



Harrisville City Planning Commission

Meeting Minutes

Harrisville City Offices – 7 PM

Wednesday, July 12, 2023

Commissioners: Nathan Averill
Chad Holbrook
Bill Smith
Jordan Read

Staff: Jennie Knight (City Administrator)
Cynthia Benson (Deputy Recorder)
Justin Shinsel (Public Works Director)

Excused: Brad Elmer
Brenda Nelson

Visitors: Michelle Tait, Shauna Read, Bill Leavitt

1. CALL TO ORDER

Vice-Chair Averill welcomed all in attendance. He excused Commissioner Brad Elmer and Commissioner Brenda Nelson.

2. OATH OF OFFICE

Oath of Office administered to Jordan Read by Cynthia Benson, Deputy Recorder.

3. CONSENT APPROVAL – of Planning Commission minutes from June 14, 2023.

MOTION: Commissioner Holbrook motioned to approve Planning Commission minutes from June 14, 2023 as written. Commissioner Smith seconded the motion.

Nathan Averill	Yes
Chad Holbrook	Yes
William Smith	Yes
Jordan Read	Yes

All voted in the affirmative.

4. DISCUSSION/ACTION/RECOMMEND – to approve conditional use permit for Majestic Elementary located at 425 W 2550 N.

Jennie Knight, City Administrator, gave a brief overview of a conditional use permit application received on June 12, 2023 for an electronic sign at approximately 425 West 2550 North. According to HCMC §11.23.030(6), electronic signs conveying messages are subject to a conditional use. The conditions outlined in the Harrisville City Municipal Code for electronic signs are as follows; The sign has an automatic dimmer to reduce sign intensity at least to 60% intensity after dusk, or a greater reduction as may be necessary, including turning off the sign to mitigate impacts on nearby residential uses; The sign shall not display flashing or rapid blinking that may resemble strobe lighting, mimics police, emergency vehicles, traffic control lighting, or similar; Each message shall remain visible for enough time for a person to read said sign without distraction or transition between messages; Signs are limited to the commercial zone, manufacturing zone, and

nonresidential uses in a residential zone; Signs shall follow the requirements for marquee signs; The electronic message display area shall not exceed forty percent (40%) of the overall sign face which may include gaps and design space for aesthetic purposes; The land use authority can impose conditions to mitigate impact on surrounding residential uses, support dark sky principles common to municipalities, and to mitigate any possible public nuisance impacts.

Bill Leavitt, applicant, 1st Impressions Designs, was invited to give an overview of the project and how the intended signage complies with the outlined conditions. The commission discussed the items listed along with the updates/replacement of the existing signage.

Staff recommends approving the conditional use permit based on compliance with HCMC §11.23.030(6), International Building Code, and all other staff or agency requirements.

MOTION: Commissioner Averill motioned to approve the conditional use permit for Majestic Elementary electronic sign located at 425 W 2550 N subject to compliance with the conditions of the Staff Memo dated June 29, 2023, Harrisville Municipal Code, and all other agency requirements. Commissioner Holbrook seconded.

Nathan Averill	Yes
Chad Holbrook	Yes
William Smith	Yes
Jordan Read	Yes

All voted in the affirmative.

Staff informed the applicant of the fifteen (15) day appeal period which will end on Thursday, July 27, 2023 at 5:00 PM.

5. DISCUSSION/ACTION/RECOMMEND – to recommend final approval of Ben Lomond Subdivision Phase 2D located at approximately 1975 North 125 West. Jennie Knight gave a short background review for the commissioners along with review of the staff and engineer memo. Staff recommends approval based off staff memo and engineer memo. Commissioners discussed changes and any updates to the project. Justin Shinsel, Public Works Director, mentioned the widening of 2000 North received its funding. The project will begin this summer which will accommodate the access onto 2000 North.

MOTION: Commissioner Smith motioned to recommend final approval of Ben Lomond Subdivision Phase 2D located at approximately 1975 North 125 West subject to compliance with the conditions of the Staff Memo dated June 28, 2023, Engineer’s Memo dated July 6, 2023, Harrisville Municipal Code, and all other agency requirements. Commissioner Read seconded.

Nathan Averill	Yes
Chad Holbrook	Yes
William Smith	Yes
Jordan Read	Yes

All voted in the affirmative.

6. PUBLIC COMMENTS - (3 minute maximum)

There were no public comments.

7. COMMISSION/STAFF FOLLOW-UP.

Commissioner Holbrook asked about training hours. Jennie Knight answered the commissioners need four (4) hours of land use training per year. Open public meetings, non-discrimination meetings, land use trainings, count as time towards this requirement. The commissioners asked Jennie Knight to schedule a training with Craig Call to help meet this requirement.

Jennie Knight updated the commissioners on the subdivision ordinance changes. The subdivision approval process was updated during the 2023 Legislation Session. The city needs to have the new ordinance adopted by February 2024. She reviewed what it may appear like with the commissioners and how the city is going about managing this change.

8. ADJOURN.

MOTION: Commissioner Holbrook motioned to adjourn the meeting. Commissioner Smith seconded. All voted in the affirmative. Meeting was closed at 7:21 pm.

Nathan Averill
Vice-Chair

Cynthia Benson
Deputy Recorder