



# Planning Commission Meeting

## Minutes

**Tuesday, January 3, 2023 at 6:30 pm**

Attendees: Chairperson Lee Bennett, Commissioner Robert Christensen,  
Commissioner Mary Cokenour, Commissioner Julie Bailey, City Manager  
Kaeden Kulow, City Recorder Melissa Gill

**Meeting Location: 648 S Hideout Way**

### 1. Call to Order

#### **Minutes:**

Chairperson Bennett opened the regularly scheduled Planning Commission Meeting at 6:40 p.m.

### 2. Minutes Review/Approval (action)

#### **Minutes:**

MOTION to approve the minutes was made by Commissioner Cokenour and seconded by Commissioner Christensen. The motion passed unanimously.

#### **Vote results:**

Ayes: 4 / Nays: 0

### 3. Public Comment

#### **Minutes:**

There was no public present.

### 4. Planning Commission Letters of Interest Review

#### **Minutes:**

The Planning Commission reviewed Jeremy Hoggard's letter of interest. They asked City Recorder Gill to invite him, along with any other interested parties, to attend the next Planning Commission meeting for an interview.

### 5. City Manager Kulow Reports

#### **Minutes:**

City Manager Kulow presented changes that have taken place within the City administration. He is now officially the City Manager and Megan Gallegos is Assistant City Manager. She will be taking over as Planning Commission liaison and will be assuming the role of Planning and Zoning Administrator. The City Council has invited the Planning Commission to join them at the Jan. 10th meeting to discuss possible rezoning within the City map. Commissioner Bennett inquired about the Council's priority list and building assessment project. She is concerned that these projects will require a rewrite of the General Plan. City Manager Kulow stated the State Legislature has made some changes that might affect the plan as well and left the responsibility of the rewrite with the Planning Commission. The necessary items that need to be done before a rewrite of the City's

General Plan were discussed.

#### **6. Subdivision Code Title 11 Chapter 1 Review**

**Minutes:**

This agenda item was tabled until the next meeting.

#### **7. Subdivision Code Title 11 Chapter 2 Review**

**Minutes:**

City Manager Kulow went over all sections of Title 11 Ch 2 with clarifications verified by Public Works Director Langston. There was a detailed discussion regarding water rights. He clarified to the Commission the reason for having “an itemized estimate...” in 11-2-4. It is because that is required in order to calculate the bond.

#### **8. Subdivision Code Title 11 Chapter 3 Review**

**Minutes:**

This chapter addresses Street Standards. There was extensive discussion regarding exactly where the standards would be addressed throughout the code.

#### **9. Subdivision Code Title 11 Chapter 4 Review**

**Minutes:**

This chapter addresses property bonds. It was discussed at length among all members of the Commission and the City Manager.

#### **10. Subdivision Code Title 11 Chapter 5 Review**

**Minutes:**

This entire chapter has been added due to State Legislature requirements. Chapter 5 is Amending And Vacating Recorded Plat and Vacating Streets

City Manager Kulow was given the task of verifying the 11-5-2 F-9 recommendation by Commissioner Bennett when he addresses minor typographical errors.

#### **11. Subdivision Code Title 11 Chapter 6 Review**

**Minutes:**

This chapter addresses fees and enforcement. The City is currently working on updating their consolidated fee schedule. This update will be done through a resolution.

#### **12. Administrative Communications**

**Minutes:**

The Commission Chair expressed positive feedback regarding Assistant City Manager Gallegos joining the Planning Commission team.

#### **13. Next Meeting Agenda**

**Minutes:**

Finalize Title 11 Code

#### **14. Adjournment (action)**

**Minutes:**

MOTION to adjourn was made by Commissioner Cokenour and seconded by Commissioner

Christensen at 8:14 pm. The motion passed unanimously.

**Vote results:**

Ayes: 4 / Nays: 0

### **Audio File**

[https://soundcloud.com/user-250815044/2023-01-03-planning-commission?](https://soundcloud.com/user-250815044/2023-01-03-planning-commission?si=310d368682dd47d5bfc9c837d1065571&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing)

[si=310d368682dd47d5bfc9c837d1065571&utm\\_source=clipboard&utm\\_medium=text&utm\\_campaign=social\\_sharing](https://soundcloud.com/user-250815044/2023-01-03-planning-commission?si=310d368682dd47d5bfc9c837d1065571&utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing)

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Contact: Melissa Gill (melissa@monticelloutah.org 435-587-2271) | Minutes published on 02/08/2023, adopted on 02/07/2023