



**Harrisville City Planning Commission**  
**Harrisville City Offices**  
**Wednesday, April 12, 2023**

**Commissioners:** Kevin Shakespeare, Chair     **Staff:** Jennie Knight (City Administrator)  
Nathan Averill     Cynthia Benson (Deputy Recorder)  
Chad Holbrook     Justin Shinsel (Public Works Director)  
William Smith  
Brad Elmer

**Excused:** Brenda Nelson

**Visitors:** Irene Reyna, Luis Reyna, Larry Reyna, Blaine Barrow, Arnold Tait, Michelle Tait,  
Dugan Frehner, Doug Russell, Linda Russell.

**1. CALL TO ORDER**

Chair Shakespeare called the meeting to order and excused Commissioner Brenda Nelson.

**2. CONSENT APPROVAL** – of Planning Commission minutes from March 8, 2023.

**MOTION: Commissioner Holbrook motioned to approve the Planning Commission minutes of March 8, 2023 as written. Commissioner Averill seconded.**

**Kevin Shakespeare** Yes  
**Nathan Averill** Yes  
**Chad Holbrook** Yes  
**William Smith** Yes  
**Brad Elmer** Yes

**All voted in the affirmative.**

**3. DISCUSSION/ACTION/RECOMMEND** – to grant approval for a Conditional Use Permit for a proposed used car dealership/tax preparation office located at approximately 1096 North Highway 89.

Jennie Knight, City Administrator, reviewed the staff memo dated April 6, 2023. The proposed use is on the corner of 1100 North and Highway 89 where Mike’s Fuel Stop used to be. The City received an application for a Conditional Use Permit for Auto Sales which is an approved use under the commercial code as a conditional use. Commissioner Averill asked if this is a current business in Harrisville. Jennie Knight replied in the affirmative. The applicant has a business already on Washington Boulevard.

Staff has identified two access points for the business and the site plan shows the area of the “for sale” vehicles on the north and west areas, which is away from the residential properties to the

east. Adjacent properties to the south and east are zoned CP-2. They have identified the parking they anticipate for their business on the included site plan. They will be utilizing one of the bays for vehicle prep which is existing on the property with doors.

Hours of Operation are proposed to be Monday through Saturday 10am to 7pm. Anticipated peak hours will be Friday and Saturday 10am to 7pm. They are not proposing any exterior changes or redesign of the building and will be upgrading the signage. This is a requirement by the city as well since the existing sign is currently not in compliance with Harrisville Municipal Code 11.23 Sign Regulations.

Staff recommendations include the following; 1. The issuance of a UDOT access permit to Highway 89 since the use of the business triggers the review for traffic flow, 2. Updating of the sign to meet Harrisville Municipal Code, 3. Compliance with Harrisville Municipal Code, 4. International Building Code requirements for a business license, 5. North View Fire requirements for a business license, and 6. Any other staff or agency requirements.

Chair Shakespeare invited the applicant, Irene Reyna, to stand to answer any questions from the commission. He began the discussion by asking how many cars would be on the lot at any given time. Larry Reyna replied there will be approximately 37 cars in various locations at any given time with customer parking on the north side of the building. The bays will be used for preparing the cars for sale such as placing stickers on the cars, changing license plates, temp tags, etc. There will be no washing of the vehicles, oil changes, etc. on the property since they have another location to do all this. The cars will be driven to the lot once they are ready for sale.

Commissioner Averill asked if the business hours for the tax business will be the same as for the used car lot. Irene Reyna answered she would be conducting her tax business within the same hours as the Auto Sales operation.

Commissioner Holbrook asked for more detail on the type of cars the business would have. Larry Reyna described the cars be rebuilt title cars of newer vehicles. Discussion ensued amongst the commissioner over the number of vehicles. Commissioner Holbrook asked what kind of lighting will be used and how the cars will be delivered. Larry Reyna replied they will be utilizing the current canopy lights on a dim setting and the lights for the new signage. All cars are driven to the physical lot after they are repaired, detailed, prepped, and ready for sale.

Commissioner Elmer asked if the pumps have been removed. Jennie Knight answered the tanks have also been removed along with the pumps and reiterated there is to be no on street parking. Discussion with parking for customers between commissioners and applicant occurred.

Chair Shakespeare asked for more detail on the UDOT access permit. Ms. Reyna replied they have a meeting scheduled with UDOT on April 18, 2023 at 9 am to discuss the access from Highway 89. Jennie Knight added staff does not anticipate there being an issue since there is already a commercial entrance. Ms. Reyna added they will be repainting the lot for the cars and possible tint store windows or change them to privacy glass.

Chair Shakespeare asked when the fire code and building code requirements would take place. Jennie Knight replied they will occur during the business license application. He further asked Public Works if there are any concerns with this type of business.

Justin Shinsel, Public Works Director, explained there is to be no oil changes or washing of vehicles without any Industrial Storm Water Infrastructure on the site and asked this requirement be included on the Conditional Use Permit.

**MOTION: Commissioner Averill motioned to grant approval for a Conditional Use Permit for a proposed used car dealership/tax preparation office located at approximately 1096 North Highway 89 subject to compliance with Harrisville Municipal Code, Staff Memo dated April 6, 2023, and any other staff or agency requirements including the recommended conditions which are obtained through an UDOT access permit, updating of signage to current building codes standards, along with no oil changes or washing of vehicles due to no industrial storm water system is in place on the property. Commissioner Elmer seconded.**

**Kevin Shakespeare Yes**  
**Nathan Averill Yes**  
**Chad Holbrook Yes**  
**William Smith Yes**  
**Brad Elmer Yes**

**All voted in the affirmative.**

**4. DISCUSSION/ACTION/RECOMMEND – to grant preliminary site plan approval for the Public Works Facility located at approximately 1750 North 750 West.**

Jennie Knight began by stating the project has some exciting news and asked Justin Shinsel to share the news. Justin Shinsel began by stating about a month and half ago, the Mayor and Jennie received an email from Representative Blake Moore about additional funding for a grant which could be utilized for the new Public Works building. After an intensive application process, the City was approved for a \$3.3 million grant to be utilized for the entire infrastructure of the project from 750 West to Highway 89. This grant aligns the budget and allows the city to continue with the project without interruptions between phases for the Public Works building.

Jennie Knight reviewed a brief history of the project and added the development includes a new city street (1750 North) which the Public Works Facility will front. The main entrances and exits will be mostly accessed from 1750 North and will mitigate any traffic congestion on 750 West. The truck loading and unloading facilities will be on the East side with some access on the North. The main circulation patterns will be internal within the boundaries of the facility. All parking will be off-street with lighting directed towards the development to mitigate any light pollution. The development includes low signage which will enhance the appearance and harmony of the area by not creating a traffic hazard or intruding into the skyline. Drought resistant types of vegetation will be utilized along with considerations for xeriscaping due to limited irrigation with this phase. Staff would like the commission to consider this phase to be self-sustaining if future development takes

longer than anticipated. A full review of the utility plan, drainage, and easements is included in the City Engineer's Memo dated April 6, 2023.

Staff is recommending preliminary approval with the following conditions; 1. Approval through Bona Vista Water Improvement District for both culinary and the irrigation plan, 2. Service Letters from utility providers; Dominion Energy and Rocky Mountain Power, 3. International Building Code Requirements, 4. Any other staff or agency requirements, along with Bona Vista's review for water flow and outside irrigation.

Jennie Knight reviewed the engineer's memo for the record. The memo identifies the City has been working with the City Engineer, the project Architect, and the contractor for the design. Plans for the project along with the proposed new city-standard roadway on the south end of the property which will eventually connect to Highway 89. The visitor and employee parking areas and entrances will access this new road. A secondary access off 750 West to the north end of the shops is being proposed as gated and will provide for truck circulation on the site. Necessary water, sewer, and storm drain utilities will be constructed for the site as well.

The following items will need to be addressed prior to final approval: 1) Obtain final approval of the culinary water improvements from Bona Vista Water. This will include submitting water use calculations for outdoor watering and obtaining approval from Bona Vista to have a connection for outdoor use and 2) Obtain final approval from the North View Fire District.

Commissioner Holbrook asked for Dugan Frehner, from Blalock & Associates, to review the architecture design and site plan focusing on how this project will benefit Harrisville City. Dugan Frehner reviewed the landscape, the building design, building finishes, and the monument sign. He added the glass will be intentionally used for monitoring purposes to help reduce long term costs.

Commissioner Holbrook asked how high the ground water table is on this site. Justin Shinsel referred to sections of the GEOTech report. He added the building/site will be built to match the elevation for 750 West since the land currently sits below that elevation. This will mitigate the ground water issues currently on the property.

Commissioner Holbrook asked about earthquake proofing for the building. Dugan Frehner stated the building standards for this building type are one category below the highest level of security for an earthquake. If the building were to be subject to an earthquake the repairs would be superficial.

Commissioner Smith asked about the entrances for the building. Dugan Frehner clarified the multiple entrances will be; one (1) for public, two (2) for public works, and one (1) as an alternative for safety purposes. Commissioner Smith interjected the reason he was asking was for storm water runoff. Dugan Frehner explained the runoff will be into an internal storm water system. There will be a secondary drain as well as an additional outlet for possible clogging of any drain. Heat tracing will be included in the drains to prevent ice build-up. A snow guard system will be provided at various locations to prevent the snow or roof build up sliding off all at once.

Commissioner Averill asked if the new road will be built all at once from 750 West to Highway 89. Staff replied the plan is to build it all at once under the supervision of the City Engineer. Commissioner Averill further asked if there is any question about obtaining access from the surrounding properties in order to build the road. Justin Shinsel replied there is only one other property owner to negotiate with. Staff is already in contact with them about the access.

Commissioner Holbrook asked for the construction timeline. Justin Shinsel responded with a groundbreaking ceremony tentatively planned for June 2023 with the Public Works Department moving into the building in July 2024.

Commissioner Averill asked for clarification on the requirements from Bona Vista on the secondary water connection. Justin Shinsel responded the connection will be a completely new connection which will eliminate any cross contamination. There will be no opportunity for anyone down the line to reconnect to this line. Commissioner Averill inquired if there will be anything to prohibit the other phases of the project being completed. Jennie Knight answered the plan is to continue, under City Council direction, by obtaining all documentation and funding required for the Administration and Public Safety building. Staff has already begun to prepare the next phases.

**MOTION: Commissioner Averill motioned to grant preliminary site plan approval for the Public Works Facility located at approximately 1750 North 750 West subject to the subject to compliance with Harrisville Municipal Code, City Engineer’s memo dated April 6, 2023, Staff Memo dated April 5, 2023, and any other staff or agency requirements. Commissioner Elmer seconded.**

<b>Kevin Shakespeare</b>	<b>Yes</b>
<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>William Smith</b>	<b>Yes</b>
<b>Brad Elmer</b>	<b>Yes</b>

**All voted in the affirmative.**

**5. PUBLIC COMMENTS - (3 minute maximum)**

Chair Shakespeare opened the public comment portion of the meeting.

Blaine Barrow began with his concerns on the road construction from 750 West to Highway 89. He is concerned the access through the private property owners has not been properly addressed. Lastly, he stated his concerns for the reconstruction of 750 West with a new secondary water system sometime in the future.

Chair Shakespeare closed the public comment portion of the meeting.

## **6. COMMISSION/STAFF FOLLOW-UP.**

Jennie Knight stated the staff has been busy meeting deadlines for as RAMP Grant for the replacement of the playground equipment. Also, the City Council is working through the budget for next fiscal year.

Justin Shinsel addressed the public comment concerns. The city is waiting for federal funding for the irrigation project slated for 750 West. This will be a resident base participation project. Also, HHI is onboard with the plans to allow access through their property from the new Public Works Facility to Highway 89. In regards to the flooding for the city. Harrisville is looking good. We have supplied North Ogden with 300 sandbags to help mitigate their flooding issues. There are 1500 sandbags ready to go. Volunteers will be invited for tomorrow night to help fill and tie bags. The city is also working on gathering the information necessary for the Safe Sidewalks Grants. This grant will include the following projects; adding curb, gutter and sidewalk along with widening the narrow strip along 2000 North, and adding a safe drop off zone behind Majestic Elementary.

Overall, this winter Public Works has pushed snow twenty-eight (28) times and has thrown 600 tons of salt. They have completely replaced the headgate at the main park to help mitigate the storm water there. The Public Works department has also been busy clearing out the storm drains throughout the city to be proactive and do all they can for the health and well-being of the residents.

## **7. ADJOURN.**

Chair Shakespeare adjourned the meeting at 8:01 pm.

Kevin Shakespeare  
Planning Commission Chair

Cynthia Benson  
Deputy Recorder