



**PLANNING COMMISSION SPECIAL MEETING**  
**117 South Main Street, Monticello, Utah 84535. Commission Chambers**  
**January 8, 2025 at 6:00 PM**

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**PLANNING MINUTES**

**CALL TO ORDER AND ADMINISTRATIVE ITEMS**

Chair Trent Schafer called the San Juan County Planning Commission meeting to order at approximately 6:00 PM. Roll call confirmed a quorum. Commissioners present included Cody Nielson, Melissa Rigg, Ann Austin (remote), Lloyd Wilson (remote), and Shea Walker (remote). Commissioner T.C. was unable to attend due to weather-related travel conditions.

Planning staff present included Corey Coleman (Building Official), Tamra Lewis, Mack McDonald, and Jens Nielson.

The Pledge of Allegiance was led by Commissioner Melissa Rigg (7:02–9:09).

At approximately 7:45 PM (7:45–9:09), Chair Schafer requested disclosure of conflicts of interest. No conflicts were declared.

**APPROVAL OF MINUTES (9:14–14:07)**

November 13, 2025 Planning Commission Meeting Minutes  
Corrections to commissioner name spellings and attendance were discussed.

Motion – Approve November 13, 2025 Meeting Minutes (as amended)  
Motion: Melissa Rigg  
Second: Cody Nielson  
Vote: Unanimous approval

December 23, 2025 Special Planning Commission Meeting Minutes (14:18–18:17)  
Corrections regarding attribution of motions and speaker identification were discussed.

Motion – Approve December 23, 2025 Special Meeting Minutes (as amended)  
Motion: Melissa Rigg  
Second: Ann Austin  
Vote: Unanimous approval

## **PUBLIC COMMENT**

No in-person or online public comments were received .

## **ZONING ORDINANCE DEFINITIONS DISCUSSION (24:45-35:15)**

Staff presented a proposed approach to integrate the 2025 zoning definitions into the existing 2011 San Juan County zoning ordinance through amendments rather than repeal and replacement. The Commission discussed specific definitions and provided direction by consensus to continue reviewing definitions A through Z at future meetings.

## **ZONING DISTRICT ALIGNMENT & USE TABLE DISCUSSION (35:18-1:16:19)**

Discussion focused on alignment between the 2011 San Juan County zoning ordinance, the 2019 Spanish Valley ordinance, and the proposed zoning use table. Staff was directed to correct formatting issues, coordinate with SITLA, and return with revisions at a future meeting.

## **BUILDING PERMIT ACTIVITY REPORT (1:16:55-1:22:21)**

Staff presented building permit activity reports for November and December 2025, along with annual totals. The report was informational only, and no action was taken.

## **MOTION – ADJOURN THE PLANNING COMMISSION MEETING**

(1:22:25-1:22:50)

Motion: Cody Nielson  
Second: Melissa Rigg  
Vote: Unanimous approval

## **SUMMARY OF MOTIONS TAKEN**

1. Approve November 13, 2025 Meeting Minutes – Approved unanimously
2. Approve December 23, 2025 Special Meeting Minutes – Approved unanimously
3. Adjournment – Approved unanimously