



Planning Commission Special Meeting Annexation Plan

Tuesday, June 17, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Mary Cokenour, Commissioner Julie Bailey, Assistant City Manager Megan Gallegos, City Recorder Melissa Gill

Planning Commission Meeting Annexation Plan

Meeting Location: 648 S Hideout Way

- 1. Call to Order**
- 2. Annexation Policy Revisions (discussion)**

Attachments:

- 2025 Annex Plan** (2025_Annex_Plan.pdf)
- 2025 Monticello Expansions with Disconnects** (2025_Monticello_Expansions_with_Disconnects.pdf)
- 2025-04-15 Special Mtg responses** (2025-04-15_Special_Mtg_responses.pdf)
- 2025-06-03 Public Hearing Responses** (2025-06-03_Public_Hearing_Responses.pdf)

- 3. Adjournment (action)**

Audio File

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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. The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.

DRAFT ANNEXATION POLICY PLAN

City of Monticello, Utah

The annexation policy plan was prepared in accordance with the provisions of Utah Code Title 10, Chapter 2, Part 4, Annexation, as of the date of approval of this plan. The plan addresses the criteria and relevant matters required by Utah code and was prepared following the procedures specified in state code.

A. Requests For Annexation

- (1) The City will receive annexation proposals only through submission of an annexation petition. (UT 10-2-402(2) and 10-2-403(1)).
- (2) Petitions for annexation must follow the requirements at UT 10-2-403. Failure to meet the requirements at UT 10-2-403 will result in the City's refusal to consider the annexation proposal.
- (3) Petitions that conform to UT 10-2-403 will be accepted or denied by the City in accord with UT 10-2-405 and this Annexation Policy Plan.
- (4) The city may annex an unincorporated area without an annexation petition if the action meets the requirements at UT 10-2-418.

B. Expansion Area Defined

- (1) As part of its on-going effort to plan and prepare for responsible growth, the City of Monticello has identified undeveloped territory in San Juan County that is adjacent to present City boundaries that could, at some time in the future, be a part of the City. (UT 10-2-401.5(3)(b)(i))
- (2) The area proposed for future annexation is not bordered by any other municipality and no urban development is found within 1/2 mile of the city boundary. (UT 10-2-401.5(3)(c))
- (3) The expansion area is more than 5,000 feet from the centerline of the nearest airport runway. (UT 10-2-402(6)(b))
- (4) The expansion area is depicted on the attached map, Monticello City Expansion Area, which is herewith made a part of the Annexation Policy Plan. (UT 10-2-401.5(3)(a))

C. Criteria for Evaluating Area Proposed for Annexation

- (1) Areas to be annexed must fall within the area designated for future expansion on the Monticello City Expansion Area map. If the proposed area for annexation is outside of the current expansion area, the City shall deny the proposal. (UT 10-2-402(1)(b)(iv))
- (2) Areas to be annexed must be compatible with the City's character, which is currently mixed residential, commercial, industrial, and agricultural. The City envisions many opportunities for growth and will consider annexation proposals broadly. (UT 10-2-401.5(3)(b)(i))
- (3) An area proposed for annexation must be a contiguous area. (UT 10-2-402(1)(b))
- (4) Areas to be annexed must be contiguous to the corporate limits of the City of Monticello at the time of the submission of an annexation request. (UT 10-2-402(1)(b))
- (5) Areas to be annexed shall not leave or create an unincorporated island or unincorporated peninsula, unless San Juan County and the City have otherwise agreed. If an unincorporated island or peninsula existed before annexation, the city may consider the proposed annexation if it will reduce the size of the unincorporated island or peninsula. (UT 10-2-402(1)(b)(v))

peninsula. The city may consider annexation of an unincorporated island or unincorporated peninsula when criteria at 10-2-401(1)(c) or 10-2-418(3) of Utah Code are met.

(6) Annexation cannot include only part of a parcel of real property and exclude part of the same parcel unless the parcel owner has signed the annexation petition. Boundaries of areas proposed for annexation shall follow boundaries of existing parcels and special districts, to the extent practicable and feasible. (UT 10-2-403(5)).

(7) Areas to be annexed cannot include areas or parts of areas that were previously proposed for annexation and not denied, rejected, or granted. (UT 10-2-403(4))

(8) The City shall not annex territory for the sole purpose of acquiring revenue. (UT 10-2-402(4))

(9) The City shall exclude from the annexed area rural real property when the owner of the rural real property has not signed the petition for annexation or has not given written consent to include the rural real property under his or her ownership. (UT 10-2-408(2)(a))

D. Criteria for Evaluating Extension of City Services

(1) For the City to provide culinary water to the area proposed for annexation, an existing City water line must be located near enough to the proposed area that water service can be reasonably extended without exceeding the City's capacity to treat water. If no existing water line is available, the City will consider whether the proposed area is within the City's plan for expansion of the water system. If the proposed area is not within the City's plan for culinary water expansion, the City may deny the annexation request. (UT 10-2-401.5(3)(b)(ii))

(2) For the City to provide sewer service to the area proposed for annexation, an existing City sewer line must be located near enough to the proposed area that sewer service can be reasonably extended without exceeding the treatment plant capacity. If no existing sewer line is available, the City will consider whether the proposed area is within the City's plan for expansion of the sewer system. If the area is not within the City's plan for sewer system expansion or the proposed annexation would exceed treatment plant capacity, the City may deny the annexation request. (UT 10-2-401.5(3)(b)(ii))

(3) The proponent of the annexation proposal will work with the City's electrical provider if electrical service is needed within the area proposed for annexation. (UT 10-2-401.5(3)(b)(ii))

E. Consideration of Anticipated Consequences

(1) The City will include in its deliberations the projected population growth or loss in the City over the next 20 years. In conjunction with the City's general plan, the City will consider the need for land suitable for residential, commercial, and industrial development over the next 20 years. (UT 10-2-401.5(4)(b,d))

(2) The City will estimate the tax consequences to property owners of accepting the annexation proposal on (a) the residents within the current City boundary, and (b) residents within the area proposed for annexation. (10-2-405.1(3)(b)(v))

(3) The City will consider the current and projected costs of infrastructure, City services, and public facilities necessary for (a) full development of the area currently within the corporate boundary, and (b) expanding the infrastructure, services, and facilities into the area proposed for annexation. (UT 10-2-401.5(4)(c))

(4) If the area proposed for annexation includes land to be used for agricultural, wildlife management, or recreational purposes, the City will explain why it would allow these uses within the corporate boundary. (UT 10-2-401.5(4)(e))

E. Interests of Affected Entities

DRAFT City of Monticello Annexation Policy Plan

(1) The affected entities pertaining to annexation proposals are San Juan County, San Juan School District, San Juan Water Conservancy District, San Juan Transportation District, and any properties adjacent to or included within the annexation proposal.

(2) For each annexation proposal the petitioner shall file a notice of intent to file a petition with the city recorder and all affected entities. (UT 10-2-403(2)(a,b))

(3) For each annexation proposal San Juan County shall fulfill its role under UT 10-2-403(2)(b).

(4) Failure of either the petitioner or San Juan County to follow the requirements of UT 10-2-403 shall result in the City's refusal to accept a petition.

APPROVED by Monticello City Planning Commission and forwarded to the Monticello City Council this _____ day of _____, 2025.

*, Chairperson

ADOPTED by Monticello City Council on this _____ day of _____, 2025, with without modification.

*, Mayor

ATTEST:

*, City Recorder

N

Boundaries

Municipalities

Future Annexations

Pending
Disconnection

Streets

B Road

C Road

US Highway

0

0.130.25

0.5

0.75

1

Miles

Page 5

Map is for REFERENCE PURPOSES ONLY. Lines may have been adjusted for visual "best fit."
Coordinate System: NAD 1983 StatePlane Utah South FIPS 4303 Feet. Projection: Lambert Conformal Conic.
Produced: June 04, 2025. UGRC data processed June 02, 2025.

City of Monticello, Utah
Planning Commission

SPECIAL PUBLIC MEETING FOR THE ANNEXATION POLICY PLAN

April 15, 2025 at Hideout Community Center

Responses to Questions and Comments

A special public meeting was held by the Planning Commission to acquaint people with the Annexation Policy Plan and to hear their concerns and questions. The City of Monticello was represented by Assistant City Manager Megan Gallegos, City Recorder Melissa Gill, and Planning Commissioners Julie Bailey, Lee Bennett, and Mary Cokenour. Members of the public in attendance were Lejon Gines, Charlotte Johnson, Sue Halliday, Chet Johnson, Jimmie Forrest, Carol Forrest, Adam Halliday, Shalena Halliday, Bryan Bowring, Kevin Francom, Paul Sonderegger, Trent Sonderegger, Stephen Redd, Gary Redd, Jan Redd, Tanner Holt, Brad Bunker, Gary Halls, and Eric George.

Review of the meeting minutes and consideration of requests to withdraw parcels from the proposed expansion area was conducted by the Planning Commission at their regularly scheduled meeting on May 6, 2025. No members of the public attended that meeting. The City was represented by the same three Planning Commissioners and City Recorder Gill. City Councilman Kevin Dunn was present as the Council's liaison to the Planning Commission.

A second discussion of the meeting minutes and requests for withdrawal of parcels was conducted by the Planning Commission at their regularly scheduled meeting on June 3, 2020. Attendance included the three commissioners, City Recorder Gill, Assistant City Manager Gallegos, and City Councilman Dunn. At this meeting new information was provided about the withdrawal requests:

- a. Request by Sue Halliday and Chet Johnson made on April 15, 2025 that had been left out of the previous discussions because of an incorrect parcel number.
- b. Reconnection to City water at the parcel owned by Mike Roring.
- c. Changes to property boundaries and ownership for some of Bryan Bowring's parcels in his request to be removed from the expansion area.

Questions and Answers at Special Meeting on April 15, 2025

1. **Why was the expansion area map being changed after such a long time?** The existing Annexation Policy Plan and expansion area map were last updated in 2003. Changes to state law has rendered the old plan obsolete. The City Council wanted to assure the expansion area included areas surrounding the City that would make sense for future annexation. They particularly wanted to include property owned or managed by the City that had been left off of the 2003 map. The proposed expansion area map was projected for the audience to view.
2. **Is property located within the expansion area automatically approved for annexation?** If the property owner wants to be included in the City, the owner must request to be annexed. If the property receives City utility services, Utah law allows the City to pursue annexation. Both a request from the property owner and the City's desire to annex a

property require a lengthy process to communicate with the property owner, inform the public, hold public hearings, and determine the suitability of the property to be part of the City before the City Council can make a decision.

3. **Has the San Juan Hospital filed an annexation request with the City?** The City has been in communication with the Hospital about annexation. When the Hospital is issued a certificate of occupancy from San Juan County, the Hospital can begin the annexation process.
4. **How can I get my property out of the expansion area?** Anyone wishing to request that their property be removed from the expansion area should email the request to the City Recorder and provide the physical address, mailing address, and parcel number of the property they want to remove from the expansion area. There is a ten-day window for such requests, beginning on April 15, 2025. However, Utah law discourages municipalities from creating islands or peninsulas on the expansion area map. Requests will be considered individually, and some may be denied due to the restriction on islands and peninsulas.
5. **How is the City responding to the State's specific criteria for annexation?** The proposed Annexation Policy Plan was projected for the audience to view. The City asked if the audience wanted to review each of the criteria in the proposed plan and they responded in the negative. The City offered to make copies of the proposed plan available to anyone if they would provide their email to the City Recorder.
6. **Does the blue area on the proposed expansion area map mean that the properties could receive City services with a reasonable effort?** The City confirmed that to be the case.
7. **Will my property taxes increase if my property is annexed into the City?** Once inside the City's corporate boundary the property owner would be assessed city taxes. If all of the property within the proposed expansion area were to be annexed, the City estimates that it would total about \$1500 in city taxes.
8. **Will there be a negative effect to my heirs if my property is removed from the expansion area?** No answer to this question was provided.

Comments at Special Meeting on April 15, 2025

The City should carefully consider the criteria for annexation. The criteria must consider benefits to future generations.

Requests for Removal of Parcels from the Expansion Area

The requests were received by the City Recorder prior to or within 10 days following the April 15, 2025 special meeting. The request by Halliday and Johnson was made during the meeting but the parcel number provided by the owners was incorrect or incomplete. After the City corrected the parcel number, on June 3, 2025 it was added back into documentation of the special meeting. Assistant City Manager will create a version of the expansion area map to display the expansion area if the requested withdrawals were approved.

1. **Parcel 33S24E317204 - Bryan Bowring 1216 E. Clayhill Drive:** His residence receives City water and garbage service and should be included in the expansion area.

2. **Parcel 33S24E317200** - *Bryan Bowing E. Clayhill Drive*: This is an agricultural field that does not receive City services.
3. **Parcel 33S24E26000** - *Bryan Bowring E. Clayhill Drive*: This is an agricultural field that does not receive City services.
4. **Parcel 33S23E24900** - *Mike Roring North Highway 191* (between Chris Halls and Kathy Stewart): The property had a City water connection from 2016-2018 but was disconnected. In May 2025 the property owner requested and was granted reconnection to City water. The parcel receives City services and should be included in the expansion area.
5. **Parcel 33S24E320600** - *Sue Halliday and Chet Johnson East Highway 491*: The property fronts the highway at one point immediately outside the existing corporate City boundary, but the majority of the area is south of and not adjacent to the highway. The parcel does not receive any City services.

Annexation Request

1. **Parcel 33S23E248400** - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that they could submit an annexation request after the City has an approved Annexation Policy Plan. This parcel receives City services by written agreement between the owner and City.
2. **Parcel 33S23E248401** - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that they could submit an annexation request after the City has an approved Annexation Policy Plan. This parcel is outside of the expansion area.

City of Monticello, Utah
Planning Commission

PUBLIC HEARING FOR THE ANNEXATION POLICY PLAN
June 3, 2025 at Hideout Community Center

Responses to Questions and Comments

A public hearing was held by the Planning Commission to receive comments, questions, and suggestions for the proposed Annexation Policy Plan. The City of Monticello was represented by Assistant City Manager Megan Gallegos, City Recorder Melissa Gill, and Planning Commissioners Julie Bailey, Lee Bennett, and Mary Cokenour. City Council representative Kevin Dunn attended in his capacity as council liaison to the Planning Commission. Members of the public in attendance were Steve Simpson, Riley Camron, Sue Halliday, Chet Johnson, Mike Scott Piper, Mike Carter, Jay Booth, Kevin Dunn, Doug McLaughlin

At their regularly scheduled meeting on June 3, 2025, the Planning Commission discussed the comments and requests made during the public hearing.

Questions and Answers at Public Hearing on June 3, 2025

- 1. What are the advantages to being annexed into the city?** The City can provide services such as culinary water, garbage collection, and sewer.
- 2. Is secondary water available to the areas in blue on the expansion area map?** Not all areas of the City have access to the secondary water system. The City is not required to provide secondary water. For land that cannot get secondary water the City has established special rates for the use of culinary water. Whether a specific property can obtain secondary water would have to be discussed with the City staff.
- 3. What is the property tax impact if a tract of land is annexed?** The City estimates that if all land within the expansion area was annexed into the City, it would result in \$1315.74 in tax revenue.
- 4. Will the City annex everything in blue on the expansion area map?** The City will consider annexation requests if the property to be annexed is located within the expansion area. The City will deny annexation requests for property outside of the expansion area.
- 5. Can the City annex property even if the owner disagrees?** If a property already receives City services, the City could annex the land. There is a process for that which includes public hearings and other opportunities for the public and property owner to inform the City about their concerns. The decision will be made by the City Council.
- 6. If the property owner wants his or her land to be excluded from the expansion area, how is that done?** The property owner must send a request to the City Recorder within 10 days of this public hearing. The request must contain the parcel number and owner's contact information. The Planning Commission will consider the request and document their reasons for including or excluding the land. After all required public hearings are held by the Planning Commission, they will make a recommendation to the City Council

for approval of the proposed Annexation Policy Plan and expansion area map. The final decision will be made by the City Council after they have also held public hearings.

Requests for Removal of Parcels from the Expansion Area

Parcel 33S24E320600 - On April 15, 2025 at the special meeting about the proposed Annexation Policy Plan, Halliday and Johnson requested a parcel be removed from the expansion area map. The parcel number provided at the meeting was incorrect or incomplete. Corrections were subsequently made by the City. Halliday and Johnson affirmed their desire to have the parcel removed from the expansion area.

Requests for Inclusion of Parcels in the Expansion Area

Parcel 33S23E248401 - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that owners could submit an annexation request after the City has an approved Annexation Policy Plan. However, the parcel was not included within the expansion area at that time and owner's representative asked that the parcel be added to the expansion area so it could be included in future annexation request.