approved by the City Council before taking effect.*

Several members of the Planning Commission have requested a review of the current adopted Policies and Procedures. This document contains the general rules of order and procedure governing Planning Commission meetings and decorum. These rules are drafted and recommended by the Planning Commission, but must obtain final approval from the City Council.

One of the main concerns raised by the Planning Commission is that the document is too long and complicated, and there has been a request to simplify it and generally make it more comparable to the City Council’s Policies and Procedures (attached). As such, the proposed change has eliminated large sections and replaced them with simplified rules of a general decorum. The primary changes are as follows:

- Replaced section IV Procedure Order of Business with IV Basic Policies for West Haven Planning Commission Meetings. This section now summarizes the majority of the sections that have been altered in this proposed draft.
- Removed sections V Order and Decorum, VI Procedure Motions, VII Procedure Reconsideration, and VIII Documents of the Commission. Some of the main topics of each of these sections have been shortened and summarized in the new section IV.
- Public Hearing Rules have been added to Section IV.
- There are a number of other changes contained in the redline version attached with the goal of clarifying and simplifying other sections.

## II. Planning Commission Adoption and Recommendation

The Planning Commission reviewed the proposed rules over several meetings and made the desired changes. The Planning Commission adopted and recommended that the City Council approve the updated draft of the Planning Commission’s Policies and Procedures.

## III. Recommendation

Staff recommends that the City Council review and discuss the proposed updates to the rules of order, taking into consideration how these updates will be implemented and function in guiding the Planning Commission in future meetings. By code, the Planning Commission adopts “such policies and procedures”, but they “must be approved by the City Council before taking effect” **§ 32.02 (C)(4)-(5)**. As such, the Planning Commission has adopted the proposal, and it is now being presented for City Council’s review and approval.

**Approval:** Motion that the City Council **approve** Resolution No. 08-2026, a Resolution No. 08-2026, a Resolution of West Haven City Approving the Planning Commission’s Adoption of Updated Policies and Procedures; and, Providing for an Effective Date.

**Recommend Approval with Conditions:** Motion that the City Council **approve** Resolution No. 08-2026, a Resolution No. 08-2026, a Resolution of West Haven City Approving the Planning Commission’s Adoption of Updated Policies and Procedures; and, Providing for an Effective Date; with the following **conditions/amendments**:

[insert conditions or amendments]

**Table:** Motion to **table** the discussion and consideration of Resolution No. 08-2026, a Resolution of West Haven City Approving the Planning Commission’s Adoption of Updated Policies and Procedures; and, Providing for an Effective Date.

[insert conditions or direction for changes that need to be made]

**Deny:** Motion that the City Council **deny** Resolution No. 08-2026, a Resolution of West Haven City Approving the Planning Commission's Adoption of Updated Policies and Procedures; and, Providing for an Effective Date

# **POLICIES AND PROCEDURES FOR WEST HAVEN CITY COUNCIL**

## **Basic Policies for West Haven City Meetings**

1. For City Council matters, the Mayor, any Council Member, or the City Manager can place an item on the City Council agenda.
2. An item scheduled for the agenda can be rescheduled for a different date by a vote of the majority of the members of the City Council.
3. The Mayor must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.
4. The Mayor must ask for a motion and a second to the motion on each item on the agenda. Any motion receiving a second will be discussed by the City Council.
5. Any Member may call for a vote on the motion at any time. A vote will then be held on the motion.
6. Any document adopted and passed that requires signatures will be signed at the meeting, prior to adjournment. If the Mayor refuses to sign the document(s), any three Members of the City Council may execute the document on behalf of the City Council.
7. Member packets will be distributed before a scheduled meeting.
8. All meetings are open and public meetings unless specifically closed under the provisions of the Utah Open Meetings Act.
9. A public meeting is defined as a meeting, at which public business is discussed, decided or policy formulated. Citizens are allowed to attend and observe but not participate.
10. A public hearing is defined as a meeting which provides citizens the opportunity to express their position on the issue under consideration, both pro and con after due notice. Citizens may observe and comment as provided by the City Council's rules but this is not a forum for a debate with the City Council.
11. Citizens' comments or questions on any issue not on the agenda will be taken at the beginning of the meeting. Any citizen, who wants to make comments, will have the opportunity to do so in an orderly manner. This opportunity to make a comment is not to be mistaken for a public hearing nor is it an opportunity to debate with the governing City Council. Responses to public comments by elected officials and/or staff may be permitted by the Mayor, recognizing no decisions or policies may be adopted during public comment time. The City Council will not tolerate any interruptions or disruption of meetings. Each citizen may speak once for a period not to exceed three (3) minutes.
12. Any citizen desiring an item be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the City Council to make a decision. The City Manager, or his/her designee, will inquire whether any member of the appropriate City Council is willing to sponsor the item for the agenda. Sponsored items will be placed on the agenda for the next meeting of that City Council. Non-sponsored items will not be placed on the agenda. Items to be placed on the agenda are due by noon at least three working days before regularly scheduled Meeting.

## **Rules for Conducting Public Hearings**

1. All members of the public will be allowed to speak once for a period not to exceed three (3) minutes.

2. If a comment or question from a member of the City Council interrupts a member of the public speaking during a hearing, the time taken by the comment or question and the response will not be counted as part of that citizen's three (3) minutes.
3. If a member of the City Council raises a question about a comment from a member of the public after the person has made his/her comments, the member of the public will be allowed two (2) minutes to respond to each question raised.
4. Members of the public cannot give their three (3) minutes away to another person to speak on their behalf.
5. A member of the public, during the time allotted for that person's comments, may request of the City Council that the record be held open for written comment. Any member of that City Council may then move to hold the record open for written comments for a specified period. If the motion receives a second and passes by majority vote, the record will be held open for the specified time, otherwise the item will not be received into the record.
6. Participants in public hearings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the City Council until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.

### **Disturbing Meetings**

The City Council may fine or expel, any of its members for disorderly conduct upon an affirmative "majority plus one" vote of those members present. The City Council may also, upon an affirmative "majority plus one" vote of those members present, expel any person who is disorderly during any regular, work or special meeting of the City Council.

The Mayor may expel any person, other than a member of the City Council, who is disorderly during any regular, work, or special meeting of the City Council.

### **Conflict of Interest**

Members are required to disclose actual or potential conflicts of interest between their public duties and their personal interests. Under most conflict of interest situations, Council Members should recuse themselves from participating in discussion on and abstain from voting on a matter if they have a substantial interest in the item before the Council, and to avoid participating in the discussion as well. "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity. See Utah Code Section 10-3-1301 et seq. for additional direction on conflicts of interest.

### **Notes on Decorum in Discussion/Debate Generally:**

A loose paraphrasing of Robert's Rules of Order suggests the following guidelines in helping to maintain civility and fairness during discussion and debate. These guidelines are pertinent when controversial issues arise in discussion.

**A. Treat one subject at a time.**

Do not speak adversely on a prior action that is no longer pending. In debate, a member cannot reflect adversely on any prior act of the City Council not then pending, unless a motion to reconsider, rescind, or amend it is pending, or unless s/he intends to conclude his/her remarks by making or giving notice of one of these motions.

**B. Alternate between opposite points of view in discussion unless it is clearly apparent there is unanimous support for the question under discussion.**

Fairness and the appearance of fairness are vitally important to success and effectiveness in the deliberative process.

**C. Maintain decorum in discussion and avoid allowing personalities to enter into the debate.**

Do not attack a member's motives. When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but should always avoid discussions of personalities, and under no circumstances should s/he attack or question the motives of another member. The measure, not the member, is the subject of debate.

Avoid personalizing issues. The phrase "attack issues, not people" summarizes the goals of discussing and debating matters brought before a deliberative City Council. Any personal remark or attack must be ruled out of order by the Mayor: "Bob is a whiny anarchist and for that reason I cannot support his motion" is a comment that must be stricken and called up short immediately. Remarks must be kept free of personal reference.

The motion being considered is the subject of debate, not the member who proposed it. Offensive language is by definition offensive and all remarks must avoid personal invective.

Address all remarks through the Mayor. It is best practice if members of a deliberative City Council do not address one another directly, but address all remarks through the Mayor. This is an effective tool in keeping away from the likelihood of sliding into personalizing an issue. If, while a member is speaking in discussion or debate, another member wishes to address a question to him/her, the member desiring to ask the question should address the Mayor, proceeding as... "[a] Point of Information ..."

**D. Confine debate to the merits of the question under discussion.**

Confine remarks to the merits of the pending question. In a discussion and debate, a member's remarks must be germane to the question then before the City Council.

Members should refrain from speaking adversely on or about a prior action that is not pending. In debate, a member cannot reflect adversely on any prior act of the City Council that is not then pending, unless a motion to reconsider, rescind, or amend it is pending, or unless s/he intends to conclude their remarks by making or giving notice of one of these motions.

**E. Division of a question—members may be for one part of a question and not for another.**

When a question relating to a single subject contains several parts, each of which is capable as standing as a complete proposition if the others are removed, the parts can be separated to be considered on and voted on as if they were distinct questions – by adoption of a motion to divide the question.

**Resolution No. 08-2026**

**RESOLUTION OF WEST HAVEN CITY APROVING THE PLANNING COMMISSION'S ADOPTION OF UPDATED POLICIES AND PROCEDURES; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION I – RECITALS:**

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, in conformance with the provisions of UCA §10-3-717, the governing body of the City may exercise all administrative powers by resolution; and,

WHEREAS, the City has enacted an ordinance which establishes a Planning Commission, as required by UCA §10-20-301; and

WHEREAS, State Code requires that each municipality, when establishing a planning commission, shall define “the rules of order and procedures for use by the planning commission in a public meeting” UCA §10-20-301; and

WHEREAS, West Haven Municipal Code §32.02 Planning Commission establishes a process, that time to time, the Planning Commission “may adopt such policies and procedures for the conduct of its meeting” and that such policies and procedures “must be approved by the City Council before taking effect”; and

WHEREAS, the Planning Commission has considered, discussed, and adopted updated policies and procedures on February 25, 2026, and has now requested that the City Council review and approve these updates; and

WHEREAS the City Council now desires to approve the updated Planning Commission Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Haven City as follows:

**SECTION II. AGREEMENTS:**

1. That the updated Planning Commission Policies and Procedures, a copy of which is attached as Attachment “A” to this Resolution, are hereby approved in their entirety by the City Council.
2. That the Mayor is authorized to sign this Resolution.
3. The foregoing Recitals are fully incorporated herein.

**SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:**

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

**SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:**

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

**SECTION V - SAVINGS CLAUSE:**

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

**SECTION VI. DATE OF EFFECT**

This Resolution shall be effective immediately upon its passage on the 4th day of March 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 4th day of March 2026.

WEST HAVEN CITY

\_\_\_\_\_  
Mayor Rob Vanderwood

ATTEST:

\_\_\_\_\_  
Emily Green, City Recorder

Mayor Rob Vanderwood	Yes _____	No _____
Councilmember Carrie Call	Yes _____	No _____
Councilmember Kim Dixon	Yes _____	No _____
Councilmember Nina Morse	Yes _____	No _____
Councilmember Ryan Saunders	Yes _____	No _____
Councilmember Ryan Swapp	Yes _____	No _____

**ATTACHMENT “A”**

**Attached to Resolution 08-2026  
Planning Commission Policy and Procedures**

**DRAFT**

## POLICIES AND PROCEDURES OF THE PLANNING COMMISSION

### I. ORGANIZATION

- A. Appointment of Chair and Vice-Chair: The Planning Commission, during the first regular meeting in the new calendar year, and at other times as required, the members of the Commission shall nominate One (1) of their members as chair and one (1) of their members as vice-chair.
- B. Chair - Duties
1. The Chair shall preside at all meetings of the Commission providing general direction for the meetings, assuring proper order of the Commission and public in all proceedings. Such duties shall include:
    - a. Announcing the business before the Commission in the order in which it is to be acted upon;
    - b. Receiving and submitting in the proper manner all motions and propositions presented by the members of the Commission;
    - c. Putting to a vote all questions, which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof;
    - d. Informing the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice;
    - e. Maintaining order at the meetings of the Commission;
    - f. Moving the agenda along, holding down redundancy, referencing handouts and procedures in a sensitive way during meetings;
    - g. Recognizing speakers and Commissioners prior to receiving comments and presentations of physical evidence, i.e., plans and pictures; and
    - h. Receiving documents or other physical evidence as part of the record.
  2. It shall be the duty of the Chair to authenticate by signature when necessary, or when directed by the Commission, all of the acts, orders and proceedings of the Commission.
  3. The Chair may rule out of order any comment which is irrelevant, personal, or not pertinent to the matter being heard.
- C. Duties of the Vice-Chair: The Vice-Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.
- D. Temporary Chair: In the event of the absence of, or disability of both the Chair and Vice Chair, the Commission shall elect a temporary Chair to serve until the Chair or Vice Chair so absent or disabled shall return, or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.
- E. ~~Deputy City Recorder~~~~Secretary~~ – The Deputy City Recorder or designee of the City ~~Manager~~~~Administrator~~ shall serve as secretary of the Commission. The ~~Deputy City Recorder~~~~secretary~~ shall have the following duties:
1. Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, to record for the record all members in attendance, to read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting, and to

receive and bring to the attention of the Commission messages and other communications from other sources;

2. Keep the minutes of the proceedings of the Commission and to record the same;
3. Keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission; and
4. Perform such other duties as may be required by these rules or law.

## II. CONDUCT OF MEMBERS OF THE COMMISSION

- A. Addressing Members: Commission members shall be addressed respectfully ~~by not only not only~~ by each other but also by members of the public.
- B. Preparation: Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit a site or have familiarity with a site, they shall disclose any observations.
- C. Members Shall Attend Meetings: Every member of the Commission shall attend the meetings of the Commission, by Zoom or electronic means (including by phone) or in person. Any member desiring to be absent from a meeting shall notify the ~~secretary~~ Deputy City Recorder of the reason for the absence. The ~~secretary~~ Deputy City Recorder shall call the same to the attention of the Chair and the reason for the absence shall be placed on the record. If a member is late to a meeting because of work or traffic, this will not be counted against them regarding the attendance requirement. If a member of the Planning Commission is absent from three regular meetings within a calendar year, the Chair shall notify the Mayor, shall provide the reasons that the member gave for being absent, and shall recommend to the Mayor whether or not that member should be removed from the Commission for cause. The Mayor is authorized, in his/her sole discretion, to grant an exception to the attendance policy for good cause shown. A member may be removed from office for misconduct or failure to comply with attendance requirements in accordance with the Planning Commission Ordinance.

D. Planning Commission members shall attend required training.

E. ~~Members are required to disclose actual or potential conflicts of interest between their public duties and their personal interests. Under most conflict of interest situations, Planning Commission Members should recuse themselves from participating in discussion on and abstain from voting on a matter if they have a substantial interest in the item before the Council, and to avoid participating in the discussion as well. "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity. See Utah Code Section 10-3-1301 et seq. for additional direction on conflicts of interest.~~

~~D.~~

E. ~~Conflict of Interest: A Planning Commission member with a conflict of interest in a matter before the Commission shall state that such a conflict of interest exists and withdraw from participation in the public hearing, work session or regular meeting on such matter. A member of the Planning Commission who feels he/she, or any other member of the Commission, may have a conflict of interest on any matter that is on the Commission agenda shall explain the possible conflict to the Commission. The Commission shall then vote to decide whether an actual, apparent, or reasonably foreseeable conflict of interest does exist, and whether the Commissioner should~~

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withdraw from participation and voting. If a Commissioner has a conflict of interest, that person shall not participate in the discussion and voting on that matter, nor attempt to use his/her influence with other Commissioners before, during or after the meeting. A Commissioner who has a conflict of interest shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon.

~~1. Disqualification:~~

~~a. No member of the Planning Commission shall participate in the discussion of an application or vote on an application for any action when any of the following conditions exist:~~

~~1. Any of the following have a direct or substantial financial interest in the proposal: members of the Planning Commission or the member's spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which the member is then serving or has served within the past two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.~~

~~2. For any other reason, the member has determined that participation in the decision cannot be in an impartial manner.~~

~~2.1. Disclosure of Potential Conflict of Interest: Whether or not he/she is disqualified, a public official shall disclose any potential conflict of interest as required by state law.~~

~~3.2. Ex Parte Contacts: An ex parte contact is any communication with a party or person outside of a planning commission meeting regarding administrative applications. Commissioners are not to engage in these communications. Anyone speaking to Commissioners on administrative matters should do so at a regular meeting so their comments, concerns, and evidence are on the public record. Communications regarding legislative matters are generally permitted.~~

~~a. Planning Commission members shall reveal any pre-meeting or ex parte contacts with regard to administrative matters at the commencement of the public meeting on the matter. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties are prohibited. Partisan information on an application received by a Planning Commissioner whether by mail, telephone or other communication should be made part of the public record. If such contacts have impaired the member's impartiality or ability to vote on the matter, the member shall so state and shall abstain.~~

~~4. Planning Commission Members Wishing to Give Comment: A member who desires to make comments at a meeting may do so only after declaring intent to comment, abstaining from voting on the proposal, and vacating the seat and physically joining the audience. Before commenting, the Commission member shall make full disclosure of his/her status and position at the time of addressing the Planning Commission and disclose that the person is commenting as an interested member of the public and not in his/her capacity as a member of the Commission; upon commenting, the member shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon. If a member is an applicant, he/she can fully participate in the matter.~~

~~5.3. Gifts and Favors: Gifts and favors standards are found in UCA §67-16-5. No public officer or employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any~~

gift, compensation or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value less than \$50 (fifty dollars) or an award publicly presented in recognition of public service.

~~6. Treatment of Information: Reports and official records of a public planning agency must be open on an equal basis to all inquiries. Planning advice should not be furnished to some unless it is available to all. All reports in an official meeting agenda are public information. Communication with planning staff members is not an ex parte contact and is allowed.~~

~~7. Political Activity: Membership in a political party and contributions to its finances or activities are matters of individual decision that should neither be required of nor prohibited to Planning Commissioners. The extent of participation in political activities should be governed by professional judgment as well as limited by any applicable civil service law or regulation. The special position of a Planning Commissioner should not be used to obtain contributions or support for a political party and should not be used to obtain partisan favors.~~

### III. MEETINGS

A. Place: Meetings of the Commission shall be held in the West Haven City Council Chambers in the West Haven City Municipal Building, located at 4150 S 3900 W., West Haven, Utah. The meeting can also be held by Zoom or other electronic means as long as public notice is provided and the public is provided the opportunity to view and participate in the meeting. If the location is not available on meeting dates, then the meeting may be held in the location specified in the public notice or at such other place in West Haven as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within West Haven City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

~~B. Regular Meetings: Regular meetings of the West Haven City Planning Commission shall be held on the second and fourth Wednesday of each month at 6:00 p.m. Field trips may be held at the times of regular scheduled work sessions. Field Trips of 3 or less commission members may occur whenever necessary (Not a quorum).~~

~~B.~~  
C. The date of the regular meeting may be changed by the majority of the total membership of the Planning Commission provided at least one week notice is given each member of the new date of a regular meeting.

D. Work Sessions: A work session of the West Haven City Planning Commission may be held before each regularly scheduled meeting beginning at 5:00 p.m. or as designated by the Chair of the Planning Commission and noticed to the public.

~~1. Work sessions may be held as part of a regular Commission meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.~~

E. Meetings - Matters Considered: Any matter pertaining to the affairs of the Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.

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- F. Quorum: Four members of the Commission shall constitute a quorum thereof for the transaction of all business except where unanimous consent of all members is required. An abstaining or disqualified member of the Planning Commission shall not be counted as if present for purposes of forming a quorum. Except as otherwise specifically provided in these Rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.
- G. Open Meetings Law: All meetings of the Planning Commission shall be open to the public, unless otherwise allowed by the Utah Open and Public Meetings Act. All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.
- H. Length of Meetings: With a majority vote of the Planning Commission at 9:30 p.m. or later, the Commission shall finish the item presently being considered. All items remaining to be heard will be forwarded to the next agenda for consideration. Public Hearings must be completed in the meeting they were publicly noticed, regardless of the length of the meeting.

**IV. BASIC POLICIES FOR WEST HAVEN PLANNING COMMISSION MEETINGS**

- A. An item scheduled for the agenda can be rescheduled for a different date by a vote of the majority of the members of the Planning Commission.
- B. The Chair must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.
- C. The Chair must ask for a motion and a second to the motion on each item on the agenda. Any motion receiving a second will be discussed by the Planning Commission.
- D. Any Member may call for a vote on the motion at any time. A vote will then be held on the motion.
- E. Member packets will be distributed before a scheduled meeting.
- F. A public hearing is defined as a meeting that provides citizens the opportunity to express their position on the issue under consideration, both pro and con, after due notice. Citizens may observe and comment as provided by the Planning Commission's rules but this is not a forum for a debate with the Planning Commission.
- G. Rules Governing Public Hearings
  - 1. Each speaker will be limited to a single opportunity to speak and shall direct comments only to the Commission.
  - 2. Such opportunity may not exceed two (2) minutes, as has been determined by the Chair, as outlined in Resolution 28-2021
  - 3. In accordance with Resolution 28-2021, the Chair may refuse to recognize or may exclude from the public hearing anyone who:
    - a. Is disorderly, abusive, or disruptive;
    - b. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
    - c. Comments without first receiving recognition from the Chair and stating his/her full name and residence; or

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- d. ~~Presents irrelevant, immaterial, or repetitious evidence.~~
- 4. ~~Comments and questions raised by speakers will not be addressed or answered by Staff or Commissioners during the hearing but will be addressed upon conclusion and closure of the hearing.~~

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H. ~~Applicants or their Agents shall be provided with adequate opportunity to speak on behalf of their applications, including providing an initial presentation, answering questions, and providing any rebuttal. The Planning Commission and City staff shall be provided with an opportunity to ask questions to representatives of an application. The applicant or their agent shall follow the general rules of decorum and shall only address the Commission when invited by the Chair.~~

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I. ~~Any citizen desiring an item be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the Planning Commission to make a decision. The Community Development Director, or his/her designee, will consult with the Chair to before placing the item on any agenda. If both the Chair and Community Development Director agree, the item may be placed on the next agenda.~~

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#### ~~IV.J. PROCEDURE – ORDER OF BUSINESS~~

A. ~~Order of Business: The order of business in the Commission shall be as follows:~~

- 1. ~~Chair opens the meeting and welcomes those in attendance~~
  - a. ~~Chair calls on a member of the Commission or designee to offer the pledge of Allegiance~~
  - b. ~~Chair calls on a member of the Commission to offer a prayer of their choice~~
  - c. ~~The Chair will recognize the commission members absent, and the Secretary shall record the same and it shall be entered on the record.~~
  - d. ~~Approval of minutes of prior meetings~~
  - e. ~~City Staff, generally the City Planner, shall inform Commissioners of actions taken by the City Council with regards to Planning Commission matters.~~
  - f. ~~Chair asks commissioners if there are any ex parte communications or conflicts of interest to disclose, members are responsible to disclose if chair fails to ask.~~
  - g. ~~Petitions, Applications, and Public Hearings as they appear on the public meeting agenda.~~
  - h. ~~Chair may adjourn the meeting upon completing of the agenda items.~~

B. ~~Agenda for Meetings: The Secretary shall prepare a written agenda for each meeting as far in advance thereof as possible. The Secretary shall make every effort to deliver the agenda, along with Staff Reports and related documents, to the members of the Commission at least six (6) days in advance of a regular meeting.~~

C.K. ~~Deadline for Agenda: Requests to be on a Planning Commission agenda shall be filed fifteen (15) days prior to the meeting for consideration by the Planning Commission. The Planning Staff shall certify completeness of requests. Certified requests which have been filed in a timely manner shall be placed on the agenda. The deadline may be waived by the Community Development Director or their designee if he/she determines that good cause exists for waiving the deadline, the application is complete, and it is determined that Staff has sufficient time to analyze the request, adequately prepare a Staff Report, and give proper notice.~~

D. ~~Special Order of Business: The Commission may suspend the rules as to the order of business, or return to an order already passed or tabled, on a motion supported by a majority of the members present.~~

## V. ORDER AND DECORUM

~~A. Order of Consideration of Items: The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be re-arranged by the Chair for individual items, if necessary, for the expeditious conduct of business:~~

- ~~1. Chair introduces item;~~
- ~~2. Staff makes a presentation on the criteria, standards, and recommendations regarding the proposed project;~~
- ~~3. Planning Commission members may make questions of applicant or applicant's agent or staff;~~
- ~~4. Open Public Hearing, if applicable;
  - ~~a. Chair will open a public hearing with a vote and close a public hearing with a vote when there are no more comments.~~
  - ~~b. Any opponents and/or proponents may comment after being recognized by the chair.~~~~
- ~~5. Applicant's rebuttal if requested;~~
- ~~6. Concluding comments of Staff or Staff summary and recommendations;~~
- ~~7. Motion is made and seconded; the Planning Commission discusses the item and votes. Members are allowed to openly discuss the proposal and may further question any party appearing for or against the proposal as necessary, but generally questions should be asked while the public hearing is open. The Chair outlines possible actions: approvals, disapproval, continue, or approval with conditions.~~

~~B. Consideration of Items: All parties shall have an opportunity to be heard, to present, and rebut evidence before an impartial tribunal in an orderly manner, to have the proceedings recorded, and to have a decision rendered in accordance with the facts on record and the law.~~

- ~~1. The Chair of the Planning Commission shall have authority to:
  - ~~a. Regulate the course and decorum of the meeting.~~
  - ~~b. Dispose of procedural requests and similar matters.~~
  - ~~c. Question any person appearing and allow other members to question any such person.~~
  - ~~d. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so, provided that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.~~
  - ~~e. Take such other action as authorized by the Planning Commission to appropriately conduct the hearing.~~
  - ~~f. A ruling of the Chair may be challenged by any member of the Planning Commission present at the hearing. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.~~
  - ~~g. Time Limits: The Chair may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.~~~~
- ~~2. Conduct of Persons before the Commission: Proceedings shall at all times be orderly and respectful:
  - ~~a. The Chair may refuse to recognize or exclude from the hearing anyone who:
    - ~~i. Is disorderly, abusive, or disruptive;~~
    - ~~ii. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;~~~~~~

- iii. ~~Comments without first receiving recognition from the Chair and stating his/her full name and residence; or~~
- iv. ~~Presents irrelevant, immaterial, or repetitious evidence.~~
- b. ~~Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience; shall address all comments to the Planning Commission; and may not directly question or interrogate other persons in the audience.~~

## VI. PROCEDURE—MOTIONS

A. ~~Making of Motions: Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Planning Commissioner, except for the Chair, may make a motion; however, any Planning Commissioner may second a motion. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.~~

### B. ~~Withdrawing or Modifying a Motion:~~

1. ~~When a motion has been made but not yet voted on, whether or not it has been seconded, it can be withdrawn or modified by the mover if the member simply says, "Chair, I withdraw the motion."~~
2. ~~If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may do so.~~
3. ~~If a motion is modified, the second may withdraw his/her second.~~
4. ~~After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.~~

### C. ~~Motions in Order During Debate:~~

1. ~~When a question is under debate, no motion shall be received except:~~
  - a. ~~To continue, table, or postpone indefinitely to a specified time;~~
  - b. ~~To amend; to substitute;~~
  - c. ~~Refer to committee;~~
  - d. ~~Previous question (immediately close debate) or call for a vote;~~
  - e. ~~Limit or extend limits of debate;~~
  - f. ~~Take a recess;~~
  - g. ~~Call for orders of the day;~~
  - h. ~~Suspension of the rules;~~
  - i. ~~Appeal rulings by the Chair; or~~
  - j. ~~Reconsider an undebatable motion.~~
2. ~~Motion must be Germane: No motion or proposition on a subject different from that under consideration is in order and no such motion or proposition shall be admitted under color of amendment.~~

3. ~~Motions to Deny: Where a motion to deny a request has been defeated, a member of the Commission may make another motion to dispose of the issue.~~
4. ~~Substitute Motions: A motion to amend by striking out an entire section or paragraph of a main motion and inserting a different section or paragraph is called a motion to substitute. Substitute motions shall supersede the main motion upon receiving the approval of a majority vote.~~
5. ~~Amendments: All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment is offered, the question shall be first upon the amendment. An amendment may be tabled without prejudice to the main motion or question. When an amendment is proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure. If any amendment be offered, the question shall be first upon the amendment.~~
6. ~~Friendly Amendments: A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean up items or an issue discussed but inadvertently neglected by the maker of the motion.~~

#### ~~VII. PROCEDURE RECONSIDERATION~~

- A. ~~Motion to Reconsider: A motion to reconsider must be made in the same meeting as the motion that was voted on. It can only be made by a member who voted on the prevailing side and must be seconded. Any Commission member, regardless of vote on the main motion, may second the motion. It is a debatable motion. It can be made to a vote that was either affirmative or negative. This type of motion proposes no specific change in a decision but simply proposes that the original question be reopened. It requires a majority vote and cannot be reconsidered.~~

#### ~~B. PROCEDURE DEBATE~~

1. ~~Interruptions and Questions: No member of the Commission shall interrupt or question another Commissioner without obtaining the Commissioner's consent. To obtain such consent, the Chair shall be addressed requesting to interrupt or ask a question, e.g., "Chair (name) I would like to ask Commissioner (name) a question or make a comment." The Commissioner speaking has the discretion to allow an interruption.~~

#### ~~C. PROCEDURE VOTING~~

1. ~~Roll Call on Final Passage: The vote upon the final passage of all business shall be by aye (yes) and nay (no) given by members of the Commission by voice vote.~~
  - a. ~~The Chair will determine the outcome of the voting and announce the result by identifying those members who voted in the affirmative and in the negative. The Chair may also call for a Roll Call vote if they are unsure of the outcome.~~
  - b. ~~Any member of the commission may call for a Roll Call vote immediately following a vote, by making a motion and receiving a second. Chair shall then ask each commissioner for their vote individually.~~

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~~e.—In recording votes on roll call, the Secretary shall record the votes for the record. The Chair shall announce the result.~~

- ~~2.—Minute Approval: The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission the Chair shall call for a vote of ratification of the minutes, upon a positive vote declare the minutes approved either as presented or amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.~~
- ~~3.—Voting or Changing Vote, Before Decision Announced: On any such vote any member may change his/her vote before the decision of the question has been announced by the Chair.~~
- ~~4.—Voting or Changing Vote, After Decision Announced: When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair.~~
- ~~5.—Commission Members Required to Vote—Late Voting: No member may abstain from voting unless there is a conflict of interest except as noted below. A member entering the Chamber after the question is put and before it is decided, may have the question stated, record his/her vote and be counted. A member who has not been present during the discussion of any matter and feels he/she has insufficient information on which to act may abstain.~~
- ~~6.—Tie Votes: If a motion regarding any matter before the Commission receives an equal number of votes in the affirmative and in the negative, the motion fails. The Commission shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.~~
- ~~7.—Explaining Vote: After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.~~
- ~~8.—Not to Vote Unless Present: No member of the Commission shall vote on any question unless the member shall be present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whatsoever.~~

#### VIII.—DOCUMENTS OF THE COMMISSION

- ~~A.—Any and all materials submitted to the Planning Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record;" provided, however, that the Staff Report submitted to the Planning Commission as part of the agenda shall automatically become part of the public record.~~
- ~~B.—All notices, agendas, requests, agency or consultant letters or reports, Staff Reports, minutes of meetings, and resolutions of record shall constitute the documents of the Planning Commission and shall be indexed as public record.~~

#### IX.V. AMENDMENT

- A. These Rules of Order may be amended at any meeting of the Commission held after not less than ten days written notice of the proposal to amend the Rules, upon a majority vote of all the members of the Commission and approved by the City Council.

X.VI. RECORDING OF RULES - COPIES TO BE FURNISHED

- A. These Rules, and all subsequent amendments thereto, shall be recorded by the [secretaryDeputy City Recorder](#) in the book kept for the recording of such business and shall be furnished to each member of the Commission.

**City Council  
Staff Review Memo**

March 4, 2026

Stephen Nelson, Community Development Director



**Master Plan Scope Review**

<b>Proposal:</b>	Discussion of the Proposed Parks Master Plan Scope
<b>Ordinance Section:</b>	
<b>Applicant:</b>	West Haven Community Development and Parks Department
<b>Decision Type:</b>	Discussion
<b>Staff Recommendation:</b>	Provide feedback on the draft

**I. BACKGROUND**

The City Council budgeted money to start a Parks Master Plan this year. A Parks Master Plan “outlines a systematic approach to providing parks and recreation services to a community.” (Steiner and Butler, p 27, 2007). Generally, when looking at creating a Parks Master Plan, the City looks at the following items:

- Quantity of parks and amenities
- Proximity and accessibility: Where are parks located, and are they accessible to the public
- Distribution: Ensuring park locations are balanced and provide service across the City
- Balance: Offering a variety of facilities and amenities throughout the community
- Connection: How different parks connect with City trails, neighborhoods, and other park/open spaces
- Environmental Protection: Are there places within the City that need protection
- What additional amenities, park spaces, and recreational services are needed or desired?

(This is a summary of different items to consider from Planning and Urban Design by Steiner and Butler, 2007, see Parks and Open-Space Plans).

The City Community Development and Parks Department, along with the City Manager, has worked with the City Planning Consultant, Landmark Design, to create a scope for a Master Plan whose cost is within the City’s Planning Budget. The following is a summary of the main sections of the proposed scope:

- Initial analysis and creating a basic understanding of the City’s current parks and recreation system

- Community Engagement and Outreach. This will include consulting with the City's Parks committee, staff, and conducting a community survey. We are also planning on having some preliminary items at the General Plan Open House.
- Inventory, Needs Assessment, and Analysis. The consultant, with City staff, will review the current park infrastructure and compare it with the local level of service. This will look at park amenities, distribution, trails, and recreation. Within this section, staff has asked that they include a Placemaking Analysis and a Civic Center (property around City Hall) to provide guidelines and recommendations to enhance the design of our park spaces.
- Draft Parks, Open Space, Recreation, and Trails Plan. This will be the drafting of the final document. A couple of highlights include a park gap analysis, a recreation program review, park and trail signage standards, a strategic action plan, and an assessment of funding needs and partnership opportunities.
- Deliverable: final plan, park and trail brochure (PDF), and online maps, the originals of all working files.

Staff presented the scope to the Planning Commission at their February 11 meeting for their review and feedback.

## **II. Budget**

One of the primary considerations of this contract is the time frame and budget. The City Council approved \$185,000 in total for Development Services Professional Services. These funds are used for General Plan, Water Element, Building Plan Reviews, and other on-call contracts for Land Use Planning. Within this budget, \$25,000 was designated for a Parks Plan. The City received a quote from Landmark with a scope and cost close to the proposed amount. However, after discussions with the Parks Director, the Community Development Director, and the City Manager, staff identified some additions we would like to see to enhance the plan while remaining within the total Professional Services budget. These include items such as the civic center, place-making, signage plan, and some enhancements to other categories.

One of the primary reasons for including these additional items in the Plan was to help elevate our parks, trails, and open spaces through placemaking and service. West Haven's most public-facing features are the parks and trails within the City, and these facilities greatly contribute to the public interactions with the City. Staff wanted to ensure that the proposed plan would not only address the need for parks and facilities, but also provide recommendations and design guidelines to enable the City to enhance the public interactions with our parks and public facilities.

As such, staff have reviewed the budget and found that, though the proposal exceeds the amount designated for the Parks Plan, the project would not exceed the total professional services budget.

The plan itself will cross over into the next budget year, meaning if approved, the City Manager will budget the funds needed to finish the plan next year.

### III. **Contract**

The City has a contract with Landmark Design for them to provide long-range planning services and day-to-day planning needs. However, because of the project's large scope and to ensure the scope, deliverables, and cost are properly prioritized and identified, staff felt that a written agreement would be appropriate. Landmark has provided a proposal to "Prepare a Parks, Open Space, Recreation, and Trails Plan for West Haven City." This includes the scope, deliverables, time schedule, and fee schedule. If the contract is approved as presented, the City Manager will be authorized to sign the proposal, and the Community Development staff will work with Landmark Design to move the project forward.

### IV. **Recommendation**

After review and negotiation with Landmark Design, the staff believes the proposal will meet the city's needs and provide valuable insight, planning, and recommendations to enhance West Haven's parks, trails, open space, and recreation. Staff recommends that the City Council review the proposed scope and proposal and provide any additional feedback or changes. Staff recommends approval of the proposed scope and proposal.

### **Motions**

**Approval:** Motion that the City Council **approve** Resolution No. 09-2026: Authorizing Adoption of the Professional Services Agreement With Landmark Design, Inc. For A Master Park Plan.

**Approval with Conditions:** Motion that the City Council **approve** Resolution No. 09-2026: Authorizing Adoption of the Professional Services Agreement With Landmark Design, Inc. For A Master Park Plan, with the following **conditions/amendments**:

[insert conditions or amendments]

**Table:** Motion that the City Council **table** Resolution No. 09-2026: Authorizing Adoption of the Professional Services Agreement With Landmark Design, Inc. For A Master Park Plan.

[insert conditions or amendments]

**Deny:** Motion that the City Council **deny** Resolution No. 09-2026: Authorizing Adoption of the Professional Services Agreement With Landmark Design, Inc. For A Master Park Plan.

**Resolution No. 09-2026**

**RESOLUTION OF WEST HAVEN CITY AUTHORIZING ADOPTION OF THE PROFESSIONAL SERVICES AGREEMENT WITH LANDMARK DESIGN, INC. FOR A MASTER PARK PLAN; AUTHORIZING THE CITY MAYOR TO SIGN THIS RESOLUTION; AND FOR THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION I – RECITALS:**

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to entering into agreements regarding protecting and promoting the health, safety, and welfare of the public; and,

WHEREAS, the City Council has entered into a Professional Services Agreement with Landmark Design, Inc., to provide on-call planning and landscape architecture services for the City; and

WHEREAS, at this time, the City has a need for a parks master plan; and

WHEREAS, under the Professional Services Agreement, Landmark Design provides planning and landscape architecture services to the City and can provide a parks master plan; and

WHEREAS, the City Council feels that the best way to accomplish its goals is to enter into another Professional Services Agreement with Landmark Design regarding the scope of a parks master plan and the costs associated with that; and

WHEREAS the City Council now desires to adopt this Professional Services Agreement by accepting the terms thereof; and,

WHEREAS, the City finds that the public convenience and necessity requires the actions herein contemplated,

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Haven City as follows:

**SECTION II. AGREEMENTS:**

1. That the Professional Services Agreement with Landmark Design, Inc. to provide a parks master plan and associated landscape architectural services, a

copy of which is attached as Attachment “A” to this Resolution, is hereby adopted by the City Council.

2. That the City Manager is authorized to sign any and all documents necessary to affect the Agreement attached as Attachment “A”, including signing the Agreement itself.
3. That the Mayor is authorized to sign this Resolution.

The foregoing Recitals are fully incorporated herein.

**SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:**

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

**SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:**

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

**SECTION V - SAVINGS CLAUSE:**

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

**SECTION VI. DATE OF EFFECT**

This Resolution shall be effective immediately upon its passage on the 4th day of March 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 4th day of March 2026.

WEST HAVEN CITY

\_\_\_\_\_  
Mayor Rob Vanderwood

ATTEST:

Emily Green, City Recorder

Mayor Rob Vanderwood

Yes \_\_\_\_\_

No \_\_\_\_\_

Councilmember Carrie Call

Yes \_\_\_\_\_

No \_\_\_\_\_

Councilmember Kim Dixon

Yes \_\_\_\_\_

No \_\_\_\_\_

Councilmember Nina Morse

Yes \_\_\_\_\_

No \_\_\_\_\_

Councilmember Ryan Saunders

Yes \_\_\_\_\_

No \_\_\_\_\_

Councilmember Ryan Swapp

Yes \_\_\_\_\_

No \_\_\_\_\_

DRAFT

**ATTACHMENT “A”**

**PROFESSIONAL SERVICES AGREEMENT FOR PARKS MASTER PLAN WITH  
LANDMARK DESIGN, INC.**

DRAFT

West Haven City  
Attn: Stephen Nelson  
Community Development Director

February 11, 2026



**Landmark Design**  
LANDSCAPE ARCHITECTURE & PLANNING

Artspace Solar Gardens  
850 South 400 West | Studio 104  
Salt Lake City, Utah 84101  
801.474.3300  
[www.lds-ut.com](http://www.lds-ut.com)

**RE: PROPOSAL TO PREPARE A PARKS, OPEN SPACE, RECREATION,  
AND TRAILS PLAN FOR WEST HAVEN CITY**

Dear Stephen,

Landmark Design is pleased to submit a revised proposal to develop a Parks, Open Space, Recreation and Trails Plan for West Haven City. I will serve as Principal-in-Charge and Project Manager, and will be assisted by Aubrey Larsen, Lisa Benson, and other Landmark Design staff.

**Project Understanding**

West Haven City is committed to providing quality recreational open spaces as a service to its residents, including excellent facilities such as The Barn Community Center, Country Park, Prevedel Park, and the soon to be Poulter Pond. **The City’s primary long-term objective is to continue to develop new public spaces where they are needed and enhance existing public spaces within the community through active placemaking.**

We understand that West Haven City would like Landmark Design to lead the preparation of a Parks, Open Space, Recreation and Trails Plan with a scope of work focused on making the parks and trails system more accessible, active, and attractive for both residents and visitors alike. To be cost-effective and efficient, we will utilize mapping and data from other planning efforts, will utilize a limited public engagement process, and will work closely with City staff to leverage time and efforts from the land use plan project as feasible.

The following approaches and ideas will form the foundation of our approach:

- **Accessibility.** Basic understanding of geospatial conditions is essential to determine whether residents have access to the existing parks and trails system within a reasonable distance from home. We will examine the existing network for both service distribution as well as interconnectivity between parks. The results of this analysis will form the basis for recommendations about existing and future facilities to provide optimal distribution and create focus for future parks and trails planning.
- **Activity.** An evaluation of current amenities will help determine what deficiencies exist at both the systemwide and individual site level, with an objective to incorporate missing amenities into the parks and trails system and thereby better activate spaces. We assume that city staff will take the lead in this assessment, providing Landmark Design with a list of amenities, including general evaluation data. This activation may be viewed as the City’s “return on investment” and will take different forms through customized recommendations for each facility.

- **Attractiveness.** Most of the existing parks within West Haven have been designed by engineers who tend to focus on efficiency rather than taking a holistic approach to park design that considers the experience of park visitors. A review of the design of existing parks and thoughtful suggestions for potential renovations will serve as recommendations for revamping the City's parks system.

## Scope of Work

The process outlined below outlines the basic tasks that will be performed to complete the plan.

### **TASK 1: COMMUNITY ENGAGEMENT AND OUTREACH**

We propose a simple public involvement to keep efficiency while yielding important input for developing the plan. We propose a three-part approach to meet the needs of the project as follows.

- A. **Staff Coordination/Technical Committee** to ensure continual communication and steady progress, and to guide development of the plan
- B. **Leadership Briefings** to update the City Council and Planning Commission on planning progress
- C. **Online Community Survey and Supporting Outreach** to gauge public opinion on specific park needs and the vision for the future

#### **A Staff Coordination/Parks Committee**

We will utilize our current progress meetings from the land use effort to also coordinate on the parks plan, adding eight additional meetings to further account for the additional effort and review time. We also anticipate working with the City's Parks Committee, which will provide overall guidance during the planning process. The Committee will help identify and clarify preliminary issues as well as provide advice on planning ideas and draft/final plan recommendations.

The Committee should be prepared to meet online up to three times during key stages of the planning process:

- Survey/Community Engagement Results/Scoping
- Needs Assessment and Analysis Results
- Draft Plan Review

#### **B City Leadership Briefings**

Landmark Design will help build consensus among City leadership by briefing members of the Planning Commission and the City Council, providing updates on planning issues and ideas. We assume that we will meet once in a joint meeting to brief City leaders on the preliminary public engagement results, existing conditions analyses, and implications for addressing future needs, and then later as part of the adoption process.

#### **C Online Community Survey and Supporting Outreach**

Landmark Design will conduct an online survey to get a general pulse on the parks, open space, recreation, and trails needs and desires of residents. We have conducted similar services on comparable recent projects and propose utilizing a simple online survey platform such as

SurveyMonkey or ESRI Survey123 that can be accessed from the City’s website and social media. We believe this approach meets the needs of the project, balancing limited resources with the need for more detailed parks community input.

As part of promoting the survey and encouraging community involvement, Landmark Design will prepare the design of yard signs that include a QR code and connect users directly to the survey. We will also promote the survey at the Land Use Plan Alternatives Workshop. Survey results will be collected, and an engagement summary will be included as part of the plan.

**Task 1 Deliverables:**

- o Hold coordination meetings with City staff (3 total, online)
- o Conduct Technical Committee meetings (3 total)
- o City leadership briefings (2 meetings total)
- o Conduct and promote online survey
- o Provide community engagement summary

**TASK 2: INVENTORY, NEEDS ASSESSMENT, AND ANALYSIS**

This task is designed to get Landmark Design “up to speed” with recent planning processes, documents, and conditions, followed by detailed analyses and assessments of the City’s existing public spaces and system.

**A Review Existing Documentation**

This task will allow Landmark Design to understand issues and frame discussions that are addressed in related long-range planning documents. We will incorporate the information obtained from the first Technical Committee meeting with our analysis of the existing plans, documents, mapping and data. We will also incorporate the current parks and trails capital improvement project list into our existing conditions analysis.

**B Demographics and Trends Analysis**

We will rely on the same demographic data and projections used for the City’s land use plan to inform this plan.

**C Needs Assessment and Analysis**

**Inventory and Conditions Assessment.** We will develop an up-to-date inventory and map of existing, proposed, and undeveloped parks to be used by City staff when documenting and analyzing the location, capacity, functionality, accessibility, condition, and lifespan of existing amenities and facilities in the parks system utilizing an objective rating/analysis system. The template will include a site plan indicating the location of major site amenities overlaying an aerial photo base map, and a data sheet for each park to document existing amenities and their assessed conditions (see example below). Landmark will then incorporate these findings into the overall assessment.

**JORDAN RIDGE PARK**



Address 9500 S 2500 W  
 Classification Community Park  
 Acreage 11.0  
 Parcel ID 27092260120000, 27092260100000, 27092260110000, 27092260120000, 27092260130000, 27092260140000  
 Overall Condition Good

PARKING	
# Spaces	
On-Street Parking	
Off-Street Parking	72

**EXISTING FACILITIES + FEATURES**

Qty.	Condition
1	Restrooms
1	Reservable Pavilions
4	Medium/Small Pavilions
1	Multipurpose Fields
1	Baseball/Softball Fields
2	Tennis Courts
1	Pickleball Courts
1	Volleyball Courts
1	Basketball Courts
1	Playgrounds
1	Skate/Bike Park
1	Splash Pad
14	Picnic Tables
1	Barbecue Grills
2	Benches
1	Bike Racks
1	Drinking Fountains
1	Open Lawn Areas

**FACILITY SPECIFICATIONS**

Walking Paths (LF)	0.5 mi
Paved/Unpaved Path or Trail	Paved
Trailhead	

**UNIQUE FEATURES**

- » Basketball Sculpture
- » Detention Basin Field Area
- » Loop Pathways
- » Volleyball Court is Grass (not sand)

**OTHER FACILITY ASSESSMENT**

	Condition
Parking Areas	Good
Lighting	Good
Trail/Walking Path	Good
Signage	Good
Park Trees	Good

**POSSIBLE IMPROVEMENTS**

- » Restrooms need updated badly
- » Volleyball nets and posts are worn
- » Add benches along the trail

**JORDAN RIDGE PARK**



**Park Classification Standards.** To help provide a baseline for the placemaking assessment of existing parks, Landmark Design will work with staff to develop minimum standards for different components of the system, with the understanding that the ultimate goal is for all public facilities in the City to be context sensitive with designs that enhance the unique character, placemaking, and opportunities of each site. For example, the plan will establish the minimum facilities generally included in different categories of parks (regional, community, neighborhood, and local parks), such as which park types should have restrooms or off-street parking.

**Park Distribution and Level of Service (LOS).** To ensure equitable access to valued community spaces and to focus community resources, we will evaluate the geographic distribution for each park classification, factoring in population density, travelshed distance, and proximity to facilities in neighboring communities. We will also assess existing Park LOS needs in terms of park acres per 1,000 residents, which will be projected into the future to the intended short-term planning horizon of 10 years. This will help identify gaps in the system and potential acreage needed to meet Park LOS goals.

This assessment will include the numerous existing parcels the City acquired to potentially expand the parks and trails system. This will help determine which parcels are important for enhancing West Haven’s network and which are surplus property which have no meaningful public purpose. Utilizing parcel information provided by the City, parcels will be cataloged by how they were acquired, associated water shares for each property, and a recommendation as to whether the parcel can contribute to Park LOS or should be considered for other uses or surplus.

A basic amenities level of service analysis will help determine community needs and priorities for individual amenities within the City, and distribution maps for selected key amenities such as pickleball courts will be developed to help assess high-demand facilities. These analyses will consider the impact of amenities provided in adjacent communities and in the region to avoid the duplication of services and facilities.

**Trails.** City trails will be documented and analyzed, incorporating key connections and amenities in adjacent municipalities and jurisdictions. The trails element will also include a proposed trail network with a hierarchy of trails and trailheads to provide an interconnected system that connects to key parks, open spaces, and community destinations.

**Recreation.** Existing City recreation programs will be documented and spatial needs analyzed.

Using program participation rates and input from City staff, we will identify which programs have access to adequate recreation space and which are in need of additional space. Public feedback regarding desired recreation programs and indoor recreation space will also be documented. This analysis will not serve as a recreation center feasibility study but could serve as a starting point for a future study.

**Needs Assessment Summary.** The needs assessment and analysis will be summarized in a presentation which will be used to brief the Technical Committee and City leadership. The presentation will enable City staff, the committee, and community members to understand what exists and what is needed in the future and segue to the Draft Plan.

**Placemaking Analysis.** Based on the inventory and conditions assessment and further input from staff, we will conduct a high-level assessment for each park site based on the physical context, user activity, access, environmental features, and potential for enhancement for each site. Through this analysis we will classify parks into typological groups, helping to identify shared challenges and opportunities for each type.

We will then develop simple “bubble diagram” concepts for up to three park types, which will provide adaptable design guidance for specific parks that share common characteristics - such as size, setting, activity level, and function—and apply those solutions across multiple sites. Typologies may include, for example, detention basin parks, neighborhood parks, or linear greenways. If specific priority sites are identified for further design exploration, we may negotiate these as part of a separate scope and fee.

**Civic Center Placemaking Study.** In conjunction with the Placemaking Analysis described, we will prepare a high-level planning concept for the City’s Civic Center property. This will examine potential relationships between City Hall and the Sports Park, including key pedestrian connections and improvements (particularly across 3900 West) gateway/monument features, and other recommended improvements to unify the two sites.

**Task 2 Deliverables:**

- Kick-off meeting with staff to establish project parameters and confirm schedule
- Review of plans documents, data, and mapping
- Updated mapping and facility inventories
- Technical Committee Meeting #1: scoping
- Inventory and analysis of parks, open space, recreation and trails system
- City staff Park Conditions Assessment – summary incorporation into findings
- Technical Committee Meeting #2: engagement and existing conditions analysis presentation
- Placemaking assessments/design review (all parks) and bubble diagrams (3 park types)
- Civic Center placemaking concept

**TASK 3: DRAFT PARKS, OPEN SPACE, RECREATION, AND TRAILS PLAN**

We understand the City’s desire to provide an outstanding parks, open space, recreation, and trails system that serves the community well and enhances the high quality of life enjoyed by residents. The plan will provide an up-to-date vision that moves the system to this end, building on good existing policies while addressing future needs and requirements.

**Introduction and Background.** Summary of the purpose of the plan, the relationship to other relevant planning documents, a summary of the community engagement and planning process, the planning vision, and a summary of the City’s demographic profile.

**Parks and Open Space.** Existing and future Levels of Service (LOS) and distribution gap analyses, park standards and system-wide enhancements, placemaking assessments and concepts, amenities recommendations for improving parks, and open space assessment and recommendations, concluding with goals and strategies.

**Recreation.** Examination of existing recreation programs, usage patterns, and desired new programs. Assessment of available facilities for recreational programs and recommendations for expansion.

**Trails.** Existing and proposed trail network and standards emphasizing high level of connectivity and access to unique parks and community/regional destinations, concluding with goals and strategies.

**Signage Standards.** A signage standard will be developed to unify the park and trail system with wayfinding, identification, informational, and regulatory signage. This task will include conducting a branding workshop with the Parks Committee to identify desired themes and elements for the signage. Feedback will be used to develop a signage design suite to serve as a standard for future signage development. General recommendations for signage uses and placement will be included, but no specific sign locations or implementation schedules are anticipated for this plan.

**Strategic Action Plan.** Strategies and priorities for the short-term planning horizon (5-10 years) with flexibility for future trends. Recommendations for key projects and actions, development review processes and procedures, and timing of key implementation items. Planning-level preliminary opinions of probable cost for key plan recommendations and potential funding sources.

**Funding Needs and Partnership Opportunities.** Assessment of funding opportunities, including the role of impact fees, RAMP Tax, and potential partnership opportunities such as working with the districts, the County, and neighboring Cities to fund mutually beneficial facilities.

Two of the most recent park projects, The Barn and Poulter Pond, were completed in partnership with developers. The City intends to continue exploring opportunities to partner with private investment to bolster the quality, quantity, and diversity of park amenities in the future in a way that minimizes the economic impact on residents. To meet these goals, we will identify strategies for establishing additional partnerships to create public spaces for West Haven residents and visitors.

**Task 3 Deliverables:**

- Draft Plan Outline for administrative review and comment
- Existing and proposed parks, open space, and trails maps with facility distribution
- Administrative Draft of Parks, Open Space, Recreation, and Trails Plan (in Microsoft Word) with summary of existing conditions, LOS and distribution analyses, summary of requirements to meet existing and future needs, and standards for future facilities
- Funding Needs and Partnership Opportunities Element

#### **TASK 4: PUBLIC REVIEW, ADOPTION PROCESS, & FINAL PLAN**

The Draft Plan will be revised per the comments of City staff and the Technical Committee, then brought into an InDesign graphic layout as the Public Review Draft. This draft will be reviewed with staff and then released to the public online for open comments. It will then be presented with comments received to the Planning Commission and City Council for adoption, either in combination with the land use plan or by City staff on a separate occasion. Once approved, final revisions will be incorporated into the Final Plan and the final deliverables provided.

During the Final Plan stage, Landmark Design will also design 1-2 brochures for the park and trail system, including information regarding available park amenities, system map(s), use regulations, and trail etiquette. We will also assist the City with adding a park and trail system ArcGIS map to the City website. For this task, we anticipate City staff assistance with brochure text content, and one round of revisions.

#### **Task 4 Deliverables:**

- Prepare presentation materials as part of the adoption process
- Adopted Final Plan in InDesign and PDF formats
- Park and trail brochure(s) PDF and online map
- The originals of all working files, including tables, charts, GIS data, maps, and other graphics (in their native format) included in the adopted plan

#### **Proposed Schedule**

Landmark Design proposes completing the outlined tasks in approximately 12 months. Assuming a notice-to-proceed is issued by March 1, 2026, we anticipate completing the draft plan by **December 2026** with adoption and final deliverables anticipated by early 2027.

Landmark Design agrees that time is of the essence associated with the preparation of the plan. Barring any Force Majeure or documented delays attributed to the City, Landmark Design shall complete the Scope of Work and provide the deliverables no later than March 1, 2027, or any extensions thereof granted by the City.

If the Landmark cannot complete the Scope of Work and provide the deliverables within the allotted time, then Landmark Design agrees to accept as a penalty a 10% reduction in the not-to-exceed fee for the services listed in the Scope of Work. Landmark Design agrees to return any previously paid amounts to the City upon the City's written notice of missing the deadline, equal to the penalty. If the penalty is applied, Landmark Design agrees to continue, with all diligence and good faith, to complete the Scope of Work as soon as possible.

#### **Fee**

As illustrated in the following chart, Landmark Design proposes a not-to-exceed fee of \$60,870 to complete the scope as described. Our fee proposal includes all reimbursable expenses, including travel and mileage required to complete the effort. Please feel free to contact us to ensure our scope and schedule meet your needs.

	LANDMARK DESIGN			Hours	LANDMARK DESIGN			Fees
	Staff	Sam	Aubrey	by Task	Sam	Aubrey	Staff	by Task
	Hours	Hours	Hours		\$170	\$150	\$105	
<b>BASIC SERVICES TASKS</b>								
<b>TASK 1: COMMUNITY ENGAGEMENT AND OUTREACH</b>								
Coordination meetings with City staff (8 total, online)	8	8	0	16	\$1,360	\$1,200	\$0	\$2,560
Technical Committee meetings (3 total, online)	6	6	0	12	\$1,020	\$900	\$0	\$1,920
City leadership briefings (2 meetings total)	0	8	0	8	\$0	\$1,200	\$0	\$1,200
Online community survey and supporting outreach	2	8	32	42	\$340	\$1,200	\$3,360	\$4,900
<b>TASK 2: INVENTORY, NEEDS ASSESSMENT, AND ANALYSIS</b>								
Review of plans documents, data, and mapping	1	2	4	7	\$170	\$300	\$420	\$890
Inventory and analysis of parks, open space, recreation and trails system	2	16	28	46	\$340	\$2,400	\$2,940	\$5,680
Incorporate Park Conditions Assessment by city staff into findings	0	2	8	10	\$0	\$300	\$840	\$1,140
Assessment of City parcels for park expansion or surplus	2	6	8	16	\$340	\$900	\$840	\$2,080
Placemaking assessments/design reviews and bubble diagrams	4	16	32	52	\$680	\$2,400	\$3,360	\$6,440
Civic Center placemaking study	2	6	12	20	\$340	\$900	\$1,260	\$2,500
<b>TASK 3: DRAFT PARKS, OPEN SPACE, AND TRAILS PLAN</b>								
Draft Plan Outline for administrative review and comment	2	4	0	6	\$340	\$600	\$0	\$940
Administrative Draft Plan - parks, open space, recreation, trails, and action plan elements	10	32	44	86	\$1,700	\$4,800	\$4,620	\$11,120
Signage standards developments/design (incl. branding workshop)	4	20	40	64	\$680	\$3,000	\$4,200	\$7,880
<b>TASK 4: PUBLIC REVIEW, ADOPTION PROCESS, &amp; FINAL PLAN</b>								
Public Review Draft	2	16	24	42	\$340	\$2,400	\$2,520	\$5,260
Presentation materials for adoption meetings	0	2	2	4	\$0	\$300	\$210	\$510
Adopted Final Plan Deliverable with all working files	1	4	8	13	\$170	\$600	\$840	\$1,610
Park and trail brochure(s) and online map	2	12	20	34	\$340	\$1,800	\$2,100	\$4,240
<b>Total Hours by Personnel</b>	<b>48</b>	<b>168</b>	<b>262</b>	<b>478</b>				
<b>Total Fee by Personnel</b>					<b>\$8,160</b>	<b>\$25,200</b>	<b>\$27,510</b>	
<b>TOTAL FEE FOR SERVICES</b>								<b>\$60,870</b>

Landmark Design, Inc. bills monthly for work and time completed on the project. To the maximum extent permitted by law, the Client agrees to limit Landmark Design, Inc.'s liability to the amount of Landmark Design, Inc.'s professional fee for services rendered. This limitation shall apply regardless of cause of action or legal theory pled or asserted.

Please contact me if you have any comments or questions. We look forward to working with you.

Sincerely,



Sam Taylor, PLA, ASLA  
Principal + Owner  
Landmark Design

## Proposal Acceptance

The undersigned hereby accepts this proposal as presented, authorizing Landmark Design to proceed with the described scope of services. This acceptance confirms agreement to the terms, conditions, and fees outlined herein. Upon execution, this document shall serve as the notice to proceed with the work.

ACCEPTED

Date

ACCEPTED (on behalf of Landmark Design)

Date