



## Harrisville City Planning Commission

Harrisville City Offices

Wednesday, June 8, 2022 – 7:00 p.m.

**Commissioners:** Chad Holbrook, Chair  
Brenda Nelson  
Nathan Averill  
Kevin Shakespeare

**Staff:** Jennie Knight (City Administrator)  
Maria Devereux (City Recorder)  
Cynthia Benson (Deputy Recorder)

**Visitors:** David Skeen, James Giles, Wei Zhong, Judy, Jennifer Reeder, Ken & Michelle Walters, Kevin.

### 1. CALL TO ORDER

Chair Holbrook called the meeting to order and welcomed all visitors. Commissioner Smith and Commissioner Elmer were excused.

### 2. CONSENT APPROVAL – of Planning Commission minutes from May 11, 2022.

**MOTION: Commissioner Averill motioned to approve the Planning Commission minutes from May 11, 2022 as written. Commissioner Nelson seconded. All voted aye.**

### 3. DISCUSSION/ACTION/RECOMMEND – to approve Conditional Use Permit #134 for office and warehousing for wholesale/retail business located at 2458 N Hwy 89.

Chair Holbrook asked Jennie Knight, City Administrator, to introduce the application. Ms. Knight began by saying, an application was received from James Giles on May 7, 2022 for property located at 2458 N. Highway 89 for Office and Warehousing for Wholesale/Retail business. A letter of permission has been received from David Skeen, property owner. The findings on this application are as follows: HCMC §11.12.020 Use table for Commercial and Manufacturing Land Uses states “Retail or wholesale sales of products not manufactured on site and stored and sold completely inside an enclosed building with no outdoor storage or display is allowed under a Conditional Use Permit. The basis for Issuance of a Conditional Use Permit in the following items in consideration to the location of parking lots, access ways, delivery areas and on-site vehicle circulation patterns. The location of the use does not create unusual pedestrian or vehicle traffic patterns. The orientation of driveways and if they direct traffic to the major streets or the local streets. In this case all accesses are onto Highway 89. The parking locations and size and if they encourage street side parking, which they do not. They have quite a large area for parking. The hours of peak land use creating traffic volumes at times of the day or night that would impact the surrounding uses. The building design is consistent with surrounding area. The hours of operation should be similarly to the hours of activity of the surrounding uses. The location and size of the outdoor storage areas and the relationship to adjacent land uses may need to be mitigated so as not to negatively impact the adjacent areas. This business should not be having outdoor storage based off the application. No unresolved violations for this property. The use conforms with the goals, policies, and governing principles and land use of the Master Plan for Harrisville City. Staff recommendation subject to compliance with Harrisville Municipal Code, the Staff Memo dated June 1, 2022 and all other staff or agency requirements.

Location of the property was reviewed for clarification along with the site plan attached to the application. The site plan included parking, the building, access points, and distance of accesses. The letter of permission from the property owner was reviewed.

Commissioner Averill asked about the parking lot on the north if it was just for employees. Ms. Knight replied there are other businesses on the property who would utilize the parking as well. James Giles stood per Chair Holbrook request to answer this question and any other the commission may have. Mr. Giles began with saying he has a small staff. Only one or two employees will be there at any given time so he would only need two (2) or so stalls at a time. Chair Holbrook asked how many parking stalls are listed. Mr. Giles said there are a total of six (6) for his business. Commissioner Averill said there are thirty-one (31) plus called out on the site plan. Chair Holbrook asked for clarification on what would happen on the property. Mr. Giles explained the business is a retail/wholesale company. They ship most of their products overseas. They ship directly from the production facility. They will begin an online business in approximately six (6) months. They would have a small amount of products there for purchase for the online business which is mostly hand delivered or shipped through UPS. Most of their business is international. In the larger portion of the warehouse, they may store some bottles they are required to have on hand. Commissioner Averill asked for clarification on the shipping. Mr. Giles said because of the way they sell their products and the guidelines there are rules they have to follow. Chair Holbrook asked for more detail on the products to be sold and/or stored. Mr. Giles said their products include vitamins and supplements within an environmental control area but nothing toxic. Most of what they will be doing is boxing and shipping. The product will come to them finished. Commissioner Averill said it does not seem there would be more delivery traffic added to the area outside of what is already in the area. Chair Holbrook asked what the business hours would be. Mr. Giles said the business hours will be 8:00 to 5:00 since they will need to work in the same window when delivery trucks are available. Ms. Knight asked if they anticipate receiving product outside of business hours. Mr. Giles replied with a firm no. Chair Holbrook asked about the lighting. Mr. Giles replied the lighting for the parking lot is existing. No modifications will be added to the parking lot. Mr. David Skeen stood to address the parking and the lighting. He said Mr. Giles was given six (6) parking stalls. There are twelve (12) guest parking they have not asked for. Mr. Skeen also mentioned if a delivery of a semi-truck is necessary, there is ample space for the truck to drop off the product and get out. Chair Holbrook asked if there would be a lot of deliveries. Mr. Giles said it depends right now. He does not anticipate much product. Ms. Knight closed the discussion by showing how the prior violation with the prior tenant have been cleaned up and the violation removed.

**MOTION: Commissioner Shakespeare motioned to approve the Conditional Use Permit #134 for office and warehousing for wholesale/retail business located at 2458 N Hwy 89 subject to compliance with Harrisville Municipal Code, the Staff Memo dated June 1, 2022 and all other staff or agency requirements. Commissioner Averill seconded. All voted aye.**

Ms. Knight reminded the commission there is a 10-day appeal window before the conditional use permit will be available once this window is fulfilled.

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

Ms. Knight mentioned she had two items to review with the commission. The Land Use Institute has made available the book *Ground Rules: Utah Land Use Regulation* for all commissioners. These are complimentary of the Land Use Institute and from Craig Call, the author of the book and Harrisville's new appeal authority.

Training Time requirement for commissioners was the second item addressed. Ms. Knight said Chair Holbrook, Commissioner Nelson, Commissioner Smith and Commissioner Averill have their certificates turned in showing all their required hours completed for the year. Commissioner Shakespeare and Commissioner Elmer need to complete some training. These trainings can be completed online. Once the commissioners have completed the training, they will need to send the completed certificate to Ms. Knight.

**5. ADJOURN.**

Chair adjourned the meeting at 7:18 pm.

Chad Holbrook  
Planning Commission Chair

Cynthia Benson  
Deputy Recorder