



## **PLANNING COMMISSION MEETING**

**117 South Main Street, Monticello, Utah 84535. Commission Chambers  
April 14, 2022 at 6:00 PM**

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### **AGENDA**

Google Meet joining info

Video call link: <https://meet.google.com/wma-afjh-gbg>

Or dial: (US) +1 727-877-8458 PIN: 489 854 957#

More phone numbers: <https://tel.meet/wma-afjh-gbg?pin=5790317904712>

#### **General Business**

**Welcome / Roll Call**

**Approval of Minutes**

**1. Approval of March 10, 2022 PC Meeting Minutes**

**PUBLIC COMMENT** - *Time reserved for public comment on items or issues not listed on the agenda.*

#### **ADMINISTRATIVE ITEMS**

**2. Consideration and Approval of Lonesome Left Estates Subdivision Amendment No. 5, Lloyd Wilson**

**3. Elect PC Chairperson and Vice Chairperson for 2022**

**4. Review of recently passed Planning Commission Bylaws**

#### **BUILDING PERMIT(S) REVIEW**

**5. Building Permit List**

#### **ADJOURNMENT**

**\*\*In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice\*\***



**PLANNING COMMISSION MEETING**  
117 South Main Street, Monticello, Utah 84535. Commission Chambers  
March 10, 2022 at 6:00 PM

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**MINUTES**

**GENERAL BUSINESS**

**Welcome / Roll Call**

PC Chair Trent Schafer called the meeting to order at 6.03 pm

**PRESENT**

Chairman Trent Schafer  
Commissioner Lloyd Wilson  
Commissioner Cole Cloward  
Commissioner Melvin Nelson  
Commissioner Cody Nielson  
Commissioner Leah Shrenk

**Staff:**

Alex Goble  
Ben Tomco  
Scott Burton

**Approval of Minutes**

**1. Approval of minutes for February 10, 2022 PC Meeting**

**Time Stamp 1:50 (audio)**

Motion to approve the minutes was made by Commissioner Nielson, Seconded by Commissioner Nelson.

Voting Yea: Chairman Schafer, Commissioner Cloward, Commissioner Nelson, Commissioner Nielson, Commissioner Shrenk

Voting Abstaining: Commissioner Wilson

**PUBLIC COMMENT** - *Time reserved for public comment on items or issues not listed on the agenda.*

**Time Stamp 2:44 (audio)**

No Public Comment was made.

## ADMINISTRATIVE ITEMS

### 2. Consideration and Approval of a Conditional Use Permit Application, Joe Metzger

#### Time Stamp 4:04 (audio)

Joe Metzger presented his conditional use permit application. He explained his plan to have his helicopter on the property to help the county with search and rescue and fire operations, and live on the property. He discussed the potential impacts, and their desire to keep cattle grazing on the property as they are now.

Deputy County Attorney Alex Goble explained that the helipad is considered an airport and is listed as a conditional use, single family homes are permitted, family vacation ranches are listed as a conditional use in the A-1. If the short term rentals are within 1000 ft of the highway, then they would be permitted.

Joe explained that water would be provide by drilling a well, or if not feasible, then they would consider hauling water into a cistern. he also discussed some of the existing water wells in the area.

#### Time stamp 26:14 (audio)

PC Chair Trent Schafer asked for in house public comment. No comment was made

Online comments were made by the following individuals:

Jeff Madison: Jeff gave his opinion that this use is not a conditional use. He also stated his opinion that if the helipad is used for commercial use then it needs to be explained in the conditions.

Keshia Joot: asked for clarification on whether the tiny houses were approved.

Kiley Miller: Kiley expressed her opinion that nightly rentals are not a conditional use in the A-1 zone. She also expressed her opinion that a helicopter will change the nature of the area.

PC Chair Trent Schafer brought the discussion back to the PC and explained that the Cd-highway zone is 1000 ft from the highway.

The PC discussed the operations of helicopters on the property and what appropriate number of helicopters would be for the property.

Planning and Zoning Director Scott Burton discussed fire access on the existing county D roads. He also further clarified that the uses applied for in this application are listed as conditional uses in the A-1 zone.

Deputy County Attorney Alex Goble asked the Planning Commission to consider the conditions with future ownership in mind, and to seek further clarification if they feel they need it.

PC Discussed the potential for commercial uses and what conditions would be appropriate for this use.

**Time stamp 55:22 (audio)**

The PC Discussed various conditions

**Time stamp 1:02:41 (audio)**

Motion to approve the application with the following conditions was made by Commissioner Nielson, Seconded by Commissioner Wilson.

Voting Yea: Chairman Schafer, Commissioner Wilson, Commissioner Cloward, Commissioner Nielson, Commissioner Nielson, Commissioner Shrenk

Conditions:

Nightly Rental Conditions:

No more than 8 tiny home nightly rentals

Must meet fire requirements in the fire policy for proper water storage onsite

Fire access and turnaround for fire vehicles, and necessary road improvements

Dust suppression on BLM section if required by the BLM.

Helicopter conditions:

No more than three helicopters owned or lease by the owners of the property. One helicopter being in use onsite and one stored on site, unless being used for public purposes such as search and rescue and fire suppression.

Helipad located 2000 ft. away from the highway.

**3. Lonesome Left Estates Subdivision Amendment No. 5, Lloyd Wilson**

**Time Stamp 1:08:05 (audio)**

Lloyd Wilson presented his subdivision amendment.

He asked whether a nonconforming use travels with the land. Alex explained that as long as it has not been expanded or abandoned.

PC Chair Trent asked for any public comment, no comments were made.

Motion to approve the subdivision amendment was made by Commissioner Cloward, Seconded by Commissioner Nielson.

Voting Yea: Chairman Schafer, Commissioner Cloward, Commissioner Nielson, Commissioner Nielson, Commissioner Shrenk

Voting Abstaining: Commissioner Wilson

**4. Consideration and Approval of the Plutus Subdivision Amendment No 2, Brad Bunker, Bunker Engineering**

**Time Stamp 1:14:03 (audio)**

The owner of the property presented this subdivision amendment.

Motion to approve the subdivision amendment made by Commissioner Nelson, Seconded by Commissioner Wilson.

Voting Yea: Chairman Schafer, Commissioner Wilson, Commissioner Cloward, Commissioner Nelson, Commissioner Nielson, Commissioner Shrenk

**LEGISLATIVE ITEMS**

**5. Consideration and Approval of an Application to Attach Spanish Valley Overnight Accommodations Overlay, Curtis Wells**

**Time Stamp 1:17:01 (audio)**

Curtis Wells presented his application to attach the overnight accommodations overlay to his development on property in Spanish Valley.

The PC discussed concerns with oversize vehicle parking, street widths, and storm drainage.

The Proposed primary uses are residential with nightly rentals.

The Planning Commission discussed and agreed upon the following conditions as part of their recommendation to the county commission:

Number of units: 95

Must comply with requirements from UDOT for accessing US HWY 191

Roads in the development to remain private.

Storm drainage, engineering on the storm water drainage and riprap meet the 100 year flood plain requirements and any other requirements by the Army Corp of Engineers.

No spill out of parking on county roads or us Hwy 191.

Public comment was made by the following individuals:

Jeff Madsen: Jeff commented that the county finalize the zoning ordinances, and update the county plan to accommodate these developments.

PC Members explained that the current ordinances were approved in 2019, and was pushed through by the County Commissioners, and was not supported by the Planning Commission.

Marlene Huckaby commented about restricting the height of the development. PC Members asked Marlene to email her comments to be included to the packet to the County Commissioners.

PC Commissioners discussed the height limitation of three stories by the fire department.

Ann Austin: Ann expressed excitement about this type of development. She also discussed the poverty that exists in the area, and about the lack of affordable housing.

Motion to recommend the attachment of the overlay to the County Commission with the above conditions was made by Commissioner Wilson, Seconded by Commissioner Nelson.

Voting Yea: Chairman Schafer, Commissioner Wilson, Commissioner Cloward, Commissioner Nelson, Commissioner Nielson, Commissioner Shrenk

## **BUILDING PERMIT(S) REVIEW**

### **6. Building Permit List Review**

**Time Stamp 2:07:29 (audio)**

The PC reviewed the building permit list.

## **ADJOURNMENT**

Motion to adjourn was made at 8:10 pm by Commissioner Nielson, Seconded by Commissioner Wilson. Voting Yea: Chairman Schafer, Commissioner Wilson, Commissioner Cloward, Commissioner Nelson, Commissioner Nielson, Commissioner Shrenk

\*In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice\*\*



## STAFF REPORT

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**MEETING DATE:** April 14, 2022

**ITEM TITLE, PRESENTER:** Consideration and Approval of Lonesome Left Estates Subdivision Amendment No. 5, Lloyd Wilson

**RECOMMENDATION:** Consideration and Approval

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### SUMMARY

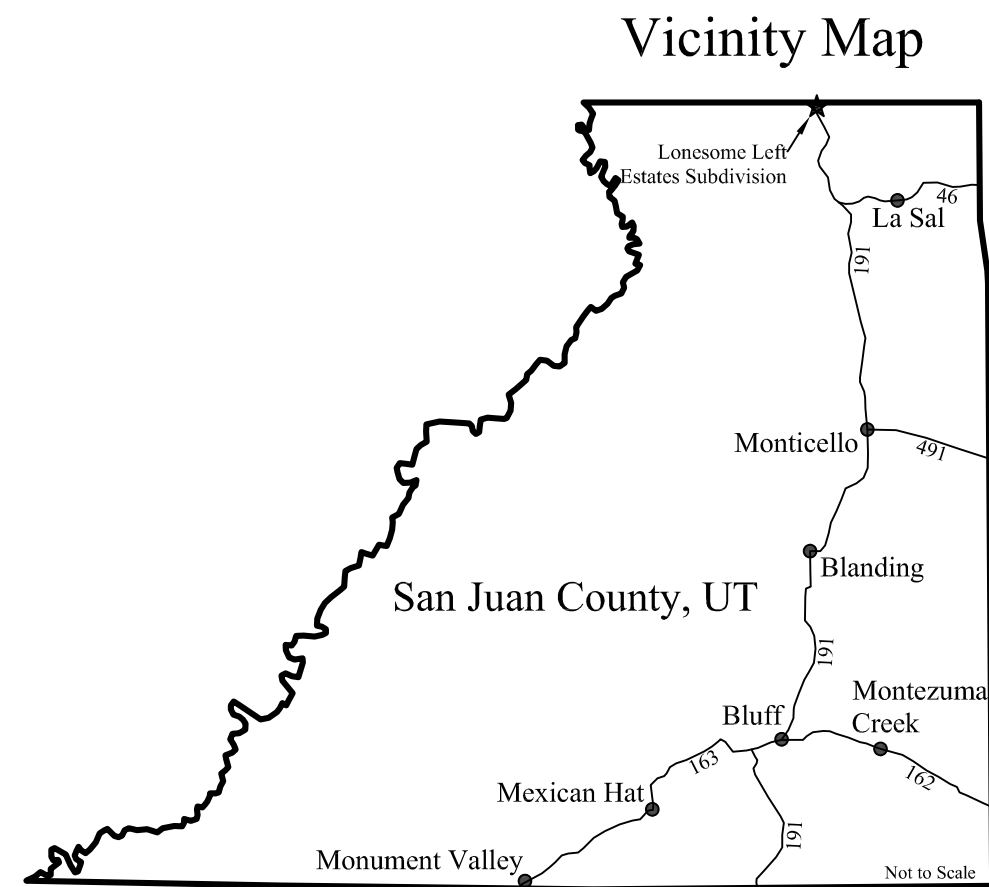
The Lonesome Left Estates Subdivision was created in 2004. The subdivision was amended in 2015, 2018, and January 2021, and again in November 2021.

Amendment #4 splits lot 10C into two lots as shown on the plat. There is an existing home on Lot 10C, which will become lot 10C-II with this amendment.

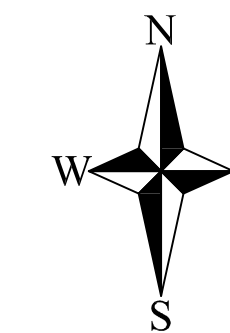
### HISTORY/PAST ACTION

This proposed subdivision amendment has been reviewed by San Juan County Staff, and has met the requirements of the Subdivision and Zoning Ordinances.

The Planning Commission approved the subdivision amendment at their March 10, 2022 PC Meeting, however there was a minor change made to the plat by the developer, which is noted on the plat. The original amendment # 5 plat was not recorded, and is going to be replaced with this plat.



# Final Plat Lonesome Left Estates Subdivision Amendment No. 5 Within Section 1, T27S, R22E, SLB&M

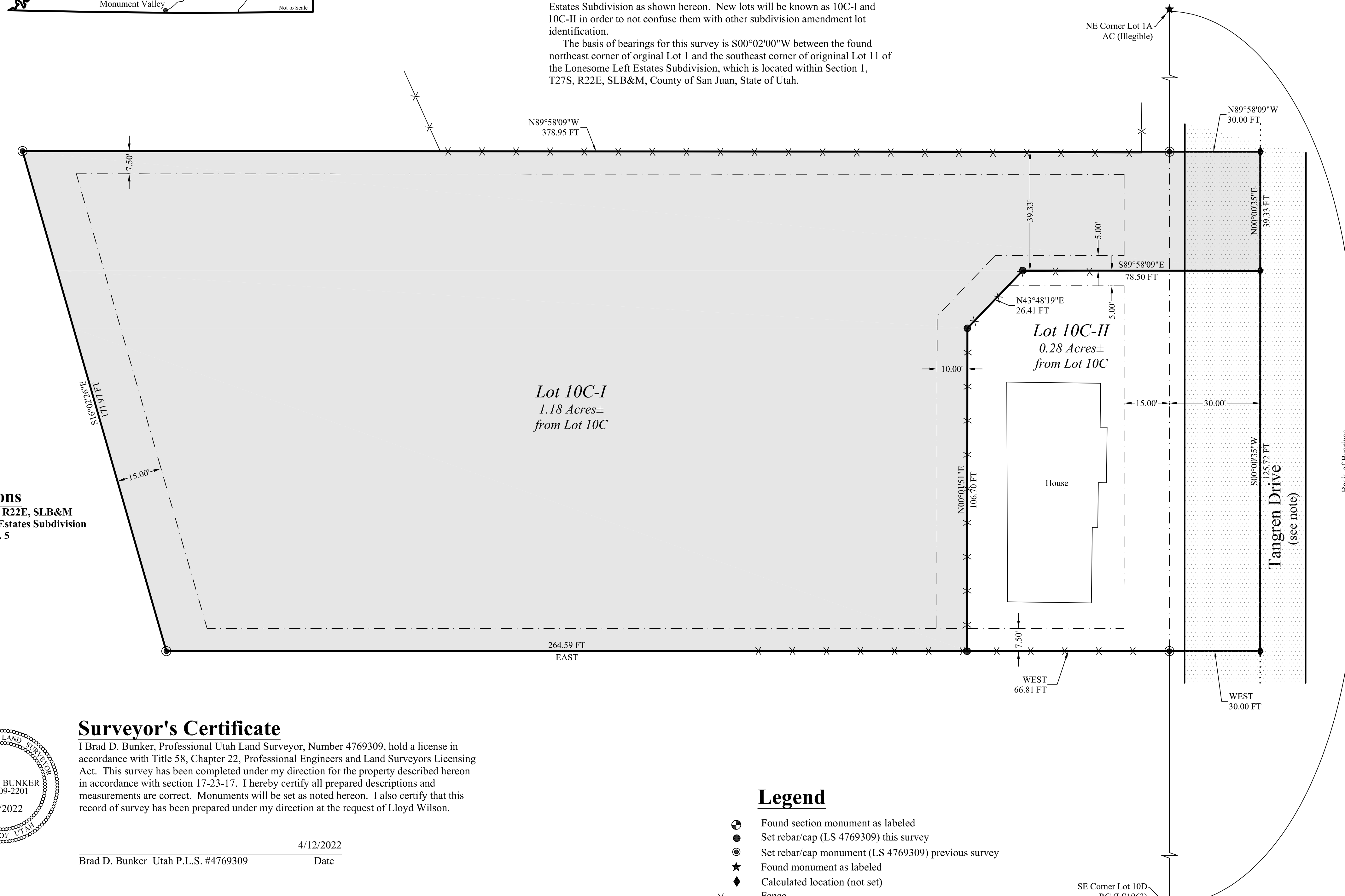


### Narrative

The purpose of this survey was to amend Lot 10C of the Lonesome Left Estates Subdivision as shown hereon. New lots will be known as 10C-I and 10C-II in order to not confuse them with other subdivision amendment lot identification.  
The basis of bearings for this survey is S00°02'00"W between the found northeast corner of original Lot 1 and the southeast corner of original Lot 11 of the Lonesome Left Estates Subdivision, which is located within Section 1, T27S, R22E, SLB&M, County of San Juan, State of Utah.

### Notes

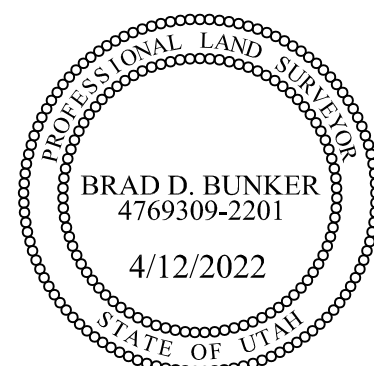
- The Lonesome Left Estates Subdivision Amendment No. 5 was approved in the March 2022 Planning Commission meeting and subsequently approved by the San Juan County Commission, however, it was found that a minor modification was needed on the width of the access to Lot 10C-1 and therefore it was not signed or recorded. This revised plat shall represent the official Amendment No. 5 to the Lonesome Left Estates Subdivision.
- Tangren Drive is labeled private per the original 2005 Lonesome Left Estates Subdivision Plat. Currently San Juan County maintains this road, however, an official agreement document reference could not be provided per this Amendment No. 5.



**Descriptions**  
Section 1, T27S, R22E, SLB&M  
Lonesome Left Estates Subdivision  
Amendment No. 5  
Lot 10C-I  
Lot 10C-II

### Surveyor's Certificate

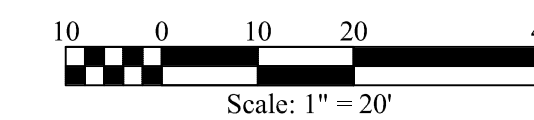
I Brad D. Bunker, Professional Utah Land Surveyor, Number 4769309, hold a license in accordance with Title 58, Chapter 22, Professional Engineers and Land Surveyors Licensing Act. This survey has been completed under my direction for the property described hereon in accordance with section 17-23-17. I hereby certify all prepared descriptions and measurements are correct. Monuments will be set as noted hereon. I also certify that this record of survey has been prepared under my direction at the request of Lloyd Wilson.



Brad D. Bunker Utah P.L.S. #4769309  
Date 4/12/2022

### Legend

- Found section monument as labeled
- Set rebar/cap (LS 4769309) this survey
- Set rebar/cap monument (LS 4769309) previous survey
- Found monument as labeled
- Calculated location (not set)
- Fence
- Road centerline per original subdivision
- Existing and amended utility easement
- BC Brass cap
- AC Aluminum cap



### San Juan County Surveyor

Approval in accordance with information and records on file in this office.

SJC Surveyor \_\_\_\_\_ Date \_\_\_\_\_

<b>Final Plat</b> <b>Lonesome Left Estates Subdivision</b> <b>Amendment No. 5</b> Within Section 1, Township 27 South, Range 22 East, SLB&M	
<b>County Recorder</b> State of Utah, County of San Juan, Recorded at the request of _____ Filed: Date: _____ Time: _____ Book: _____ Page: _____ Fee: _____	<b>County Recorder</b> _____
<b>Form Approval</b> Approved this _____ Day of _____, 20____ _____ Attorney _____	<b>County Recorder</b> _____
<b>Health Department</b> Approved this _____ Day of _____, 20____ _____ Health Official _____	<b>County Recorder</b> _____
<b>Owners Dedication</b> Know all men by these presents that we, the undersigned owners of the above described lots of land, having caused the same to be divided and amended hereafter to be known as the Lonesome Left Estates Subdivision Amendment No. 5. In witness whereof I have hereunto set my hand this _____ Day of _____, 20____	
<b>San Juan County Planning Commission</b> Approved by the San Juan County Planning Commission this _____ Day of _____, 20____ _____ Chairman	
<b>San Juan County Commission</b> The amendment hereon was presented to the San Juan County Commission this _____ day of _____, 20____, and was accepted and approved. _____ Attest _____ Commissioner	
<b>Bunker Engineering</b> 965 South Creek Road, Monticello, UT 84535 P.O. Box 432, Monticello, UT 84535 (435) 459-9152 Date: 4/12/2022 Drawn By: B.D. Bunker Scale: 1" = 20' Drawing Name: Survey Reference Number: BE1171 Sheet: 1 of 1	



**SAN JUAN COUNTY  
ORDINANCE #2020 -03A**

**AN ORDINANCE AMENDING ORDINANCE #2020-03 AMENDING THE RULES,  
PROCEDURES, AND BYLAWS FOR THE SAN JUAN COUNTY PLANNING  
COMMISSION**

**WHEREAS**, the San Juan County Planning Commission is authorized by the Utah Code Annotated 17-27a-301 and 17-27a-302 and by San Juan County Zoning Ordinance (2011), Chapter 2.1. The Planning Commission exercises authority and assumes responsibilities delegated to it under these authorities; and

**WHEREAS**, the San Juan County Planning Commission, hereinafter referred to as “the Commission,” shall be governed by State statutes and County ordinances and policies including the following:

- a. State statues applying generally to public boards, members, and officials;
- b. State statutes governing the activities of County Planning Commissions;
- c. San Juan County Ordinances and Resolutions;
- d. San Juan County Land Use Code; and
- e. The bylaws of San Juan County Planning Commission as set forth herein. They are advisory guidelines only. Consequently, should the Commission waive, suspend, or otherwise deviate from these bylaws during the course of a meeting, such deviation shall not be grounds for invalidating a hearing held during such meeting or any decisions made at such meeting.

**NOW, THEREFORE BE IT RESOLVED** that San Juan County does hereby establish the following rules, procedures and bylaws for the San Juan County Planning Commission as follows:

**ARTICLE I  
General Provisions**

- I.1. Familiarity with State Statutes, County Ordinance and Resolutions, and Rules Affecting the Commission. Upon taking office, all members of the Commission shall familiarize themselves with applicable statutes and rules, ordinances, and resolutions, and while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

**ARTICLE II  
Officers and Election**

- II.1. Officers. The Officers of the Commission shall be a Chairperson and Vice-chairperson.
- II.2. Election. The Chairperson and Vice-chairperson shall be elected at the first meeting of the year after the Board of County Commissioners appoints vacant seats. They shall serve for a term of one (1) year or until their successors are elected. Their term shall start the

meeting they are elected. If the office of the Chairperson or Vice-Chairperson becomes vacant, the Commission shall elect a successor from its membership who shall serve the unexpired term of the predecessor. Nominations shall be by oral motion. At the close of nominations, the Commission shall vote by voice vote upon the names nominated for the office. If requested by the Chair, written ballots may be used for voting purposes.

II.3. Chair. The Chairperson has the following duties:

- a. The Chairperson presides at all meetings of the Planning Commission maintaining order and decorum and ensures that the procedures prescribed in the San Juan County Land Use Code, Utah State Code, and policies stated herein are followed.
- b. The Chairperson may call special meetings at any time and in accordance with applicable state and County codes.
- c. The Chairperson may appoint up to three Commission members to serve on a committee as needed.

II.4. Vice-chair. The Vice-chair performs the duties of the Chairperson in the absence of the Chairperson, or duties as delegated by the Chairperson. In the event of temporary absence of the Chairperson and Vice-chairperson, the remaining members present shall elect an acting Chairperson for that meeting.

### ARTICLE III

#### Members, Term of Office, Vacancies, Candidate Interest, Interviews, and Voting

III.1. Members. To guarantee balanced input from across the County in areas where the County has jurisdiction over land use decisions, and the impacts of those decisions on adjacent population areas, the Commission shall consist of seven (7) members who shall be appointed by the Board of County Commissioners from the following areas of the County: One (1) member from Blanding area; one (1) member from Monticello area; one (1) member from Bluff area; one (1) member from La Sal area; one (1) member from Spanish Valley area; one (1) member from a special service district within the County and one (1) member at-large. In addition to the seven (7) members, the Board of County Commissioners may appoint, one (1) non-voting, ex-officio staff member to serve as liaison between the Board of County Commissioners and the Commission and provide administrative support to the Commission. Board of County Commission members may not serve as regular members of the Commission.

III.2. Term of Office. The term of office for Commission members shall be staggered so that the terms of at least one (1) member and no more than three (3) members expire each year. As the term of each regular member expires, the vacancy thus created shall be filled by a majority vote of the Board of County Commissioners for a term of four (4) years, so as to maintain the succession of staggered terms of service.

- a. Terms of all Commissioners begin on January 1st and expire on December 31st of the 4th year following the year of appointment. If the Board of County Commissioners has not appointed a new member(s) to the Commission at the expiration of term, the current Commission member(s) will remain on the Planning Commission until replaced by appointment of the Board of County Commissioners.
  - b. Current Commissioners whose term has expired can submit their name for consideration to renew for an additional four (4) year term by notifying the Commission Chair and County Administrator.
- III.3. Vacancies. County staff shall notify the current Commission of those members whose terms will expire at the end of the calendar year. In cases where a vacancy is created during the middle of a board member's term (mid-term vacancy), County staff shall notify the Commission as soon as practically possible. County staff shall post a notice of Board vacancies, including mid-term vacancies, in a local newspaper of record.
- III.4. Candidate Interest. In early November of each year, the County Administrator shall cause notice of appointment(s) to be published in a newspaper of general circulation in San Juan County. The Planning and Zoning Department shall be responsible for the costs of such advertisement. Such notice shall state the nature and term of the appointment(s), the qualification for such appointment, request written statements of interest and qualifications, and establish a deadline for submittal of such statements, which time shall not be earlier than fifteen (15) days from the date of publication.
- III.5. Candidate Qualifications. Required Conditions: Commission candidates shall be a resident and registered voter of San Juan County. Preferred Qualifications: experience or knowledge in land-use, knowledge of County and local issues, a good listener, ability to communicate, and analytical reasoning. Trainings through the Utah State Property Ombudsman or other State approved trainings are encouraged and will be considered when determining qualifications. Preferred qualifications may be waived dependent upon a lack of preferred qualifications with those candidates applying for vacancies, and the need for balanced input as outlined in III.1 may necessitate.
- III.6. Candidate Interviews. Upon availability, a member of the County Board of Commissioners, a Planning Commission member who is not also a candidate, County Zoning Staff, County Attorney, and County Administrator may interview qualified candidates and provide a recommendation to the Board of County Commissioners. At the start of each interview, candidates will be given three to five minutes to briefly introduce themselves and to provide relevant information as to background and experience. During the interview process the committee are encouraged to ask questions which verify a candidate's land use knowledge, experience, eligibility, and availability to meet the requirements of service. The committee shall ask the same questions of each candidate. After responding to those questions, Interviewers may ask the applicant additional clarifying questions if necessary based on the responses the applicant has given.

III.7. Voting. The committee shall vote upon the names of candidates in alphabetical order. Each committee member shall be entitled to one vote for each vacancy. Committee members shall vote by voice or a raise of hands. If requested by the Chair, written ballots may be used for voting purposes.

- a. Staff will tally the number of votes cast for each candidate and read this information back to the committee. The committee, by motion will forward this recommendation, including any findings, to the Board of County Commissioners for consideration.

III.8. Recommendations to the Board of County Commissioners. Planning staff or the County Administrator as directed by the Chairperson, shall present the committee’s recommendation, including any findings, to the Board of County Commissioners.

When presented with a recommendation(s) for election to the Commission, the County Commissioners may:

- a. accept or reject the recommendation(s) as presented in total or part
- b. instruct the County Administrator to continue the process for an additional 30 days to solicit additional candidates before making a decision.

**ARTICLE IV  
Meetings and Organization**

IV.1. Open Meetings and Notices. All regular meetings, special meetings, workshops, and field trips of the Commission are open to the public and will be noticed in accordance with the requirements of the Utah Open and Public Meetings Act.

IV.2. Regular Meetings. Regular Commission meetings shall be held the second Thursday of each month unless there are mitigating circumstances, such as a lack of a quorum, lack of items to be discussed, holidays or other circumstances.

IV.3. Annual Training. Commission members are required to attend or view by other means an annual Utah Open Meetings Training, as provided by San Juan County or an online equivalent training. Commissioners are encouraged to attend the Citizen Planner Workshop, as conducted by the Utah League of Cities and Towns or other entity.

IV.4. Special Meetings, Workshops, and Field Trips. Special meetings, workshops, and field trips for any purpose may be held at the call of the Chairperson or the Board of County Commissioners.

IV.5. Agendas. Agendas shall be set by staff under the direction of the Chairperson. Agendas for regular meetings shall be provided by staff to all members at least three (3) days prior to the meeting.

- IV.6. Proposed Agenda Items and Meeting Materials. The Planning and Zoning Department must have proposed agenda items and meeting materials by 12:00 pm the Friday before the Planning Commission meeting date unless extenuating circumstances exist.
- IV.8. Minutes. The recording of minutes of all Commission meetings shall be the responsibility of Planning Department staff. In the event staff is absent from any meeting, the Planning Department may send a designee.
- IV.9. Voting. Commission members shall make a good faith effort to become knowledgeable on matters before the Commission. A quorum of the Commission shall consist of four (4) members and the affirmative vote of at least four (4) members in attendance shall be necessary to pass any motion.
- IV.10. Motion. All decisions of the Commission shall be made in a public meeting by motion, made and seconded, and by voice vote. Any Commissioner may make or second a motion. If there is any ambiguity on any vote or if the nature of the application or petition warrants, the Chairperson may conduct a roll call vote. Motions should be supported by reason and include findings. The person making the motion is encouraged to state the reasons and finding(s) supporting the motion at the time the motion is made. Any conditions for approval must be stated in the motion. The motion may refer to the staff report for details of the conditions for approval if the person making the motion desires to do so.
- IV.11. Conduct During Public Meetings. During all meetings and hearings, persons providing testimony shall proceed without interruption except by members of the Commission at the discretion of the Chairperson. All comments, arguments, and pleadings shall be addressed to the Chairperson and there shall be no debate or argument between individuals in the audience. There shall be no debate or argument between individuals. The Chairperson shall maintain order and decorum, and, to that end may order removal of disorderly or disruptive persons. Any member of the Commission, counsel to the Commission, or the Commission staff, upon recognition by the Chairperson, may direct any questions to the applicant, witness, or any person speaking from the audience for the purpose of eliciting relevant facts. The Chairperson or Commission members may call for relevant facts from staff and make appropriate comments relevant to the matter.
- IV.12. Time Control. The Chairperson may control the time for debate on any issue. Care should be taken to insure fairness in the hearing process. Those speaking in support and opposed should have substantially equal time. The Chairperson may stop debate once he or she believes the issue has been adequately and fairly heard.
- IV.13. Citizen, Applicant, and Other Participation by Real-Time Telecommunication. Participation by Citizens, Applicants, and Others may be allowed by real-time telecommunication at the discretion of the Chairperson.
- IV.14. Quorum: Means the minimum number of persons required to act as a body. A quorum requires four (4) Commission members who must be present in person at the meeting.

However, absent Commissioners may participate fully by phone or other real time means and engage in debate, asking questions, making motions, voting on motions, and all other functions of the Commission.

- IV.15. Commissioner Participation by Real-Time Telecommunication. Commissioner participation by real time telecommunication shall allow them to participate in discussion and may vote on any matter.

## ARTICLE V Ethical Considerations

The following ethical principles shall guide the actions of the Commission and its members.

- V.1. Serve the Public Interest. The primary obligation of the Commission and each member is to serve the public interest.
- V.2. Support Citizen Participation in Planning. The Commission shall ensure a forum for meaningful citizen participation and expression in the planning process, and assist in the clarification of community goals, objectives and policies.
- V.3. Conflict of Interest. Planning Commission members shall adhere to state law regarding conflicts of interest. A member with a conflict of interest shall be required to disclose such conflict prior to consideration of the matter by the Planning Commission. A member with a conflict of interest may not attempt to influence other members or appointed staff outside the meeting. A member with a conflict of interest shall be required to recuse herself or himself from participating in, commenting on, or voting on the matter in which such conflict exists.
- V.4. Ex Parte Communication / Ensure Full Disclosure at Public Meetings. Each case shall be decided on the basis of the evidence placed in the record in a public meeting. Ex parte information on any application received by a Commissioner, whether by mail, telephone, or other communication should be avoided. When such communication does occur it must be made part of the public record by the Commission member. The purpose of disclosing ex parte communication is to get all information on the record so it can then be addressed, confirmed or refuted, by evidence presented by the parties during a meeting.
- V.5. Maintain Public Impartiality. Commission members may seek information from other Commission members, the counsel to the Commission, staff serving the Commission, or the staff of other departments or agencies advising the Commission. Each member of the Commission has an ethical duty to avoid making public statements for or against the merits of any application before the Commission hearing is concluded and a decision or recommendation has been rendered.
- V.6. Faithful Attendance and Performance. Should circumstances arise where a Planning Commission member is unable to attend a scheduled meeting, the member shall be responsible for notifying the Chair or Building and Zoning Department staff as soon as

possible. Planning Commission members shall not miss more than three consecutive meetings. A Planning Commission member may not miss more than 25% of the meetings in a year. If circumstances prevent faithful attendance and performance of Planning Commission member duties, the member will be removed from the Planning Commission or the member should knowingly resign from the Planning Commission. Attendance through remote means may only be approved the Planning Commission Chair, and a commission member must attend more than 50% of the meetings in person absent extenuating circumstances.

- V.7. Open Meetings Act. Commission members shall be trained annually and abide by the Open Meetings Act as described in U.C.A Title 52, Chapter 4, Open and Public Meetings Act.

**ARTICLE VI  
Resignations and Removal of Membership**

- VI.1. Resignations. Any member of the Commission must submit a signed letter of resignation specifying the effective date on which the member’s service will cease. The letter of resignation shall be submitted to the County Administrator.
- VI.2. Acceptance of Resignation. The Board of County Commissioners shall accept resignation upon receipt thereof.
- VI.3. Removal from Commission Planning. The Commission may request the resignation of a member for reasons of attendance and/or ethical considerations. The Board of County Commissioners may remove a Commission member for cause prior to the expiration of the appointed term.

**ARTICLE VII  
Per Diem and Travel Expenses**

- VII.1. Per Diem and Travel Expenses. Commission members are to receive a per diem and reimbursement for travel expenses for meetings actually attended at a rate established by the Board of County Commissioners.

**ARTICLE VIII  
Adoption, Review, and Amendment of Bylaws**


- VIII.1. Annual Review and Amendment. The bylaws will be reviewed by the Commission at the beginning of each calendar year. Amendments will be recommended to the Board of Commissioners for approval.
- VIII.2. Waiving or Suspending Rules. A rule of procedure may be suspended or waived at any meeting by unanimous vote of the Commission members present unless such a rule is set by state law or county ordinance.

APPROVED, AMMENDED AND PASSED by the Board of San Juan County Commissioners on the 15<sup>th</sup> day of March, 2022.

Voting Aye: Grayeyes, Adams  
Voting Nay: Maryboy

ATTEST:

BOARD OF SAN JUAN COUNTY  
COMMISSIONERS

  
\_\_\_\_\_  
Lyman Duncan

  
\_\_\_\_\_  
Willie Grayeyes, Chair





## Permit Report

03/04/2022 - 04/08/2022

Permit #	Permit Date	City or County	Residential or Commercial	Type of Permit	Building CityStateZip	Owner Name	Applicant Name	Parcel #	Parcel Address
22,052	4/6/2022	San Juan County	Residential	Remodel	Mesita Pinon Subdivision Lot #5 Utah 84532		Victor Barton		
22,050	3/30/2022	San Juan County		Excavation	Moab, UT 84532	Waynard Schmidt	Waynard Schmidt	001490000140	145 CRIMSON CLIFFS DR
22,049	3/16/2022	San Juan County	Residential	Addition/Remodel	Monticello, UT, 84535	Alene Laney	Alene Laney	34S24E016600	
22,048	3/15/2022	San Juan County		Addition/Remodel	Moab Ut 84532		North moab holdings bobcat 42 llc	000620000190	40 & 42 E BOBCAT LN
22,047	3/21/2022	San Juan County	Residential	Electrical	Moab, UT 84532		AW Construction	000380000170	80 S MNT DR
22,046	3/15/2022	San Juan County	Residential	Electrical	Blanding, UT, 84511	Chase Richmond	Chase Richmond	36S22E361202	
22,045	3/11/2022	San Juan County	Residential	Roofing	Moab, UT 84532		Andrew Kubik	000780000090	260 W RIO GRANDE DR
22,044	3/10/2022	San Juan County	Residential	Utilities	La Sal, UT, 84530	Beth Stephens	Beth Stephens	28S25E216000	
22,042	3/8/2022	San Juan County	Residential	Modular Home	MONTICELLO UTAH 84535	Karren Brooks	AFFORDABLE BUILDERS	32S23E254801	751 W BLUE MOUNTAIN RIDGE
22,041	3/8/2022	San Juan County	Mixed Use	New Construction	Monticello, UT 84535	Mark Anderson	Mark Anderson	33S23E341202	
22,039	3/7/2022	San Juan County	Residential	New Construction	Moab, UT 84532	Andrew Kubik	Andrew Kubik	00075000008C	
22,037	3/4/2022	San Juan County	Commercial	New Construction	La Sal, UT 84530		Under Canvas Inc.		

22,026	3/11/2022	San Juan County	Residential	New Construction	Moab, UT 84532	Sara Kimmerle	Aaron Thompson	001490000130	129 CRIMSON CLIFFS DR	Item 5.
22,025	3/11/2022	San Juan County	Residential	New Construction	Moab, UT 84532	Kimmerle	Aaron Thompson	001490000210	112 CRIMSON CLIFFS DR	
22,024	3/9/2022	San Juan County	Residential	New Construction	Moab, UT 84532	Sara Kimmerle	Aaron Thompson	001490000120	113 CRIMSON CLIFFS DR	
22,009	3/17/2022	San Juan County	Residential	New Construction	Moab, UT 84532	Keith Vanderhye & Adrienne Ruzic	Keith Vanderhye and Adrienne Ruzic	000370000020		

**Total Records: 16**

**4/8/2022**

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