

Duchesne County Planning Commission

Meeting Minutes

Date: January 7, 2026

Location: Duchesne County Event Center

Time: 5:00 p.m. – 5:46 p.m.

Commissioners Present

Chairperson Terry Nelson
Commissioner Annette Miller
Commissioner Connie Sweat
Commissioner Judy Wilkerson
Commissioner Spencer Turnbow
Commissioner Kevin Yack

Commissioners Absent

Commissioner Reed Van Wagoner

Staff Present

Mike Gottfredson, Deputy Director of Community Development
Duncan Kading, Planner I
Josh Felter, Planning Commission Secretary

Call to Order and Organizational Meeting

Chairperson Connie Sweat called the meeting to order at 5:00 p.m. and turned the time over to staff for the annual organizational meeting. Mike Gottfredson explained that, pursuant to Duchesne County Code, the Planning Commission is required to hold an annual organizational meeting to elect a Chair and Vice Chair.

Election of Chair and Vice Chair – 2026

Commissioner Connie Sweat nominated Commissioner Terry Nelson to serve as Chair of the Planning Commission for 2026.

Seconded by Commissioner Annette Miller.

Vote: Unanimous.

Commissioner Terry Nelson nominated Commissioner Annette Miller to serve as Vice Chair of the Planning Commission for 2026.

Seconded by Commissioner Connie Sweat.

Vote: Unanimous.

Commissioner Terry Nelson assumed the role of Chair and conducted the remainder of the meeting.

Proceedings / Quasi-Judicial Procedures

Chairperson Terry Nelson reviewed the procedures for quasi-judicial hearings, including the order of testimony, expectations for courtroom-style decorum, and appeal rights. He advised that testimony should be directed through the Chair and that only one person should speak at a time.

Disclosures

Chairperson Terry Nelson asked for disclosures of pre-hearing contacts, site visits, or conflicts of interest. No disclosures were made.

Agenda Item A: Conditional Use Permit – Ken Richens

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 questions regarding the scope of the proposed use and how the operation would function under a Conditional Use Permit.

Response: Duncan Kading explained the applicable conditional use standards and how compliance would be evaluated and enforced.

Commissioner Annette Miller asked about potential impacts to surrounding properties and whether conditions could be used to address those concerns.

Response: Duncan Kading stated that conditions of approval are enforceable and may be used to address identified impacts.

Commissioner Connie Sweat asked whether the proposed use was consistent with the zoning district and surrounding land uses.

Response: Duncan Kading explained that the proposal is reviewed under the conditional use criteria for the zoning district and that compatibility is considered during review.

Chairperson Terry Nelson asked how oversight and compliance would be handled following approval. **Response:** Duncan Kading explained that staff monitors compliance and that violations are addressed through the County's enforcement process.

Applicant Comments

Ken Richens responded to questions raised by the Commission and provided clarification regarding the proposed use and operations.

Motion

Commissioner Connie Sweat moved to approve the Conditional Use Permit for Ken Richens, subject to the recommended conditions.

Seconded by Commissioner Annette Miller.

Vote: Unanimous.

Approval of Meeting Schedule

The Commission reviewed the regular Planning Commission meeting schedule. Commissioner Connie Sweat moved to approve the Planning Commission meeting schedule. Seconded by Commissioner Annette Miller. Vote: Unanimous.

Approval of Minutes

Commissioner Connie Sweat moved to approve the minutes of the previous meeting. Seconded by Commissioner Annette Miller. Vote: Unanimous.

Other Business

New Commissioners

The Commission acknowledged the appointment of two new commissioners: Commissioner Spencer Turnbow, representing Tabiona, and Commissioner Kevin Yack, representing the Roosevelt/Myton area.

Adjournment

Commissioner Judy Wilkerson adjourned the meeting at 5:46 p.m.
