

Amended



## WEST HAVEN PLANNING COMMISSION AGENDA

**March 25, 2026 6:00 P.M.**  
City Council Chambers  
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON **Wednesday, March 25, 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:** Chairman Reed
2. **OPENING CEREMONIES**
  - a. **PLEDGE OF ALLEGIANCE** Commission member Jenson
  - b. **PRAYER/MOMENT OF SILENCE** Chairman Reed
3. **ACTION ON MINUTES** - Approve minutes for the meeting of 03/11/2026.
4. **REPORTS** - Actions taken by City Council and other items
5. **DISCUSSION** – Home Occupation Enforcement/West Haven Code Enforcement Officer
6. **PRESENTATION ON PUBLIC HEARING** – amend City Code §156.056 Street and Alley Width, Cul-de-sacs, Easements of the Subdivision Ordinance.
7. **PUBLIC HEARING** - To solicit public input to amend City Code §156.056 Street and Alley Width, Cul-de-sacs, Easements of the Subdivision Ordinance.
8. **DISCUSSION AND ACTION ON PUBLIC HEARING** – For a recommendation on an amendment to City Code §156.056 Street and Alley Width, Cul-de-sacs, Easements of the Subdivision Ordinance.
9. **DISCUSSION AND ACTION** – For a Conditional Use Permit for a home occupation located at 4267 S 3450 W (parcel #084520012). Applicant Russell Burton.
10. **DISCUSSION AND ACTION** – For a preliminary **subdivision** plan and flag lot approval for the Isom Subdivision located at approximately 2817 S 2700 W (parcel #150920054). Applicant Caleb and Chasitee Isom, Agent Reeves & Associates, Inc.
11. **DISCUSSION** – Possible change to the Planning Commission Schedule for April 8, 2026
12. **DISCUSSION** – Amend Home Occupation City Code
13. **DISCUSSION** – Amend Patio Home Building Height City Code
14. **ADJOURNMENT**

*Robyn Van Campen*

**Robyn Van Campen, Deputy 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@westhavenut.gov](mailto:robynv@westhavenut.gov) 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.westhavenut.gov](http://www.westhavenut.gov); 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



## WEST HAVEN PLANNING COMMISSION MEETING MINUTES

**March 11, 2026 6:00 PM**

City Council Chambers

4150 South 3900 West, West Haven, UT 84401

<b>Present:</b>	
Jeff Reed Andrew Reyna Melinda Stimpson George LaMar (via Zoom) Linda Smith Jennifer Streker James Jenson Stephen Nelson Damian Rodriguez Amy Hugie Robyn VanCampen	Chairman Vice-Chairman Commission member Commission member Commission member Commission member Commission member Community Development Director Planner City Attorney Deputy Recorder
<b>Absent/Excused</b>	

### **6:00 Regular Planning Commission Meeting**

1.     **MEETING CALLED TO ORDER:**                     The meeting was called to order by Chairman Reed at 6:01 PM.
  
2.     **OPENING CEREMONIES**
  - a. **PLEDGE OF ALLEGIANCE**                     Commission member Stimpson
  
  - b. **PRAYER/MOMENT OF SILENCE**                 Commission member Jenson
  
3.     **ACTION ON MINUTES** –                     Approve minutes for the meeting of 02/25/2026

**Commission member Streker made a motion** to approve the minutes from the meeting March 11, 2026. **Commission member Stimpson** seconded the motion.

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

**NAYS** –

**RECUSED** –

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

*Stephen Nelson reported that the City Council approved the Planning Commission Policy and Procedures with minor corrections. The revisions clarify that the Planning Commission votes on the Chair and Vice Chair positions and that both serve as voting members. Additional formatting changes were made due to issues created by track changes in Microsoft Word. The Council also added language stating that if a situation arises that is not addressed in the Policy and Procedures, Robert's Rules of Order will be used. Mr. Nelson also reported that the Sign Ordinance was approved with modifications. The Council added clarification in*

the off-premise sign section, noting that the business must be located within the commercial center and clarified that sign size may range from 200 to 250 square feet if the sign identifies that the center is located in West Haven. The Council also required that the sign include "West Haven" and not just an address. Additionally, the City Council approved the contract with Landmark Design for the Parks Master Plan, and work on the project will begin. Staff will keep the Planning Commission updated on its progress. A joint review meeting regarding the Economic Strategic Master Plan has been scheduled for March 18, 2026, at 5:00 p.m. during the City Council work session. The mayor has invited Planning Commissioners to attend, and a Zoom link will be provided. The presentation will provide an overview of the findings, process, and recommendations. The plan will be processed as a General Plan Amendment and will come before the Planning Commission for review at a public hearing. Mr. Nelson also noted that another joint meeting with the City Council is expected to be scheduled in early April to review the General Plan Land Use Element.

5. **DISCUSSION** - Discussion on Home Occupation Business Licensing Standards.

Damian Rodriguez presented revisions and provisions related to the City's Home Occupation regulations. The ordinance is intended to allow residents in residential and agricultural zones to operate small businesses from their homes while preserving neighborhood character, peace, and safety. Home occupations are permitted in primary dwelling units in residential and agricultural zones, provided specific standards are met. These include requirements that the business operator reside at the home, the business employ no more than one non-resident employee, and the business remain secondary to the residential use of the property. Businesses must not create excessive noise, traffic, odors, or other impacts on surrounding properties. Hazardous materials are prohibited. Certain businesses are prohibited as home occupations, including automotive sales, pet boarding or kennels, truck hauling, event centers, industrial assembly, distribution or wholesale operations, equipment rentals, and other uses typically allowed only in commercial or industrial zones. Limited vehicle repair activities may be permitted on lots larger than one acre, subject to conditions, including limits on the number of vehicles on site, time limits for vehicle storage, required fencing, and compliance with parking regulations. All home occupations must maintain the property's residential character, operate only between 7:00 a.m. and 10:00 p.m., limit business visitor parking, comply with sign regulations, and avoid outdoor storage of business materials. Accessory structures may not be used for business operations unless approved through a Conditional Use Permit. The Planning Commission may review conditional use applications for home occupations that do not meet standard criteria and may impose conditions to mitigate potential impacts such as noise, traffic, or hazardous materials. Home occupation businesses are required to obtain and maintain an annual business license. Licenses must be renewed annually and may be suspended or revoked if the business violates city ordinances or other applicable laws.

Commission Member LaMar asked for clarification regarding parking restrictions related to home occupations. He confirmed that visitors to a residence for non-business purposes may park on the street, but business-related visitors are not permitted to do so. He also expressed concerns about parking arrangements for home preschools operating as home occupations, particularly regarding the use of residential driveways. Additionally, Commission Member LaMar requested clarification that a home occupation may not utilize more than 25% of the total property area.

Commission Member Reed asked how the proposed regulations would be enforced. He also noted that the ordinance currently lists two subsections labeled "H" and suggested this be corrected for clarity. Additionally, Commissioner Reed raised a question regarding the provision allowing retail sales of agricultural produce, asking whether the language would require a roadside stand to be located behind the front plane of the home, and suggested the wording may need to be revised if that is the case.

Damian Rodriguez stated that enforcement usually occurs when a code enforcement violation is reported by neighbors. He also stated that the Subsections would be renumbered. It would not be applicable to the A-1 and A-2 zones.

Commission Member Streker asked whether individuals who currently hold a home occupation business license would be grandfathered under the proposed ordinance changes.

*Damian stated that they would be grandfathered unless they let the business license expire.*

*Commission Member Smith expressed concern about the number of vehicles associated with home-based businesses and the potential impact this could have on residential areas.*

11. **ADJOURNMENT**

**Commission member Jenson made a motion** to adjourn at 7:13 PM. **Chairman Reed** seconded the motion.

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

**NAYS** –

**RECUSED** -

*Robyn VanCampen*

Deputy City Recorder

Date Approved:

DRAFT

# Planning Commission Staff Review Memo

March 25, 2026

Stephen Nelson, Community Development Director



## SUBDIVISION ORDINANCE AMENDMENT

<b>Proposal:</b>	Approval of the modification to the Subdivision Standards
<b>Ordinance Section:</b>	§ 156.056
<b>Applicant:</b>	The West Haven City Development Review Committee and City Attorney
<b>Decision Type:</b>	Legislative
<b>Staff Recommendation:</b>	Approval

### I. BACKGROUND

West Haven City subdivision standards allow a subdivision applicant to create a protection strip within the subdivision under some limited circumstances. A protection strip in land use is a narrow strip of land, often 1–5 feet wide, that borders a subdivision or street and is designed to control access to public improvements. It serves as a legal tool to prevent adjacent property owners from using newly installed facilities (like roads or utilities) until they contribute to the development costs. In practice, this means that a developer will install certain improvements, most often roadways, and place a protection strip between the improvement and adjacent property. Then the adjacent property owner would need to pay the holder of the strip to relinquish the protection strip and gain access to these improvements.

Protection strips are generally considered problematic by most cities for multiple reasons. Some of these include:

1. A private property owner gains the ability to restrict another property owner from access to public infrastructure.
2. Equity in access to public infrastructure. Every development benefits from existing public infrastructure, and that infrastructure was often installed and paid for by another developer. Allowing protection strips in some cases and not others may be in the best interest of some and hurt others in a way the City can't predict.
3. Administering and facilitating the future elimination of these strips. Though the City does not hold these strips, City staff are often called upon to help mediate negotiations between property owners when a developer faces these hurdles.
4. Legal complications. There are often unforeseen legal complications that arise from the creation and then the elimination of these strips.

5. Many cities in the state have also prohibited the creation of protection strips. Because of the issues above and others, many cities and counties within the state have prohibited the creation of these strips in new developments.

Protection strips have caused issues for the West Haven City and property owners who have attempted to relinquish these strips. Therefore, at the direction of the City Attorney, Community Development staff have prepared an update to the West Haven Subdivision standards to restrict the creation of any new protection strips. City staff and the City Attorney are recommending eliminating the enabling language and replacing it with restrictive language.

## II. THE PROPOSAL

West Haven City code currently allows the creation of protection strips under limited circumstances. Currently, the City code states the following:

### **§ 156.056 STREET AND ALLEY WIDTHS, CUL-DE-SACS, EASEMENTS.**

*(J) Where subdivision streets parallel contiguous property of other owners, the subdivider may retain a protection strip of not less than one foot in width between said street and adjacent property; provided that an agreement with the city and approved by the City Attorney has been made by the subdivider, contracting to dedicate the one foot or larger protection strip free of charge to the city for street purposes upon payment by the then owners of the contiguous property to the subdivider of a consideration named in the agreement, such consideration to be equal to the fair cost of the street improvements properly chargeable to the contiguous property, plus the value of one-half the land in the street at the time of the agreement.*

The proposed change is as follows:

*(J) Protection or holding strips, namely, a narrow strip of land used to separate and control access to property, shall not be allowed. .*

## III. RECOMMENDED ACTION

The staff recommends that the Planning Commission consider the proposed amendments to the ordinance and whether they achieve their stated goals. The Planning Commission should consider what it believes to be in the best interests of the public and the City, including the public's health and safety. Staff would recommend that the Planning Commission recommend that the City Council **approve** the proposed change.

## IV. POSSIBLE MOTIONS

This is a legislative decision, so the Planning Commission has broad discretion in its recommendation to the City Council.

**Approval:** Motion that the Planning Commission recommend **approval** of the proposed changes to Subdivision Standards contained within *West Haven City Code §156.056 Street and Alley Widths, Cul-De-Sacs, Easements*, as provided.

[insert any findings or considerations Planning Commission would like the City Council to consider]

**Approval with Conditions:** Motion that the Planning Commission recommend **approval** of the proposed changes to Subdivision Standards contained within *West Haven City Code §156.056 Street and Alley Widths, Cul-De-Sacs, Easements*, with the following **conditions/amendments**:

[insert conditions or amendments]

**Table:** Motion that the Planning Commission **table** discussion and consideration of the proposed changes to Subdivision Standards contained within *West Haven City Code §156.056 Street and Alley Widths, Cul-De-Sacs, Easements*, as provided.

[insert conditions or amendments]

**Deny:** Motion that the Planning Commission recommend to **deny** the proposed changes to the Subdivision Standards contained within *West Haven City Code §156.056 Street and Alley Widths, Cul-De-Sacs, Easements*, as provided.

[insert any findings or considerations Planning Commission would like the City Council to consider]

## **§ 156.056 STREET AND ALLEY WIDTHS, CUL-DE-SACS, EASEMENTS.**

(A) Streets in subdivisions shall be dedicated to the city as public streets, except that private streets improved to city public street standards may be approved in planned residential unit developments (PRUDs).

(B) Major and collector streets shall conform to the width designated on the master street plan wherever a subdivision falls in an area for which a master street plan has been adopted. For territory where such street plan has not been completed at the time the preliminary plan is submitted to the Planning Commission, major or collector streets shall be provided as required by the Planning Commission, with minimum widths of 80 or 100 feet for major streets and 66 feet for collector streets.

(C) Standard residential streets shall have a minimum width of 60 feet, except that minor terminal streets and loop streets, or minor private streets, may have widths of not less than 50 feet.

(D) Minor terminal streets (cul-de-sacs) proposed in the subdivision of flat land where topography presents no barriers to development shall have a maximum length of 650 feet to the beginning of the turnaround or may serve a maximum of 14 lots, whichever is greater. Where a street is designated to remain only temporarily as a dead end street, an adequate temporary turning area shall be provided at the dead-end thereof to remain and be available for public use so long as the dead end conditions exists.

(E) Marginal access streets of not less than 40 feet in width shall be required paralleling all limited access major streets, unless the subdivision is so designed that lots back onto such major streets.

(F) Half-streets proposed along a subdivision boundary or within any part of a subdivision shall not be approved.

(G) All proposed streets, whether public or private, shall conform to the city street cross-section standards as recommended by the Planning Commission and adopted by the City Council.

(H) Except where due to special circumstances, street grades over sustained lengths shall not exceed the following percentages: on major public streets, 8%; on collector streets, 10%; on minor streets, 12%; and on private streets, 15%.

(I) Alleys shall have a minimum width of 20 feet. Alleys may be required in the rear of business lots, but will not be accepted in residential blocks except under unusual conditions where such alleys are considered necessary by the Planning Commission.

*(J) Protection or holding strips, namely, a narrow strip of land used to separate and control access to property, shall not be allowed. .*

(Ord. 3-92 passed 1-15-1992)

# Planning Commission Staff Review Memo

March 25, 2026

Damian Rodriguez, Planner

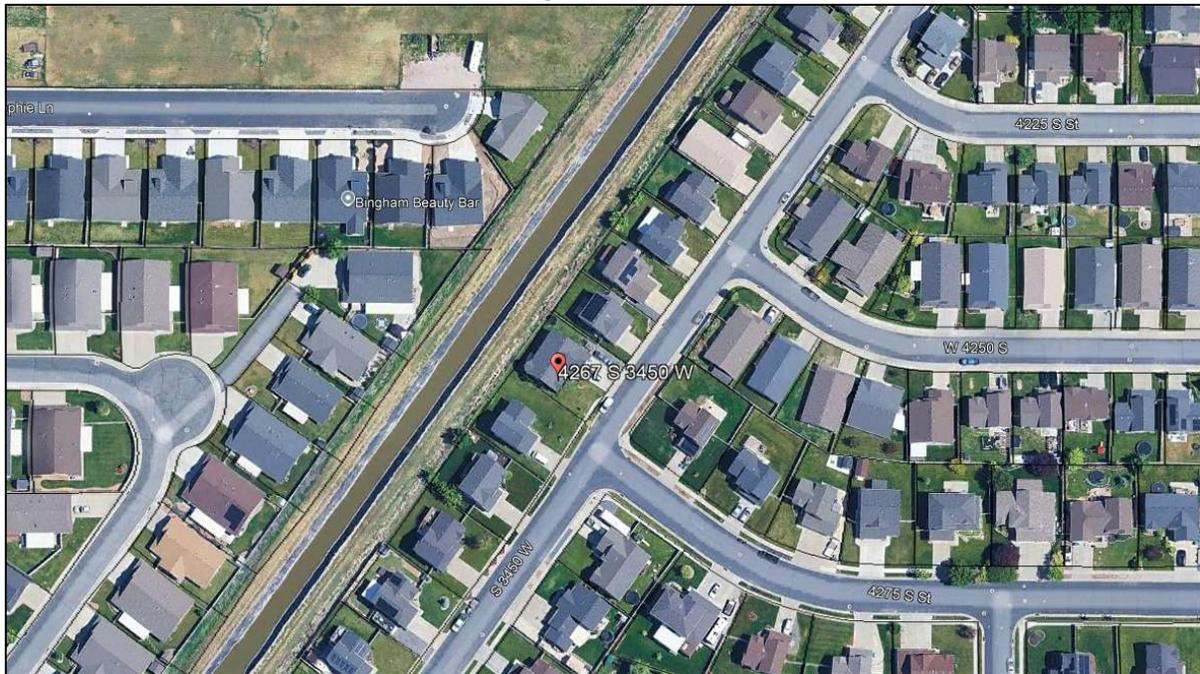


## CONDITIONAL USE PERMIT REVIEW

**Request:** Approval of a CUP for a Home Occupation  
**Property Location:** 4267 S 3450 W  
**Property Zone:** Mixed Use  
**Property Size:** 0.15 acres (6,332 square feet)  
**Applicant:** Russell Burton

**Governing Document(s):** WHZC §157.520 & §157.881(B)  
**Decision Type:** Administrative  
**Staff Recommendation:** Approve

Image 1: Site Aerial



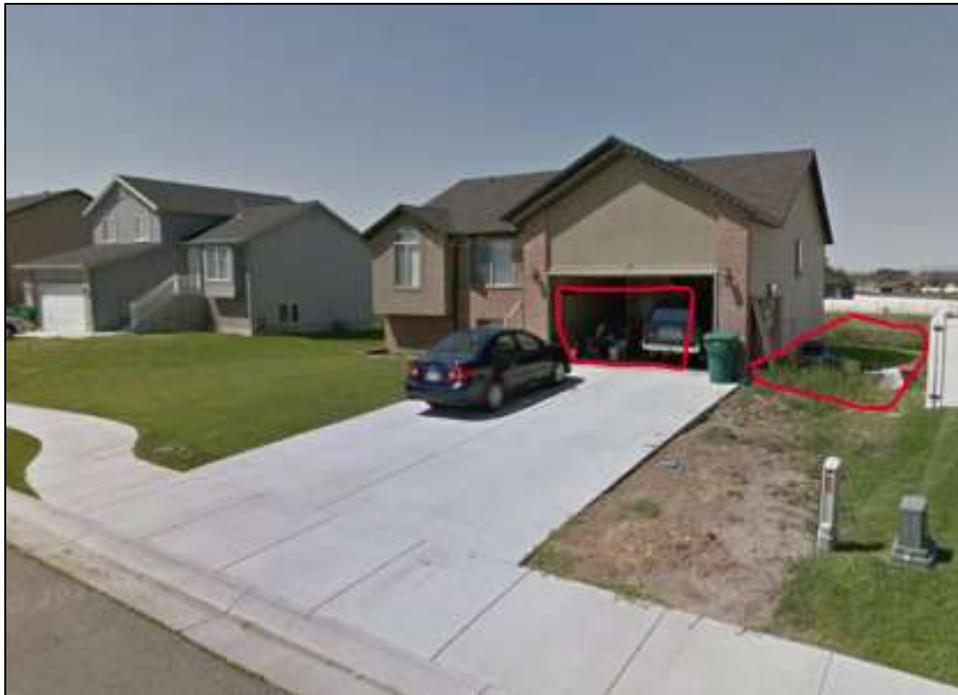
### I. BACKGROUND

Mr. Russell Burton, the applicant and owner of the property at 4267 S 3450 W (the subject property), is requesting that the Planning Commission approve a Conditional Use Permit to allow a Home Occupation that utilizes space outside of the main home on the subject property.

On February 2<sup>nd</sup>, the applicant applied for a business license to operate a floor covering installation business as a Home Occupation at the subject property. In the business license application, it was specified that there would be space outside the main building used in conjunction with the requested home occupation, including vehicle and trailer storage on the side of the home and storage of tools in the garage. Per the home occupation conditions of §157.881, the use of the business of any yard or space outside the main building, not normally associated with residential use, is approvable only by the issuance of a conditional use permit from the Planning Commission.

The proposal was reviewed by the Planning Commission at its meeting on February 25, 2026, at which meeting the applicant did not attend. Unable to ask clarifying questions of the applicant, the Commission opted to table the item until the applicant could attend.

Image 2: Proposed Storage Areas On-Site



## II. STAFF REVIEW

Staff's review of the proposed site plan as it pertains to the requirements of the West Haven Zoning Code is as follows:

### Use

The use would be classified as a home occupation, a permitted use in the zone, or a conditional use when an area outside of the home is proposed for use with the business.

**§157.520 Conditional Use Standards**

Note that not all standards for Conditional Use Permit approval are addressed by staff, but staff provided findings only for those standards that are immediately relevant to the proposed use.

*(A) General plan. The proposed use conforms to policies of the city's general plan.*

**Findings:** A home occupation, when approved by the Planning Commission in accordance with the zoning code, does conform to the policies of the West Haven City General Plan.

*(B) Site design. The use is well-suited to the character of the site and adjacent uses as shown by an analysis of the intensity, size, and scale of the use compared to existing uses in the surrounding area.*

**Finding:** Staff finds the use to be well-suited to the site's character. Consistent with most contractor services, the work is performed at the job site, which is removed from the residence and has little potential to cause nuisances at the residence or the subject property.

However, the proposed use, as it relates to the site design, is not entirely consistent with the zoning ordinance regarding parking. See the Parking subsection below for the staff's findings and the associated recommendation.

*(C) Access. Access to the site avoids traffic and pedestrian conflicts and does not unreasonably impact the service level of any adjacent street.*

*(D) Circulation. On-site vehicle circulation and truck loading areas mitigate adverse impacts on adjacent property.*

*(E) Parking. The location and design of off-street parking complies with standards of this subchapter.*

**Finding:** Per the required conditions of a home occupation established by the zoning ordinance (§157.882), all business-related vehicles must be parked behind the front plane of the home, in a garage, or on a non-permeable surface. The applicant proposes parking a truck and trailer on the side of the home, indicated in red on image 2, on an unimproved surface. This aspect of the proposal is not consistent with the home occupation code.

Additionally, §157.639 provides the following standard regarding off-street accessory vehicle parking in a required side yard setback.

*No vehicle shall be parked in the required side yard unless the parking area is improved with hard surface material such as concrete, gravel or asphalt and unless the parking area is directly connected to the driveway serving the main dwelling unit.*

Staff recommends the following condition of approval:

- A parking pad of concrete or asphalt is provided on the side of the home where the business-related parking and trailer storage is proposed, and a driveway is constructed to access said parking pad, and said parking pad is graded so as not to drain onto the abutting neighbor's property.

*(F) Refuse collection. The locations and design of the refuse collection areas are not likely to create an adverse impact on the occupants of adjoining property.*

*(G) Utility services. Utility capacity supports the use at normal service levels.*

*(H) Screening. The use is appropriately screened, buffered, or separated from adjoining dissimilar uses to mitigate potential use conflicts. Fencing, screening, and landscape treatments and other features increase the attractiveness of the site and protect adjoining property owners from noise and visual impacts.*

**Finding:** There is potential for a negative visual impact from the proposed truck and trailer storage on the side of the home; however, staff feels this potential is not great enough to warrant additional mitigation. If the commission is so inclined, a screening condition can be applied, perhaps in the form of an opaque fence gate.

*(I) Operating hours. The hours of operation of the use and delivery of goods are not likely to adversely affect surrounding uses.*

**Finding:** The proposed hours of operation, 9:00 am to 5:00 pm, are consistent with the home occupation code and in keeping with the quiet, peaceful, and tranquil character that should prevail within a residential community.

*(J) Signs. Sign size, location, and lighting are compatible with, and do not adversely affect, surrounding uses.*

**Finding:** No signage is proposed with this home occupation request.

*(K) Public services. Public facilities such as streets, water, sewer, storm drainage, public safety, and fire protection are adequate to serve the use.*

*(L) Environmental impact. The use does not significantly adversely affect the quality of surrounding air and water, encroach into a waterway or drainage area, or introduce any hazard to the premises or any adjacent property.*

*(M) Nuisance. Operation of the use is unlikely to create any nuisance from noise, vibration, smoke, dust, dirt, odor, noxious matter, heat, glare, electromagnetic disturbance, or radiation.*

**Finding:** There are no nuisances anticipated by staff that aren't mitigated through the staff's recommended condition(s) of approval.

**§157.881 Home Occupation Conditional Use Standards**

Per §157.880, home occupations that are conditional in use are subject to the following three additional criteria of approval:

*(a) Will the business produce, or be likely to produce, noise, odors, dust, or smoke that extends beyond the property?*

**Finding:** There is no noise, odors, dust, or smoke presumed to be produced by the business that is not sufficiently mitigated in the proposal.

*(b) Will the business produce, or be likely to produce, vehicular traffic such that it becomes a nuisance or a hazard?*

**Finding:** The business will not produce vehicle traffic that becomes a nuisance or a hazard in the neighborhood. Customers will not be coming to the subject property, but all work and will be done at the individual job sites.

*(c) If the business uses, produces or stores hazardous chemicals, as defined in UCA § 19-6-302, has a plan been presented which addresses how such chemicals will be used, produced or stored, and is said plan in compliance with all relevant federal, state and local ordinances regarding chemicals?*

**Finding:** The applicant has indicated that the use or storage of such chemicals will not occur at the residence with their requested business.

**III. RECOMMENDED ACTION**

Based on the findings listed in Section II of this report, the staff recommends that the Planning Commission move to **approve** the requested Conditional Use Permit for the home occupation at 4267 S 3450 W, finding that there are no detrimental effects of the proposed land use that

can be reasonably anticipated that are not sufficiently mitigated when the staff-recommended conditions of approval are applied.

#### **IV. POSSIBLE MOTION**

##### **Approve with conditions (staff recommended):**

Motion to approve the requested Conditional Use Permit for a home occupation at 4267 S 3450 W, finding that all anticipated detrimental effects of the proposed land-use are sufficiently mitigated when the following conditions of approval are applied:

1. A parking pad of concrete or asphalt is provided on the side of the home where the business-related parking and trailer storage is proposed, and a driveway is constructed to access said parking pad, and said parking pad is graded so as not to drain onto the abutting neighbor's property.

##### **Approve with modified conditions:**

Motion to approve the requested Conditional Use Permit for a home occupation at 4267 S 3450 W, finding that all anticipated detrimental effects of the proposed land-use are sufficiently mitigated when the following conditions of approval are applied:

[List Conditions]

**Approve Outright:** Motion to approve the requested Conditional Use Permit for the home occupation at 4267 S 3450 W, finding that there are no reasonably anticipated detrimental effects of the land use that are not sufficiently mitigated.

# RJB Contractors LLC

02/04/2026 - 12/31/2026

## Business License

General

Application Status

Awaiting Final Approval

Permit/License #

9318018

Reference Number

a599bbc0-01ff-11f1-b104-01810d12d385

Status

Active

## Application Review Status

Pre-Review

Approved

Date Submitted

02/04/2026

Planning & Zoning

Changes Needed

*157.881(A)(1): A Conditional Use Permit (CUP) is required to permit any home occupation that utilizes any accessory building, garage, or space outside of the home. You can apply for a Conditional Use Permit on the City's website, on the Forms page.*

<https://www.westhavenut.gov/forms.php>

*157.882(E): The parking of business-related vehicles shall remain behind the front plane of the home, in a garage or on a non-permeable surface. Provide a site plan that specifies the location of the business parking with material details.*

*You can reach out to the City Planner with any questions related to the above corrections.*

*Damian Rodriguez*

*E: [damianr@westhavenut.gov](mailto:damianr@westhavenut.gov)*

*P: 385-389-2686*

Final-Review

Not Reviewed

## Fees

Home Occupation Fee \$50.00

**Subtotal \$50.00**

**Amount Paid \$0.00**

## Payments

There are no payments

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# Application Form Data

(Empty fields are not included)

Application Type

**New Business**

---

Registered Business Name

**RJB Contractors LLC**

---

State Sales Tax #

**N/A**

---

Federal EIN #

**[REDACTED]**

---

State License Number

**14657486-0160**

---

Type of Business

**Home Occupation**

---

Business Description

**Floor covering installation**

---

Hours of Operation

**9-5**

---

Business Phone

**[REDACTED]**

---

Business Email

**[REDACTED]**

---

Date your Business is Opening

**02/09/2026**

---

Will this business require a beer/liquor license?

**No**

---

Owner First Name

**Russell**

---

Owner Last Name

**Burton**

---

Phone Number

**[REDACTED]**

---

Email

[REDACTED]

Mailing Address

[REDACTED]

City

**WEST HAVEN**

State

**UT**

Zip Code

**84401**

Business Location

[REDACTED]

City

**WEST HAVEN**

State

**UT**

Zip Code

**84401**

Is this building or property leased or rented?

**No**

Do the individual(s) who own and operate the business also live at the residence?

**Yes**

How many employees does the business have or plan to have?

**1**

Detail employee parking plan

**Side space of property for parking trailer and truck**

Does the business use any accessory building, garage, yard, or space outside the main building not normally associated with residential use?

**Yes**

Please explain business use:

**Side space of property for parking tool trailer and truck, will also use garage space for storing any materials and tools for flooring installation services**

Does the business use, produce or store hazardous chemicals as defined in UCA § 19-6-302?

**No**

Will the business allow the residence to retain the general character and appearance of the residential dwelling?

**Yes**

---

Will the home occupation remain secondary to the residential use of the dwelling?

**Yes**

---

Does this home already have a business license for another home occupation?

**No**

---

Will there be any business-related vehicles on the property?

**Yes**

---

Describe where these vehicles will be parked

**Small truck and trailer on side of the house**

---

Will there be any signs related to the home occupation?

**No**

---

Applicant First Name

**Russell**

---

Applicant Last Name

**Burton**

---

Email

[REDACTED]

---

Phone

[REDACTED]

---

## Signature

I agree that the facts stated in this application are true, and upon changes I will provide notification as needed.

Electronically Signed

**Russell James Burton - 02/04/2026 12:28 pm**

# Burton

02/09/2026 - 02/08/2027

## Conditional Use Permit

General

Permit/License #

9033422

Reference Number

30c871e0-0602-11f1-84c5-f9218076113a

Application Status

New

Status

Active

## Application Review Status

Pre-Review

Reviewing

Date Submitted

02/09/2026

Final-Review

Not Reviewed

## Fees

CUP Fee 1

\$110.00

**Subtotal**

**\$110.00**

**Amount Paid**

**\$0.00**

## Payments

There are no payments

## Application Form Data

(Empty fields are not included)

Applicant First Name

Russell

Applicant Last Name

Burton

Contact Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED]

City

West Haven, UT

State

UT

---

Zip Code

84401

---

Owner Name

Russell Burton

---

Owner Email

[REDACTED]

---

Owner Phone

[REDACTED]

---

Address

[REDACTED]

---

City

West Haven, UT

---

State

UT

---

Zip Code

84401

---

Upload complete and notarized Owner/Agent Authorization form

 Owner-Agent Affidavit Fillable Form.pdf

---

Property Address

4 [REDACTED]

---

City

West Haven, UT

---

State

UT

---

Zip Code

84401

---

Parcel #

[REDACTED]

---

Property Zone (select all that apply)

R-1

---

Property Size (in acres)

.25

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Briefly Describe Conditional Use Request

No business is conducted at this home location. Only storing in garage work tools, some flooring materials and using the outside side driveway for parking one small trailer and small work pickup truck

---

Does the proposed use conform with the General Plan?

**Yes**

---

Does the utility capacity support the proposed use at normal service levels?

**Yes**

---

Are there adequate public services to support the proposed use, including streets, water, sewer, storm drainage, public safety and fire protection?

**Yes**

---

What are the proposed Operating Hours?

**No onsite business will be done at this location**

---

Are there any environmental impacts? This includes affecting the quality of surrounding air and water, storming chemicals, or introduce any hazard to the premises or any adjacent property?

**No**

---

Will the operation of the use create any nuisance from noise, vibration, smoke, dust, dirt, odor, noxious matter, heat, light, electromagnetic disturbance, or radiation?

**No**

---

Please submit a site plan containing the following: Access, traffic circulation, parking, refuse collection, signage, location of any buildings, and landscape area.

 [Site Plan.pdf](#)

---

Before proceeding, ensure that your request meets each of the following requirements

**GENERAL PLAN:** The proposed use conforms to policies of the city's general plan, **SITE DESIGN:** The use is well-suited to the character of the site and adjacent uses as shown by an analysis of the intensity, size, and scale of the use compared to existing uses in the surrounding area, **ACCESS:** Access to the site avoids traffic and pedestrian conflicts and does not unreasonably impact the service level of any adjacent street, **REFUSE COLLECTION:** The locations and design of the refuse collection areas are not likely to create an adverse impact on the occupants of adjoining property, **UTILITY SERVICES:** Utility capacity supports the use at normal service levels, **SCREENING:** The use is appropriately screened, buffered, or separated from adjoining dissimilar uses to mitigate potential use conflicts. Fencing, screening, and landscape treatments and other features increase the attractiveness of the site and protect adjoining property owners from noise and visual impacts, **OPERATING HOURS:** The hours of operation of the use and delivery of goods are not likely to adversely affect surrounding uses, **SIGNS:** Sign size, location, and lighting are compatible with, and do not adversely affect, surrounding uses, **PUBLIC SERVICES:** Public facilities such as streets, water, sewer, storm drainage, public safety, and fire protection are adequate to serve the use, **ENVIRONMENTAL IMPACTS:** The use does not significantly adversely affect the quality of surrounding air and water, encroach into a waterway or drainage area, or introduce any hazard to the premises or any adjacent property, **NUISANCE:** Operation of the use is unlikely to create any nuisance from noise, vibration, smoke, dust, dirt, odor, noxious matter, heat, glare, electromagnetic disturbance, or radiation

---

I confirm that my request conforms with the CUP requirements outlined above.



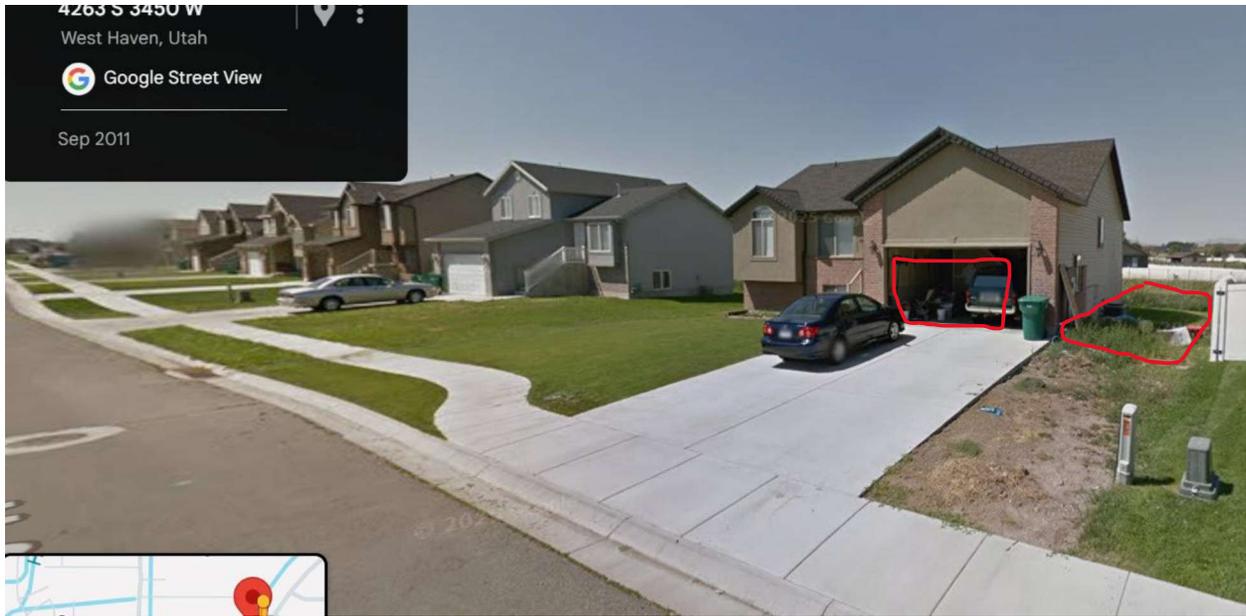
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## Signature

I agree that the facts stated in this application are authentic, and I'll tell you about changes.

Electronically Signed

Russell James Burton - 02/09/2026 2:56 pm



Garage are will hold flooring installation tools for off site installation services.

The side of house area will have a small pickup truck with a small utility trailer.

No business is conducted on site at any time. All my installation services are conducted at job site (residential homes that hire for services).

# Planning Commission Staff Review Memo

March 25, 2026

Stephen Nelson, Community Development Director

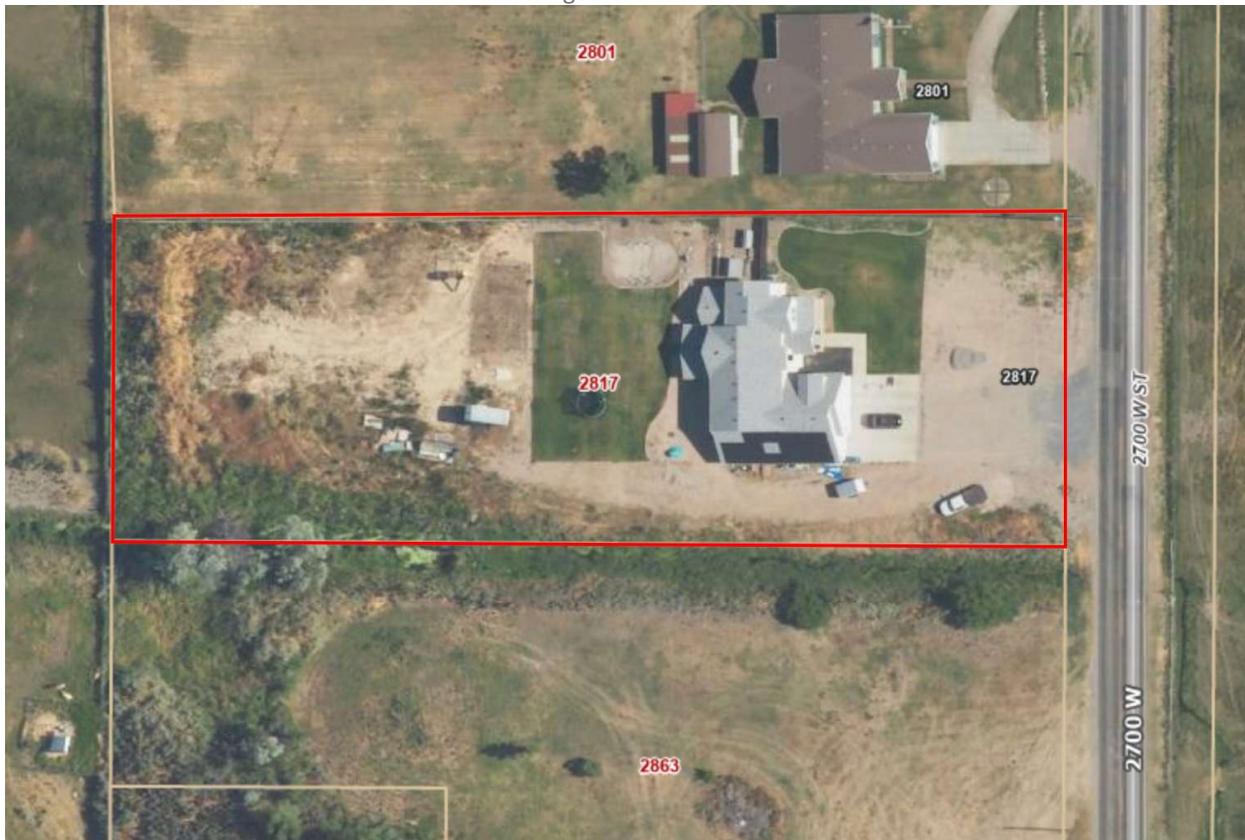


## PRELIMINARY PLAN AND FLAG LOT REVIEW

**Request:** Preliminary Plat and Flag Lot Approval  
**Property Address:** 2817 S 2700 W  
**Property Zone:** R-2  
**Property Size:** 1.47 Acres  
**Applicant:** Caleb and Chasitee Isom, Reeves & Associates, Inc Agent

**Governing Document(s):** WHZC §156; §157.120-157.129 ; §157.617  
**Decision Type:** Administrative  
**Staff Recommendation:** Approve with Conditions

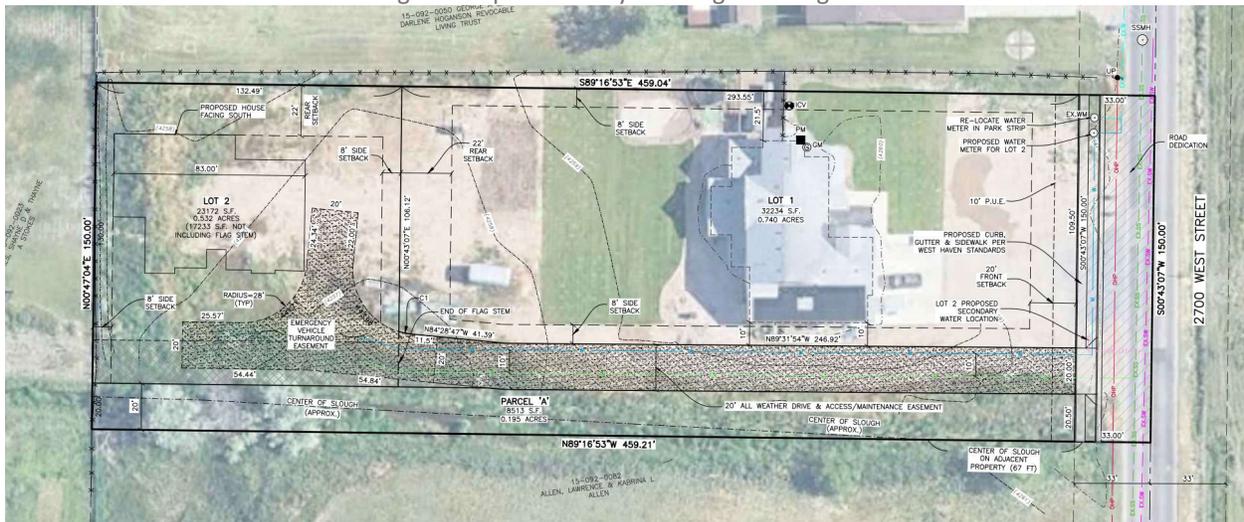
Image 1: Site Aerial



## I. BACKGROUND

The applicants own 1.47 acres of property (highlighted in red on the map above) at 2817 South 2700 West. In the spring of 2025, the applicant requested a zone change from A-2 to R-2, which was approved in May of 2025 (see Ordinance 03-25). At the time, the applicant stated the purpose of the zone change request was to allow the creation of a flag lot. The applicant is now seeking approval for a preliminary subdivision plan and flag lot approval to create a building lot in the western section of the property. Flag lots are allowed and governed by [§ 157.617 FLAG LOTS](#). To be approved, the application must meet all the requirements in that section of the code.

Image 2: Proposed Utility and Flag Lot Design Plan



## II. STAFF REVIEW

Staff's review of the proposal as it pertains to the requirements of the West Haven Zoning Code (WHZC) is as follows:

### Flag Lot

The flag lots within West Haven are allowed by special approval by the Planning Commission.

#### **§ 157.617 FLAG LOTS.**

*Lots not having frontage on a street as required by this subchapter, but having access to such a street by means of rights-of-way or fee title access strips, may be approved as "special exceptions" by the Planning Commission in any zone...*

The following is the review staff has provided to the applicant regarding the flag lot standards.

*(A) The Planning Commission determines that it is not feasible or desirable to extend a street to serve such lot or lots at that time;*

**Finding:** After review, staff has found that there would be insufficient room to provide a roadway or public street along the property to access the back part of the lot.

(B) The right-of-way or access strip shall have a minimum width of 20 feet, a maximum width of 30 feet and a maximum grade of 15%;

**Finding:** The Buttermilk Slough runs along the south side of the property. The City also has a future master plan trail along the slough, connecting from 2700 S to Windsor Park (currently under construction). The applicant, after discussion with City staff, has provided a 20 to 20.50-foot-wide dedication to the City for the trail and for the slough. The plan then proposes a 20-foot-wide private access strip with an all-weather surface to access the lot. In addition, the applicant has provided a 20' access easement for the City and emergency personnel for access to the lot and for slough maintenance. This plan has been reviewed with the Development Review Committee, the City Manager, and the Parks Director and has been found acceptable and would benefit the trail system and long-term slough maintenance.

Image 3: Buttermilk Slough and Trail



(C) The area of the right-of-way or access strip shall not be included within the minimum lot area requirement;

(D) The lot shall meet all minimum yard and area requirements of the zone in which it is located, exclusive of the right-of-way or access strip

**Findings:** The zoning of the property is R-2, and the surrounding property is A-2. The minimum lot size in R-2 in these circumstances is 17,000 sq. ft. The proposed flag lot is 17,233 sq. ft. (excluding the stem) and totals 23,172 sq. ft. with the stem. Lot 1 is 32,234 sq. ft. Both lots meet zoning requirements.

(E) The depth of the front yard shall be the distance between the front line of the building and the property line or nearest line of the right-of-way or access strip which the building faces;

**Findings:** The proposal shows the home facing south on the proposed property with the proper setbacks. However, by code, the front setback must be set towards the east. This has remained uncorrected because staff had to look into some of the code definitions and were unable to provide appropriate feedback to the applicant during the earlier reviews. The main reason for this is how the Front Lot Line is defined in the West Haven City Code; see below. The property line that “abuts” the “access strip” is the eastern property line. The front setbacks need to be along the eastern property line, and the rear setbacks along the western property line. This will affect the draft home's current placement. However, because staff did not have a prompt answer to this question from the applicant and the change would be a minor correction, staff believes the application can be approved, conditioned on making these changes.

#### **§ 157.004 DEFINITIONS.**

***FRONT LOT LINE.*** *The property line of the lot toward which the front line of a main building faces or may face, and which abuts a public dedicated street, a right-of-way, or fee title access strip approved by the Planning Commission as a special exception, or a street made public by right of use.*

And

***YARD, FRONT.*** *A yard on the same lot with a building, between the front line of the building exclusive of steps and the front lot line, and extending across the full width of the lot. The depth of the FRONT YARD is the minimum distance between the nearest part of the front lot line and the nearest part of the front line of the building or buildings on the lot.*

(bold text was used for emphasis)

(F) The lot address shall be displayed in a prominently-visible location at the street entrance to the right-of-way or access strip;

**Findings:** The plan states on Note 2: “LOT ADDRESS SHALL BE DISPLAYED IN A PROMINENTLY-VISIBLE LOCATION AT THE STREET ENTRANCE TO THE RIGHT OF WAY ACCESS STRIP”.

(G) Each lot shall access a street by means of its own right-of-way or access strip. Successive stacking of lots on the same right-of-way or access strip is not permitted;

**Findings:** An access strip has been provided, and no additional lots are proposed.

(H) No building, structure, or parking is allowed in the right-of-way or access strip which is to be used solely as access to the lot;

**Findings:** No buildings are proposed within the access strip, and an easement is proposed to cover it. Staff has noted that a note on the final plat may be appropriate.

(I) The Planning Commission shall impose such other conditions to ensure safety, accessibility, privacy, and the like to maintain or improve the general welfare of the immediate area;

**Findings:** Staff does not recommend any additional conditions.

(J) No ROW or access strip shall exceed 500 feet in length;

**Findings:** The access strip is 293.8' long, less than 500'.

(K) A maximum of two flag lot ROWs or access strips may be adjacent to each other;

**Finding:** Only a single flag lot is proposed.

(L) A turnout area shall be provided at the home location to allow firefighting equipment to turn around. This area must be a year-round surface capable of supporting fire equipment (a minimum 40-foot radius if circular);

**Finding:** A turnaround has been provided and reviewed by the Weber Fire District

(M) Bridges, including decking and culverts, must be capable of supporting a minimum 20 ton weight capacity;

**Finding:** No bridges are proposed.

(N) Road surfaces on private rights-of-way or private access ways shall be capable of supporting a 20 ton weight capacity with a surface approved by the City Engineer;

**Finding:** The applicant has provided a plan that shows the access will be all-weather with 8" of compacted road base. 8" is generally the standard to support access for these types of vehicles. Engineering has specified an 8" minimum, but recommends that the applicant conduct a Geotech study prior to construction to confirm whether the 8" will be adequate. A Geotech study will also be required as part of the building permit.

(O) A maximum distance of 500 feet access strip shall be permitted without a fire hydrant or other fire suppression method approved by the Fire District;

**Finding:** Weber Fire District has reviewed the proposal. The closest fire hydrant is 345' north of the project (see note 1 on the plan). Weber fire has stated that when a "home is proposed , a fire hydrant may need to be added to meet fire code standards" (see below in Fire Review).

(P) The home location shall be shown on a plan submitted to the Fire District;

**Findings:** The home is shown on the plans submitted to the fire district.

(Q) No flag lot shall be allowed which proposes to resubdivide or include within it (including the right-of-way or access strip) any

**Finding:** There are no previous subdivision of the property.

(R) The flag lot must meet the minimum lot width requirements for the zone in which the lot is located at the end of the access strip; and

(S) In calculating the minimum lot width of the flag lot to meet the requirements for the zone in which the lot is located at the end of the access strip, the ROW or access strip minimum width of 20 feet shall be included in the minimum (150 foot) frontage requirement of the host or front lot.

**Findings:** The total width is 106.12'. The zone requires a minimum of 90'. The total lot width prior to subdividing is 150'. After discussion with the City Attorney, it is staff opinion that the "(150 foot)" listed in section (S) is a remainder from old setback requirements and does not apply to this development.

**Fire Review**

The flag lot code requires that the applicant submit a plan to the Weber Fire District, and several aspects of the plan are then required be approved by the district. Weber Fire District did approve the site plan with the following conditions:

**Status: APPROVED WITH CONDITIONS**

*Specific Comments:*

**S1.** Any driveway/access that is longer than 150 feet; the driveway/access shall be a minimum of 20 feet wide, with an approved fire turnaround at the end. The driveway surface shall be an approved surface capable of supporting the imposed load of fire apparatus up to 75,000 pounds. NFPA 2021, Appendix D.

**S2.** When a home is proposed, a fire hydrant may need to be added to meet fire code standards. See NFPA 2021, Appendix C.

**Subdivision and Zoning Standards**

The property is zoned R-2, which allows up to two lots per acre and requires lots to meet minimum lot size, width, and setback requirements. As noted in the Flag Lot review, the lot orientation needs to be rotated so that the "front yard" is on the east side of Lot 2.

**§157.123-157.124 Site Development Standards**

	<b>Zone: R-2</b>	<b>Site Plan Proposal</b>	<b>Compliant?</b>
<b>Minimum lot area</b>	17,000 sq. ft. since by adjacent by A-1 Zone	Lot 1: 32,234sq. ft. Lot 2: 23,172 (17233 not including stem	<b>Yes</b>
<b>Min lot width</b>	90'	Lot 1 109.5' Lot 2 130'	<b>Yes</b>
<b>Min yard setbacks</b>			
Front	25' to garage, 20 to home	Needs to be updated. Lot 2 needs to be oriented to the east	<b>Yes</b>
Rear	22'	Needs to be updated. Lot 2 needs to be oriented to the east	<b>Needs update</b>

Side	8'	Needs to be updated. Lot 2 needs to be oriented to the east	<b>Needs update</b>
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### Preliminary Plat Requirements and Standards

Every preliminary subdivision must include a plan that complies with the proposed subdivision code. The applicant has provided a preliminary plan and a draft final plat. The final plat is not required during the preliminary stage, but staff has reviewed it and provided preliminary comments to the applicant. Those comments are not under consideration with the preliminary application.

Code Section	Requirement Summary	Submitted
§ 156.024 <u>(A) 1</u>	The proposed name of the subdivision.	Yes
2	The location as forming a part of a larger tract or parcel, where the plat submitted covered only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the unplatted parts shall be submitted, and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area;	Yes
3	Sufficient information to locate accurately the property shown on the plan;	Yes
4	The individual or company names and addresses of the subdivider, the engineer and the registered land surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided;	Yes
5	Contour map at intervals of two feet, five feet, or ten feet, as determined by the Planning Commission;	Yes
6	The boundary lines of the tract to be subdivided;	Yes
7	The location, widths, and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided;	Yes

8	Existing sanitary sewers, storm drains, water supply mains, water wells, and culverts within the tract and immediately adjacent thereto;	Yes
9	The location, widths, and other dimensions of proposed public streets, private streets, or private access rights-of-way, alleys, utility easements, parks, other open spaces, and lots with proper labeling of spacing to be dedicated to the public, or designated as private streets or private access rights-of-way	<b>Yes. The applicant will need to make dedicated improvements to 2700 S. Complete improvements will be required per the construction drawings.</b>
10	North point, scale, and date.	Yes
(B)	Plans or written statements prepared by a licensed civil engineer regarding the width and type of proposed pavement	Yes
	location, size, and type of proposed sanitary sewers or other sewage disposal facilities	Yes
	proposed water mains and hydrants	Yes
	proposed stormwater drainage facilities	<b>Yes. Note shown, but will need to be provided as part of construction drawings and street improvements</b>
	other proposed improvements such as sidewalks, plantings, and parks, and any grading of individual lots.	Yes
(C)	UDOT Conditional Access Permit approval or minutes from a UDOT pre-application meeting, if applicable	N/A
(D)	The applicant shall provide will serve or availability letters from the culinary water authority and the sanitary sewer authority regarding the proposed subdivision.	<b>Provided, the utility plan also shows the required connections. Each Utility District will need to approve connections and ensure all required fees are paid.</b>

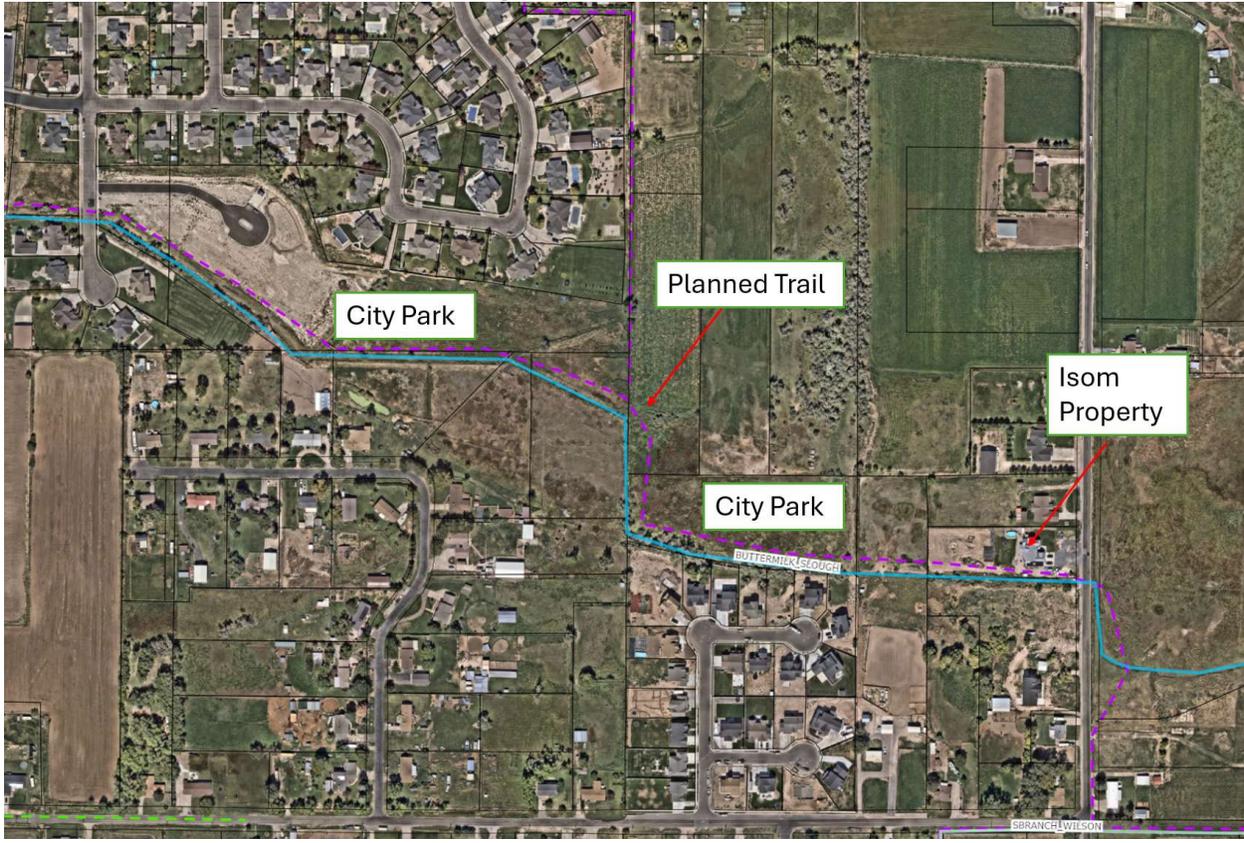
**Note on Utilities and Other Improvements After Preliminary Approval**

The applicant has provided the required will-serve letters and the concept utility plan for preliminary plat approval. The applicant will need to meet all conditions of the public utility providers, provide plans to the culinary water, secondary water, sewer, and other utility providers, and pay the appropriate impact and connection fees. By code, each subdivision needs a connection to both culinary and secondary water. The developer will also be responsible for providing construction drawings for all required improvements and for their construction, including providing a financial “Guarantee of Improvements”. For more information, see [Subdivision Improvement Required: § 156.090-§ 156.093](#).

### Trail and Slough Dedication

The applicant is providing a 20' dedication to the City along the southern boundary of the proposed development, noted as Parcel A, with an approximate area of 8,513 sq. ft. This parcel contains the Buttermilk Slough and a future trail. As shown in the map below, this connection is key within West Haven's planned trail and park system, with future parks (Windsor Park currently under construction) to the West, and 2700 W to the east. This dedication will allow the future construction of this trail. This dedication and the easement provided on the north will also allow the City better access and maintenance of the Buttermilk Slough.

Image 4: West Haven Trail Plan



### III. RECOMMENDED ACTION

Based on the findings in Section II of this report, the staff recommends that the Planning Commission **approve** the application for the Flag Lot and the Preliminary Subdivision with the condition listed within the recommended motion.

### IV. POSSIBLE MOTION

**Approval with Conditions:** Move to approve preliminary subdivision plan for the Isom Subdivision and granting a "special exception" for the creation of a flag lot, finding that the flag lot plans comply with West Haven Code **§ 157.617 FLAG LOTS**, with the following conditions:

1. The plan shall be updated to show the front setback on the east side and the rear setback on the west side of Lot 2.
2. The applicant shall conduct a Geotech study to determine the depth of the “Compacted Road Base” to be used for the access drive and build the access drive accordingly, with a minimum of 8” depth.
3. That the applicant shall meet all conditions of the Weber Fire District.
4. [Other Conditions as determined by the Planning Commission]

**Table:** Move to table the flag lot and preliminary subdivision plan for the Isom Subdivision, to allow the applicant additional time to address comments within the staff report, including the access drive, trail easement, and ditch easement.”



2023 West 1300 North  
Farr West Utah, 84404

## FLAG LOT PLAN REVIEW

**Date:** February 9, 2026

**Project Name:** ISOM Subdivision

**Project Address:** 2817 S 2700 W, WEST HAVEN, 84401

**Contractor/Contact:** [REDACTED]

### Fee(s):

- **Plan Review Fee - Residential: \$50.00**
- **Total Fees: \$50.00**

### Fee Notice:

Weber Fire District has various fees associated with plan reviews and inspections. Please be prepared to make payments at the time you pick up your approved plans. Impact Fees are due before taking out a building permit. Contact our offices at 801-782-3580 to arrange payments.

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**Status: APPROVED WITH CONDITIONS**

### Specific Comments:

- S1. Any driveway/access that is longer than 150 feet; the driveway/access shall be a minimum of 20 feet wide, with an approved fire turnaround at the end. The driveway surface shall be an approved surface capable of supporting the imposed load of fire apparatus up to 75,000 pounds. NFPA 2021, Appendix D.
- S2. When a home is proposed, a fire hydrant may need to be added to meet fire code standards. See NFPA 2021, Appendix C.

***\*\* The contractor is responsible for contacting the fire department to arrange testing or inspections. \*\****

Every effort has been made to provide a complete and thorough review of these plans. This review DOES NOT intend to relieve the owner, contractor, and developer from compliance with all applicable codes and standards.

Any change or revision of this plan will render this review void and require submitting the new or revised layout for the fire department review. If you have any questions, please contact me at 801-782-3580. As the International Fire Code outlines, a compliance statement will be required during the final inspection. This Statement of Compliance shall state that this fire protection system has been installed in accordance with approved plans and has been tested in accordance with the manufacturer's specifications and the appropriate installation standard. Any deviation from the design standard shall be noted, and copies of the approvals for such deviations shall be attached to the written statement.

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**DC/Fire Marshal, David Reed - Deputy FM's, Greg Wright, Austin Larsen**

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2023 West 1300 North  
Farr West Utah, 84404

Reviewed By: Greg Wright  
The Office of the Fire Marshal  
Weber Fire District  
801-782-3580



**ORDINANCE NO. 03-2025**

**AN ORDINANCE OF THE CITY OF WEST HAVEN, UTAH REZONING CERTAIN PROPERTY WITHIN THE CITY FROM A-2 TO R-2, AMENDING THE ZONING MAP OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Section 1 - Recitals:**

**WHEREAS**, the City Council finds that the planning commission has caused to be prepared and has recommended to the City Council a proposed zoning ordinance and general plan; and,

**WHEREAS**, the City Council finds that the full text of the zoning ordinance and its associated and related maps, representing the commission's recommendations for zoning all or any part of the area within the municipality have been subjected to the required public hearing prior to its adoption; and,

**WHEREAS**, the City Council finds that the City Council lawfully adopted the zoning ordinance as proposed with all later amendments thereto; and,

**WHEREAS**, the City Council finds that Utah Code (“UC”) §10-9a-503 provides that the legislative body may amend the number, shape, boundaries, or area of any zoning district; any regulation of or within the zoning district; or any other provision of the zoning ordinance; and,

**WHEREAS**, the City Council finds that the City Council may make no amendment to the City’s zoning ordinance or zoning maps unless the amendment was proposed by the planning commission or is first submitted to the planning commission for its approval, disapproval, or recommendations; and,

**WHEREAS**, the City Council finds that West Haven City desires to comply with the procedure specified in UC §10-9a-502 in preparing and adopting an amendment to the zoning ordinance or the zoning map; and,

**WHEREAS**, upon petition to and based on the recommendation of the West Haven City Planning Commission after the Planning Commission held a public hearing, the City Council determines it to be in the best interest of the City to change the existing zone of certain property from A-2 to R-2 under the Ordinances of the City; and,

**WHEREAS**, the City Council finds that the public convenience and necessity, public safety, health, and welfare is at issue and requires action by the City as noted above;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST HAVEN, UTAH,** that the City Zoning Ordinance is changed and amended as follows:

**Zoning Changes:**

These described lands and premises within the boundaries of the City are re-zoned from **A-2 to R-2** and the Zoning Map is amended so to indicate:

**Owners: Caleb Isom and Chasitee Isom**

**Parcel #'s 150920054**

**Total Acreage Approx. 1.47Acres**

**Description:**

**PART OF THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 6 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY; BEGINNING AT A POINT NORTH 690 FEET FROM THE SOUTHEAST CORNER OF SAID QUARTER SECTION, THENCE WEST 460 FEET, THENCE NORTH 150 FEET, THENCE EAST 460 FEET, THENCE SOUTH 150 FEET TO THE POINT OF BEGINNING.**

**Section 2 - Repealer of Conflicting Enactments:**

All orders, ordinances, and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts which conflict with this Ordinance, are, for such conflict, repealed, except this repeal will not be construed to revive any act, order or resolution, or part, repealed.

**Section 3 - Prior Ordinances and Resolutions:**

The body and substance of all prior Ordinances and Resolutions, with their specific provisions, where otherwise not in conflict with this Ordinance, are reaffirmed and readopted.

**Section 4 - Savings Clause:**

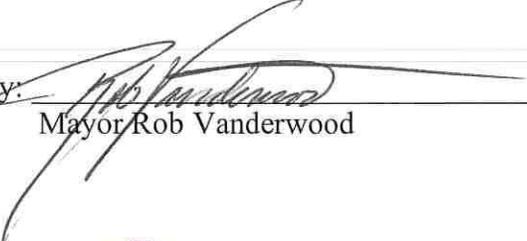
If any provision of this Ordinance be held or deemed or be invalid, inoperative, or unenforceable, such reason will render no other provision or provisions invalid, inoperative, or unenforceable to any extent whatever, this Ordinance being deemed the separate independent and severable act of the City Council of West Haven City.

**Section 5 - Date of Effect**

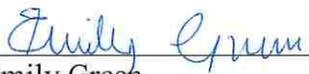
**BE IT FURTHER ORDAINED** this Ordinance will become effective on the 7th day of May 2025 and after publication or posting as required by law.

DATED this 7th day of May 2025.

WEST HAVEN, a municipal corporation

by:   
Mayor Rob Vanderwood

Attested and recorded

  
Emily Green  
City Recorder



<del>Mayor Rob Vanderwood</del>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	n/a <i>EW</i>
Councilmember Carrie Call	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Councilmember Kim Dixon	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
<del>Councilmember Nina Morse</del>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	n/a <i>EW</i>
Councilmember Ryan Saunders	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Councilmember Ryan Swapp	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	

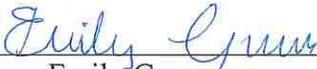
**RECORDER'S CERTIFICATION**

STATE OF UTAH    )  
                              : ss.  
County of Weber    )

I, EMILY GREEN, the City Recorder of West Haven, Utah, in compliance with UCA §10-3-713 and UCA §10-3-714 do hereby certify that the above and foregoing is a full and correct copy of **Ordinance No. 03-2025**, entitled “**AN ORDINANCE OF WEST HAVEN CITY UTAH REZONING CERTAIN PROPERTY WITHIN THE CITY FROM A-2 TO R-2, AMENDING THE ZONING MAP OF THE CITY; AND PROVIDING AN EFFECTIVE DATE FOR THESE CHANGES.**” adopted and passed by the City Council of West Haven, Utah, at a regular meeting thereof on May 7, 2025 which appears of record in my office, with the date of posting or publication being May 7th, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this 7<sup>th</sup> day of May 2025.



  
\_\_\_\_\_  
Emily Green  
City Recorder



## 2026 Planning Commission Meeting Schedule

Meetings shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, unless noted below. All meetings will be held at the West Haven City Hall, 4150 South 3900 West, unless otherwise noticed.

Meeting Date	Meeting Time	Application Deadline
January 14, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	December 30, 2025
January 28, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	January 13, 2026
February 11, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	January 27, 2026
February 25, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	February 10, 2026
March 11, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	February 24, 2026
March 25, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	March 10, 2026
April 8, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	March 24, 2026
April 22, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	April 7, 2026
May 13, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	April 21, 2026
May 27, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	May 12, 2026
June 10, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	May 26, 2026
June 24, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	June 9, 2026
July 8, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	June 23, 2026
July 22, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	July 7, 2026
August 12, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	July 21, 2026
August 26, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	August 11, 2026
September 9, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	August 25, 2029
September 23, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	September 8, 2026
October 14, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	September 22, 2026
October 28, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	October 13, 2026
November 10, 2026 (Tuesday)	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	October 27, 2026
December 9, 2026	5:00 p.m. (work session)* 6:00 p.m. (regular meeting)	November 10, 2026

Work Session's will be schedule on an as needed basis\*

# Planning Commission Staff Review Memo

March 25, 2026

Damian Rodriguez, City Planner



## ZONING ORDINANCE AMENDMENT

<b>Proposal:</b>	Amend the standards and restrictions for Home Occupations
<b>Ordinance Section:</b>	<a href="#">§157.880</a> - <a href="#">§157.883</a>
<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

**Issue:** The primary concern that motivates the proposal is that in months past the city has received home occupation license requests that were reasonably presumed to be beyond the purpose and intent of the Home Occupation, to “allow persons residing in dwellings in residential and agricultural areas to provide a service, develop a product for sale and operate certain kinds of small businesses, while at the same time maintaining the peace, quiet, and domestic tranquility within all residential or agricultural areas of the city.”

Staff believe that the above-listed land uses, either inherently or through site design choices, were not compatible with the residential communities that were proposed to host them, namely, they were not in keeping with the peace, quiet, and domestic tranquility that should prevail within their host district. Nevertheless, the language of the home occupation purpose and intent section of the code is largely subjective and difficult to enforce. Additionally, a lack of specified restrictions in the code prevented staff from adequately regulating previous requests and approvals.

The proposal was reviewed by the Planning Commission at its work session meeting on March 11, 2026. At that time, the commission opted to table deliberation on the item until the Code Enforcement Officer could attend a work session.

### II. Planning Commission Commentary

The proposed code amendment is now brought to the Planning Commission for a work session. Staff will present the proposal in its entirety and ask that the commission discuss the details and provide commentary; this is to refine the proposal so it better serves community health,

safety, and welfare, and to prepare it for Planning Commission review and recommendation at a regular meeting.

## HOME OCCUPATION

### § 157.880 PURPOSE AND INTENT.

It is the purpose and intent of this subchapter to allow persons residing in dwellings in residential and agricultural areas to provide a service, develop a product for sale and operate certain kinds of small businesses, while at the same time maintaining the peace, quiet, and domestic tranquility within all residential or agricultural areas of the city.

(Prior Code, § 64.02) (Ord. 2-92, passed - -1992, Ord. 16-2022, passed 8-17-2022)

### § 157.881 APPLICABILITY.

- (A) The provisions of this chapter shall apply to any business that wishes to operate from a residential dwelling unit or from an approved accessory structure of a residential dwelling unit, unless local or state law exempts the specific commercial activity from requiring a business license.
- (B) Home occupations shall be allowed as a permitted use in all primary dwelling units and in all residential and agricultural zones, provided that all of the provisions and conditions of this chapter are met.
- (C) Home occupations may be permitted in an accessory dwelling unit in accordance with the provisions and restrictions of the Accessory Dwelling Unit Subchapter of the Zoning Regulations.
- (D) Farming in an agricultural zone does not require a home occupation business license in accordance with the zoning regulations of their respective subchapters.

### § 157.882 REQUIRED CONDITIONS.

All home occupations shall meet the following conditions and requirements:

- (A) The residence shall retain the general character and appearance of a residential dwelling.
- (B) The portion of the dwelling used in conjunction with the home occupation shall remain secondary in size and intensity to the residential use of the dwelling.
- (C) The business shall not operate between the hours of 10:00 p.m. and 7:00 a.m.

(D) Regardless of the business, any homeowner seeking a license for a second home occupation shall be required to obtain approval from the Planning Commission.

(E) All business-related utility vehicles, specialized work vehicles, and marked business vehicles and trailers must be parked behind the front plane of the home, in a garage or on a non-permeable surface, and not on the street.

(F) No more than two customers, clients, or other business visitors' vehicles shall be at the property at a time, and said vehicles shall not park on the street but may utilize the driveway for parking. This provision is not meant to preclude stacked pickup or drop-off parking for home preschools and daycares.

(G) Any signs related to the home occupation shall comply with the West Haven City sign ordinance.

(H) The individuals who own and operate the business must also live at the residence.

(I) No more than one employee who does not live at the residence may report to the residence for regular business operations.

(J) The business does not use any accessory building, garage, yard, or open space outside of the primary residence for business operations unless permitted in accordance with Section 157.884 of this subchapter. This provision is not intended to prohibit the passive storage of goods, materials, tools, and equipment in a garage or fully enclosed accessory structure, nor is it intended to prohibit business-related parking that is otherwise compliant with the provisions of the ordinance.

(K) An attached garage may be used in conjunction with a home occupation, so long as the minimum required parking for the home and accessory dwelling unit, if applicable, can still be met.

(L) The use, production, or storage of hazardous substances or materials is not permitted.

(M) Outdoor storage of merchandise or materials is not permitted.

(N) The business and its operations do not violate any other provision of the West Haven Municipal Ordinance.

(Prior Code, § 64.06) (Ord. 2-92, passed - -1992; Ord. 45-2020, passed 11-18-2020; Ord. 16-2022, passed 8-17-2022)

#### § 157.883 SPECIAL RESTRICTIONS.

(A) The following business types and commercial activities shall not be permitted as a home occupation:

(1) Automotive sales

- (2) Pet boarding/Kennels except as permitted in the A-1 and A-2 Zones
- (3) Vehicle or construction equipment rentals
- (4) Truck hauling
- (5) Industrial assembly
- (6) Distribution or wholesale
- (7) Event Centers
- (8) On-site recreation businesses
- (9) Retail sales, except as an accessory use to a permitted home occupation
- (10) Self-storage facilities
- (11) Any use that is permitted or conditional exclusively in one or in any combination of the following zones, unless otherwise permitted by the provisions of this subchapter:
  - a. C-2
  - b. C-3
  - c. M-1
  - d. M-2

(B) On lots greater than one acre, any business which involves the repair, service, inspection or any type of work on any type of vehicle, motorcycle, automobile, or off-highway vehicle, as defined in UCA § 41-1a-102, may be allowed in residential or agricultural zones, but must comply with the following conditions, along with any other conditions that the Planning Commission feels are necessary based on the circumstances:

- (1) Only three cars that are not registered to the homeowner may be parked or stored on the premises at any time.
- (2) Any vehicles, motorcycles, or cars must have work actively being performed on them and shall not remain on the premises longer than 30 days unless they are stored inside a fully enclosed structure.
- (3) The three cars allowed shall be parked in a garage, accessory structure, or on a non-permeable surface on the property.
- (4) Any on-street parking must comply with the West Haven Zoning Code.
- (5) The property must be enclosed with a six-foot privacy fence that complies with the West Haven fencing regulations, and all business, including the parking and

storage of vehicles, motorcycles, automobiles, or off-highway vehicles, must be conducted and contained behind the fence.

(C) Home day cares shall comply with the additional provisions and restrictions of the Day Care Residential Subchapter of the Zoning Regulations. As they apply to home day cares, if a provision of the Day Care Residential Subchapter conflicts with any provision of this subchapter, the standards of the Day Care Residential Subchapter shall supersede the standards of this subchapter.

(D) Home preschools shall comply with the additional provisions and restrictions of the Preschool Residential Subchapter of the Zoning Regulations. As they apply to home preschools, if a provision of the Preschool Residential Subchapter conflicts with any provision of this subchapter, the standards of the Preschool Residential Subchapter shall supersede the standards of this subchapter.

#### §157.884 EXCEPTIONS

(A) An exception may be granted from one of the following conditions upon the request of a Conditional Use Permit and by the approval of the Planning Commission:

- (1) The use of any space outside of the primary residential building in conjunction with the home occupation, in which case, a home occupation shall utilize no more than 25 percent of the total property area.
- (2) The retail sales of agricultural produce, plants, and crafted goods that are produced on the property; in which case, the use of an accessory structure or space outside of the home is permitted so long as all retail space is located behind the front plane of the home and is no more than 200 square feet in area.

#### § 157.885 LICENSE MAINTENANCE.

- (A) Business license: It is unlawful for any person or organization to engage in a Home Occupation, as defined in Section 157.004 of this chapter, without first obtaining a home occupation business license. Prior to issuance of said license, the conditions set forth in this section must be satisfied, and all applicable fees shall be paid.
- (B) Time limitation: A home occupation business licenses shall be valid for one year, and may be renewed annually
- (C) Fees: Annual license fees shall be assessed and paid in accordance with the West Haven City fee schedule. If the license has not been renewed prior to expiration, the license will be terminated . At that time, any new or ongoing operation of a Home Occupation shall require the approval and issuance of a new home occupation business license, which shall be reviewed under contemporary Zoning Regulations without regard to any forgone license or conditional use permit.

(D) Termination: The licensee shall be responsible for operating the licensed business in conformance with this code. Any business license issued by the city may be suspended or revoked if business operations are found to violate this code or any other state or local laws.

(E) Appeals: The decision of the Community Development Director or their designee, based on or made in the administration or enforcement of this code, may be appealed within 14 calendar days of the date of the written decision, and shall be made in conformance with Section 157.037 of this Chapter.

(Prior Code, § 64.08) (Ord. 2-92, passed - -1992; Ord. 45-2020, passed 11-18-2020; Ord. 16-2022, passed 8-17-2022)

DRAFT

# Planning Commission Staff Review Memo

March 25, 2026

Stephen Nelson, Community Development Director



## PATIO HOME ZONING STANDARD UPDATE

<b>Proposal:</b>	Approval of the modification to the Subdivision Standards
<b>Ordinance Section:</b>	<b>§ 157.416 MAXIMUM STRUCTURE HEIGHT.</b>
<b>Applicant:</b>	The West Haven City Development Review Committee and City Attorney
<b>Decision Type:</b>	Legislative
<b>Staff Recommendation:</b>	Discussion

### I. BACKGROUND

West Haven has a Patio Home Zone to provide a location where patio homes may be developed. Patio homes are typically single-story, smaller homes, sometimes attached or detached. West Haven Ordinance currently allows for patios to be a maximum height of 25' and indicates that livable space may be allowed above a garage, with no story restrictions, except for homes with zero lot lines. Members of the Planning Commission have recently expressed concern that the code's intent was to restrict all units to single-story structures. West Haven City Mayor also directed Community Development staff to clarify the code to limit homes built within the Patio Home Zone to a single story. As such, staff have prepared a draft and are seeking feedback from the Planning Commission.

Image 1: Patio Homes Located within West Haven



## II. THE PROPOSAL

Staff has prepared an update to the code for the Planning Commission's consideration.

Current Language:

### **§ 157.416 MAXIMUM STRUCTURE HEIGHT.**

*(A) Dwelling or other main building shall be 25 feet. Habitable attic space is permitted over a garage area; and*

*(B) Accessory building. Fifteen feet.*

Updated Language:

### **§ 157.416 MAXIMUM STRUCTURE HEIGHT.**

*(A) No main building or dwelling shall exceed a height of twenty-five (25) feet or consist of more than one (1) story. Basements and below-grade habitable space are strictly prohibited. (B) Accessory building. Fifteen feet.*

## III. RECOMMENDED ACTION

Staff is seeking feedback and direction on the proposed draft. No action can be taken on this item until a public hearing is held.

## **PH ZONE (RESIDENTIAL PATIO HOME ZONE)**

### **§ 157.411 PERMITTED USES.**

- (A) Accessory uses and buildings (only behind homes) less than 200 square feet;
- (B) Dwellings, single-family detached;
- (C) Animal keeping (see §§ [157.865](#) through [157.868](#));
- (D) Home occupations with no visiting clientele;
- (E) Pets, the keeping of household pets; and
- (F) Any use not specifically permitted or conditional is strictly prohibited.

(Prior Code, § 31.02) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

### **§ 157.412 CONDITIONAL USES.**

Conditions for approval shall be determined as provided in §§ [157.515](#) through [157.529](#):

- (A) Church (temporary churches held in open areas, tents, or in temporary structures excluded); and
- (B) Home occupations.

(Prior Code, § 31.03) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

### **§ 157.413 BUILDING LOT REQUIREMENTS.**

(A) *Density*. There shall be no more than five residential units per acre contained within the boundaries of each phase of every subdivision or planned unit development; except when previously completed phases of the same development have sufficiently low density that the average is still five residential units per acre or less.

(B) *Lot area*. There shall be a minimum of 6,000 square feet in each lot. Corner lots shall be a minimum of 6,400 square feet.

(C) *Lot width*. Minimum lot width shall be 50 feet; corner lots are 60 feet.

(Prior Code, § 31.04) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

### **§ 157.414 LOCATION OF STRUCTURES.**

(A) *Dwellings.*

(1) *Front setback.* Twenty feet from the property line to garage, 18 feet for the home;

(2) *Side setback.* Five feet minimum on each side, except 15 feet minimum for side fronting on a street;

(3) *Rear setback.* The rear lot line has to average 18 feet.

(B) *Detached accessory buildings and garages.* Accessory buildings larger than 200 square feet shall be as follows. The size and location of accessory buildings shall be evaluated and approved during the approval process and shall be outlined in the development agreement and CC&R's. Otherwise not allowed over 200 square feet. Accessory dwelling units are not permitted.

(C) *Detached accessory buildings and garages.* Two hundred square feet and smaller.

(1) *Front setback.* All accessory buildings must be behind the home or behind the plane of the rear wall of the home.

(2) *Side setback.* Five feet.

(3) *Rear setback.* Five feet.

(Prior Code, § 31.05) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 18-2022, passed 9-7-2022; Ord. 03-2023, passed 2-1-2023)

**§ 157.415 ZERO LOT LINES.**

(A) Developers wishing to provide attached single-level single-family homes (zero lot lines) may request a development agreement with the city which will outline the provisions under which such homes would be allowed.

(B) If a development agreement is approved allowing zero lot line projects, developer shall be required to maintain the density requirements of this zone, but shall not be required to maintain a minimum lot size for such uses.

(Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

**§ 157.416 MAXIMUM STRUCTURE HEIGHT.**

(A) No main building or dwelling shall exceed a height of twenty-five (25) feet or consist of more than one (1) story. Basements and below-grade habitable space are strictly prohibited. (B) *Accessory building.* Fifteen feet.

(Prior Code, § 31.06) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 18-2022, passed 9-7-2022; Ord. 03-2023, passed 2-1-2023)

**§ 157.417 LANDSCAPING.**

(A) (1) Landscaping and an automatic sprinkler system is to be installed with construction contract.

(2) At least one tree is to be planted per lot (trunk size is to be a two-inch diameter or larger).

(3) Fencing is standardized within development.

(B) The developer shall pay a landscape cash bond of \$8,500, specifically for the landscape installation, at the time of issuance of the building permit.

(C) (1) The normal landscape installation will be required within 30 days of the certificate of occupancy issuance.

(2) However, when that 30-day period cannot be achieved due to the short secondary water season, the landscape shall be installed by, or prior to, the next May 15.

(D) The entire landscape cash bond amount shall be held by the city until final completion of the required landscaping.

(Prior Code, § 31.07) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

**§ 157.418 OFF-STREET PARKING.**

As provided in §§ [157.630](#) through [157.640](#).

(Prior Code, § 31.08) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)

**§ 157.419 PERMITTED SIGNS.**

See §§ [157.755](#) through [157.761](#).

(Prior Code, § 31.09) (Ord. 38-2020, passed 10-21-2020; Ord. 04-2022, passed 3-2-2022; Ord. 03-2023, passed 2-1-2023)