



Project Management Meeting Minutes

Harrisville City Office

Thursday, August 10, 2023 – 9:00 a.m.

Present: Michelle Tait, Mayor, Jennie Knight, City Administrator, Jack Fogal, City Recorder, Cynthia Benson, Deputy City Recorder, Matt Robertson, City Engineer, Brandon Green, Jones & Associates, Brady Hansen, Bona Vista.

Visitors: Irene Reyna

Jennie Knight, City Administrator, opened the meeting and introduced the Project Management Committee present.

1. Discussion on proposed commercial site plan for Reyna's Auto located at approximately 1165 N Washington Blvd – Irene Reyna

Ms. Knight began the discussion by clarifying the parcel being utilized for the proposed sales due to addressing on application, site plan, and parcel indicated are not the same. Discussion continued between staff and Ms. Reyna on access to the south, landscaping requirements, and modifications to the parcel in order to comply with current city ordinances.

In order to comply with current standards, the area for vehicles needs to be surfaced; signage needs to be updated; curb, gutter, and sidewalk installed in areas along Washington Blvd where it is currently missing; a new site plan including number of stalls for parking/sales; landscaping needs to be updated; grading and drainage plan for storm water runoff needs to be included in final site plans.

The city staff will follow up on whether a prior Conditional Use Permit exists for this property. Staff will also provide a letter of requirements to Ms. Reyna via email.

Ms. Reyna will provide documentation regarding the easement to the south.

2. Continuing Projects

There were no continuing projects discussed at this time.

Meeting adjourned at 9:29 a.m.