



## WEST HAVEN PLANNING COMMISSION AGENDA

February 11, 2026 6:00 P.M.

City Council Chambers  
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON **Wednesday, February 11, 2026**, THE PLANNING COMMISSION OF WEST HAVEN CITY WILL HOLD THE FOLLOWING PUBLIC MEETINGS:

JOIN US DIGITALLY FOR THE REGULAR PLANNING MEETING AT:  
[HTTPS://US06WEB.ZOOM.US/J/86539464549](https://us06web.zoom.us/j/86539464549).

WATCH LIVE AT [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCEEQNQBTFZJWGTGOPHMCNCBA](https://www.youtube.com/channel/UCEEQNQBTFZJWGTGOPHMCNCBA).

### 6:00 Regular Planning Commission Meeting

1. **MEETING CALLED TO ORDER:** Chair Reed
2. **OPENING CEREMONIES**
  - a. **PLEDGE OF ALLEGIANCE** Commission member Streker
  - b. **PRAYER/MOMENT OF SILENCE** Commission member Jenson
3. **ACTION ON MINUTES** - Approve minutes for the meeting of 01/14/2025.
4. **REPORTS** - Actions taken by City Council and other items
5. **PRESENTATION ON PUBLIC HEARING** - To solicit public input on the proposed 3<sup>rd</sup> Amendment to the Staker Farms Master Development Agreement.
- 6.
7. **PUBLIC HEARING** - To solicit public input on the proposed 3<sup>rd</sup> Amendment to the Staker Farms Master Development Agreement.
- 8.
9. **DISCUSSION AND ACTION ON PUBLIC HEARING** - To consider a recommendation to City Council on the proposed 3<sup>rd</sup> Amendment to the Staker Farms Master Development Agreement.
10. **DISCUSSION (NO ACTION)**
  - A. Discussion on Planned Commercial Center and Sign Ordinance Update.
  - B. Planning Commission's Policy and Procedure.
  - C. Parks Master Plan Scope

### **ADJOURNMENT**

*Robyn Van Campen*

**Robyn Van Campen, City Recorder**

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: [robynv@westhavencity.com](mailto:robynv@westhavencity.com) at least 48 hours in advance of the meeting.

#### **CERTIFICATE OF POSTING**

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at [www.westhavencity.com](http://www.westhavencity.com); emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section; mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney

#### **Rules Governing Public Hearings**

- Each speaker will be limited to a single opportunity to speak and shall direct comments only to the Commission.
- Such opportunity may not exceed two (2) minutes, as has been determined by the Chair, as outlined in Resolution 28-2021
- In accordance with Resolution 28-2021, the Chair may refuse to recognize or may exclude from the public hearing anyone who:
  - o Is disorderly, abusive, or disruptive;
  - o Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
  - o Comments without first receiving recognition from the Chair and stating his/her full name and residence; or
  - o Presents irrelevant, immaterial, or repetitious evidence.
- Comments and questions raised by speakers will not be addressed or answered by Staff or Commissioners during the hearing but will be addressed upon conclusion and closure of the hearing.



## WEST HAVEN PLANNING COMMISSION MEETING MINUTES

January 14, 2025 6:00 P.M.

City Council Chambers

4150 South 3900 West, West Haven, UT 84401

Present:	
Jeff Reed Andrew Reyna (via Zoom/In-person at 6:11 p.m.) Melinda Stimpson (present for regular meeting only) George LaMar (via Zoom) Linda Smith Jennifer Streker James Jenson Stephen Nelson Damian Rodriguez Amy Hugie Robyn VanCampen	Chair Vice-Chair Commission member Commission member Commission member Commission member Commission member Community Development Director Planner City Attorney Deputy Recorder
Absent/Excused	

### 5:15 Regular Planning Commission Meeting – Work Session began at 5:15 pm.

Presenter: Stephen Nelson

\*The work session was regarding the sign policy and potentially allowing for an increase in sign size within larger commercial developments. He went to various cities and took pictures of what signage larger commercial developments had, to give the commissioners an idea of what would be considered a larger commercial development, such as Wal-Mart, Home Depot, etc.

Each Commissioner was given the current Sign Regulations with some proposed changes that staff was recommending.

\*Stephen also presented the commissioners with the Policies and Procedures of the Planning Commission. He addressed some possible changes, to help update the current policies and procedures to be comparable to City Councils, as well as shorten it to be more informative and simpler.

### 6:00 Regular Planning Commission Meeting

1. MEETING CALLED TO ORDER: by Chair Reed at 6:04 pm
2. OPENING CEREMONIES
  - a. PLEDGE OF ALLEGIANCE Commission member Jenson  
(In the absence of Vice Chairman Reyna)
  - b. PRAYER/MOMENT OF SILENCE Commission member Stimpson
3. ACTION ON MINUTES – Approve minutes for the Meeting of 12/14/2025

No corrections were needed.

**Commission member Stimpson made a motion to approve** the minutes from the meeting December 10, 2025. **Commission member Smith** seconded the motion.

**AYES** – Chair Reed, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission member Jenson.

**NAYS** –

**ABSENT/EXCUSED** – Vice-Chair Reyna was transitioning from Zoom to In-person and was not present for the voting.

#### 4. **REPORTS** – Actions taken by City Council on Planning Commission

*\*Stephen updated the Commission with a few items. The Amendment to the General Plan that was presented to the Commission on 12/10/2025 to change the property by Hinckley to a higher density multi-family withdrew their application right after Planning Commission so it did not go to the City Council for consideration.*

*\*The rezone for the Donaldson property was approved by City Council with conditions with them adjusting the boundary. As of today, they have not yet met the conditions.*

*\*Grand Haven Assisted Living facility was approved.*

*\*Stephen wanted to inform the commission that it used to be where the General Plan was adopted by ordinance, that is typically not what you want to do with planning documents because ordinances are more prescriptive and they have higher degree of legal authority and weight, and where the General Plan is a policy document, so they have removed that from adoption by ordinance and now it is just a policy document.*

*\*Mayoral dinner reminder to RSVP with Marilyn.*

#### 5. **APPOINTMENTS** -

Nomination and Selection of Chair & Vice-Chair

**Commission member LaMar made a motion to nominate** Chair Reed as Chair for the upcoming year. **Commission member Stimpson** seconded the motion.

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission member Jenson.

**NAYS** –

**ABSENT/EXCUSED** –

**Commission member Stimpson made a motion to nominate** Vice-Chair Reyna as Vice-Chair for the upcoming year. **Chair Reed** seconded the motion.

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission member Jenson.

**NAYS** –

**ABSENT/EXCUSED** –

6. **PRESENTATION ON PUBLIC HEARING** - To consider a change to Title XV Land Usage, including Chapter 157.004 Definitions, Chapter 157.294 Uses, Chapter 157.331 Permitted Uses, The Repeal of 157.335 Storage Unit Restrictions, The Repeal of 157.355 Storage Unit Restrictions, and The Creation of Chapter 157.619 Self-Storage Facility Restrictions.

*\*Damian presented. This is a legislative action to amend the Zoning Ordinance. This is staff-initiated proposal, but has been motivated by local property owners specifically about the setback that is required for storage facilities currently which is 800 feet from the center line of the road. Storage units are only permitted in M-1, M-2, and Mixed-use zones.*

*The 800-foot setback precludes most all of the properties within the city that are zoned M-1, M-2, or Mixed-use from taking advantage of that as being a permitted use. This amendment aims to do is to provide a more reasonable setback standard. It also will limit development to just the M-1 and M-2 zones and not permitted within Mixed-use zones. Development will only be allowed north of 3300 South. This will also create parking standards which were not included in the code prior, and we will need to add/modify restrictions to improve these developments within the city. It will consolidate the restrictions into one unified code instead of 2 sub chapters. We need to increase clarity and we will do that by modernizing the language in the code and defining some of the terms.*

*\*157.004 Definition - would include self-storage facilities, known prior as storage units which is used in the code but hasn't been defined as well as open self-storage.*

*\*157.294 Uses - would primarily been for the commercial zones. Previously storage units have been listed as not permitted in all 3 zones. There is no proposal to change that, just propose to update the language to call them self-storage facilities.*

*\*Stephen indicated currently in C-3 it has recreational vehicles and trailer storage as conditional, so we have removed that due to the definition has changed from open storage to now be defined as self-storage facility.*

*\*157.331 Permitted Use - For the M-1 zone we would add self-storage facilities to the permitted. It would not be updated in the M-2 zone because the M-2 zone already permits everything in the M-1 zone.*

*\*157.335 & 157.355 (Storage Unit Restrictions) – Staff proposes to rescind both codes in lieu of the adoption of 157.619 which is the newly proposed self-storage facility restrictions. It is based off the rescinded code and it would unify and consolidate that code into the supplementary and qualifying regulations section of our code. Everything that is universal throughout all the zones and specific to multiple zones goes into that sub-chapter. That code (if approved) will reduce the setbacks to 250 feet on the major corridors; it would drop the setback only 100 feet off of the main corridors only in the M-1 & M-2 zones. It would explicitly disallow any human or animal habitation. Also, due to the commissions feedback we have made the following changes: We have clarified the perimeter wall requirements, explicitly disallowed habitation of RV, trailers, and boats in the open self-storage facilities. Stephen also indicated that this would also propose that there be no self-storage facilities south of 3300 South.*

7. **PUBLIC HEARING –**

**Commission member Stimpson made a motion to Enter Public Hearing. Commission member Streker seconded the motion.**

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission member Jenson

**NAYS –**

**ABSENT/EXCUSED –**

*\*Chair Reed reference the Rules Governing Public Hearings is on the agenda.*

**Public Comments: No Public Comment**

**Commission member Streker made a motion to Leave Public Hearing. Vice-Chair Reyna seconded the motion.**

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission member Jenson.

**NAYS** –

**ABSENT/EXCUSED** –

8. **DISCUSSION AND ACTION ON PUBLIC HEARING** - To consider a change to Title XV Land Usage, including Chapter 157.004 Definitions, Chapter 157.294 Uses, Chapter 157.331 Permitted Uses, The Repeal of 157.335 Storage Unit Restrictions, The Repeal of 157.355 Storage Unit Restrictions, and The Creation of Chapter 157.619 Self-Storage Facility Restrictions.

*\*Commission member Stimpson asked why the restriction was changed from south of 4000 South to south of 3300 South.*

*\*Damian stated that there are properties between Hinckley and Midland that are call out for higher density residential and commercial uses. The General Plan and staff don't feel that storage units would be the highest and best use of these properties. Whereas housing units and potential retail options for the city would be.*

**Commission member Streker made a motion to approve** the proposed amendments to Title XV, Chapter 157, by modifying §157.004, §157.294, and §157.331, and rescinding §157.335 and §157.355, and adopting §157.619, find that the proposal is consistent with the purpose of the land use ordinance and does not conflict with the provisions of federal or Utah State law. **Commission member LaMar** seconded the motion.

**\*Stephen clarified that it was Title XV not 14, and that it should have been a motion to recommend approval.**

**Modification to motion - Commission member Streker made a motion to recommend approval** of the proposed amendments to Title XV, Chapter 157, by modifying §157.004, §157.294, and §157.331, and rescinding §157.335 and §157.355, and adopting §157.619, find that the proposal is consistent with the purpose of the land use ordinance and does not conflict with the provisions of federal or Utah State law. **Commission member LaMar** seconded the motion.

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member Smith, Commission member Streker, Commission member LaMar, and Commission member Jenson

**NAYS** –

**ABSENT/EXCUSED** –

9. **TRAINING** - The Utah Open and Public Meetings Act. Presented by Amy Hugie.

Amy read the Open and Public Meeting Act Title 52, Chapter 4 addressing the following subsections:

**\*Statutory Obligation** §52-4-104

**\*Basic Principles** §52-04-201 (1)

**\*Quorum** §52-4-103 (11)

**\*Public Meeting Requires:**

(a) **Public Notice** §52-04-202

(b) **Orderly Conduct – Disruption of meeting** §52-04-301

**\*Electronic Meeting Allowed** §52-04-207

**\*Minutes and Recording Required of all Meetings** §52-4-203 (1),

(a) **Written Minutes Include** §52-4-203 (2)

(b) **Recording Includes** §52-4-203 (3)

**\*Closed Meetings: Purposes and Record:**

(a) **Closed Meeting** §52-04-204

(b) **Closed Meeting Purpose** §52-4-205

(c) **Prohibitions** §52-4-05 (3)

(d) **Closed Meeting Record** §52-4-206

**\*Emergency Meeting** §52-04-202 (5)

**\*Other Issues**

(a) **Chance Meeting – Social Gathering** §52-04-208

(b) **Electronic Messaging** §52-4-210

(c) **Suit to Void Final Action** §52-4-302

(d) **Action Challenging Closed Meeting** §52-4-304

(e) **Criminal Penalty for Violation** §52-4-305

**10. ADJOURNMENT**

Commission member Vice-Chair Reyna made a motion to adjourn at 6:40 pm. Chair Reed seconded the motion.

**AYES** – Chair Reed, Vice-Chair Reyna, Commission member Stimpson, Commission member LaMar, Commission member Smith, Commission member Streker, and Commission Jenson

**NAYS** –

**ABSENT/EXCUSED** –

*Robyn VanCampen*

Deputy City Recorder

Date Approved:

**Planning Commission  
Staff Review Memo  
February 11, 2026**

Stephen Nelson, Community Development Director



**Staker Farm MDA Third Amendment**

**Request:** To amend the Staker Farm MDA to remove/replace the setback requirements

**Property Address:** Approx. 3700 W, 2750 S, and sections of 2800 S within Staker Farms

**Property Zone:** R-1 with an MDA

**Property Size:** Approximately 32 Acres

**Applicant:** Mike Schultz, Mike Schultz Inc.

**Agent:** Mike Bastian

**Governing Document(s):** Stake Farm MDA

**Decision Type:** Legislative Recommendation

**Staff Recommendation:** See Staff Comments Below

**Public Hearing Posting:** The public hearing was noticed and posted on January 29, 2026

**I. Background**

The applicant is seeking to amend the Staker Farm Master Development Agreement. This would be the third amendment to the development agreement. The proposal would affect non-developed lots within Staker Farms Phases 2-4, with only Phases 2 and 3 currently under development. The primary request is to remove the required setback within the current Master Development Agreement and then use the adopted R-1 setbacks. No other changes are intended.

**II. Setback Requirements and Timeline**

The current MDA setbacks are likely based on the R-1 setback that was in place at the time of adoption (the ordinance that updated the R-1 setbacks did not include a redline version). The following is a timeline of the approval.

- June 19, 2019- Staker Farms MDA was approved
- May 5, 2020- Staker Farms Phase 1 was approved without the setbacks on the plat

Figure 1: Stake Farms Phase 2-4



- May 20, 2020- Ord 20-2020 was adopted, which updated R-1 Zoning standards, including setbacks. [Minutes](#) from the meeting show that the Council reduced the setbacks to match R-2 zoning.
- July 2020-Staker Farms MDA was signed

- January 13, 2022-Staker Farms Phase 2 was recorded with the MDA setbacks on the plat
- August 2, 2022- Staker Farms Phase 3 was recorded with setbacks on the plat

You can read the full Staker Farm MDAs

- [Staker Farms](#)
- [First Amendment](#)
- [Second Amendment](#)

As shown in the timeline, the MDA was approved, including the likely setback standards for the R-1 Zoning at the time; almost a year later, the setback standards for the zone were reduced. At the time of this report, staff have not been able to verify the R-1 zoning standards at the time of the Staker Farms Development Agreement approval, but only that the zoning standards were reduced by Ord 20-2020. The following table shows the difference between the setbacks listed within the MDA and the current R-1 Zone.

	MDA Setbacks	Current R-1 Zones
Front	25 Feet	25 feet garage, 20 feet home
Side	10 Feet	8 Feet
Side-Street	20 Feet	20 Feet
Rear	30 Feet	22 Feet

The two largest proposed changes would be the side and rear setbacks. The applicant wishes to reduce the setbacks to match the underlying zone.

### **III. Staff Findings and Considerations**

1. The proposal would be the third amendment to the Staker Farms MDA
2. Notices for the public hearing were posted on January 29, 2026.
3. When R-1 setbacks were updated in 2020, that change was never reflected in the MDA. The setbacks were established in the “Zoning” note on the site plan included in the MDA but were not stipulated in the main body of the agreement.
4. The Phase 1 plat does not contain a note about the setbacks, but Phases 2 and 3 do.
5. The proposed change would be applied to undeveloped lots within Phases 2-4 of the Staker Farm Development. The change would also nullify the note on the plats.
6. The lots tend to be smaller within Staker Farm Development compared to other R-1 Zones because of the terms of the MDA. Because of the dedication and construction of the park, the City agreed to allow for smaller lots within the Staker Farm Development. The lot size and frontage are more closely aligned with an R-2 zone.
7. The reduced setbacks will likely lead to slightly smaller yards with slightly larger homes, but will be very similar to other R-1 and R-2 zoned developments.
8. The proposal has been reviewed by the City Attorney and Community Development Director. The applicant has agreed to the City’s recommended changes. The draft being presented reflects discussion and negotiations between the applicant and City staff.

## IV. Suggested Motion

It is anticipated that if the change were allowed, there would be a minor difference in development, with slightly larger homes permitted and some reduced yard space, mostly on the side and rear of the homes. Edits and changes to a Development Agreement are legislative by nature, giving the city discretion on negotiations and decisions. Staff would recommend that the City consider the impact of the proposed changes and whether they would enhance the community. Planning staff do not have any major concerns regarding the proposed changes.

### Possible Motions

#### Approval

*"I make a motion to recommend to the City Council to **Approve** the AMENDMENT TO **DEVELOPMENT AGREEMENT Staker Farms 3rd Amendment**, finding that the change is consistent with the underlying zone and that City staff and attorney have reviewed and made appropriate changes to the proposal."*

#### Approval with Conditions

*"I make a motion to recommend to the City Council to **Approve** the AMENDMENT TO **DEVELOPMENT AGREEMENT Staker Farms 3rd Amendment**, finding that the change is consistent with the underlying zone and that City staff and attorney have reviewed the proposal, with the following added conditions..."*

[insert conditions]

#### Denial

*"I make a motion to recommend to the City Council to **Deny** the AMENDMENT TO **DEVELOPMENT AGREEMENT Staker Farms 3rd Amendment**, finding that the setbacks with the current development agreement are more desirable for the nature of the Staker Farm Development, and were previously negotiated, and later approved and recorded with Phase 2 and 3 of the development."*

**AMENDMENT TO DEVELOPMENT AGREEMENT**  
**Staker Farms 3rd Amendment**

This 3rd Amendment (“3rd Amendment”) is dated and entered into as of \_\_\_\_\_, 2026, by and between \_\_\_\_\_ (“Developer”) and West Haven City (“City”), and amends the original development agreement titled “Development Agreement, Staker Farms” between the City and Developer. The City and Developer may from time to time be collectively referred to as the “Parties”, and each may be referred to individually as “Party”.

**Recitals:**

A. On June 19, 2019, the City approved by Ordinance 21-2019 the Master Development Agreement titled “Development Agreement, Staker Farms” (“MDA”), in regards to the development of a project known as the Staker Farms Subdivision. The City and Developer both signed the MDA on July 7, 2020, and it was recorded July 30, 2020 with the Weber County Recorder’s Office.

B. On April 29, 2021, the City and Developer entered into the Staker Farms 1st Amendment (“1<sup>st</sup> Amendment”) to the MDA, which amended certain parts of the MDA.

C. On April 17, 2024, the City and Developer entered into the Staker Farms 2nd Amendment (“2<sup>nd</sup> Amendment”) to the MDA, which amended the 1st Amendment.

D. The MDA includes exhibits containing a Preliminary Plat for the Staker Farms subdivision, which includes a notation that states the following language on the upper right side of the Preliminary Plan,

**“ZONING INFO**  
**R-1 ZONE**  
**(RESIDENTIAL LOW DENSITY ZONE)**  
**MIN. LOT AREA: 12,500 S.F.**  
**-FRONT SETBACK: 25 FT**  
**-SIDE SETBACK: 10 FT. MIN. EACH SIDE/20 FT.**  
**LOT SIDE FRONTING STREET**  
**-REAR SETBACK: 30 FT.”**

E. Staker Farms – Phase 1 plat was recorded May 5, 2020, and it did not include this language from the preliminary plan.

F. Staker Farms – Phase 2 plat was recorded January 13, 2022, and includes the same language as the preliminary plan.

G. Staker Farms – Phase 3 plat was recorded August 2, 2022, and includes the same language.

H. The City amended its zoning regulations governing R-1 setbacks in Ordinance 20-2020 on May 20, 2020, and set the side setbacks at 8 feet and set the rear setback as the rear lot line must average 22 feet.

**NOW, THEREFORE, in consideration of the mutual covenants and promises herein, the parties amend the MDA and the attached preliminary plan as follows:**

1. The foregoing recitals are fully incorporated herein.
2. **Removal of Setback Notations.** Any notation, stamp, or reference to the R-1 zoning setback requirements contained in the Preliminary Plat attached to the MDA, Staker Farms - Phase 2 Plat, and Staker Farms - Phase 3 Plat is hereby stricken.
3. **Application of Current Zoning Standards.** All remaining vacant lots and all future phases within the Staker Farms development shall be subject to the R-1 zoning setback requirements as set forth in the West Haven City Municipal Code in effect at the time of development approval and application for building permitting.
4. **Existing Improvements.** This Amendment shall not apply retroactively to any lots upon which residential or other improvements have been lawfully constructed prior to the effective date of this 3rd Amendment.
5. **No Other Modification.** Except as expressly modified herein, the MDA, the 1st Amendment, and the 2nd Amendment shall remain in full force and effect. All terms defined in the MDA, 1<sup>st</sup> Amendment, and 2<sup>nd</sup> Amendment, unless otherwise specifically stated, shall remain the same.
6. **Effective Date.** This 3rd Amendment shall be effective upon adoption by the City Council and execution by both of the parties.
7. **Counterparts.** This Third Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one instrument.

**WEST HAVEN CITY**

By: \_\_\_\_\_  
City Manager

ATTEST: \_\_\_\_\_  
City Recorder

**DEVELOPER**

By: \_\_\_\_\_

Title: \_\_\_\_\_

# Planning Commission

## Staff Review Memo

February 11, 2026

Stephen Nelson, Community Development Director



### ZONING ORDINANCE AMENDMENT

<b>Proposal:</b>	Workshop on the proposed new Planned Commercial Sign Standards
<b>Ordinance Section:</b>	§ 157.757 DEFINITIONS and § 157.759 PERMITTED SIGNS.
<b>Applicant:</b>	The West Haven City Development Review Committee
<b>Decision Type:</b>	Legislative
<b>Staff Recommendation:</b>	Provide feedback on the draft.

#### I. BACKGROUND

The goal of this proposal is to allow for larger, but fewer signs within Planned Commercial Centers. The ordinance is written to encourage multi-tenant commercial development to combine signs at key areas within a large commercial development.

**Issue:** The main issue we are trying to address is allowing larger, fewer signs in larger commercial development areas. Right now, a developer can have only a pole and/or monument sign, with a maximum size of 80 sq. ft. Each commercial property can have one or more, depending on its frontage.

**Change:** This proposal does a couple of things.

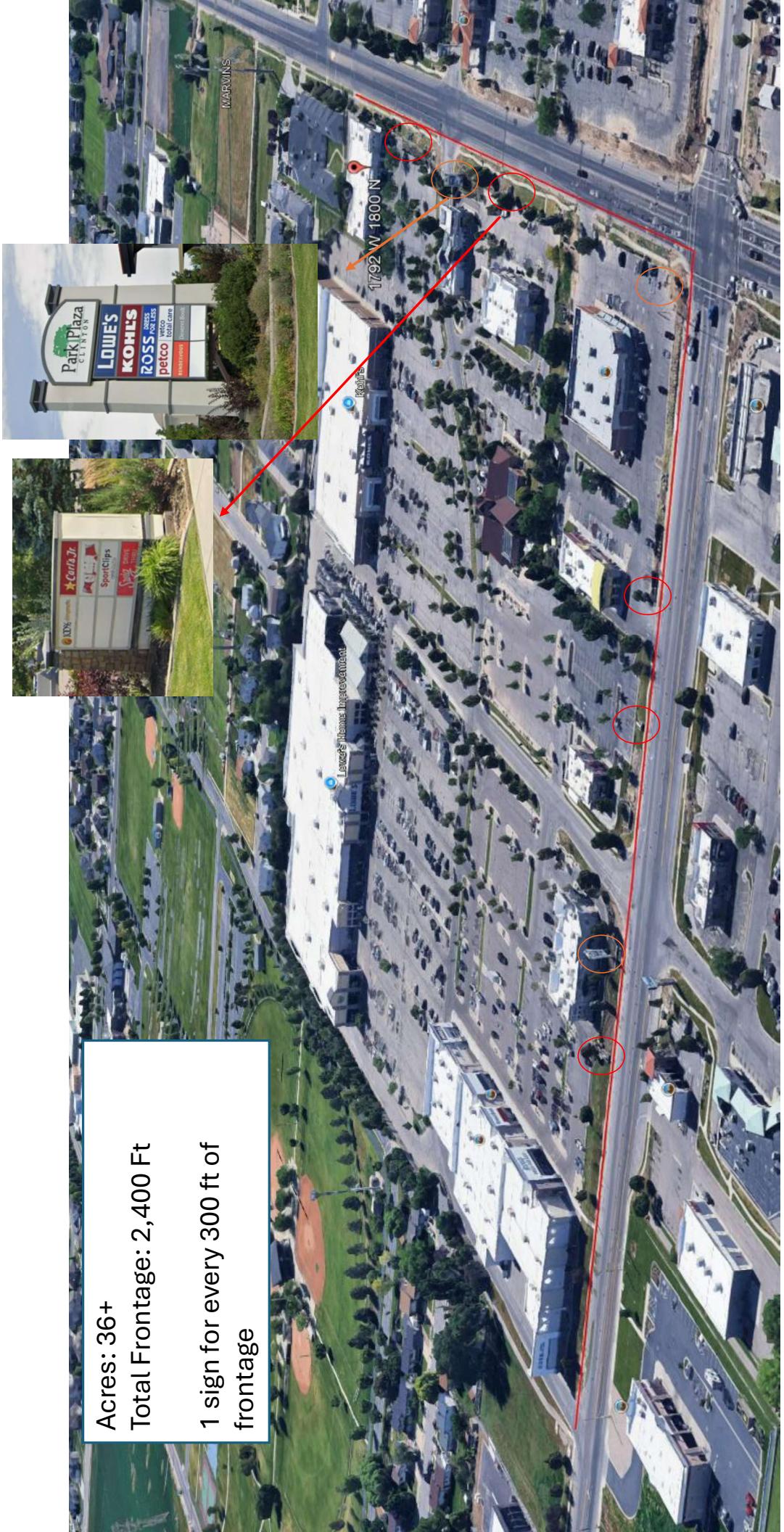
- 1) It redefines what a Planned Commercial Center is in the sign code.
- 2) It created a section of code that creates standards for these centers.
- 3) It allows monument signs to be up to 120 sq. ft. and pole signs to be 200 sq. ft., but up to ~~300 sq. ft.~~ 250 sq. ft. if the sign states that the development is located within West Haven. Walmart's current proposed sign is 250 sq. ft. ~~I am not sure if 300 sq. ft. is right, or if we would want to do 250 sq. ft.~~
- 4) It allows pole signs to increase in height to 30'.
- 5) I also added language clarifying that a violation of the sign ordinance is a Class C misdemeanor.
- 6) Update: Removed the word "Small" from the Planned Commercial Center Definition
- 7) Updated: Reduced the setbacks for pole signs within these centers
- 8) Updated: Required that all property owners within PCC approval sign off on the signage plan.

Staff requests the Planning Commission to review and provide feedback on the proposed draft.

# West Haven Sign Policy

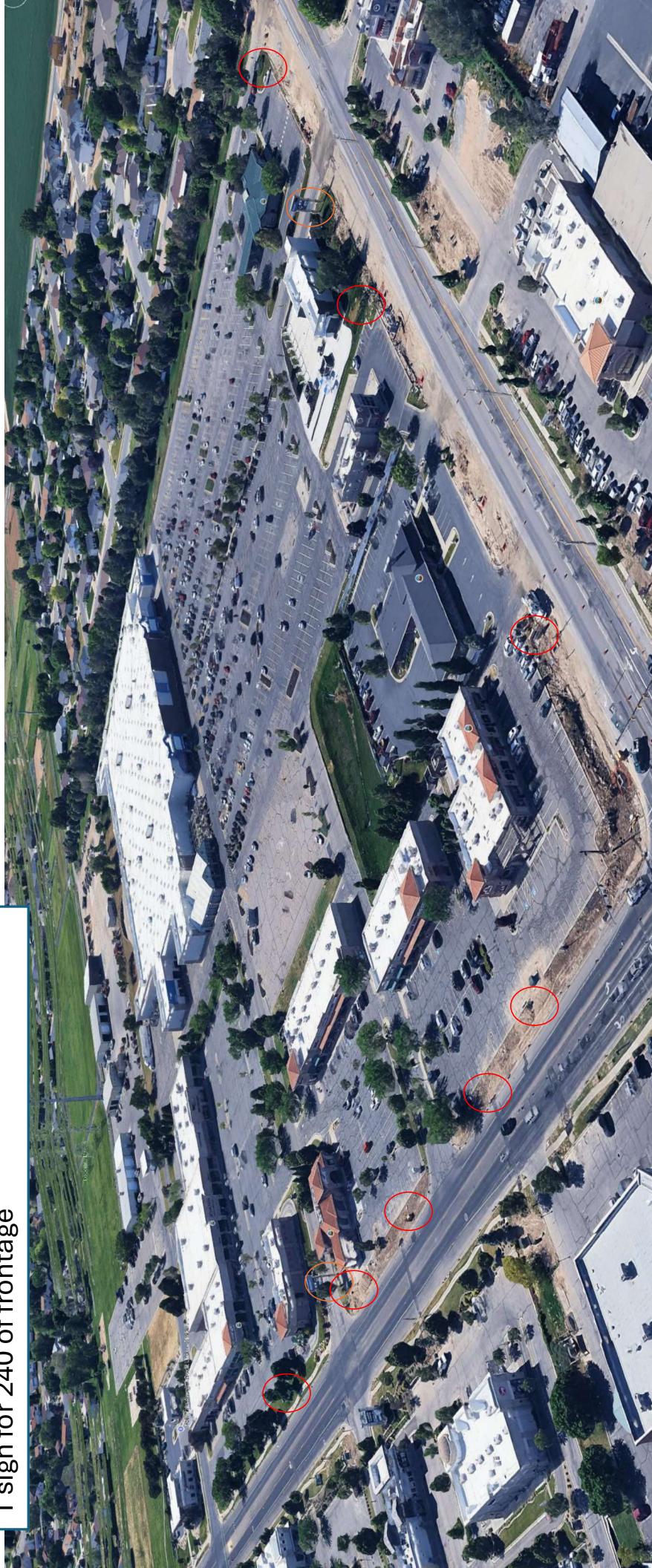
Planned Commercial Developments and Their Signs

Planning Commission 2.11.2026



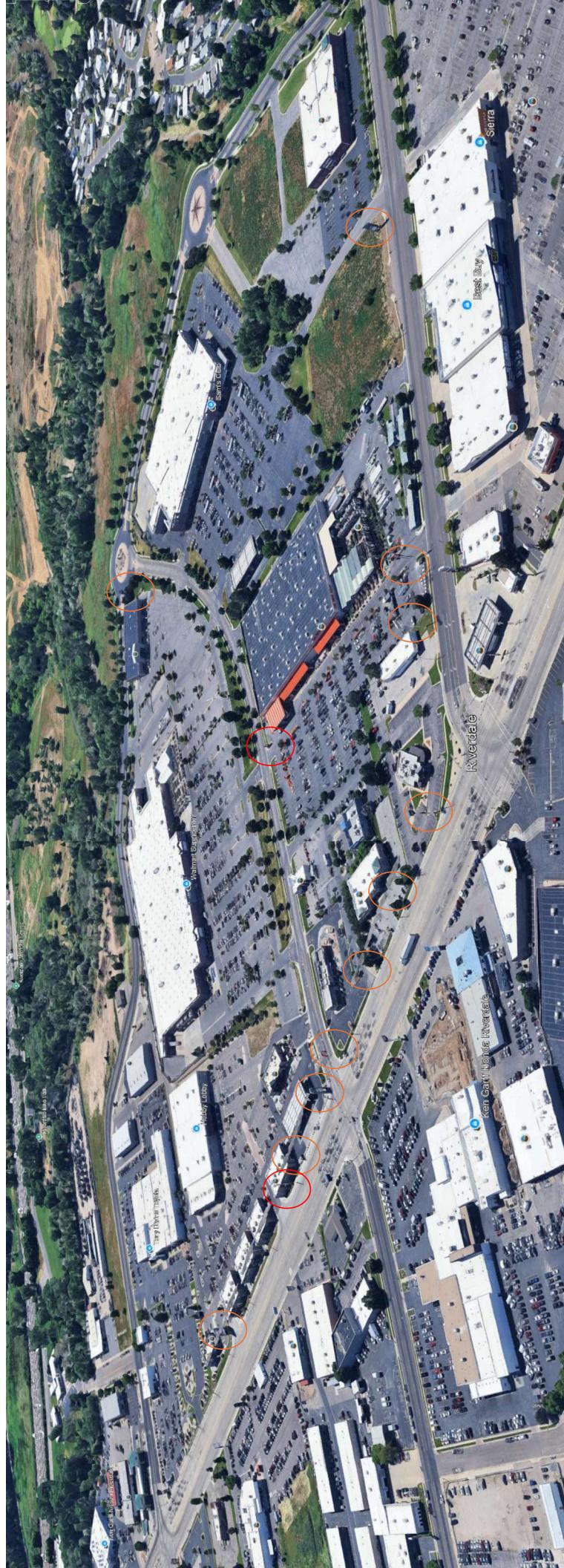
Acres: 36+  
Total Frontage: 2,400 Ft  
1 sign for every 300 ft of frontage

Acres: 37+, but multiple developments  
Total Frontage: 2,400 Ft  
1 sign for 240 of frontage





Acres: 37+, but multiple developments  
Total Frontage: 2,400 Ft

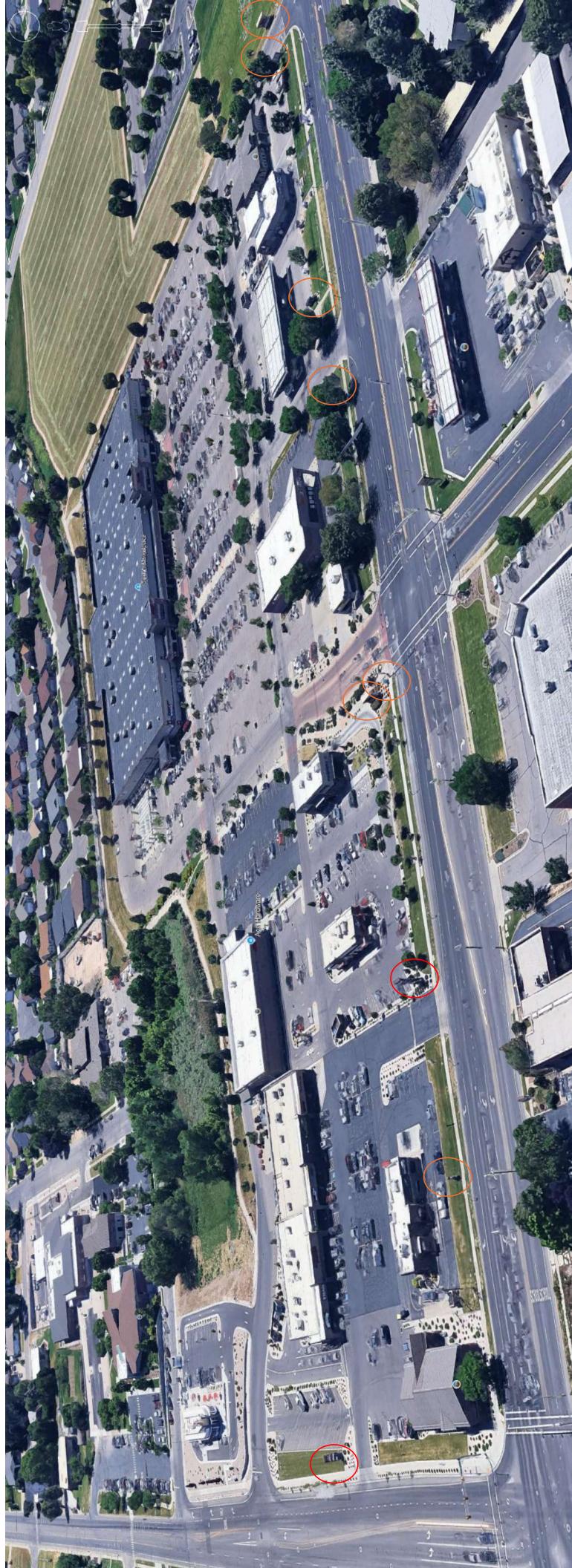




**Total Combine  
Frontage: 6,500 Ft.  
Total Combine Acres:  
61+**

Riverdale allows signs up to 300 sq. ft., with a combined 600 sq. ft. for development, and 40' tall.

**1 sign for every 1,083  
ft of frontage**



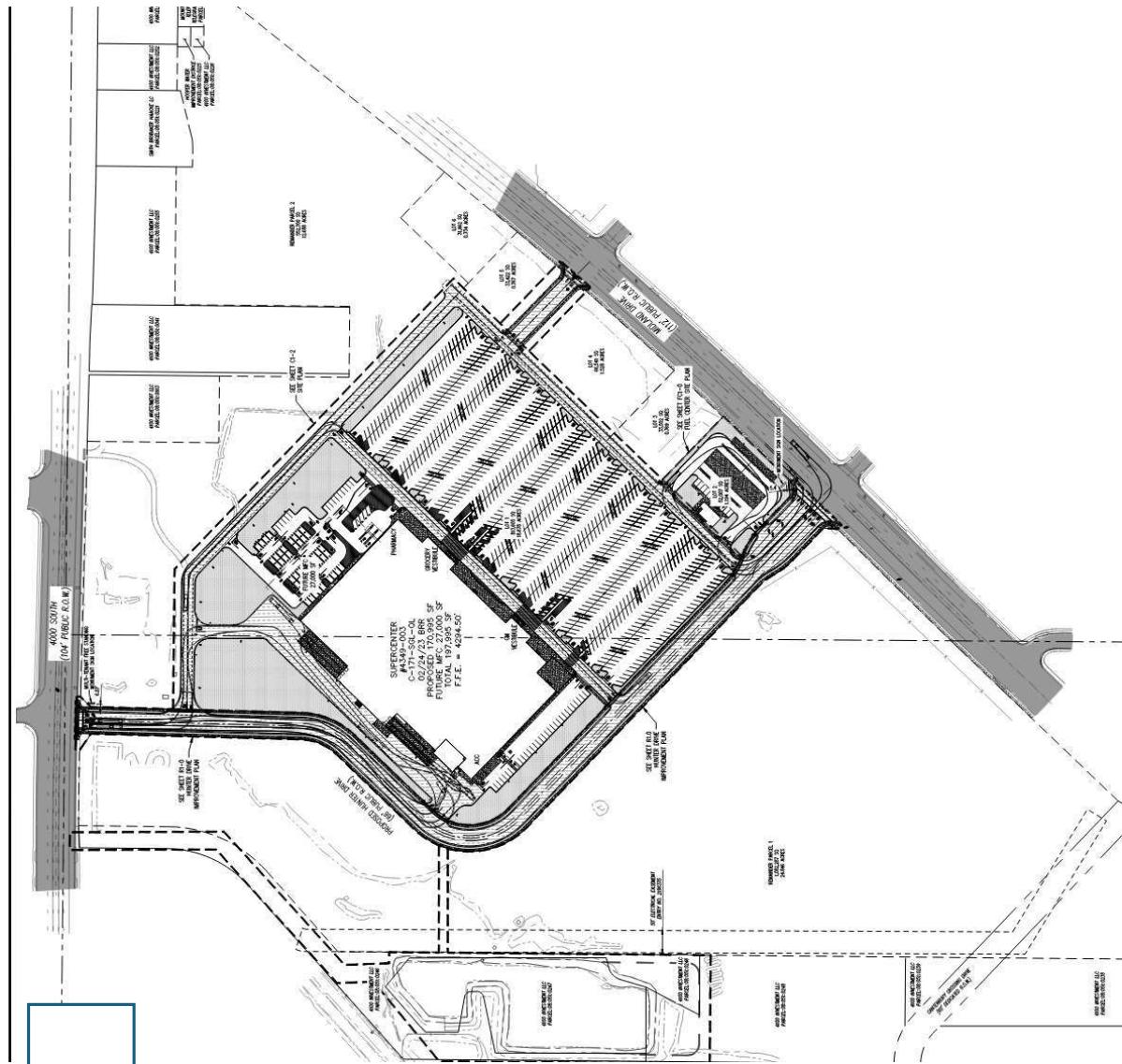


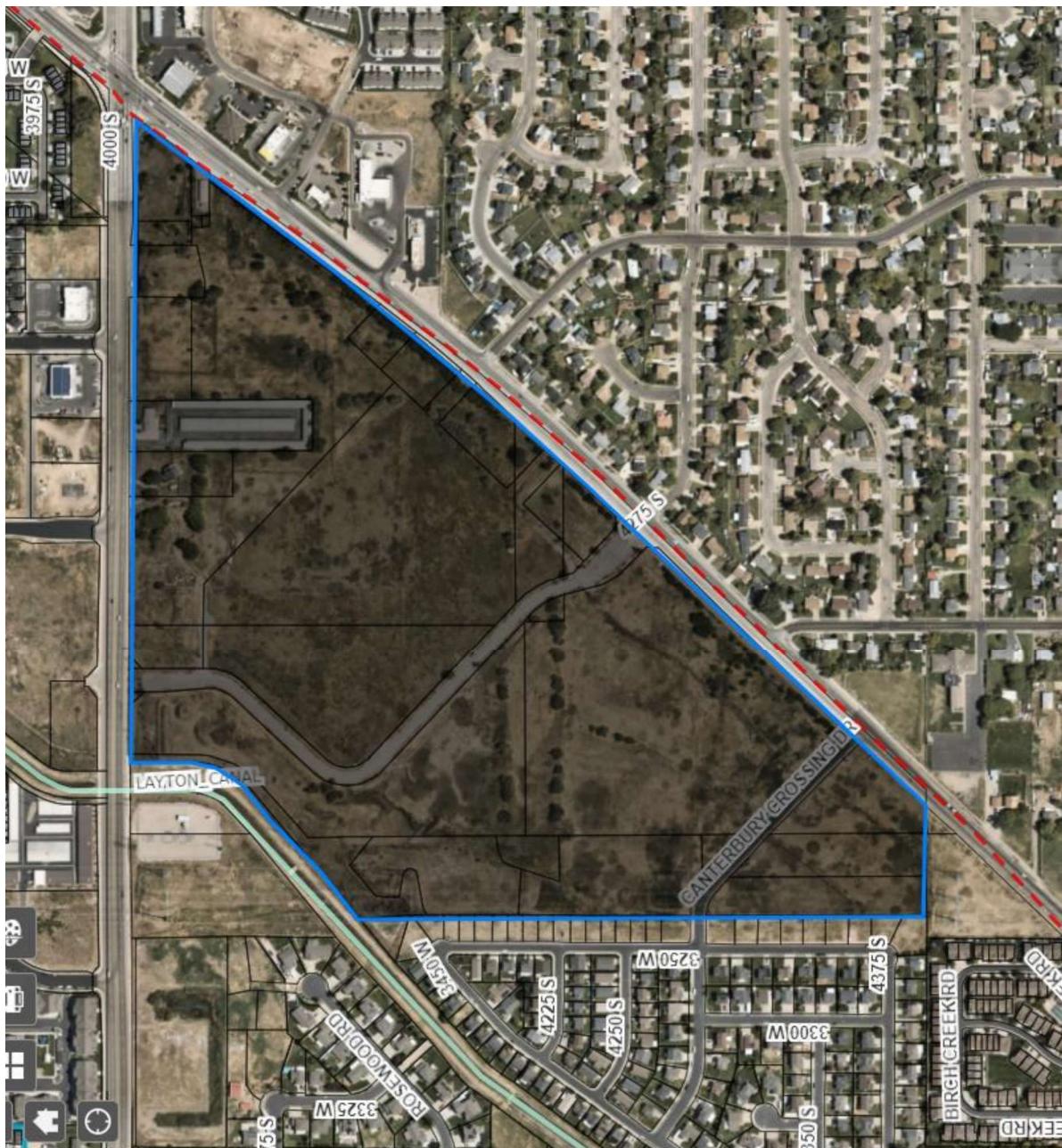
Total Combine  
Frontage: 1800+ and  
800 ft.

Total Combine Acres:  
18.3 and 3+

1 sign for every 289 ft  
of frontage

Acres: 36+  
Total Frontage: 3100+ Ft





Measurement

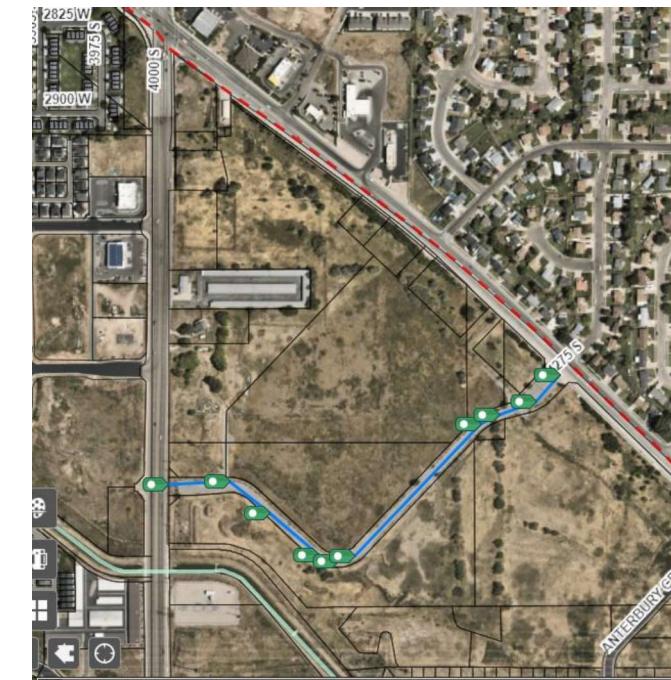
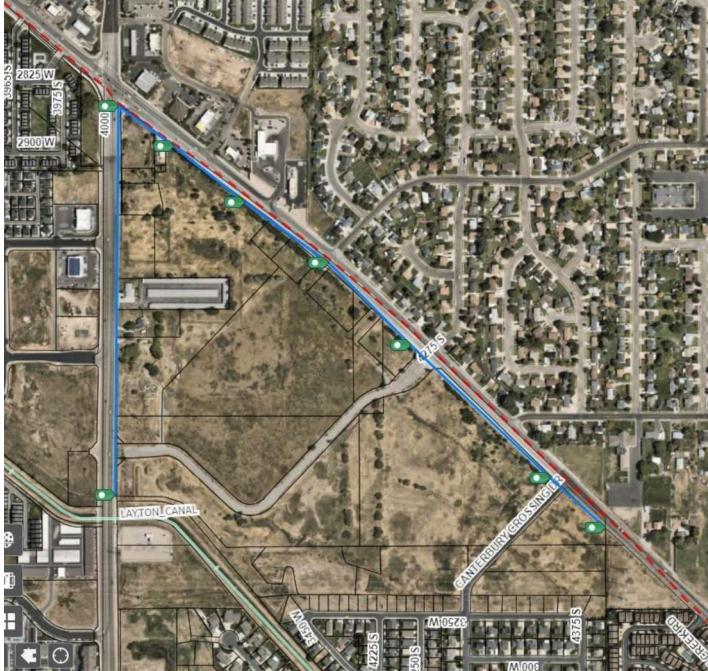
Clear

Acres

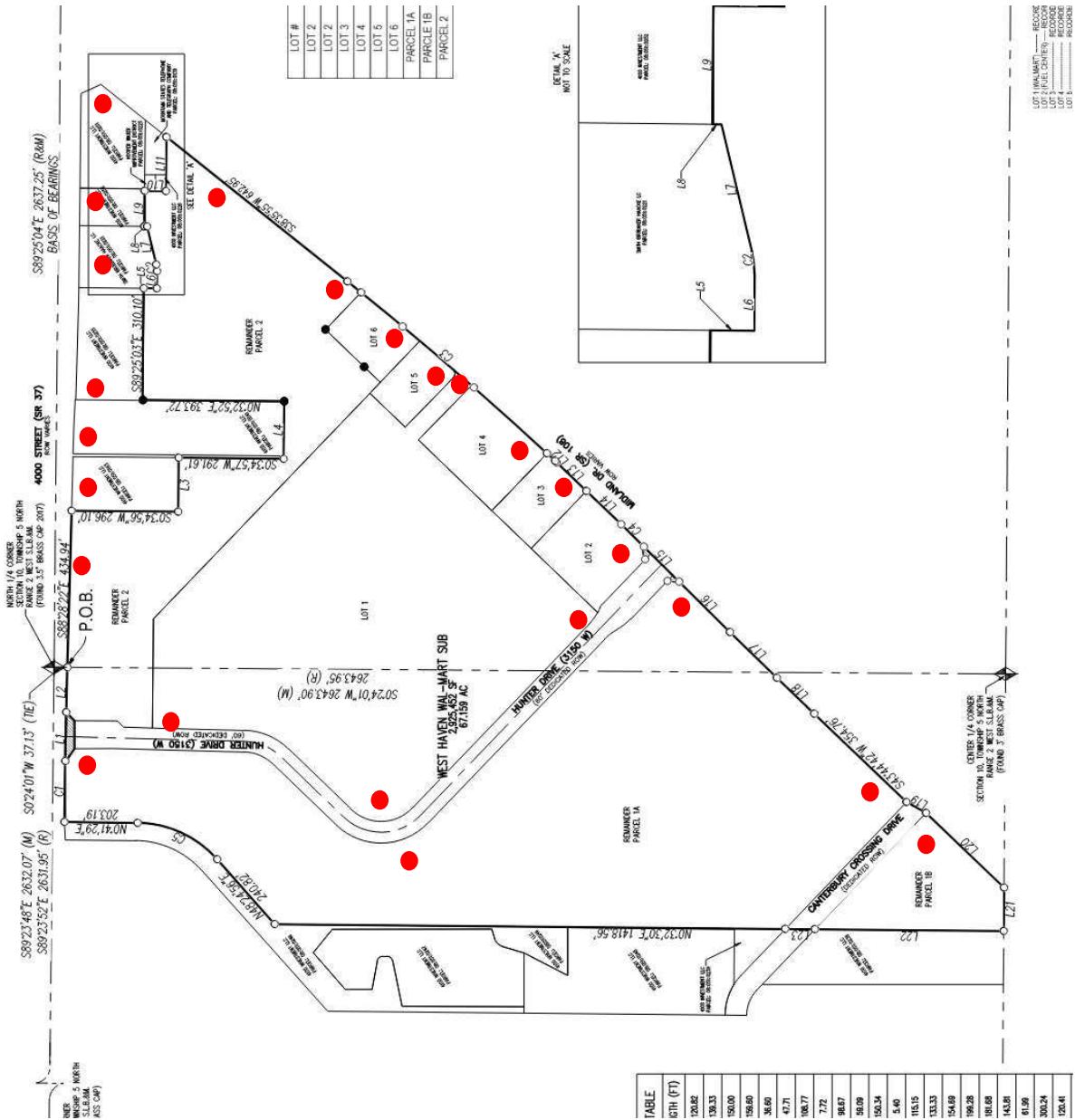
Measurement Result

86.7 Acres

Press CTRL to enable snapping



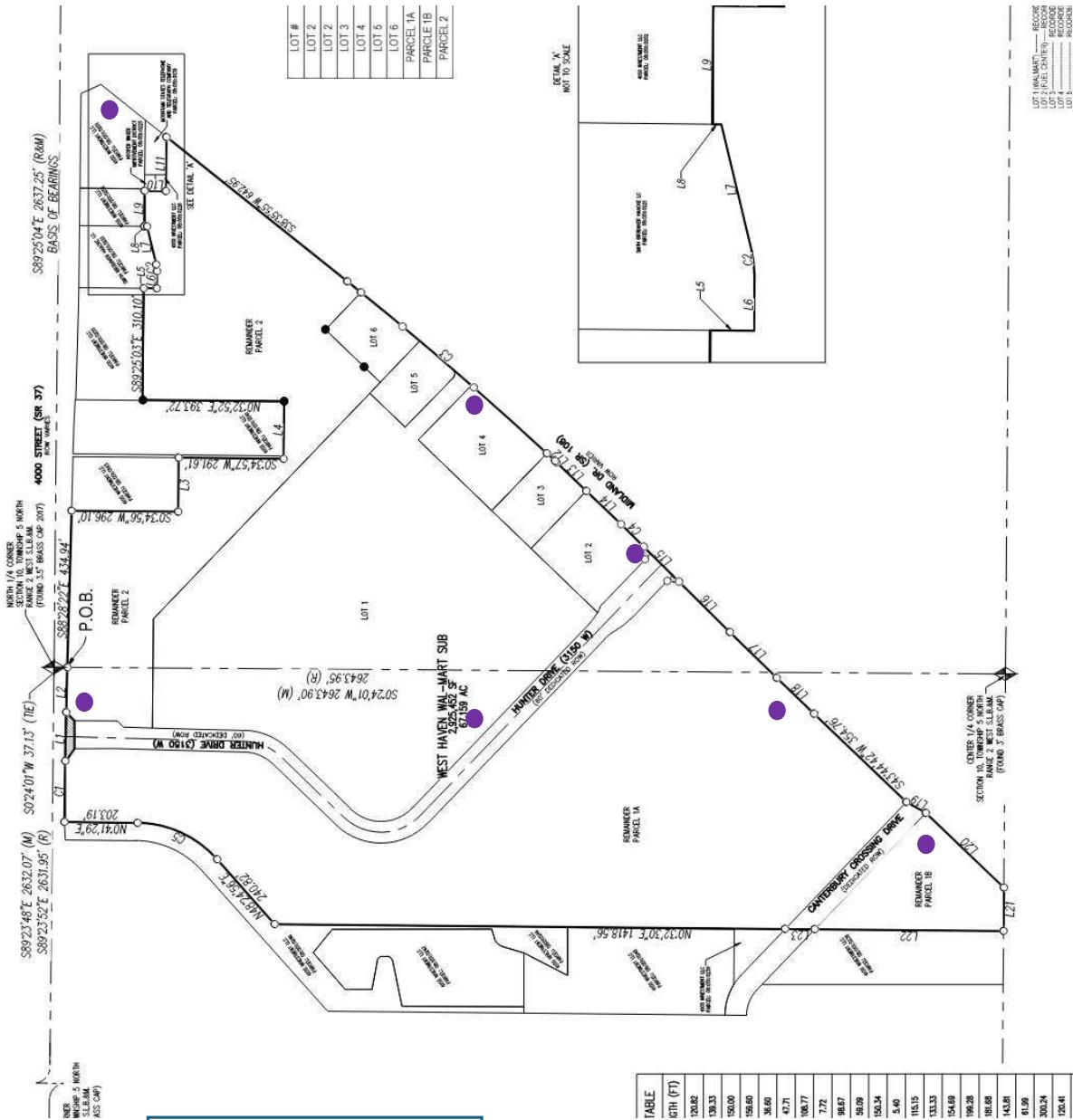
Acres: 86.7  
Total Frontage: 7,623 Ft



## Current Code Sign Placement Allowance

\*This approximates what could be allowed and is not intended to represent an application or desire of a property owner. This map is intended as an example only.

\*It is also worth noting that some properties may choose to do both a pole and a monument sign, which is allowed.



**Proposed Code Sign Placement**  
Allowance if the full area is to be developed as a Planned Commercial Center.

\*This approximates what could be allowed under the current draft and is not intended to represent an application or desire of a property. This map is intended as an example only.

## **SIGN REGULATIONS**

### **§ 157.755 PURPOSE AND INTENT.**

(A) It is the purpose of this subchapter to regulate the design, placement, and use of signs within the city, and to authorize the compatible uses of such signs. Such regulations may include design, location, size, type, safety impacts, and aesthetics, and other such standards as may be outlined in this subchapter. By doing so, the city will promote both short- and long-term civic beauty, as well as encourage public order.

(B) For large-scale (ten acres or more) commercial developments, it is the purpose of this subchapter to facilitate a cohesive design of signs within the development in order to preserve and protect the aesthetics of the development and the surrounding streetscape.

(C) It is not the intent of this subchapter to regulate the content of public speech. The regulations of this subchapter are intended to apply to both on-premises and off-premises signs, but do not apply to handheld placards and other similar devices traditionally used for public protest and the exercise of free speech.

(D) In interpreting and applying this subchapter, the rules, regulations, and terms contained herein shall be construed to the most restrictive meaning possible.

(E) Any sign not specifically permitted by this subchapter is prohibited.

(Prior Code, § 56.02) (Ord. 2-92, passed - 1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

### **§ 157.756 ENFORCEMENT; APPEALS.**

The City Community Development Director, or his or her designee, is hereby vested with all duties and powers necessary to enforce this subchapter. Such powers and duties include the power to:

(A) Issue permits for construction, repair, and/or alteration of all signs regulated by this subchapter;

(B) Ascertain that all sign construction, repair, and/or alteration is done in compliance with applicable federal, state, and local building codes and other relevant regulations;

(C) Conduct any and all inspections and re-inspections during the construction, repair, and/or alteration process as may be necessary to determine compliance with this subchapter;

(D) Require changes to the construction, repair, and/or alteration of a sign when such sign is found to be out of compliance with this subchapter;

(E) Issue notices of violation, citations, written warnings, and other such enforcement proceedings as may be necessary to ensure compliance with the provisions of this subchapter;

(F) To abate and remove unsafe, dangerous, or illegal signs as follows:

(1) Prior to doing so, the Community Development Director, or his or her designee, shall provide the party responsible for the sign with a written notice of the violation(s) and outline what steps the party needs to take to bring the sign into compliance with this subchapter.

(a) Temporary signs shall be given 72 hours to take the corrective steps; and

(b) Permanent signs shall be given 30 days to take the corrective steps.

(2) Signs posted upon public property, including in the public right-of-way, may be immediately removed by the Community Development Director, or his or her designee.

(G) Require that signs related to a business which has been discontinued be removed within 30 days of the business ceasing operation; and

(H) Any person who wishes to appeal any decision or notice of action undertaken pursuant to this subchapter, may do so by following remedy procedures outlined in §§ [157.035](#) through [157.048](#).

(I) A request may be made to the Planning Commission to adjust the requirements of the sign regulations contained herein. The Planning Commission may adjust any sign regulation contained in this subchapter if, unusual or unique circumstances or conditions related to the operational characteristics of the use exist in a manner, or to such a degree, that such adjustment is equitable and warranted; and it would not go against the principles outlined in the General Plan. The Planning Commission shall make findings if an adjustment is made.

(Prior Code, § 56.04) (Ord. 2-92, passed - -1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 41-2024, passed 12-18-2024)

#### **§ 157.757 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates, or requires, a different meaning.

**ABANDONED SIGN.** Any display remaining in place or not maintained for a period of 90 days or more which identifies a use no longer in operation on the property.

**ANIMATED SIGN.** See **FLASHING SIGN** and **ROTATING OR REVOLVING SIGN**.

**AREA OF SIGN.** The total square footage of each and every face of a sign, but does not include any frame or other material. For signs not otherwise supported by a distinctive background, the sign area shall be calculated by enclosing all the lettering by the smallest possible six-sided polygon and calculating the area of the polygon.

**AWNINIG SIGN.** A device attached to the façade of a building, usually extending over sidewalks, windows, and business entries, sometimes to provide weather protection to pedestrians walking beneath such shelters. Awning structures slope downward and away from a building, and typically support canvas, wood, or metal slats or glass. Canvas awnings may have a valance (vertical flap) at the bottom of the sloping plane, which may be used to mount a sign identifying the building or store.

**BALLOON, FIXED.** Any air-filled or gas-filled balloon attached to a string, rope, or similar device, and tethered to a fixed or moving place or object, including a motor vehicle. See also **INFLATABLE DEVICE**.

**BANNER.** A sign made of fabric, cloth, plastic, or paper used only temporarily that is not permanently mounted or affixed to the ground or any structure, with or without enclosing framework, used to advertise a fundraiser, promotional or sales event, special or seasonal event, or other temporary on-site informational or directional sign. **PENNANTS**, as defined herein, shall be considered **BANNERS** for purposes of this subchapter.

**BILLBOARD.** A sign of any kind or nature whatsoever used to advertise:

- (1) Any business, industry, entertainment, or activity not conducted;
- (2) Any goods or other tangible items not produced, sold, or available; or
- (3) Any services or other intangibles not available or rendered on the premises upon which such sign is located; provided, however, such term shall not include any regional guide sign, nameplate, temporary real estate sign, identification sign, or on-site advertising sign as such terms are defined in this subchapter. Such term shall also not include any notice posted by any public officer in the performance of an official duty, or any directional, warning, or informational sign required or authorized by any federal, state, county, or local authority.

**BUILDING ELEVATION.** An exterior face of the unit for which a sign is proposed.

**CABINET SIGN.** A sign with text or symbols printed on a plastic or acrylic sheet that is mounted on a cabinet or box that houses the lighting source and equipment.

**CANOPY SIGN (GAS STATION).** An illuminated sign designed to be an integral part of the architecture of a gasoline service station, and intended to be placed above the fuel pumps of a service station for purposes of providing light for the working area and commercial identification.

**CHANGEABLE COPY SIGN.** A sign, or portion thereof, with characters, letters, or illustrations that can be changed or rearranged without altering the face of the display surface of the sign.

**COMMUNITY SIGN.** A temporary sign placed by civic or educational groups, or by the city, which is used to advertise various events held in the city.

**COMPANY SYMBOL.** A mark or logo that can either stand alone or be used with a company name to identify a company.

**CORPORATE FLAG.** A flag displaying the name, symbol, or logotype of a business or corporation.

**DIRECTIONAL SIGN.** Any sign that serves solely to guide or designate the location or direction to any place or area.

**DISPLAY SURFACE.** The surface made available by the structure for the mounting of material to carry the advertising message, trademark, or emblem.

**ELECTRONIC READERBOARD OR ELECTRONIC MESSAGE BOARD.** A changeable copy sign upon which the copy is displayed or changed by electronic means.

**FLAG.** Any piece of durable fabric of distinctive design attached to a permanent pole that is used as a symbol of a recognized federal, state, or local governmental entity. Signs which are non-governmental in nature but similar in size and purpose to a governmental **FLAG** shall be regulated as a **WIND SIGN**.

**FLASHING SIGN.** Any sign which is designed to intermittently blink on and off, or which creates the illusion of blinking on and off, or which contains running, traveling, or animating lights upon the sign structure or within the sign area; such term shall not include time and temperature displays, or other electronic readerboard or electronic message board signs.

**FREEWAY-ORIENTED SIGN.** A freestanding, on-site advertising or directional sign, not including billboards, located on property abutting a freeway right-of-way or freeway frontage road, and whose height, location, and sign copy are designed in a manner which permits identification from an adjacent freeway.

**HEIGHT OF SIGN.** The vertical distance from the uppermost point of a sign to the ground immediately below such point; provided that, if the finished grade has been raised

immediately below such point, the **HEIGHT** shall be measured from the average finished grade of the surrounding area.

**IDENTIFICATION SIGN.** Any sign designed solely to identify the use or occupant of a structure or site, and which contains no other advertising copy.

**ILLEGAL SIGN.** Any sign or advertising display constructed or erected without first complying with all applicable ordinances and regulations in effect at the time of its construction, erection, or use.

**INFLATABLE DEVICE.** Balloons exceeding two cubic feet and other inflatable devices, including figure objects and caricatures that are intended to attract attention.

**INSTITUTIONAL SIGN.** A sign on any private property, public place, or building with connection to a medical or dental surgery, clinic, hospital, rest home, home for the aged, or other place of a similar nature.

**LOCATION.** A lot, parcel, site or premises, building, wall, or any place whatsoever upon which a sign is erected, constructed, or maintained.

**MARQUEE (CHANGEABLE COPY) SIGN.** A sign or readerboard that is characterized by nonelectronic changeable copy, whether said sign is freestanding or mounted on a structure.

**MONUMENT SIGN.** A ground-mounted sign, single-sided, double-sided, or three-sided, supported from grade with a solid base, or the appearance of a solid base, that is at least 75% of the width of the sign that is not connected to another structure. Such sign is oriented for vehicular view along roadways, and is often used at entries to a building or project.

**MULTIPLE-FACED SIGN.** A sign with more than one sign face.

**MURAL.** A painting, tile, or other materials deemed appropriate that comprise artwork on an exterior wall in public view, whose primary purpose is commemorative or artistic rather than advertising.

**NAMEPLATE.** Any lighted or unlighted sign mounted on, or near, an entry that identifies the name and occupation or profession of the occupant of the premises.

**NONCONFORMING SIGN.** Any sign that complied with all applicable ordinances and regulations in effect at the time it was erected, but which does not conform to one or more of the requirements of this subchapter.

**NOTICE SIGN.** A sign posted by either a public agency or private individuals intended to convey legal information for specific properties. Signs can include building permits, no trespassing notices, public hearing notices, and the like.

**ON-PREMISE SIGN.** A sign or signs which are located on the same premise as the business, event, or activity is conducted.

**PARCEL or LOT.** Real property under separate ownership from any other **PARCEL or LOT**, or under separate lease of at least ten years' duration, with the option to renew, which has street or highway frontage.

**PENNANT.** Any plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, string, or other similar device, usually in series, designed to move in the wind.

**PERMANENT SALE SIGN.** A sign that indicates a sale in progress and is posted more than 30 days during any 60-day period.

**PLANNED COMMERCIAL CENTER** **PLANNED COMMERCIAL CENTER**s. Small Regional centers consisting of individual large and small-scale commercial uses setting of multi-tenant individual large- and small-scale commercial uses that sell a broad range of goods or services to a market beyond the local community. It These centers must contain at least ten acres of commercial land and contain at least one retail facility, and 100,000 square feet of commercial floor space.

**POLE SIGN.** A ground-mounted sign that is typically supported by no more than two uprights or braces (for example, pylon-supported) that are not connected to another structure. Any sign with a base that is less than 75% of the width of the sign shall be considered a pole sign.

**POLITICAL SIGN.** A sign advertising a candidate or candidates for public elective office, or a political party, or a sign urging a particular vote on a public issue decided by ballot.

**PORTABLE SIGN.** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A-frames or T-frames; sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to, or painted upon, vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day transportation operations of the business, and is not parked away from the business primarily to gain visibility from a public right-of-way.

**PROJECTING SIGN.** A pedestrian-oriented, double-sided sign which projects from a building and is mounted perpendicular to the building wall.

Commented [DR1]: I couldn't find it in my notes, but I thought George had an issue with this nondescript descriptive word. I suggest we remove it entirely as we put a number (10k sf min) on the size of such a development.

Commented [SN2R1]: That's a good catch.

**PUBLIC NECESSITY.** Any sign used to control traffic, warn people of potential dangerous or hazardous situations and other regulatory purposes. Signs can include: street signs, danger signs, railroad crossing signs, geologic hazard signs, and signs of public service companies indicating danger.

**PUBLIC PROPERTY.** Real or personal property that is owned, held, or managed by a public entity.

**PUMP ISLAND SIGN.** Any sign attached to a fuel-dispensing pump, either affixed to, or placed upon, the pump.

**READERBOARD.** See **MARQUEE SIGN**.

**REAL ESTATE SIGN.** Any sign and sign structure of a temporary nature relating to the sale, lease, or other disposition of real property.

**ROOF SIGN.** A sign upon a roof, upon a structure that appears to be a roof (such as a mansard roof), or above the roofline of the building elevation to which it is attached.

**SIGN.** Any display, exhibit, declaration, demonstration, graphic announcement, inflatable device, illustration, or insignia used to advertise or promote the interest of any person, business, institution, or organization when the same is placed outdoors, or on the inside of a window to be seen from the outside, in view of the general public; provided that this definition does not apply to the display of the flag of a nation, state, county, or city, or any official flag or banner of any bona fide religious or fraternal organization.

**SIGN AREA.** See **AREA OF SIGN**.

**SIGN COPY.** Any characters, letters, or type that constitutes the message of the sign.

**SIGN HEIGHT.** See **HEIGHT OF SIGN**.

**SIGN STRUCTURE.** The uprights, bracing, guy rods, cables, framework, and other support of a sign or billboard.

**SNIPE SIGN.** Any sign or poster placed on trees, fences, light posts, or utility poles, except those posted by a government or public utility.

**STREET FRONTAGE.** The lineal foot width of a building site or parcel of land, along or fronting on a street or other rights-of-way, excluding alleys.

**SUSPENDED SIGN.** A pedestrian-oriented, double-sided sign hung over a walkway, or beneath an awning or arcade, perpendicular to the face of the building to which it is attached.

**TEMPORARY SIGN.** Any sign that is used only temporarily and is not permanently mounted or affixed to the ground or any structure.

**WALL SIGN.** A sign that is affixed to, or painted on, an exterior wall of a building in a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign.

**WIND SIGN.** A sign, group of signs, display or group of displays, banners, non-governmental flags, balloons, or other objects designed and fashioned in such a manner as to move when subjected to wind pressure.

**WINDOW SIGN.** Any words, picture, symbol, brand name, business name logo, including any negative or clear spaces between graphics, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is applied or attached to a window or located within five feet of the inside of a window in a manner that it can be seen from the exterior of the structure.

(Prior Code, § 56.06) (Ord. 2-92, passed - 1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024)

#### **§ 157.758 PROHIBITED SIGNS.**

Any sign not permitted is prohibited in the city. The following signs are specifically prohibited:

- (A) Hot or cold air balloons, or inflatables, except when such fall under the definition of temporary sign;
- (B) Any sign which flashes, blinks, uses chaser lights or is animated. Commercial electronic message signs may be permitted, so long as the messages are composed of static images;
- (C) Projecting signs;
- (D) Roof signs;
- (E) Any truck, trailer, or other vehicle conspicuously parked in the public right-of-way for more than 72 consecutive hours with an advertising message displayed on the vehicle designed to attract attention to a business, product, or promotion;
- (F) Graffiti;
- (G) Spotlights directed into the night sky, except as part of an approved promotional period for temporary signs;

(H) With the exception of billboard signs, as defined and regulated herein, any off-premises signs, except as may be necessary to provide directions to a residential subdivision or planned unit development;

(I) Any handbill or sign which is affixed, painted, marked, or written on any part or portion of the public right-of-way, including sidewalks, crosswalks, curbs, park strips, light poles, lamp posts, hydrants, trees, shrubs, power poles, or any other structures. This does not apply to the painting of house numbers on curbs; and

(J) No sign shall be placed on public property, which includes any city, county or state easement or right-of-way, unless the sign is erected by the city, county, or state. Those signs may not exceed 36 inches in height.

(Prior Code, § 56.08) (Ord. 2-92, passed - 1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024)

#### **§ 157.759 PERMITTED SIGNS.**

(A) Commercial, industrial, and residential signs are permitted in the sizes and zones outlined in the table in division (B) below.

(B) Certain signs may contain additional regulations, which can be found in the table below.

<b>Sign Type</b>	<b>Building Permit Required</b>	<b>Max. Height (ft.)</b>	<b>Max. Area (sq. ft.)</b>	<b>Permitted Zones</b>	<b>Lighting Permitted</b>
<b>Sign Type</b>	<b>Building Permit Required</b>	<b>Max. Height (ft.)</b>	<b>Max. Area (sq. ft.)</b>	<b>Permitted Zones</b>	<b>Lighting Permitted</b>
Awning	Y	(See below) D	(See below) D	C-1, C-2, C-3, M-1, M-2	N
Banner	N	6	96	All	N
Billboard	Y	(See below) F	675	(See below) F	Y

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Canopy	Y	20 (See below) G	(See below) G	C-1, C-2, C-3, M-1, M-2	Y
Community	N	8	32	All	N
Directional	N	8	32	All	N
Flag	N	N/A	(See below) K	All	Y
Institutional	Y	6	32	All	N
Monument	Y	(See below) <u>L</u> and <u>T</u>	(See below) <u>L</u> and <u>T</u>	C-1, C-2, C-3, M-1, M-2	Y
Nameplate	N	2	2	All	N
Notice	N	6	32	All	N
Pole	Y	(See below) J <u>and T</u>	(See below) <u>J</u> & <u>I</u>	(See below) J	Y
Political	N	6	32	All	N
Public necessity	N	4	4	All	N
Real estate	N	(See below) N	(See below) N	All	N
Snipe signs	N	(See below)	20	All	N
Suspended	N	2	3	All	N

Temporary	N	(See below) P	(See below) P	All	N
Wall	Y	Top of building wall	Max area is 15% of the square footage of a single wall surface	C-1, C-2, C-3, M-1, M-2	Y
Warning	N	4	16	All	N
Wind	N	8	16	C-1, C-2, C-3, M-1, M-2	N
Window	Y	(See below) R	(See below) R	All	N

(C) Regardless of type, height, and area, all signs in the city shall comply with the following.

- (1) All signs erected in the city shall comply with all building, electrical, fire, and other such relevant codes as may be in effect at the time the permit is issued.
- (2) All signs are required to maintain appropriate vertical and horizontal clearances as may be required by any public utility company.
- (3) No building permits will be issued for signs that involve electrical wiring or connections unless designed/built by a licensed electrical contractor, nor shall any building permit be issued for a sign unless the required drawings are prepared by, and stamped by, a licensed structural engineer.
- (4) Any sign which has a foundation and/or footing requires a building permit, regardless of its designation on table in division (B) above.

(5) Any sign, regardless of type, which has lighting, shall be subject to the following standards:

(a) No lighting shall be permitted which penetrates beyond the property in a manner which constitutes a nuisance.

(b) Signs may be unlit, externally lit, internally lit or backlit. Additionally, any lighting must be directed so only the face of the sign is illuminated.

(c) Internally illuminated signs, also known as cabinet signs, shall use semi-opaque materials for sign text and logos such that the lighting is diffused. Transparent or clear materials are not allowed.

(d) Backlit signs may not have a visible light source. They shall only allow indirect illumination to emanate from the sign.

(e) Externally illuminated signs must be aimed and shielded so that the light is directed only onto the sign face.

(f) Regardless of the source or type of illumination, the aggregate output of the lighting shall not exceed 500 lumens or 13.94 foot-candles per square foot of sign area, as measured at the property line closest to the sign.

(6) No sign shall be placed, built, or located, nor shall any sign exist, in a manner which creates a nuisance, safety hazard, or other unsafe condition.

(7) When in proximity to traffic signals, street intersections, or traffic signs, no sign shall be designed similar to such traffic signs or signals, and shall not be permitted to use words which may reasonably create confusion as to the nature and purpose of the sign.

(8) Any sign placed at any intersection throughout the city shall be placed outside of the sight triangle (25 feet by 25 feet at the corner) area to not create a traffic hazard.

(9) No sign over two feet high shall be permitted in the line of sight triangle (seven feet by 50 feet) next to driveway entrances.

(10) Changeable copy and/or electronic message portions of the sign may change more than once per eight seconds.

(11) When more than one sign is proposed for a commercial or industrial project, a developer shall submit a plan for the overall placement and design of all signs throughout the development, except for those which are attached to buildings. Developers shall present a sign proposal demonstrating a consistent theme throughout the project signage. The Planning Commission shall review the sign proposal as part of the site plan review.

(12) With the exception of billboard signs, off-premise advertising is strictly prohibited.

(D) (1) Awning signs shall be limited to single-story buildings or to the first level of multi-story buildings.

(2) Awning signs shall be placed over a doorway, window, or walkway.

(3) Awning signs are not allowed on, or above, a sloping or mansard roof.

(4) Awning signs shall not:

(a) Extend more than 18 inches on either side of the door, window, archway, or walkway over which they are located;

(b) Project less than two feet, or more than eight feet, from the wall on which they are anchored; and/or

(c) Project above the highest part of the building's vertical wall.

(E) New businesses shall be permitted to use a single banner sign during construction and for no more than six months after receiving final occupancy and a city business license.

(F) (1) Billboard signs are allowed only on property adjacent to, and fronting, I-15. Any other existing billboard signs at the adoption of this subchapter, which otherwise do not create a safety concern, are hereby grandfathered in and are a legally nonconforming use.

(2) Billboard signs must be oriented for freeway viewing, and be within 100 feet of the nearest freeway lane.

(3) In any permitted area along I-15, billboards shall not exceed a height of 60 feet above the grade of the interstate perpendicular to the billboard. Billboards shall always be allowed at a minimum height of 45 feet.

(4) Billboards along the I-15 corridor are limited to 672 square feet.

(5) (a) Billboards must be a minimum of 500 lineal feet from any other billboard on the same side of a street and 75 lineal feet from any on-premises sign on or off the same property.

(b) Billboards may be located within the 75-foot buffer of an on-premises sign when set back from the front property line 20 feet or more, measured to the closest edge of the billboard. In no case shall a billboard be located within the 75-foot buffer of an on-premises sign and be closer to the front property line than the on-premises sign.

(c) Billboards shall be set back from any on-premises sign at least six feet measured from the closest edge of each sign face.

(6) No billboard shall be closer than two feet to a front property line, measured to the closest edge of the billboard.

(7) A building permit may be issued for a billboard; however, prior to scheduling the first inspection for the billboard, applicants shall be required to provide the city with a letter of approval from the State Department of Transportation stating that the billboard meets their requirements for the I-15 corridor.

(G) Canopy signs shall only be permitted in gas/fuel stations over the gas/fuel islands, subject to the following.

(1) The height to the top of the canopy may not exceed 20 feet from grade, with no more than four feet of height containing fascia.

(2) Individual letters, logos, or symbols may not exceed four feet in height or project out from the canopy's surface more than 18 inches.

(3) This does not limit the ability to have a monument or other sign wherein gas/fuel prices may be displayed.

(H) Regulations for community signs are as follows:

(1) May be located at a variety of locations throughout the city, with the written permission of the property owner;

(2) May not be attached to another temporary, traffic, or business sign;

(3) May be part of the city's annual rotating events, such as West Haven Days, cultural arts events, holidays, or changes in the seasons;

(4) May be located at gateways to the city, at major intersections, and along major streets;

(5) Shall be made of durable, weather-resistant material;

(6) Shall be appropriate in size and scale to their location; and

(7) Shall be displayed for not more than 30 days.

(I) (1) Written consent of the property owner on which a directional sign is located shall be presented to the Community Development Director, or his or her designee, prior to such a sign being erected.

(2) Directional signs shall be removed either two years from the time the first building permit in the subdivision is issued, or upon the sale of the final lot in the subdivision, whichever comes first. An extension may be granted by the Community Development Director, or his or her designee, if it can be shown that a substantial number of the lots are not ready for development or have not sold.

(J) (1) Subject to the regulations contained in this section, pole signs shall be allowed in commercial/manufacturing zones in the following areas:

(a) 4000 South, east of the canal located at approximately 3200 West;

(b) Commercial and manufacturing zoned properties located within 250 feet of the edge of the right-of-way of the following properties:

1. Wilson Lane;
2. 2100 South;
3. 1900 West;
4. Midland Drive;
5. Interstate 15.

(c) Pole signs are prohibited in areas not listed above, unless such areas are located within a Planned Commercial Center.

(2) Pole signs shall have a minimum clearance of ten feet to the bottom of the lowest cabinet face, except for Pole Signs within Planned Commercial Center, which shall follow the standards listed within this chapter.

(3) Pole signs shall be set back from any adjoining property line one foot for each foot of the sign's height, including any supporting structures.

(4) All support structures must be covered or concealed with pole/pylon covers which are designed to match the architectural style of the sign and the commercial buildings it advertises.

(5) Pole signs shall be incorporated into a landscaped design or planter box.

(6) No sign may be higher than 25 feet high, as measured from the crown of the road to the highest point of the sign.

(7) Size

— No pole sign shall exceed 80 square feet, except within a Planned Commercial Center.

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(8) No sign may extend over a pedestrian or vehicular access area.

(9) When more than one pole sign is permitted, they shall be placed a minimum of 300 feet apart.

(10) On-premises signs located within 1,000 feet of I-15 may increase their height so that the sign is visible not more than 25 feet above the nearest lane, overpass, sound wall, or other view obstruction, whichever is highest.

(11) Two or more owners of separate, contiguous parcels of real property may elect to combine the street or highway frontage of their respective contiguous properties. If such properties are so combined, only one pole sign may be constructed or erected in accordance with the provisions of this subchapter.

	<b>Property Frontage (linear feet)</b>	<b>Max Number of Signs</b>
Pole sign	0 - 99	1
	100 - 299	1
	300 - 599	1
	600+	2
<u>Planned commercial center</u> <u>Planned Commercial Center</u>	<del>0-399</del>	<del>1</del>
-	<del>400-599</del>	<del>1</del>
-	<del>600-1,200</del>	<del>2</del>
-	<del>1,200+</del>	<del>3</del>

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(K) Signs and decorations commonly associated with any national, state, or local holiday, as well as any faith-based observances and social customs or causes, shall comply with the following:

(1) All such signs/decorations shall be entirely confined to the property on which they are originally erected.

(2) No sign or decoration shall be placed in a manner to cause confusion with authorized traffic lights and signals.

(L) (1) Monument signs are permitted for any non-residential lot with a minimum of 30 feet of street frontage. Maximum height includes the height of the base, which shall be a minimum of one foot, and maximum width includes any frame or support structure.

<b>Property Frontage (linear feet)</b>	<b>Max. Area per Sign Face (square feet)</b>	<b>Max Height (feet)</b>	<b>Max number of Signs</b>
0 - 99	25	6	1
100 - 299	50	8	1
300 - 599	64	8	1
600 - 1,200	80	8	2
1,200+	80	8	3

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(2) Parcels with two or more street frontages are permitted one sign per frontage; provided that such signs can be placed a minimum of 100 feet from each other, measured diagonally across the property.

(3) When more than one monument sign is permitted, they shall be placed a minimum of 300 feet apart.

(4) Monument signs may be used to advertise the entrance into a subdivision, and shall be subject to the same regulations as commercial monument signs. Regardless of use, monument signs shall be incorporated into a landscaped design or planter box.

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(5) Signs shall be set back from any adjacent property line one foot for each foot of sign height, including any base or supporting structure.

(6) Monument signs shall include the numeric street address of the property upon which it is located. The numbers shall be between nine inches and 15 inches in height.

(7) Monument signs shall be setback a minimum of five feet from any right-of-way line.

(M) (1) For primary and general elections, no political sign may be placed, or erected, more than 30 days prior to an election, and shall be removed within 72 hours after the polls have closed. Thirty days does not include the date of the election.

(2) No political sign may be placed within 150 feet of a ballot box or polling location.

(N) For real estate signs announcing the location, availability, and/or development of a property are allowed, shall be subject to the following conditions.

(1) Signs advertising the sale of an individual lot shall be no larger than 16 square feet in area, with a maximum height of four feet.

(2) On residential lots under construction, one sign is allowed advertising the sale of the lot and one sign is allowed advertising the developer of the lot.

(3) Signs announcing the future development of commercial, industrial, or residential property shall not exceed 96 square feet in area, with a maximum height of eight feet which includes the post.

(a) One sign per public or private street frontage is permitted.

(b) No sign shall be erected prior to approval of the development plan (subdivision, site plan, and the like) for the property on which the sign shall be located.

(4) Signs announcing an open house on the property where the sign is located may not exceed 32 square feet in area, with a maximum height of eight feet. Open house signs may be placed on the subject property no more than 24 hours prior to the open house and shall be removed upon completion of the open house.

(O) (1) Suspended signs shall not extend beyond the outer edge of the awning, marquee, canopy, or facade to which they are attached.

(2) Suspended signs shall have a minimum eight-foot clearance above the sidewalk or landscaped area they are over.

(3) A minimum of five feet of horizontal distance shall separate suspended signs.

(P) Regardless of the purpose or nature of the sign, all temporary signs shall comply with the following.

- (1) Temporary signs shall advertise a specific event or occasion.
- (2) Temporary signs may be placed no more than 45 days prior to the event or occasion which they advertise, may remain for the duration of the event, and shall be removed within 48 hours after the event concludes.
  - (a) In the event a temporary sign is advertising a change of ownership, it shall be removed within 45 days after the ownership has changed.
  - (b) In the event a temporary sign is advertising a going out of business/bankruptcy sale, it may so advertise for a period of not longer than 90 days.

(Q) More than one wall sign may be erected on a single building; provided, that no more than seven signs are erected and the total of all such signs does not exceed the maximum of 15% of the square footage of a single wall surface.

- (1) When multiple wall signs are erected on a single building, the design, size, lighting, and other elements of the signs shall blend together to create a cohesive theme.
- (2) Wall signs may have a sign on any side with exposure.
- (3) No wall sign shall project more than 18 inches beyond the wall to which it is attached.
- (4) Multi-tenant buildings may use a single wall sign to identify all business located within the building.

(R) Window signs and indoor illuminated signs within 18 inches of the window shall not occupy more than 25% of the surface area of a single window or group of windows.

(S) Snipe signs are only allowed on fences and trees located on private property. They may not exceed 20 square feet in size. Snipe signs shall not be placed within the city easement ~~which is generally six feet measured from the edge of the roadway or within the city's right-of-way which is typically one foot off the back of, which is generally six feet measured from the edge of the roadway, or within the city's right-of-way, which is typically one foot off the back of the~~ sidewalk.

(T) Planned Commercial Centers. Any commercial development that meets the standards for Planned Commercial Centers shall comply with the following standards.

(1) The purpose of the Planned Commercial Centers is to allow multi-tenant developers of ten (10) acres or more to be able to combine signs at key locations and access points with increased sizes but have fewer pole and monument signs overall.

(2) The applicant shall provide a map of the Planned Commercial Center and what properties are included within the Center. Each property owner within the Planned Commercial Center shall be required to provide a signature or owner's affidavit for the application.

(3) The Planned Commercial Center must provide a comprehensive signage plan for pole and monument signs, including locations and types, before sign permit approval. A comprehensive sign plan for a proposed or existing Planned Commercial Center development may be approved by the Community Development Director or their designee as part of the site plan process.

(4) Off-premises signage is allowed within a Planned Commercial Center if the signage is for the properties or businesses within the center. Planned Commercial Center signage must be located within the subject Planned Commercial Center and locations shown on the comprehensive sign plan. If the Planned Commercial Center has access from two separate streets or intersections, a single pole sign or monument sign may be placed at each entrance.

(5) Monument signs for Planned Commercial Centers may be a maximum of 120 sq. ft. per sign face, regardless of total frontage.

(6) Pole Signs in Planned Commercial Centers

a. Pole signs may exceed 80 square feet if the sign advertises multiple businesses/tenants within the center. These pole signs shall be no larger than 200 sq. ft.

b. The City may approve a pole sign up to 250 sq. ft., if the sign contains an area indicating that the center is located within West Haven, with a design approved by the city.

c. Pole sign max height within a Planned Commercial Center shall be thirty (30) feet.

d. There shall be no minimum ground clearance for pole signs located within a Planned Commercial Center, to allow for pylon-type signage for multi-tenant signs.

e. Setbacks: Pole signs base shall be setback a minimum of 10' from the right-of-way. Not part of the sign shall overhang into the public right-of-way or access drive.

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All signs shall not be placed within the clear sight triangle for any intersections and access drives.

(7) Sign Spacing within Planned Commercial Centers

	<u>Total Center Frontage in feet</u>	<u>Combined number of pole and monument signs</u>
<u>Planned Commercial Center</u>	<u>0 – 399</u>	<u>1</u>
-	<u>400 - 599</u>	<u>1</u>
-	<u>600 - 1,200</u>	<u>2</u>
-	<u>1,200-3000</u>	<u>3</u>
	<u>3000+</u>	<u>4 plus one additional sign for every 1,000 feet of frontage.</u>

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(8) All other standards, setbacks, and height restrictions shall apply unless otherwise stated within this section.

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(Prior Code, § 56.10) (Ord. 2-92, passed --1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023; Ord. 17-2024, passed 5-15-2024; Ord. 41-2024, passed 12-18-2024)

**§ 157.760 APPLICATION PROCESS.**

(A) For any sign which requires a building permit, the following information shall be submitted as part of the application:

- (1) A plot plan showing the relationship of any and all proposed signs to buildings, property lines, setbacks, intersections, easements, and driveway accesses on the property, as well as properties located within 300 feet of the property at issue;
- (2) A scaled drawing showing, where applicable, the color, dimensions, proposed landscaping, sign materials, type of illumination, and street-view of the sign(s);
- (3) Details of sign construction, including any electrical plan and foundation scheme;

(4) Proof of a current city business license;

(5) The name, address, and contact information for the business owner, business operator, and property owner;

(6) Contact information for any contractors used on the project; and

(7) Value of the sign.

(B) If signs are proposed as part of a new commercial site plan, they shall not be required to obtain a separate sign permit. Review and approval of the site plan shall constitute approval of the sign(s).

(C) Notwithstanding the foregoing, the Community Development Director, or his or her designee, may require additional information if he or she determines that the sign requires further review.

(D) The party responsible for the sign shall keep a record of any and all applications submitted and permits issued for the sign, and to present them to the Community Development Department upon request.

(E) The Community Development Department shall maintain such drawings as may aid a sign applicant in determining how the lighting, area, and placement of the sign will be calculated.

(Prior Code, § 56.12) (Ord. 2-92, passed - 1992; Ord. 7-2003, passed 9-17-2003; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

#### **§ 157.761 VIOLATIONS.**

(A) Any violation of this subchapter is subject to enforcement action, which shall be enforced by the Community Development Department, or their designee. All such violation notices, remedies and procedures for noncompliance shall follow the City Zoning Code violation ordinance.

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**Commented [DR4R3]:** 157.016 is the closest thing I can imagine, its applicable to all of Chapter 157 but only speaks on the withholding of permits. I recommend the following redlines.

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(B) Any person, firm, or corporation who shall violate any of the provisions of this chapter shall be guilty of a Class C misdemeanor or be subject to civil penalties as contained within this chapter.

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(C) Noncompliance Fee Schedule: The Community Development Department or acting agent shall enforce a noncompliance fee based on the noncompliance fee schedule for each offense:

## CIVIL FEE SCHEDULE

<u>First violation</u>	<p><u>Warning and set time given by the code compliance official to remedy the noncompliance:</u></p> <p><u>\$125.00 if the noncompliance is not remedied within the set time.</u></p>
<u>Second violation</u>	<p><u>\$150.00 for each violation after the initial warning.</u></p>

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(C) Illegally placed signs. If a company, individual, or any organization places a sign without a permit or in a non-permitted location, the Community Development Department shall provide official notices of the violation. If practicable, the City may remove signs located within the public right-of-way. If the company, individual, or organization continues to place signs illegally after receiving the official notice, they shall be subject to ~~to second-violation fines or a Class C misdemeanor for each violation.~~

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(Prior Code, § 56.14) (Ord. 2-92, passed - 1992; Ord. 7-2003, passed 9-17-2003; Ord. 33-2019, passed 11-20-2019; Ord. 36-2021, passed 12-21-2021; Ord. 12-2023, passed 6-21-2023)

# Planning Commission

## Staff Review Memo

February 5, 2026

Stephen Nelson, Community Development Director



### Amendment of the Planning Commission's Policies and Procedures

**Proposal:** Discussion of the Planning Commission's policies and procedures  
**Ordinance Section:** **§ 32.02 PLANNING COMMISSION**  
**Applicant:** The Planning Commission  
**Decision Type:** Legislative  
**Staff Recommendation:** Provide feedback on the draft.

#### I. BACKGROUND

Several members of the Planning Commission have requested a review of its Policies and Procedures. This document is the general rules of order and procedure that govern Planning Commission meetings and decorum. These rules are drafted and recommended by the Planning Commission, but must obtain final approval from the City Council.

One of the main concerns raised with staff is that the document is too long and complicated, and there has been a request to simplify it and generally make it more comparable to the City Council's Policies and Procedures (attached). Staff have reviewed and identified a couple of changes that staff feel are appropriate. However, to shorten and simplify the document to make it comparable to the City Council's, large sections of the current document would need to be removed. Generally, after review, staff do not have many concerns about the current document, aside from a few minor cleanup items.

Staff requests that the Planning Commission review the proposed draft, provide feedback, and direct staff on how to proceed.

#### **Update from Last Meeting**

Staff has reviewed the policies and procedures, eliminated large sections of the procedures, and replaced them with an edited version from the City Council.

## **POLICIES AND PROCEDURES OF THE PLANNING COMMISSION**

### **I. ORGANIZATION**

A. Appointment of Chair and Vice-Chair: The Planning Commission, during the first regular meeting in the new calendar year, and at other times as required, the members of the Commission shall nominate One (1) of their members as chair and one (1) of their members as vice-chair.

B. Chair - Duties

1. The Chair shall preside at all meetings of the Commission providing general direction for the meetings, assuring proper order of the Commission and public in all proceedings. Such duties shall include:
  - a. Announcing the business before the Commission in the order in which it is to be acted upon;
  - b. Receiving and submitting in the proper manner all motions and propositions presented by the members of the Commission;
  - c. Putting to a vote all questions, which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof;
  - d. Informing the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice;
  - e. Maintaining order at the meetings of the Commission;
  - f. Moving the agenda along, holding down redundancy, referencing handouts and procedures in a sensitive way during meetings;
  - g. Recognizing speakers and Commissioners prior to receiving comments and presentations of physical evidence, i.e., plans and pictures; and
  - h. Receiving documents or other physical evidence as part of the record.
2. It shall be the duty of the Chair to authenticate by signature when necessary, or when directed by the Commission, all of the acts, orders and proceedings of the Commission.
3. The Chair may rule out of order any comment which is irrelevant, personal, or not pertinent to the matter being heard.

C. Duties of the Vice-Chair: The Vice-Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

D. Temporary Chair: In the event of the absence of, or disability of both the Chair and Vice Chair, the Commission shall elect a temporary Chair to serve until the Chair or Vice Chair so absent or disabled shall return, or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

E. Deputy City RecorderSecretary – The Deputy City Recorder or designee of the City ManagerAdministrator shall serve as secretary of the Commission. The Deputy City RecorderSecretary shall have the following duties:

1. Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, to record for the record all members in attendance, to read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting, and to

receive and bring to the attention of the Commission messages and other communications from other sources;

2. Keep the minutes of the proceedings of the Commission and to record the same;
3. Keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission; and
4. Perform such other duties as may be required by these rules or law.

## II. CONDUCT OF MEMBERS OF THE COMMISSION

- A. Addressing Members: Commission members shall be addressed respectfully ~~by not only not only~~  
by each other but also by members of the public.
- B. Preparation: Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit a site or have familiarity with a site, they shall disclose any observations.
- C. Members Shall Attend Meetings: Every member of the Commission shall attend the meetings of the Commission, by Zoom or electronic means (including by phone) or in person. Any member desiring to be absent from a meeting shall notify the ~~secretary~~Deputy City Recorder of the reason for the absence. The ~~secretary~~Deputy City Recorder shall call the same to the attention of the Chair and the reason for the absence shall be placed on the record. If a member is late to a meeting because of work or traffic, this will not be counted against them regarding the attendance requirement. If a member of the Planning Commission is absent from three regular meetings within a calendar year, the Chair shall notify the Mayor, shall provide the reasons that the member gave for being absent, and shall recommend to the Mayor whether or not that member should be removed from the Commission for cause. The Mayor is authorized, in his/her sole discretion, to grant an exception to the attendance policy for good cause shown. A member may be removed from office for misconduct or failure to comply with attendance requirements in accordance with the Planning Commission Ordinance.

D. Planning Commission members shall attend required training.

E. ~~Members are required to disclose actual or potential conflicts of interest between their public duties and their personal interests. Under most conflict of interest situations, Planning Commission Members should recuse themselves from participating in discussion on and abstain from voting on a matter if they have a substantial interest in the item before the Council, and to avoid participating in the discussion as well. "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity. See Utah Code Section 10-3-1301 et seq. for additional direction on conflicts of interest.~~

D-F.

~~E. Conflict of Interest: A Planning Commission member with a conflict of interest in a matter before the Commission shall state that such a conflict of interest exists and withdraw from participation in the public hearing, work session or regular meeting on such matter. A member of the Planning Commission who feels he/she, or any other member of the Commission, may have a conflict of interest on any matter that is on the Commission agenda shall explain the possible conflict to the Commission. The Commission shall then vote to decide whether an actual, apparent, or reasonably foreseeable conflict of interest does exist, and whether the Commissioner should~~

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~~withdraw from participation and voting. If a Commissioner has a conflict of interest, that person shall not participate in the discussion and voting on that matter, nor attempt to use his/her influence with other Commissioners before, during or after the meeting. A Commissioner who has a conflict of interest shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon.~~

1. Disqualification:

- a. ~~No member of the Planning Commission shall participate in the discussion of an application or vote on an application for any action when any of the following conditions exist:~~
  - ~~1. Any of the following have a direct or substantial financial interest in the proposal: members of the Planning Commission or the member's spouse, brother, sister, child, parent, father in law, mother in law, any business in which the member is then serving or has served within the past two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.~~
  - ~~2. For any other reason, the member has determined that participation in the decision cannot be in an impartial manner.~~

2.1. Disclosure of Potential Conflict of Interest: ~~Whether or not he/she is disqualified, a~~ A public official shall disclose any potential conflict of interest as required by state law.

3.2. Ex Parte Contacts: An ex parte contact is any communication with a party or person outside of a planning commission meeting regarding administrative applications. Commissioners are not to engage in these communications. Anyone speaking to Commissioners on administrative matters should do so at a regular meeting so their comments, concerns, and evidence are on the public record. Communications regarding legislative matters are generally permitted.

- a. Planning Commission members shall reveal any pre-meeting or ex parte contacts with regard to administrative matters at the commencement of the public meeting on the matter. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties are prohibited. Partisan information on an application received by a Planning Commissioner whether by mail, telephone or other communication should be made part of the public record. If such contacts have impaired the member's impartiality or ability to vote on the matter, the member shall so state and shall abstain.

4. ~~Planning Commission Members Wishing to Give Comment: A member who desires to make comments at a meeting may do so only after declaring intent to comment, abstaining from voting on the proposal, and vacating the seat and physically joining the audience. Before commenting, the Commission member shall make full disclosure of his/her status and position at the time of addressing the Planning Commission and disclose that the person is commenting as an interested member of the public and not in his/her capacity as a member of the Commission; upon commenting, the member shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon. If a member is an applicant, he / she can fully participate in the matter.~~

5.3. Gifts and Favors: Gifts and favors standards are found in UCA §67-16-5. No public officer or employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any

gift, compensation or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value less than \$50 ([fifty dollars](#)) or an award publicly presented in recognition of public service.

- ~~6. Treatment of Information: Reports and official records of a public planning agency must be open on an equal basis to all inquiries. Planning advice should not be furnished to some unless it is available to all. All reports in an official meeting agenda are public information. Communication with planning staff members is not an ex parte contact and is allowed.~~
- ~~7. Political Activity: Membership in a political party and contributions to its finances or activities are matters of individual decision that should neither be required of nor prohibited to Planning Commissioners. The extent of participation in political activities should be governed by professional judgment as well as limited by any applicable civil service law or regulation. The special position of a Planning Commissioner should not be used to obtain contributions or support for a political party and should not be used to obtain partisan favors.~~

### III. MEETINGS

- A. Place: Meetings of the Commission shall be held in the West Haven City Council Chambers in the West Haven City Municipal Building, located at 4150 S 3900 W., West Haven, Utah. The meeting can also be held by Zoom or other electronic means as long as public notice is provided and the public is provided the opportunity to view and participate in the meeting. If the location is not available on meeting dates, then the meeting may be held in the location specified in the public notice or at such other place in West Haven as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within West Haven City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.
- ~~B. Regular Meetings: Regular meetings of the West Haven City Planning Commission shall be held on the second and fourth Wednesday of each month at 6:00 p.m. Field trips may be held at the times of regular scheduled work sessions. Field Trips of 3 or less commission members may occur whenever necessary (Not a quorum).~~
- B. The date of the regular meeting may be changed by the majority of the total membership of the Planning Commission provided at least one week notice is given each member of the new date of a regular meeting.
- D. Work Sessions: A work session of the West Haven City Planning Commission may be held before each regularly scheduled meeting beginning at 5:00 p.m. or as designated by the Chair of the Planning Commission and noticed to the public.
  - ~~1. Work sessions may be held as part of a regular Commission meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.~~
- E. Meetings - Matters Considered: Any matter pertaining to the affairs of the Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.

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F. Quorum: Four members of the Commission shall constitute a quorum thereof for the transaction of all business except where unanimous consent of all members is required. An abstaining or disqualified member of the Planning Commission shall not be counted as if present for purposes of forming a quorum. Except as otherwise specifically provided in these Rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

G. Open Meetings Law: All meetings of the Planning Commission shall be open to the public, unless otherwise allowed by the Utah Open and Public Meetings Act. All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.

H. Length of Meetings: With a majority vote of the Planning Commission at 9:30 p.m. or later, the Commission shall finish the item presently being considered. All items remaining to be heard will be forwarded to the next agenda for consideration. Public Hearings must be completed in the meeting they were publicly noticed, regardless of the length of the meeting.

#### IV. BASIC POLICIES FOR WEST HAVEN PLANNING COMMISSION MEETINGS

A. An item scheduled for the agenda can be rescheduled for a different date by a vote of the majority of the members of the Planning Commission.

B. The Chair must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.

C. The Chair must ask for a motion and a second to the motion on each item on the agenda. Any motion receiving a second will be discussed by the Planning Commission.

D. Any Member may call for a vote on the motion at any time. A vote will then be held on the motion.

E. Member packets will be distributed before a scheduled meeting.

F. A public hearing is defined as a meeting that provides citizens the opportunity to express their position on the issue under consideration, both pro and con, after due notice. Citizens may observe and comment as provided by the Planning Commission's rules but this is not a forum for a debate with the Planning Commission.

G. Applicants or their Agents shall be provided with adequate opportunity to speak on behalf of their applications, including providing an initial presentation, answering questions, and providing any rebuttal. The Planning Commission and City staff shall be provided with an opportunity to ask questions to representatives of an application. The applicant or their agent shall follow the general rules of decorum and shall only address the Commission when invited by the Chair.

H. Any citizen desiring an item be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the Planning Commission to make a decision. The Community Development Director, or his/her designee, will consult with the Chair to before placing the item on any agenda. If both the Chair and Community Development Director agree, the item may be placed on the next agenda.

#### IV.I. PROCEDURE – ORDER OF BUSINESS

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**A. Order of Business:** The order of business in the Commission shall be as follows:

1. Chair opens the meeting and welcomes those in attendance
  - a. Chair calls on a member of the Commission or designee to offer the pledge of Allegiance
  - b. Chair calls on a member of the Commission to offer a prayer of their choice
  - c. The Chair will recognize the commission members absent, and the Secretary shall record the same and it shall be entered on the record.
  - d. Approval of minutes of prior meetings
  - e. City Staff, generally the City Planner, shall inform Commissioners of actions taken by the City Council with regards to Planning Commission matters.
  - f. Chair asks commissioners if there are any ex parte communications or conflicts of interest to disclose, members are responsible to disclose if chair fails to ask.
  - g. Petitions, Applications, and Public Hearings as they appear on the public meeting agenda.
  - h. Chair may adjourn the meeting upon completing of the agenda items.

**B. Agenda for Meetings:** The Secretary shall prepare a written agenda for each meeting as far in advance thereof as possible. The Secretary shall make every effort to deliver the agenda, along with Staff Reports and related documents, to the members of the Commission at least six (6) days in advance of a regular meeting.

**C. Deadline for Agenda:** Requests to be on a Planning Commission agenda shall be filed fifteen (15) days prior to the meeting for consideration by the Planning Commission. The Planning Staff shall certify completeness of requests. Certified requests which have been filed in a timely manner shall be placed on the agenda. The deadline may be waived by the Community Development Director or their designee if he/she determines that good cause exists for waiving the deadline, the application is complete, and it is determined that Staff has sufficient time to analyze the request, adequately prepare a Staff Report, and give proper notice.

**D. Special Order of Business:** The Commission may suspend the rules as to the order of business, or return to an order already passed or tabled, on a motion supported by a majority of the members present.

#### **V. ORDER AND DECORUM**

**A. Order of Consideration of Items:** The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be re-arranged by the Chair for individual items, if necessary, for the expeditious conduct of business:

1. Chair introduces item;
2. Staff makes a presentation on the criteria, standards, and recommendations regarding the proposed project;
3. Planning Commission members may make questions of applicant or applicant's agent or staff;
4. Open Public Hearing, if applicable:
  - a. Chair will open a public hearing with a vote and close a public hearing with a vote when there are no more comments.
  - b. Any opponents and/or proponents may comment after being recognized by the chair.
5. Applicant's rebuttal if requested;

6. Concluding comments of Staff or Staff summary and recommendations;
7. Motion is made and seconded; the Planning Commission discusses the item and votes. Members are allowed to openly discuss the proposal and may further question any party appearing for or against the proposal as necessary, but generally questions should be asked while the public hearing is open. The Chair outlines possible actions: approvals, disapproval, continue, or approval with conditions.

**B. Consideration of Items:** All parties shall have an opportunity to be heard, to present, and rebut evidence before an impartial tribunal in an orderly manner, to have the proceedings recorded, and to have a decision rendered in accordance with the facts on record and the law.

1. The Chair of the Planning Commission shall have authority to:
  - a. Regulate the course and decorum of the meeting;
  - b. Dispose of procedural requests and similar matters;
  - c. Question any person appearing and allow other members to question any such person;
  - d. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so, provided that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law;
  - e. Take such other action as authorized by the Planning Commission to appropriately conduct the hearing;
  - f. A ruling of the Chair may be challenged by any member of the Planning Commission present at the hearing. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision;
  - g. Time Limits: The Chair may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.
2. Conduct of Persons before the Commission: Proceedings shall at all times be orderly and respectful.
  - a. The Chair may refuse to recognize or exclude from the hearing anyone who:
    - i. Is disorderly, abusive, or disruptive;
    - ii. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
    - iii. Comments without first receiving recognition from the Chair and stating his/her full name and residence; or
    - iv. Presents irrelevant, immaterial, or repetitious evidence.
  - b. Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience; shall address all comments to the Planning Commission; and may not directly question or interrogate other persons in the audience.

## VI. PROCEDURE – MOTIONS

**A. Making of Motions:** Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Planning Commissioner, except for the Chair, may make a motion; however, any Planning Commissioner may second a motion. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion

should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

**B. Withdrawing or Modifying a Motion:**

1. When a motion has been made but not yet voted on, whether or not it has been seconded, it can be withdrawn or modified by the mover if the member simply says, "Chair, I withdraw the motion."
2. If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may do so.
3. If a motion is modified, the second may withdraw his/her second.
4. After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

**C. Motions in Order During Debate:**

1. When a question is under debate, no motion shall be received except:
  - a. To continue, table, or postpone indefinitely to a specified time;
  - b. To amend; to substitute;
  - c. Refer to committee;
  - d. Previous question (immediately close debate) or call for a vote;
  - e. Limit or extend limits of debate;
  - f. Take a recess;
  - g. Call for orders of the day;
  - h. Suspension of the rules;
  - i. Appeal rulings by the Chair; or
  - j. Reconsider an undebatable motion.
2. Motion must be germane: No motion or proposition on a subject different from that under consideration is in order and no such motion or proposition shall be admitted under color of amendment.
3. Motions to Deny: Where a motion to deny a request has been defeated, a member of the Commission may make another motion to dispose of the issue.
4. Substitute Motions: A motion to amend by striking out an entire section or paragraph of a main motion and inserting a different section or paragraph is called a motion to substitute. Substitute motions shall supersede the main motion upon receiving the approval of a majority vote.
5. Amendments: All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment is offered, the question shall be first upon the amendment. An amendment may be tabled without prejudice to the main motion or question. When an amendment is proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure. If any amendment be offered, the question shall be first upon the amendment.

6. **Friendly Amendments:** A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean up items or an issue discussed but inadvertently neglected by the maker of the motion.

## VII. PROCEDURE RECONSIDERATION

A. **Motion to Reconsider:** A motion to reconsider must be made in the same meeting as the motion that was voted on. It can only be made by a member who voted on the prevailing side and must be seconded. Any Commission member, regardless of vote on the main motion, may second the motion. It is a debatable motion. It can be made to a vote that was either affirmative or negative. This type of motion proposes no specific change in a decision but simply proposes that the original question be reopened. It requires a majority vote and cannot be reconsidered.

## B. PROCEDURE DEBATE

4. **Interruptions and Questions:** No member of the Commission shall interrupt or question another Commissioner without obtaining the Commissioner's consent. To obtain such consent, the Chair shall be addressed requesting to interrupt or ask a question, e.g., "Chair (name) I would like to ask Commissioner (name) a question or make a comment." The Commissioner speaking has the discretion to allow an interruption.

## C. PROCEDURE VOTING

1. **Roll Call on Final Passage:** The vote upon the final passage of all business shall be by aye (yes) and nay (no) given by members of the Commission by voice vote.

a. ~~The Chair will determine the outcome of the voting and announce the result by identifying those members who voted in the affirmative and in the negative. The Chair may also call for a Roll Call vote if they are unsure of the outcome.~~

b. ~~Any member of the commission may call for a Roll Call vote immediately following a vote, by making a motion and receiving a second. Chair shall then ask each commissioner for their vote individually.~~

c. ~~In recording votes on roll call, the Secretary shall record the votes for the record. The Chair shall announce the result.~~

2. **Minute Approval:** The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission the Chair shall call for a vote of ratification of the minutes, upon a positive vote declare the minutes approved either as presented or amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

3. **Voting or Changing Vote, Before Decision Announced:** On any such vote any member may change his/her vote before the decision of the question has been announced by the Chair.

4. **Voting or Changing Vote, After Decision Announced:** When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair.

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5. ~~Commission Members Required to Vote – Late Voting:~~ No member may abstain from voting unless there is a conflict of interest except as noted below. A member entering the Chamber after the question is put and before it is decided, may have the question stated, record his/her vote and be counted. A member who has not been present during the discussion of any matter and feels he/she has insufficient information on which to act may abstain.

6. ~~Tie Votes:~~ If a motion regarding any matter before the Commission receives an equal number of votes in the affirmative and in the negative, the motion fails. The Commission shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.

7. ~~Explaining Vote:~~ After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

8. ~~Not to Vote Unless Present:~~ No member of the Commission shall vote on any question unless the member shall be present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whatsoever.

#### VIII. DOCUMENTS OF THE COMMISSION

A. Any and all materials submitted to the Planning Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record;" provided, however, that the Staff Report submitted to the Planning Commission as part of the agenda shall automatically become part of the public record.

B. All notices, agendas, requests, agency or consultant letters or reports, Staff Reports, minutes of meetings, and resolutions of record shall constitute the documents of the Planning Commission and shall be indexed as public record.

#### IX.V. AMENDMENT

A. These Rules of Order may be amended at any meeting of the Commission held after not less than ten days written notice of the proposal to amend the Rules, upon a majority vote of all the members of the Commission and approved by the City Council.

#### X.VI. RECORDING OF RULES - COPIES TO BE FURNISHED

A. These Rules, and all subsequent amendments thereto, shall be recorded by the ~~secretary~~Deputy City Recorder in the book kept for the recording of such business and shall be furnished to each member of the Commission.

# Planning Commission

## Staff Review Memo

February 11, 2026

Stephen Nelson, Community Development Director



### Master Plan Scope Review

<b>Proposal:</b>	Discussion of the Proposed Parks Master Plan Scope
<b>Ordinance Section:</b>	
<b>Applicant:</b>	West Haven Community Development and Parks Department
<b>Decision Type:</b>	Discussion
<b>Staff Recommendation:</b>	Provide feedback on the draft

#### I. BACKGROUND

The City Council budgeted money to start a Parks Master Plan this year. A Parks Master Plan “outlines a systematic approach to providing parks and recreation services to a community.” (Steiner and Butler, p 27, 2007). Generally, when looking at creating a Parks Master Plan, the City looks at the following items:

- Quantity of parks and amenities
- Proximity and accessibility: Where are parks located, and are they accessible to the public
- Distribution: Ensuring park locations are balanced and provide service across the City
- Balance: Offering a variety of facilities and amenities throughout the community
- Connection: How different parks connect with City trails, neighborhoods, and other park/open spaces
- Environmental Protection: Are there places within the City that need protection
- What additional amenities, park spaces, and recreational services are needed or desired?

(This is a summary of different items to consider from Planning and Urban Design by Steiner and Butler, 2007, see Parks and Open-Space Plans).

The City Community Development and Parks Department, along with the City Manager, has worked with the City Planning Consultant, Landmark Design, to create a scope for a Master Plan whose cost is within the City's Planning Budget. This has led to the proposed scope being presented to the Planning Commission for feedback. The following is a summary of the main sections of the proposed scope:

- Initial analysis and creating a basic understanding of the City's current parks and recreation system
- Community Engagement and Outreach. This will include consulting with the City's Parks committee, staff, and conducting a community survey. We are also planning on having some preliminary items at the General Plan Open House.
- Inventory, Needs Assessment, and Analysis. The consultant, with City staff, will review the current park infrastructure and compare it with the local level of service. This will look at park amenities, distribution, trails, and recreation. Within this section, staff has asked that they include a Placemaking Analysis and a Civic Center (property around City Hall) to provide guidelines and recommendations to enhance the design of our park spaces.
- Draft Parks, Open Space, Recreation, and Trails Plan. This will be the drafting of the final document. A couple of highlights include a park gap analysis, a recreation program review, park and trail signage standards, a strategic action plan, and an assessment of funding needs and partnership opportunities.
- Deliverable: final plan, park and trail brochure (PDF), and online maps, the originals of all working files.

Staff would request the Planning Commission review the attached scope and provide feedback during the discussion section. This scope is not subject to approval or denial by the Planning Commission. The scope and contract will need to be presented to the City Council for final approval, subject to the City's purchasing policy.