



**PLANNING COMMISSION SPECIAL MEETING**  
117 South Main Street, Monticello, Utah 84535 Commission Chambers  
December 30, 2024 at 9:00 AM

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**MINUTES**

**GENERAL BUSINESS**

**Welcome / Roll Call**

Planning Commission Chair Trent Schafer called the meeting to order at 6:00 pm.

**PRESENT:**

Chairman Trent Schafer  
Commissioner Thomas Garcia  
Commissioner Cody Nielson  
Commissioner Shea Walker (online)  
Commissioner Melissa Rigg  
Planning Administrator Kristen Bushnell  
County Attorney Jens Nielson (online)  
County Administrator Mack McDonald (online)  
County Commissioner Silvia Stubbs

**Pledge of Allegiance**

**Conflict of Interest Disclosure**

No conflicts of interest were disclosed at this time.

**PUBLIC HEARING for the Consideration and Approval of the Subdivision Ordinance updates,  
Kristen Bushnell, Planning Administrator**

**Time Stamp 0:02:00 (audio)**

Motion made by Commissioner Rigg to enter into a public hearing. Seconded by Commissioner Garcia.

Voting Yea: All in favor. Motion carries.

George Metoka of Montezuma Creek Canyon expressed concerns of the expense incurred to subdivide if preliminary and final reviews are pushed together, the need for specialists to be signing off on these reviews and that subdivisions need to have access to a county road.

Stephen Schultz of La Sal gave comments regarding the Use Table and designation of kennel. He had several other comments that we will follow up with through email.

Motion made by Commissioner Rigg to exit the public hearing. Seconded by Commissioner Garcia.

Voting Yea: All in favor. Motion carries.

## **LEGISLATIVE ITEMS**

### **1. Consideration and Approval of the Subdivision Ordinance, Kristen Bushnell, Planning Administrator**

#### **Time Stamp 0:19:10 (audio)**

County Attorney Jens Nielson gave a brief overview of the changes in State legislation in March 2023 in which the need to be timely in approving subdivisions that meet the minimum requirement became mandated. Key points include a total of four review cycles and no more than 20 days to respond to submissions from county staff. This has put some strain on us as a small county that has typically only met once a month for reviews.

Commissioner Rigg raised concerns about only having 10 days to appeal a subdivision approval. She also wanted to add language that “adversely affected parties” may also appeal a decision, not just the applicant.

The Planning Commissioners discussed the need to stay informed about the subdivisions being approved as they are being omitted from the process. We discussed an internal process to include a list of approved Subdivisions, such as the list of building permits, to be included in the monthly department report.

Several minor corrections were also made for clarity or formatting.

Motion made by Commissioner Rigg to approve the Subdivision Ordinance with the changes discussed. Seconded by Commissioner Nielson.

Voting Yea: All in favor. Motion Carries.

## **ADJOURNMENT**

#### **Time Stamp 0:50:30 (audio)**

Motion made by Commissioner Rigg to adjourn. Seconded by Commissioner Garcia.

Voting Yea: All in favor. Motion Carries.