

**Tooele City Planning Commission
Business Meeting Minutes**

Date: August 12, 2026

Time: 7:00 p.m.

Place: Tooele City Hall, Council Chambers
90 North Main Street, Tooele, Utah

Planning Commissioners Present:

Melanie Hammer
Chris Sloan
Jon Proctor
Tyson Hamilton
Weston Jensen
Kelley Anderson
Sarah Faircloth, Alternate
Frank Linford, Alternate

Excused:

Amanda Cordova

Council Member Liaisons:

Ed Hansen
Jon Gossett, Excused

Staff Present:

Andrew Aagard, Community Development Director
Anna Anglin, City Planner
Matt Johnson, City Attorney
Paul Hansen, City Engineer
Teresa Young, Clerk/Minute Composition

Minutes Prepared by Teresa Young

1. **Pledge of Allegiance**

Chairman Hamilton opened the meeting at 7:00 p.m. and led the Pledge of Allegiance.

Chairman Hamilton provided a quick announcement for applicants, the public, and everyone involved: "There has been a significant increase in fraudulent phishing requests using information from public notices related to Planning Commission meetings. Please be aware that Tooele City only collects fees at the time of application submittal and will never request additional payments via wire transfer. All official emails from Tooele City will end in @tooelecity.gov. If you receive a payment request from any other email after submitting your application, it is fraudulent. Do not send money, and please contact the Tooele City Community Development Department immediately to report it. Stay vigilant and protect your information and assets."

2. **Roll Call**

Melanie Hammer, Present

Chris Sloan, Present
Jon Proctor, Present
Frank Linford, Present
Weston Jensen, Present
Kelley Anderson, Present
Tyson Hamilton, Present

3. **Public Hearing To consider a Conditional Use Permit request by Matthew Clawson to authorize a detached accessory structure that exceeds the 8% maximum lot coverage restriction in the R1-7 zoning district, located at approximately 346 East 200 South**

Ms. Anglin presented a request for a Conditional Use Permit for a detached accessory structure at 346 East 200 South in the R1-7 Residential Zone. The proposed structure would increase the combined detached accessory structure coverage to 17.2% of the lot, exceeding the 8% limitation; however, total lot coverage would remain below the 35% maximum allowed in the R1-7 zone. The proposal would remove an existing non-complying shed and replace it with a structure that meets all applicable setbacks, separation, and utility easement requirements. Planning Staff noted that detached garages and accessory structures of varying sizes are common in the older neighborhood and did not anticipate significant adverse impacts to surrounding properties. Planning Staff recommended approval, subject to limiting the detached accessory structure coverage to the approved 17.2% and requiring all applicable building permits and inspections.

Chairman Hamilton opened the public hearing at 7:05 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:06 p.m.

Motion: Commissioner Linford moved to approve the Conditional Use Permit Request by Matthew Clawson, for the purpose of permitting a detached accessory structure to exceed the 8% total lot coverage restrictions, application number 2026054, based on the findings and subject to the conditions listed in the Staff Report dated August 5, 2026. Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”; Commissioner Proctor, “Aye”; Commissioner Linford, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 7-0.

Commissioner Sloan suggested that the Planning Commission consider revisiting the 8% limitation on detached accessory structures while maintaining the existing 35% maximum total lot coverage. He noted that allowing greater accessory structure coverage could provide property owners more flexibility and reduce the need for extensive landscaping, while still maintaining the overall lot coverage restriction. Planning Staff indicated they could research how other cities regulate accessory structures and bring the information back for the Commission’s consideration.

4. **Public Hearing and Recommendation on a proposed text amendment request by Perry Homes, and LH Perry Investments to Tooele City Code Title 7 Chapter 16a-3, Residential Special Districts Eligibility and Size, regarding the contiguity requirement qualification of proposed Commercial Special Districts and initial compliance with the City’s Land Use Map of the General Plan**

Mr. Aagard and the Planning Commission discussed the applicant’s proposed text amendment to the Commercial Special District (CSD) ordinance. Mr. Aagard explained that the applicant had revised the proposal since the Planning Commission’s previous review, including a request to allow the land use map amendment to be considered as part of the CSD application. The applicant, Jake Finlinson with

Perry Commercial, explained that the proposed changes would allow several areas to be included within one CSD and would help plan for a potential future transportation corridor.

The primary discussion centered on the proposed limitation of no more than three parcels. The applicant explained that this restriction would require multiple CSD applications and would be more cumbersome. Planning Commissioners discussed the distinction between individual parcels and larger continuous tracts of land and agreed that the wording could create confusion. The Planning Commission generally supported removing the three-parcel limitation while maintaining a 30-acre minimum and using clearer terminology such as “tract of land” or “geographical area.” Planning Staff was asked to wordsmith the amendment to clearly reflect the Planning Commission’s intent.

The applicant also explained that combining the land use map amendment with the CSD application would make the process more consistent with the residential special district process and eliminate an additional application and waiting period.

The discussion concluded with the Planning Commission generally supportive of the proposed changes, with staff to clarify the language before the item proceeds to the City Council.

Chairman Hamilton opened the public hearing at 7:25 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:25 p.m.

Motion: Commissioner Sloan motion to move forward a positive recommendation to the City Council for the proposed ordinance amendments to Tooele City Code 7-16a-3. Residential Special Districts Eligibility and Size, regarding minimum land requirement to qualify for a Commercial Special District. To include the staff-recommended changes to remove the language “includes not more than three parcels” and to replace the term “parcel” with “geographical tract” or other appropriate terminology as determined by the City Attorney. Commissioner Proctor seconded the motion. The vote was as follows: Commissioner seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”; Commissioner Proctor, “Aye”, Commissioner Linford, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 7-0.

5. **Public Hearing and Recommendation on a proposed partial street vacation of a twenty (20) foot strip of public right-of-way along the southern portion of Utah Avenue, extending approximately 738 linear feet between the railroad crossing to the west and the 1100 west Intersection to the east, which would reduce the existing right-of-way width of Utah Ave from approximately 109 feet to approximately 89 feet**

Ms. Anglin presented a request to vacate a 20-foot strip of excess right-of-way along the south side of Utah Avenue. The City supports the vacation because the railroad crossing to the west is not expected to be expanded, so the additional right-of-way is not anticipated to be needed for future roadway improvements. The vacated area would be joined with the property to the south.

The primary concern raised during the noticing process involved an existing gas line and the associated utility easement. The proposed ordinance reserves a perpetual public utility easement over the vacated area, protecting existing and future utilities. Planning Staff found no anticipated impacts to transportation, emergency access, or other public functions and determined that the statutory criteria for

the vacation were met. Planning Staff recommended approval of the ordinance by the Planning Commission and City Council.

Chairman Hamilton opened the public hearing at 7:30 p.m. Seeing no members of the public coming forward, Chairman Hamilton closed the public hearing at 7:30 p.m.

Motion: Commissioner Jensen move that the Planning Commission forward a recommendation to the City Council for approval of Ordinance No. 2026-22, vacating a 20-foot portion of the Utah Avenue public right-of-way extending approximately 738 linear feet between 1100 West and the railroad tracks, application number 2026052, based on the finding contained in the Staff Report dated August 5, 2026. Commissioner Linford seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 7-0.

6. **Public Hearing and Recommendation on proposed amendments to Tooele City Code Title 7, Uniform Zoning Code of Tooele City, by adopting Chapter 11c Design Standards: Commercial, establishing architectural standards for commercial development in Tooele City's commercial, industrial and mixed-use zoning districts**

Mr. Aagard presented proposed amendments to Title 7, Chapter 11c establishing architectural design standards for commercial development. The proposed standards are intended to maintain the quality and appearance of commercial development already occurring in the City rather than create unnecessary burdens for developers. The standards address building facades, roofline variation, exterior materials, mechanical equipment screening, dumpster enclosures, drive-through screening, commercial accessory structures, and shipping containers.

The Planning Commission discussed several concerns and potential revisions, including how the standards would apply to the downtown overlay and historic buildings, clarification of the language for drive-through screening, the 75% limitation on a single building material or color, and how the standards would apply to visible versus less-visible building facades. Planning Commissioners also discussed the treatment of existing buildings and major renovations and whether older structures should receive an exemption or be treated differently.

The Planning Commission generally supported the concept of having architectural standards but expressed concern about unintended consequences and the possibility of overly restrictive or subjective requirements in the future. Planning Commissioners discussed using the appeal process as a way to address unique buildings, corporate branding, historic structures, or other circumstances that do not fit the standard requirements.

The Planning Commission ultimately identified several items for Planning Staff to review and clarify before moving forward, including a possible downtown overlay or historic-building exemption, revised drive-through screening language, clarification of the 75% material requirement, identification of which building facades are subject to the standards, and consideration of a date-based exemption for existing structures. The item was discussed as a potential candidate to be tabled while Planning Staff makes the requested revisions.

Chairman Hamilton opened the public hearing at 8:11 p.m.

Dave Staple, who identified himself as being involved with the Tooele Flexplex, spoke in support of considering the zoning context when applying the proposed architectural standards. He explained that in some industrial areas, particularly those zoned L1, metal buildings are common because they are often necessary to make projects financially feasible. He expressed concern that requiring extensive architectural features such as columns, arches, or enhanced facades in an area already dominated by metal industrial buildings could make a new building look out of place and inconsistent with the surrounding development.

At the same time, Mr. Staple acknowledged the value of architectural standards in areas where the surrounding development has a different character. He agreed that a metal building placed in an area where more attractive or traditional architectural features are expected may appropriately require a facade treatment or other design elements.

Mr. Staple suggested that the City take a closer look at which zoning districts and areas the proposed architectural standards would apply to, rather than applying the same requirements uniformly. He specifically noted that imposing requirements designed for more commercial or visually prominent areas on industrial areas such as the Depot could result in buildings that do not fit the existing character of the area and could create unnecessary costs. He encouraged the Planning Commission to consider the existing development and character of each area when determining the appropriate architectural standards.

Seeing no other members of the public, Chairman Hamilton closed the public hearing at 8:12 p.m.

Motion: Commissioner Linford moved to forward a positive recommendation to the City Council to adopt the proposed Tooele City Code Title 7, Chapter 11c, Design Standards for Commercial Ordinance, as included in Exhibit A of the report. The motion included recommendations to revise the wording regarding “screening” and to clarify the definition of the building sides/facades subject to the standards. Commissioner Linford stated that the remaining concerns could be addressed through the ordinance’s existing appeal process. Commissioner Hammer seconded the motion.

Planning Commissioners, Councilman Hansen, and Mr. Aagard discussed the proposed commercial architectural standards and how they should apply to different areas of the City. Councilman Hansen raised concerns about applying the standards to industrial areas where metal buildings may be necessary to make projects financially feasible. The discussion focused on whether the standards should be modified or limited in industrial zones while still addressing the appearance of buildings that are highly visible from public rights-of-way and major City gateways.

The group generally agreed that the intent of the ordinance is to improve the appearance of development as viewed from public areas rather than unnecessarily restrict businesses or dictate how they design their buildings. Councilman Hansen emphasized the importance of balancing property rights and development costs with the City’s goal of maintaining attractive gateways. The discussion also addressed established corporate branding, with IKEA used as an example, and whether the ordinance’s corporate-branding provision would allow distinctive designs without requiring an appeal.

The Planning Commissioners and Councilman Hansen also discussed how the standards could affect older and existing buildings when structural renovations are made. Concern was expressed that requiring older buildings to meet new architectural standards could create significant financial burdens

for property owners. The possibility of grandfathering provisions or other language to address existing buildings was discussed.

Mr. Aagard and the Planning Commission also considered whether additional revisions were needed regarding industrial zones, visibility from public rights-of-way, corporate branding, existing buildings, and the overall purpose and scope of the ordinance. The discussion recognized that the proposed standards are new and may need to be adjusted over time as the City gains experience applying them. Councilman Hansen indicated that he was comfortable with the Planning Commission forwarding its recommendation to the City Council, where the Council could further review and revise the ordinance as needed.

The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Nay"; Commissioner Proctor, "Nay"; Commissioner Linford, "Aye"; Commissioner Jensen, "Nay"; Commissioner Anderson, "Nay"; and Chairman Hamilton, "Nay". Motion was 2-5. Motion did not pass.

Motion: Commissioner Sloan moved to table the proposed commercial architectural standards ordinance to allow Mr. Aagard additional time to review the Planning Commission's comments and refine the proposed ordinance. The motion was intended to allow staff to further develop the proposal rather than send it to the City Council before the Commission was comfortable with the language. Commissioner Proctor seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed to table 7-0.

7. **Decision on a Site Plan Review approval requested by Larry Jacobson, representing SandRock Development, for the Millennial Park Phase 2 Townhomes Subdivision, a proposed 24-unit townhome development on approximately 1.5 acres located at the northeast corner of 400 North and 300 West in the MR-16 Multi-Family Residential zoning district**

Ms. Anglin presented a request to reapprove the Millennial Park Phase Two Site Plan. The Planning Commission originally approved the project in December 2023, but that approval has since expired. The proposed development includes 24 individual townhome lots, common landscaped areas, a children's play area, and required parking. Due to the proximity of the northern private drive to Henwood Drive, the applicant has agreed to restrict the connection to one-way ingress and emergency access only.

Planning Staff determined that the proposed development meets or exceeds the City's multifamily design standards and recommended approval, subject to outstanding Engineering and Public Works comments being addressed as a condition of approval. During the discussion, Commissioner Linford declared a conflict of interest and requested an ex parte exclusion from the dais. He stated that he would abstain from voting on the item.

Motion: Commissioner Proctor moved to approve the Site Plan Design Review request by Larry Jacobson, representing SandRock Development for Millennial Park Phase 2, application number 2025101, based on the findings and subject to the conditions listed in the Staff Report dated June 17, 2026. Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford abstained due to conflict of interest; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 6-0.

8. **City Council Reports**

Councilman Hansen provided an update on the recent City Council discussion regarding data centers. He noted that the City Council recently voted not to allow data centers at this time, while allowing the City to evaluate the issue in the future as more information becomes available.

He also reported that the long-discussed property between the Masonic Temple and the Depot has changed direction. The previously anticipated development will no longer move forward following the City Council's approval of changes involving the property donation to the City. The City will now retain the property, providing an opportunity for a future public use, potentially including a park.

9. **Review and Decision – July 22, 2026 Planning Commission Meeting Minutes**

There were no corrections to the minutes.

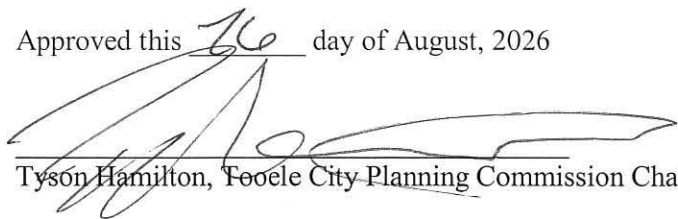
Motion: Commissioner Anderson moved to approve the July 22, 2026 Planning Commission Meeting Minutes. Commissioner Proctor seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Linford, "Aye"; Commissioner Jensen, "Aye"; and Commissioner Anderson, "Aye." Chairman Hamilton was absent from the July 22, 2026 meeting and did not participate in the vote. The motion passed 6-0.

10. **Adjourn**

Chairman Hamilton adjourned the meeting at 8:35 p.m.

***Note:** The content of the minutes is not intended, nor submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this 26 day of August, 2026



Tyson Hamilton, Tooele City Planning Commission Chair