

**SANTA CLARA CITY COUNCIL WORK MEETING
WEDNESDAY, MAY 13, 2026
MEETING MINUTES**

THE CITY COUNCIL FOR SANTA CLARA CITY, WASHINGTON, UTAH, met for a Work Meeting on Wednesday, May 13, 2026, at 4:00 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 Mark Hendrickson
Councilwoman Christa Hinton
Councilwoman Janene Burton
Councilman Justin Caplin

Excused: Councilman Dave Pond

Staff Present: Selena Nez, City Recorder
Matt Ence, City Attorney
Jim McNulty, Planning Director
Cody Mitchell, Building Official
Dan Cazier, Fire Chief
Casey Stratton, Public Works Director
Gary Hall, Power Director
Ryan VonCannon, Parks Director
Lance Haynie, Government Affairs Director
Rich Rogers, Police Captain

Others Present: Sharlene Wilde

1. Call to Order

Mayor Jarett Waite called the Santa Clara City Council Work Meeting to order at 4:00 p.m. Present from the council were Councilman Mark Hendrickson, Councilwoman Christa Hinton, Councilwoman Burton and Councilman Justin Caplin. Councilman Dave Pond was excused, as he was out of town with family.

2. Working Agenda

A. General Business:

1. Discussion regarding Deed Restrictions for the R-1-4 Zone. Presented by Jim McNulty, Planning Director and Sharlene Wilde, Sun Country Home Solutions.

Planning Director Jim McNulty provided background on the R-1-4 zone, which was adopted by city ordinance in February of the current year to establish a small-lot single-family zoning district in support of affordable housing initiatives. He noted that City Code Chapter 17.62.060(c) requires a 10-year deed restriction for owner occupancy on each home in the zone, along with CC&Rs addressing the same requirement. Staff had been directed at the time of adoption to return with more information on implementation and had since been working with Sharlene Wilde of NeighborWorks Mountain Country and Sun Country Home Solutions to develop a deed restriction and monitoring process. A sample deed restriction was included in the packet for council review.

Sharlene Wilde, Executive Director of NeighborWorks Mountain Country and Sun Country Home Solutions, addressed the council. She noted her 23 years as executive director and 20 years of prior experience as a finance director with Draper City, South Jordan City, and Provo City. She described her organization's experience providing similar monitoring services for Park City over the past four years.

Wilde framed several key policy questions for the council's consideration. The first was whether the 10-year deed restriction runs with a fixed period from the date of the original sale regardless of subsequent ownership, or whether it resets upon each new sale. She noted this does not necessarily need to be codified in the ordinance but that the city should provide clear direction. She also raised the importance of proactive monitoring, observing that most cities recorded deed restrictions but fail to enforce them until a property is sold, often leaving violations undetected for years.

Wilde proposed that her organization provide semi-annual occupancy monitoring at a rate of \$125 per unit per year, with a 2% annual increase, resulting in a total cost of approximately \$1,370 per unit over the full 10-year period. She acknowledged the fee would not fully cover her organization's costs but noted that as a mission-driven nonprofit, NeighborWorks could absorb the difference. She suggested the cost could be structured as an "occupancy monitoring fee" collected at the time of first sale, potentially split between the developer and the buyer, and that any seller who conveys the property before the 10-year period expires should receive a prorated refund of the prepaid fees.

Wilde described her monitoring methodology, which would include cross-referencing utility account holders, neighbor input, and public records. She indicated that upon finding a violation, her organization would notify the city attorney and could also contact the first mortgage holder, noting that lender notification has proven an effective enforcement tool in prior experience. She recommended that the city consider including limited exemptions in the deed restriction for military deployment and religious sabbaticals or missions, subject to prior approval by the city, with documentation channeled through NeighborWorks.

Council discussion addressed several issues. Councilwoman Hinton asked whether the sample deed restriction's income threshold provisions were required, to which Wilde confirmed they were optional and derived from a template drafted by the Provo City Attorney. Councilman Kaplan sought clarification that the total monitoring cost of \$1,370 represented the full 10-year aggregate, not a per-year figure, which Wilde confirmed. Hinton also inquired about lender willingness to finance properties subject to deed restrictions; Wilde indicated that while lenders were cautious during the 2008-2009 market downturn, this had not been a meaningful issue in recent years. She also noted that her organization monitors deed restrictions with terms as long as 99 years through the Southwest Utah Community Land Trust.

McNulty expressed concern that without income limitations, developers or investors could purchase multiple lots in an R-1-4 subdivision and rent them out, undermining the owner-occupancy intent of the zone. Wilde acknowledged the concern and suggested the council consider prohibiting shared or fractional ownership arrangements in the CC&Rs. She noted that while income caps would limit the buyer pool, Sage Villas had successfully sold units at 100% area median income, and that the recently released HUD income limits set 100% AMI for a family of four at \$105,900 and 125% AMI at \$132,375. She cautioned against setting income thresholds too low, as very low-income buyers may not be financially prepared to handle the ongoing costs of homeownership.

Following discussion, the council reached consensus on several points. The income limitation component would not be included in the deed restriction, consistent with the ordinance as originally adopted. The 10-year restriction period would not reset upon resale; any subsequent owner would simply be required to maintain owner occupancy for the remainder of the original 10-year period. Councilman Hendrickson and others expressed a preference for keeping enforcement requirements as straightforward as possible. McNulty and City Attorney Matt Ence noted that the term "owner occupied" is not currently defined in the city's definition section (Title 17.08) and that a code amendment to add that definition would be appropriate. Ence suggested the state's Community Associations Act contains relevant definitional language that could serve as a source. McNulty indicated that staff would proceed to refine the deed restriction language in coordination with Wilde and city legal counsel.

2. Discussion regarding City Code, Title 17 Updates. Presented by Jim McNulty, Planning Director.

Planning Director McNulty presented a series of proposed amendments to Title 17 of the city code, explaining that many of the changes were necessary to conform to recent updates to the Land Use Development and Management Act (LUDMA) enacted through House Bill 284, as well as to achieve greater consistency and clarity across the city's residential zone regulations. The item had previously been discussed with the Planning Commission on April 23 and would return to the commission for a second review.

Regarding accessory dwelling unit (ADU) and internal accessory dwelling unit (IADU) regulations in Chapter 17.22, McNulty noted that the state code reference had been updated from the former Title 10-9 to the current Title 10-21. Importantly, state law now prohibits cities from requiring a conditional use permit for ADUs; they must be permitted uses. The proposed amendments reflect this change across all applicable residential zones. IADUs had already been permitted uses. McNulty noted that ADUs are not permitted in the R-1-4 zone due to insufficient lot size, while they are permitted in the R-1-6 and larger zones subject to setback requirements. He also addressed the affidavit of understanding process for ADU and IADU approvals, noting that the city had developed its own affidavit after the Washington County Recorder's Office declined to participate in a countywide model.

For the R-1-6 zone, proposed changes included adding ADUs as permitted uses, removing a redundant reference to public buildings, and carrying forward an existing provision requiring accessory structures and ADUs to use finished materials that blend in color with the primary dwelling. Building Official Cody Mitchell clarified that this language had been in prior ordinances and does not require an exact match of materials, only a compatible color palette. McNulty confirmed that compliance would be monitored administratively by the planning and building departments.

Amendments to the R-1-10 zone addressed the same ADU and IADU permitted use changes, and reinforced that single-family detached dwellings are the intended primary use of R-1 zones, with single-family attached product requiring a planned development process. Conditional use provisions were updated to ensure clarity regarding churches, schools, parks, open space, and residential facilities for the elderly, the latter being a federally required accommodation in residential zones. The ADU height limit of 20 feet was proposed to be retained across all R-1 zones for consistency.

Amendments to the R-1-10 Mixed Lot Size zone, which has not been substantially updated since approximately 2012 and applies to developments such as Solis, Bella Sol, and The Hills, mirrored the changes made to other R-1 zones, including adding child nursery as a conditional use, home occupations, and residential facilities for the elderly. A subdivision design flexibility section was added, consistent with language already adopted in the R-1-6 and R-1-4 zones, requiring a development layout drawing at the subdivision review stage and establishing that parking must comply with Chapter 17.32.

The RA zone, the city's largest-lot residential district, received similar cleanup amendments including clarification that accessory buildings require a primary dwelling to be present or under permit, the addition of ADU and IADU as permitted uses, child nursery and residential facilities for the elderly as conditional uses, and the consistent accessory structure blending requirement.

In the supplementary and qualifying regulations, McNulty noted that provisions relating to portable or mobile recreational units, previously scattered across individual zone sections, were being consolidated into a single section of the supplementary regulations for consistency and ease of reference. This includes a provision allowing temporary placement of RVs or fifth wheels on a property for up to 60 days to accommodate caregiving situations, with council approval available for extensions beyond that period.

Finally, McNulty addressed proposed updates to the planning commission's powers and duties, correcting language that still referenced subdivision approvals as requiring a recommendation to the city council. Under the updated Title 16 subdivision ordinance adopted in 2024, subdivision approvals are made by the planning commission directly and no longer come to the council. The revised language also clarifies that site plan reviews for non-residential projects in certain commercial zones and all PDC sign reviews are handled at the planning commission level, and that annexation policy

plan amendments are reviewed by the commission with a recommendation forwarded to the city council.

City Attorney Matt Ence then addressed an additional related matter not yet reflected in McNulty's draft revisions. He described a new LUDMA provision adopted in a special legislative session creating two categories of boundary adjustments: simple boundary adjustments and full boundary adjustments. Under the new framework, the city must designate a land use authority to make an initial determination of which category applies. Ence recommended designating the Technical Review Committee (TRC) as the land use authority for that determination. Simple boundary adjustments meeting all statutory criteria could then be processed entirely at the staff level, with the affected property owners signing an agreement or conveyance and recording it with the county. Full boundary adjustments, typically those affecting a property's development entitlements, would proceed through the planning commission, and if occurring within a named recorded subdivision, would require a plat amendment process. Ence also noted that the city's current ordinances still require city council approval for plat amendments, which he viewed as unnecessary, and recommended amending the code to shift that authority to the planning commission, reserving council involvement for situations such as easement abandonments that independently require council action. Staff indicated these revisions would be brought back to the council in draft form for review and approval.

3. Continued discussion regarding Parking Ordinance. Presented by Cody Mitchell, Building Official.

Building Official Cody Mitchell presented a revised draft parking ordinance provision following council feedback from the April 8 work meeting. He explained that rather than amending multiple sections of Title 17 across individual residential zones, the most efficient approach would be to add a comprehensive provision to Title 8, which would function as a city-wide overlay. He noted he had briefly consulted with the city attorney prior to the meeting and would seek more detailed feedback before finalizing the language.

The proposed new section, added under Title 8.04.090, established a purpose statement focused on promoting public safety and community aesthetics by regulating the parking and storage of oversized and nonstandard vehicles, specifically former school buses, in public rights-of-way and on private property accessible or visible to the public.

The definitions section identified three categories: former school buses, defined as any vehicle originally manufactured or used for transit regardless of current title, registration, or conversion status; recreational vehicles, defined as motor vehicles designed or converted for temporary living quarters including motor homes, camper vans, and converted buses; and property open to the public, covering privately owned but publicly accessible commercial, mixed-use, or multi-family properties.

Councilman Caplin raised the question of whether the ordinance should also address former commercial buses, not just former school buses, as the identified problems could arise from either type. The council and Mitchell agreed to broaden the definition and replace references to "former school bus" throughout the document with "former school or commercial bus."

The prohibited parking section made it unlawful to park, store, or allow such vehicles to remain in any public right-of-way or on any property open to the public, with the vehicle's registration or reclassification as a recreational vehicle having no effect on that prohibition.

The limited exceptions section originally provided three permitted circumstances: temporary parking not exceeding 24 hours for active loading, unloading, or servicing; parking at lawfully established vehicle sales lots, licensed repair facilities, or approved storage yards; and vehicles fully enclosed within a permanent structure and not visible from the public right-of-way.

Discussion arose around the third exception. Councilman Hendrickson and others noted that the requirement for full enclosure in a permanent structure was more restrictive than current rules governing standard RVs and fifth wheels, and that there are existing properties in the city where such vehicles are stored under partial coverings or in open side yards. Mitchell agreed that the standard

should be brought in line with how other oversized vehicles are treated, and council direction was to rewrite the provision to allow storage behind the front setback line in a side or rear yard, without requiring full enclosure or visual screening, consistent with existing RV storage standards. Mitchell confirmed he would revise the language accordingly.

John Nelson, a resident of Santa Clara, addressed the council and expressed appreciation for the effort to update the ordinance, citing specific safety concerns related to sight line obstructions caused by buses parked near his driveway. No other members of the public came forward to speak on the item.

Mitchell indicated he would incorporate the council's feedback and bring a revised draft forward for consideration at the May 27 meeting.

3. Staff Reports

Various department heads provided updates:

Cody Mitchell, Building Official reported:

- Issued 81 permits year-to-date, including single-family and townhome permits
- Additional permits are under review and pending payment, bringing the projected total to 95
- Noted a friendly wager with Planning Director McNulty on reaching 100 permits
- Active commercial projects include Brody's Mexican Restaurant, Quell Crossing apartments, Santa Clara Caves, and a downtown project pending payment

Fire Chief, Dan Cazier reported on:

- Responded to 140 calls, above the monthly average, across Santa Clara, Ivins and the county
- Highlighted a five-hour rural rescue in Welcome Springs Canyon
- Completed part-time staff testing with over 30 candidates and plans to hire from the list
- Met with Representative Celeste Malloy and discussed station improvements
- Participated in several community events including tournaments, festivals, and an open house

Public Works Director, Casey Stratton reported:

- Slurry seal project has commenced and initial issues have been resolved
- Hamlin Parkway project kickoff meeting was held and design is expected to be completed in the fall

Power Director, Gary Hall reported:

- Generator maintenance is complete and systems are ready for summer operations
- Energy Imbalance Market is performing well with low market prices
- Generators are not currently running but are expected to as demand increases
- Provided updates on regional transmission projects and the Millard County gas project relocation
- Discussed a potential transmission project with pending federal funding

Parks Director, Ryan VonCannon reported:

- Flags will be flown at half-staff for Peace Officers Memorial Day
- Cemetery cleanup efforts improved with the use of yard signs and volunteer support
- Heritage Square water feature will be removed and replaced with additional seating and improvements

Police Captain, Rich Rogers reported:

- Youth Law Enforcement Academy is being organized with strong participation and possible expansion
- Program will include hands-on activities, safety training and leadership development

- Sponsorships have been secured to cover all program costs

Government Affairs Director Lance Haynie reported:

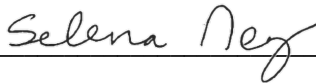
- Power department funding request is under review with a decision expected soon
- Upcoming legislative session includes a medical cannabis work group item
- Cybersecurity efforts are ongoing following a recent attempted breach

Planning Director, Jim McNulty reported:

- Committee is being formed to rewrite the hillside protection zone
- Ongoing coordination on the Graveyard Wash annexation
- Provided economic development updates including retail projects and potential anchor tenants
- Working on access and development plans for property behind Dutchman's, including a mixed-use project proposal

4. Adjournment

Mayor Waite adjourned the work meeting at 5:25 p.m., noting they would reconvene at 6:00 p.m. for the regular meeting.



Selena Nez
City Recorder

Approved: _____ May 27, 2026