



# Planning & Zoning Meeting

Minutes

Monday, April 27, 2026 at 6:00 pm

## AGENDA

### 1. Roll Call, Prayer, Pledge

**Minutes:**

Commissioner Valerie McLean Conducted the meeting. City Recorder, Jessica North took minutes. Planning and Zoning Commission present were Valerie McLean, Katrina Spencer, Becky Weimer, Jerry Allred, and Nate Robinson. Katrina Spencer offered the prayer and Valerie McLean lead the Pledge of Allegiance.

### 2. Minutes

**Minutes:**

Commissioner Valerie McLean will verify and and send Jessica North, City Recorder, the previous meeting minutes to upload for review and approval at a future meeting.

### 3. Discussion and Consideration of Planning and Zoning Commission

**Minutes:**

Officer Elections:

Commissioner Allred nominated Commissioner Katrina Spencer as Chair of Planning and Zoning Commission, Commissioner Valerie McLean seconded the motion.

\*Commissioner Allred – Aye

\*Commissioner McLean – Aye

\*Commissioner Spencer – Aye

\*Commissioner Weimer – Aye

\*Commissioner Robinson – Absent

Motion carried by unanimous vote.

Commissioner Allred nominated Commissioner Becky Weimer as Secretary of Planning and Zoning Commission, Commissioner Spencer seconded the motion.

\*Commissioner Allred – Aye

\*Commissioner McLean – Aye

\*Commissioner Spencer – Aye

\*Commissioner Weimer – Aye

\*Commissioner Robinson – Absent

Motion carried by unanimous vote.

### 4. Planning And Zoning Meeting Times

**Minutes:**

A motion was made, to maintain Planning & Zoning Commission meetings on the

second and fourth Monday of each month at 6:00 PM. by Commissioner McLean seconded by Commissioner Spencer.

\*Commissioner Allred – Aye

\*Commissioner McLean – Aye

\*Commissioner Spencer – Aye

\*Commissioner Weimer – Aye

\*Commissioner Robinson – Absent

Motion carried by unanimous vote.

Commissioners noted the importance of holding meetings prior to the Tuesday City Council meetings to ensure timely submissions for items needing to go before the Council.

## 5. Planning & Zoning Pre-Training Survey

### **Minutes:**

City Recorder Jessica North discussed a survey that is needed to be submitted for a planning and zoning training that will be conducted by Rob Terry, State Land Use Training Director, on May 11, 2026 at 6:00 PM.

A pre-training survey will be emailed to commissioners.

It was also noted that each commissioner needs to submit their certificate for the Open Meetings Act Training, to the City Recorder, Jessica North.

Also the Commissioners annual Conflict of Interest forms must also be completed and submitted to the City Recorder.

## 6. 15-Minute Open Session

### **Minutes:**

The Commission reviewed current setback standards that are in the Duchesne City Code, and can be found on the City website.

The Commission discussed land use application procedures and review expectations: Applicants must submit a complete land use application, including all required documentation and signatures.

Applications will be attached to the agenda and distributed to commissioners in advance for review.

Commissioners discussed adequate time to review applications, particularly larger or more complex proposals.

The Commission also discussed the May 25th meeting which falls on Memorial Day and may be canceled.

## 7. Adjournment

### **Minutes:**

MOTION by Commissioner Allred, seconded by Commissioner Robinson to adjourn the regular Planning and Zoning meeting at 6:47pm.

Commissioner Allred – Aye

Commissioner McLean – Aye

Commissioner Spencer – Aye

Commissioner Weimer – Aye

Commissioner Robinson – Aye

Motion carried by unanimous vote.

