

**Project Management Meeting  
Harrisville City Office  
Thursday, June 11, 2020  
9:00 a.m.**

**Attendance:**

Matt Robertson (City Engineer)  
Bill Morris (City Administrator)  
Jennie Knight (City Recorder)  
Sean Lambert (Public Works Director)  
Chad Holbrook (Planning Commission Chair)  
Grover Wilhelmsen (City Council Member)  
Ronda Kippen (Community Planner)

**Visitors:**

Greg Montgomery  
Nate Harbertson

**1. Discuss possible lot line/boundary line adjustment to parcel 11-027-0025 located East of 231 Larsen Lane. -Greg Montgomery**

Greg Montgomery explained proposed changes they would like to make with regarding to a lot fronting Larsen Lane and Lot #3 of Jennings Subdivision. They do not want to use the entire parcel that front Larsen Lane and he is wondering if they can make a lot line adjustment to Lot #3 to absorb the excess land, leaving 20,000 square feet as a buildable lot. They would like to build a pole barn on the remaining property but recognize they must have a main building to allow for an accessory building to be built. The 20,000 square foot lot fronting Larsen Lane would have the appropriate frontage to meet city code.

Discussion regarding whether the 20,000 square foot lot should be incorporated into the subdivision and which state laws are applicable to establish a buildable lot. Ronda Kippen stated this would be a subdivision amendment to comply with the most recent state legislation. She feels the easiest thing would be to include the new lot into the subdivision to ensure entitlements. Greg Montgomery stated this is a buildable lot as is now. They are trying to address the lot line adjustment to absorb the remaining property into Lot #3 of Jennings Subdivision. Ronda Kippen stated as of 1991, state law requires land to be included into a subdivision for a land use action to take place, unless the parcel is grandfathered in before the zoning was determined. Greg Montgomery feels the lot meets current city standards for building, they are building on a lot, but would also like to add an accessory building and recognize that must be attached to a lot with a main structure. Ronda Kippen clarified state statute changed in May, now every lot line adjustment must be run through as a subdivision amendment. She said the way city code is written, this is handled administratively, through Project Management. The same way a lot line adjustment would have been. If both parcels had been remnant parcels, there would be no need to amend the subdivision. Since Lot #3 of Jennings Subdivision is being altered, this is an amendment.

Matt Robertson agreed. Ronda Kippen further clarified this will meet the state statutes. Greg Montgomery asked how the city is interpreting the new state law. Ronda Kippen explained because one lot is in the subdivision, this does not qualify as a boundary line adjustment. The subdivision amendment is handled one in the same as the lot line adjustment would have been,

being approved at Project Management level. She again suggested including the new lot as part of the subdivision.

Matt Robertson conceded they are more familiar than he is with the code, but making a change to Lot #3 requires a subdivision amendment. Greg Montgomery asked for Bill Morris' opinion. Bill Morris said as long as the parcel on Larsen Lane meets city code it can be recognized as a buildable lot but agreed to take a closer look. Greg Montgomery requested this decision be made so he can provide accurate information for a survey to be done. Ronda Kippen will follow up with the correct interpretation and make contact with Greg Montgomery.

**2. Discuss possible development of parcels 17-064-0033 and 17-120-0019 located at approximately 1956 N Highway 89. -Nate Harbertson**

Bill Morris informed Nate Harbertson the Mixed Use/In-Fill Commercial Ordinance was tabled at Planning Commission last evening. This ordinance is necessary for the proposed development to take place. Ronda Kippen explained she is working on the details of this ordinance to address what Planning Commission might be looking for. Once the draft is updated, it will be sent back to Planning Commission. She explained this is kind of a trial period for the city. Nate Harbertson asked if there are specific things he can address with the plan. Bill Morris said based on some public comments received, Planning Commission decided to address concerns with further defining commercial elements and shared access points. He said slight changes to the wording will be made and this will be reviewed again in August, if passed then, on to City Council in September. Nate Harbertson said they do not have a user for the commercial property yet and asked if that is necessary for approval. Bill Morris explained more of a broad definition such as: personal services or professional offices. Ronda Kippen said she put together the commercial table and will send this to Nate Harbertson to give an idea of what will fit next to residential. This development is directly associated and contingent on development of the golf course. Trying to have all elements work together to provide something desirable for the city. This is the only area allowed in Harrisville. If Planning Commission does not like this, they will pull it from the table. She will continue to work with Nate Harbertson.

**3. Continuing Projects.**

Staff reviewed the new proposal received by Pat Burns. Bill Morris pointed out some issues with a possible cul-de-sac. Otherwise said he is fine with the proposal Matt Robertson will conduct a full review.