



MONROE CITY COUNCIL MEETING  
Tuesday, October 26, 2021  
MINUTES

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**6:00 p.m. Work Session**

**Roll Call**

Mayor Johnny Parsons

Councilmembers:

- Dane Buchmiller - absent
- Janet Cartwright - absent
- Michael Mathie
- Perry Payne
- Erica Serrine

1. Discussion for an annexation and development of land between Monroe City and Tyler Okerlund, Ralph & Cynthia Okerlund, Russell & Christi Okerlund, and Alan & Helen Johnson.

Mayor Parsons welcomed everyone to the work session to discuss Okerlund annexation and development plan.

Ralph Okerlund stated that he has grandchildren that are getting older and have expressed to him that they want to continue to live in Monroe, and for this reason Mr. Okerlund wants to annex his farm property west of Monroe and develop building lots for future homes.

Mr. Okerlund explained that his develop plan consists of two phases. Each phase will have fifteen .33 acre lots. Phase one would be a cul-de-sac that is accessed off SR 118, and phase two would be a cul-de-sac accessed off 370 S. Mr. Okerlund stated that the cul-de-sac would help reduce traffic flow to adjacent residential streets (500 W).

Council reviewed the proposed annexation mylar map with Mr. Okerlund and discussed what type of infrastructure improvements would need to be made. Mayor Parsons and Councilmember Payne explained that the current water line may not be sufficient to provide water service and fire flow protection to the new development and neighboring properties.

39 Councilmember Payne stated that he would follow up with Public Works Director Devin  
40 Magleby on the regulations for the water line. Mr. Okerlund stated that he has been in  
41 contact with UDOT on what steps are needed to receive approval from UDOT to use SR 118 as  
42 an access to the subdivision. (SR 118 is a state highway)

43  
44 Mr. Okerlund asked if there would be some type of reimbursement to him if he installed the  
45 infrastructure in the area and then future development occurred in the area. City Recorder  
46 Allison Leavitt explained that the City policy does provide for this. The policy allows a  
47 prorated rate for the first five years, the City would collect the monies from the new  
48 developer and then make payment to Mr. Okerlund.

49  
50 Mr. Okerlund understands that with .33 acre lots he would be required to install asphalt road,  
51 curb, gutter, and sidewalk.

52  
53 Mayor Parsons stated that land annexed into the City is required to transfer water rights that  
54 can be utilized as underground (culinary) water to Monroe City. The general rule is that one  
55 acre foot of water per residential building permit will be required. Mr. Okerlund stated that  
56 this seemed like a large amount of water required for each lot. Council discussed the water  
57 requirement, and it was decided that the City would contact Kirk Forbush, Utah Division of  
58 Water Rights Regional Engineer, for an explanation on required water rights.

59  
60 It was decided that the City will do some research on the water right requirement, water line  
61 and fire flow regulations, and power development costs, then prepare a draft agreement for  
62 Mr. Okerlund to review. Then the Council will meet with Mr. Okerlund to discuss and finalize  
63 the agreement.

64  
65 Tyler Okerlund is in the process of purchasing 10 acres from his parents Russell and Christi  
66 Okerlund, who also has approximately 10 acres of property in the proposed annexation, but  
67 at this time does not have plans for development, he will continue to farm this land.

68

69 **7:00 p.m.**

70

71 **2.** The regular meeting of the Monroe City Council was called to order by Mayor Parsons at  
72 7:00 p.m.

73

74 **3.** The Pledge of Allegiance was led by Mayor Parsons. A prayer was offered by  
75 Councilmember Serrine .

76

77 **4. Roll Call**

78

79 Mayor Johnny Parsons

80 Councilmembers:

81 Dane Buchmiller -absent  
82 Janet Cartwright- absent  
83 Michael Mathie  
84 Perry Payne  
85 Erica Serrine

86  
87 Public Works Director Devin Magleby -absent  
88 City Recorder Allison Leavitt

89  
90 **5. Consider a motion to approve the minutes of the meetings held October 12, 2021**  
91  
92 **Councilmember Mathie moved to approve the October 12, 2021, Regular City Council**  
93 **Meeting Minutes as submitted. The motion was seconded by Councilmember Serrine. A roll**  
94 **call vote was called. Voting yes: Councilmembers Mathie, Payne and Serrine.**  
95 **The vote was unanimous. The motion carried. 3-0**

96  
97 **6. Citizen input – Limit of 3 minutes per comment**  
98  
99 No comments

100  
101 **7. Business**

- 102  
103 a. Planning Commission Business  
104 b.  
105 1. Conditional use business license for Wild Rose Rejuvenation located at 195 E  
106 300 N submitted by Heather & Chris Lundgreen.

107  
108 Planning Commissioner Chairperson Bart Lee stated that Heather Lundgreen is a registered  
109 nurse and that she is operating this business under Dr. Sellers supervision and license.  
110 Chairperson Lee explained that during the Planning Commission review of this license they  
111 verified with Ms. Lundgreen that needles and product would be disposed of properly,  
112 however, this was not included as a condition. Chairperson Lee stated that the Planning  
113 Commission recommends approval of the conditional use business license for Wild Rose  
114 Rejuvenation located at 195 E 300 N submitted by Heather & Chris Lundgreen with the  
115 conditions that all state and local health department rules be followed concerning use and  
116 disposal of product and equipment, and customer parking is limited so not to become an  
117 issue with neighbors.

118  
119 Councilmember Mathie asked about parking, and Chairperson Lee stated that she had said  
120 that there would be no more than two customer vehicles at time. Chairperson Lee stated that  
121 this needs to be addressed in the future as part of the conditional use to prevent issues with  
122 neighbors.

123 Councilmember Mathie stated that as we look at our zoning changes for the commercial  
124 zone, he thinks we need to start being more selective when approving conditional use  
125 business licenses and make the commercial zone a priority. He is not against approving this  
126 conditional use license, but he would like to see as a condition a time limit for the license be  
127 included so that the business owners will have to come back to the Council for a revaluation.  
128 At that time the Council can review the business to see if it still fits in a residential zone, since  
129 once approved it can only be revoked if there is a problem.

130  
131 **Councilmember Payne moved to approve conditional use business license for Wild Rose**  
132 **Rejuvenation located at 195 E 300 N submitted by Heather & Chris Lundgreen with the**  
133 **condition that all state and local health department rules are followed, disposal of needles**  
134 **and product follow safety guidelines, and that there is adequate parking space. The motion**  
135 **was seconded by Councilmember Serrine. A roll call vote was called. Voting yes:**  
136 **Councilmembers Payne and Serrine. Motion did not pass.**

137  
138 Councilmember Mathie stated that he would like to amend the motion to add the condition  
139 of a time limit on the license. At the end of the time limit the business owner will need to  
140 meet with the Council to reevaluate the business and impact on the area. Upon review Council  
141 will determine if the business can continue to operate as is or if changes need to be made.

142  
143 **Councilmember Mathie moved to amend Councilmember Payne’s motion to approve**  
144 **conditional use business license for Wild Rose Rejuvenation located at 195 E 300 N**  
145 **submitted by Heather & Chris Lundgreen with the condition that all state and local health**  
146 **department rules are followed, disposal of needles and product follow safety guidelines,**  
147 **and that there is adequate parking space. Conditional business license is approved for a**  
148 **period of two years. The amended motion was seconded by Councilmember Payne. A**  
149 **roll call vote was called. Voting yes: Councilmembers Mathie, Payne and Serrine.**  
150 **The vote was unanimous. The motion carried. 3-0**

151  
152 **2. Property development located at 1080 S submitted by Ronnie Jones and Doug**  
153 **Monroe.**

154  
155 Planning Commission Chairperson Bart Lee explained that Charlene “Ronnie” Jones is wanting  
156 to sell some of her lots located on 1080 S. This property was divided and platted in 1993 and  
157 it appears the road has a width of 34’ wide, which does not meet the current requirement of  
158 a 57’ width, and this needs to be addressed before building permits can be issued.

159  
160 Doug Monroe has purchased property from Ms. Jones and has presented a sketch plan that  
161 shows the road widening after the first 2 developed lots to 47’ to accommodate the next 2  
162 lots and then the required 57’ width, with a cul-de-sac turn around at the end of 1080 S.

163 Mayor Parsons and Councilmember Payne stated that when Jeff Nielson requested a building  
164 permit for his home in 1994, he had to purchase the lot to east of his property to provide  
165 frontage on an existing road because 1080 S (Lazy J Road) was not considered a legal road,  
166 and they expressed concern of developing these lots with a road that is only 34' wide.  
167 Chairperson Lee stated he understands their concerns and would like to work out a solution  
168 to correct what was done years ago.

169  
170 Chairperson Lee reviewed Mr. Monroe's sketch plan with the Council. The sketch plan shows  
171 the existing 4 lots, one of which Ronnie Jones house is on and another showing a proposed  
172 single lot split with a 57' wide road to access Mr. Monroe's 10-acre parcel of property. If the  
173 single lot split is approved this would create an additional building lot and the possibility of  
174 development on the 10-acre parcel. Mr. Monroe stated that at this time there are no plans of  
175 developing this property, and that he is working with the property owner to the north of his  
176 property, with the hope he can purchase this property which then would provide an  
177 additional access to his 10-acre parcel.

178  
179 Council discussed different options from limiting how many houses could be built on current  
180 lots, if current lots would be allowed to be divided, and who would develop the road.  
181 Council's main concern is maintaining a safe access for this development.

182  
183 **Councilmember Payne moved to table this agenda item until next meeting, giving time for**  
184 **more information to be collected. The motion was seconded by Councilmember Mathie. A**  
185 **roll call vote was called. Voting yes: Councilmembers Mathie, Payne and SIRRINE.**  
186 **The vote was unanimous. The motion carried. 3-0**

187  
188 **3. Report on rezoning public hearing.**

189  
190 Chairperson Bart Lee reported to the Council that the Planning Commission held a public  
191 hearing on October 19, 2021, to receive comments on the proposed zone change for  
192 expanding the commercial residential zone.

193  
194 The Monroe City planning Commission's proposed changes include extending the  
195 Commercial / Residential Zone to 550 North Main Street south to 800 South Main  
196 Street. The new zoning boundaries would include one full block to the east (100  
197 East) and one full block to the west (100 West). The Commercial / Residential zone  
198 would continue west on 100 South (SR118) to 400 West. The boundaries would  
199 extend for one block to the south to approximately 450 West (just past the tennis  
200 courts) and then turn north to SR118. The northern boundary would follow Center  
201 Street to 300 West then follow 300 West north to 70 North then follow 70 North  
202 west to the city limits. It would then follow the city limit south to SR 118 where the  
203 Commercial / Residential zone would stop.

204 Chair Lee stated that there were some good points made however there was also a lot of  
205 uninformed clabber at the meeting. The main focus the Planning Commission had when  
206 considering the expansion of the commercial residential zone was to include most of  
207 Monroe's businesses, such as Post Office, GG's, Alvey's Lumber, Monroe Canyon Assisted  
208 Living and Monroe Medical Clinic, all of these business are on a conditional use basis located  
209 in our rural residential zone, create a barrier between commercial residential and rural  
210 residential with a street, and prevent a property owners property being split with part in one  
211 zone and part in another zone.

212  
213 Concerns expressed were that by increasing the zone would lower property values, increase  
214 taxes, create an area where bars, taverns and large apartment building or hotels could be  
215 built. Chairperson Lee explained that Amy Garrin-Clark, Sevier County Assessor, explained  
216 that in Monroe commercial and residential properties are taxed the same, Monroe's lack of a  
217 sewer system and building height restrictions would prevent a large apartment building or  
218 hotel to be built. Chairperson Lee also stated that there is no proof this would affect property  
219 values and as far as businesses coming in the local economy would dictate this and right now  
220 it would not seem profitable for a bar to come to Monroe.

221  
222 Chairperson Lee stated that he and his commissioners knew this would be an uphill battle  
223 since past Councils have tried to this, but he stated that he thinks it would be irresponsible of  
224 the Council and Planning Commission not to consider what needs to be done now for future  
225 growth in Monroe.

226  
227 Council and Chairperson Bart Lee reviewed the map with the proposed changes. Council did  
228 have some concerns about the extent of the proposed change. Chairperson Lee explained to  
229 the Council that including the full blocks would eliminate the problem of the zones splitting  
230 property, which has the potential to cause issues in the future. Only including those  
231 properties that have frontage on Main Street and 100 S creates a zigzag effect and this could  
232 cause confusion when trying to determine whose property was in and whose was out.

233  
234 Council and Chairperson Lee discussed many alternatives and Mayor Parsons asked to have a  
235 special Council Meeting (work session) to discuss and review different options before the  
236 Council makes a decision. Everyone agreed this would be the best plan and a meeting will be  
237 scheduled to meet everyone's schedule.

238  
239 c. Law Enforcement - Sheriff Curtis

240  
241 Mayor Parsons explained that during the Red Rock Fly-in event the flyers recognize the  
242 burden they put on our local law enforcement, search and rescue, and emergency medical  
243 services. To show their appreciation they collected some money to be given to the Sheriff  
244 Department which Mayor Parsons gave to Sheriff Curtis.

245 Sheriff Curtis thanked the flyers for the cash donation and introduced Bary Barney who works  
246 with the Sevier County EMS and Search and Rescue. Sheriff Curtis explained that they do have  
247 multiple calls during this event and that him and Stacey Whitmore, event organizer, are  
248 working together to develop an accountability system for the flyers. This year there were  
249 many hours and resources spent trying to locate a lost flyer who was not lost, just never  
250 checked in after landing.

251  
252 Mayor Parsons and Councilmembers thanked Sherriff Curtis and his department on their  
253 service to our community.

254  
255 d. Consider reclaiming certain lots within the Monroe City Cemetery

256  
257 City Recorder Allison Leavitt explained that the resolution passed during August 8, 2021, City  
258 Council meeting, has met the required waiting period for heirs to owners of certain lots listed  
259 in the resolution to claim. It was recommended by City Attorney Eric Johnson to have the  
260 Council approve reclaiming of these lots. This was only for two sections of the cemetery; City  
261 Recorder Allison Leavitt will continue to work on this reclaiming project for the other sections  
262 of cemetery.

263  
264 **Councilmember Serrine moved to approve the reclaiming of certain lots within Monroe City**  
265 **Cemetery. The motion was seconded by Councilmember Mathie. A roll**  
266 **call vote was called. Voting yes: Councilmembers Mathie, Payne and Serrine.**  
267 **The vote was unanimous. The motion carried. 3-0**

268  
269 e. Consider grant application for UDOT Joint Highway Community Project

270  
271 Micklane Farmer, Jones and DeMille Engineer, explained that this grant is to repave Main St  
272 from 100 S to 400 S. UDOT only classified from 100 S to 400 S as an eligible collector street.  
273 Last year Monroe City missed the grant funding by narrow margin. Mr. Farmer explained that  
274 the new application will be submitted as a rehab project since the current road is in good  
275 condition instead of a complete redo, and this change should help the City receive the grant.  
276 The project will include curb, gutter, and sidewalk to match main street to the north.

277  
278 Mr. Farmer explained that the City's liability will be around \$130,000 and the project would  
279 start in 2025.

280  
281 **Councilmember Mathie moved to approve applying to UDOT Joint Highway Community**  
282 **Project. The motion was seconded by Councilmember Serrine. A roll call vote was called.**  
283 **Voting yes: Councilmembers Mathie, Payne and Serrine. The vote was unanimous. The**  
284 **motion carried. 3-0**

285

286 **8. Other Business**

287

288 a. Staff Reports

289

290 City Recorder Allison Leavitt –

291

292 \* Distributed monthly budget reports to the Councilmember

293

294 b. Department Business-Council

295

296 Councilmember Payne –

297

298 No further business

299

300 Councilmember Serrine –

301

302 \*Field dirt will be delivered soon for the baseball field that the high school baseball team will  
303 be using.

304

305 \*Mike Miles and Darci Wagner, summer park help is done for the season.

306

307 Councilmember Mathie –

308

309 \*Discussed installing stop sign on 300 E with Public Works Director Devin Magleby and  
310 Micklane Farmer – Micklane stated that upon his research it was suggested that a study been  
311 done to see if traffic warrants a stop sign, but this situation probably does not warrant a  
312 study. It is just a matter of deciding where to place the stop sign. Council discussed they  
313 preferred a 4-way stop at 400 S verses a 3-way stop at 500 S. Councilmember Mathie will  
314 work with Public Works Director Devin Magleby on this matter.

315

316 Mayor Parsons –

317

318 \*The limb pile has been very busy since the snowstorm that took down a lot of trees and  
319 limbs. Mathew Mills has been trying to keep up with pushing the limbs into a pile so that they  
320 will burn faster and make room for more limb.

321

322 Citizens asked if they could speak concerning the zone change, they were unaware this should  
323 have been done during citizen’s input. Mayor Parsons stated that they could individually call  
324 the Councilmembers and himself if they would like.

325

326 **9. Adjournment**



327 **There being no further business to come before the Council for consideration,**  
328 **Councilmember Payne moved the Regular Council Meeting adjourn at 8:31 p.m. The motion**  
329 **was seconded by Councilmember Serrine. The vote was unanimous. The motion carried. 3-0**  
330

331 The next regular City Council meeting is scheduled to be held on Tuesday, November 9, 2021,  
332 starting at 7:00 p.m. at Monroe City Office.

333

334 Approved this Date 9<sup>th</sup> day of November, 2021

335 *Allison Leavitt*

336 Monroe City Recorder

337