

**Tooele City Planning Commission
Business Meeting Minutes**

Date: January 14, 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
Chris Sloan
Tyson Hamilton
Weston Jensen
Kelley Anderson
Frank Linford
Sarah Faircloth, Alternate

Planning Commissioners Absent:

Amanda Cordova

Council Member Liaisons:

Jon Gossett, Present
Ed Hansen, Excused

Staff Present:

Andrew Aagard, Community Development Director
Matt Johnson, City Attorney
Shilo Baker, City Recorder
Paul Hansen, City Engineer

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
Kelley Anderson, Present
Weston Jensen, Present
Frank Linford, Present
Tyson Hamilton, Present

Chairman Hamilton excused Councilman Hansen and recognized staff members in attendance.
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.

Mr. Aagard presented the ordinance amendment which originated from an application that was received for a subdivision that is planned to occur on Canyon Road. The portion of concern is currently somewhat improved by asphalt.

Mr. Aagard provided an image of Canyon Road showing that there is asphalt but no curb, gutter, or sidewalk. In reviewing the development, staff has been considering issues such as drainage. When a new development comes to the city, it is the responsibility of the developer to install frontage improvements such as curb, gutter, and sidewalk.

Planning Staff has determined that improvements will create more problems. Drainage is a big issue and would create flooding for the homeowners and create more liability for the city. The other issue encountered was in regard to right-of-way, typically it is required with subdivisions that a necessary right-of-way be dedicated in order to facilitate the entire road width. On Canyon Road there is not sufficient width to accommodate a 60-foot or 58-foot road without cutting into the hillside, resulting in additional problems.

Mr. Aagard, Paul Hansen the City Engineer, the Public Works Department, and the Fire Department believe the best solution is to add this road to the city table of local non-standard streets. There is also an issue of not having enough room at the end of the street to accommodate emergency vehicle turnaround that is required on a standard street.

Mr. Aagard is proposing to add this to Tooele City Code 4-8-2.6 Table of Substandard Local Street Requirements, which would exempt Canyon Road from standard improvement. Mr. Aagard advised that this is not the first time the city has allowed this. He is also proposing that the existing right of way width be undetermined. Asphalt requirements will be undetermined as well. Curb, gutter, and sidewalk will not be required and Canyon Road will be exempt from cul-de-sac requirements and may use alternative forms of emergency vehicle turnaround configurations as approved by the Tooele City Fire Marshall.

Commissioner Sloan asked why the city accepted the dedication of this street in its condition. Mr. Hansen gave history of the right-of-way in Tooele City giving an explanation to the question.

Chairman Hamilton opened the public hearing at 7:11 p.m. Seeing no one come forward, Chairman Hamilton closed the public hearing at 7:12 p.m.

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

4. **City Council Reports**

Councilman Gossett reported that at the last City Council meeting the major topic was the addition of WinCo coming, along with a proposed gym, full-service restaurant, and a professional building. They were seeking 18.5 feet of water for that development. City Council negotiated that only the WinCo store would

receive the water rights being that it would pay it back within a year through sales tax, based on WinCo's projected sales.

5. **Review and Decision – 2026 Planning Commission Meeting Schedule.**

Mr. Aagard advised that Planning Commission is required by the city bylaws and ordinances to approve a meeting schedule for 2026. As usual, Planning Commission meets the second and fourth Wednesday as needed, however November 11th is Veteran's Day. Mr. Aagard proposed the meeting be held on Tuesday, November 10th, which would satisfy the ordinance requirement that the Planning Commission meet at least once a month.

Motion: Commissioner Sloan moved to accept the schedule for Planning Commission Meetings as presented. Commissioner Linford seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 7-0.

6. **Discussion - Pre-Development Meeting Attendance Assignments.**

Mr. Aagard advised that Planning Staff holds pre-development meetings. They are held on Wednesdays from 3:30 p.m. to 4:30 p.m. This pre-application meeting gives developers an opportunity to talk to the development review committee about proposed developments. This is to inform them of potential pitfalls, costs, issues and such so they are aware before investing money into their proposed development project. The meeting is not required, it is just something offered to the public.

Commissioners volunteered to attend as follows:

January – Commissioner Jensen
February – Commissioner Proctor
March – Commissioner Anderson
April – Commissioner Linford
May – Commissioner Hammer
June – Commissioner Proctor
July – Commissioner Sloan
August – Chairman Hamilton
September – Commissioner Anderson
October – Commissioner Jensen
November – Commissioner Proctor
December – Commissioner Linford

7. **Review and Decision – December 12, 2025 Planning Commission Meeting Minutes.**

There were no corrections to the minutes.

Motion: Commissioner Proctor moved to approve the minutes of the December 12, 2025 Planning Commission Meeting Minutes. Commissioner Jensen seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; Chairman Hamilton, "Aye". The motion passed 7-0.

8. **Planning Commission Training – Powers and Duties**

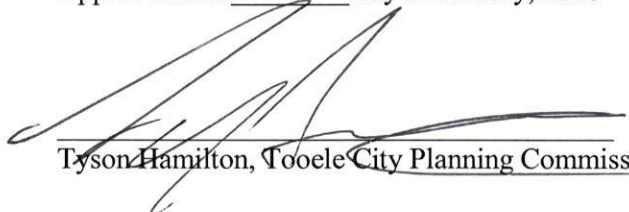
Mr. Aagard presented Planning Commission Training – Powers and Duties. He advised that streaming would remain but staff would be excused. Training started at 7:22 p.m. No further minutes were taken during training. All commissioners were in attendance for the training.

9. **Adjourn**

Training was completed at 7:56 p.m. adjourning the meeting.

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 28 day of January, 2026



Tyson Hamilton, Tooele City Planning Commission Chair