



# HARRISVILLE CITY

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PLANNING  
COMMISSION:

Nathan Averill  
Chad Holbrook  
Jordan Read  
Angie Francom  
Isaac Thomas

**Harrisville City Planning Commission**  
**Harrisville City Offices**  
**Wednesday, September 11, 2024**

## **AGENDA**

### **Zoom Meeting Link**

**Meeting ID: 824 6873 6901**

**Passcode: 152691**

- 1. CALL TO ORDER**
- 2. CONSENT APPROVAL** – of Planning Commission minutes from August 14, 2024.
- 3. DISCUSSION/ACTION/RECOMMEND** – to grant proposed Conditional Use Permit #144 for Holistic Healing & Wellness Services and Coaching as a home occupation located at 608 West 2425 North. – Valleen Day
- 4. PUBLIC COMMENTS** – (3 minute maximum)
- 5. COMMISSION/STAFF FOLLOW-UP**
- 6. ADJOURN**

#### Certificate of Posting and Notice

I, Cynthia Benson, certify that I am the Deputy Recorder of Harrisville City, Utah, and that the foregoing Planning Commission agenda was posted and can be found at City Hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com), and at the Utah Public Meeting Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law. In accordance with the Americans with Disabilities Act (ADA), the Harrisville City will make reasonable accommodations for participation in the meeting. Please make a request for accommodation with the City Offices at 801-782-4100, x1004, at least three (3) business days prior to any meeting.



# Harrisville City Planning Commission Minutes

Harrisville City Offices

Wednesday, August 14, 2024 – 7:00 PM

**Commissioners:** Nathan Averill  
Chad Holbrook  
Angie Francom  
Isaac Thomas

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

**Excused:** Jordan Read

**Visitors:** Glade McCombs, Michelle Tait, Arnold Tait, Paul Strebel, Greg Montgomery.

## 1. CALL TO ORDER

Chair Averill extended a welcome to the newly appointed commissioners and those in attendance. He excused Commissioner Read.

## 2. OATH OF OFFICE

Cynthia Benson, Deputy Recorder, administered the oaths of office to commissioners Francom and Thomas.

## 3. CONSENT APPROVAL – of Planning Commission minutes from July 10, 2024.

**MOTION: Commissioner Holbrook motioned to approve Planning Commission minutes from July 10, 2024, with corrections. Chair Averill seconded the motion. The motion passed with all voting in the affirmative.**

Nathan Averill	Yes
Chad Holbrook	Yes
Angie Francom	Yes
Isaac Thomas	Yes

**The motion passed with all voting in the affirmative.**

## 4. DISCUSSION/ACTION/RECOMMEND – to grant Preliminary Plat Approval for Oak Hollow subdivision located at approximately 265 Larsen Lane. – Glade McCombs

Jennie Knight, City Administrator, introduced the preliminary plat approval for Oak Hollow subdivision and explained the process of approvals for subdivisions for the commissioners. She read in the City Engineer Memo dated August 8, 2024, for the record. The items outlined were to submit the plat to the Weber County Surveyor’s Office for review and receive approval of the plat from their office, address all red-line comments provided by our office on the preliminary plat, include any required easements for drainage, sewer, irrigation, etc. on the plat, the public road that ends in the park should have parking or a turnaround area for vehicles to prevent vehicles from parking in front of the residences, obtain approval from North View Fire District for the turnaround areas and dead ends to ensure that they meet their requirements, obtain a wider easement (25’ wide minimum) for the three utilities that are being proposed on the east side of the Stephen Love property, maintain Parcels A-D and the detention pond and include the plat narrative on the final

plat along with provide lot addresses on the plat as provided by our office. There was one change for the contracted city planner memo. It should have been dated August 8, 2024, not July 8, 2024. There are a few key issues and concerns in this memo. Some are the same as the city engineer. The Land Use Authority and the developer have identified the potential issues associated with the underground utility connections and easements. The Land Use Authority will continue to work through those to make certain the city's long-term goals are met in regard to utility access. In the contracted city planner's memo, he states the general plan and zoning ordinances were used to evaluate the Oak Hollow Development. The subdivision was adopted by a master development agreement and has been reviewed accordingly for compliance. The contracted city planner does recommend the Planning Commission approve the preliminary plat as reviewed subject to the resolutions of the utility connections along with any other conditions the Planning Commission identifies are necessary. Ms. Knight brought the commissioner's attention to the buildable areas indicated on each parcel. This was a requirement with the Cluster Development ordinance. Staff are asking for this to be further defined in the legend to identify this is not an easement recorded on each lot and to differentiate the easements that will be shown. These easements will be for providing utility or ditch access for the subdivision. This has been addressed in discussions with the developer.

Chair Averill asked what progress has been made on the three (3) utility lines. Glade McCombs, developer representative, explained the different options they are exploring. The current planned easement is on the Love property to the East. Public Works and the city engineer are requesting a larger easement to accommodate all three lines. The other option is to run it on the west side of the property with modifications to the existing shed. They have explored other options including encasing the lines. Public Works and the city engineer did not like that option. They are looking more at the west side option.

Commissioner Holbrook asked about lots sizes in reference to the irrigation easement on lots 11-R and 6-R line. Mr. McCombs stated this is being addressed by the engineer. He also pointed out the easement along the back of 11-R and 10-R will be maintained by the HOA. There will not be any open ditches in the development. They will be meeting with the ditch company to coordinate their requirements for meeting this.

He also gave a quick review of the 1100 North project and how they moved through the process of approvals and ditch alignments. He stressed they will not interfere with the irrigation water going to the property owners along the ditch with the Oak Hollow development. He reminded the commissioners this development will be completed in phases. This was done specifically to not impede water flow of the ditch users.

Chair Averill asked staff if the phases will be coming back to the planning commission later. Ms. Knight replied this is a complete Preliminary Plat approval. The developer is asking for all phases to be approved all at once. Mr. McCombs reiterated they are asking for approval of both phases at this time. His engineer has addressed most of the redlines indicated in this preliminary review.

Chair Averill clarified the parking for Parcel A. Mr. McCombs reviewed the amenities for the commission along with his intentions of the parking area. Staff asked for the parking area to be marked with no overnight parking and to be designed for snow load storage. The parking area is meant for temporary parking, not overflow for the residents.

Commissioner Holbrook asked where the pickleball courts are to be located within Parcel A. Mr.

McCombs reviewed the pickleball court position and history of why this outcome was decided upon.

Commissioner Holbrook asked if lots 10-R and 11-R could be moved or adjusted. Mr. McCombs stated they are not opposed to reworking the lots. However, this position of the detention basin is at the lowest point of the property and provides access to 700 North. The discussion reviewed the placement of the utility easement on these lots and throughout the detention area, Love property, and nearby lots. Mr. McCombs stated there were two reasons they purchased the Love Property. One was for development of the back portion. The other was for utility access due to a planning staff meeting where it was identified the sewer connection needed to be off 700 North.

Commissioner Francom thanked the developer for the development and for providing this opportunity for the residents in the city. These homes address a lot of different demographics. She feels this is a great opportunity for the city.

Mr. McCombs agreed there is a great need for this type of development. A good case and point to Commissioner Francom's comment that there is a great need for smaller lots, smaller homes, with smaller price tags. We have been working on this development for 20 months. A lot of time and money has gone into this development. We have taken the residents' concerns to heart along with the city requirements and want to turn out a product which is satisfactory to the community. Not everything can be reflected in the plans at this point. Those details will be incorporated into the engineering and other drawings which will be required through the approval process.

Commissioner Holbrook asked if the developer has solidified the housing types for the project. Mr. McCombs replied in the affirmative along with some of those options have been placed within the MDA. He did state that one of the challenges they have faced with the smaller lots are the single level plans. It is hard to get everything one would need into these plans. Those they have chosen are the ones they feel would be a desirable option for the residents to choose from.

Chair Averill asked if Lots A-D will be deeded to the HOA for their responsibility to maintain. Mr. McCombs stated these parcels will be deeded to the HOA and maintained by them.

**MOTION: Commissioner Holbrook motioned to grant Preliminary Plat Approval for Oak Hollow subdivision located at approximately 265 Larsen Lane subject to the city engineer's memo dated August 8, 2024, the city planner's memo dated August 8, 2024, and any other staff or agency requirements. Commissioner Francom seconded the motion.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Angie Francom</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

- 5. DISCUSSION/ACTION/RECOMMEND** – to grant proposed Conditional Use Permit #144 for Holistic Healing & Wellness Services and Coaching as a home occupation located at 608 West 2425 North. – Debra Valleen Day

This item was tabled due to the applicant unable to attend. Item to be placed on the September

agenda for discussion.

**MOTION: Chair Averill motioned to table Conditional Use Permit #144 until September. Commissioner Francom seconded the motion.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Angie Francom</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

**6. DISCUSSION/ACTION/RECOMMEND – to grant proposed Conditional Use Permit #145 for Art Classes as a home occupation located at 2404 North 400 West. – Rebecca Strebel**

Ms. Knight introduced the conditional application for Art Classes as a home occupation. She clarified this type of business is a home occupation. The city municipal code requires home occupations with visiting cliental to receive a conditional use permit. The applicant is here requesting approval.

Chair Averill asked if this type of business counted as a daycare/preschool. Ms. Knight answered it is not considered either. He continued by asking Rebecca Strebel, the applicant, if she had read through the conditional use code and what the hours of operation would be. She replied she had read through the code when she applied, and the hours would be from 5pm to 7pm on Tuesday evening. Ms. Knight explained this permit remains with the property. If there is a chance of expansion of the hours, the applicant will want to include that at this time. Otherwise, she will need to come back to the planning commission for an amendment to the conditional use permit. The hours of operation in the city code allow for 7am to 10 pm.

Commissioner Holbrook inquired on the number of students she would be including in her classes. Ms. Strebel explained she has held these classes in the past and is renewing her business license for such. She has never had more than twelve (12) in those classes. Chair Averill followed up by asking how the students will be arriving for the classes. He specifically asked if they will be driving to the classes and if there was parking available for them. Ms. Strebel stated they would not be driving. Mostly, if not all, would be parents dropping their child off or having them walk. Commissioner Holbrook said they could also park along Majestic if needed.

Commissioner Francom added a personal comment about her use of the classes in the past. The pick-up and drop-off situation was not an issue for her older children when they took the classes. She said the neighborhood is very sensitive to driving in this area. Ms. Strebel's classes were never an issue. It is normally used by students in the neighborhood who walk to the classes.

Commissioner Holbrook reviewed the floor plan of where the classes would be held for compliance. Ms. Strebel said the house was originally built for a preschool in the basement. She turned the space into an art studio.

Chair Averill asked if there would be any retail sales of products. Ms. Strebel said there will be no selling of products. She will provide the supplies for the artwork.

The commissioners reviewed the home occupation code to see if there was anything which needed to be mitigated through the permit. Chair Averill explained to the new commissioners how the motion would go with the options the commission could do in relation to the stipulations outlined in the home occupation code.

**MOTION: Chair Averill motioned to grant proposed Conditional Use Permit #145 a home occupation located at 2404 North 400 West subject to compliance with the Harrisville City Municipal code and any other staff or agency requirements. Commissioner Thomas seconded the motion.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Angie Francom</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

Chair Averill informed Ms. Strebel that there is a 15-day appeal period before the conditional use permit can be signed and issued.

#### **7. PUBLIC COMMENTS – (3 minute maximum)**

No public comments

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

Ms. Knight followed up with the commissioners by letting them know the city has submitted the Moderate Housing Plan for 2024. It was due August 1.

Chair Averill asked Mr. Shinsel for an update on the sewer line installation along the highway. Mr. Shinsel said the sewer line under the road is complete. Asphalt has been placed. The last section, which will not impede traffic, is for the water line to go into the city property. The Ben Lomond development is a work in progress, but the sewer is complete. UDOT will be taking over the Highway 89 project at this point. There is physical movement at Millennium Park with the bathrooms going up.

Chair Averill asked about the lights being repositioned now that the ramps have been adjusted. Mr. Shinsel replied the items moved or not moved during the work on the ramps will stay where they are. The only thing left for the UDOT Highway 89 project is the mill down, overlay, and striping.

The commissioners discussed the position of roads along the Ben Lomond Project and the crosswalks/lights for Highway 89.

Commissioner Holbrook asked for the anticipated completion date for Millenium Park. Mr. Shinsel said the park will be completed in two parts. Part one of the phase should be completed by the first of October. The rest of the park should be started once irrigation season is completed.

Chair Averill made the new commissioners aware there is a requirement of 4 education hours for the commissioners to complete yearly. Commissioner Francom asked how to obtain them and if there are any requirements for how they complete them. Ms. Knight explained some hours are completed through the city meetings and are recorded in the minutes. Others are completed online where the hours can be obtained by certificate. There are a variety of options for the commissioners to choose from to obtain these hours online. An hour or so is completed when we have our Open Meetings Act training, retreats, and with the non-discrimination training during the city meetings. Commissioner Francom asked if these hours needed to be obtained within a calendar year or a fiscal year. Ms. Knight replied typically they have been completed within calendar years. The retreat is held in January.

Chair Averill gave the new commissioners some recommendations. He suggested they subscribe to the Public Notice Website to stay apprised of upcoming meetings for Planning Commission and Project Management. Project Management is where the Administrative Land Use Authority conducts their meetings. By subscribing to this meeting, you will have a better idea of the projects coming to the Planning Commission.

## **9. ADJOURN**

**MOTION: Commissioner Thomas motioned to adjourn the meeting. Commissioner Francom seconded.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Angie Francom</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

**The meeting adjourned at 7:47 PM.**

**Nathan Averill**  
Chair

**Cynthia Benson**  
Deputy Recorder



**Conditional Use Application**

**Date / Time**

07/17/2024

**Phone Number**

8016447968

**Applicant's Address**

608 w 2425 n

**State**

Utah

**Property Owner's Name**

Debra Valleen Day

**Present Zoning of Property**

**Full Name**

Valleen Day

**Email Address**

valleen.day@gmail.com

**City**

Ogden

**Zip Code**

84414

**Harrisville Property Address**

608 w 2425 n

**List any conditional uses previously granted for this property and the date they were approved:**

NA

**Applicant's Signature**

**Please describe the proposed conditional use or uses for the property:**

I would like to use an office in my home to operate my small business. I offer holistic healing services and coaching, such as foot and face zoning, craniosacral therapy, breathwork, yoga and reiki. I am a reseller for a few companies that offer supplements and oils, but I do not have a store front, the products are just for my clients. Most of my clients are in person but I am also growing my online clients as well. I only have one client at a time, so I do not require additional parking.

**Property Owner Signature and Authorization (If you are not the property owner, please upload a signed letter from the property owner giving authorization to process this conditional use permit with Harrisville City)**

**Harrisville City Municipal Code §11.18.030**

608 w 2425 n harrisville UT 84414

**Detailed location, Site, and/or Building Plan**

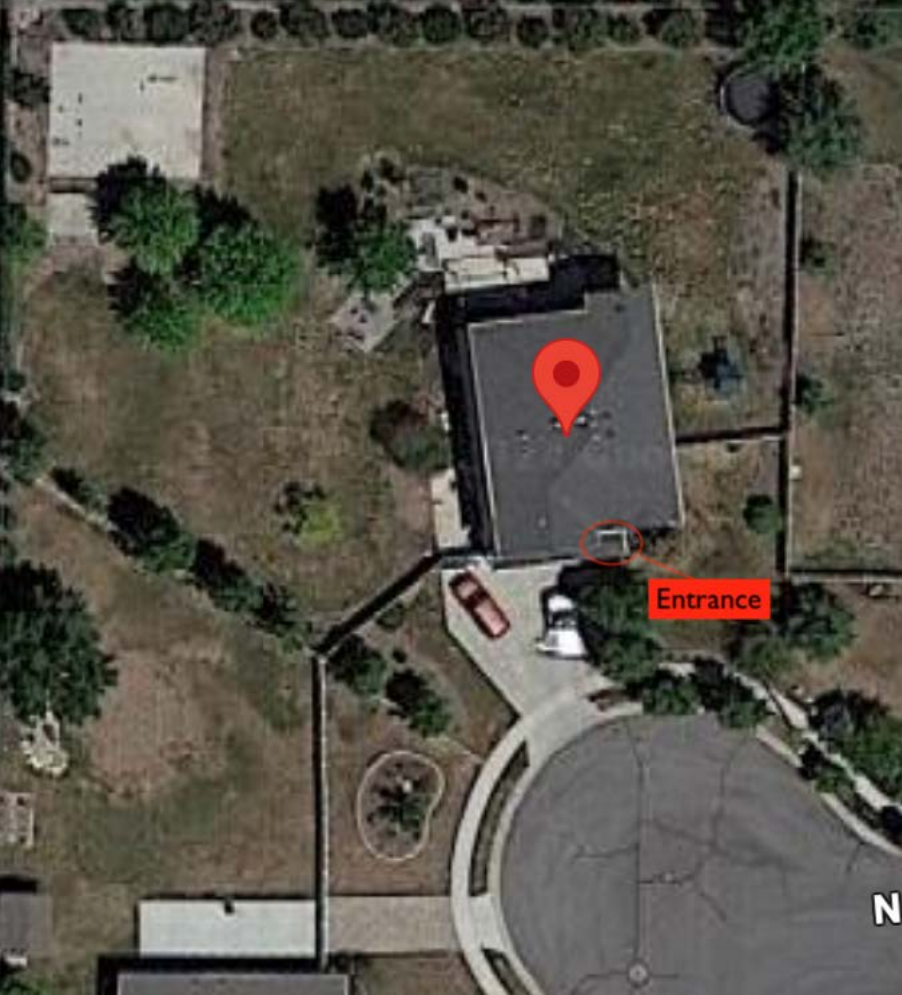
See attached: Harrisville Bussiness License Application.pdf

**Customers Information**

**Company Name**

Align with Valleen DBA Align Healing + Wellness





Entrance

N