



Project Management Meeting Minutes

Harrisville City Offices

363 W Independence – Harrisville

Thursday, December 11, 2025 – 9:00 a.m.

Present: Jennie Knight, City Administrator, Bryan Fife, Public Works Director, Matt Robertson, City Engineer, Sarah Wichern, City Planner, Cynthia Benson, Deputy City Recorder, Angie Francom, Planning Commission Chair, Michelle Tait, Mayor, Tyler Seaman, Building Official, Dan Johnson, Pineview, Ryan Barker, North View Fire, Kenny Hefflefinger, Bona Vista Water, Jeff Humphries, Pineview.

Visitors: Holli Adams, Buz Marthaler, Preston Mobius, Randy Smith, Jason Harris, Marvin Farrell, Bryan Arrington, Matt Meyer, Stephen Burt, Jeremiah Cunningham, Craig North, David Skeen.

Jennie Knight, City Administrator, began the meeting by having the committee members present introduce themselves.

1. Discussion of potential development of Parcel #110210009 located at approximately 640 West Harrisville Road. – Fieldstone, Jason Harris, Randy Smith

Mr. Knight gave a history of the proposed development under the Affordable Housing Ordinance. Ms. Wichern gave a quick review of the new ordinance. Some changes were 25-foot front setbacks, density change to 6 units per acre, and the size of the smallest lot changed to 4,000 square feet. The number of target homes was reduced to 50% and the project cost summary was eliminated.

Randy Smith, Fieldstone, described his project which was designed around the Affordable Housing Ordinance as he understood it. He showed a used-by-right concept, applying current zoning on a five (5) acre parcel, is four (4) lots. The second concept plan is with 50-foot frontages, 22-foot front setbacks, and six (6) units per acre. He said this concept may not meet the requirements for target price. The committee discussed the median household income which for Weber County is no higher than \$450,000 - \$460,000. Sarah Wichern, City Planner, said the solution to meet target price is variety. She suggested dividing the homes into 50% for target price and the other 50% can be what they feel is marketable. Mr. Smith asked which number he should focus on. Ms. Wichern said she did not see a reason to be above the \$460,000 mark. Ms. Knight said the goal is for the homes to be below the \$500,000 mark. If we begin using data outside of Weber County, the numbers will be skewed. This is why they put Weber County specifically in the ordinance.

Mr. Smith was asking for the number because they tend to align with the state which aligns with six (6) units per acre. Ms. Wichern urged Mr. Smith to utilize the 50% target homes and 50% marketable to create the diversity the City Council is looking for. Mr. Smith said if he would be allowed a higher density then he could add a few more homes and create a full 100% target priced neighborhood. Ms. Wichern said the City Council does not wish to see this. They want variety. Matt Robertson, City Engineer, interjected the second concept is the allotted amount for fire code. Ryan Barker, North View Fire, said Mr. Smith can add one more before he reaches allotment. Ms. Knight clarified the density trade off with the City Council was to have variety in the development to meet the state requirements for the affordable housing criteria.

Mr. Smith expressed his amazement to the staff for their work on the ordinance. It is not perfect for a developer, but it is further along than anything they have seen. Mr. Smith asked for the minimum frontage. Ms. Wichern said the minimum frontage is 50 feet with a garage, and 40 feet if the garage is behind the house. The idea is to avoid a row of garages for a single-family home community.

The committee discussed possible design ideas with Mr. Smith under the Affordable Housing Ordinance. Mr. Smith said the trick is going to be balance between development costs and requirements. Ms. Wichern said they are looking at building a quality single-family home without the frustrations of a townhome community. Elevations are going to be important when presenting showing the overall feel of the neighborhood.

Mr. Robertson said he is looking at the whole area and is trying to envision how everything would tie together if other properties wished to develop their deep lots as well. He is concerned with only one access to west Harrisville. Mr. Smith said they place a stub in the middle of the block they would not reach 6 units per acre. The committee discussed lengths of roads, connectivity, and accessibility. They reviewed various types of right-of-way appearances. For instance, an easement beginning one (1) foot behind the sidewalk. Mr. Robertson said the city standard is 60 foot right of way for a local resident road. He encouraged the developer to look at the city standards for roads.

Mr. Barker said to Mr. Robertson's point. Any future development in the area will also need to be tied into West Harrisville Road whether they connect to this subdivision or not. This concept has met its requirement for access. The committee continued to discuss potential development options in this area in regard to access points to maintain a connected community.

The committee reviewed the utilities access points. Sewer is on the south side of the road. Bona Vista water lines are on the south side of West Harrisville Road. Once Pineview is able to bore under the railroad, they will have a water line on the north side of the road. Developer will need to camera the line as a tradeoff for not having to run the line to the development. Storm water basin shown on the concept. Mr. Robertson said the current storm drain line stops before the development. He recommended the developer coordinate with the entities to run whatever lines he needs before the widening of Harrisville Road to eliminate the number of roads cuts.

Mr. Smith asked if he needed to create a regional basin. Mr. Robertson said this will need to be a detention basin, not a regional, because the ground does not percolate causing retention basins to not work correctly. The detention basin will flow into 4-Mile Creek. The committee further discussed the storm water infrastructure in the area and what would be expected for this project such as a detention basin connected to the storm water system and a GEOTECH report. It was discovered Mr. Smith has Western Irrigation Water shares.

Ms. Knight asked for clarification if the developer wanted to go through the development agreement or through the Affordable Housing Ordinance. After some discussion, the developer said he would stay with the development agreement with reference to the ordinance throughout.

2. Review of rezone application for Parcels #17-066-0001, #17-066-0102, & #17-066-0009 located at approximately 2458 North Highway 89. – David Skeen

Ms. Wichern stated she spoke with Mr. Skeen and his engineer about the project. They wished to withdraw their application at this time and be placed on a future agenda. They desire to work with Ms. Wichern to refine the concept before moving forward with this review.

Item was tabled until applicant reapplies.

3. Review of rezone application for Butter’s Heritage subdivision located at approximately 122 East Larsen Lane. – Glade McCombs, Lane Monson

Item was tabled because applicants did not appear to discuss the project. The project will be placed on a future agenda when the developer reapplies.

4. Discussion of Harrisville Fields development located at approximately 863 North Harrisville Road. – Craig North

Ms. Knight explained the reason the developer was here today was to discuss mostly secondary water. Pineview’s intention is to take over the abandoned Bona Vista water line in North Harrisville Road, which would then provide service to Harrisville Fields. The main concern is the timing of availability of secondary water in relation to building permits. Pineview replied they could potentially have their service in place this year. However, this is contingent on the line going under railroad. Jeff Hastings, Pineview, explained that once they put the connection under the railroad, along with connecting the abandoned line to their service and capped off some old service lines, they will be ready to service Harrisville Fields. The committee discussed when it would be possible to receive the Will Serve letters for this subdivision and the installation of the secondary water system. They also discussed the water shares available on the property. Mr. Hastings said they will not be able to accept anything but Western Irrigation shares. The calculation is 2-acre feet / acre of developable lots.

Ms. Knight gave a review of the discussion. Infrastructure could begin now since the project has been included in the Four Mile Special Service District, but certificates of occupancy would not be issued by the Building Inspector until all Will Serves are given to the city. Bona Vista said they could build but no meters would be given until secondary is available. Pineview cannot give Will Serve letters until they are physically under the railroad. Both entities said they could grant a Conditional Will Serve. Tyler Seaman, Building Official, reminded the developer there are no basements.

5. WALK IN: Discussion of Building 6013 Placement with the Dixon Creek project located at approximately 1371 N Washington Blvd. – Preston Mobius

Preston Mobius, DR Horton, said he wanted to appear today to let the committee know the foundation for Building 6013 was staked and placed incorrectly. It is four (4) feet off original placement. Everything within the living space is within the footprint. However, the porch is without. This will make the buildings 20 feet apart instead of 24 feet. This building would have 24-foot driveways instead of 20-foot.

The only concern the committee found was having an accurate plat. Mr. Seaman said he did not find any issues with fire or building. The only concern is the location of the building on the plat. Ms. Knight said plat amendments needed to go through the Planning Commission for preliminary plat approval through the new subdivision ordinance.

Angie Francom, Planning Commission Chair, said she did not see any issues if there were no engineering or building concerns. Mr. Seaman suggested a letter of awareness to the Planning Commission taking on the liability of the placement. Mr. Robertson suggested a new plat being submitted for accuracy. Ms. Wichern said she would write a memo for the Planning Commission. Ms. Knight said to have the DR Horton team to send a new plat for review. The project would be placed on January 14, 2026, Planning Commission Agenda for the Preliminary Plat approval.

6. Discussion of potential development of a Wildlife Rehabilitation Center located at approximately 1353 N Highway 89 – Holli Adams, Buz Marthaler

Holli Adams asked some preliminary questions about their project for clarification on what they can and cannot do. She said the purpose of their facility is a rehabilitation center. The facility will be approximately 17,600 square feet. Ms. Adams handed out a preliminary concept of the project. They are located off Highway 89. They will utilize the current UDOT access point. They have a naturalist site plan. Their main purpose is to rehabilitate wildlife but also serve as an education center. Most of the time there will be little to no impact on the site. Then there will be other times where there will be a bus load of children at the center. Buz Marthaler said they will not release them on the site but take the animals back to where they came from. For him, it is education on human impact in the environment.

The committee reviewed the details of the project including 100-foot setback, overflow gravel parking lot, parking stalls, 17,600 square foot center, 1,500 square foot flight cages, accessory buildings onsite, fence height of seven (7) feet for security purposes, and aviaries. Mr. Marthaler said noises from the animals are not like dogs. They cycle around 4,000 animals per year. They currently have birds such as eagles, hawks, owls, etc. The most they have at one time is approximately 800 with most the animals being indoors.

After some review of the city code, it was decided by the committee they would need to go through the Conditional Use process because they fit between veterinary clinic and animal boarding ordinances.

Ms. Adams said they talked with UDOT and have attended a pre-application meeting. This application is close to expiring so they will reach out to UDOT to extend. UDOT was concerned about traffic flow. Ms. Adams explained the traffic will be those coming to the center. UDOT requires a right turn only exit. Ms. Wichern asked if the center would be open regularly like a museum. Mr. Marthaler said they would have fundraising events and educational days, but for the most part it would not be open regularly.

Ms. Knight said the first step would be to go through the conditional use permit process. Then go through the site plan process. To assist the process, the city would need to see some type of approval from UDOT. They discussed how a conditional use permit works, how it is tied to the property, and what would happen if they began to grow.

They also discussed the residential screening requirements in an Agricultural (A-1) zone. Currently, the development team are planning on using taller fencing, trees, and shrubs to shield neighbors. Ms. Wichern said this screening could be added to the conditional use permit as a requirement because this is a different type of development. It was recommended to talk to the

neighbors about the project to avoid future complaints. The committee discussed including in the permit the type of landscaping and surfacing requirements for the parking area.

Ms. Knight verified what utilities were already stub to the property. Ms. Adams said there is a sewer in the street in front of the property and electrical from above. Mr. Robertson said they would need to receive permission from UDOT to tie into their storm drain system since there is a detention basin next to the property. They are still trying to decide how to best utilize the 28 Western Irrigation water shares they have for the property.

The committee discussed how secondary water would need to be on the property since there is no Pineview water connection near the parcel. The irrigation ditch on the property will need to be in pipe. Bona Vista said they would need to see the drawings for a private irrigation system for proof of the secondary system. Mr. Marthaler and Ms. Adams both expressed how they wish to retain the site as natural landscaping. They intend to retain the rainwater on the site to help with secondary watering needs. They desire to make this a green facility.

Bona Vista confirmed there is a stub for culinary water already in place in the highway. Ms. Adams asked if the city had any regulations for an above ground cistern. Mr. Robertson said they would follow the state's recommendations, but for them to have an emergency overflow in place. Ms. Adams said they plan on talking to UDOT about utilizing the ponds for this purpose, but they will do all they can to retain the water onsite first. They are aware with the soil report there is a high-water table of 7 to 10 feet.

Ms. Adams asked what the requirements for lighting. Ms. Wichern said to make certain it is directional lighting and not affecting the neighbors.

Ms. Knight reviewed the next steps. The proposed concept would work for the conditional use permit process. Ms. Adams said they have more detailed concepts to utilize. Ms. Wichern offered to verify they are ready to begin the process and to send the conditional use permit information along.

Tyler Seaman, Building Official, reviewed occupancy requirements for the main building. The building is a "b" occupancy with a potential "a" for the classroom. He stated they would need a fire sprinkling plan. Ms. Adams said they are looking at a Type 5 construction. The concern is how to consider the outbuildings. Mr. Seaman and Mr. Barker discussed what would be required for the outbuildings since they are larger than a 12x12 structure. The flight cages are 1500 sq feet. Ms. Wichern said she would suggest requiring a 20-foot buffer from property lines for these outbuildings. Ms. Adams added some of the outbuildings will be attached to the main building depending on the need for heating purposes.

7. Continuing Projects.

8. Adjournment

Meeting adjourned at 10:43 AM.