



Project Management Meeting

Harrisville City Office

Thursday, June 8, 2023 – 9:00 a.m.

Present: Michelle Tait, Mayor, Jennie Knight, City Administrator, Jack Fogal, City Recorder, Cynthia Benson, Deputy City Recorder, Justin Shinsel, Public Works Director, Matt Robertson, City Engineer, Ryan Barker, Fire Marshal, Tyler Seaman, Building Official.

Visitors: Nick Palmer, Mark Wilson, Cody Zohner

Jennie Knight, City Administrator, called the meeting to order and introduced everyone.

1. Discussion on proposed site plan amendment within the Harrisville Retail Subdivision Pad #C located at approximately 444 N 325 E – Parcel #11-300-0003 – Nick Palmer

Nick Palmer introduced project concept. A drive-up window added to an existing building with a reconfiguration of the parking lot located to the east for a potential drink shop. The owner will be utilizing the existing window area for the drive-up window.

Jennie Knight opened the discussion with reviewing the codes specific for the project and clarification of the modifications for the project including, but not limited to HCMC§11.14.020(4) Facilities with drive-up service and HCMC§11.20.230 Trash Enclosures. After staff discussion on building code, fire code, and commercial zoning regulations, it was decided the project meets code. Mr. Palmer can submit his project to the Planning Commission fifteen days before the next meeting once a full set of civil engineered drawings are completed.

2. Discussion on proposed Heavenly Roads Subdivision – Parcel #17-064-0022 & Parcel #170640027 – Jed McCormick

Cody with Alliance Engineering presented the latest concept for this project to the staff. His biggest concern was the road connections. After staff review it was decided; the density needs to be reduced to a range of 75-109 depending on open space and roads; 450 W, 500 W, and 2150 N need to be shown as connecting within the subdivision for connectivity to surrounding areas and for utility purposes; and the existing city detention basin utilized within the project for storm water retention for maintenance purposes.

Preliminary concept needs to be presented to Project Management before going to Planning Commission due to the abundance of concepts seen by the committee for this project. Committee needs to sign off before moving forward. Full plans submittal will need twenty-five days before regularly scheduled Planning Commission meeting allowing time for city staff and other agencies to complete review.

3. Mark Wilson – Berrett Subdivision

Mark Wilson presented his idea of changing an existing barn on his property located at 376 West 2000 N within the Berrett Farms Subdivision lot #1 into a barndominium.

Staff reviewed building standards HCMC §11.09.020 and other city codes for compliance with lot frontage, driveway material, distance from fire hydrant, and backflow drain installation. Mr. Wilson was found to be in compliance with city codes as long as he continues to work within the building codes while building the barndominium.

4. Continuing Projects

There were no continuing projects discussed.

The meeting adjourned at 10:02 AM.