

**Tooele City Planning Commission
Business Meeting Minutes**

Date: May 13, 2026

Time: 7:00 p.m.

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

Planning Commissioners Present:

Melanie Hammer
Frank Linford
Jon Proctor
Tyson Hamilton
Amanda Cordova
Weston Jensen
Kelley Anderson
Sarah Faircloth, Alternate

Excused:

Chris Sloan

Council Member Liaisons:

Jon Gossett
Ed Hansen, excused

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 meeting 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
Frank Linford, Present
Jon Proctor, Present
Amanda Cordova, Present
Weston Jensen, Present
Kelley Anderson, Present
Tyson Hamilton, Present

Chairman Hamilton also recognized Commissioner Sarah Faircloth and staff present.

3. **Public Hearing and Recommendation on a proposed text amendment to Tooele City Code Title 7 Chapter 4: Off-Street Parking Requirements, regarding the establishment of specific parking and storage standards for automobile related commercial uses.**

Mr. Aagard presented a proposed ordinance amendment regarding parking requirements for automobile-related commercial uses. He explained that the current city code does not establish specific parking standards for these uses, which prompted the Planning Commission to direct staff to prepare amendments establishing clearer requirements. Commissioner Linford drafted preliminary language, which staff reviewed and generally supported, recommending several minor edits and consolidating certain provisions into a parking table for clarity.

Mr. Aagard outlined the proposed amendments, including establishing the purpose of the ordinance, minimum parking requirements for automotive businesses, standards for vehicle storage and display areas, and site plan requirements for towing-related storage areas. He also summarized feedback received from the City Council during a recent work session, including concerns about whether the proposed standards could create excessive parking requirements, limit redevelopment opportunities on smaller parcels, or reduce flexibility for staff and the Planning Commission when evaluating unique properties.

Planning Commissioners discussed the proposal at length, comparing the proposed standards to existing automotive businesses throughout the city. Concerns were raised that the requirements could be overly restrictive for smaller or long-established businesses that currently operate without parking issues. Planning Commissioners also discussed the importance of maintaining flexibility for unique parcels while still creating consistent standards that could assist with code enforcement and prevent excessive vehicle storage or overcrowded lots.

Commissioner Linford proposed several revisions to address concerns raised by the Planning Commission and City Council, including reducing the parking requirement for service bays, removing separate standards for auto parts retail stores, clarifying the definition of a “service bay,” and adding language allowing the Planning Commission flexibility to modify parking requirements based on parcel constraints or operational characteristics.

Additional discussion focused on balancing property rights, redevelopment opportunities, and the City’s ability to address problem properties with excessive vehicle storage. Mr. Aagard explained that the proposed amendments were intended to provide clearer enforcement tools while still allowing case-by-case flexibility through the conditional use permit process.

Chairman Hamilton opened the public hearing at 7:35 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:35 p.m.

Motion: Commissioner Jensen moved to table the item to allow for additional cleanup and clarification of the ordinance language, incorporating the concerns and discussion points identified during the meeting. Commissioner Anderson seconded the motion.

Prior to the vote, the Planning Commission discussed ensuring that all previously identified language concerns would be addressed before the item returned for further consideration. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Linford, “Aye”; Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton “Aye”. The vote passes 7-0.

4. **Public Hearing and Recommendation on a proposed text amendment to Tooele City Code 7-11a-17, Design Standards: Walls and Fences, regarding an exception to the current fencing requirements when a new multi-family residential project is constructed adjacent to an existing single-family residential development where fencing has already been installed.**

Mr. Aagard presented a proposed text amendment to Tooele City Code 7-11a-17 regarding fencing requirements for multi-family residential developments adjacent to single-family residential properties. The amendment was submitted by Brett Lovell on behalf of the Ledger Cove development to address situations where existing residential fencing conflicts with current code requirements for solid fencing with masonry columns or piers.

Mr. Aagard explained that the current ordinance provides no mechanism for exceptions when adjacent homeowners have already installed fencing that does not meet the city’s design standards. As a result, developers are often required to construct a second fence alongside an existing fence, creating maintenance issues, weed growth, debris accumulation, and inconsistent appearances. The proposed amendment would allow exceptions to the masonry column or pier requirement when certain criteria are met, including consistency with surrounding development, cohesive appearance, and existing fencing conditions. The original proposal recommended City Council approval for such exceptions, while staff suggested the authority instead be granted to the Planning Commission or potentially staff.

The Planning Commissioners generally supported the intent of avoiding unnecessary double fencing but discussed several concerns related to fence ownership, maintenance responsibilities, property rights, and potential disputes between homeowners and developers. Commissioners questioned how damage, repairs, and liability would be handled if developers relied on privately owned fences. Discussion also included whether homeowners should be required to provide written consent or affidavits before a developer could utilize or connect to existing fencing.

Several planning commissioners expressed support for allowing staff or the Planning Commission to review exceptions administratively, provided adjacent property owners receive notice and an opportunity to comment. Planning Commissioners also discussed requiring developers to submit photographs and documentation to support exception requests.

Questions were raised regarding the absence of the applicant and whether nearby homeowners were aware of the proposed ordinance amendment. Mr. Aagard explained that ordinance amendments are noticed through public postings rather than direct mailed notices because they apply citywide. Planning Commissioners discussed the possibility of tabling the item until the applicant could attend and respond

to concerns. Mr. Agard advised that the Planning Commission could table the item for a specific period but recommended avoiding an indefinite delay because the applicant had paid an application fee.

Discussion concluded with several commissioners expressing support for moving the amendment forward with additional requirements for neighbor notification and review authority assigned either to staff or the Planning Commission.

Chairman Hamilton opened the public hearing at 7:58 p.m. Seeing no members for the public coming forward, Chairman Hamilton closed the public hearing at 7:58 p.m.

Planning Commissioners continued discussion regarding the proposed fencing ordinance amendment and whether exceptions should be reviewed administratively by staff or by the Planning Commission. Several commissioners expressed support for keeping the Planning Commission involved in contentious cases while allowing staff to handle routine requests. Planning Commissioners noted that public hearings could provide affected property owners an opportunity to voice concerns on the record rather than directing complaints solely toward staff.

Discussion focused heavily on the importance of notifying adjacent property owners. Planning Commissioners discussed requiring developers to contact affected homeowners and provide affidavits documenting whether property owners approved or opposed the proposed fencing arrangement. Questions were raised regarding how notices are currently sent and whether absentee property owners would receive notification.

Planning Commissioners considered language that would allow staff to approve requests administratively unless disputes or objections arose, at which point the matter could be brought before the Planning Commission. Staff advised that defining what constitutes a “contentious” issue could complicate the ordinance, but commissioners agreed that property owners should have the ability to request Planning Commission review if concerns existed.

Additional discussion centered on whether the Planning Commission would be expected to mitigate disputes or simply evaluate requests against the ordinance criteria. Staff clarified that the Planning Commission would not be required to negotiate solutions but could approve or deny requests based on whether the established criteria were met.

Some commissioners remained concerned about moving forward without broader public awareness, noting that nearby property owners may not have known the ordinance amendment was under consideration because ordinance amendments are not directly mailed to surrounding residents. Commissioners emphasized that future requests should require documented communication between developers and affected property owners before exceptions could be considered.

Staff explained that similar situations had occurred previously and that developers had typically been required to construct a second fence when property owners refused to allow connections to existing fencing. Commissioners generally agreed that if a homeowner did not consent, the developer would simply need to construct a separate fence to comply with city standards.

Following further discussion, Commissioner Linford asked whether the public hearing could be reopened to allow additional public comment after noting that an audience member had repeatedly indicated a desire to speak.

Chairman Hamilton reopened public hearing at 8:08 p.m.

Richard Stribling commented that in Lee County, Florida, surrounding property owners are notified whenever a code variation or exception is requested and are given an opportunity to attend a public hearing and express objections. He recommended that Tooele City follow a similar case-by-case process for fencing exceptions rather than creating additional citywide ordinances or regulations. Mr. Stribling questioned why different fencing standards exist between residential and commercial or multi-family developments and suggested that developments adjacent to residential areas should simply follow residential fencing standards. He expressed concern that continually adding new ordinances and regulations creates unnecessary complexity for businesses and property owners. He encouraged the Commission to focus on individual exception requests with proper neighbor notification and public input rather than adopting broader code amendments. He stated that if affected neighbors are notified and no objections are raised, the request could move forward more easily, while objections could be addressed during the public hearing process.

Chairman Hamilton closed the public hearing at 8:11 p.m.

Motion: Commissioner Jensen made a motion to forward a positive recommendation for the proposed ordinance amendment with additional conditions that exception requests be reviewed administratively by staff; that developers communicate with affected property owners and obtain affidavits documenting the property owners' approval or opposition; and that affected property owners be allowed to request a public hearing with the Planning Commission if they disagree with a staff decision.

Commissioners clarified that the Planning Commission would not be responsible for mitigating disputes and that if a property owner did not consent to the use of their fence, the developer would be required to construct a separate compliant fence.

During discussion of the motion, commissioners considered whether a timeframe should be established for requesting a hearing. Mr. Johnson, City Attorney noted that other administrative appeal processes typically include a 10-day deadline, though no formal amendment to the motion was made regarding a specific timeframe. Commissioners further clarified that property owners would retain full control over whether developers could connect to or utilize existing fencing on private property.

Commissioner Cordova seconded the motion.

The vote was as follows: Commissioner Hammer, "Nay"; Commissioner Linford, "Nay"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Nay"; and Chairman Hamilton "Aye". The vote passes 4-3.

5. City Council Reports

Councilman Gossett reported that UDOT had determined it would not move forward with the proposed stoplight at Skyline and Main Street. He noted that the outcome demonstrated the value of public participation and thanked residents who submitted feedback during the public outreach process.

Councilman Gossett also shared an anecdote from a past development project in Greeley, Colorado, where city requirements mandated bicycle parking spaces for businesses. He remarked that the experience highlighted how local planning regulations can vary and emphasized the Planning Commission's important role in determining what standards and requirements are appropriate for the community.

6. **Review and Decision – April 22, 2026 Planning Commission meeting minutes**

There were no corrections to the minutes.

Motion: Commissioner Proctor moved to approve the April 22, 2026 Planning Commission Meeting Minutes. Commissioner Linford seconded the motion.

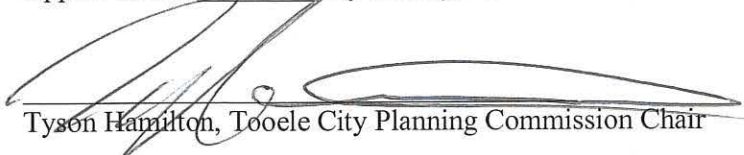
The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Linford, "Aye"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton "Aye". The vote passes 7-0

7. **Adjourn**

Chairman Hamilton adjourned the meeting at 8:18 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 27 day of May, 2026


Tyson Hamilton, Tooele City Planning Commission Chair