



DRAFT

Planning Commission Meeting

Minutes

Tuesday, October 7, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Mary Cokenour, Commissioner Julie Bailey, Assistant City Manager Megan Gallegos, City Recorder Melissa Gill

Meeting Location: 648 S Hideout Way

1. Call to Order

Minutes:

Chairperson Bennett called the Monticello City Planning Commission to order at 6:34 pm. The following visitors were present: City Councilmember Dunn

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of September 2, 2025 was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

3. Public Comment

Minutes:

There was no public present for comment.

4. Permitted Uses/Zone Intents (discussion)

Minutes:

Assistant City Manager Gallegos led the discussion on this agenda item. The Commission and Administration reviewed and discussed the proposed changes to zones and permitted uses definitions beginning at Home-Based Business and ending at Manufacturing: Custom - Commercial. Definitions were adjusted for clarity.

5. Monticello City General Plan (discussion)

Minutes:

Commissioner Bennett informed the Commission of the progress that has been made toward preparing for the Monticello City General Plan rewrite. She introduced a document created for the City Council to review that gives the requirements of Utah code 10-9a-Part 4 for a general plan along with a comparison of 2025 code to the City's current general plan. Bennett further introduced documents outlining the Moderate Income Housing and Land Use situation in 2018 (Added to agenda packet).

She requested the Commission members review the situation in 2018 and compare them to the current situation in Monticello. Commissioner Cokenour will work on the Land Use element. Commissioner Bailey will work on the Moderate Income Housing element. Commissioner Bennett will work on the Energy Conservation and Economic Development elements.

Gallegos explained the community general plan survey (added to agenda packet) and stated the survey would be in effect until February 2026. She further explained the administration is working on additional elements for comparison. The due date for this information is December 16, 2025.

6. Monticello City Code § 11 Subdivision Regulations (discussion/action)

Minutes:

This agenda item was moved to the November planning commission meeting.

7. Monticello City Code § 10-15 Recreational Vehicle Parks (Discussion)

Minutes:

In addition to § 10-15 Recreational Vehicle Parks, § 10-2-7 Parking and Storage of Recreational Vehicles was discussed. Gallegos reported she has implemented the changes discussed at the last meeting. They discussed those changes. Gallegos recommended the code be moved to a public hearing. The Planning Commission agreed to move the codes to public hearings.

8. Consider for Approval: Move the November 4, 2025 Planning Commission Meeting to November 3, 2025 (discussion/action)

Minutes:

MOTION to reschedule the November 4, 2025 Planning Commission meeting to November 3, 2025 was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

9. Administrative Communications

Minutes:

Planning Commission Chairperson Bennett's position is due for renewal in January 2026. A request for "Letters of Interest" has been advertised. Monticello City will stop accepting letters of interest on November 21, 2025

10. Next Meeting Agenda

Minutes:

Subdivision Regulations - Public Hearings Monticello City Code § 10-15 Recreational Vehicle Parks (Discussion): In addition to § 10-15 Recreational Vehicle Parks, § 10-2-7 Parking and Storage of Recreational Vehicles - General Plan Update - Permitted Uses/Zone Intents

11. Adjournment (action)

Minutes:

MOTION to adjourn was made by Commissioner Cokenour and seconded by Commissioner Bennett. The motion passed unanimously and Chairperson Bennett adjourned the meeting at 8:33 pm.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

Audio File

<https://soundcloud.com/user-250815044/2025-10-07-planning-commission>

Notice of Special Accommodations

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact the City Office, 587-2271, at least three working days prior to the meeting. City Council may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5

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