

**SANTA CLARA CITY COUNCIL
WEDNESDAY, JULY 22, 2026
MEETING MINUTES**

THE CITY COUNCIL FOR SANTA CLARA CITY, WASHINGTON, UTAH, met for a Regular Meeting on Wednesday, July 22, 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 Pro Tem Dave Pond
Councilman Justin Caplin
Councilwoman Janene Burton
Councilwoman Christa Hinton
Councilman Mark Hendrickson

Excused: Mayor Jarett Waite

Staff Present: Brock Jacobsen, City Manager
Selena Nez, City Recorder
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: Barbara Taylor
Cory Taylor (via Zoom)
Sam Harvey

1. Call to Order

Mayor Pro-Tem Dave Pond called the regular scheduled meeting to order at 6:00 p.m. The mayor pro-tem welcomed everyone and noted that a full council was present: Councilman Justin Caplin, Councilwoman Janene Burton, Councilwoman Christa Hinton and Councilman Mark Hendrickson.

2. Opening Ceremony

Pledge of Allegiance: Councilman Caplan

Opening Comments: Will Jones, The Church of Jesus Christ of Latter-Day Saints

3. Conflicts and Disclosures

No other conflicts were disclosed by council members.

4. Working Agenda

A. Public Hearing(s) 6:00 pm

1. Public Hearing to receive public comments regarding an update on City ordinance 12.24.100 Restrictions on Burial.

Director Ryan VonCannon summarized the change under consideration. At the previous meeting, staff identified what was believed to be a misprint in the ordinance, which stated that two cremation vaults may be allowed in a half plot. The corrected language reads that two cremation vaults may be allowed in a full plot. The public hearing was opened to receive comments. No members of the public came forward, and the hearing was closed.

B. Consent Agenda

1. Approval of Minutes and Claims:
 - July 8, 2026, City Council Work and Regular Meeting
 - Claims through July 22, 2026
2. Calendar of Events:
 - July 24, 2026, Pioneer Day (Offices Closed)
 - August 12, 2026, City Council Work and Regular Meeting
 - August 26, 2026, City Council Work and Regular Meeting

Motion: Councilwoman Burton moved to APPROVE the consent agenda as presented. Councilman Caplin 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 to update city ordinance 12.24.100 Restrictions on Burial and adopt Ordinance No. 2026-14. Presented by Ryan VonCannon, Parks Director.

Following the close of the public hearing, the council moved directly to action on the ordinance. There was no further discussion.

Motion: Councilman Hendrickson moved to APPROVE updating city ordinance 12.24.100 Restriction on Burial and to adopt Ordinance No. 2026-14. Councilwoman Hinton 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 award Rap Tax. Presented by Ryan VonCannon, Parks Director.

Parks Director VonCannon presented two applications received for Rap Tax funding, noting that the city also maintains an annual \$5,000 contribution to 2 of Con separate from these awards.

The first applicant was Heidi Lee Ham Productions for Shakespeare in the Park, requesting \$16,000. VonCannon noted that a portion of the request was to pay off a storage container being placed at Swiss Pioneer Park, which he anticipated would reduce future requests somewhat.

The second applicant was Susanna Nelson on behalf of the Santa Clara Historical Society, requesting \$4,200. Her request included funding to add interpretive signage about indigenous medicinal plant uses throughout the arboretum, replacement of damaged plant identification tags, and reproduction of two historic bronze marker signs and stands for downtown locations. A third historic marker was noted as still in progress and likely to be addressed in a future cycle.

Councilman Caplin, noting it was his first time handling Rap Tax on the council, asked for background on the program. City Manager Brock Jacobsen explained that the council previously designated 20 percent of Rap Tax receipts for arts and recreation awards. Based on approximately \$160,000 in projected Rap Tax revenue for the year, roughly \$32,000 would be available, with any unawarded funds returning to the parks and recreation portion of the Rap Tax fund.

A discussion arose regarding the application deadline. Councilwoman Hinton observed that the online application listed June 31st as a deadline, which is not a valid date, and that the application had not been posted to the city website until June, after the stated May 31st deadline on the printed form. The extension to July had been made informally to accommodate this. Staff discussed the importance of maintaining a clear, predictable deadline process in future years while acknowledging that this year's circumstances warranted flexibility. City Manager Jacobsen noted that in normal years the process should flow with applications due by end of May, review in June, and awards in July. Staff agreed to address the website listing promptly and to

bring any additional late applications to a work meeting for council discussion rather than setting a precedent for an open-ended deadline.

Motion: Councilwoman Hinton moved to APPROVE to award Rap Tax \$16,000 to Ham Production and \$4,200 to the Santa Clara Historical Society. Councilman Hendrickson 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 the Rezone and Amended Site Plan review for property at 2998 Santa Clara Drive, rezoning property from the Historic District/R-1-10 Zone to the Historic District Mixed Use HD/MU Zone and adopt Ordinance No. 2026-15. Presented by Jim McNulty, Planning Director.

Planning Director Jim McNulty presented the application submitted by Heather Taylor and Barbara Parks to renovate and convert an existing single-family home at 2998 Santa Clara Drive into office and retail space intended for use as an art gallery. The property is approximately 0.10 acres or just over 4,500 square feet, with a main floor of approximately 940 square feet and a basement for storage. The home is identified as a period cottage constructed in 1935.

McNulty walked the council through the site plan, noting that the building footprint would remain unchanged and that access would be provided off Santa Clara Drive along the east portion of the lot via a driveway approximately 13 to 15 feet wide. Pedestrian access, drought-tolerant landscaping, and an outdoor patio were included to support walkability consistent with the character of the historic downtown area.

Regarding building materials, the applicants proposed to retain and repair or replicate existing doors and windows to match, replace the asphalt shingle roof with natural cedar shake, and apply a slightly richer stucco color. Both the Heritage Commission, which reviewed the project on June 18, 2026, and the Planning Commission expressed support for the proposed materials and design.

On the question of parking, the site is required to provide a minimum of three spaces per Chapter 17.32. The plan includes three spaces: one van-accessible ADA space located directly off Santa Clara Drive at the entry, and two spaces to the rear of the property. McNulty acknowledged that the ADA parking placement is somewhat unconventional in that a vehicle parked in the ADA space could block egress for vehicles parked in the rear spaces. Staff indicated this was the result of extensive problem-solving through the technical review committee, and that the historic district design guidelines encouraging parking to be placed to the side or rear of buildings, combined with the flexibility provisions of Chapter 17.74, supported this configuration. Applicant Barbara Parks noted from experience operating a gallery that ADA spaces tend not to be in constant use, and that staff and patrons could be attentive to managing the situation when it arises.

To accommodate the two rear parking spaces and provide adequate turning movements, the applicants secured a parking easement agreement with the neighboring property owners to the north, which has been signed by both parties and recorded with the county. Additionally, the Planning Commission added Condition 7 requiring the applicants to work with the neighboring property owners to remove an existing shed straddling the north property line. A signed and notarized demolition agreement for the shed was also received and provided to staff. Councilman Hendrickson confirmed after walking the property that there is only one shed, which appears as two structures in the site plan drawing due to its orientation across the property line.

McNulty noted that notices were sent to all property owners within 300 feet of the property prior to the Planning Commission public hearing and no responses were received. The Planning Commission held a public hearing on July 9, 2026 and forwarded a recommendation of approval to the City Council by a vote of 3 to 2, with the dissenting votes understood to relate to the parking configuration. City staff recommended approval subject to the 12 conditions in the staff report plus the Planning Commission-added Condition 7.

The rezoning was found to be compliant with the recently adopted General Plan's neighborhood commercial land use classification, which supports small-scale commercial uses, walkable centers, and reduced automobile reliance. The proposed Historic District Mixed Use zone is consistent with the zoning of adjacent properties at 3003 and 3013 Santa Clara Drive to the south.

Applicant Barbara Parks addressed the council, describing the vision for the gallery as a community gathering place offering art, tea, coffee, and pastries from an outside vendor on the outdoor patio, with an emphasis on attracting both local foot traffic and visitors. She described her familiarity with historic preservation from previously living in a registered historic home in Bozeman, Montana. Parks also noted that she personally spoke with neighboring residents and property owners before work began and received an enthusiastic reception.

Motion: Councilwoman Hinton moved to APPROVE the rezone and amended site plan review for property at 2998 Santa Clara Drive, rezoning property from the Historic District/R-1-10 Zone to the Historic District Mixed Use HD/MU Zone and adopt Ordinance No. 2026-15. Councilwoman Burton 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 on Chapter 17.08, Definitions and adopt Ordinance No. 2026-16. Presented by Jim McNulty, Planning Director.

Planning Director McNulty briefly summarized this item, noting it had been discussed at a prior meeting. When the council previously adopted the R-1-4 zone with a deed restriction provision requiring owner occupancy for up to ten years, staff identified that the term "owner occupied" was used without a corresponding definition in city code. As directed, staff developed definitions for three terms to be added to Chapter 17.08: owner occupied, primary residence, and secondary residence. The Planning Commission held a public hearing on July 9, 2026 and forwarded a recommendation of approval. There was no additional council discussion.

Motion: Councilwoman Hinton moved to APPROVE Chapter 17.08, Definitions and adopt Ordinance No. 2026-16. Councilman Hendrickson seconded the motion. Roll call vote: Hendrickson - Aye, Pond - Aye, Hinton - Aye, Burton - Aye and Caplin - Aye. Motion passed unanimously.

5. Reports

A. Mayor / Council Reports

Councilman Mark Hendrickson has nothing to report.

Councilwoman Christa Hinton reported attending the groundbreaking at Tech Ridge for the new Eagle Gate Title building, the first of seven planned buildings at that development. She also attended the LPC Housing and Land Use Authority subcommittee meeting, where ongoing discussion included pre-approved home plans, MIHP 2.0, and infrastructure credits for developers building attainable housing.

Councilwoman Janene Burton highlighted the America 250 program at the Stake Center, commending the organizing committee. She also encouraged residents to attend the dinner and play being presented by Liberty Village at the historic courthouse, which has been recently refurbished and updated.

Councilman Justin Caplin noted that the Liberty Village production had already closed its run but that a new show was being planned around Constitution Day. He acknowledged the resolution of power outage communication concerns addressed at the prior meeting and recognized the Snow Canyon Little League softball team, which had taken the state title and competed in San Bernardino representing the Santa Clara and Snow Canyon area.

Councilman Dave Pond echoed appreciation for the America 250 celebration and the organizing committee. He reported attending a league meeting on fireworks and commended the league's coordination with the state forester and its public communications efforts. He relayed an update from the Washington County Solid Waste District noting staffing shortages and driver hour limitations were being actively managed through emergency staffing to avoid impacting collection routes, with the greatest impact felt on Thursday and Friday pickup areas. He also noted a fire had been reported at a landfill adjacent to the county facility and used the opportunity to remind residents to properly recycle lithium and rechargeable batteries rather than disposing of

them in household garbage, as compaction of such batteries can cause fires. Designated drop-off locations include the landfill and retailers such as Home Depot and Lowe's.

Mayor Pro Tem Pond also introduced Sam Harvey, a new district representative for Congresswoman Malloy working alongside District Director James Lovett, covering Kane County and much of Washington County.

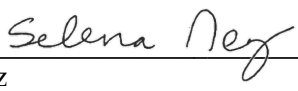
6. Closed Meeting Session

Councilman Pond confirmed no closed meeting session.

7. 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 6:45 p.m.



Selena Nez
City Recorder

Approved: August 12, 2026