



Mona City  
Planning & Zoning

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## October 4, 2023 Planning and Zoning Meeting Minutes

**Members Present:** Chair Dennis Gardner  
Commissioner Nate Cieslak  
Commissioner Steve Ewing  
Commissioner Ed Newton  
Commissioner Kevin Young

**Members Absent:** none

**Councilmember Present:** none

**Others Present:** Secretary Lori Henrie, Bill Johnson, Six County Community Advisor Shay Morrison, Jeff Kay, Lex Nielsen, Troy Christensen, Denise Christensen, Mona City Gas & Water Operator Chad Phillips

Planning and Zoning Chair Dennis Gardner called the meeting to order at 7:33 p.m.

### **Public Hearing:**

Chair Gardner opened with the Public Hearing to discuss the proposal of two land use ordinances to be approved.

The first ordinance was 2023-16 which regulate short term rentals in Mona City. This ordinance is to promote health, safety and general welfare of the residents of the city by establishing standards including: occupancy requirements, duration of stay, the management of the property, maintenance and parking.

Public Comment: none

Chair Gardner called for vote to accept 2023-16 for Short-term Rentals.

Commissioner Ewing made motion to approve 2023-16 for short term rentals. Commissioner Newton second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

The second ordinance was 2023-21 for requirements of street lighting in new subdivision

developments. The purpose of the ordinance is to ensure adequate street lighting in subdivisions. Proper street lighting enhances safety for the public, it promotes walkability and contributes to the overall aesthetics and functionality of the community. All new subdivisions shall be required to install street lighting fixtures at each street corner within the subdivision. Additionally, street lighting fixtures shall be installed at intervals not exceeding 500' along all streets and other locations deemed appropriate by the Design Review Committee.

Public Comment: none

Chair Gardner called for vote to accept 2023-21 for Street Lighting Requirements.

Commissioner Newton made motion to approve 2023-21 for Street Lighting Requirements. Commissioner Young second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

**Approval of Minutes:**

Chair Gardner called for vote to accept the work session meeting minutes for September 6, 2023:

Commissioner Young made motion to approve the work session meeting minutes for September 6, 2023. Commissioner Newton second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

Chair Gardner called for vote to accept the meeting minutes for September 6, 2023:

Commissioner Ewing made motion to approve the meeting minutes September 6, 2023. Commissioner Newton second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

Chair Gardner called for vote to accept the meeting minutes for September 20, 2023:

Commissioner Ewing made motion to approve the meeting minutes for September 20, 2023. Commissioner Young second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

**Discussion of SB174: Six County Community Advisor Shay Morrison**

Six County Community Advisor Shay Morrison attended the Planning and Zoning meeting to discuss the changes to SB174, which updates the subdivision approval procedures. Cities with

populations less than 5,000 residents are required to have their code updated by December 2024. Mr. Morrison updated the commissioners stating that the State of Utah has allocated approximately \$4,000,000 to be distributed to the cities for assistance with their updates. Mr. Morrison continued that the request for proposal which closed September 19, 2023, would provide a list of land use attorney's and land use planners, where the city would be allocated approximately \$13,000 to apply for the assistance, which Mr. Morrison plans to help the city apply for this assistance. Mr. Morrison's goal is to help have a draft of the updates completed with the intentions that the funding goes towards finalizing the ordinance through a land use attorney.

The city will need to appoint an "Administrative Land Use Authority" which can be the Planning & Zoning Commission or Staff. The Administrative Land Use Authority cannot be City Council or a member of the City Council. The Administrative Land Use Authority will be responsible for the preliminary approval of a subdivision application. Mr. Morrison continued that when an application is submitted, the city will only have 15 days to review and give a request for modifications on the application. There are only 4 review cycles allowed for each application for it to be approved or denied. Mr. Morrison suggested 2 review cycles at the preliminary approval and 2 reviews with the at the final approval. The final approval committee can not be City Council or the Planning & Zoning Commission. Secretary Henrie asked if it could be the Design Review Committee? Mr. Morrison replied yes, as long as there isn't a member of City Council or the Planning & Zoning Commission on the committee. Mr. Morrison continued that when the application moves on to the final approval stage, the committee will only have 20 days to respond. Modifications can be cited in the response as long as there is code to back up the request. After the 4 review cycles, the city must either approve or deny the request.

Mr. Morrison suggested a few things to focus on. Clarification should be made as to where and to who a final application should be made. Clarification needs to be made on what needs to be included with the application. Clarification regarding turn around time for the applicant to make changes to application which Mr. Morrison said would be 20 days but would need to be clarified. Additionally, we will need to go through the current code to make sure everything matches up to the new ordinance. Mr. Morrison will finalize the ordinance, checklists and applications, as well as creating a flowchart so the applicant and staff to know what the process is.

### **Jeff Kay – Building Permit – 514 N Old Hwy 91**

Jeff Kay has plans for building a home at 514 N Old Hwy 91. The commissioners reviewed the plans for the new home. Water certificates have been received and the water has been dedicated to the property when the subdivision was approved. There were no questions for Mr. Kay.

Chair Gardner called for vote to approve the building permit for Jeff Kay at 514 N Old Hwy 91. Commissioner Ewing made motion to approve building permit. Commissioner Newton second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

### **Troy Christensen – Accessory Building Permit – 328 E 100 N**

Troy Christensen plans to build an accessory building at 328 E. 100 N. Mr. Christensen would like to build a garage to store his trailer. Chair Gardner asked if there were plans to run utilities to the structure. Mr. Christensen replied yes. Mr. Christensen plans to connect the sewer and water to his home. Chair Gardner asked if there were plans for anyone to live in the structure.

Mr. Christensen replied no. Mr. Christensen plans to put an exercise room in the garage. Chair Gardner asked that if there were any changes made to the garage that he would need to notify Planning & Zoning. Chair Gardner discussed with Mr. Christensen that upon approval of the accessory building, Mr. Christensen will be asked to sign a document with his understanding about the city requirements, inspections, not being used as a dwelling, water run-off be controlled, the proper setbacks and any changes to his plans need to be re-approved. Mr. Christense agreed. No further questions for Mr. Christensen.

Chair Gardner called for vote to approve the accessory building permit for Troy Christensen at 328 E. 100 N. Commissioner Newton made motion to approve the accessory building permit. Commissioner Ewing second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

### **Barnes Bullets/Bill Johnson – Commercial Building Permit – 38 N Frontage Rd**

Bill Johnson presented the Planning & Zoning Commission with the plans for a commercial warehouse building for Barnes Bullets. The plans were reviewed. No questions.

Chair Gardner called for vote to approve the Commercial Building Permit for Barnes Bullets at 38 N Frontage Road. Commissioner Young made motion to approve the civil site work permit for Barnes Bullets. Commissioner Newton second the motion. The roll call vote was as follows:

Commissioner Cieslak: Aye  
Commissioner Ewing: Aye  
Commissioner Newton: Aye  
Commissioner Young: Aye

### **Lex Nielson – Building Inquiry – 750 East between 100 S to 100 N.**

Lex Nielson owns property at 750 East between 100 S to 100 N. In September 2019, Mr. Nielson had applied for a major subdivision with the city. Ultimately the subdivision was turndown by the Irrigation Company because pressurized irrigation water couldn't be delivered. Mr. Nielson discussed with the commission what his options are for his daughter to be able to build a home on this property. The commissioners discussed Mr. Nielson's situation and Chair Gardner told Mr. Nielson that he would need to approach City Council about what his options would be for building one home on the property.

### **Kay Annexation - Discussion**

The Kay Family Annexation. Secretary Henrie explained that it was thought that the file had been complete however after looking at the plat map, the surveyor only supplied information for one part of the annexation. Secretary Henrie has contacted Ludlow Engineering to finish the other half. Secretary Henrie advised the commissioners that the only involvement that Planning & Zoning has is to submit it to City Council with their recommendations. Secretary Henrie also informed the commissioners regarding a meeting that took place at the county level discussing flood plains. It appears that this property potentially could be in a flood plain and something to take into consideration. Chair Gardner suggested having a work session to discuss with Planning and Zoning and City Council.

**Discussion:**

Chair Gardner discussed incomplete building permits will not be permitted for any variance from Planning & Zoning going forward. Secretary Henrie updated the commissioners that paperwork had been updated on the state website for the water transfer for Marc Young but it wasn't complete.

**Adjournment**

Chair Gardner called for vote to adjourn the planning and zoning meeting at 9:16 p.m. Commissioner Newton made a motion to adjourn the meeting. Commissioner Ewing second the motion. The roll call vote to adjourn the meeting at 9:16 p.m. was as follows:

- Commissioner Cieslak: Aye
- Commissioner Ewing: Aye
- Commissioner Newton: Aye
- Commissioner Young: Aye

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Dennis Gardner  
Planning & Zoning Chair

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Lori Henrie  
Planning & Zoning Secretary