



MONROE CITY PLANNING COMMISSION MEETING
Tuesday, October 15, 2024, at 7:00 pm
MINUTES

7:00 p.m.

1. The regular meeting of the Monroe City Planning Commission was called to order by Chairperson Dickinson at 7:00 p.m.

2. Commissioner Northrup offered a prayer.

3. Roll Call

Chair Gordon Dickinson

Commissioners:

Candice Barney

Bart Lee-absent

Talon Gadd-absent

Greg Northrup

City Recorder Allison Leavitt

Preston Gilbert

Mike Smith

Melanie Jones

4. Citizens' comments.

Preston Gilbert was an item of business on the agenda for the meeting to be held on September 17, 2024, which was canceled, and was inadvertently not put on this meeting agenda. Mr. Gilbert has recently purchased a house located at 195 N 100 E. which he has remodeled and plans to operate as a short-term rental business. Mr. Gilbert discussed with the commission what would be required if he wanted to transform an existing garage on this property into a primary long-term residence. The Commissioners explained that Monroe Land Use Ordinance does allow one long-term dwelling and one short-term dwelling as long as they can meet Monroe City land use ordinance, including an approved septic system from Central Utah Health Department.

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No motion for recommendation to the City Council was needed because these are both permitted uses within this zoning district. (RR1)

5. Business

a. Land request located at 37 S 300 W. Submitted by Mike & Sara Smith.

Mike Smith requested that the Planning Commission approve an extension to his agreement with the City to continue to occupy their temporary living structure while constructing a new house or permanently attaching a modular house to his property.

Mr. Smith explained that originally the City had granted him one year to complete this process. Due to some unseen circumstances, he has not been able to begin construction on his house.

Commissioner Northrup asked Mr. Smith what needs to happen so that the family could move into the manufactured home located on his property at this time. Mr. Smith stated that he needs to have the foundation set, utilities installed, skirting installed and pass inspection by the Sevier County Building Department. Mr. Smith explained that a septic system has already been approved by the Central Utah Health Department and he will bring the signed permit into the City Office. Commissioner Barney asked if he would be able to move the utilities from the manufactured home to his permanent house, and he stated yes, he would be able to.

Chair Dickinson clarified with Mr. Smith that he was requesting an extension to the current agreement with the City, not a new agreement. Mr. Smith said yes, he just needs a little more time, with winter coming he needs to get the manufactured home prepared for his family to move in.

Commissioner Northrup stated that he would support a three-month extension with the requirement that Mr. Smith report back to the Commission in three months to review the situation.

Commissioner Barney moved to recommend a three-month extension to the current agreement between Mike Smith and Monroe City, with a review at the end of the three-month period. Commissioner Northrup seconded the motion. A roll call vote was call. Voting yes: Commissioner Barney, Dickinson, and Northrup. The vote was unanimous. The motion carried. 3-0

Chair Dickinson explained to Mr. Smith that this business will be presented to the City Council on October 22, 2024, and if possible, he should attend the meeting.

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76 b. Single lot split located approximately 800 S and 580 W. Submitted by Melanie Jones.
77

78 Melaine Jones presented to the Planning Commission a concept a plan for a single lot split on
79 property located at approximately 800 S 580 W. The parcel is approximately twenty acres, and
80 the split would create a 16-acre parcel and a 4-acre parcel. The Planning Commission reviewed
81 with Ms. Jones the requirements of doing a property split and future development of the newly
82 created lot. Ms. Jones thanked the Planning Commission for their time and information given
83 and will return when she is ready to move forward.
84

85 **Commissioner Northrup moved to accept the concept plan submitted by Melaine Jones for a**
86 **single lot split. Commissioner Barney seconded the motion. A roll call vote was call. Voting**
87 **yes: Commissioner Barney, Dickinson, and Northrup. The vote was unanimous. The motion**
88 **carried. 3-0**
89

- 90 c. Public Hearing to receive comments concerning proposed amendment to the
91 Monroe City Subdivision Ordinance.
92

93 Planning Commission Chair Dickinson opened a public hearing to receive comments concerning
94 proposed amendment to the Monroe City Subdivision Ordinance.
95

96 7:25 p.m.
97

98 City Recorder Allison Leavitt explained that we have been working with Jones and DeMille
99 Engineering, and Hansen Planning Group to update our subdivision ordinance. The State
100 legislature has made major changes to the state code in the development of subdivisions.
101 Kendall Welch and Mike Hansen have worked hard on updating our current subdivision
102 ordinance and most of the changes have been to bring our code in compliance with state code,
103 clarify the process, and create a streamlined process for developers.
104

105 There being no further comments Planning Commissioner Dickinson closed the public hearing
106 at 7:27 p.m.
107

- 108 d. Consider recommendation of amended Monroe City Subdivision Ordinance.
109

110 **Commissioner Northrup moved to recommend the amended Monroe City Subdivision**
111 **Ordinance to the Monroe City Council. Commissioner Barney seconded the motion. A roll call**
112 **vote was call. Voting yes: Commissioner Barney, Dickinson, and Northrup. The vote was**
113 **unanimous. The motion carried. 3-0**

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114
115 **6. Other Business.**
116

117 **8. Adjournment**
118

119 **There being no further business to come before the Planning Commission for consideration,**
120 **Commissioner Northrup moved the Regular Planning Commission Meeting adjourn at 7:30**
121 **p.m. Commissioner Barney seconded the motion. The vote was unanimous. The motion**
122 **carried. 3-0**
123

124 The next regular Planning Commission meeting is scheduled to be held on Tuesday, November
125 19, 2024, starting at 7:00 p.m. at Monroe City Office.
126

127 Approved this 18th day of February, 2025.
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129
130 

131 Allison Leavitt
132 Monroe City Recorder
133
134

Candice Barney
Chair