

Tooele City Planning Commission
Business Meeting Minutes

Date: April 23, 2025

Time: 7:00 pm

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

Commission Members Present:

Matt Robinson
Chris Sloan
Tyson Hamilton
Melanie Hammer
Jon Proctor
Kelley Anderson
Weston Jensen
Jon Gossett (alternate)
Alison Dunn (alternate)

City Council Members Present:

Maresa Manzione
Ed Hansen

City Employees Present:

Kent Page, City Planner
Andrew Aagard, Community Development Director
Zack Lawrence, I.T. Intern

Minutes prepared by Alicia Fairbourne

1. Pledge of Allegiance

Chairman Robinson called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

2. Roll Call

Melanie Hammer, Present
Jon Proctor, Present
Chris Sloan, Present
Matt Robinson, Present
Tyson Hamilton, Present
Weston Jensen, Present
Kelley Anderson, Present

3. Public Hearing and Decision to consider a request by Ashlee Lopez for Conditional Use Approval to allow an in-home childcare business involving 8 to 16 children on the property at 843 E. Deer Flat Road in the R1-7 Residential Zoning District.

City Planner Kent Page presented the application and explained that the request involved caring for up to 16 children, which required a Conditional Use Permit approval under the City's Code. Mr. Page reviewed the applicable code conditions, including requirements related to traffic and parking plans, session limits, and separation distances from other childcare operations. He noted that the applicant reported no employees would be involved, that arrivals and departures would be staggered, and that no other licensed childcare facilities requiring a Conditional Use Permit were within 300 feet of the subject property.

Mr. Page summarized that staff recommended approval with conditions, including compliance with State licensing requirements, a home occupation business license, limitations on hours of operation from 6:30 am to 7:00 pm, and adherence to building and fire codes. Although the applicant requested hours beginning at 5:45 am, Mr. Page advised that it would be at the Commission's discretion to modify that condition. During Commission discussion, Commissioner Hammer sought clarification regarding the recommended hours, and Commissioner Hamilton expressed support for the applicant's requested earlier start time, stating that early departures were not uncommon for Tooele residents.

There being no further questions from the Commission, Chairman Robinson opened the floor for public comments at 7:05 pm; however, no members of the public addressed the Commission in person. Mr. Page noted one emailed comment had been received in support of the application from a neighbor residing at 868 Deer Flat Road. Chairman Robinson then closed the floor at 7:06 pm.

Motion: Commissioner Hammer moved to approve the request for a Conditional Use Permit, application number 2025039 by Ashlee Lopez to allow the operation of a home occupation day care involving the care of eight to sixteen children on the property addressed at 843 East Deer Flat Road, located in the R1-7 zoning district, based on the findings and fact and subject to the conditions that are listed in the Staff Report dated April 18, 2025, with the drop off and pick up hours between 5:45 am and 7:00 pm.

Commissioner Hamilton seconded the motion. Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Sloan, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Robinson, "Aye". There were none opposed. The motion passed.

4. City Council Reports

Councilwoman Manzione reported that there had been no City Council meeting held the previous week due to Council Members attending training provided by the Utah League of Cities and Towns. She stated that the training was beneficial, offering both reassurance regarding current City practices and opportunities to learn new information.

5. Review and Decision – Minutes of the Planning Commission meeting held April 9, 2025.

Commissioner Proctor requested a correction to the roll call section of the meeting minutes, noting that the spelling of his first name was misspelled. Staff acknowledged the correction and agreed to make the necessary revision.

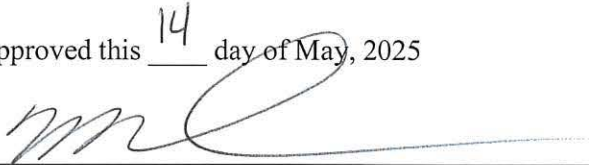
Motion: Chairman Robinson moved to approve the minutes of the Planning Commission meeting held April 9, 2025, with a correction to the spelling of Commissioner Proctor's name as noted. Commissioner Hamilton seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Sloan, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Robinson, "Aye". There were none opposed. The motion passed.

6. Adjourn

There being no further business, Chairman Robinson adjourned the meeting at 7:08 pm.

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 14 day of May, 2025



Matt Robinson, Tooele City Planning Commission Chair