

1 MINUTES

2 MONROE CITY PLANNING COMMISSION

3 February 20, 2024

4 1. **Chairman Gordon Dickinson conducting- Meeting called to order- Prayer- Roll call.**

5 The regular meeting of the Monroe City Planning Commission was called to order by Chairman  
6 Gordon Dickinson on Tuesday, February 20, 2024, at 7:00 P.M. Opening prayer was offered by  
7 Commissioner Friant.

8 Present:

9 Commissioners:  
10 Gordon Dickinson  
11 Candice Barney  
12 Lyndon Friant  
13 Bart Lee-excused  
14 Greg Northrup

15 Citizens:

16 Aaron Cook  
17 Ron Torgerson  
18 Shawn Smith  
19 Toni Smith  
20 Tamara Parsons  
21 Reggie Parsons  
22 Warren Monroe  
23 Kelly Chappell

24 2. **Approval of previous meeting minutes held January 16, 2024**

25 **Commissioner Northrup made a motion to approve the minutes with the stated corrections.**  
26 **Seconded by Commissioner Barney. All were in favor. Motion passes 4-0.**

27 3. **Citizens' comments.**

28 No citizens were present.

29 4. **Oversized shop garage located at 371 S 460 E. Submitted by Tamara Parsons**

30 Tamara Parsons would like to put in a 40x 80 'garage that will be 23' tall on a parcel that she  
31 owns. Her son Reggie Parsons presented the permit with the sketch plan of the garage without  
32 setbacks from property lines because he wasn't sure where the property boundaries were.  
33 Commissioner Northrup asked how far back the garage will be placed from the front of the  
34 property line and Reggie wasn't sure about how far back since he wasn't exactly sure where the  
35 property lines were and didn't want to write them down wrong. Commissioner Northrup also  
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39 asked if the garage will be placed over any property lines? Reggie did know that the garage  
40 won't be on top of any property lines, the garage will sit dead center on parcel 145. He just  
41 wasn't sure where exactly to measure off from to submit his setbacks. Commissioner Friant  
42 asked if he's going 80' east to west, which Reggie responded that they are. Commissioner  
43 Barney asked if any of the parcels have water and Reggie responded there's only irrigation  
44 water up there, no culinary. Commissioner Dickinson asked if they had any future plans to  
45 plumb in water? Reggie responded no. Commissioner Northrup mentioned there is no living  
46 quarters to the garage. Commissioner Friant asked if there were plans for water or a septic  
47 system? Reggie said they don't have any intention on doing any type of water hookup to the  
48 garage, but they are going to order a power drop. No other questions or comments were made.

49 **Commissioner Northrup made a motion to recommend approval to the Monroe City Council.**  
50 **Seconded by Commission Friant. All were in favor. Motion passes 4-0.**

51 5. **Conditional Use License located at 230 S 300 E. Submitted by Shawn and Toni Smith.**  
52 Commissioner Dickinson asked if this was going to be a future build? Toni responded that she  
53 would like to build a 13'x30' addition attached to their garage in order to have a salon from her  
54 home. They are also considering making a studio apartment that would be rented out as an  
55 Airbnb or just as an extra studio apartment. Toni believes she will have as second septic  
56 system for the addition and has been in contact with the health department but is still waiting  
57 to hear back from them to see if they will need a new system or if they can tie into their current  
58 one. Commissioner Barney asked if they knew what way their leech lines currently run? The  
59 Smith's responded that they run from the back of their property west into their pasture.  
60 Commissioner Northrup asked how close does the addition come to the property line? Toni  
61 responded that they would still have 26' from their north property line which is the direction  
62 they would be adding onto and there will also be 13'.6" clearance from a current shed on their  
63 property. Toni mentioned there would also be power and water run to the addition. The Smiths  
64 have talked about running a separate meter for the home and the addition, but they haven't  
65 determined what route they will go, they are waiting to see what costs would be.  
66 Commissioner Dickinson asked if they need two separate conditional use licenses with what  
67 they are proposing to do. The Smiths will have to get a conditional use license for each business  
68 they will be operating out of their home, but they only need to start with the salon license since  
69 the Airbnb is not a for sure thing yet. Commissioner Northrup stated that there is plenty of  
70 parking on the property. Toni said there's plenty of space for 5 cars to park, but it will only be  
71 her in the salon and her clients so there would never be 5 cars parked there, the most would be  
72 3 at a time. No other questions or comments were made.

73 **Commissioner Northrup made a motion to recommend approval with the condition of the**  
74 **septic tank approval from the health department to the Monroe City Council. Seconded by**  
75 **Commissioner Barney. All were in favor. Motion passes 4-0.**

76 6. **Property line adjustment located at 250 S 100 W. Submitted by Aaron Cook.**

77 Warren Monroe is here tonight representing Aaron Cook for the proposed property line adjust  
78 to his property. Aaron would like to change his property lines to create access to a back parcel  
79 he owns. The problem is that what he is proposing forms a non-conforming parcel which is not  
80 allowed in Monroe. They are seeking the approval for the split solely for the access of the back  
81 shops on a separate parcel. There is plenty of acreage to give the split but the setbacks from the  
82 property lines and the proposed acreage to the split are what make it illegal. Commissioner  
83 Friant asked why they are making a non-conforming lot when they can do a lot split instead and  
84 then it doesn't land lock the back parcel. Commissioner Friant recommended combining the  
85 lots and then giving an easement to access the back parcel. Warren knows that's a possibility,  
86 but he would really like to move forward with the property line split as proposed.  
87 Commissioner Northrup stated that Aaron would be landlocking a piece of property and that is  
88 not allowed. The commissioners were not comfortable with giving approval to the lot line  
89 adjustments as presented. The commissioners recommend that Aaron come back with a new  
90 proposed split.

91 **Commissioner Friant made a motion to table the property adjustment as it is presented.**  
92 **Seconded by Commissioner Barney. All were in favor. Motion passes 4-0.**

93 7. **Preliminary Conditional Use request 80 acres at approximately 100 East Canyon Road.**  
94 **Submitted by State Institutional Trust Lands.**

95 Kelly Chappell is here with Ensign Engineering representing the School Institutional Trust Lands  
96 "SITL." SITL owns 80 acres that sit on Monroe Canyon Road. They are proposing 32 lots that will  
97 all be at least 2 acres each. The main issue will be the wastewater, and how it flows. The 80-  
98 acre property sits in zone 3 and zone 4 of the Monroe City well head protection zone. The  
99 Sevier County health department does not have any restrictions on zones 3 and 4 but Monroe  
100 City does. Instead of using septic tanks and leech fields there is a new alternative treatment  
101 method that they would like to propose to use in zone 3. In zone 4, and the lots that sit outside  
102 of the well head protection zone, those lots would use traditional septic tanks. Commissioner  
103 Northrup confirmed that each parcel would have at least 2 acres and Kelly responded that each  
104 lot would be at least 2 acres, some would have a little more. Ron Torgerson who is also  
105 representing SITL brought attention to lot 31 that discussion has been made that it might be  
106 purchased by Monroe City to be used as a parking lot for the Canyon View Park. Commissioner  
107 Dickinson made the point that the property is a large area in the flood zone. He wants to know  
108 if there's a plan for runoff water, and snow melt and other water issues that will contain the  
109 water. Kelly said the lids on the new wastewater units can be lifted up to 16" so that adds a  
110 layer of protection to those units. Commissioner Friant made the comment that each lot would  
111 have to have their own septic system specifically designed for each house built. Kelly reiterated  
112 that each lot owner would have to get their lot soil tested to make sure they are suitable for the  
113 intended build and follow all other health department requirements. Commissioner Friant  
114 asked what does each new unit cost? Kelly responded they are about double the cost what a  
115 standard septic system would be. Commissioner Friant also asked the question that between

116 the flood plain and the higher cost septic system, are these lots going to be affordable?  
117 Commissioner Northrup also asked how long has this technology been around for? Kelly  
118 responded that they have been being developed and used over the last 15-20 years.  
119 Commissioner Dickinson recommended that they get a group together with the commissioners,  
120 city council and anyone from SITL to have a work session before approval of the subdivision.  
121 Kelly and Ron were both fine with moving forward with a work session.

122 **Commissioner Friant made a motion to table the item and have a work session before moving**  
123 **forward. Seconded by Commissioner Northrup. All were in favor. Motion passes 4-0.**

124 8. **Open Meeting Training by Monroe City Recorder Allison Leavitt.**

125 Allison is here tonight to present training to the commissioners. She stated that Utah is a state  
126 that everything must be done in the public eye. The commissioners are required to have this  
127 training every year and if violated the commissioners can be charged with a class b  
128 misdemeanor. She proceeded to tell the commissioners that they can talk about items not on  
129 the agenda, but they cannot act on them. Only items on the agenda can be voted upon.  
130 Commissioners should also never email or text each other during a meeting. If there are more  
131 than 3 members, they are considered a quorum so they cannot talk about anything related to  
132 planning commission. She stated that the legislature is changing a few things about open  
133 meetings and what is required but she will update the commissioners as she knows. She  
134 proceeded to tell the commissioners that planning commissioners provide an invaluable service  
135 to the community. Even though the commissioners do not have authority, she stated that the  
136 city council relies heavily on the planning commission's recommendation.

137 She updated the commissioners that next month will be the public hearing to adopt the  
138 updated Monroe City Land Use book so she would like the commissioners to review the  
139 proposed updates. She is also looking into trainings for the commissioners and will get more  
140 information to the commissioners when available.

141 9. **Other Business.**

142 No other business was discussed.

143 10. **Adjournment.**

144 **Commissioner Northrup made a motion to adjourn the meeting at 8:21 seconded by**  
145 **Commissioner Barney. All were in favor. Meeting adjourned.**

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