



STAFF REPORT

MEETING DATE: July 9, 2026

ITEM TITLE, PRESENTER: Subdivision Policy Guidance

RECOMMENDATION: Subdivision Policy Discussion and Direction (*No Formal Action Required*)

The next four agenda items have been moved to the beginning of the meeting in consideration of the applicants' schedules and to provide them the opportunity to be heard earlier.

The applications before the Planning Commission involve subdivision amendments, including proposed lot splits and subdivision vacations. During staff's review, questions arose regarding the interpretation of Utah law and the San Juan County Subdivision Ordinance as they apply to amendments that create additional lots or modify existing subdivisions.

Utah law requires the land use authority to notify affected service providers and property owners within the area proposed to be amended and provide at least ten (10) calendar days for written objections.

For these four applications, the County mailed the required notices on June 26, 2026, with a comment deadline of July 7, 2026. Because the agenda packet was published on July 2, 2026, additional comments may be received before the meeting. Staff will provide any updates before each application is considered.

The San Juan County Subdivision Ordinance also requires amended plats to include signature blocks for affected property owners and proof that notice was provided to affected property owners, adjoining property owners, and the subdivision owners' association, if applicable.

Staff has identified a need for additional policy direction regarding subdivision amendments that create additional buildable lots, subdivision vacations, and the distinction between subdivision amendments and lot splits. Until additional ordinance language or policy is adopted, staff requests Planning Commission guidance and recommends these applications be reviewed on a case-by-case basis.

This discussion applies only to subdivision amendments involving the creation of additional buildable lots, subdivision vacations, or similar modifications requiring Planning Commission review. Lot line or boundary line adjustments that do not create an additional buildable lot and comply with County ordinances will continue to be processed administratively through the Planning and Building Department.