



Planning and Zoning Meeting Agenda **Wednesday, August 5, 2026**

7:30 pm
Mona City Council Room
20 West Center Street, Mona

- Approval of July 1, 2026 Meeting Minutes
- Discussion and Action Items:
 - Ryan Lynn – Accessory Building Permit with electrical – 435 East 100 North
 - Joe Huphrey/Richard Hatfield – Mona Commercial
- Secretary Items
 - Proposed updates to Mona City Code

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Mona City Planning and Zoning Meeting Minutes
Wednesday, August 5, 2026
Mona City Council Room – 20 West Center

MEMBERS PRESENT: Jack Boyd – Commissioner
Nate Cieslak – Commissioner
Kevin Young – Commissioner

MEMBERS ABSENT Dennis Gardner – Chair
Wayne Hellyer – Commissioner
Frank Riding – Commissioner

COUNCILMEMBERS PRESENT: Troy Painter - Mayor

STAFF PRESENT Alicia Hills – Planning and Zoning Secretary
Kelly Andrews - Communications

OTHERS PRESENT: Joshua Davis; Jobina Davis; Tiffinie McAfee; Ryan Lynn;
Julie Lynn; Joe Humphries; Richard Hatfield

Planning and Zoning Vice Chair Kevin Young called the meeting to order at 7:30 pm.

Approval of Minutes:

Commissioner Boyd motioned to approve the Planning and Zoning Meeting Minutes of July 1, 2026, as written. Commissioner Cieslak seconded the motion. The Planning and Zoning Commission roll call votes to approve the Planning and Zoning Meeting Minutes of July 1, 2026, were as follows:

Commissioner Boyd:	Aye
Commissioner Cieslak:	Aye
Commissioner Hellyer:	Absent
Commissioner Riding:	Absent
Commissioner Young:	Aye

Discussion and Action Items:

Ryan Lynn – Accessory Building Permit with electrical – 435 East 100 North

Ryan Lynn presented the plans for a two-car garage accessory building permit on his property at 435 East 100 North. It is a 32'X27' square building with two 10 foot garage doors, and has been approved by the building inspector.

Commissioner Boyd motioned to approve the Ryan Lynn Accessory Building Permit with electrical at 435 East 100 North. Commissioner Cieslak seconded the motion. The Planning and Zoning roll call votes to approve the Ryan Lynn Accessory Building Permit at 435 East 100 North, were as follows:

Commissioner Boyd:	Aye
Commissioner Cieslak:	Aye



Commissioner Hellyer:	Aye
Commissioner Riding:	Aye
Commissioner Young:	Aye

Commercial Building – Humphries

Engineer Richard Hatfield presented the final commercial building plans, noting that all changes requested at the previous meeting—including lighting—had been incorporated. Vice Chair Kevin Young referenced the upcoming highway-widening project; Mr. Hatfield stated that road-width adjustments would be addressed when the Main Street widening project reaches that stage of construction.

Planning and Zoning Secretary Hills asked about utility access. Mr. Humphries explained that utilities would be accessed through the public easement located south of the property, across the Jeff Kay subdivision, installed during the prior development phase. He stated that there is adequate space to accommodate utilities, which he confirmed with Mayor Painter. He added that discussions had occurred about bringing utilities across the highway, but that option was not practical. Vice Chair Young agreed, noting that the City does not want to disturb the newly completed roadway. He stated that utility planning is “pretty much ironed out.”

Mr. Hatfield reported that the plans now include parking-lot lighting and show the locations of water meters, power boxes, and gas meters. Water will be supplied through a manifold system placed in the front landscape areas. Gas and power will each have six meters.

Mr. Hatfield stated that the intent is for the building plans to be reviewed by both the Planning Commission and the DRC. Secretary Hills reiterated that the next step is for Mr. Hatfield to upload the building plans to Zipflow, enabling access for the Building Inspector and DRC. She also noted that the final subdivision application must be submitted, which she previously emailed and discussed with him.

Vice Chair Young explained that once the DRC reviews the plans, they will return recommendations to the Planning Commission. Mr. Humphries stated that typically, once the DRC receives the plans, they then proceed to the City Council. Young clarified that the Planning Commission may review the plans again if items are incomplete before forwarding them to the Council.

Mr. Humphries referenced Utah State Statute requiring action within 30 business days. Young clarified that the statute allows 30 days per step, not 30 days total. Secretary Hills added that Mona City Code specifies that the 30-day period begins only once a complete application is received, and the Commission has been waiting for the final plans since the preliminary approval on June 3, 2026. Young noted that the addition of the building plans also affects the timeline. Hills stated that once the final application is received and the plans are uploaded, Mona City will meet within the required 30 days. A development agreement will then be drafted with input from both the City and the applicant. Mr. Humphries asked



whether a preliminary agreement was already underway; Hills stated that the DRC will provide input before completion.

Mr. Humphries asked Mr. Hatfield whether he had a list of all required items. Hatfield confirmed he did and noted that a title report is among the remaining documents. He requested approval of the building plan contingent upon Building Inspector approval. Humphries stated that he had not been aware of the title-report requirement until this week. Hatfield explained that there had been confusion because the building and site were originally being reviewed together, but they now appear to require separate approvals—site plan/subdivision approval and building permit approval.

Vice Chair Young stated that once the commercial subdivision is approved, the Commission can proceed with reviewing the building permit. Humphries asked whether subdivision approval was complete. Hills stated that she provided Mr. Hatfield with the final application and requirements. Humphries stated that they submitted everything last month; Young clarified that the preliminary was approved, and final requirements must still be submitted for final approval. Hatfield noted that because this is a one-lot subdivision, there is no plat, and only a few remaining items—such as the title report and tax clearance—are required.

Secretary Hills stated she would convene the DRC as soon as possible once the required documents are submitted. Mr. Hatfield asked whether the building permit could be approved simultaneously with the final subdivision approval, contingent upon fees and Building Inspector review. Young stated that once all information is submitted, Hills can forward it to the DRC. Normally, the Planning Commission approves the building permit after the site is approved, but because the applicant is attempting to combine the processes, Young was unsure whether the DRC could handle both approvals. Hatfield again asked whether the building permit could be approved with contingencies. Young stated that the Building Inspector must review the plans before approval, and Lane has not yet seen the building plans. Hills confirmed that uploading the plans to Zipflow will automatically notify Lane.

Mr. Humphries requested an email listing all required documents, stating he had not received all communications. Hills confirmed she would include him on future emails. Hatfield expressed frustration with the length of the process.

Vice Chair Young suggested holding a special meeting once all documents are submitted and the DRC has completed its review. Mr. Humphries stated that he felt the City was not following State code. Young reiterated that the preliminary approval was granted, but the building plans were not included at that time, so they could not be approved. The Commission received the drawings only recently, and they must be uploaded to Zipflow for Building Inspector and DRC review. Humphries asked how long the Commission had the plans; Hatfield stated they were submitted late last week. Young reiterated that they were not uploaded to Zipflow.

Commissioner Boyd stated that the DRC is the primary means for Mona City to provide feedback on building design, and bypassing that process would effectively waive the City's



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review. Vice Chair Young stated that once the DRC approves the commercial project, the Commission can convene a special meeting to review and approve the building permit.

Commissioner Boyd motioned to table the Humphries Commercial Building permit until a special meeting can be held. Commissioner Boyd seconded the motion. The Planning and Zoning roll call votes were as follows:

Commissioner Boyd:	Aye
Commissioner Cieslak:	Aye
Commissioner Hellyer:	Absent
Commissioner Riding:	Absent
Commissioner Young:	Aye

Secretary:

Mona City Code Updates

Secretary Hills presented Ordinance 2026-11 which included proposed updates to Mona City Code. There was discussion about the proposed updates and suggestions were given by the Commission. Secretary Hills stated that she would implement the suggestions and bring the proposed Mona City Code changes for a public hearing at the meeting in September.

Adjournment:

Commissioner Boyd made a motion to adjourn the meeting at 8:36 pm. Commissioner Cieslak seconded the motion. The Council's vote to adjourn the meeting at 8:36 pm was as follows:

Commissioner Boyd:	Aye
Commissioner Cieslak:	Aye
Commissioner Hellyer:	Absent
Commissioner Riding:	Absent
Commissioner Young:	Aye

~~Dennis Gardner, Planning and Zoning Chair~~

Vice Chair Kevin Young

Date of approval: 9/2/26

Alicia Hills, Planning and Zoning Secretary