



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
office@duchesnecity.com

PLANNING AND ZONING MEETING MINUTES

Opened meeting at 6:05 pm, October 7th, 2024

- **Commission Attendees:** Valorie McLean, Danita Hinton, Deborah Herron via zoom, Clay Crozier, Lynn Hamilton
- **Guest Attendees:**

Agenda Items:

1. Prayer by Lynn Hamilton, Pledge of Allegiance
2. 8.12.2024 Meeting minutes accepted by unanimous vote.
3. Building Permit Flow Chart Review:
 - a. Discussed the chart made by Valorie
 - b. Motion to recommend the Building Permit Flow Chart to city council, accepted by unanimous vote.
4. Reviewed Google Form for Survey - Danita
 - a. Danita presented responses to each question on the survey.
 - b. Danita will create a spread sheet to email out for the next meeting.
5. Open Session:
 - a. Clay discussed building permit turned in for approval from Joe Haslem. Center Street and 300 S
 - b. Clay asked about Duchesne City trails master plan: Deb informed commission that Duchesne City is included in the County trails master plan. Outdoor recreation trails will never give us money until the road dispute with the tribe is resolved.
6. Adjournment at 7:17pm by unanimous vote.

Action Items:

1. Danita will create a spread sheet for survey results to present at next meeting.

Motions:

1. Motion made by Danita Hinton to accept the minutes, seconded by Lynn Hamilton, vote: unanimous.
2. Motion made by Danita Hinton to recommend the building permit flow chart to city council, seconded by Lynn Hamilton, vote: unanimous.
3. Motion made by Valorie McLean at 7:13pm to adjourn, seconded by Deborah Herron, vote: unanimous.