

Duchesne County Planning Commission

Meeting Minutes

Date: September 3, 2025

Location: Duchesne County Administration Building

Time: 5:00 p.m. – 7:15 p.m.

Commissioners Present

- Chairperson Connie Sweat
- Commissioner Annette Miller
- Commissioner Terry Nelson
- Commissioner Kelsey Carter

Commissioners Absent

- Commissioner Shilo Hatch
- Commissioner Reed Van Wagoner
- Commissioner Thomas Winterton

Staff Present

- Mike Gottfredson, Dept. Director of Community Development
 - Duncan Kading, Planner I
 - Josh Felter, Planning Commission Secretary
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Call to Order

Chairperson Connie Sweat called the meeting to order at 5:00 p.m., welcomed attendees, asked those present to sign in and those attending online to introduce themselves, and reminded everyone to silence cell phones. She reviewed the quasi-judicial procedures, described the order of testimony, and read appeal rights into the record. No disclosures of pre-hearing contacts, site visits, or conflicts of interest were made.

Agenda Item A: Rezone – Dennis Peterson

Staff Presentation

Findings of fact are on file with the Community Development Department. Presented by Mike Gottfredson.

Commissioners' Questions and Discussion

- Commissioner Terry Nelson asked about the location and width of the right-of-way serving the proposed lots.
 - Response: Mike Gottfredson stated the access will be at least 25 feet wide and shown on the subdivision plat.
- Commissioner Annette Miller asked about the number of proposed lots.
 - Response: Mike Gottfredson confirmed plans for three lots and a remainder.
- Chairperson Connie Sweat asked about timing for a subdivision plat review.
 - Response: Mike Gottfredson explained the subdivision would be considered after rezoning. He noted County Commission action is required for the rezone.

Applicant Comments

Dennis Peterson described the property history, the right-of-way and shared-well agreements, and explained that the rezone would allow a minor subdivision to provide lots for family members.

Public Comments

No public comments were offered.

Motion

Commissioner Annette Miller moved to recommend approval of the rezone from A-5 to R-1 for approximately 6.27 acres, subject to the recommended conditions.

Seconded by Commissioner Kelsey Carter.

Vote: Unanimous.

Agenda Item B: Conditional Use Permit – Timothy Johnson; Commercial Campground

Staff Presentation

Findings of fact are on file with the Community Development Department. Presented by Duncan Kading.

Commissioners' Questions and Discussion

- Commissioner Terry Nelson asked about fire access, the possibility of a second egress, and authority to require fencing.
 - Response: Duncan Kading and Mike Gottfredson explained Wildland Urban Interface (WUI) standards, the appropriate fire authority's role on hydrant requirements and alternate suppression methods, and that the Commission may require fencing and signage.
- Commissioner Annette Miller asked about buffering and visibility to neighboring properties.
 - Response: Duncan Kading described the applicable standards and confirmed that buffering can be required as a condition of approval.
- Commissioner Kelsey Carter emphasized the need for clear and enforceable conditions to address concerns raised by neighboring property owners.
 - Response: Duncan Kading stated that conditions will be written to be measurable and enforceable.

- Chairperson Connie Sweat asked about the applicant's plans for ongoing maintenance and supervision of the campground.
 - Response: Timothy Johnson described regular on-site checks by local supervisors and the use of cameras to monitor activity.

Applicant Comments

Timothy Johnson explained the proposal for four geodesic domes, each on a 40'×40' deck with privacy walls and its own hot tub. He stated there are no plans for individual fire rings. If a single central fire ring is added in the future, it will only proceed with approval from the appropriate fire authority and be located with an adequate buffer from vegetation and structures.

He confirmed that water will be supplied by an approved well and that septic capacity exceeds projected use, with Tri-County Health approval.

He described regular on-site supervision provided by local campground supervisors and the use of video surveillance to monitor the property. Check-ins and reservations will be managed online to control occupancy and ensure compliance with quiet-hour and noise standards.

He said he will improve the access road and provide clearly defined parking to minimize dust and off-road driving.

He committed to coordinate with neighbors and the emergency management department before the continued hearing.

Public Comments

- Andrew Olson spoke both for himself and on behalf of Sue Miller, raising concerns about road maintenance, dust, water use, fire safety, ATV use, shooting, and the need for on-site supervision.
- Sue Miller expressed concerns about trespassing, fire risk, dust, and police response times.
- Jeanette Miller opposed the project, citing trespass, garbage, crime, fire risk, and limited emergency access.
- Naomi Esparza opposed the project, citing fire risk, trespass, and fencing issues.
- Justin Wilhite asked about dustless surface requirements, single-egress evacuation, and insurance issues.
- Brent Miller opposed the project, citing evacuation safety and the need for continuous on-site supervision.

Motion

Commissioner Kelsey Carter moved to recess the public hearing until the October 1, 2025 meeting to give the applicant time to work with neighboring property owners.

Seconded by Commissioner Terry Nelson.

Vote: Unanimous.

Agenda Item C: Conditional Use Permit – Karly Walker; Commercial Use: Pivot-Irrigation Storage and Assembly Site

Staff Presentation

Findings of fact are on file with the Community Development Department. Presented by Duncan Kading.

Commissioners' Questions and Discussion

- Commissioner Terry Nelson asked about dust control and fire access.
 - Response: Duncan Kading confirmed that the permit requires a dustless surface and Fire Warden approval.
- Commissioner Annette Miller asked about access permits.
 - Response: Duncan Kading said a UDOT access permit is required.
- Chairperson Connie Sweat asked about the timeline for implementing required improvements.
 - Response: Karly Walker indicated improvements will be completed before operations begin.

Applicant Comments

Karly Walker confirmed the proposal to store and assemble pivot-irrigation systems and agreed to meet all conditions.

Public Comments

No public comments were offered.

Motion

Commissioner Terry Nelson moved to approve the Conditional Use Permit for Karly Walker; Commercial Use: Pivot-Irrigation Storage and Assembly Site, subject to the recommended conditions.

Seconded by Commissioner Annette Miller.

Vote: Unanimous.

Agenda Item D: Preliminary Plat – Ranches at Pinion Ridge, Phase 7 (Mountains West Ranches)

Staff Presentation

Findings of fact are on file with the Community Development Department. Presented by Mike Gottfredson.

Commissioners' Questions and Discussion

- Commissioner Kelsey Carter asked about road width, turning radius, and fire access.
 - Response: Mike Gottfredson confirmed that the Emergency Management Department must approve the road geometry and turning radius.
- Commissioner Annette Miller asked about the process for final plat approval.
 - Response: Mike Gottfredson described the final plat process and required title report.
- Chairperson Connie Sweat asked whether any wetlands or floodplain concerns remain.
 - Response: Mike Gottfredson said no additional issues were identified beyond those addressed in the staff report.

Applicant Comments

Treavan Grant, representing Mountains West Ranches, described the layout and plans for gravel roads to be built to WUI standards and requested a variance to the paving requirement, explaining that the subdivision meets the criteria for such a variance.

Public Comments

No public comments were offered.

Motion

Commissioner Annette Miller moved to recommend approval of the variance to the paved-road requirement and to approve the preliminary plat for Ranches at Pinion Ridge, Phase 7, subject to the recommended conditions.

Seconded by Commissioner Kelsey Carter.

Vote: Unanimous.

Agenda Item E: Preliminary Plat – Great Basin Estates, Phase 6 (Mountains West Ranches)

Staff Presentation

Findings of fact are on file with the Community Development Department. Presented by Mike Gottfredson.

Commissioners' Questions and Discussion

- Commissioner Terry Nelson asked about drainage and floodplain considerations.
 - Response: Mike Gottfredson noted that intermittent wash and floodplain notes will appear on the final plat.
- Commissioner Kelsey Carter asked whether the existing oil pad would limit development.
 - Response: Mike Gottfredson explained that any required mitigation will be addressed during individual lot development.

- Chairperson Connie Sweat asked whether the existing oil pad would limit development.
 - Response: Mike Gottfredson confirmed that the pad does not prevent approval of the plat.

Applicant Comments

Treavan Grant, representing Mountains West Ranches, discussed the project design and coordination with UDOT for access on the north segment.

Public Comments

No public comments were offered.

Motion

Commissioner Terry Nelson moved to recommend approval of the variance to the paved-road requirement and to approve the preliminary plat for Great Basin Estates, Phase 6, subject to the recommended conditions.

Seconded by Commissioner Kelsey Carter.

Vote: Unanimous.

Approval of Minutes

Commissioner Kelsey Carter moved to approve the minutes of the July 30, 2025 meeting.

Seconded by .

Vote: Unanimous.

Other Business

Future Presentation of Findings of Fact

Staff explained that, to save time, future meetings will include a brief oral summary and the recommendation when presenting findings of fact. The complete written findings will remain

available in the Community Development Department office and will continue to be provided to commissioners.

APA Utah Fall Planning Conference

The Commission discussed the upcoming APA Utah Fall Planning Conference scheduled for October 9–10 in Salt Lake City and encouraged commissioners to attend.

Regular Meeting Schedule

The Commission revisited a proposal to move regular meetings to the first Tuesday of each month. Because the proposal did not receive unanimous support, meetings will continue on the first Wednesday of each month.

Adjournment

Commissioner Kelsey Carter moved to adjourn.

Meeting adjourned at 7:15 p.m.