



Planning Commission Meeting

Minutes

Tuesday, January 7, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Robert Christensen
(Absent), Commissioner Mary Cokenour, Assistant City Manager Megan
Gallegos, City Recorder Melissa Gill

Meeting Location: 648 S Hideout Way

1. Call to Order

Minutes:

Commissioner Bennett called the Monticello City Planning Commission meeting to order at 6:32 pm. The following visitors were present: Julie Bailey, City Councilmember Kevin Dunn 6:34 pm

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of December 3, 2024 was made by Commissioner Cokenour and seconded by Commissioner Bennett. The motion passed unanimously.

Vote results:

Ayes: 2 / Nays: 0

3. Public Comment

Minutes:

There was no public present for public comment.

4. Review Letter of Intent (discussion/action)

Minutes:

Jullie Bailey presented to the Planning Commission. She submitted a request to fill the open commission seat on the planning commission. She stated that she was desirous to help the City of Monticello make a difference in any way possible. Commissioner Bennett shared the changes that have taken place throughout the past year. Namely, the commission has been changed from a 5 person commission to a 3 person commission and the conflict of interest form that must be sent to the Lt. Governor's Office on a yearly basis. Assistant City Manager Gallegos informed Bailey that the position comes with a meeting stipend.

MOTION to forward a recommendation to the City Council to place Julie Bailey on the Planning Commission was made by Commissioner Cokenour and was seconded by Commissioner Bennett. The motion passed unanimously.

Vote results:

Ayes: 2 / Nays: 0

5. Permitted/Conditional Use Revision (discussion)

Minutes:

Gallegos opened the permitted/conditional uses discussion. The permitted uses per zone was discussed in detail. City Recorder Gill was assigned to research the difference in state licensing requirements for child care, daycare, preschool, and nurseries along with any other businesses that would require licensing. Gallegos suggested researching the state definitions for all current permitted uses.

During the automobile repair discussion Councilmember Dunn suggested consulting a standard mechanics workbook that gives estimates of how long a repair should take. He recommended when determining what automotive services should be allowed in a commercial vs industrial zone those time limits be used instead of specific repairs.

Bennett explained that the main purpose of the discussion was to combine C1 and C2 zones into one Commercial zone and bring clarity for what is allowed within the zone. Gallegos will review city definitions and Gill will review state definitions to bring to the next meeting. This agenda item will be part of an ongoing planning commission discussion.

6. Monticello City Annexation Expansion Map Review (discussion)

Minutes:

Gallegos presented the annexation expansion map draft that was approved by the City Council. The Commission pulled the current annexation plan along with the attorney notes from the December 3, 2024 Planning Commission packet to review during the discussion. Gill will be putting an affected entities list together now that the suggested map is in place. The Commission was assigned with reviewing the current annexation plan, making sure it is compliant with state requirements, and determining what changes need to be made to meet those state requirements, and falls in line with how Monticello would like to grow.

7. Housing Study Review (discussion)

Minutes:

Gallegos presented the San Juan County 2024 Housing Study. In this review Monticello City was featured on pages 74 - 87. Bennett provided a basic explanation of the Monticello Summary. She requested that as the Commission and administration review the study, they look at it with zoning in mind.

8. Administrative Communications

Minutes:

Commissioner Bennett presented a draft of recommendations made to the City Council in 2024. She asked administration and the commission to look it over to determine accuracy for presentation to the City Council. Bennett will present it to the City Council at their work meeting in January.

9. Next Meeting Agenda

Minutes:

Permitted Uses - Annexation Code - New State Legislative Requirements

10. Adjournment (action)

Minutes:

MOTION to adjourn the meeting was made by Commissioner Cokenour and seconded by Commissioner Bennett. The motion passed unanimously and Commissioner Bennett adjourned the meeting at 9:08 pm.

Vote results:

Ayes: 2 / Nays: 0

Audio File

<https://soundcloud.com/user-250815044/2025-01-07-planning-commission>

Notice of Special Accomodations

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact the City Office, 587-2271, at least three working days prior to the meeting. City Council may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5

Contact: Melissa Gill (melissa@monticelloutah.org 435-587-2271) | Minutes published on 02/06/2025, adopted on 02/04/2025