



**Ballard Planning
Commission**
Tuesday, March 3, 6:00 pm
Minutes

Chairman
Joe Allred
Public Works Director
Ben Mower
Secretary/Recorder
Kaelyn Meyers/Tasha Crum
Secretary
Anissa McDonald

Board Members
Mark Redmond
Robin Moran
Steve Collins
Kay Burgess
Alternate

Planning Commission Meeting
6 p.m.

Item

A. CALL ZONING MEETING TO ORDER

Prayer and Pledge of Allegiance – Steve Collins

Welcome and Roll Call – Board Member Mark Redmond welcomed all in attendance and called roll. Those in attendance were Board Members, Kay Burgess, Robin Moran, Steve Collins, Secretaries Kaelyn Meyers and Tasha Crum. Chairman Joe Allred was excused.

Conflicts of Interests -- *All Planning and Zoning Members who have a conflict with any item on the agenda please state concern.*

No conflicts were stated by Board Members.

B. APPROVAL OF AGENDA

Motion made by Board Member Robin Moran to approve agenda, 2nd by Board Member Steve Collins. All in Favor.

YEA

NAY

Mark Redmond

Robin Moran

Steve Collins

Kay Burgess

Council Board Member Joe Allred was excused

C. APPROVAL OF PAST MINUTES

1. Feb 3, 2026

Motion made by Board Member Kay Burgess to approve the minutes of February 3, 2026 as written, 2nd by Board Member Steve Collins. All in favor.

YEA

NAY

Mark Redmond

Robin Moran

Steve Collins

Kay Burgess

Council Board Member Joe Allred was excused

2. Combined Meeting Feb 5, 2026

Motion made by Board Member Robin Moran to approve the combined minutes of February 5, 2026 as written, 2nd by Board Member Kay Burgess. All in favor.

YEA

NAY

Mark Redmond

Robin Moran

Steve Collins

Kay Burgess

Council Board Member Joe Allred was excused.

3. Combined Meeting Feb 26, 2026

Motion made by Board Member Mark Redmond to approve the combined minutes of February 26, 2026 as written, 2nd by Board Member Kay Burgess. All in favor.

YEA

Mark Redmond

Robin Moran

Steve Collins

Kay Burgess

Council Board Member Joe Allred was excused

NAY

D. NEW AGENDA ITEMS

1. CONCEPT FOR POSSIBLE REZONE – Sage McCormick

Sage McCormick proposes to the Board a rezoning concept to be located at 3500 East 1000 North. He would like to rezone 1000 North from Commercial 3 to RM-1 (single-family residential), comprising 10 adjacent acres to the west along the road. His intention is to replicate the development on the opposite side by establishing eight lots. Mr. McCormick is currently uncertain about whether to keep just a half-acre or to extend it all the way back to the property line, rather than leaving a narrow strip. Board Member Mark Redmond interjected to discuss the ongoing updates to the setbacks. He mentioned that it was fortuitous that the idea of moving back was brought up, as they are in the process of establishing new setback regulations. Board Member Mark Redmond encouraged Mr. McCormick to consider moving the property boundary back entirely, as this would be in line with the forthcoming setback ordinances.

Board Member Mark Redmond outlined some of the necessary steps for Mr. McCormick to complete the rezoning process before any action can be taken. He was also advised to follow the online application process, and all documentation should be submitted well in advance. A notice must be published at least three weeks before the meeting. For a meeting scheduled for April 1, all materials should be submitted three weeks prior. Missing the timeframe could result in a delay in getting on the agenda for that meeting.

2. BCE RESOURCES MINOR SUBDIVISION– Jason Phelps

Board Member Mark Redmond updated the council about a prior discussion with property owner Jason Phelps, regarding the division of the 20-acre property. Mr. Phelps would like to divide off two acres from the total. This approach helps prevent the owner from tying up all 20 acres, providing more flexibility. Mr. Phelps clarified that the lot is currently considered unbuildable, and he has no immediate plans for development. Should any future plans arise, he would need to re-submit for approvals and go through the necessary processes. Board Member Mark Redmond indicated that the required easement will be adjusted to 60 feet wide, which Mr. Phelps agreed to implement. This modification will provide 34 feet on each side, minimizing potential issues, especially with the possibility of future development related to major highways or roads.

Motion made by Board Member Steve Collins to approve with Amendment of 60 feet easement minor subdivision, 2nd by Board Member Robin Moran. All in favor.

YEA

Mark Redmond

Robin Moran

Steve Collins

Kay Burgess

Council Board Member Joe Allred was excused

NAY

3. CUP FOR PROPOSED OIL WELL LOCATION SAGE PAD- Andrea Gurr

Andrea Gurr, representing Uintah Wax, proposed a new oil and gas site with 10 horizontal wells, located near the previous well site. Andrea mentioned that during

her executive meeting, she reviewed the fencing requirements outlined in the CUP and asked the Board if they would consider a game fence, instead of the traditional chain link for cost-effectiveness. Board Member Mark emphasized that the board is committed to the condition of using a chain link fence. It was noted that this choice is intended to protect the area and ensure safety by preventing unauthorized access. Andrea mentioned that the future construction of the deceleration and acceleration for Highway 40, which were intended for previously approved Super Pad Project, will also be applicable to the new project currently under review. Andrea stated that from the last CUP allowed Uintah Wax to bring in the rig, but not stop frac operations until everything is complete, and that aligns with their current plans.

E. RETURNING PAST AGENDA ITEMS- Discussion on combined meeting-Mark Redmond

1. Research on Setback requirements: Edge of Road or Center
2. Memorandum
3. Curb & Gutter/Sidewalks
4. Structure of our Site Plan Completion Order/ First point of contact/check off list requirements

Board Member Mark Redmond went over the above items and discussed the importance of clarifying setback requirements for existing roads and future developments. He also discussed the need for better communication and timely updates on assignments.

F. STANDARD PUBLIC COMMENTS

No public comments.

G. FOLLOW-UP ON TABLED ITEMS

Nothing to follow up on.

H. FOLLOW-UP ON PAST BOARD ASSIGNMENTS

Nothing to follow up on.

I. ZONING BOARD ADJOURN

Motion made by Board Member Steve Collins to adjourn meeting, 2nd by Board Member Kay Burgess. All in favor.

YEA

Mark Redmond
Robin Moran
Steve Collins
Kay Burgess

NAY

Council Board Member Joe Allred was excused

Chairman Joe Allred

Date

Secretary Tasha Crum

Date

******NOTE:** *In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Kaelyn Meyers at Ballard City Building, 2381 E. 1000 S., Ballard, Utah 84066. Phone: 435-722-3393.*