



WEST HAVEN PLANNING COMMISSION MEETING MINUTES

March 11, 2026 6:00 PM

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

Present:	
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
Absent/Excused	

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. Stephen 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 has the words West Haven on it. 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. Stephen 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 ordinance draft. 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 AM and 10:00 PM, 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. He asked if agricultural produce stands need to be setback on the property to the side and behind the residence.

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 in under the proposed ordinance changes.

Damian Rodriguez confirmed they would be grandfathered in 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: 03/25/2026