

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

**Combined Boards**  
**2381 E. 1000 S.**  
**Ballard, Utah 84066**  
**Phone: (435) 722-3393**  
e-mail: [tcrum@ballardcityut.gov](mailto:tcrum@ballardcityut.gov)

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

**Combined City/Zoning**  
**Wednesday March 18, 2026, 5:30 PM**  
**WORK MEETING MINUTES**

- 1) **CALL COMBINED CITY/ZONING MEETING TO ORDER**
  - A. **Welcome and Roll Call – Deferred**
  - B. **Prayer – Deferred**
  - C. **Pledge – Deferred**
  
- 2) **DISCUSSION OF WILDLAND URBAN CODE**-Corey Auger  
Jeremy Raymond, with Uintah County Fire Department, conducted a meeting regarding the Wildland Urban Interface (WUI). Mr. Raymond explained that the wildland code book requires a map defining WUI. This map is subject annual reviews or can be evaluated every five years. As development progresses and vegetation is cleared, areas identified as WUI may become low-risk or even non-existent.  
The State has classified WUI areas based on a structure score from 0 to 10, with 10 indicating the highest hazard. Currently, there are no high hazards within Ballard City. Cities are required to adopt the WUI map if they are five or more, but they can't go below that.  
City Council Member Shaun Murray mentions concerns raised by other board members regarding potential fees and additional requirements beyond our existing building codes. Mr. Raymond clarified that while there may be requirements, such as defensive trees, no additional fees will be imposed.  
Mr. Raymond will prepare the new WUI map and attend the next City Council meeting on April 7<sup>th</sup>. The city only needs to adopt the map, as the code has already been adopted.
  
- 3) **DEVELOPMENT PROCESS DISCUSSION**
  - A. **Review & Discuss Proposed Fees for Subdivision Review & Inspection**  
Jeff Baker, with Jones and DeMille, discussed the proposed fee schedule and comparing our current fees with those of other entities. Various items were

discussed, detailing which fees would remain unchanged and which were proposed for adjustments, particularly concerning fees for subdivisions.

**B. Ballard City Design & Construction Standards Discussion**

A discussion on the need to hire a zoning administrator, weighing the options of full-time versus part-time positions. Key considerations included determining appropriate compensation based on comparable municipal roles and assessing the budgetary implications of this decision. The importance of ensuring fair and equal treatment for all the community members was highlighted as a significant reason for establishing this role. It was discussed that the zoning administrator should have the capability to investigate and pursue grants and other funding opportunities.

*\*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.*

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Mayor Nile Mathisen

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Date

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Chairman Joe Allred

\_\_\_\_\_  
Date

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Secretary Tasha Crum

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Date

***Approved Signed Copy filed in the Ballard City Offices***