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MINUTES
MONROE CITY PLANNING COMMISSION
September 19, 2023

8 **1. Chairman Bart Lee conducting- Meeting called to order- Prayer- Roll call.**

9 The regular meeting of the Monroe City Planning Commission was called to order by Chairman
10 Bart Lee on September 19, 2023, at 7:00 p.m. Opening prayer was offered by Commissioner
11 Johnson.

12 **Present:**

13 Commissioners:

14 Bart Lee
15 Gordon Dickinson
16 Ryan Johnson
17 Paula Roberts
18 Greg Northrup-Excused

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20 **Citizens:**

21
22 Shalyn Dowell
23 Tyler Timmons
24 Kathy Mooney
25 Lance Mooney
26 Cathy Ramage
27 John Ramage

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29 **2. Approval of previous meeting minutes held June 20, 2023.**

30 **Commissioner Johnson made a motion to accept the minutes with the stated corrections.**
31 **Seconded by Commissioner Dickinson. All were in favor. Motion passes 4-0.**

32 **3. Citizens' comments.**

33 No citizens were present.

34 **4. Conditional Use License Airbnb "Sunrise Haven Suite." Located at 277 West 800 South.**
35 **Submitted by Chris Dowell.**

36 Shaylynn and Chris Dowell would like to Airbnb an offset bedroom in their home. The unit has a
37 kitchenette, its own driveway and plenty of privacy. Commissioner Lee said there looks like
38 there is plenty of room for parking. Commissioner Roberts said she has personally been there,
39 and it is very accommodating for a rental, and she feels like they did a good job converting the
40 extra space. No other comments or questions were asked.

41 **Commissioner Roberts made a motion to recommend approval to the Monroe City Council**
42 **for “Sunrise Haven Suite.” Seconded by Commissioner Johnson. All were in favor. Motion**
43 **passes 4-0.**

44 **5. Conditional Use License Airbnb “C & J Enterprises LLC.” Located at 245 South**
45 **Mountain View Lane. Submitted by John and Cathy Ramage.**

46 Cathy and John are now empty nesters and have the front area of their home that is vacant.
47 The space contains 2 bedrooms, a bathroom, and a living room. The portion of their home they
48 would like to rent out is able to give plenty of privacy for guests and keep the remainder of
49 their home private for themselves. Cathy and John only expect to host 4 guests at a time so the
50 most cars they would have would be 2. Commissioner Lee asked if parking would be in their
51 driveway circle or out in the street? The Ramage’s informed them that parking would be in their
52 driveway. Commissioner Lee also asked about if the portion to their side of the home is locked
53 and if so, are guests able to get out of the house if there was an emergency? The Ramage’s said
54 there are 2 entrances for guests to be able to come and go so an emergency escape would not
55 be a problem. Commissioner Dickinson wanted verification on the address of the home. Is it
56 posted anywhere for guests to see? The Ramage’s let the Commissioners know that they would
57 have the address posted but wanted to get approval first before adding any type of signage to
58 their home. No other questions or comments were made.

59 **Commissioner Dickinson made a motion to recommend approval to the Monroe City Council**
60 **for “C & J Enterprises LLC.” Seconded by Commissioner Roberts. All were in favor. Motion**
61 **passes 4-0.**

62 **6. Conditional Use License “Hair and Nails by Kathy” located at 452 E 580 S. Submitted by**
63 **Kathy Mooney.**

64 Kathy and her husband are currently building a home and they are adding a salon onto their
65 home for her to do hair and nails out of. Commissioner Lee asked about the checklist sheet on
66 the license application since it is not completed. Kathy stated it’s because their house is not
67 completed yet so that is why the form is not filled in completely, but she will have all the
68 checklist items completed once the salon is fully built. Commissioner Dickinson said there is
69 plenty of parking and he asked about how many clients she would have at a time. Kathy stated
70 that there would not be more than one client at a time and all would be by appointment only.
71 Commissioner Roberts noted she saw no issues with the license except for the inspection sheet
72 to be completed. No other questions or comments were made.

73 **Commissioner Roberts made a motion to recommend approval to the Monroe City Council**
74 **for “Hair and Nails by Kathy” with the condition that the fire inspection page be completed**
75 **before the license is issued. Seconded by Commissioner Johnson. All were in favor. Motion**
76 **passes 4-0.**

77 **7. 6 County Community Advisor Council-Tyler Timmons.**

78 Tyler is here informing the commissioners about the updates that 6 counties has implemented. They
79 have hired more planning advisors to better serve the communities in the 6 counties. He is able to help
80 find and do grant writing, help with updating ordinances including land use and subdivision, and other
81 services to better serve each community. Tyler asked about the city’s subdivision ordinance update and
82 Commissioner Lee stated that the city is in the process of updating the land use book and once it is
83 completed, he would love Tyler to look things over and see what holes the ordinance is missing. Tyler
84 informed the commissioners about the new house bill 74 that helps cover costs of updating the
85 subdivision ordinance and wants the city to take advantage of the funding it offers. Tyler also told the
86 Commissioners that if there are any questions about anything even outside of planning and zoning, he
87 would like to be the first call. He has access to many resources from rental assistance to new build
88 assistance and many other departments. Tyler was asked what are the most popular needs requested by
89 the different cities and towns? Tyler responded that general plan updates, land use ordinances and
90 grant writing are the three most requested resources. Commissioner Lee told Tyler he feels like he is an
91 asset to the community and will be heavily used. Commissioner Johnson asked how long he has been
92 with the county and Tyler replied 3 years. No other questions or comments were made.

93 **8. Adjournment.**

94 **Commissioner Dickinson made a motion to adjourn at 7:25 p.m. Seconded by Commissioner**
95 **Roberts. All were in favor. Meeting adjourned.**