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MINUTES  
MONROE CITY PLANNING COMMISSION  
February 17<sup>th</sup>, 2026

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**1. Meeting called to order- Prayer- Roll call.**

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The regular meeting of the Monroe City Planning Commission was called to order by Chair Candice Barney on Tuesday, February 17, 2026, at 7:00 P.M. Opening prayer was offered by Commissioner Riddle.

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Present:

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Commissioners:

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Candice Barney  
Talon Gadd  
David Riddle  
Riley Lindsay-Excused  
Lance Roberts

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Citizens:

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Leah Secrist  
Parker Vercimak-JDE  
Mathew Leonard-JDE

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The meeting began with Chair Barney introducing Lance Roberts as a new commissioner. Commissioner Roberts expressed his appreciation for the opportunity to serve and mentioned he has lived in Monroe since 2006, having grown up in the area. He stated his goals as a commissioner were to focus on using common sense, following city ordinances, and ensuring everyone who comes before the commission is treated with respect. The commission is excited to have Lance join the board.

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**2. Approval of previous meeting minutes January 20<sup>th</sup>, 2026.**

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**Commissioner Gadd made a motion to approve the minutes as presented. Seconded by Commissioner Riddle. All were in favor. Motion passes unanimously.**

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**3. Citizens' comments.**

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No citizens had comments.

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**4. Conditional Use Permit "Paws and Reflect Grooming." Submitted by Leah Secrist. Located at 508 W 800 S**

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The commission reviewed a conditional use permit for "Paws and Reflect Grooming," a dog grooming business submitted by Leah Secrist, to be located at 508 West 800 South. The

39 commissioners noted that the applicant had provided a comprehensive letter addressing all the  
40 standard conditional use concerns.

41 The applicant explained she has been dog grooming in Piute County since 2005 and is moving to  
42 Monroe, where she wishes to operate from her garage. She clarified that she typically works  
43 Monday through Friday (not weekends), 3-4 days per week, with Wednesdays typically off, and  
44 sees 3-4 clients per day, one at a time.

45 The commission focused their consideration on standard conditional use concerns including  
46 hours of operation, days of the week, traffic control, parking spaces, safety issues, and potential  
47 nuisance to neighbors. The commissioners agreed that the business, as proposed, would not  
48 create any significant impacts on the neighborhood.

49 **Motion made by Commissioner Talon Gadd, seconded by Commissioner Dave Riddle, to**  
50 **approve the conditional use permit for "Paws and Reflect Grooming" submitted by Leah**  
51 **Secrist, located at 508 West 800 South. Motion passed unanimously.**

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53 The applicant was informed that the recommendation would go to the City Council for final  
54 approval at their March 10th meeting, and she was encouraged to attend in case there were  
55 any additional questions.

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## 57 **5. Review Monroe City Draft Transportation Plan - Jones and DeMille Engineering**

58 Mathew Leonard from Jones and DeMille Engineering presented the draft transportation  
59 master plan funded by a UDOT grant (95% grant, 5% city match). He explained that Monroe had  
60 not previously had a transportation plan, making them a good candidate for funding.

61 Mr. Leonard explained the plan's purpose was to compile all transportation roadway data,  
62 analyze future growth, and determine which roads might need attention. He noted that the  
63 plan would help guide future development so that connectivity would be maintained  
64 throughout the city. Key points included:

- 65 ● Functional classification of roads (arterials, collectors, and local roads)
- 66 ● An expanded grid network to accommodate future development.
- 67 ● Documentation of traffic counts, speed data, and heavy truck traffic
- 68 ● Maps showing crash locations.
- 69 ● Future bike path planning
- 70 ● Guidelines for access management, including distances from intersections and street  
71 corners.

72 Mr. Leonard emphasized that the roads marked on the future plan were schematic in nature  
73 and not meant to dictate what property owners must do with their land, but rather to maintain

74 connectivity if development occurs. He also clarified that the plan includes guidelines for traffic  
75 impact studies for larger developments.

76 The plan will be posted on the city website for public comment after the Planning Commission  
77 and City Council have reviewed it. A digital link will be shared with the commissioners for  
78 further review.

79 **6. Review Monroe City Water Facilities Plan - Parker Vercimak, Jones and DeMille**  
80 **Engineering**

81 Parker Vercimak from Jones and DeMille Engineering presented the Monroe City Water  
82 Facilities Plan. He explained the plan examined the existing water system and projected future  
83 demands based on growth estimates.

84 Key points from the presentation included:

- 85 ● Based on historical growth rates of 2.78% annually, the city could potentially add 600-  
86 700 new houses over the next 20 years, a 60% increase from current levels.
- 87 ● The city currently has 978 residential meters, 27 commercial, 9 industrial, and 8  
88 institutional connections, totaling 1,022 connections. These were converted to 1,139  
89 equivalent residential connections (ERCs).

90 **Water rights analysis:**

- 91 ● The city's well is currently pumping more than its water right allows.
- 92 ● The Cold Spring has historically been a major source but has dropped to 1/3 of its  
93 normal flow due to the recent fire.
- 94 ● Plans are underway to combine the point of diversion for water rights to allow more  
95 flexibility.

96 **Storage capacity analysis:**

- 97 ● The city's two water tanks have a combined storage of 845,000 gallons, which is  
98 insufficient by state code.
- 99 ● The city needs about 1.1 million gallons for fire storage plus 450,000 gallons for  
100 equalization storage.
- 101 ● Infrastructure priorities:
- 102 ● Drilling a new well is the current priority.
- 103 ● A future water tank at a higher elevation is recommended.

104 **Pressure zones:**

- 105 ● The higher elevations in town are experiencing low pressure (below 40 psi)
- 106 ● A map was provided showing yellow zones (40-70 psi) and red zones (below 40 psi)  
107 where development should be limited.

108           **Development recommendations:**

- 109           ● Any subdivision (3+ lots) should be required to update the city's hydraulic model.
- 110           ● Developers should be required to bring water rights with them or pay cash in lieu.
- 111           ● Any development in yellow or red pressure zones needs special attention.

112 The commission discussed concerns about water for new subdivisions, particularly issues with  
113 irrigation water. Mr. Vercimak noted that when subdivisions are developed without irrigation  
114 water, they place greater demands on the culinary water system. He suggested the city  
115 consider a feasibility study for expanding the irrigation system in the future.

116 The commission agreed to take these issues to the City Council for guidance on developing new  
117 ordinances related to water requirements for development.

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119 **7. PUBLIC NOTICE IS HEREBY GIVEN that the Monroe City Planning Commission will hold**  
120 **a public hearing on Tuesday, February 17, 2026, at 7:00 p.m. at the Monroe City Office**  
121 **located at 10 N Main, Monroe, Utah. The purpose of this hearing is to receive comments**  
122 **regarding proposed amendments to Monroe City Land Use Zoning ordinance. Proposed**  
123 **amendment to Title 13 .3.0 Definitions; 13.6.4- Zoning District Established Uses; as well as**  
124 **text amendments to provide clarity and correctness to the Monroe City Land Use Zoning**  
125 **Ordinance**

126 At 8:28 PM, Commissioner Barney closed the regular meeting and opened a public hearing  
127 regarding proposed amendments to the Monroe City Land Use Zoning Ordinance.

128 The proposed amendments included:

129           **Adding definitions for:**

- 130           ● Assisted living.
- 131           ● Changes to automatic car and truck wash, automobile repairs.
- 132           ● Instructional studio (covering dance, art, piano, gymnastics, etc.)
- 133           ● Residential facility for persons with disabilities.

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135           **Removing definitions for:**

- 136           ● Libraries (to be covered under municipalities)
- 137           ● Churches (already listed under religious)

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139           **Discussion of overlay zones:**

- 140       ● Consideration of removing flood zone and wellhead protection zone columns from the  
141       use table, as they would be applied as overlays on top of the base zoning.

142 With no public present for comment, the public hearing was closed at 8:39 PM and the regular  
143 Planning Commission Meeting was reopened.

144 **8. Consider Proposed amendments to Title 13 .3.0 Definitions; 13.6.4- Zoning District**  
145 **Established Uses; as well as text amendments to provide clarity and correctness to the**  
146 **Monroe City Land Use Zoning Ordinance**

147 Following the public hearing, the commission discussed and considered the proposed  
148 amendments.

149 Motion made by Commissioner Talon Gadd, seconded by Commissioner Dave Riddle, to  
150 approve the proposed definitions and changes according to Title 13.3.0 and 13.6.4. Motion  
151 passed unanimously.

152 **9. Open meeting training.**

153 City Treasurer Jacee Barney provided open meeting training for the commission. Key points  
154 included:

- 155       ● Quorum rules: Three or more members cannot discuss city business outside of public  
156       meetings.
- 157       ● Electronic meetings are allowed if necessary.
- 158       ● Agendas must be posted 24 hours prior to meetings unless urgent business arises.
- 159       ● No action can be voted upon unless it's on the agenda.
- 160       ● Written minutes must be available to the public within 30 days, audio minutes within 3  
161       days.
- 162       ● Open meeting exceptions (closed sessions) include discussions of character/health of  
163       individuals, collective bargaining, litigation, property purchases, security deployment,  
164       and criminal misconduct.
- 165       ● Text messages between commissioners can be subject to GRAMA requests.
- 166       ● Disruptive individuals can be removed from meetings.
- 167       ● The Planning Commission chair is a voting member.

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169 **10. Other Business.**

170 Two items were discussed under other business:

- 171 ● The possibility of having a City Council member assigned to attend Planning Commission  
172 meetings. After discussion, the commission agreed to invite council members on an as-  
173 needed basis when significant issues arise.
- 174 ● A suggestion to require conditional use permit applicants to provide a written letter  
175 addressing key concerns before being placed on the agenda. The commission discussed  
176 making this a formal requirement and agreed that incomplete applications should not  
177 be placed on the agenda.

178 **11. Adjournment.**

179 **Motion made by Commissioner Talon Gadd, seconded by Commissioner Lance Roberts, to**  
180 **adjourn the meeting at 8:51 PM. Motion passed unanimously.**