



Planning Commission Meeting

Minutes

Tuesday, June 3, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Mary Cokenour,
Commissioner Julie Bailey, 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 6:34 pm. The following visitors were present: Doug McLaughlin, Steve Simpson with Canyon Country Discovery Center, Riley Camron, Sue Halliday, Chet Johnson, Mike Scott Piper, Mike Carter, Jay Booth, City Councilmember Kevin Dunn

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of April 15, 2025 as written was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously. MOTION to approve the minutes of May 6, 2025 was made by Commissioner Bailey and seconded by Commissioner Cokenour. The motion passed unanimously.

Vote results:

Ayes: 3 / Nays: 0

3. Public Comment

Minutes:

Commissioner Bennett invited any members of the audience to make public comments on anything that was not on the agenda. There was no public comment.

4. Public Hearing: Monticello City Annexation Plan

Minutes:

Commissioner Bennett opened the public hearing at 6:37 p.m. to receive input on updates to the Monticello City Annexation Plan. Assistant City Manager Gallegos explained the purpose and process of the update, while City Recorder Melissa Gill distributed agenda packets to everyone in attendance who wished for one. Gallegos projected the current annexation map, the proposed expansion map, and draft annexation code changes, then reviewed each item with Bennett. Together they walked the audience through the draft language and answered questions throughout the evening.

Mike Carter asked whether the City had set a target date to annex all property within the proposed expansion area. Gallegos replied that no blanket date had been established; annexations would continue to be initiated by individual landowners inside the expansion boundary. Jay Booth, whose parcel on “Clay Hill” abuts the city limits, inquired about the benefits and drawbacks of annexation—specifically water availability and property taxes. Gallegos noted that culinary water could be extended to developed parcels, though undeveloped land without a residence would not initially qualify for service. She added that, according to the County Assessor’s data, full annexation of the entire expansion area would generate only about \$1,315 in new property-tax revenue for the City. Steve Simpson, chair of the Canyon Country Discovery Center, requested that an additional parcel (33S23E248401) be added to the expansion map and asked whether secondary-water infrastructure would accompany annexation. Gallegos responded that secondary service would depend on location and demand; extending the system to the northern parcel was not an item of discussion for the City at this time. Carter then asked whether the City is obligated to provide secondary water to properties already inside city limits. Gill explained that it is not; Gallegos added that where secondary water is unavailable, special culinary-water rates currently allow lawn irrigation, and broader secondary-water expansion remains under discussion beyond the scope of this hearing.

Bennett emphasized that property owners inside the blue expansion area may petition for annexation, while those outside it cannot be annexed. Inclusion on the map does not compel annexation; the process is landowner-driven unless specific circumstances justify a City-initiated action, which would still require additional hearings. The intent, she said, is simply to align the plan with state code and not to trigger any takings. Gallegos confirmed that landowners within the expansion area can begin petitions once the plan is finalized—anticipated by October 20—and noted that Simpson’s request to add parcels would follow the same procedure.

As Planning Commission decisions are advisory, Bennett reminded attendees that the City Council will hold its own public hearing before acting on the recommendation, and Gill highlighted the ten-day written-comment period that follows this hearing. With no further comments, Bennett closed the public hearing at 7:02 p.m.

5. Monticello City Annexation Plan Review (discussion/action)

Minutes:

Bennett led the discussion for this agenda item by reviewing the questions and answers compiled from the recent special meeting. She asked the group to consider whether anything had been overlooked or misrepresented during that discussion. After a brief review, the Commission expressed general satisfaction with the content and clarity of the questions and responses, indicating that they were confident the key points had been accurately captured and addressed.

6. Monticello City Code Permitted Uses (discussion/action)

Minutes:

Gallegos led the discussion on this agenda item. Uses and permitted zones were questioned, discussed, and clarified.

7. Administrative Communications

Minutes:

Councilmember Dunn reported to the Commission that the City Council attended a pool tour the week before and discussed the condition of such. City Recorder Gill reminded the Commission that Candidate Declaration was going on that week. The Commission and Gallegos discussed the housing situation in Monticello City.

8. Next Meeting Agenda

Minutes:

June 17, 2025 Annexation Policy Public Hearing Response - July Permitted Uses

9. Adjournment (action)

Minutes:

MOTION to adjourn was made by Commissioner Cokenour and seconded by Commissioner Bailey. The motion passed unanimously and Commissioner Bennett adjourned the Monticello City Planning Commission meeting at 9:15 pm.

Vote results:

Ayes: 3 / Nays: 0

Audio File

<https://soundcloud.com/user-250815044/2025-06-03-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 07/03/2025, adopted on 07/01/2025