

Council Members
Mayor Nile Mathisen
Shaun Murray
Steve Secrest
Ben Allred
Al Kettle
Secretaries/Recorder
Kaelyn Meyers
Anissa McDonald
Tasha Crum

Combined Boards
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Zoning Board Members
Chairman Joe Allred
Mark Redmond
Steve Collins
Kay Burgess
Robin Moran
Alternates

Combined City/Zoning
Thursday, February 5th, 2026 at 5:30 PM
MINUTES

Public Works Director
Ben Mower
Engineer
Jeff Baker

- 1) **CALL COMBINED CITY/ZONING MEETING TO ORDER**
 - A. **Welcome and Roll Call** – Deferred
 - B. **Prayer** – Deferred
 - C. **Pledge** – Deferred

- 2) **DEVELOPMENT PROCESS DISCUSSION**
 - A. **Ordinance Updates- Chapter 14.04 Subdivision Amendments**

Kendall Welch from Jones & DeMille Engineering presented updates to Ballard’s subdivision ordinances and the need to adjust policies as per the State changes. The biggest changes were to add a section addressing our fee schedule and adding in provisions to include reimbursable fees for billing between the city, applicant and or other entities and staff. Updates and revisions to the subdivision plat process, along with plat requirements. State requirements regarding Simple and Full Boundary Adjustments and requirements for recording with Uintah County.
 - B. **Consolidated Fee Schedule**

Kendall Welch gave out a copy of our current fee schedule with highlighted additions that could be included within what we already have. She indicated to Jeff Baker that she has other entity costs that can be reviewed to come up with suggestions that would work for our needs here in Ballard.

It was decided that we have an additional meeting to go over the fees to adopt into our fee schedule.
 - C. **Out-Of-Pocket Account Form Checklist Discussion**

Kendall Welch introduced the concept of an out-of-pocket account for developers to cover third-party costs. The city needs to decide on the deposit and how to manage the account.
 - D. **Applications Form Checklist Discussion**

Council and Zoning Board to go over and make suggestions as to what would be best for our use here in the city.

Meeting was adjourned at 8 p.m.

Mayor Nile Mathisen

Date

Chairman Joe Allred

Date

Secretary Tasha Crum

Date

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