

PLANNING COMMISSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
March 12, 2026 at 6:00 PM

Planning Minutes

CALL TO ORDER AND ADMINISTRATIVE ITEMS

Chairman Trent Schafer called the meeting to order. (7:05-7:21)

Commission Members Present:

T.C. Garcia, Melissa Rigg, Ann Austin, Shea Walker, Trent Schafer, Lloyd Wilson

Staff Present:

Corey Coleman, Jens Nielson, Mack McDonald

Pledge of Allegiance

The Pledge of Allegiance was led by T.C. Garcia.

Conflict of Interest

No conflicts of interest were declared.

PUBLIC COMMENT

No public comments were made, either in person or online. (9:15-9:38)

GENERAL BUSINESS

Approval of Meeting Minutes from March 12, 2026. (9:44-12:32)

Discussion occurred regarding minor corrections to the February minutes, including clarification of motion and pledge details.

Motion: Lloyd Wilson

Second: T.C. Garcia

Action: Motion to approve minutes with corrections passed unanimously.

GIS Mapping (14:05-15:07)

- GIS maps have been launched publicly via the County website and QR code access
- System is in early stages; layers and full functionality are still being developed
- Future additions will include zoning, roads, districts, and infrastructure layers
- The system has already improved department efficiency

Planning Commission Vacancy Discussion (15:07-19:59)

- Vacancy notice republished to comply with bylaws requiring Bluff area representation
- Application deadline: March 20, 2026
- Discussion regarding discrepancies in term expiration dates
- Staff will verify and update information on the County website

ADMINISTRATIVE ITEMS

Land Use Code - Definitions Review (P-Z Section) (20:00-2:23:29)

The Commission conducted a detailed review of definitions within the Land Use Code.

General Edits

- Formatting corrections (commas, bolding, spacing)
- Reordering for alphabetical consistency
- Relocation of misplaced definitions

Key Definitions Discussed

Planning Commission (20:59)

Confirmed as a seven-member board

Road Maintenance Agreement (21:29)

Correction made to remove improper comma

Final Plat / Condominiums (22:33-14:47)

Clarified inclusion of condominiums when property line divisions require firewalls

Sewer System (Private) (26:00-26:41)

Revised wording to clarify ownership of the system rather than sewage

Short-Term Rental (28:07-34:29)

- Discussed aligning with Utah State Code
- Preference for simplified definition (30-day standard)
- Removal of redundancy

- Replace 'hospitality rentals' with clearer terminology

RV Park vs. Mobile/Manufactured Home Park (34:29-47:09)

- RV parks (short-term, recreational use)
- Manufactured/mobile home parks (long-term residential use)
- Consideration of removing or revising '180-day' language
- Agreement to refine and possibly separate definitions

Subdivision Definitions (47:11)

- Reorganization of Subdivision Improvement Agreement and Subdivision Administrator
- Minor subdivision clarified as four or fewer lots exempt from planning process

Stormwater Detention

Identified as out of alphabetical order

Tangential Use / Temporary Use

Determined unclear and unnecessary; removed with possible future replacement

Special Events / Special Use Discussion (56:16)

- Acknowledged lack of current ordinance
- Discussion of creating administrative guidelines (sanitation, safety, etc.)
- Emphasis on balancing regulation with economic opportunity

Title Violation (1:00:05)

Determined not a true definition; requires rewrite or removal

Tors Court Core Definition (1:02)

Determined unnecessary and duplicative; removed

LEGISLATIVE

Sign Approval for Bud Signs at Epic 4x4 Business. (1:13:35-1:22)

Motion: Lloyd Wilson

Second: Shea Walker

Vote: Unanimous approval

Sign Ordinance Discussion (1:22-1:33)

Discussed Planning Commission directions on two items:

1. Whether staff may proceed with incorporating the current proposal into the San Juan County Zoning Code, and
2. Whether future sign permits should be completed administratively by staff or by the Planning Commission.

Discussion ended with understanding that the building department will approve signs from this day forward.

Use Table was discussed for clarity.

Additional Notes

- Staff will continue refining definitions
- Updated draft will be brought back for second reading
- Coordination with surveyor and legal staff will continue

BUILDING PERMITS (2:17)

February Building Permits

ADJOURNMENT (2:23:29)

Motion: Lloyd Wilson

Second: Melissa Rigg

Vote: Unanimous approval