



STAFF REPORT

MEETING DATE: June 4, 2026

ITEM TITLE, PRESENTER: Chapter 1 - Administration

RECOMMENDATION: Staff recommends the Planning Commission review the proposed organizational approaches and provide direction regarding preferred codification structure, administrative organization, and whether additional alternatives should be explored

SUMMARY

Staff is presenting the first reading of proposed Chapter 1 – Administration for the San Juan County Land Use Development and Management Ordinance (LUDMO). The purpose of this discussion is to review organizational structure, codification approach, and administrative provisions associated with the ongoing land use code update process.

This effort is more complex than a standard ordinance amendment because the current administrative provisions are dispersed throughout multiple sections of the existing 2011 San Juan County Zoning Ordinance, including portions of both Chapter 1 and Chapter 2, while additional administrative language has also been proposed within the draft 2025 code update.

ORGANIZATIONAL OPTIONS

Option 1 would create a hybrid Chapter 1 – Administration utilizing:

Option 1 would create a hybrid Chapter 1 – Administration utilizing existing administrative provisions from Chapter 1 and Chapter 2 of the 2011 Zoning Ordinance, and selected language, formatting, and organizational concepts from the proposed 2025 draft land use code

Under this option, staff would continue marking up, consolidating, reorganizing, and modernizing the various provisions to the best extent reasonably possible while attempting to maintain consistency with the currently adopted code structure and existing administrative practices.

Staff notes this option may provide greater continuity with the existing adopted ordinance while allowing incremental modernization and codification improvements.

Option 2 would involve preparation of a substantially rewritten Chapter 1 – Administration utilizing a more modernized code structure and organizational format largely independent from the existing 2011 code organization.

Under this option, staff would prepare a more comprehensive rewrite intended to establish a fully updated administrative chapter with reorganized procedures, modernized terminology, and revised administrative structure.

Staff notes this option would likely require additional review, policy discussion, legal analysis, and longer-term codification efforts.

STAFF RECOMMENDATION

Staff notes there may be additional organizational approaches beyond Options 1 and 2, including adoption of substantial portions of the proposed 2025 Chapter 1 language. However, regardless of the approach selected, staff believes portions of the existing 2011 Chapters 1 and 2 will need to be incorporated, relocated, clarified, or otherwise reconciled to ensure a complete administrative framework.

Due to the evolving structure of the ordinance and the multiple source documents involved, staff anticipates additional review and future discussion will be necessary before a final codified administrative structure is completed.

REQUEST FOR PLANNING COMMISSION DIRECTION

Staff requests Planning Commission direction on the following items:

Question 1 – Administrative Chapter Framework

Which approach should staff use as the basis for continued development of Chapter 1?

1. Utilize the existing 2011 San Juan County Code administrative provisions as the primary framework, with updates as necessary.
2. Utilize the proposed 2025 Chapter 1 language as the primary framework.
3. Prepare a complete rewrite of Chapter 1 incorporating selected provisions from both the 2011 and 2025 versions.

Question 2 – Variance and Appeal Procedures

Should variance and appeal procedures remain within Chapter 1 (Administration), or should they be relocated to a standalone chapter?

Question 3 – Planning Commission Bylaws

Should Planning Commission bylaws remain within Chapter 1 (Administration), or should they be relocated to a standalone chapter?