



PLANNING COMMISSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
April 9, 2026

Minutes

CALL TO ORDER AND ADMINISTRATIVE ITEMS

Chairman Trent Schafer called the meeting to order.

COMMISSION MEMBERS PRESENT

Cody Nielson, Melissa Rigg, Ann Austin, Shea Walker, Trent Schafer

STAFF PRESENT

Corey Coleman, Jens Nielson, Tamra Lewis

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Cody Nielson

CONFLICT OF INTEREST

No conflicts of interest were declared.

PUBLIC COMMENT

No public comments were made, either in person or online. (7:41)

GENERAL BUSINESS

Approval of Meeting Minutes from March 12, 2025 (10:22)

Motion: Melissa Rigg

Second: Shea Nielson

Action: Motion to approve minutes passed unanimously.

GIS Update (8:29)

Staff provided an update on the County's GIS program. Staff reported that the public-facing GIS map is now live and includes property ownership information. The map is available to the public through a QR code and has been especially useful for real estate agents and others seeking zoning and parcel information. Staff stated that the system will continue to be updated monthly.

ADMINISTRATIVE ITEMS

Reappointment Announcement (8:03)

It was announced that the County Commission reappointed a Planning Commission member Melissa Rigg for another four-year term. Reappointment was passed by County Commissioners in their meeting in the prior Tuesday Commission Meeting.

Land Use Ordinance Update – Definitions (11:18)

Staff presented the next reading of the definitions chapter. Staff explained that the current document includes all changes made during the previous two meetings and that a “third reading” version was also prepared as a cleaned-up copy showing the proposed language without strikeouts. Remaining highlighted sections identify areas still needing additional work, including sign-related definitions and certain monument language.

Commission discussion included:

- concern that “title violation” is not a true definition and should likely be removed;
- direction for commissioners to email additional comments to staff before the next meeting;
- acknowledgement that some definitions, including ADUs and legal terms, still need further review.

The Commission gave direction to continue refining definitions and move forward into other chapters while continuing to revisit unresolved definition items as needed.

Land Use Ordinance Update – Use Table

Staff presented an updated use table intended to replace the unformatted use table from the 2011 code. Staff explained that the table is being developed by comparing the current 2011 code, the Spanish Valley ordinance, and the proposed ordinance language from prior work sessions.

Discussion included:

- support for a simpler, more condensed table format;

- interest in reducing repetitive text and consolidating standards into charts where practical;
- maintaining clarity through footnotes and cross-references;
- adding a column indicating the applicable chapter for specific uses;
- concern about ensuring no important uses or standards are missed during consolidation.

The Commission directed staff to proceed with a simplified hybrid version of the use table and continue harmonizing the various code sections.

Land Use Ordinance Update – Conditional Use Permit Chapter

Staff presented a first reading of proposed revisions to the Conditional Use Permit chapter. Staff explained that the long-term goal is to reduce reliance on conditional uses by making uses either permitted or prohibited wherever possible, with conditional uses reserved for limited circumstances where additional review is necessary.

Discussion included:

- concern over current one-year expiration periods for conditional use permits;
- support for more flexible timeframes when applicants are actively making progress, especially where outside agencies or utilities create delays;
- acknowledgment that some projects may still require conditional use review when impacts cannot be fully addressed through objective standards alone;
- concern about enforcement burdens when counties impose conditions that are difficult to monitor over time.

Staff stated that the revised chapter will continue to be refined and that the overall goal is a clearer, more objective process.

LEGISLATIVE

Conditional Use Permit Application – Connor Simmons (50:22)

Staff presented a conditional use permit application submitted by Connor Simmons for property located at **4945 Old Airport Road, Spanish Valley**, approximately **1.21 acres**.

Proposal

The applicant requested approval for a private recreational camp / low-density lodging facility under unified management, including:

- 9 sleeping structures,
- 2 bathhouse facilities,
- 1 RV space for an on-site host,

- conversion of an existing triplex/house area for overnight rental and employee housing,
- a small on-site general store/common amenity area,
- phased development.

Staff Review

Staff explained that the property is within the Spanish Valley planning area but is zoned A-1, and the Spanish Valley ordinance is silent on uses within that zone. Because of this, staff reviewed the proposal under the 2011 San Juan County zoning ordinance, concluding that the proposed use fits within the category of a private recreational camp or resort.

Staff noted the application had been reviewed by:

- County Roads,
- Fire Authority,
- Health Department.

Proposed Conditions

Staff reviewed proposed conditions including:

- development must conform substantially to the approved site plan and project description;
- all required permits and inspections must be completed;
- accessibility requirements must be met;
- utility and wastewater approvals must be obtained;
- on-site management must be available;
- exterior lighting must comply with dark sky standards;
- fire code and defensible space requirements must be met;
- parking must be provided and marked on site;
- the permit would be tied to the applicant's purchase of the property and would be void if the purchase is not completed within 90 days;
- quiet hours, trash management, and business license requirements must be met.

Commission Discussion

Discussion focused on:

- the unusual zoning status of the property within the A-1 area;
- whether the property may have been inadvertently included within the A-1 zoning area associated with LeGrand Johnson lands;
- compatibility with surrounding uses;

- sewer availability and the cost of connecting to public sewer;
- density, parking, and how those standards should be measured;
- whether the house and rental units should be considered separate uses or part of a unified resort-style facility;
- whether approval should be granted now or delayed for further review.

The applicant explained:

- the project is intended to function as a single integrated resort-style facility;
- average occupancy is expected to be significantly lower than maximum theoretical occupancy;
- sewer remains a major due diligence issue but is actively being pursued;
- development would not proceed unless utility access issues can be resolved.

Motion to Approve CUP for Connor Simmons (1:40:08)

Motion: Cody Nielson made a motion to approve the conditional use permit under **Option 1 (approval with listed conditions)**, with Item 12 removed and any duplicate conditions consolidated by staff.

Second: Melissa Rigg

Vote

Approvals: Majority (including Cody, Melissa, Trent, Shea)

Nay: Commissioner Ann Austin

Voted Nay for these reasons: Too many last minute things, can't approve without proper amount of time to review. She is concerned if this is the best route for the owner to go being in the middle of trying to pass a new ordinance. What would happen if this sells to a new owner? What will zoning really be? Can't vote in favor of for these reasons.

Result: Motion carried.

The conditional use permit was approved subject to the listed conditions as revised.

BUILDING PERMITS (1:42:01)

Staff provided a brief update on a building permit related to modifications/removal of equipment at a cell tower site above Hole N” the Rock / Holmrock area. Staff explained that permits are required in these situations to verify electrical safety and ensure equipment is properly terminated and secured.

The Commission also briefly discussed a recently issued building permit on nearby property.

ADJOURNMENT (1:44:35)

Motion: Shea Walker

Second: Melissa Rigg

Vote: Unanimous approval, Motion Carries