

## **DUCHESNE COUNTY PLANNING COMMISSION**

### **Meeting Minutes**

**November 5, 2025**

**5:00 PM – 6:20 PM**

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### **Meeting Details**

- **Date:** November 5, 2025
  - **Location:** Duchesne County Administration Building
  - **Time:** 5:00 PM – 6:20 PM
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### **Commissioners Present**

- Chair Connie Sweat
- Commissioner Terry Nelson
- Commissioner Annette Miller
- Commissioner Reed Van Wagoner
- Commissioner Judy Wilkerson

### **Commissioners Absent**

- Commissioner Thomas Winterton
- Tabiona Area Seat – Vacant

## **Staff Present**

- Josh Felter, Planning Commission Assistant
  - Duncan Kading, Planning & Zoning
  - Mike Gottfredson, Planning & Zoning
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## **Call to Order**

Chair Connie Sweat called the meeting to order at 5:00 PM. She welcomed attendees and reviewed procedures for public hearings, testimony, and decorum.

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## **Disclosures**

No ex parte contacts, site visits, or conflicts of interest were disclosed.

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## **Agenda Item A – Conditional Use Permit**

### **LG Moon LLC – Critical Infrastructure Material Operation**

**Staff Presentation:** Presented by Duncan Kading.

**Findings of fact are on file with the Duchesne County Community Development Department.**

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## **Questions & Discussion**

- Commissioner Reed Van Wagoner asked why two different operating schedules were listed.
  - Response (Duncan Kading): One reflects the applicant's proposed hours; the other reflects county noise-ordinance limits.

- Response (Mike Gottfredson): Operations outside certain hours must have noise muffled.
  - Commissioner Reed Van Wagoner referenced complaints at another gravel pit and asked how similar issues could be prevented.
    - Response (Mike Gottfredson): Few complaints have been received and conditions are enforceable.
    - Response (Duncan Kading): The site location over the hill reduces potential impacts.
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### **Public Comments**

- No public comments were offered.
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### **Applicant Comments – Gordon Moon**

- The operation will be located on the bench and will not “daylight out,” reducing visible lighting.
  - The operator agreed to mag-water or roto-mill the access road near a residence.
  - He has contacted surrounding property owners and will speak with the current renter of surrounding property.
  - A lease with Burdick Materials is being finalized.
  - Several lease provisions are stricter than CUP conditions.
  - Test holes indicate good material, though quality may vary by depth.
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## **Motion**

Commissioner Annette Miller moved to approve the conditional use permit with conditions.

Commissioner Reed Van Wagoner seconded.

**Motion passed unanimously.**

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## **Agenda Item B – Conditional Use Permit**

### **Four Point Resources – Labor Camp**

**Staff Presentation:** Presented by Duncan Kading.

**Findings of fact are on file with the Duchesne County Community Development Department.**

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## **Questions & Discussion**

- Duncan Kading clarified that the correct parking requirement is one parking space per two beds.
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## **Public Comments**

- No public comments were offered.
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## **Applicant Comments – Zane Lay**

- The labor camp will reduce private-vehicle traffic to well sites.
- Centralized housing improves oversight and enforcement of safety policies, including off-shift expectations regarding alcohol, drugs, and firearms.
- Daily shift-change and rig-move traffic will be reduced.

- The location is on previously disturbed company-owned property.
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## **Motion**

Commissioner Judy Wilkerson moved to approve the conditional use permit with an amendment to the parking space requirements.

Commissioner Annette Miller seconded.

**Motion passed unanimously.**

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## **Agenda Item C – Conditional Use Permit**

### **Melissa Shrewsbury – RV Park**

**Staff Presentation:** Presented by Mike Gottfredson.

**Findings of fact are on file with the Duchesne County Community Development Department.**

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## **Questions & Discussion**

- Commissioner Reed Van Wagoner asked whether a zone change was included.
    - Response (Staff): No.
  - Commissioner Reed Van Wagoner asked about maximum RV-stay duration.
    - Response (Mike Gottfredson): Code allows for people to reside temporarily at an RV park, but not permanently.
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## **Public Comments**

**Paul Percival** provided the following comments:

- Asked whether a residence exists on the property and whether it will remain.
- Expressed concern about septic proximity to his spring located across Highway 40.
- Noted the presence of a Dry Gulch Irrigation pipeline and the need to maintain access for repairs.
- Asked for clarification on the location of the property.

## **Responses:**

- Chair Connie Sweat stated that septic placement and required distances will be reviewed and regulated by Tri-County Health.
- Mike Gottfredson asked whether the spring was filed with the Division of Water Rights and stated that Tri-County Health's strict review process is based on state requirements.

A comment letter from the Nature Conservancy was read into the record regarding concerns about septic impacts to adjacent sensitive habitat.

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## **Applicant Comments – Melissa Shrewsbury**

- She resides on the adjacent one-acre parcel and will maintain the property.
- Expects primarily seasonal oil-field workers.
- RV skirting will likely be needed due to wind and winter conditions.
- Harsh winters will naturally limit long-term stays.
- Septic engineering is underway and Tri-County Health has been contacted.

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## **Motion**

Commissioner Reed Van Wagoner moved to approve the conditional use permit with amended conditions, including coordination with Dry Gulch Irrigation regarding right-of-way and setback protections.

Commissioner Annette Miller seconded.

**Motion passed unanimously.**

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## **Agenda Item D – Zoning Map Amendment**

### **Benson Swain – Rezone from A-5 to A-2.5**

**Staff Presentation:** Presented by Mike Gottfredson.

**Findings of fact are on file with the Duchesne County Community Development Department.**

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## **Questions & Discussion**

- No commissioner questions were asked.
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## **Public Comments**

- No public comments were offered.
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## **Applicant Comments – Benson Swain**

- The property contains two existing residences.
- The rezone would allow each residence to be placed on its own parcel.

- The proposed split will run north–south with a jog to include the rear home.
  - Both homes will continue accessing 10000 North.
  - Surveying will occur after rezoning approval.
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### **Motion**

Commissioner Terry Nelson moved to recommend to the County Commission the zoning map amendment from **A-5 to A-2.5**.

Commissioner Annette Miller seconded.

**Motion passed unanimously.**

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### **Other Business**

- Staff reported that the General Plan Water Element will be on the December agenda for adoption.
  - Commissioners requested earlier packet delivery.
  - Staff noted delays due to revisions and committed to earlier distribution.
  - Staff reported six applicants for the Tabiona seat and stated that onboarding will occur after appointment.
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### **Approval of Minutes**

Commissioner Terry Nelson moved to approve the October 1, 2025 minutes.

Commissioner Annette Miller seconded.

**Motion passed unanimously.**

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## **Adjournment**

Commissioner Terry Nelson motioned to adjourn the meeting.

**The meeting adjourned at 6:20 PM.**