

**SANTA CLARA CITY COUNCIL
WEDNESDAY, FEBRUARY 25, 2026
MEETING MINUTES**

THE CITY COUNCIL FOR SANTA CLARA CITY, WASHINGTON, UTAH, met for a Regular Meeting on Wednesday, February 25, 2026, at 6:00 p.m. in the Council Chambers located at 2603 Santa Clara Drive, Santa Clara, Utah. The meeting will be broadcasted on our city website at <https://santaclarautah.gov>.

Present: Mayor Jarett Waite
Councilman Justin Caplin
Councilwoman Janene Burton
Councilwoman Christa Hinton
Councilwoman Dave Pond
Councilman Mark Heindrickson

Staff Present: Selena Nez, City Recorder
Matt Ence, City Attorney (arrived at 7:00 pm)
Jim McNulty, Planning Director
Cody Mitchell, Building Official
Dan Cazier, Fire Chief
Casey Stratton, Public Works Assistant Director
Ryan VonCannon, Parks Director
Jaron Studly, Police Chief

1. Call to Order

Mayor Jarett Waite called the regular scheduled meeting to order at 6:02 p.m. The mayor welcomed everyone and noted that a full council was present: Councilman Justin Caplin, Councilwoman Janene Burton, Councilwoman Christa Hinton, Councilman Dave Pond, and Councilman Mark Hendrickson.

2. Opening Ceremony

Pledge of Allegiance: Councilman Pond

Opening Comments: Reverend Rickine Keston, Solomon's Porch Foursquare Fellowship

3. General Citizen Public Comments

One Yellow slip was submitted for a public comment, which was determined to be for the public hearing. No other general citizen public comments were received.

4. Conflicts and Disclosures

No other conflicts were disclosed by council members.

5. Working Agenda

A. Public Hearing(s) 6:00 pm

1. Public Hearing to receive public comments regarding Park Pavilion Rental Fees and Rules.

Parks Director Ryan VonCannon presented the proposed changes to park pavilion rental fees and rules. The key changes included eliminating the resident/non-resident pricing structure in favor of a flat rate of \$10 per hour with a 2-hour minimum, making two smaller pavilions at Gubler Park non-reservable except when the pickleball courts are reserved for tournaments, adding a \$75 additional charge for bounce houses from October through April, and eliminating the deposit requirement. Rule changes included allowing one bounce house during October through April only, prohibiting water games and activities, and clarifying that pavilion reservations do not include staff on-site or trash removal during events.

Amy Call, a resident and preschool teacher who has rented the Swiss Pioneer Memorial Pavilion for eight years for graduations, provided public comment. She expressed understanding of the price increase from \$20 to \$90 for her typical 7 AM to 3 PM rental but requested that the parks department ensure tables are clean for

extended rentals given the higher fee. She noted that she and her husband have historically cleaned the pavilion themselves before events due to sticky surfaces from previous use.

VonCannon responded that the parks department tries to accommodate major recurring events and can pressure wash pavilions before extended rentals, though they cannot guarantee pristine conditions due to ongoing park use between cleaning and events

The public hearing was closed with no additional comments.

B. Consent Agenda

1. Approval of Minutes and Claims:
 - February 11, 2026, City Council Work and Regular Meeting
 - Claims through February 25, 2026
2. Calendar of Events:
 - March 11, 2026, City Council Work and Regular Meeting
 - March 25, 2026, City Council Work and Regular Meeting

Motion: Councilwoman Hinton moved to APPROVE the consent agenda as presented. Councilman Pond seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

C. General Business

1. Discussion and action to consider approval Parks Pavilion Rental Fees and Rules, and to approve Resolution No. 2026-08R. Presented by Ryan VonCannon, Parks Director.

Following the public hearing, the council discussed the proposed pavilion rental fees. Councilman Caplin questioned whether the previous \$20-25 fee was for the entire day, and VonCannon confirmed it was a flat rate regardless of duration, with most reservations being 2-3 hours.

Councilwoman Hinton suggested exploring discounted rates for educational groups, first responders, and veterans, similar to the city's civic event discount for the banquet hall. The council discussed various approaches, including a \$25 daily cap for qualifying groups and determining which organizations would be eligible.

Councilman Pond recommended tabling the item to allow staff to develop criteria for discounted rates rather than approving the fees and later amending them. Staff will return revised proposals that include a \$25 daily rate cap for educational, military, veteran and first responder groups, with verifications to be determined.

Motion: Councilman Caplin moved to TABLE the Parks Pavilion Rental Fees and Rules, and to approve Resolution No. 2026-08R. Councilwoman Burton seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

2. Discussion and action to consider approval of the R-1-10 Single-Family Residential Zone, Chapter 17.62 and approve Ordinance No. 2026-03. Presented by Jim McNulty, Planning Director.

Planning Director Jim McNulty presented the R-1-4 Single-Family Residential Zone ordinance, which had been under development for over a year. The ordinance includes a 10-year deed restriction requirement for owner occupancy, working with housing expert Sharlene Wilde from NeighborWorks Sun Country Home Solutions at \$100 per file to monitor compliance.

Key provisions discussed included the deed restriction language requiring owner occupancy for 10 years, garage door width limitations of 20 feet maximum, and minimum square footage requirements of 750 square

feet on the main floor for single-story homes, with an additional minimum 500 square feet on the second floor for two-story homes.

Council members expressed concerns about including income restrictions in the deed restrictions, questioning whether this was required for enforcement and financing purposes. Councilman Hendrickson noted that financing institutions typically require specific income qualifications spelled out in deed restrictions for affordable housing projects.

The council discussed how the restrictions would apply to different buyer scenarios, including empty nesters who might purchase with cash rather than financing. McNulty clarified that this zone is specifically intended to create affordability and starter home opportunities, while other zoning options remain available for different housing types.

Motion: Councilman Hendrickson moved to APPROVE the R-1-10 Single-Family Residential Zone, Chapter 17.62 and approve Ordinance No. 2026-03. Councilwoman Hinton seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

3. Discussion and action to consider approval of Temporary Signs, Chapter 17.44.130 and approve Ordinance No. 2026-04. Presented by Jim McNulty, Planning Director.

Planning Director, Jim McNulty presented amendments to the temporary signs ordinance, which had been discussed with both the planning commission and city council previously. The primary change involved expanding the Swiss Days exception to include all city-sponsored events such as Swiss Days and America's 250 celebration.

The revised language allows temporary banners up to 32 square feet or 4 feet in height for city-sponsored events, displayable for up to one year. The existing Swiss Days provision was moved to a separate section, maintaining the 30-day pre-event and 15-day post-event display period for wood cow replicas.

Motion: Councilwoman Burton moved to APPROVE Temporary Signs, Chapter 17.44.130 and approve Ordinance No. 2026-04. Councilman Caplin seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

4. Discussion and action to consider approval Planned Center Monument Signs, Chapter 17.44.110 and approve Ordinance No. 2026-05. Presented by Jim McNulty, Planning Director.

Planning Director Jim McNulty presented the planned center monument sign ordinance, developed in response to a developer's request for a cleaner, more unified sign program for a new commercial project. The ordinance allows larger monument signs (up to 18 feet tall with approximately 20 square foot placards) as an alternative to multiple smaller monument signs.

McNulty showed examples from River Crossing in St. George, demonstrating the aesthetic improvement possible with coordinated signage programs. The proposed project would include one sign oriented toward Pioneer Parkway and potentially another facing Red Mountain Drive as development progresses.

The ordinance includes requirements for subtle lighting that won't impact adjacent residents or create glare, ensuring compatibility with surrounding areas while allowing for more attractive and effective business identification.

Motion: Councilman Pond moved to APPROVE Planned Center Monument Signs, Chapter 17.44.110 and approve Ordinance No. 2026-05. Councilwoman Hinton seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

5. Appoint Mayor Pro-Tem

Mayor Waite explained the role of Mayor Pro-Tem as stepping in when the mayor is indisposed, citing examples of scheduled absences and emergency situations requiring mayoral authority. He noted there is typically at least one July meeting he misses due to family vacation, and emergency situations can arise requiring immediate mayoral decisions.

Councilman Hendrickson commented that it's a critical position that makes a big difference knowing someone reliable is available.

Councilwoman Burton offered herself for the position, explaining she is retired, doesn't work, and will be available anytime needed. She clarified she was willing to step back if someone else wanted the role, emphasizing her availability compared to others working full-time, and stating she was not being self-serving but genuinely offering based on her availability.

Motion: Councilwoman Burton moved to nominate herself for Mayor Pro-Tem. Councilman Caplin seconded the motion.

Substitute Motion: Councilwoman Hinton moved to appoint Dave Pond as Mayor Pro-Tem, explaining that he has been working closely with Mayor Waite, they work well together and he is consistently present at meetings and can take over when needed. Councilman Hendrickson seconded the substitute motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

6. Reports

A. Mayor / Council Reports

Councilman Justin Caplin reported exploring his committee assignments, reaching out to Santa Clara Aquatic Center and contacting the county fair representative about the city's fair display. He praised the parks department's professional handling of recent baseball tournaments.

Councilwoman Janene Burton thanked the council for flowers and condolences following her son's death in Ukraine. She detailed the complex process of working with the US embassy, funeral homes, and Ukrainian officials to arrange for her son's cremation and the retrieval of his remains, noting he is currently ninth in line for cremation due to wartime conditions.

Councilwoman Christa Hinton also expressed condolences to Councilwoman Burton, noting nice tributes to her son in various capacities and being glad he was recognized. She reported attending several LPC (League of Cities and Towns) meetings, noting that bills change rapidly. She highlighted several key pieces of legislation:

Senator McKay dropped a substitute property tax reform bill that would greatly affect most cities in the state, requiring concerted effort to address. Representative Bolinder's water bill no longer requires cities to participate - participation is only required if cities want state water infrastructure funds, and funds would stay within participating cities.

Representative Karen Peterson has a truth in taxation amendment requiring cities considering property tax increases to hold funds equal to the increase in a special account until approval, and moves up notification dates for residents, which can be problematic when counties don't provide needed information in time. She attended a productive public safety work group meeting and appreciated touring police facilities with Chief Cazier.

She noted one more LPC meeting during the legislative session, which ends next week. She highlighted HB492 by Representative Roberts for transportation infrastructure and housing amendments, providing cities low-interest loans for infrastructure to create housing opportunities, with Herriman planning to take advantage for several potential housing units.

Councilman Dave Pond confirmed his action alert responses on legislative issues, missed the recent LPC meeting due to conflicts, and noted seeing Santa Clara referenced positively by a representative who had made bill adjustments based on conversations with the city. He attended the public safety work group and expressed optimism about finalizing agreements.

Councilman Mark Hendrickson expressed condolences to Councilwoman Burton, reported reaching out to various committee assignments, and confirmed his upcoming flood control authority meeting attendance while studying budget and operational materials.

Mayor Waite reported on mosquito abatement district hiring of public information staff to educate residents about the aedes aegypti mosquito problem and source control efforts. He detailed the productive public safety work group meetings and Ivin's cooperation on agreement modifications. He reported DTEC and COG meetings where funding was approved to swap Western Corridor environmental study timing with Hamblin Parkway construction, moving the corridor study to 2029 while accelerating the parkway project. He attended the transportation expo and air quality task force meetings, noting Councilman Pond's assignment to the latter. He praised public works for resuming door-to-door notices for road work in addition to digital notifications and mentioned several citizen meetings requiring police and code enforcement follow-up.

7. Closed Meeting Session

Mayor Waite confirmed a closed meeting session.

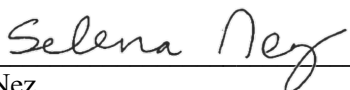
Motion: Councilman Pond moved to go into Closed Meeting Session to Discuss Potential Litigation. Councilwoman Hinton seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

The City Council was in Closed Session from 7:08 p.m. to 7:36 p.m.

8. Adjournment

Motion: Councilwoman Hinton moved to adjourn. Councilman Hendrickson seconded the motion. All in favor. Motion passed unanimously.

The City Council meeting was adjourned at 7:37 p.m.



Selena Nez
City Recorder

Approved: _____ March 11, 2026