

**MINUTES OF HARRISVILLE CITY**  
**PLANNING COMMISSION/CITY COUNCIL MEETING**  
Wednesday, October 8, 2014 – 6:30 PM  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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- Present:** Mayor Bruce Richins, Commissioner Bill Smith, Commissioner Tyler Malmrose, Commissioner Roger Shuman, Commissioner Steve Weiss, Commissioner Pat Young, Commissioner Kevin Jensen, Commissioner Don Knighton Council Member Jeff Pearce, Council Member Jennifer Morrell.
- Staff:** Shanna Edwards, Planning Commission Secretary, Jennie Knight, City Recorder, Bill Morris, City Administrator.
- Visitors:** Bruce Allen, Sid Bodily, John Leonard, Susan Obray, Ken Phippen, Chris Hansen, Kathy Campbell, Todd Heslop, Robert Porter, Mike Murtha, Lee Dikemore, John Stewart, Tom Burleland, Carl Parker, Phil Owen, Mike Hunsaker, Bonnie B??d, Ruth Pearce, Buddy Sadler, Blake Neil, Maura Pitcher, Kent Schofield, Raymond Rounds, Samuel Heiner, Keri Montgomery, Helen Jane Lemon, Ava Painter.

**6:30 P.M.      PLANNING COMMISSION/CITY COUNCIL MEETING**

Land Use Planning 101, a Training Session for Land Use Authorities in Utah.

Meg Ryan, Utah League of Cities and Towns, opened the training session and introduced herself. She welcomed all attendees from Harrisville, Farr West, Willard, Ogden City, Perry, South Ogden, Marriott-Slaterville City, and Plain City.

She informed everyone there are books available that cover the training in more detail and encouraged participation, saying the presentation is not necessarily a one way lecture.

The basic training session covered topics such as:

- Statutory powers and duties of the Land Use Authority and Appeal Authority
- Reviewed land use planning tools, general plan requirement, and ordinances
- General overview of meeting procedures and required public hearings and notice requirements
- Open and public meeting training
- State ethics review

The ground work of land use is set at the planning commission level with continual education on the needs and wants of local communities. This is where a long term vision is used determining where the city is ultimately going.

The state sets the framework for Planning Commission and lets each individual community decide what their future will look like. Change is constant and the community moves and changes as well. Working with neighbors is important when future planning is concerned.

Meg Ryan gave a general description of the land use code. She explained cities and towns are authorized by the State and should adhere to the regulations to continue those rights. Some of

these mandates include the public bodies: Planning Commission, Land Use Authorities, Appeal Authorities, and the Land Use General Plan.

Meg gave a brief definition and explanation of each mandated body, the policy, applying the law, and enforcing and interpreting the laws. She gave an overview of public meeting and notice requirements, explaining that public meetings and public hearings are different. She discussed agenda items and how to identify which category, legislative, administrative, or quasi-judicial, they fall into. She explained how to conduct a public meeting, when public input is allowed, and when action is allowed.

Meg Ryan gave instruction on the open and public meetings act including electronic participation, email and e-communications that are now part of our normal communication. She touched on the reasons that allow closed meetings.

In conclusion she gave commissioners an opportunity for questions and answers.

Meeting adjourned at 7:55 pm.

**Shanna C. Edwards**  
Secretary

**Steve Weiss**  
Chairman