

**MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY, June 10, 2026
6:00 PM**

Commission Members Present: Planning Commission Chair Lisa Murray, Board Members; Scott Swenson, Chevi Sutton, Carol Jacobsen, and Joe Howe.

Commission Members Present via Zoom:

Commission Members Absent: Larry Smith, Desiree Funk, Darren Glathar

Staff Members' Present: City Engineer Bryan Kimball, City Planner Megan Spurling, Community Development Clerk Guadalupe Kenison, and City Manager Katie Witt.

Others Present: Mike Ballard, Devon May, and Eddy Christensen. Joe Gallagher is present via zoom.

Planning Commission Chair, Lisa Murray called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

The Commission reviewed the minutes of May 13, 2026, the Planning Commission meeting.

Planning Commission Member Carol Jacobson moved to approve the minutes from May 13, 2026. The motion was seconded by Planning Commission member Joe Howe. All were in favor. The motion carried.

PUBLIC MEETING ACTION ITEMS:

Conditional Use Permit-May Duplex: The applicant, Devon May, is requesting a Conditional Use Permit to convert his existing home into a duplex. The home is already equipped with separate entrances, 6-foot site obscuring fencing and 4 off street parking spaces at 330 South Main Street.

Megan informs the board members the applicant would like to rent his home as a duplex and if it stayed as owner occupied, they would not need a business license. With a conditional use permit it gives him the flexibility to rent the top and bottom separately. All recommendations and requirements have been met and staff recommends approval.

Devon is present for any questions. Devon informs the board members that they do have enough parking, and they will maintain the yard instead of the tenants. There are separate entrances and there are three bedrooms upstairs and two downstairs.

Planning Commissioner Joe Howe made a motion to approve the Conditional User Permit as per staff recommendations, with the conditions of approval stated in the staff report. Planning Commission Member Chevi Sutton seconded the motion. The motion carried.

Megan informs Devon May that it will go before the City Council next week for final approval, if approved they will need to apply for a business license before rental begins.

PUBLIC HEARING ACTION ITEMS:

Planning Commission Chair Lisa Murray opens the public hearing to review the proposed items:

Subdivision Approval-Ephraim Crossing Estates Phase 5: The applicant, Joseph Gallagher with CVG-Ephraim South LLC is proposing to subdivide a portion of parcel S-6195 into 5 single-family lots ranging from 6,000-7,000 square feet.

Megan informs the board members of the proposed project and informs the board this was the item on the agenda for the last meeting when no quorum was available. Staff ask that the applicant adhere to the subdivision standards as noted in the staff report and recommend approval.

Subdivision Approval-The Crossing Retail A: The applicant is proposing to subdivide a portion of parcel S-6183x1 into 3 lots for the purpose of developing a commercial subdivision.

Megan reviews the proposed project for potential retail and restaurant spaces. Staff recommend approval with the standard conditions including road improvements, approved plans, and landscaping requirements. Mike Ballard is present and has provided additional details about the development and that they would like to get started this year. He confirms they are not developing the land but only selling it.

Planning Commissioner Scott Swenson made a motion to close the public hearing. Planning Commission Member Carol Jacobson seconded the motion. The motion carried.

Planning Commissioner Chevi Sutton made a motion to recommend the approval of the Ephraim Crossing Estates Phase 5 for the lot split of S-6195 with the outline from staff. Planning Commission Member Carol Jacobson seconded the motion. The motion carried.

Planning Commissioner Carol Jacobson made a motion to recommend the approval of the Subdivision approval of parcel S-6183x1 for commercial subdivision. Planning Commission Member Chevi Sutton seconded the motion. The motion carried.

PLANNER'S REPORT

City Planner Megan Spurling informs the board members of the plans for the traffic light at 750 South; Bryan informs the board of the requirements for traffic light and the time frame that it may take to get one. Megan asked them to check their email regularly. She informed them she did just send out a crucial email regarding the next meeting. She reminds the board that the Open and Public Meetings Act training needs to be completed and provide completion certificates to the office.

Brief discussion is held regarding drought pricing announcements. Katie discussed the city's water conservation measures due to the low snowpack and drought conditions. It is announced that the new drought pricing will start on the billing cycle for June 20th, it will be based on usage tiers. It is confirmed that the drought pricing will end in October.

Megan announces that Eddy Christensen and Tyra Taylor will be joining the Planning Commission Board and their appointments will be at the City Council Meeting on Jun 17th.

ADJOURNMENT

Planning Commission Member Joe Howe moved to adjourn the meeting at 6:52 pm. Planning Commission Member Scott Swenson seconded the motion. The motion carried.

Minutes approved on: June 24, 2026

Larry Smith
~~Lisa Murray, Chair~~ Larry Smith Protem Chair

M. Guadalupe Kenison
M. Guadalupe Kenison, Community Development Clerk