



Planning & Zoning Meeting

Minutes

Monday, July 13, 2026 at 6:00 pm

AGENDA

1. Roll Call, Prayer, Pledge, Minutes

Minutes:

Commission Members Present:

Katrina Spencer, Chair

Becky Weimer

Nate Robinson

Jerry Allred

Also Present:

Mayor Deborah Herron

Jerry Allred offered the opening prayer. Katrina Spencer led the Pledge of Allegiance.

Becky Weimer recorded the minutes.

Members of the public in attendance : Mike Price, Josh Price.

2. Amended Plat - Mike Price

Minutes:

Mike Price presented an application for an amended plat to allow placement of a manufactured home on his vacant lot. The proposed amendment would adjust the lot configuration to accommodate the placement of the home while meeting required setbacks. Mr. Price also requested a variance for one location where the required setback could not be met.

The Commission discussed completing the amended plat process before issuance of a building permit and advised Mr. Price that the variance request would require City Council approval.

Motion: Nate Robinson moved to recommend approval of the amended plat, contingent upon completion of the required application process prior to issuance of a building permit. Jerry Allred seconded the motion.

Vote: Motion carried unanimously.

The Commission also discussed averaging the rear setback measurement to provide adequate setback for the proposed home.

Motion: Nate Robinson moved to recommend using an averaged rear setback measurement for the proposed placement. Katrina Spencer seconded the motion.

Vote: Motion carried unanimously.

Mr. Price was advised that he must complete both the amended plat and variance applications before appearing before the City Council.

3. 15-Minute Open Session

Minutes:

No public comments were received.

4. Work Meeting: Discussion of Planning and Zoning Applications, Development Projects, Ordinances, Comprehensive Planning, Land Use Matters, and Other Items Properly Brought Before the Planning Commission**Minutes:**

Chair Katrina Spencer distributed draft annexation ordinance materials for Commission review and discussion.

Discussion included:

Future annexation procedures and development of an annexation ordinance.

The Duchesne High School softball/baseball fields and the need to restart the annexation process for those properties.

Potential annexation of additional properties. Blair Madsen's properties on 400 East would like to annex in and have a will-serve letter from the previous Treasurer Diane Miller for city utility service. The Commission discussed allowing continued utility service while requiring payment of applicable connection fees.

Establishing consistent guidelines identifying when annexation should be required versus when property owners may voluntarily petition for annexation.

Bringing annexation plans before the City Council early in the process to provide direction before substantial work is completed.

Organizing future Planning Commission meetings to improve consistency and efficiency.

The next Planning and Zoning Commission meeting was scheduled for August 10, 2026 at 6pm.

5. Adjournment