

DUCHESNE COUNTY PLANNING COMMISSION MEETING MINUTES

June 30, 2026, at 5:00 PM in the Duchesne County Administration Building Commission Chambers

ATTENDING

Terry Nelson
Planning Commission- chair

Connie Sweat
Planning Commission

Reed Van Wagoner
Planning Commission

Spencer Turnbow
Planning Commission

Kevin Yack
Planning Commission

Mike Gottfredson AICP
Deputy Director of Community Development

Duncan Kading
Planner

Brayden Oman
applicant

Kayla Oman
applicant

Planning Commission members absent: Annette Miller- vice chair, and Judy Wilkerson.

MEETING

START OF MEETING: 5:00 PM

TERRY NELSON welcomed all attending and led the Pledge of Allegiance. Mr. Nelson called for disclosure of ex parte communication between any Commission member and any applicant being heard that evening. REED VAN WAGONER stated he knew BRAYDEN OMAN, an applicant, but Mr. Oman did not contact him regarding his land use application and believed this did not constitute a conflict of interest.

A. Public Hearings

1. Consideration of a conditional use permit request by Brayden Oman to operate a recreation vehicle park.
 - a. Presentation of Findings Report: DUNCAN KADING presented his findings of fact the land use application. Findings Report on file with the Duchesne County Planning Division.
 - b. Applicant Comment: CONNIE SWEAT asked Mr. Oman about culinary water and onsite wastewater; Mr. Oman replied that both water and wastewater are existing and sufficient. Mr. Nelson asked about the current mobile homes on premise; Mr. Oman replied that the mobile homes are privately owned and will be replaced with RV pads as the homes are retired. Mr. Oman asked the Planning Commission about planting trees as a screen instead of the six foot fence; Mr. Nelson agreed that trees would meet the screening requirement for recreation vehicle parks.
 - c. Public Comment: none.

- d. Land Use Decision: Mr. Nelson called for a motion on Agenda Item A1. Ms. Sweat made a motion to approve the land use application with the recommendations found in the Findings Report serving as conditions for the land use. SPENCER TURNBOW seconded the motion. Mr. Nelson called for a vote, and the motion carried unanimously.
- 2. Consideration of a conditional use permit request by Alesha Mitchell to operate manufactured home repair business as a commercial use.
 - a. Presentation of Findings Report: DUNCAN KADING presented the land use application findings of fact. The Findings Report is on file with the Duchesne County Planning Division. Mr. Kading highlighted the limited capacity of Ledge Lane, the road accessed by the proposed land use, and that it will handle the capacity of the proposed land use with limited impact. He noted the need for dust nuisance, solid waste, and junk mitigation to limit the impact of the proposed land use. MIKE GOTTFREDSON suggested an additional condition requiring a written approval of fire suppression measures by the Fire Marshal. The building permit process was discussed between the Planning Commission and Planning Division staff.
 - b. Applicant Comment: none.
 - c. Public Comment: none.
 - d. Land Use Decision: Mr. Nelson called for a motion on Agenda Item A2. Mr. Van Wagoner made a motion to approve the land use application with the recommendations found in the Findings Report serving as conditions for the land use, with one additional condition:
 - i. The Fire Marshal shall approve of fire suppression measures for the proposed land use operation in writing and provide a copy of this approval to the Planning Division prior to operation.

KEVIN YACK seconded the motion. Mr. Nelson called for a vote, and the motion carried unanimously.

Mr. Nelson asked for a change in the agenda to consider Item B at this time.

B. Minutes

- 1. June 3, 2026, Planning Commission Meeting
 - a. Mr. Nelson called for a motion on Agenda Item B1. Mr. Yack made a motion to approve the June 3, 2026, Planning Commission Meeting minutes; Ms. Sweat seconded the motion. Mr. Nelson called for a vote, and the motion carried unanimously.

Mr. Nelson continued the public hearing to consider Item B3.

A. Public Hearings (continued)

- 3. Continuation of the recessed public hearing for the consideration of Ordinance 26-432 amending the appeal and variance hearing requirements, the appeal authority definition

and prohibitions, and establishing a single appeal authority for Duchesne County, and other minor amendments.

Mr. Nelson called to order the recessed public hearing to consider the 6/6/26 draft of Ordinance 26-432 and asked Mike Gottfredson to present the 6/30/26 draft of the ordinance.

- a. Presentation of Ordinance: Mr. Gottfredson presented the 6/30/26 draft of Ordinance explaining the overall intention and what it amends, including:
 - i. Making substantial changes to appeal authority code, including how a land use decision is to be appealed, who the Appeal Authority is, who it is not (State legislation restricted legislative bodies from being appeal authorities), changing appeal hearings to be public meetings, and who hears requests for variances.
 - ii. Updating state code references.
 - iii. Updating the many names held by one title and the many names of one department/division to be simply one name for each entity across the entire County code.
 - iv. Updated the subdivision exemptions chapter of Title 9 to match State code definitions and processes, including the removal of the parcel boundary line adjustment, lot line adjustment, and boundary line adjustment sections of code, replacing them with the “simple boundary adjustment” and “full boundary adjustment” definitions and process.
 - v. Updating the name of administrative-approved subdivisions from “minor subdivisions” to “simple subdivisions” to distinguish this subdivision and its process from the minor subdivision definition and process held by State statute and adopted in Duchesne County code.
 - vi. Added a missing part of the subdivision approval process code as required by State statute, which is to send a digital copy of the approved final plat of a subdivision electronically to the Utah Geospatial Resource Center for them to add to their 911 road network database.
 - vii. Other minor grammar and punctuation updates.

Mr. Van Wagoner asked who else would be reviewing the ordinance; Mr. Gottfredson responded that it was being reviewed by the Duchesne County Attorney’s Office and would be circulated amongst the Duchesne County department heads and elected officials.

- b. Public Comment: none.
- c. Land Use Decision: Mr. Nelson called for a motion on Agenda Item A3. Ms. Sweat made a motion to recess the public hearing until July 29, 2026, at 5:00 PM. Mr. Van Wagoner seconded the motion. Mr. Nelson called for a vote, and the motion carried unanimously.

C. Information Only Items

1. General Plan Update

- a. Mr. Gottfredson updated the Planning Commission on the General Plan project status.

2. July 29, 2026, Meeting Agenda Items

- a. Mr. Gottfredson stated that other than the recessed public hearing to consider Ordinance 26-432, there were no other agenda items at the time.

Mr. Nelson called for a motion to close the meeting. Ms. Sweat made the motion.

END OF MEETING: 6:45 PM