

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT the Tooele City Planning Commission will meet in a business meeting scheduled for **Wednesday, January 14, 2026** at the hour of 7:00 p.m. The meeting will be held in the City Council Chambers of Tooele City Hall, located at 90 North Main Street, Tooele, Utah.

We encourage anyone interested to join the Planning Commission meeting electronically through Tooele City's YouTube channel by logging onto www.youtube.com/@tooelecity or searching for our YouTube handle @tooelecity. If you would like to submit a comment for any public hearing item you may email pcpubliccomment@tooelecity.gov any time after the advertisement of this agenda and before the close of the hearing for that item during the meeting. Emails will only be read for public hearing items at the designated points in the meeting.

AGENDA

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Public Hearing and Recommendation** on an ordinance amendment proposed by Tooele City to amend Tooele City Code 4-8-2.6; Table of Substandard Local Street Requirements, to amend the table, adding Canyon Road to the list of substandard local streets.
4. **City Council Reports**
5. **Review and Decision** – 2026 Planning Commission Meeting Schedule.
6. **Discussion** – Pre-Development Meeting attendance assignments.
7. **Review and Decision** – December 12, 2026 Planning Commission meeting minutes.
8. **Planning Commission Training** – Powers and Duties.
9. **Adjourn**

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Kent Page, Tooele City Planner prior to the meeting at (435) 843-2132.

STAFF REPORT

January 8, 2026

To: Tooele City Planning Commission
Business Date: January 14, 2026

From: Planning Division
Community Development Department

Prepared By: Andrew Aagard, Community Development Director

Re: Non-Standard Roads – City Code Text Amendment Request

Applicant: Tooele City
Request: Request for approval of a City Code Text Amendment to Tooele City Code 4-8-2.6; Table of Substandard Local Street Requirements.

BACKGROUND

This application is a request for approval of a City Code Text Amendment for Tooele City Code 4-8-2.6; Table of Substandard Local Street Requirements. The amendment will affect only the table and will be adding Canyon Road to the list of substandard local streets.

ANALYSIS

Purpose. The Tooele City Community Development Department has received an application to subdivide an existing parcel of record into four single-family residential lots. Two of these new lots will be accessing Canyon Road which is currently a public right-of-way. There is also a new home being constructed on an existing parcel of record immediately adjacent to the proposed subdivision and will also be accessing Canyon Road. This development will result in 3 new homes utilizing Canyon Road for access.

When new development occurs specific right-of-way improvements are required to be installed by the developer. These improvements typically involve the following:

1. Right-of-way dedication and asphalt pavement.
2. Curb, gutter and sidewalk improvements.
3. Park Strip.

These improvements are constructed by the applicant or developer during the subdivision development phase or during building construction if a new home is being constructed on an existing lot. Most of the time Tooele City's roads are well defined and the improvements when installed serve to benefit the community in terms of safety, provision of access and mobility, and storm water management.

However, Tooele City does have some roads that, due to historical reasons not understood by staff today, do not meet and will not meet the current minimum road width and road improvements requirements of the City's ordinances and standards. These roads are referred to as non-standard roads or as "substandard local streets" by the ordinance. Sometimes these roads are referred to as "alleys" or "alleyways." The Commission knows which roads these are. They are 150 West, 50 West, and Garden Street (50 East). Table 4-8-2.6 of the City code indicates specific requirements for improvements to each of these non-standard roads in terms of right-of-way width, asphalt, curb, gutter and sidewalk.

With the submission of the subdivision application another non-standard road has come to Staff's attention and along with this road significant ordinance compliance issues that need to be addressed. Canyon Road is an older road that pre-dates many of our existing ordinances and standards for road improvements. Canyon road extends

south of SR-36 (see the aerial photograph attached to this report) and proceeds up the hillside eventually terminating in a dead end for the public and gated dirt roads extending further up the hillside to some of Tooele City's water facilities, trails and a Rocky Mountain Power Substation. Canyon Road faces significant slope issues on both the east side and the west side and currently curb, gutter and sidewalk do not exist on any portions of the road.

This new subdivision triggers these improvements, however, after in depth analysis of these improvements staff has determined that installation of curb, gutter and sidewalk may be more detrimental to adjacent properties than beneficial for the following reasons:

1. **Curb & Gutter:** Currently there is no curb and gutter in place to contain storm water run-off from the street. Storm water flows off the asphalt and onto each adjacent property according to its amount of frontage on the road. If curb and gutter are installed on the new lots that are proposed to front Canyon Road, storm water will be collected by the curb and gutter as it flows from the street instead of flowing down the slope adjacent to the road. The property just north of the new development does not have curb and gutter and the City cannot require the developer to install curb and gutter along the entire frontage of Canyon Road. Therefore, all of this water that would sheet flow into the adjacent lots would now be collected by the curb and gutter and will then flow directly into the front yard of the property to the north of the new development. That is three times the water than if no curb and gutter is present. In this case, curb and gutter serve to create more flooding problems and potentially more liability to the city.
2. **Sidewalk:** There is no sidewalk currently on Canyon Road. Requiring this developer to do a small patch of sidewalk is requiring a sidewalk that goes nowhere and connects to nothing.
3. **Right-of-way:** Due to the slope conditions on both sides of Canyon Road there isn't any way to widen or extend the right-of-way without engaging in significant cut and fill to the hillside. Cut and fill will result in significant engineering for slope stabilization at significant cost. Additional cut and fill will also result in more liability to the City where the slope is currently stable. Property lines in this area are also a mess and it is nearly impossible to verify current right-of-way lines.
4. **Emergency Vehicle Turn Around:** Currently City codes require that all public streets terminate in a cul-de-sac bulb of sufficient width to accommodate the largest of Tooele City's fleet of emergency apparatuses. Similar to the right-of-way width, there is not sufficient width, due to the hillside slope to accommodate a full-sized cul-de-sac turn around.

Because of the four extenuating circumstances listed above on this old, non-conforming, non-standard roadway, Tooele City Staff are proposing the following changes to Tooele City Code 4-8-2.6; Table of Substandard Local Street Requirements:

1. Adding Canyon Road to the Table of Substandard Local Street Requirements.
2. Including application of the street requirements to the entire length of the road.
3. Leaving existing rights-of-way widths as "undetermined." Property lines are a mess in this area and it is difficult to determine what the current right-of-way actually is. It's also very difficult to require new right-of-way due to the slopes. Leaving the right-of-way as "undetermined" will free the City and any new development of the obligation to dedicate additional right-of-way that cannot be utilized.
4. Leaving asphalt requirements as "undetermined." Without doing cut and fill the right-of-way is pretty much what it is. Rather than encumber the City with specific width staff has determined it would be best to leave it as undetermined and address situations as they arise. This also provides staff with flexibility to work with what is available.
5. Curb and gutter are not required along the entire length of Canyon Road.
6. Sidewalk is not required along the entire length of Canyon Road.
7. Provides a new foot note, demarcated by an asterisk, exempting Canyon Road from the cul-de-sac requirement but designates authority to the Tooele City Fire Marshall to approve alternative means of emergency vehicle turns around.

This ordinance amendment is specific to Canyon Road only and will not affect any other street within Tooele City. City Staff believe this to be the best approach to accommodate a significantly non-standard road and to limit impacts of new development to adjacent properties already developed. It also frees the City from requiring unrealistic development standards on an existing road that cannot accommodate those standards without significant engineering and destabilization of the hillside slope.

Criteria For Approval. The criteria for review and potential approval of a City Code Text Amendment request is found in Sections 7-1A-7 of the Tooele City Code. This section depicts the standard of review for such requests as:

- (1) No amendment to the Zoning Ordinance or Zoning Districts Map may be recommended by the Planning Commission or approved by the City Council unless such amendment or conditions thereto are consistent with the General Plan. In considering a Zoning Ordinance or Zoning Districts Map amendment, the applicant shall identify, and the City Staff, Planning Commission, and City Council may consider, the following factors, among others:
 - (a) The effect of the proposed amendment on the character of the surrounding area.
 - (b) Consistency with the goals and policies of the General Plan and the General Plan Land Use Map.
 - (c) Consistency and compatibility with the General Plan Land Use Map for adjoining and nearby properties.
 - (d) The suitability of the properties for the uses proposed *viz.* a. *viz.* the suitability of the properties for the uses identified by the General Plan.
 - (e) Whether a change in the uses allowed for the affected properties will unduly affect the uses or proposed uses for adjoining and nearby properties.
 - (f) The overall community benefit of the proposed amendment.

REVIEWS

Planning Division Review. The Tooele City Planning Division has completed their review of the City Code Text Amendment request and has issued the following comment:

1. This ordinance is necessary to accommodate development on a non-standard road without creating significant impact to existing properties.
2. This text amendment is specific only to Canyon Road and does not involve any other street within Tooele City.

Engineering & Public Works Review. The Tooele City Engineering Division and Public Works Division have reviewed the proposed ordinance amendment and have expressed their support of the proposal.

Fire Department. The Tooele City Fire Marshall has reviewed the proposed ordinance amendment and has expressed their support of the proposal.

Noticing. The applicant has expressed their desire to amend the City Code and do so in a manner which is compliant with the City Code. As such, notice has been properly issued in the manner outlined in the City and State Codes.

STAFF RECOMMENDATION

Staff recommends the Planning Commission carefully weigh this request for a City Code Text Amendment according to the appropriate tenets of the Utah State Code and the Tooele City Code, particularly Section 7-1A-7(1) and render a decision in the best interest of the community with any conditions deemed appropriate and based on specific findings to address the necessary criteria for making such decisions.

Potential topics for findings that the Commission should consider in rendering a decision:

1. The effect the text amendment may have on potential applications regarding the character of the surrounding areas.
2. The degree to which the proposed text amendment may effect a potential application's consistency with the intent, goals, and objectives of any applicable master plan.
3. The degree to which the proposed text amendment may effect a potential application's consistency with the intent, goals, and objectives of the Tooele City General Plan.
4. The degree to which the proposed text amendment is consistent with the requirements and provisions of the Tooele City Code.
5. The suitability of the proposed text amendment on properties which may utilize its provisions for potential development applications.
6. The degree to which the proposed text amendment may effect an application's impact on the health, safety, and general welfare of the general public or the residents of adjacent properties.
7. The degree to which the proposed text amendment may effect an application's impact on the general aesthetic and physical development of the area.
8. The degree to which the proposed text amendment may effect the uses or potential uses for adjoining and nearby properties.
9. The overall community benefit of the proposed amendment.
10. Other findings the Commission deems appropriate to base their decision upon for the proposed application.

MODEL MOTIONS

Sample Motion for a Positive Recommendation – “I move we forward a positive recommendation to the City Council for the Non-Standard Roads Text Amendment request by Tooele City for the purpose of amending the Tooele City Code to add Canyon Road to the Table of Substandard Local Street Requirements, as found in Tooele City Code 4-8-2.6, and to include with the table the proposed development standards, specific only to Canyon Road.”

1. List findings ...

Sample Motion for a Negative Recommendation – “I move we forward a negative recommendation to the City Council for the Non-Standard Roads Text Amendment request by Tooele City for the purpose of amending the Tooele City Code to add Canyon Road to the Table of Substandard Local Street Requirements, as found in Tooele City Code 4-8-2.6, and to include with the table the proposed development standards, specific only to Canyon Road.”

1. List findings ...

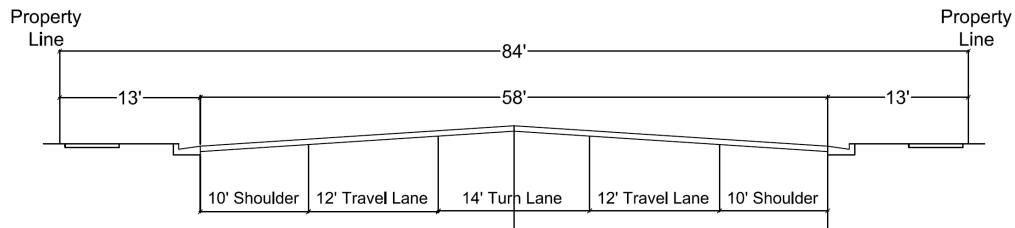
EXHIBIT A
CANYON ROAD AERIAL MAP



EXHIBIT A

PROPOSED ORDINANCE AMENDMENTS

(2) Cross Section:

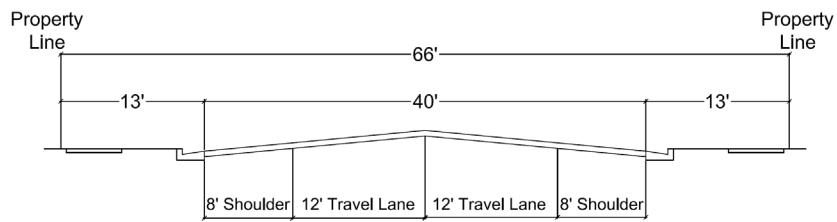


(Ord. 2023-21, 06-07-2023)

4-8-2.4 Minor Collector Streets.

(1) Definition - A medium-sized street intended to be the primary traffic conveyor through neighborhood or non-residential areas to feed traffic to larger classification streets for regional travel.

(2) Cross Section:

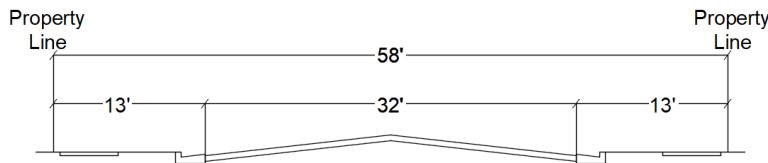


(Ord. 2023-21, 06-07-2023)

4-8-2.5 Local Streets.

(1) Definition - A smaller street designed primarily for localized neighborhood traffic at slower speeds and providing direct access to adjacent properties.

(2) Cross section:



(Ord. 2023-21, 06-07-2023)

4-8-2.6. Substandard Local Streets.

(1) Definition – Any one of several historic streets of varying substandard right-of-way widths, narrower than a local street, designed primarily for localized neighborhood traffic at slow speeds, and providing primary or secondary access to adjacent properties.

(2) Cross section – The cross-sections of these substandard local streets are described in Table 4-8-2.6: Table of Substandard Local Street Requirements.

(3) Standards – The standards required for improving substandard local streets adjacent to new development or redevelopment are established in Table 4-8-2.6: Table of Substandard Local Street Requirements.

(Ord. 2023-21, 06-07-2023)

Table 4-8-2.6. Table of Substandard Local Street Requirements.

150 West Street				
ROW Section	Existing ROW Widths	Asphalt Requirements	Curb & Gutter Requirements	Sidewalk Requirements
650 North – 600 North	54.75 Feet	30 Feet	Required	West Side
600 North – 500 North	49.5 Feet	30 Feet	Required	East Side
500 North – 400 North	49.5 Feet	30 Feet	Required	Not Required
400 North – Utah Avenue	49.5 Feet	30 Feet	Required	Not Required
Utah Avenue – Vine Street	49.5 Feet	30 Feet	Required	Both Sides
Vine Street – 100 South	49.5 Feet	30 Feet	Required	Not Required
100 South – 200 South	49.5 Feet	30 Feet	Required	West Side
200 South – 400 South	49.5 Feet	30 Feet	Required	Not Required
50 West Street				
ROW Section	Existing ROW Widths	Asphalt Requirements	Curb & Gutter Requirements	Sidewalk Requirements
600 North – 500 North	33 Feet	30 Feet	Required	Not Required
500 North – 400 North	33 Feet	30 Feet	Required	West Side
400 North – Utah Avenue	33 Feet	30 Feet	Required	East Side
Utah Avenue – Vine Street	33 Feet	30 Feet	Required	West Side
Vine Street – 100 South	33 Feet	30 Feet	Required	West Side
100 South – 200 South	33 Feet	30 Feet	Required	One Side
200 South – 400 South	33 Feet	30 Feet	Required	Not Required
400 South – 520 South	33 Feet	30 Feet	Required	Not Required
520 South – Main Street	33 Feet	30 Feet	Required	East Side
Garden Street (50 East)				
ROW Section	Existing ROW Widths	Asphalt Requirements	Curb & Gutter Requirements	Sidewalk Requirements
700 North – 600 North	33 Feet	30 Feet	Required	West Side
600 North – 500 North	33 Feet	30 Feet	Required	Not Required
500 North – 400 North	33 Feet	30 Feet	Required	Not Required
400 North – Utah Avenue	33 Feet	30 Feet	Required	Not Required
Utah Avenue – Vine Street	33 Feet	30 Feet	Required	Both Sides
100 South – 200 South	33 Feet	30 Feet	Required	Not Required
200 South – 400 South	33 Feet	30 Feet	Required	Not Required
400 South – Skyline Drive	33 Feet	30 Feet	Required	Not Required
Canyon Road *				
ROW Section	Existing ROW Widths	Asphalt Requirements	Curb & Gutter Requirements	Sidewalk Requirements
Entire Length of Road	Undetermined	Undetermined	Not Required	Not Required

Notes to Table 4-8-2.6:

1. Parkstrips are not required in substandard local streets.
2. The Mayor has administrative authority to correct any errors in this Table and to establish the requirements for any corrected street section.

* Canyon Road is exempt from standard cul-de-sac requirements and may use alternative forms of emergency vehicle turn around configurations as approved by the Tooele City Fire Marshall.

(Ord. 2023-21, 06-07-2023)

MEMORANDUM

To: Tooele City Planning Commission
From: Andrew Aagard, AICP, Director
Date: January 7, 2026
Re: Planning Commission Meeting Times and Dates for Calendar Year 2026

Subject:

Pursuant to Utah State Law, Tooele City Code and Charter, and the adopted bylaws of the Tooele City Planning Commission, the Commission is required to establish a calendar of meetings for each calendar year. The Planning Commission Bylaws identifies the second and fourth Wednesdays of each month as the days the Planning Commission should hold their regular meetings, although special meetings may be called as set forth therein. Following this format, the following list of dates is being proposed for adoption by the Commission to establish their meetings for calendar year 2026, with meetings being held at 7:00 p.m. in the Tooele City Council Chambers of City Hall:

January 14th and 28th
February 11th and 25th
March 11th and 25th
April 8th and 22nd
May 13th and 27th
June 10th and 24th
July 8th and 22nd
August 12th and 26th
September 9th and 23rd
October 14th and 28th
November 10th
December 9th

As has been standard practice for a number of years, the Planning Commission has not held the second regular meeting for the months of November and December as those two meetings come in close proximity to the holidays observed in those months. That practice is reflected in the above list of dates.

It should also be noted that the 2nd Wednesday in the month of November is Veteran's Day. Therefore the first meeting in November will be held on Tuesday, November 10th.

As always, should you have any questions or concerns please feel free to contact me at any time.

2026 Planning Commission Meeting Schedule

Blue - Meetings

Green - Packet Date

Red - Packet Deadline

Orange - Holidays

Meeting Deadlines				
Meeting Date	Packet Distribution Date*	Deadline for Inclusion in the Packet*	Latest Suggested Application	
14-Jan	9-Jan	7-Jan	31-Dec	
28-Jan	23-Jan	21-Jan	14-Jan	
11-Feb	6-Feb	4-Feb	28-Jan	
25-Feb	20-Feb	18-Feb	11-Feb	
11-Mar	6-Mar	4-Mar	25-Feb	
25-Mar	20-Mar	18-Mar	11-Mar	
8-Apr	3-Apr	1-Apr	25-Mar	
22-Apr	17-Apr	15-Apr	8-Apr	
13-May	8-May	6-May	29-Apr	
27-May	22-May	20-May	13-May	
10-Jun	5-Jun	3-Jun	27-May	
24-Jun	19-Jun	17-Jun	10-Jun	
8-Jul	3-Jul	1-Jul	24-Jun	
22-Jul	17-Jul	15-Jul	8-Jul	
12-Aug	7-Aug	5-Aug	29-Jul	
26-Aug	21-Aug	19-Aug	12-Aug	
9-Sep	4-Sep	2-Sep	26-Aug	
23-Sep	18-Sep	16-Sep	9-Sep	
14-Oct	9-Oct	7-Oct	30-Sep	
28-Oct	23-Oct	21-Oct	14-Oct	
10-Nov	5-Nov	3-Nov	27-Oct	
9-Dec	4-Dec	2-Dec	25-Nov	

* Deadlines may be changed to an earlier date without notice to accommodate holidays or other staff circumstances.

^ Complete applications need to be submitted at least one week prior to the deadline for potential inclusion in the packet to allow for adequate review time by staff. No meeting or packet inclusion will be guaranteed based on application date. Applications will not be scheduled for any meeting nor included in any meeting packet until it has been adequately reviewed and determined by staff to be ready for inclusion. The need for corrections to plans or application materials will extend the review time needed and will delay packet inclusion.

JANUARY						
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FEBRUARY						
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MARCH						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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**Tooele City Planning Commission
Business Meeting Minutes****Date:** December 10, 2025**Time:** 7:00 p.m.**Place:** Tooele City Hall, Council Chambers
90 North Main Street, Tooele, Utah**Planning Commissioners Present:**

Melanie Hammer

Jon Proctor

Jon Gossett

Chris Sloan

Tyson Hamilton

Weston Jensen

Kelley Anderson

Council Member Liaisons:

Maresa Manzione

Ed Hansen

Staff Present:

Andrew Aagard, Community Development Director

Matt Johnson, City Attorney

Angela Valdez, IT Intern

Shilo Baker, City Recorder

Minutes Prepared by Shilo Baker

1. Pledge of Allegiance

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

2. Roll Call

Melanie Hammer, Present

Jon Proctor, Present

Jon Gossett, Present

Tyson Hamilton, Present

Weston Jensen, Present

Kelley Anderson, Present

Chris Sloan, Present

Chairman Sloan also recognized Sarah Faircloth and Frank John Linford who were in the audience and have been appointed as new alternate Planning Commissioners beginning January 1, 2026.

3. **Public Hearing & Decision on a Conditional Use Permit request by Heygly Gonzales to operate a day care business involving the care of up to 16 children in the home located at 89 North 100 East in the GC General Commercial zone on .38 acres.**

Mr. Aagard presented an application for a Conditional Use Permit for a property located immediately north of the Tooele City Police Department, between Garden Street and 100 East. The subject parcel is zoned General Commercial (GC), consistent with properties to the north, west, and south. Properties east of 100 East are zoned R1-7.

The property has unique circumstances. Although zoned GC, it contains a residential home that is legally nonconforming. The home existed prior to current zoning regulations and is permitted to continue in perpetuity as a single-family residence, provided it is not expanded, relocated, or otherwise altered. The western portion of the parcel contains an old auto/mechanic shop, representing a commercial use. The residential and commercial uses on the site are clearly separated.

Staff interpreted the code to allow a home occupation within the legally nonconforming residence, as it retains all vested rights of a single-family home. The applicant proposes to operate a home-based daycare from the residence.

The property contains multiple existing driveway approaches, which are also legally nonconforming and may be utilized for parking. The applicant submitted a traffic and parking plan, proposing to use the driveways for child drop-off and pick-up. Mr. Aagard noted that 100 East is a wide street with ample on-street parking and separation from travel lanes. Due to the staggered nature of daycare drop-off and pick-up times, he does not anticipate significant traffic or parking issues.

A public hearing was required for this application. Notice was sent to property owners within 200 feet of the site, and no comments were received.

Staff recommended approval of the Conditional Use Permit, with the condition that the applicant instruct clients on the approved traffic plan and enforce it as necessary. The Planning Commission had no questions following the presentation.

Chairman Sloan opened the Public Hearing at 7:05 p.m. Seeing no one coming forward, Chairman Sloan closed the public hearing at 7:05 p.m.

The applicant was in attendance, and was acknowledged by Chairman Sloan.

Motion: Commissioner Hammer moved to approve the Conditional Use Permit request by Request by Heygly Gonzales, to authorize the use of a “Child Care and Preschool involving 8 to 16 Children” to occur at 89 North 100 East, application number 2025095, based on the findings and subject to the conditions listed in the Staff Report dated November 24, 2025. Commissioner Hamilton made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Gossett, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; Chairman Sloan, “Aye”. There were none opposed. The motion passed 7-0.

4. **Public Hearing & Decision on a Conditional Use Permit request by Yohanna Lusungu to operate a child daycare business involving the care of up to 16 children in the home located at 945 North 1480 East in the R1-7 Residential zone on .20 acres.**

Mr. Aagard presented an application for a Conditional Use Permit for a home-based daycare serving eight to sixteen children, which requires Planning Commission approval. The subject property is located at approximately 1480 East 970 North, in the far eastern portion of the city.

The property is located in a predominantly single-family residential neighborhood and includes a fenced rear yard. The site is zoned R1-7, consistent with all surrounding properties.

The applicant was requested to submit a traffic and parking plan; however, no formal traffic or parking plan was received. While photographs of the home were provided, they did not address vehicular parking. Based on staff review of the aerial imagery, the existing driveway appears large enough to accommodate approximately four to five vehicles, and the property has approximately 78 feet of unobstructed frontage. Mr. Aagard expressed confidence that adequate space exists to accommodate the staggered drop-off and pick-up associated with a home-based daycare.

A public hearing was required for this application. Notices were mailed to property owners within 200 feet of the site, and no comments or concerns were received.

Staff recommended approval of the Conditional Use Permit, with the condition that the applicant provide a traffic and parking plan to city staff, instruct clients to follow the approved plan, and enforce the plan as necessary. No questions were raised by the Planning Commission.

Chairman Sloan opened public hearing at 7:09 p.m. Seeing no one come forward, Chairman Sloan closed public hearing at 7:09 p.m. and invited further action from the Commission.

Motion: Commissioner Proctor moved to approve the Conditional Use Permit request by Request by Yohanna Lusungu, to authorize the use of a “Child Care and Preschool involving 8 to 16 Children” to occur at 945 North 1480 East, application number 2025097, based on the findings and subject to the conditions listed in the Staff Report dated November 25, 2025, specifically that the applicant shall provide to city staff a traffic and parking plan and shall instruct their clients according to the traffic plan that was provided to staff and shall enforce the traffic plan as needed. Commissioner Anderson made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Gossett, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; Chairman Sloan, “Aye”. The motion passed unanimously 7-0.

5. **Public Hearing & Decision on a Conditional Use Permit request by Crystal Lawson to construct a detached accessory structure that exceeds the 15 foot height limitation on property located at 545 North 100 East in the R1-7 Residential zone on .35 acres.**

Mr. Aagard presented an application for a Conditional Use Permit for a property located between Garden Street and 100 East, south of 600 North (between approximately 500 North and 600 North). The subject property was identified on an aerial photograph and is zoned R1-7, as are all surrounding properties.

Mr. Aagard explained that a detached structure previously located in the northwest portion of the property was destroyed by fire. The applicant is requesting approval to reconstruct a detached accessory structure in the same general location. The proposed structure would be slightly larger than the ordinance allows

under the 8% maximum square footage requirement and slightly taller than the 15-foot height limitation. The Planning Commission has authority to approve these deviations through a Conditional Use Permit.

A schematic of the proposed structure, including dimensions, as well as a street view image showing the former structure, were reviewed. Mr. Aagard noted that the proposed structure is consistent with the character of other accessory structures in the area and would not appear out of place or significantly different from the prior structure.

Staff recommended approval of the Conditional Use Permit, subject to conditions including that the structure be constructed in accordance with the submitted building plans, that the square footage be limited to what was proposed, and that the structure not exceed 20 feet in height as measured at the midpoint of the roof pitch. Mr. Aagard indicated the anticipated height would be approximately 17.5 feet, with the additional height allowance included to account for construction tolerances.

A public hearing was required for this application. Notices were sent to property owners within the required noticing radius, and no comments or objections were received. Mr. Aagard reported that he and the applicant were available to answer any questions from the Planning Commission. No questions from the Commission.

Chairman Sloan opened public hearing at 7:13 p.m. Seeing no one come forward, Chairman Sloan closed the public hearing at 7:13 p.m. and invited further action from the Commission.

Motion: Commissioner Jensen moved to approve the Conditional Use Permit Request by Crystal Lawson, to authorize the construction of a detached accessory structure that exceeds the 8% accessory building lot coverage restriction and exceeds the 15-foot building height restriction on property located at 545 North 100 East, application number 2025103, based on the findings and subject to the conditions listed in the Staff Report dated November 25, 2025. Commissioner Gossett made the second. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Gossett, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Sloan, "Aye". The motion passed unanimously 7-0.

6. **Public Hearing Public Hearing Public Hearing & Decision on a Conditional Use Permit request by Kimball Investment LLC to authorize an “Accessory Drive Through Facility” to occur on property located at approximately 973 N Main Street in the GC General Commercial zone on approximately 1 acre.**

Mr. Aagard presented an application for a Conditional Use Permit for an approximately one-acre parcel currently consisting of vacant ground. The property is located just south of 1000 North and behind the existing Wendy's restaurant. The applicant proposes construction of a new building that will include Zupas and Zao restaurants and is currently proceeding through the site plan and design review process. He noted that the site plan may change slightly as that review continues; however, the Conditional Use Permit request is specifically for approval of the drive-through facility.

The property is zoned General Commercial (GC), consistent with all surrounding properties. A proposed site plan was reviewed, showing four access points to the site located at the northwest, northeast, southwest, and southeast corners. The building is centrally located on the site. The drive-through aisle is located on the south side of the building, extending east to west, then turning north for order pick-up and exit. Vehicles would enter the drive-through from the southwest corner, place orders on the south side of the building, and exit to the north.

Mr. Aagard noted that several parking stalls directly access the drive-through aisle, which was identified as unusual during site plan review. However, no ordinance prohibits parking stalls from accessing a drive-through aisle, and he anticipates these stalls may be used for employee parking or temporary pull-off while awaiting orders. Vehicles waiting for orders will be oriented north toward 1000 North. He does not anticipate lighting issues during evening or nighttime hours due to the offset from the intersection, and landscaping is proposed along the east side of the site.

Mr. Aagard expressed appreciation that the drive-through lane is located on the south side of the building rather than between the building and the public right-of-way. Staff recommended approval of the Conditional Use Permit for the drive-through facility, subject to the four standard conditions outlined in the staff report.

Notice was mailed to property owners within 200 feet of the site, totaling approximately three notices. No comments or feedback were received.

Chairman Sloan opened public hearing at 7:18 p.m. Seeing no one come forward, Chairman Sloan closed public hearing at 7:18 p.m. and invited further action from the Commission.

Motion: Commissioner Hammer moved to approve the Conditional Use Permit Request by Justin Kimball to authorize an “Accessory Drive Through Facility” for the commercial development located at 973 N Main Street, application number 2025106, based on the findings and subject to the conditions listed in the Staff Report dated November 26, 2025. Commissioner Anderson made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Gossett, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; Chairman Sloan, “Aye”. The motion passed unanimously 7-0.

Councilwoman Manzione commented that she had spoken with the developer recently, and Zao is not confirmed as was stated in the presentation.

7. **Public Hearing Public Hearing & Decision on a Conditional Use Permit request by Holiday Oil to authorize an “Accessory Drive Through Facility” to occur in conjunction with a convenience store located at the north east corner of the intersection of 600 West and 1000 North in the GC General Commercial zoning district on 2.12 acres.**

Mr. Aagard presented an application for a Conditional Use Permit for a drive-through facility associated with a proposed convenience store at a property the Planning Commission is very familiar with, following approximately two years of land use map and zoning map amendments. He reported that the project is now moving forward, with Holiday Oil funding the development and preparing for construction.

The subject property is located at the northeast corner of 600 West and 1000 North and is primarily surrounded by undeveloped land. A gymnastics facility is located to the south. Property to the east is planned for apartment and townhome development known as Ledger Cove, which is currently under construction but not immediately adjacent to the convenience store site. The property is zoned General Commercial, with MR-16 zoning to the east, Neighborhood Commercial zoning to the north and west, and General Commercial zoning to the south.

A proposed site plan was reviewed and is currently in the final stages of staff review. The Conditional Use Permit request is specifically for approval of the drive-through facility. The building is centrally located on the site, with the drive-through aisle located along the north and west sides of the structure. Vehicles will enter the drive-through from the east and exit at the southwest corner of the site.

Staff does not anticipate any significant impacts associated with the drive-through facility. Substantial landscaping is proposed along Franks Drive, including trees and plantings intended to buffer adjacent areas.

This item required a public hearing. Notices were mailed to property owners within 200 feet of the site, and no comments or feedback were received. Staff recommended approval of the Conditional Use Permit, subject to the four standard housekeeping conditions outlined in the staff report.

During discussion, Commissioner Anderson noted that Franks Drive is relatively narrow in that area. Mr. Aagard clarified that Franks Drive has an 84-foot-wide right-of-way and that Holiday Oil will be constructing frontage improvements, including an additional 20 feet of asphalt within the right-of-way.

Chairman Sloan opened public hearing at 7:23 p.m. Seeing no one come forward, Chairman Sloan closed public hearing at 7:23 p.m. and invited further action from the Commission.

Motion: Commissioner Jensen moved to approve the Conditional Use Permit request by Brent Neel, representing Wagstaff Investments to authorize an “Accessory Drive Through Facility” for the Holiday Oil Convenience Store proposed for this location, application number 2025107, based on the findings and subject to the conditions listed in the Staff Report dated December 1, 2025.

Commissioner Anderson made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Gossett, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; Chairman Sloan, “Aye”. The motion passed unanimously 7-0.

8. **Decision on a Site Plan Site Plan Design Review request by David Lewis IV representing DR Horton for Western Acres Phase 3A proposed to be located at approximately 2000 North Copper Canyon Drive on 10.8 acres in the MR-16 PUD Multi-Family Residential and R1-7 Residential zoning districts.**

Mr. Aagard presented a site plan design review for Phase 3A of the Western Acres development. The phase boundary was shown on an aerial photograph in the packet and is close to, though not an exact match of, the highlighted boundary. Phase 3A extends Western Acres south from the current construction area and connects to Phase 2C on the north.

The development is approved under an MR-16 Planned Unit Development (PUD). Mr. Aagard noted that the zoning map is not currently accurate. As established with the PUD approval in 2020, the multifamily portions of Phase 3A are zoned MR-16 PUD, while the single-family portions are zoned R1-7. This distinction was intentional, as single-family homes are not permitted within a multifamily zoning district. He indicated that he would coordinate with the GIS technician to amend the zoning map accordingly.

The site layout was reviewed. Single-family homes are located on the east side of Phase 3A and are adjacent to existing single-family residential development. Townhomes are located along Old Loon Avenue and Black Gold Avenue, with front-loaded townhomes along Old Loon Avenue and rear-loaded townhomes along Black Gold Avenue, with limited exceptions near the amenity center. Staff reviewed the proposal against MR-16 zoning and PUD standards and confirmed that all buildings meet or exceed requirements for setbacks, separation, and other applicable standards.

The landscape plan for Phase 3A was presented. Limited areas of sod are proposed in designated active recreation areas, as permitted by code. The remaining landscaping consists of water-wise materials, including cobble, shrubs, and trees, in compliance with city code and multifamily residential design guidelines.

Mr. Aagard also presented the general architectural appearance of both the front-loaded and rear-loaded townhomes, noting they are consistent with the approved PUD and previous phases of the development.

Staff recommended approval of the site plan subject to five conditions outlined in the staff report. Discussion focused on Condition No. 5, which requires an entry monument sign with lighting. Mr. Aagard explained that the eastern entrance is comprised of privately owned single-family lots, leaving no suitable location for a monument sign, and that some access points, such as those near Old Loon Avenue, are not clearly defined as official entries. Condition No. 5 was included to allow flexibility for staff to work with the developer on appropriate monument signage placement.

Commissioner Jensen asked whether the roads within Phase 3A are public or private. Mr. Aagard responded that all internal roads are private, with only Broadway Avenue and Copper Canyon Drive being public roads. Commissioner Jensen also asked about the purpose of monument signage, and Mr. Aagard explained it is intended to provide aesthetic enhancement and delineation of the development.

Commissioner Hamilton suggested modifying Condition No. 5 to retain the requirement for a monument sign but remove specific location requirements, allowing staff and the developer to determine appropriate placement. The Planning Commission expressed consensus with this approach.

Motion: **Commissioner Hamilton moved to approve the Site Plan Design Review request by David Lewis IV, representing DR Horton for the Western Acres Phase 3A development, application number 2025058, based on the findings and subject to the conditions listed in the Staff Report dated December 2, 2025, with the condition that we remove the specification on Condition #5 and leave that for the Community Development Director and the developer to decide which entrance the monument will placed.** Commissioner Proctor made the second. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Gossett, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Sloan, "Aye". The motion passed unanimously 7-0.

9. **Decision on a Site Plan Design Review request by David Lewis IV representing DR Horton for Western Acres Phase 3B proposed to be located at approximately 2000 North Copper Canyon Drive on 3.9 acres in the MR-16 PUD Multi-Family Residential zone.**

Mr. Aagard presented a site plan design review for Phase 3B of the Western Acres development. Phase 3B was shown on an aerial photograph highlighted in blue and is significantly smaller in size than Phase 3A. The property is zoned MR PUD and is entirely surrounded by other properties within the Western Acres Planned Unit Development.

A zoning map from the approved PUD was provided for context to illustrate the location and layout of Phase 3B within the overall Western Acres development. The site plan consists primarily of Black Gold Drive with front-loaded townhomes located on both sides of the street. Staff reviewed the proposed townhomes against the MR-16 PUD standards and confirmed that all requirements for building setbacks, separation, and related standards are met.

The landscape plan was also reviewed and includes landscaping around the townhouse foundations and driveways. Landscaping is proposed to consist of cobble with required trees and shrubs, in compliance with city code. Architectural elevations were presented and are consistent with those approved in Phase 3A.

Mr. Aagard described Phase 3B as a straightforward phase with no amenities proposed. Amenities for the development are being constructed as part of the adjacent Phase 3A.

Staff recommended approval of the site plan subject to the four standard housekeeping conditions included in the staff report, along with an additional condition requiring that at least 19 deciduous trees be replaced with coniferous evergreen varieties, increasing the total number of evergreen trees to 46.

Motion: Commissioner Anderson moved to approve the Multi-Family Residential Site Plan request by David Lewis IV, DR Horton for the Western Acres Phase 3B development, application number 2025068, based on the findings and subject to the conditions listed in the Staff Report dated December 3, 2025. Commissioner Proctor made the second. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Proctor, “Aye”; Commissioner Gossett, “Aye”; Commissioner Hamilton, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; Chairman Sloan, “Aye”. The motion passed unanimously 7-0.

10. **Decision on a Preliminary Subdivision Plan request by Perry Homes, Inc., for the Compass Point Village 1 Subdivision proposed to be located at approximately 2280 North 425 West in the Compass Point RSD zoning district on approximately 78 acres.**

Mr. Aagard presented the preliminary subdivision plan for Compass Point Village 1, which is the first of several phases to be developed within the recently approved Compass Point RSD. The proposed Village 1 area was shown highlighted in red on an aerial photograph and is located immediately south of the Deseret Peak Temple, west of the Overlake subdivisions, and north of another Overlake phase. Surrounding properties include zoning of R1-7 and R1-10, while the subject property is zoned Compass Point RSD.

The preliminary plan for Village 1 incorporates a mix of lot sizes, including large, medium, and smaller residential lots, as well as an area designated for duplex and triplex townhomes. Staff reviewed the proposal in accordance with the Compass Point RSD standards, including lot width requirements, and confirmed that the proposed lots comply with the RSD.

Mr. Aagard noted several items requiring further review at later stages. There are extenuating issues related to the multifamily townhouse area and to double-fronting lots along 400 West. These items will be addressed during the final plat review process. He also explained that the Compass Point RSD does not currently address multifamily site plan approvals. As a result, one of the recommended conditions requires the multifamily townhouse portion of Village 1 to submit a site plan application for Planning Commission review to ensure compliance with code requirements, including landscaping.

Additional conditions require that landscaping plans for park strip trees and double-fronting lots, as required by the RSD, be provided at the time of final subdivision plat review. Mr. Aagard noted that Phase 1, which includes double-fronting lots, is currently under city review.

Staff recommended approval of the Compass Point Village 1 preliminary subdivision plan, subject to six conditions outlined in the staff report. The applicant’s representative, Lynsi, was present and available to answer questions.

Motion: Commissioner Proctor moved to approve the Preliminary Subdivision Plan Request by Lynsi Neve, representing Perry Homes, Inc. for the Compass Point Village One Subdivision, application number 2025051, based on the findings and subject to the conditions listed in the Staff Report dated September 4, 2025. Commissioner Gossett made the second. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Gossett, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Sloan, "Aye". The motion passed unanimously 7-0.

11. City Council Reports

Councilwoman Manzione provided an update from the City Council meeting held on December 3, 2025. She reported that Mayor Winn had reappointed Commissioners Tyson Hamilton and Kelley Anderson to additional terms on the Planning Commission and also appointed Sarah Faircloth, who will be joining the Commission.

She further reported that the City Council reappointed Commissioners Weston Jensen and Chris Sloan and appointed Frank John Linford to the Planning Commission, filling vacancies created by recent resignations.

Councilwoman Manzione expressed her appreciation for the opportunity to serve as the City Council liaison to the Planning Commission, noting it has been a pleasure to work with the Commission. She complimented the Commission for its vision and dedication, stating that the Planning Commission plays an important role in the city and expressing gratitude for the work performed. She noted that this meeting marked her final meeting as liaison but stated she would remain available and continue to follow Planning Commission meetings.

Chairman Chris Sloan expressed thanks to Councilwoman Manzione for her consistent attendance, support, and efforts to keep both the City Council and Planning Commission informed of each other's activities. He noted that her participation and communication were greatly appreciated.

12. Review and Decision on the Minutes of the Planning Commission meetings held November 12, 2025.

There were no corrections to the minutes.

Motion: Commissioner Hamilton moved to approve the November 12, 2025 minutes as presented. Commissioner Hammer made the second. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Proctor, "Aye"; Commissioner Gossett, "Aye"; Commissioner Hamilton, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Sloan, "Aye"; There were none opposed. The motion passed 7-0.

13. Decision – Election of Planning Commission Chair and Vice Chair for 2026.

Mr. Aagard explained the Planning Commission by-laws regarding leadership elections. He noted that at the last meeting of each year, the Commission must elect a new Chair and Vice Chair for the following year. The existing Chair may serve only two consecutive years before taking a break, and all Commissioners are eligible except Jon Gossett who is leaving the Planning Commission as he was elected to the City Council and will be assuming that position in January.

Nominations were opened for the Chair position. Commissioner Weston Jensen nominated Commissioner Tyson Hamilton for Chair. No other nominations were made – **Chairman Sloan called for approval by acclamation.**

Nominations for Vice Chair were then opened. Chair Sloan nominated Commissioner Jon Proctor, and Commissioner Hammer seconded the nomination. With no other nominations for the Vice Chair position – **Chairman Sloan called for approval by acclamation.**

Chairman Sloan congratulated both Commissioners on their appointments for 2026 and expressed confidence in their leadership.

14. Discussion – Tooele City 2025 Planning Report.

Mr. Aagard provided an end-of-year report summarizing the Planning Commission's activity in 2025. He noted that the Commission held 21 meetings during the year, with only one meeting canceled due to a lack of agenda items, reflecting the steady flow of development applications.

In total, the Planning Commission approved or recommended 71 land use applications in 2025, broken down as follows:

- 29 Conditional Use Permits
- 12 Preliminary Subdivision Plans
- 13 Site Plan Design Reviews
- 8 Zoning Map Amendments
- 3 Land Use Map Amendments
- 5 Text or Ordinance Amendments
- 1 General Plan Amendment

Average meeting attendance for Commissioners was 16, which he noted is excellent. Commissioners Hamilton, Proctor, and Anderson achieved 100% attendance for the year. Mr. Aagard emphasized the integral role of the Planning Commission in the city's development process and expressed appreciation for the Commissioners' dedication and service.

15. Planning Commission Training – Bylaws

Chairman Sloan raised a procedural question for consideration regarding whether to formally adjourn meetings before training or leave meetings open so that online viewers can observe training sessions. The decision was made to broadcast the training so Commissioners can refer back to it. Mr. Aagard said the streaming would remain on, but staff would be excused during the training portion of the meeting.

16. Adjourn

Chairman Sloan adjourned the meeting at 7:50 p.m. Training on Planning Commission Bylaws and the live streaming on YouTube continued until the end of the training.

Mr. Aagard reviewed the Planning Commission Bylaws with the Commission as part of required annual training for the Planning Commissioners. No further minutes were taken during the training. All commissioners were in attendance for the training (Melanie Hammer, Jon Proctor, Jon Gossett, Chris Sloan, Tyson Hamilton, Weston Jensen, and Kelley Anderson). Sarah Faircloth, Councilwoman



Community Development Department

Manzione, City Attorney Matt Johnson, and City Recorder Shilo Baker were also in attendance for the 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 _____ day of January, 2026

Tyson Hamilton, Tooele City Planning Commission Chair