



Planning Commission Meeting

Minutes

Tuesday, March 3, 2026 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 meeting to order at 6:32 pm. The following visitors were present: Mayor Kevin Dunn

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of 01/06/2026 was made by Commissioner Bailey and seconded by Commissioner Cokenour. The motion passed unanimously.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

3. Public Comment

Minutes:

There was no public present for comment.

4. Consider for Approval: Planning Commission Chair for 2026 (discussion/action)

Minutes:

MOTION to approve Commissioner Bennett as Chairperson of Planning Commission was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously with Commissioner Bennett abstaining.

Vote results:

Ayes: 2 / Nays: 0 / Abstains: 1

5. Planning Commission Recommendations to City Council 2025 Calendar Year Review (discussion/action)

Minutes:

Chairperson Bennett introduced the draft document of recommendations made by the Planning Commission to the City Council during the year 2025. MOTION to forward the Planning Commission Recommendations to City Council Year Review was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed

unanimously.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

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

Minutes:

Assistant City Manager Gallegos introduced all recommendations for change provided by the City Attorney. She recommended the city code include a definition for PRIVATE DRIVEWAY in Title 10 and be updated in Title 11. It was decided to add the Utah State Code definition of “Private Road or Driveways” (Utah State Code 41-6a-102(64)) with the addition of “A private drive is owned and maintained by the landowner”. There was a discussion of the presence of city utility lines under the area of various driveways.

Gallegos and the Commission further discussed recommendations for 11-1-6:

RESIDENTIAL INFILLING and 11-3-5: FLAG LOTS

Chairperson Bennett suggested the definition of PUBLIC STREET in Title 11 mirror the definition of PUBLIC STREET in Title 10.

7. Monticello City Deed Restrictions (discussion)

Minutes:

Chairperson Bennett introduced the agenda item as an information request that was presented to the Planning Commission. Gallegos provided Utah State code that addressed deed restrictions. After much discussion, Gallegos stated she would like to conduct further research on the agenda item and not address deed restrictions in Titles 10 and 11 at this time.

8. Combined General Plan Meeting Review (discussion)

Minutes:

Gallegos gave a detailed account of the combined Monticello City General Plan meeting on January 20, 2026, and assignments given.

9. Summary of Community Survey (discussion)

Minutes:

Chairperson Bennett presented a summary of the community survey conducted November 2025 – February 2026. She reported that 219 responses were received, which represented approximately 12% of the population.

The first page of the community survey summary addressed the things citizens enjoy about Monticello City and what they would like to see in the future.

The second page of the community survey summary addressed all the elements required for a municipal general plan along with takeaways for city administration

10. General Plan Discussion (discussion)

Minutes:

Bennett led the discussion on the agenda item. She introduced two flowcharts. One was designed to help the council, commission, and administration visualize the process of creating a general plan. The other was designed to help all involved visualize the components of a general plan. That flow chart identified the four major components:

Needs Assessment, Public Involvement, State Required Elements, City Council Selected Elements.

11. Administrative Communications

Minutes:

Mayor Dunn reported that the City Council had been working diligently to get the Spring Creek Project completed. He further stated that he is looking into some grants for future projects and discussions are being conducted to address the housing situation in Monticello. He informed the Commission of some laws currently being reviewed and discussed at the state legislative session that he is tracking that will affect the city if passed.

Gallegos informed the Commission of upcoming training she will be attending.

12. Next Meeting Agenda

Minutes:

Subdivision Definitions

13. Adjournment (action)

Minutes:

MOTION to adjourn was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously and Chairperson Bennett adjourned the Planning Commission meeting at 8:41 pm.

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 0

Audio File

<https://soundcloud.com/user-250815044/2026-03-03-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