

Duchesne County Planning Commission Minutes

Date: May 6, 2026

Time: 5:00 p.m.

Location: Duchesne County Centennial Event Center, Conference Room #2

Commissioners Present

Annette Miller, Acting Chairperson

Connie Sweat

Reed Van Wagoner

Kevin Yack

Judy Wilkerson, via Google Meet

Commissioners Absent

Terry Nelson

Spencer Turnbow

Staff Present

Duncan Kading, Planner I

Josh Felter, Planning Commission Secretary

Call to Order

Acting Chairperson Annette Miller called the meeting to order.

Proceedings / Quasi-Judicial Procedures

Acting Chairperson Miller read the public hearing procedures.

Disclosures

Acting Chairperson Miller asked whether any Planning Commission members had any pre-hearing contacts to disclose. No disclosures were made.

Agenda Items

1. Conditional Use Permit — Reservoir Ridge LLC / Amanda McEllis — Short-Term Rental

Staff Presentation

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

Commissioners' Questions

Acting Chairperson Miller asked how close the nearest neighbor was to the property.

Duncan Kading stated that the nearest neighbor was approximately two-tenths of a mile away.

Duncan Kading asked Judy Wilkerson if she had any questions. Judy Wilkerson stated that she did not.

Applicant Comments

Matt Squires spoke on behalf of Reservoir Ridge LLC. He stated that the property would be used as a family retreat and occasionally as a short-term rental. He stated that they wanted to follow the required process and were willing to comply with the conditions.

Public Comments

No public comments were given.

Motion

Reed Van Wagoner made a motion to approve the conditional use permit.

Kevin Yack seconded the motion.

Vote: Unanimous.

The motion passed.

Approval of Minutes

Kevin Yack asked for clarification on how conditions are reflected in the minutes. Staff stated that the findings of fact and audio are available upon request.

Connie Sweat made a motion to approve the minutes.

Reed Van Wagoner seconded the motion.

Vote: Unanimous.

The motion passed.

Information Only Items

Duncan Kading gave an update on the General Plan and stated that staff anticipated receiving a unified general plan draft from Sunrise Engineering.

Duncan Kading stated that staff is reviewing possible ordinance updates, including the water element, appeal authority provisions, subdivision ordinance issues, and a possible definition for short-term rentals.

Other Business

Connie Sweat asked whether there would be any items for the June Planning Commission meeting.

Duncan Kading stated that one conditional use permit may be on the June agenda.

The Commission discussed the July meeting date. The Commission decided to leave the July meeting scheduled for July 1, 2026.

Adjournment

Kevin Yack made a motion to adjourn.

The meeting adjourned at 5:23 p.m.