

Tooele City Planning Commission  
Business Meeting Minutes

**Date:** April 22, 2026

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

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

**Planning Commissioners Present**

Melanie Hammer

Jon Proctor

Tyson Hamilton

Kelley Anderson

Sarah Faircloth, Alternate

Frank Linford, Alternate

**Excused**

Chris Sloan

Amanda Cordova

Weston Jensen

**Council Member Liaisons**

Ed Hansen

Jon Gossett

**Staff Present**

Andrew Aagard, Community Development Director

Anna Anglin, City Planner

Matt Johnson, City Attorney

Minutes Prepared by Teresa Young

1. **Pledge of Allegiance**

Chairman Hamilton opened the public hearing at 7:00 p.m.

Before Chairman Hamilton led the Pledge of Allegiance he provided a quick announcement for applicants, the public, and everyone involved: There has been a significant increase in fraudulent phishing requests using information from public notices related to Planning Commission meetings. Please be aware that Tooele City only collects fees at the time of application submittal and will never request additional payments via wire transfer. All official emails from Tooele City will end in @tooelecity.gov. If you receive a payment request from any other email after submitting your application, it is fraudulent. Do not send money, and please contact the Tooele City Community Development Department immediately to report it. Stay vigilant and protect your information and assets.

2. **Roll Call**

Melanie Hammer, Present

Jon Proctor, Present  
Sarah Faircloth, Present  
Frank Linford, Present  
Kelley Anderson, Present  
Tyson Hamilton, Present  
Chris Sloan, Excused  
Amanda Cordova, Excused  
Weston Jensen, Excused

3. **Public Hearing and Decision on a Conditional Use Permit request by Jessica Harward to authorize the use of a “Child Care and Preschool involving 8 to 16 Children” to occur at the property located at 1664 N Ashlin Court in the R1-7 Single Family Residential zoning district on .17 acres.**

Ms. Anglin presented a request for a conditional use permit for a home daycare located within a residentially zoned neighborhood, surrounded by residential uses. The site plan includes a fenced outdoor play area and designated layout for daycare operations.

Although the application qualified as an administrative approval, it was brought before the Planning Commission due to concerns raised by a neighboring resident regarding potential traffic congestion, on-street parking, and the number of occupants at the home. Ms. Anglin advised she worked with the applicant to resolve a zoning violation related to renting part of the home to an additional household, allowing the application to move forward.

Ms. Anglin outlined applicable home daycare requirements, including limits on the number of children (including the provider’s own), allowance for one non-resident employee, compliance with state licensing, and provisions for a fenced outdoor play area. She advised that the applicant indicated the daycare will operate as a daycare only at this time, with potential for preschool sessions in the future.

Ms. Anglin is recommending approval of the conditional use permit with the condition that all drop-off and pick-up activities occur within the driveway or directly in front of the residence to minimize neighborhood impacts.

Chairman Hamilton opened the public hearing at 7:05 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:06 p.m.

The applicant, Ms. Harward addressed the Planning Commission, providing background on her experience as a former assistant director at a childcare facility and noting she is currently pursuing a degree in early childhood education. She explained that her daycare primarily serves two- and three-year-old children.

In response to concerns about traffic and congestion, Ms. Harward stated she has coordinated with parents to ensure all drop-off and pick-up activities occur in the driveway or directly in front of the home. She also removed additional vehicles from the property and placed them in storage to increase available space.

Planning Commission members complimented the quality of the outdoor play area and acknowledged the applicant’s efforts. Clarification was provided that a previously noted camper is no longer on the property, and that a prior issue involving an additional household in the basement has been resolved.

Staff also noted that certain matters, such as smoking regulations, fall under state licensing rather than local zoning authority.

**Motion: Commissioner Proctor moved to approve the conditional use permit request by Jessica Harward to authorize the use of a “Child Care and Preschool involving 8-16 Children” to occur at 1664 N. Ashlin Court application number 2026019 based on the finding and subject to the condition listed in the Staff Report dated April 16, 2026.** Commissioner Hammer seconded the motion.

Commissioner Anderson confirmed that all concerns raised had been satisfactorily addressed, and the Planning Commission concurred.

The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Faircloth, “Aye”, Commissioner Linford, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 6-0.

4. **Public Hearing and Recommendation on a proposed text amendment to Tooele City Code 7-14-11; Landscaping and Water Conservation with New Development, regarding the use of sod in residential landscaping and the use of irrigation systems associated with residential landscaping**

Mr. Aagard presented a proposed ordinance amendment related to residential landscaping and irrigation requirements, describing it as a housekeeping update intended to simplify and clarify existing code governing water conservation in new developments.

The ordinance applies to subdivisions approved after April 1, 2023, and staff outlined several proposed changes, including removing conflicting or unnecessary provisions, clarifying limits on natural lawn and artificial turf, and reinforcing the use of drip irrigation for non-lawn areas. The overall intent of reducing water use remains unchanged, while making the code easier to understand and apply.

Planning Commissioners generally supported the simplification but engaged in discussion regarding the 50% limitation on artificial turf, noting its potential benefits for water conservation. Additional concerns were raised about enforcement challenges, particularly after homes are transferred to individual homeowners. Mr. Aagard acknowledged limited enforcement capacity and explained that compliance is primarily addressed during the building permit process and through complaint-based enforcement, though additional resources and future code amendments may improve oversight.

The Planning Commission also discussed clarifying language to ensure the ordinance clearly applies only to new development and does not impact existing properties. Overall, the Planning Commission expressed support for the proposed revisions while noting potential recommendations for further refinement.

Chairman Hamilton opened the public hearing at 7:29 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:29 p.m.

**Motion: Commissioner Anderson moved to forward a positive recommendation to the City Council for the proposed amendments to Tooele City Code 7-14-11: Landscaping and Water Conservation with New Developments in accordance with the staff report with the following changes for approvals occurring after April 1, 2023 bold in the title and everything after artificial**

**turf may be used stricken and that irrigation needed for plantings outside lawn areas shall be drip style irrigation system.** Commissioner Linford seconded the motion.

Commissioner Hammer shared concerns regarding the proposed 50% limitation on artificial turf, noting that in other communities' higher percentages of turf are common while still incorporating some landscaping elements. Commissioner Linford indicated that the restriction may be unnecessary and expressed support for reconsidering or removing the limitation.

The vote was as follows: Commissioner Hammer, "Nay"; Commissioner Proctor, "Aye"; Commissioner Faircloth, "Aye"; Commissioner Linford, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 5-1.

5. **Discussion and Decision on Resolution 2026-01 Public Comment Policy Amendments and Open Meetings**

Mr. Johnson presented proposed updates to the Planning Commission's public comment policy, aligned with recent changes adopted by the City Council. The revisions aim to clarify procedures for both verbal and written public comments, including timelines for submission, applicability of decorum standards, and the Chair's discretion to disregard anonymous, late, or inappropriate comments.

As part of the presentation, Mr. Johnson also provided annual training on the Open and Public Meetings Act, emphasizing requirements for transparency, proper noticing, public access, and recordkeeping. Particular attention was given to avoiding deliberation outside of public meetings, including through email or informal discussions among a quorum.

Planning Commission members discussed the proposed policy changes and expressed support, noting that clearer guidelines—especially regarding written comments and submission deadlines—would improve efficiency and consistency. The Planning Commission also acknowledged the importance of maintaining order during public comment while preserving the opportunity for meaningful public input.

**Motion: Commissioner Proctor moved to accept Resolution 2026-01 as presented by Attorney Johnson. Commissioner Hammer seconded the motion.**

The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Faircloth, "Aye"; Commissioner Linford, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 6-0.

6. **City Council Reports**

Councilman Gossett provided informal remarks, expressing appreciation for the Planning Commission's thoughtful discussion and engagement during the meeting. He noted that it was encouraging to see differing viewpoints and meaningful dialogue among Planning Commissioners.

He also highlighted a recent City Council quarterly report, which provided an overview of city growth, development activity, and economic indicators, noting it was informative and reflected positive progress within the community.

The Councilmember thanked the Commission for their time, effort, and consideration in addressing planning matters.

7. Review and Decision – April 8, 2026 Planning Commission meeting minutes

It was noted that the previously identified correction had already been made, and no further changes were requested.

**Motion: Commissioner Hammer moved to approve the minutes from April 8, 2026.** Commissioner Faircloth seconded the motion.

The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Faircloth, “Aye”, Commissioner Linford, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 6-0.

8. Training – Conditional Use Permits

No minutes were taken during the training session. Chairman Hamilton adjourned the meeting prior to the training to allow Commissioner Linford to be excused.

9. Adjourn

Chairman Hamilton adjourned the meeting at 8:03 p.m., prior to Agenda Item 8, which was required training.

*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 13 day of May, 2026

  
Tyson Hamilton, Tooele City Planning Commission Chair