



PLANNING COMMISSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
April 11, 2024 at 6:00 PM

MINUTES

GENERAL BUSINESS

Welcome / Roll Call

Planning Commission Chair Trent Schafer called the meeting to order at 6:03 pm.

PRESENT:

Chairman Trent Schafer
Vice-Chairman Lloyd Wilson
Commissioner Cody Nielson
Commissioner Thomas Garcia
Commissioner Shea Walker
Commissioner Melissa Rigg
Commissioner Ann Austin (online)
County Administrator Mack McDonald (online)
Planning & Zoning Administrator Kristen Bushnell
County Chief Deputy Attorney Mitch Maughan
Deputy Attorney Jens Neilson (online)
Board of County Commissioner Silvia Stubbs

Pledge of Allegiance

The Planning Commission conducted the Pledge of Allegiance.

Conflict of Interest Disclosures

No conflicts of interest were disclosed at this time.

Approval of Minutes

1. Minutes for Meeting on March 14, 2024

Time stamp 0:04:00 (audio)

Commissioner Rigg needed to correct that her second motion was not included in the transcript. The March Meeting Minutes also need to reflect that the first motion was correct.

Administrator Bushnell will review the audio and transcription to ensure that both motions are included in the previous meeting minutes.

Motion made by Commissioner Walker to approve the meeting minutes with corrections.
Seconded by Commissioner Wilson.

Voting Yea: All in favor.

Motion carries.

PUBLIC COMMENT

Public Comment was offered for anything not on the agenda. Public Comment will be allowed for individual Administrative and Legislative Items.

There were no public comments.

ADMINISTRATIVE ITEMS

2. Approved Appointment of Planning Commissioners, Kristen Bushnell, Planning Administrator

Time stamp 0:07:40 (audio)

Administrator Bushnell updated the Planning Commission of the approval of Cody Nielson, representing Blanding, and Thomas Garcia, representing La Sal, by the County Commissioners on April 2, 2024.

3. Suggested Changes to Current Planning Commission By Laws, Kristen Bushnell, Planning Administrator

Time stamp 0:08:20 (audio)

Administrator Bushnell reopened the discussion to any changes that the Planning Commissioners would like to suggest to current By Laws. There were no additional comments from our March meeting.

4. Annual Open Meetings Act Training, Jens Nielson, Deputy Attorney

Time stamp 0:12:30 (audio)

Could not access online communications. This item will be moved to next month.

5. New Ordinance and Zoning Maps Work Session, Kristen Bushnell, Planning Administrator

Time stamp 0:17:00 (audio)

Administrator Bushnell updated the Planning Commissioners on the continued progress in partnership with Arcadis toward an updated Ordinance and Zoning Maps. There will be a work

session scheduled prior to the May 9th Planning Commission meeting from 3pm-6pm to review the working draft.

LEGISLATIVE ITEMS

6. Consideration and Approval of a Sign Permit Allowing for an Electronic Message Display at 1478 East Highway 162 for UNHS in Montezuma Creek, Gloriemae Quintana

Time stamp 0:19:30 (audio)

Administrator Bushnell gave an overview of the proposed sign installation for the Montezuma Creek UHNS clinic. Applicant Quintana explained some of the specific design considerations of the sign and the programmable options available to ensure that guidelines can be met.

Motion made by Commissioner Walker to approve the Sign Permit. Seconded by Commissioner Rigg.

Voting Yea: All in favor.

Motion carries.

7. Consideration and Approval of a Conditional Use Permit Allowing for a RV Park at 180 Tera Drive, Moab, Sharell Carlson

Time stamp 0:27:40 (audio)

Administrator Bushnell gave an overview of the background on this application. The Planning Commission discussed the complexities of this application already being in existence and having begun in an Agricultural Zone prior to 2011 then changed to a Residential Zone in the 2019 Spanish Valley Ordinance. Applicant Carlson explained his efforts in the past to work with the San Juan Planning & Building Department since 2007. In the past, County staff told the applicant that he was “good to go” and didn’t need to get permits or conditions for use. He was told that the utilities could be put in by himself as long as they met code requirements.

Chairman Schaefer had concerns about creating a commercial business within a current Residential Zone. Carlson gave some history on the highway commercial area prior to 2019 which ran across the back end of his property.

Commissioner Wilson referenced some known history from his work on the service district that when this applicant applied years ago for utilities that the purpose was for “friends and family” to stay.

Commissioner Nielson suggested that we look for what was built on the property at the date of the 2019 moratorium and that we would have a hard time allowing any more than what was existing at that point in time. Commissioners reviewed several historical dated satellite images. Carlson reported that he started listing sites on Air B-n-B in March 2019 at which point 20 of his RV sites were fully installed. There were some conflicts with the satellite imagery to prove this many sites at that time. Commissioner Nielson counted a total of six (6) possible sites as a “non-conforming” use. He asked if we could legally grant six (6) RV sites at this time under a Conditional Use Permit.

Attorney Maughan suggested that this application can not be a “non-conforming” use because it was never a permitted use. Even under an Agriculture Zone an RV Park would have been under a “Conditional Use”. He would like more time to analyze the background information and work with the applicant to gather past communications between San Juan staff.

Commissioner Nielson pointed out that this situation opens up a grander issue with all overnight accommodations in Spanish Valley. Commissioner Wilson suggested that to grant a Conditional Use to this applicant now would go against everything we’ve already done with the Planning Ordinance to get overnight accommodations under control in this area. There was some discussion on how to ratify “non-conforming” for existing commercial operations. Chairman Schaefer suggested that we hold off until Attorney Maughan can look into this application further.

Motion made by Commissioner Rigg to table this application until further investigation could be completed by County Attorneys. Seconded by Commissioner Nielson.

Voting Yea: All in favor.

Motion carries.

BUILDING PERMIT(S) REVIEW

8. April Building Permits

Time stamp 1:27:20 (audio)

ADJOURNMENT

Time stamp 1:28:00 (audio)

Motion to adjourn was made by Commissioner Nielson. Seconded by Commissioner Rigg.

Voting Yea: All in favor.