



Tooele City Planning Commission  
Business Meeting Minutes

**Date:** May 28, 2025

**Time:** 7:00 pm

**Place:** Tooele City Hall, Council Chambers  
90 North Main Street, Tooele, Utah

**Planning Commissioners Present**

Matt Robinson  
Melanie Hammer  
Jon Proctor  
Chris Sloan  
Tyson Hamilton  
Kelley Anderson  
Alison Dunn

**Excused**

Weston Jensen  
Jon Gossett

**Council Member Liaisons**

Maresa Manzione  
Ed Hansen (*Excused*)

**Staff Present**

Kent Page, City Planner  
Andrew Aagard, Community Development Director  
Roger Baker, City Attorney  
Braxton Roberts, Assistant IT Director  
Darwin Cook, Parks and Recreation Director

Minutes Prepared by Alicia Fairbourne

**1. Pledge of Allegiance**

Chairman Robinson opened the meeting at 7:00 p.m. and led the Pledge of Allegiance.

**2. Roll Call**

Melanie Hammer, Present  
Jon Proctor, Present  
Chris Sloan, Present  
Matt Robinson, Present

Tyson Hamilton, Present  
Alison Dunn, Present  
Kelley Anderson, Present

Prior to opening the agenda items, Chairman Robinson clarified that the conditional use permit request for a mini storage, which had been previously noticed as a public hearing item, would not be addressed, as staff determined it did not require a public hearing.

**3. Public Hearing and Decision on a Conditional Use Permit request by Tooele City Parks and Recreation Department to authorize the use of “Public Buildings, Facilities and Parks” to occur on property located at the north west corner of the intersection of Vine Street and Droubay Road on 1.44 acres in the R1-7 Residential zoning district.**

Mr. Aagard explained that the application sought approval for a paved parking lot expansion at the northwest corner of Vine Street and Droubay Road, to support the Oquirrh Hills Golf Course. He noted the site was zoned R1-7, consistent with surrounding properties, and the proposed lot would include a stormwater detention basin and two access points – one from Droubay Road and another from Vine Street. The parking lot had been designed by the City Engineer in accordance with ordinance requirements for layout, access, and landscaping features.

Mr. Aagard emphasized that the project addressed a clear need, as the existing golf course parking frequently overflowed onto public streets. Although a detailed landscaping plan had not yet been submitted, a condition was included requiring that final landscaping comply with City Code. He also noted the site had historically served as a gravel parking area and trailhead, but there was no record of a previously issued conditional use permit, which necessitated this formal review.

There being no questions from the Planning Commission, Chairman Robinson opened the floor for public comments at 7:04 p.m. There were none. The floor was closed.

**Motion: Commissioner Proctor moved to approve the Conditional Use Permit, application #2025050 by Tooele City Corporation to permit the conditional use of “Public Buildings, Facilities & Parks” on 1.44 acres of property on the northwest corner of Vine Street and Droubay Road in the R1-7 zoning district based on the findings listed in the Staff Report dated May 23, 2025.** Commissioner Anderson made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Sloan, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Dunn, “Aye”; Commissioner Anderson, “Aye”; Chairman Robinson, “Aye”. There were none opposed. The motion passed.

**4. City Council Reports**

Councilwoman Manzione delivered the City Council report, beginning with an expression of appreciation for the Planning Commission’s professionalism and their contributions to the city’s development process. She reported that the Council had approved three key ordinances. First, they adopted the amendment to the minor subdivision ordinance, which now allows for commercial subdivisions under the minor subdivision process – a change the Planning Commission had recommended at their previous meeting. Second, the Council approved the required updates to the city’s parking ordinance to bring it into compliance with recent state law, particularly as it pertains to townhomes and affordable single-family housing.

Lastly, she reported that the Council approved the rezone near 249 East 1000 North, adjacent to the Our House Assisted Living facility. Although the Planning Commission had forwarded a negative recommendation, the Council determined that the rezone fit within a broader city plan, particularly with regard to extending a necessary road connection to 1280 North. Council Member Manzione acknowledged that the Planning Commission may not have received the full context or information during their hearing and encouraged

members to review the City Council meeting on YouTube or reach out with questions. Commissioner Hamilton responded by affirming the need for complete information from applicants to support the Commission's decision-making. Councilwoman Manzione agreed and expressed her appreciation for the Commission's work.

**5. Review and Decision – Minutes of the Planning Commission meeting held May 14, 2025.**

Commissioner Anderson pointed out a discrepancy in the attendance record, noting that Commissioner Jensen had been listed as both present and excused. It was clarified that Commissioner Jensen had in fact been excused from that meeting. Chairman Robinson acknowledged the mistake and confirmed that the correction would be made.

**Motion: Commissioner Anderson moved to approve the minutes of the May 14, 2025 Planning Commission meeting with the aforementioned correction.** Chairman Robinson made the second. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Sloan, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Dunn, "Aye"; Commissioner Anderson, "Aye"; Chairman Robinson, "Aye". There were none opposed. The motion passed.

**6. Planning Commission Training – Conditional Use Permits and Community Development Department Processes and Responsibilities.**

Mr. Aagard presented training materials to the Commission regarding Conditional Use Permits and the processes and responsibilities of the Community Development Department. The training was provided in accordance with Utah Code § 10-9a-302, which requires annual land use training for members of the Planning Commission.

**7. Adjourn**

There being no further business, Chairman Robinson adjourned the meeting at 8:30 p.m.

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this 11 day of June, 2025



Matt Robinson, Tooele City Planning Commission Chair