



PLANNING COMMISSION MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
August 13, 2026

Minutes

CALL TO ORDER AND ADMINISTRATIVE ITEMS

WELCOME (6:00) Chair Trent Schafer called the San Juan County Planning Commission meeting to order.

COMMISSION MEMBERS PRESENT

Trent Schafer, Melissa Rigg, Ann Austin, T.C. Garcia, Lloyd Wilson, and Cody Nielson.

STAFF IN ATTENDANCE

Corey Coleman and Tamra Lewis

ONLINE

Chas Jacobson and Lori Maughan

PLEDGE OF ALLEGIANCE

TC Garcia

PUBLIC COMMENT

(00:06:20) Chair Schafer opened public comment and stated that comments could address items on or off the agenda and would be limited to three minutes.

Ed Williamson, San Juan County Estates, addressed the Commission regarding development and subdivision requirements in his area. Mr. Williamson discussed the history of development in San Juan County Estates, including the lack of infrastructure when properties were originally

developed. He expressed frustration with current requirements associated with subdividing property, particularly requirements involving signatures or notification of neighboring property owners.

Mr. Williamson encouraged the County and Planning Commission to facilitate responsible development rather than create unnecessary barriers. He asked the Commission to consider ways to improve the process and allow the area to continue developing.

GENERAL BUSINESS

(00:12:24) The Commission reviewed the minutes from the July 9, 2026 Planning Commission meeting.

Several corrections were identified, including:

- Correction of a timestamp associated with public comment.
- Correction of Marjorie's name.
- Correction of Shea Walker's name.
- Addition of the affirmative votes to a previous motion.
- Correction of language regarding a tied vote to reflect that the motion **failed**, rather than being denied.

Motion: Cody Nielson moved to approve the July 9, 2026 minutes as corrected.

Second: Lloyd Wilson.

Vote: All in favor.

Motion carried.

LEGISLATIVE

DISCUSSION AND POSSIBLE ACTION – DIAMOND PROPANE

(00:18:22) Corey Coleman presented the staff report regarding a request from **Diamond Propane, LLC** for an approximately two-acre unmanned bulk propane storage and refill facility along State Road 46 in northern San Juan County near La Sal.

The proposed facility would primarily serve Diamond Propane delivery trucks and would not include public retail sales. The proposal included a 30,000-gallon above-ground propane tank, a secured operational area, gravel circulation and access, safety equipment, limited downward-facing lighting, and associated improvements.

Staff discussed potential impacts including truck traffic, fire safety, lighting, dust, noise, visual impacts, emergency access, and site security. The facility would be required to comply with applicable Utah State Fire Marshal requirements and obtain any required UDOT access approval.

The Commission reviewed the zoning of the property and discussed whether the proposed facility should be processed as a conditional use or could be considered a permitted use within the Highway Commercial Zone.

Commission members discussed language in the 2011 ordinance allowing uses approved by the Planning Commission as being in harmony with the intent of the commercial zone. The Commission determined that the propane storage facility was compatible with the surrounding area and consistent with the intent of the Highway Commercial Zone.

The Commission also discussed the proximity of other industrial-type uses in the area and the required setbacks and safety regulations that would apply to the propane facility.

Staff indicated that if the use were determined to be permitted, the conditional use permit application fee would not be required. Diamond Propane would then proceed through the applicable building permit process and coordinate with UDOT and the Utah State Fire Marshal.

Motion: Lloyd Wilson moved to approve the Diamond Propane facility as a permitted use in the Highway Commercial Zone, finding that the proposed use is in harmony with the intent of the Highway Commercial Zone.

Second: Cody Nielson.

Vote: All in favor.

Motion carried.

Staff will work with the applicant regarding the building permit, UDOT access requirements, and Utah State Fire Marshal requirements.

The Commission also requested that propane storage facilities and data centers be considered for inclusion in the use tables as the updated Land Use Development Management Ordinance (LUDMO) is developed.

BUILDING PERMIT FEES – DISCUSSION

The Commission discussed current building permit fees and the methodology used to determine permit valuations.

Corey Coleman explained that staff is working on a revised fee structure using International Building Code Building Valuation Data. Under the proposal being developed, residential permit fees would generally be calculated at approximately 1% of the established project valuation, with

commercial projects proposed at a higher percentage due to additional review, engineering, and inspection requirements.

Commission members expressed concern about the cumulative cost of building in San Juan County, including building permit fees, utility connection fees, impact fees, and other development costs.

The Commission emphasized the importance of balancing the need for the Building Department to support its operations with the County's goal of encouraging development and economic growth.

Staff stated that additional information and data regarding the proposed building permit fee structure would be presented at a future meeting.

ADMINISTRATIVE ITEMS

LAND USE DEVELOPMENT MANAGEMENT ORDINANCE (LUDMO) CHAPTER 1 REVIEW

(00:40:50) Corey Coleman presented the working draft of Chapter 1 of the San Juan County Land Use Development Management Ordinance (LUDMO).

Staff explained that the draft was developed following direction from the Planning Commission to return to the 2011 ordinance as the primary framework while incorporating applicable resolutions, administrative decisions, state law changes, and relevant portions of the 2025 draft.

The intent of the revision is to reorganize and update the ordinance for clarity and consistency while emphasizing property rights, voluntary compliance, reasonable enforcement, and a clear path to compliance.

Staff explained that administrative provisions currently located in multiple chapters would be consolidated into Chapter 1, while definitions would be relocated to the definitions chapter.

The Commission discussed several areas of the proposed chapter, including:

- Responsibilities and authority of the Planning Commission.
- Responsibilities of the Planning Administrator.
- Responsibilities of the Building Official.
- Conditional use permit authority.
- Administrative interpretations.
- Appeals and variances.
- Subdivision authority and recent changes in state law.

- Building permits and certificates of occupancy.
- Agricultural building exemptions.
- Alternative means and methods under the building code.
- Enforcement procedures and voluntary compliance.
- Public nuisance and emergency enforcement provisions.
- The role of the Administrative Law Judge.

The Commission discussed the process that should occur when a property owner disagrees with an interpretation made by staff. There was general agreement that the ordinance should clearly establish a process allowing disputed interpretations to be presented to the Planning Commission for discussion and clarification before further action, where legally permissible.

The Commission requested that the duties and responsibilities of the Planning Commission be more clearly identified in Chapter 1.

The Commission also discussed subdivision requirements, including requirements for signatures and notification of property owners within subdivisions. Members expressed concern regarding whether certain existing requirements were mandated by state law or had been adopted locally.

Staff stated that the County Attorney's Office is reviewing the subdivision requirements and applicable state law. The Commission requested clarification regarding which requirements are mandated by state statute and which may be amended locally.

The Commission emphasized that the updated LUDMO should remain practical and avoid unnecessary regulation. Members expressed support for a "less is more" approach while maintaining sufficient standards to protect property rights and provide a predictable development process.

Direction to Staff

Staff was directed to continue revising Chapter 1, including:

- Clarifying the authority and responsibilities of the Planning Commission.
- Addressing the process for disputed staff interpretations.
- Clarifying appeal and variance authority.
- Reviewing subdivision responsibilities and applicable state requirements.
- Clarifying Building Official responsibilities, including inspections.
- Continuing legal review of the proposed language.
- Incorporating Commission comments into the next working draft.

No formal action was taken on Chapter 1.

PUBLIC ACCESS TO LUDMO DRAFTS AND MEETING MATERIALS

(2:40:44)The Commission discussed public access to Planning Commission packets and draft LUDMO chapters.

Members expressed concern that full meeting packets had not consistently appeared on the Utah Public Notice Website. Staff explained that meeting materials are also posted on the San Juan County website but that the County was undergoing a website transition that temporarily affected posting.

The Commission emphasized that the public should have convenient access to the same supporting information provided to the Planning Commission.

The Commission requested that clean copies of each working LUDMO chapter be posted on the Planning and Zoning section of the County website as chapters are developed. The drafts should be presented without the extensive strikeout/reference materials used internally by the Commission so the public can more easily review the proposed language.

Staff agreed to make the draft chapters available on the County website and to follow up regarding the posting of packets on the Utah Public Notice Website.

BUILDING PERMITS

(2:51:36) Staff provided departmental updates and discussed ongoing Planning and Zoning and Building Department activities.

Staff discussed efforts to provide additional training opportunities for local contractors. An upcoming electrical/code training was discussed that would be broadcast through Utah State University locations, allowing local contractors to obtain training without traveling to Salt Lake City. Staff indicated that additional training opportunities, including possible fire protection training, may be offered in the future.

The Commission also reviewed the format of the monthly building permit and inspection reports. Members requested that the inspection report provide clearer location information similar to the building permit report.

Staff agreed to revise the report format to make the information more useful and consistent.

ADJOURNMENT

Motion: Cody Nelson moved to adjourn the meeting.

Second: Lloyd Wilson.

Vote: All in favor.

Motion carried.

The meeting was adjourned.