



Planning Commission Meeting

Minutes

Tuesday, September 2, 2025 at 6:30 pm

Attendees: Chairperson Lee Bennett, Commissioner Mary Cokenour, Commissioner Julie Bailey (Excused), 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 6:33 pm. There were no visitors present.

2. Minutes Review/Approval (action)

Minutes:

MOTION to approve the minutes of 07/01/25 and 07/15/25 as submitted was made by Commissioner Bennett and seconded by Commissioner Cokenour. The motion passed unanimously.

Vote results:

Ayes: 2 / Nays: 0 / Abstains: 0

3. Public Comment

Minutes:

There was no one present for comment.

4. Review Resolution 2025-14: A Resolution Establishing Rules of Order And Procedure for the Governing Bodies Of Monticello City (discussion)

Minutes:

City Recorder Gill introduced the Rules of Order and Procedure that was approved by the City Council at their August 26, 2025 meeting. She and Gallegos explained that the rules will be published and available for all present at each meeting.

5. Monticello City Code § 11 Subdivision Regulations (discussion/action)

Minutes:

Assistant City Manager Gallegos introduced this agenda item. She explained that the State revised their land use codes in the last legislative session so we, as a City, have to review our code. The current draft of revisions has been reviewed by the City Attorney and he has suggested specific edits. His edits are colored red and administrative edits are colored blue. The edits are to bring the Subdivision code into

compliance with Utah State Code and bring clarification to specific questions presented. The Commissioners and Gallegos reviewed the revisions necessary in detail. It was determined that a permit for residential infilling will be required and included in the code revisions. Specifications of said permit were discussed. Gallegos will make discussed revisions and bring the document back to the Planning Commission for further review.

6. Monticello City Code § 10-15 Recreational Vehicle Parks (discussion/action)

Minutes:

Gallegos stated the revisions to the RV Parks code was in response to questions submitted by the City Council. She and the Commission reviewed all suggested edits in detail. Gallegos provided Monticello City Code 10-2-7: Parking and Storage of Recreational Vehicles to the Commission and asked them to review it for discussion at the next planning commission meeting.

7. Monticello City General Plan Survey Questions (discussion/action)

Minutes:

Gallegos introduced the proposed community survey questions for Monticello's General Plan Update. The Commission provided input on the questions.

8. Monticello City General Plan (discussion/action)

Minutes:

Commissioner Bennett introduced the Tentative Outline for the General Plan revisions. The outline consists of the requirements from the State for a fifth class city that is not a specified municipality. She recommended the City begin creating the General Plan with only the necessary requirements in mind.

The outline was discussed in detail along with how the information needed to write the plan would be obtained.

Gallegos gave a verbal timeline for when public noticing and the survey will be complete. She requested the Commission allow for additional public meetings to encourage more public participation.

9. Permitted Uses/Zone Intents (discussion/action)

Minutes:

Commissioner Bennett moved this agenda item to the October Commission meeting.

10. Administrative Communications

Minutes:

City Recorder Gill reminded the Commission she would be unable to attend the November meeting.

Gallegos informed the Commission that an Interlocal Agreement with San Juan County will be put into place for building inspection services.

11. Next Meeting Agenda

Minutes:

Permitted Uses/Zone Intents - General Plan Discussion

12. Adjournment (action)

Minutes:

MOTION to adjourn was made by Commissioner Cokenour and seconded by Commissioner Bennett. The motion passed unanimously and Commissioner Bennett adjourned the Planning Commission meeting at 10:09 pm.

Vote results:

Ayes: 2 / Nays: 0 / Abstains: 0

Audio File

<https://soundcloud.com/user-250815044/2025-09-03-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 10/08/2025, adopted on 10/07/2025