



Planning Commission Meeting

Minutes

Tuesday, February 4, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Mary Cokenour,
Commissioner Julie Bennett, 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 to order at 6:31 pm. The following visitors were present: City Councilmember Kevin Dunn

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of January 7, 2025 was made by Commissioner Cokenour and seconded by Commissioner Bennett. The motion passed unanimously.

Vote results:

Ayes: 3 / Nays: 0

3. Public Comment

Minutes:

There was no one present for public comment.

4. Open and Public Meetings Act Review - Chance Meetings (discussion)

Minutes:

City Recorder Gill gave a quick recap of the Open and Public Meetings Act. The Commission discussed "chance meetings".

5. Welcome/Update New Planning Commissioner (discussion)

Minutes:

Assistant City Manager Gallegos updated new planning commission member, Julie Bailey, on the projects the Planning Commission have been working on.

6. Permitted Uses (discussion)

Minutes:

Gallegos presented the permitted uses draft she had been working on. She reported that many definitions were missing from Monticello City Code. She explained that she was in the process of adding definitions from the state for those uses not defined. She further stated that the purpose of

the discussion was to clarify the future intent of zones.

Bennett stated she felt the revision would create more administrative integrity within the City of Monticello. She would like to look at permitted uses as “what the City would like to be” instead of justifying what the City already is.

Commissioner Cokenour presented definitions for several forms of automobile repairs and nurseries along with the environmental impacts of oil refineries and metal casting. Those definitions were included in the agenda packet.

The differences and similarities of definitions already in place was a topic of discussion.

Gallegos was tasked with assigning topics for each Commissioner to work on and bring to present at a future meeting.

7. Annexation Policy Revision (discussion)

Minutes:

Gallegos presented an annexation policy plan revision timeline checklist. The procedures of a public meeting vs a public hearing was discussed.

Bennett presented a draft for discussion of the Annexation Policy Plan with the updated State Legislation requirements.

Cokenour presented detailed questions for clarification on the annexation process. The questions, timeline checklist, and the draft for discussion was reviewed in detail.

The Commission was tasked with reviewing the State Annexation Code and the Monticello City draft for revisions necessary.

8. Utah State Compliance Subdivision Update (discussion)

Minutes:

Gallegos gave a report on the updated Utah State Subdivision requirements. She stated that there were a few changes that needed to be made with Monticello City’s current subdivision code. She informed the Commission that she sent it to the City Attorneys for review and clarification.

9. Administrative Communications

Minutes:

Councilmember Dunn reported that the City Council was discussing code revisions for ATV’s specifically along with other electric/gas modes of transportation. City Recorder Gill reported the updated written codes arrived from American Publishing that day. As of the time of the planning commission meeting, the codes were not updated online.

Gallegos reported she will not be in attendance at the March 4th meeting. She further stated that many citizens have questioned if the San Juan County code changes will affect those within the city limits. She clarified that Monticello City has their own set of city codes and the changes within the County code would not affect Monticello’s.

Cokenour reported she shared the link to the San Juan County Housing Report on Facebook the month of January.

Bennett inquired if steps have been made by the City Council to clean up the abandoned buildings on Main Street. She stated that she approached former San Juan County Commissioner Bruce Adams about initiating a conversation with UDOT(Utah Division of Transportation) to ask if they or the City would be able to paint crosswalks on the highway for citizen safety. He currently serves on

the State Road Commission.

10. Next Meeting Agenda

Minutes:

Annexation Policy Plan Draft Review - Permitted Uses Discussion

11. Adjournment (action)

Minutes:

MOTION to adjourn was made by Commissioner Bailey and seconded by Commissioner Cokenour. The motion passed unanimously and Commissioner Bennett adjourned the Monticello City Planning Commission meeting at 8:31 pm.

Vote results:

Ayes: 3 / Nays: 0

Audio File

<https://soundcloud.com/user-250815044/2025-02-04-planning-commission>

Notice of Special Accommodations

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 03/05/2025, adopted on 03/04/2025