

**Tooele City Planning Commission  
Business Meeting Minutes**

**Date:** February 11, 2026

**Time:** 7:00 p.m.

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

**Planning Commissioners Present:**

Melanie Hammer

Chris Sloan

Jon Proctor

Tyson Hamilton

Amanda Cordova

Weston Jensen

Kelley Anderson

Amanda Cordova

Sarah Faircloth, Alternate

Frank Linford, Alternate

**Council Member Liaisons:**

Jon Gossett

Ed Hansen

**Staff Present:**

Andrew Aagard, Community Development Director

Matt Johnson, City Attorney

Paul Hansen, City Engineer

Trey Allred, IT Technician

Jamie Grandpre, Public Works Director

Minutes Prepared by Teresa Young

1. **Pledge of Allegiance**

Chairman Hamilton called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. **Roll Call**

Melanie Hammer, Present

Chris Sloan, Present

Jon Proctor, Present

Tyson Hamilton, Present

Amanda Cordova, Present

Weston Jensen, Present

Kelley Anderson, Present

3. **Public Hearing and Recommendation on a proposed text amendment to Tooele City Code 7-9-2; Recreational Vehicles and Recreational Vehicle Parks, regarding the accommodation of recreational vehicles in parking lots of non-profit 501-c3 organization whose purpose is to assist persons who are unhoused.**

Mr. Aagard explained that this proposed ordinance amendment modifies Section 7-9-7 of the City Code to allow limited use of recreational vehicles (RVs) as temporary housing on the property of specific nonprofit 501(c)(3) organizations, such as Switchpoint Community Resource Center or Harris Community Village, whose mission is to assist individuals experiencing housing instability.

Mr. Aagard advised that the amendment originated in response to the City's existing ordinance prohibiting camping on public streets and property. When Switchpoint explored establishing a temporary tent city to provide shelter, the current camping prohibition prevented that approach. In coordination with Mayor Winn and Police Chief Day, this amendment was developed as an alternative solution.

The ordinance would allow up to three recreational vehicles on-site at any given time, with a maximum stay of six months per vehicle. Participating nonprofits must provide residents with access to daily meals, showers, and restroom facilities. The proposal was properly noticed as a public hearing, and no public comments have been received. Mr. Aagard clarified that the proposed amendment was initiated by the Police Department and is not a staff-generated proposal.

During the discussion, Planning Commissioners raised a number of operational, enforcement, and policy concerns regarding the proposed ordinance amendment. Questions focused on site management issues such as garbage disposal, access to potable water and electricity, heating and winter safety, and whether RV occupants would be permitted to store items or expand beyond the vehicle footprint. The Planning Commissioners also discussed whether additional standards—such as cold weather screening, rodent control, licensing, insurance requirements, and overall site appearance—should be incorporated, similar to requirements applied to RV parks.

There was significant concern centered on the six-month occupancy limit. The Planning Commissioners questioned how the timeframe would be tracked and enforced, whether occupants could leave and return to reset the six-month period, and whether a formal registration system should be required. Several planning commissioners noted that six months exceeds the 30-day limit typically permitted in RV parks under existing code and expressed hesitation about creating an exception without clearer structure.

Enforcement responsibility was another key topic. Commissioners discussed whether compliance would rest with individual RV occupants or the nonprofit organization and generally favored placing clear accountability on the 501(c)(3) entity to reduce strain on City code enforcement resources. Additional concerns included whether the amendment could unintentionally apply to other qualifying nonprofits beyond Switchpoint, whether emergency access could be affected by RV placement, and whether the ordinance language should be further tightened to prevent unintended consequences.

The Planning Commissioners expressed support for the ordinance's intent to assist individuals experiencing housing instability but agreed that additional clarification and refinement are needed before moving forward. Planning Commissioners recommended further discussion with Police Chief Day to address enforcement and operational details prior to forwarding a recommendation to City Council.

Chairman Hamilton opened the public hearing at 7:20 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:20 p.m.

**Motion: Commissioner Proctor moved to table this item until there is further information provided considering garbage, running water, power, the cold weather screening, rodent prevention, time frame, what other 501(c)(3) this will apply to. Will the facility maintain the code and emergency responses, permitting registration forms, licensing on vehicles? As well as Medicaid funding.**

Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". Motion passed 7-0.

4. **Public Hearing and Decision on a Conditional Use Permit request by Tooele City to authorize the use of "Public Use" to facilitate a new salt storage shed on property located at approximately 1145 West Rogers Street on approximately 20 acres in the RD Research and Development zoning district.**

Mr. Aagard explained the City is proposing to construct a dedicated road salt storage facility to support winter operations. Currently, the City shares a salt storage site with UDOT and the County near SR-36, which can become congested during winter storm events. To improve efficiency and access, the City intends to build its own facility on a 20-acre parcel near 1145 West Rogers Street. The property is zoned Research and Development (RD), as are the properties to the east and west, with Light Industrial (LI) zoning to the north and south and General Commercial (GC) to the northwest. The nearest residential properties, zoned RR-1, are located approximately 900 feet to the southeast. The proposed site plan shows paved asphalt access from Roger Street on the north side, with the storage structure centrally located on the southern portion of the property. The facility will be a simple structure consisting of a 10-foot masonry foundation wall with a metal building above, reaching a total height of 28 feet, which complies with the RD zone's 50-foot height limit. Public notice was sent to property owners within 200 feet, and no comments were received. Staff recommends approval of the Conditional Use Permit subject to the standard housekeeping conditions outlined in the staff report.

Commissioner Sloan raised a question regarding access to the proposed facility, specifically the condition of Roger Street. He noted that the road has fallen into disrepair and has not seen significant use in recent years. Commissioner Sloan expressed concerns about whether improvements would be necessary to ensure the roadway is safe and capable of supporting the anticipated traffic, particularly the weight of large, heavy Public Works trucks that would be accessing the site. Mr. Aagard advised he would need to defer to the Public Works Department.

Chairman Hamilton opened the public hearing at 7:25 p.m. One member of the public came forward.

Jacob Clegg, speaking as a family member and property owner for the land surrounding the proposed facility, raised concerns about access via Rogers Street. He noted that the road is narrow and in disrepair and questioned whether there is adequate space and design relief for large trucks, such as double-belly trucks delivering road salt, to safely enter and exit the site without further damaging the road. Mr. Clegg also confirmed that the proposed facility does not appear to encroach on his family's fence line, but emphasized the importance of ensuring safe turning and access to avoid impacts on the surrounding property.

Public Works Director Jamie Grandpre was present for the Public Hearing. Mr. Grandpre provided public comment explaining the need for the proposed salt shed, noting that the City currently shares a facility with UDOT and the County, which can lead to delays during snow events. The new facility will help reduce wait times and improve efficiency for snow removal operations. He confirmed that improvements

to Rogers Street are planned to accommodate truck access, and also noted that a production well is being drilled on the site with a well house to be constructed. A water line will be installed from the well along Rogers Street to Glen Eagles, and road improvements will follow completion of that project.

During continued public comment, Jacob Clegg and staff discussed the condition and future improvements of Rogers Street. Planning Commissioners' questions focused on whether the road would simply be repaired or also widened to accommodate large trucks. Mr. Grandpre indicated that the current plan is likely a mill-and-overlay of the existing roadway, with the possibility of modest widening where right-of-way allows, though final details may require further review.

Questions about the project timeline were also raised. Mr. Grandpre explained that road improvements will follow the construction of a production well and installation of a water line on the site, which could take several months to a year to design, bid, and complete. Mr. Grandpre emphasized that the road must ultimately be made safe for both City vehicles and the public once construction is finished.

Mr. Clegg additionally asked about seasonal road closures, noting gates at 1000 West and Utah Avenue are typically closed during winter due to wind drifts and lack of maintenance. Mr. Grandpre responded that the plan is to relocate the east gate to the entrance of the Salt Shed, effectively creating a dead-end while maintaining necessary access, though routine winter maintenance will remain limited.

Chairman Hamilton closed the public hearing at 7:34 p.m.

**Motion: Commissioner Proctor moved to approve the Conditional Use Permit request by Paul Hansen representing Tooele City to authorize the use of "Public Use" to facilitate the construction of a new salt storage shed on the subject property, application number 2026008, based on the findings and subject to the conditions listed in the staff report dated February 5, 2026.** Commissioner Jensen seconded the motion.

The Planning Commission discussed whether to include a time limit on the conditional use approval for the City project. While acknowledging the City's need for the facility and confidence that the project will move forward, concerns were raised about remaining uncertainties, including the lack of finalized designs and unknown construction timelines. Planning Commissioners noted that leaving the approval open-ended would be inconsistent with how other applicants are treated.

An amendment was proposed to add an 18-month completion timeframe. Mr. Hansen, the City Engineer indicated that the project requires state permits and specialized components that may cause delays beyond the City's control, and requested that any time limit include a provision allowing the City to return to the Planning Commission to request an extension if necessary. The Planning Commission expressed general support for this approach and deferred to the maker of the motion regarding inclusion of the extension provision.

**Commissioner Proctor amended his motion as proposed to include the 18-month timeframe with a provision allowing the City to return to the Planning Commission to request an extension if necessary.** Commissioner Jensen seconded the motion with the amendment. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". Motion passed 7-0.

## 5. City Council Reports

Councilman Gossett provided an update regarding a recent City Council meeting, noting that Val Shupe, Executive Director of the Utah Chiefs of Police Association formally accredited the Tooele City Police Department. Only 35 police departments statewide hold this accreditation, reflecting positively on the department and its leadership.

Councilman Gossett reported that Mayor Manzione also appointed Nathan Farrer, who has been sworn in as the new Public Works Director. He officially began his duties on Monday.

Additionally, the City Council discussed the proposed salt shed project, approved a new fee schedule for the police firearm range to help offset maintenance costs, and approved the sale of 2.27 acre-feet of water to Holiday Oil located on 1000 North.

That concluded the City Council business relevant to the Planning Commission.

6. **Discussion – proposed amendments to city code regarding ancillary parking and temporary vehicle storage.**

The Planning Commission held a discussion on a proposed amendment to City Code Title Seven regarding ancillary parking and temporary vehicle storage, introduced by Commissioner Linford. The proposed amendment focuses on off-street parking standards for automotive sales and automotive repair uses, using a formula based on property square footage to establish a maximum number of vehicles allowed on a site. The intent is to provide an enforceable standard to address congestion, health, and safety concerns, drawing from similar regulations used successfully in other Utah municipalities.

The Planning Commissioners discussed the need for clearer enforcement tools, acknowledged that the amendment would not resolve all compliance issues, but agreed it would provide code enforcement with a measurable standard when complaints arise. Questions were raised about how the proposal would apply to alternative business models, such as online-only auto sales without on-site inventory. Commissioner Linford clarified that the language is intended to apply only to on-site automotive sales and repair operations, and agreed that minor clarifications could be added to reduce ambiguity.

Mr. Aagard confirmed that the Planning Commission has authority to recommend amendments to the City Code and explained the process moving forward. If supported by the Planning Commission, Planning staff would draft formal ordinance language, consult with the City Attorney, present the proposal to the City Council for a work session, and then return to the Planning Commission before proceeding through the public hearing process. It was emphasized that revisions could be made throughout the process and that final approval rests with the City Council.

Mr. Aagard expressed support for the concept, noting that having a clear standard would be beneficial for enforcement.

**Motion: Commissioner Sloan moved to recommend to Planning Staff that they pursue a proposed text amendment to the City Code regarding ancillary parking and temporary vehicle storage, considering the work that has already been done and bringing back amendments to Planning Commission for further consideration.** Commissioner Hammer seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”, Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. Motion passed 7-0.

7. **Review and Decision – January 28, 2026 Planning Commission Meeting Minutes**

Planning Commission had no corrections to the minutes.

**Motion: Commissioner Anderson moved to approve the January 28, 2026 Planning Commission Meeting Minutes.** Commissioner Jensen seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”, Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. Motion passed 7-0.

8. **Adjourn**

Chairman Hamilton moved to adjourn the meeting at 7:54 p.m.

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

Approved this 25 day of February, 2026

  
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Tyson Hamilton, Tooele City Planning Commission Chair

