



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.harrisvillecity.gov

MAYOR:
Roger Shuman

COUNCIL MEMBERS:
Grover Wilhelmsen
Blair Christensen
Jason Hadley
Greg Montgomery
Annette Prall

CITY COUNCIL AGENDA September 8th, 2026

6:00 PM Land Use Work Session.

7:00 PM City Council Meeting

Presiding: Mayor Roger Shuman

Mayor Pro Tem: Jason Hadley

1. **Call to Order** [Mayor Shuman]
2. **Opening**
 - a. Pledge of Allegiance [Council Member Prall]
3. **Public Comments**
4. **Consent Items**
 - a. Quarterly Budget Audit and Financial Review. [Jill Hunt]
 - b. Approval of meeting minutes for August 11th, 2026 as presented.
5. **Business Item**
 - a. Discussion/possible action to adopt Ordinance 569; ADU and Parking Amendments [Jennie Knight and Sarah Wichern]
 - b. Right of Way Width for West Harrisville Road Discussion. [Council Member Montgomery]
 - c. North View Fire Station 23 Presentation. [Chief Maxfield]
 - d. Council Meeting Frequency Discussion. [Council Member Wilhelmsen]
 - e. Rules of Procedure Discussion. [Brody Flint]
 - f. Discussion/possible action to adopt Resolution 26-24; Special Event Policy/Permit. [Jennie Knight]
6. **Closed Executive Session** – A Closed Executive Session for the purposes described under UCA § 52-4-205(1)(c); strategy session to discuss pending or reasonable imminent litigation and UCA § 52-4-205(1)(d); strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state or a political subdivision, if public discussion would: (i) disclose the appraisal or estimated value of the property under consideration; or (ii) prevent the public body from completing the transaction on the best possible terms.
7. **Mayor/Council/Staff Follow-up**
8. **Adjournment**

The foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website harrisvillecity.gov, and at the Utah Public 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, the City of Harrisville will make reasonable accommodations for participation in the meeting. Requests for assistance may be made by contacting the City Recorder at (801) 782-4100, at least three working days before the meeting.

Posted: By: Jack Fogal, City Recorder.



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**PASS - needs
work on timecard
approval**

Q4 Audit Findings

Quarterly Audit Findings:

Payroll

Dates pulled

1. April 17th paid on date 04/26/2026
2. June 24th paid on date 07/03/2026

Requirements:

- Timecards accurate
 - Appropriate approval process
Employee – Department Head - Payroll
- Correct reports ran
- Transmittals paid (941s, URS, etc.)
- Vouchers ran and uploaded
- Bank uploaded and paid accurately

Findings:

April 17th pays on date 04/26/2026

- Appropriate approval process
Most were done accurately and by the correct process. Administrator was out of town and Payroll covered that department's Department Heads approval process. 29/31 = 94%
2 employees Payroll pulled timecards through full process.
- Correct reports ran **Yes**
- Transmittals paid (941s, URS, etc.) **Yes, except URS**
URS just started their new website and was working on setting up a new reporting system in Caselle. This was paid for in May.
- Vouchers ran and uploaded **Yes**
- Bank uploaded and paid accurately **Yes**

June 24th pays on date 07/03/2026

- Appropriate approval process
Most were done accurately and by the correct process. 25/30 = 84%
5 employees Payroll pulled timecards through full process.
- Correct reports ran **Yes**
- Transmittals paid (941s, URS, etc.) **Yes**
- Vouchers ran and uploaded **Yes**
- Bank uploaded and paid accurately **Yes**

**MINUTES
HARRISVILLE CITY COUNCIL
August 11, 2026
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on August 11, 2026 at 7:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Roger Shuman, Council Member Grover Wilhelmsen, Council Member Annette Prall, Council Member Greg Montgomery, Council Member Jason Hadley.

Excused: Council Member Blair Christensen.

Staff: Jennie Knight, City Administrator, Jack Fogal, City Recorder, Bryan Fife, Public Works, Parks and Recreation Director, Jill Hunt, City Treasurer, Mark Wilson, Chief of Police, Assistant Chief Nick Taylor, Officer Cole Vanbeekum.

Visitors: Sarah Wichern, Matt Robertson, Andy Blackburn, Marvin Farrell, Sheldon Hunt, Kealani Stanger, Chris Cope, Tammi Bischoff, Ryleigh Medford, Skylah Medford, Courtney Kronka, Amber Canning, James Canning, Shannon Rich, Kaitlyn Davis, Megan Calerwood, Jay Behunin.

1. Call to Order.

Mayor Shuman called the meeting to order and welcomed all in attendance.

2. Opening Ceremony.

Council Member Montgomery opened with the Pledge of Allegiance.

3. Public Comment

Mayor Shuman opened the public comment period.

Chris Cope explained that the water bill includes the City's newsletter and she did not receive it until August 7.

Marvin Farrell asked to address a few things. He thanked all who have helped with Ordinance 573. This is the farm stand ordinance. He has recently had a lady stop by and he explained what he would like to do. She said it would be a good idea for her family as well. He is opposed to the Pioneer Elementary Fall Festival. We have 2 schools from the same district in our City. We should support those 2 schools. There is a discussion regarding the City complex Detention basin. As far as the irrigation ditch there are a few things. There is a 15-inch irrigation pipe at the existing ditch. If there is any construction on the ditch Western Irrigation has not approved any work. He questioned where the storm water would go. He stated 3 years ago, a letter was sent to the City that said no additional storm water could be put into the Western Irrigation canal.

Chris Cope thanked all those who have been a part of Ordinance 573. Harrisville is known as rural. This will help with the rural feel in the A1 zone.

Shannon Rich is for the Pioneer Elementary Fall Festival. She worked with Jennie Knight and Bryan Fife to get the first Fall Festival put together. At Walmart they sell Harrisville-Opoly, on that board is the Fall Festival. She jokes with her family that she owns that property. This event started small. The first year was bitter cold but they still did it. They have been consistent and it is getting bigger every year. This event brings the community together. She stated she looked at the school boundaries today and Pioneer Elementary covers most of Harrisville City. If you keep the event going people will come. We don't need fireworks for the event to be successful.

Mayor Shuman closed the public comment period.

4. Consent Items

a. Approval of Meeting Minutes for July 28 and August 4, 2026, Council Minutes.

Council Member Montgomery stated he sent some spelling corrections. Council Member Prall stated the minutes listed the old rate but not the new rate. She asked for it to be corrected.

Motion: Council Member Montgomery made a motion to approve the meeting minutes for July 28 and August 4, 2026 with changes, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

5. Business Items.

a. Discussion/possible action to adopt Ordinance 573; Amendments to Harrisville City Code 11.01.060, 11.08.020 and 11.10.020.

Sarah Wichern with Jones and Associates explained we had a resident apply to expand the type of produce stands allowed in the A1 zone. We do allow produce stands in all residential zones. We wanted to expand this in the A1 zone to provide more options. The goal is to create less overhead so the residents can sell their produce easier. Council Member Montgomery explained under our definitions we would need to renumber all other items due to the new definition. We should change our numbering system but that is not the concern tonight. Sarah Wichern stated she spoke with Brody Flint and we can list it as we did and change the numbers when we codify the ordinance or we can eliminate the numbering for definitions. Council Member Montgomery inquired what is an accessory consumable product. Sarah Wichern stated it would be an accessory to the other products sold at the produce stands and it is consumable. She did include a possible definition with the ordinance. It is included in the code but she felt it was redundant to add it to the definitions as well. Council Member Montgomery stated he would like it simplified so the common man can understand. He questioned is there something else besides a produce or jam or salsa being sold. Sarah Wichern stated that was the term they came up with during the Planning Meeting. If Council would like to change it you can. Council Member Montgomery stated if you have your definition just list items you would allow. Sarah Wichern stated she does not like providing the list which could limit property owners' ability to sell items. Council Member Hadley inquired if the definition is vague how do we enforce it if there is a code enforcement complaint. Sarah Wichern said you would rely on description of it

being consumable, is someone going to eat it. Council Member Montgomery reminded state law says a normal person should understand our code. Sarah Wichern stated if Council would like a different word or definition, we could do that. She felt the term accessory consumable product would serve the purpose. Mayor Shuman stated "accessory consumable products" could include welding supplies because they are consumable. Sarah Wichern clarified should we clarify human consumption. Mayor Shuman inquired could we do food and beverages and tie it to produce stands. In the world he lives in he consumes drill bits. Council Member Prall stated we can choose between the wordier option or a more concise definition. Council Member Hadley stated he believes the intent is to limit the products to human consumption. Someone could say baling wire is a consumable to farming. Council Member Prall stated we could go with the listed definition and it would cover it. Council Member Montgomery stated in the text change it removes commercial crop and fruit production, could we just add the produce stand instead of removing the other term. Sarah Wichern stated yes, we can do that. Council Member Montgomery stated the ordinance states the stand must be at least 15 feet from the edge of the road. He questioned is that from the asphalt or property line. Sarah Wichern stated the hard part with roads in the A1 zone is some right of ways go a way back and some end by the roadway. The intent was to push it far enough back from the roadway to not inhibit sight lines. If we make it based on setbacks it would eliminate the ability to have a stand in most areas of the City. We can look at other ways to address this. Council Member Montgomery asked could they could put it in the right of way if it is 15 feet from the roadway. Sarah Wichern clarified it would need to be on their property but if their property line is 15 feet from the roadway they could put it right on the edge of the property. Council Member Montgomery inquired would it be better to change the wording to allow the stand to be closer to the roadway. Sarah Wichern stated we can shrink the distance or change it. The important part would be not obstructing the visibility on the roadway. Council Member Montgomery inquired is this only for temporary structures. Sarah Wichern stated you are correct permanent structures would follow setbacks outlined in our code. Council Member Montgomery inquired about the parking requirement. Having a dedicated parking area behind the setback would be a hindrance. He questioned why make them put in parking for a temporary structure. They should be allowed to park on the shoulder. Sarah Wichern stated outside her office there is a produce stand. It is approximately 1,000 square feet. They have 10 parking stalls which are filled constantly. This is still a residential zone. We must maintain the residential use as the primary use. Parking is usually the biggest complaint with running a business in the residential zone. We are currently working on updating our parking ordinance. They would only need 1 parking stall for the produce stand. It could even be parking in their driveway if needed. Council Member Montgomery stated there is no building on this property. Normally your frontage in an agriculture zone would have 100-200 feet. The parking requirement for a smaller frontage would make more sense. Sarah Wichern stated in agriculture zones the roads may be wider or more narrow than normal. If it is narrower the parking could impact safety. It would need to be 1 parking stall per 150 square feet of produce stand. Council Member Hadley questioned somebody with a 10x10 awning selling produce would be required to set up a parking space. Sarah Wichern stated it could be their driveway, which would cover the one space requirement. Council Member Wilhelmsen inquired whether this was written with new growth potential in mind. He questioned if this grows to multiple stands on 1 parcel does the time spent now exceed 15 minutes. Council Member Hadley stated this would be different for a 10x10 instead of a large space. You would not need 15 minutes to walk a 10x10 space. Council Member Montgomery stated this ordinance gives the feeling that we cannot park in a residential space. Sarah Wichern stated in a residential environment we do not want to have a commercial space take away the residents expected parking space. Mayor Shuman stated he likes the idea of changing based on the size of the structure. As long as the space is available, they can park on the road. It can be hard to draft an ordinance covering the whole City instead of 1 property. Council Member Montgomery inquired can we change the distance to 5 feet

behind the setback. Council Member Prall stated having this in the ordinance will get the owner thinking about having that space available. It does not seem prohibitive. Sarah Wichern explained we have separated temporary structures from canopy type structures. She would recommend just separating it from temporary structures to permanent structures.

Motion: Council Member Montgomery made a motion to adopt Ordinance 573; Amendments to Harrisville City Code Sections 11.01.060, 11.08.020, and 11.10.020, subject to the following revisions: remove the numbering from the definitions; revise the definition of produce stand to eliminate the term "accessory consumable products" and replace it with "food or beverage product meant for human consumption"; retain the existing commercial crop and fruit production language; revise the setback for a temporary produce stand to five feet from the right-of-way line, with permanent stands required to meet the normal setbacks; define a temporary structure as anything not permanently attached to the ground; and require one parking stall per 150 square feet of temporary structure, second by Council Member Hadley.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously

b. Discussion/possible action to approve City Complex Detention Basin.

Matt Robertson with Jones and Associates explained the intent of the project is to construct a regional retention basin on City property. The purpose is to catch storm water from the City property, runoff from the highway, and the Ben Lomond Development. The required size from the City parking lot is approximately 15,000 square feet. The basin will hold over 43,000 square feet. This area has storm water problems and this basin should help solve the problem. This would detain the water and slow the flow down. We would not be touching the irrigation ditch which is piped in the area. There is an additive alternate for 18-inch RCP. The main irrigation ditch on the property would not be touched. The outlet for the basin would go under the irrigation pipe. It would tie into the storm drain on 1750 West. It will help with the new development and the existing problem in the area. 4 bids were received for the project. Blue Rock Enterprise was the low bid. They are currently on site working with R&O for the new building. Staff recommends awarding the bid to Blue Rock Enterprise. The ad alternate for the addition of fabric and rock to the basin got pricey and staff recommends doing that later. The cost would be \$139,398.92. It was budgeted for approximately \$204,000. Council Member Montgomery inquired does the pipe come across someone else's property before it gets to ours from the Highway. Matt Robertson stated it goes through HHI property but there is an easement. Council Member Montgomery stated you said ditch is it drainage ditch or irrigation ditch. Matt Robertson clarified it is a drainage ditch. Council Member Montgomery stated it would not go into the ditch at all. Matt Robertson stated it would flow into the ditch if the basin overfilled completely. We did work with Western Irrigation to make sure there was not water put into their ditch. Council Member Montgomery questioned does it go to a ditch after getting in the storm water system. Matt Robertson stated yes everything eventually ends up in a ditch. Council Member Montgomery inquired what is the capacity for the basin. Matt Robertson stated it is 3 feet deep and about half an acre. He does not remember the exact measurements.

Council Member Montgomery inquired is that the best spot for it. When the property was acquired, it was meant to be a park. Matt Robertson stated it has gone through several plans. At one point it was going to all be a ditch, at some point it was going to be an irrigation pond, and now a detention pond. Council Member Montgomery stated this could be a larger multi land use area. Matt Robertson stated the City is trying to look at this problem area and hopefully help address the issues. Council Member Prall inquired how was the size and volume calculated. Matt Robertson stated it was calculated based off the City property. We then increased the capacity to account for the additional water coming from across the highway. Council Member Prall inquired is it going to be enough for future growth. Matt Robertson stated it should cover additional development. The City hall construction will pour the curb and gutter next week and pour asphalt this month. If we do not have a spot for the water, it could cause issues. Council Member Prall inquired is the contractor already on site working on the project. Matt Robertson stated they are a sub-contractor for R&O. They are assisting with the new building but are not working on the basin. Council Member Wilhelmsen inquired is this going to impact Western Irrigation. Matt Robertson stated a lot of storm water from neighboring cities ends up in our City and ultimately ends up in a ditch. The goal for development is to get the volume as close to the existing rate as possible. Council Member Montgomery inquired where is the funding coming from. Jennie Knight stated this is under the Public Works Storm Water Fund Impact Fees. Council Member Montgomery stated the shape of the basin makes it hard to plan something in this property. Matt Robertson stated this could be incorporated into a park area. Council Member Montgomery inquired is there a possibility to change the shape to make this a wetland area. Matt Robertson stated you need a constant flow for a wetland area to keep it alive. For a stormwater basin it would be infrequent. In Harrisville it is hard to do underground retention due to the high water table. Council Member Montgomery stated he wished the shape was more natural. Council Member Prall inquired about the ad alternates. You stated we could do this at a later date; she questioned would it cost more. Matt Robertson stated he has been working with Bryan Fife and Public Works could self perform a lot of the work. Council Member Prall inquired about the need for piping the ditch. Matt Robertson stated it would be a benefit and it may need to be piped at a later date if you want to build there. Council Member Prall asked about the fabric lining. In her research it would be a benefit. She questioned what would we do if we don't do rocks and fabric. Matt Robertson stated it is a benefit but is not a requirement. If there is not rock it could be grass or dirt. Council Member Prall stated the ad alternates do not seem to be a pressing matter right now. Council Member Montgomery inquired will this still empty into Western Irrigation after it leaves this drain. Matt Robertson stated it would connect to the City storm drain which does connect to Western Irrigation. Mayor Shuman stated something to keep in mind with the rocks and fabric is Public Works will have more maintenance costs if it is an empty retention basin. How can we plan on maintaining the bottom of it. Ashlar Cove has rocks and it is covered in cat tails. Council Member Hadley inquired if the City was going to add rocks when could we do it. Bryan Fife stated it does not have to be done right now but he would recommend doing it while they are on site. His team can do it but it would be a large project for them. Once it starts to get away from us it is harder to get it back. We can prioritize that but what does it look like for water in spring or fall time. Council Member Prall stated the rocks and liner is all over the place in the bid sheet. Could we get a bid for just that item. Matt Robertson stated we could do that. Council Member Wilhelmsen stated you have to assess what you need to do but we won't know until we build it. He questioned how much run off will there be. It is hard to predict while we are in a drought. Council Member Hadley stated the total for the contract, fabric, and rock is \$213,546. Mayor Shuman stated we have the budget to cover the project and ad alternate.

Motion: Council Member Prall made a motion to approve the City Complex Detention Basin with Blue Rock Enterprise Bid with the staff looking at additional bids for the rock and fabric liner, second by Council Member Montgomery.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

c. Discussion/possible action to adopt Resolution 26-22; Property Tax Rate Adoption.

Jill Hunt stated looking through everything she would suggest going with the original rate the county provided in June which would get rid of the \$35,000 in additional revenue. Council Member Montgomery asked for clarification that adopting the original rate would mean the Council was not adopting the proposed Truth in Taxation increase. Jill Hunt answered affirmatively. Council Member Prall inquired after we adopt this resolution can we look at the budget and reallocate funds to sidewalks to make up the difference. Jill Hunt answered Council can do that as long as the funds have not been expended already.

Motion: Council Member Hadley made a motion to adopt Resolution 26-22; Adopting a Property Tax Rate of 0.001534, second by Council Member Prall.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

d. Discussion/possible action to adopt Resolution 26-23; a resolution adopting the Fiscal Year 2027 Final Budget for Harrisville City, Harrisville Community Reinvestment Agency, and Four Mile Special Service District.

Jill Hunt stated this is the final budget. If we have expended funds based on the interim budget we cannot change that item. If it has not been expended, we can move funds around. Please motion to omit the Truth in Taxation funds when adopting the final budget. Council Member Montgomery questioned we should motion to omit line item 10-31-115. Jill Hunt answered you are correct. Council Member Montgomery inquired where in the budget does it include the new numbers from the county. Jill Hunt stated we need to adjust our revenue based on the new number provided by the county plus new growth. Council Member Montgomery inquired why did the employee engagement double this year. Jill Hunt stated the line item was combined with another fund. It includes a little treat on birthdays and anniversaries plus an employee luncheon monthly. Council Member Montgomery stated you also have \$2,750 in the Public Works employee engagement. Council Member Prall stated as an example could we lower both to

\$1,500 for Public Works and \$1,500 for Administration. Bryan Fife stated it is used for items such as employee Christmas presents, breakfast after large projects, a BBQ for our seasonal employees at the end of the season. We can make that amount work if that is what Council decides. Council Member Wilhelmsen stated we have asked our staff to take care of our City. We want to cut the cost down to minimum we can do that but this can be a benefit to our staff members and help us with hiring and retention. These people are working hard to use the money in the best way they can. Council Member Montgomery inquired does the City give out Christmas bonuses, and where does it come from. Jill Hunt stated it comes from the Salaries Line Item. Jennie Knight stated it has fluctuated over the years from \$350-500. Jill Hunt stated full-time gets more and part-time gets less. Council Member Hadley stated we need to omit the \$35,000 from the sidewalks as well. Jill Hunt stated you are correct. Council Member Hadley inquired do we need to adjust where that \$35,000 is going. Jill Hunt clarified that \$35,000 would go away we would not assign it anywhere else. Bryan Fife stated we would have \$25,000 in the budget already which was not dependent on Truth in Taxation. Council Member Montgomery inquired didn't we discuss moving the leftover funds from items like snowplowing to sidewalks and projects. Jill Hunt stated that was last year's budget. Once we get the audit finalized, we would be able to provide that number. Mayor Shuman stated there is a monthly mayor's meeting in the county. When it is his turn to host does he pay or is there a fund for that. Jill Hunt explained there is a fund that would cover the cost for that. Council Member Prall stated there is a lot in Mayor and Council travel and training. She questioned could it be reduced. Mayor Shuman stated he found the trainings in person were very valuable. Besides the training there is some good relationship building. The trainings were 8-9 hours a day. The trainings were not golfing; there was in class training. This fund covers Council, Mayor, and Planning Commissioners. Council Member Prall stated she looks at the budget and she wonders how much do we put on the tax payers. We need to think in this moment is this item needed. Council Member Hadley stated the good thing is if there is money leftover it can re-allocated and pay for things we may have missed. We are not increasing taxes; it is being covered by what we currently have. His opinion is we need to approve the budget. Council Member Montgomery inquired for General Fund contributions says it was an increase in fund balance and shows \$0. Jill Hunt explained it is \$0 right now because we do not have that number yet. This would be covered under the amendments which we are allowed to do 2 times a year. Council Member Prall stated her concern is if we have this massive number how do we break that down and decide what we actually need. Council Member Hadley stated this process starts in January. We must have a balanced budget so we must assign it somewhere. No item will be taken away. If we don't use the money for training it can be moved during one of the budget amendments. Council Member Prall stated it could be assigned to sidewalks. If we are saying we need more money than we go to St. George, that looks bad to our citizens. Council Member Hadley asked for clarification are you trying to say not having a trained Council or Planning Commission is not more important than the sidewalks. Council Member Prall stated have we looked at free options or options utilizing our subscription services. Council Member Hadley inquired is it the allocation that you don't like. Council Member Prall stated she sees everyone saying just in case we need to add some more funds to this account and this account. Council Member Hadley stated we have been looking at what was used and what is being budgeted. It seemed like there is a little bit but not a lot. Council Member Prall stated last year we budgeted \$25,000 for sidewalks and we spent \$12,000. Council Member Hadley stated that should change this year. Council Member Prall stated she is seeing some large jumps but is not sure of the justification. She has discussed subscriptions and memberships with Jill Hunt. Have we looked at these and weighed the benefit of keeping some of these things. Mayor Shuman stated the money for the sidewalks comes from Capital Projects not the training. Council Member Prall stated we asked for a tax increase and residents came out against it. Mayor Shuman stated our code stated we must hold Truth in Taxation every year. His personal belief is we should repeal that ordinance. The

budgetary process is balancing the budget based on what we are projecting. The state has made the Truth in Taxation process time consuming and cost a lot of money. The residents get upset about a proposed tax increase we did not need. He is learning a lot about City government budgeting which is different than his business budgeting. Council Member Hadley inquired should we go line item by line item tonight. Council Member Prall stated it is too late in the process to do that. She is worried that some of these got bumped up without a justification. Council Member Hadley inquired what would you like to do tonight. Council Member Prall stated the purpose would be to look at these items and her reservations about the vote. Council Member Hadley stated he does not have reservations because he knows things can be changed. Council Member Prall asked if we do a budget amendment do we need to do it before the end of August. Jennie Knight stated we could do a budget amendment in whenever we need as long as the noticing is done. Council Member Prall stated we could do the amendment later if Council agrees. Council Member Montgomery stated we could but he would like to hear the final numbers from last fiscal year so we can set that aside for the projects. Council Member Prall stated she does not want the burden put on the tax payer.

Motion: Council Member Hadley made a motion to adopt Resolution 26-23; a resolution adopting the Fiscal Year 2027 Final Budget for Harrisville City, Harrisville Community Reinvestment Agency, and Four Mile Special Service District, omitting 10-31-115 and lowering 10-63-435 to \$25,000, second by Council Member Montgomery.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

e. Discussion/possible action to adopt Resolution 26-24; Special Event Policy/Permit.

Council Member Montgomery inquired in c28-2 it says may require a permit. Jack Fogal explained we reached out to other cities in the county to see what permit requirements they use. Most based the requirements on Weber Morgan Health Departments standards for a mass gathering permit. We can adjust that language or include more strict guidelines. Council Member Montgomery inquired who would decide if a permit is needed. Jack Fogal answered the application would be submitted to department heads and North View Fire. If they decide it needs a permit one would be required. Council Member Montgomery inquired about the time frame for a decision. Jack Fogal explained most cities require an application 60 days prior to the event he would recommend something similar. The cities would then make a decision on whether a permit was needed between 5-15 days. We can change any of those recommendations that was the average used by cities in the county. Council Member Montgomery inquired what are the rates for police and Public Works. Jennie Knight stated we did not have that rate when creating the ordinance. We have gotten that rate since then and it will be added. The cost would be \$65 per hour for police and \$45 per hour for Public Works and Parks. Council Member Montgomery inquired what is that rate based on. Jennie Knight explained it is based on an overtime rate for the employee. These events normally occur on weekends or evenings which would put our staff in overtime. Council Member Montgomery stated North Harrisville Rd holds a kids parade every year on the 4th of July. How do the citizens come up with a \$1,000,000

insurance policy. Council Member Prall inquired do we have a permit already in place for special events. Jennie Knight answered no we do not have a permit currently. Council Member Prall stated she misunderstood she thought Council approved Pioneer PTA to follow the normal special event process outside of the regular time frame. Jennie Knight clarified the approval last month was to allow Pioneer Elementary to reserve the bowery at the park outside of the normal reservation season. Council Member Prall stated this permit would be the next step in holding larger events in the City. Jennie Knight agreed. We have had several requests for special events this year and we are trying to get a permit and process in place. She agrees with Council Member Montgomery about the challenges of an insurance policy for these small neighborhood events. The Trust that covers our City insurance will not cover all of these special events. We want to make sure the City is not liable if an incident occurs during these events. We do not want to make it so expensive that these events cannot be held, but we do want to make sure we protect the City. Council can make changes they would like to this permit process. We were trying to provide a baseline. Council Member Hadley stated he has concerns that an individual will not be able to get commercial insurance coverage for an event. When people hold weddings, they often have to get the insurance through one of their vendors to put a rider on their policy. Most vendors are unwilling to do that and assume the liability for the event. Jennie Knight agreed those are some of the challenges staff was finding while reviewing the permit process. Mayor Shuman inquired can we put some kind of indemnification agreement in the permit process. Andy Blackburn stated you could do that. He stated he is not familiar with our coverage, but some cities will purchase extra insurance due to allowing these events. Council Member Prall inquired could we charge the organizers the difference for those insurance costs. Andy Blackburn stated that is an option. It would depend on your insurance company and what they are willing to cover. Jennie Knight stated we have a policy with the Local Governments Trust. Staff can do some research and see what they would be willing to cover. She is unsure how willing they would be to cover an event that is not held on City property. Mayor Shuman inquired would we be covered for an event at the bowery for example. Jennie Knight answered affirmatively. Council Member Prall summarized by adopting a formal process we can review the plans and decide what would be needed for events. Jennie Knight agreed. Council Member Montgomery inquired if they do the children's parade on the 4th of July and there are no officers would the fees be applicable. Jennie Knight answered that would be up for Council to decide what parameters they would like to set. She questioned if there is a road closure will you require a police presence. We are happy to follow the guidelines put in place by Council for this process. We do not want to be fun crashers. Some of these events are a decade or older. This item was brought before Council due to the number of requests for special events.

Motion: Council Member Montgomery made a motion to table Resolution 26-24; Special Event Policy/Permit, second by Council Member Hadley.

The vote on the motion was as follows:

Council Member Wilhelmsen,	No
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed 3-1.

f. Discussion/possible action to approve Pioneer Elementary Fall Festival Celebration.

Mayor Shuman stated we heard the comments from Pioneer Elementary and had a discussion during the July meeting. We will not have a permit so we need to outline requirements if this event is allowed. Council Member Montgomery stated he read the letter from Kealani Stanger. The idea was for the City to participate to a lesser degree. We would still help with police presence and doing something smaller like a pumpkin walk. He likes the idea of the City participating to a lesser extent. People want to come out and attend events like this. Mayor Shuman stated he spoke with Jennie Knight about the Fall Festival. She shared some information about how the event started. He heard from residents when he was running that they want to see more community events. In his conversations with Jennie Knight, it was reported that the bulk of planning for events was on staff without community volunteers. During covid Cherry Days was almost canceled, but the community rallied to make sure it was held. We want these community events. There are a lot of opinions about the schools in the City participating. Ultimately if he had a gavel and could order those things he would want an activity during Spring, Summer, Fall, and Winter. It is not budgeted for 2027 but we can try and pull the money from another fund and make an adjustment. We are open to support Pioneer but how are we going to support. He had to approve overtime for the fireworks ban enforcement. Sometimes you make those calls for safety. Council Member Montgomery asked for clarification Pioneer Elementary would provide the food, treats, trunk or treat. The trunk or treat would be open to outside participation. Kealani Stanger stated we would love you to participate. Council Member Montgomery questioned will we pay overtime to support this event. Council Member Hadley stated he does not have final numbers from the America250 Celebration but there should be some budget remaining. He would support using the remaining funds to help cover the costs. Council Member Prall inquired can we open it up to any 6th grader from Harrisville. Kealani Stanger stated they would welcome participation the difficulty is if they setup booths and charge for tickets how do you balance that across one PTA to another. They can figure it out but it will take some thought. Council Member Prall stated could we outline participation for activities like any child can participate in the pumpkin walk for example. Kealani Stanger stated we can do that. Council Member Montgomery inquired can you do the event in the field instead of the parking lot. Kealani Stanger stated it is an option but it would be better to do it in the parking lot. Chief Wilson stated we would need to close the parking lot down. We have had people use cars as weapons and we do not want that around our kids. Jennie Knight inquired do we want to cover the mass gathering permit or do they need to. Council Member Hadley stated he would be up for covering it from the remainder of the America250 Celebration budget. Jennie Knight stated we need Council's approval to publicize this with our resources. Council agreed we utilize our resources to help publicize this event. Council Member Wilhelmsen inquired have we discussed the police and Public Works involvement and cost. Jennie Knight stated her understanding is we would use the remainder of the America250 budget to help cover. Council Member Prall inquired who would cover the extra. Jennie Knight stated that would be up to Council. Council Member Hadley inquired do we need as many officers or staff for event. Chief Wilson stated we would need less than normal due to no fireworks. Council Member Wilhelmsen inquired do you have a timeframe for the event. Shannon Rich stated the timeframe can be whatever works best. We would prefer to end the event before it gets dark. Bryan Fife stated if you are under 2 hours it would eliminate the need for a mass gathering permit. Kealani Stanger stated we could make that work. She questioned could we do 1 hour and 45 minutes. Bryan Fife stated you could. He brought up there is \$65 food handlers permit which would need to be purchased. Kealani Stanger stated the PTA would cover it due to them handling the food. Council Member Wilhelmsen inquired how long we would need police at the event. Chief Wilson stated we would probably need 4 people. He and Assistant Chief Taylor are salary so there would be no cost for them. The salaries would need to be covered for 2 additional officers. Bryan Fife stated he would need 3 staff members on the upper ball field. They would setup for the event during the normal work day. He is salary and he would be happy to attend with 2 staff

members. Kealani Stanger inquired could the PTA do traffic control. Bryan Fife stated you could run that with volunteers. Mayor Shuman inquired if Majestic wanted to participate could they run their own booths. Kealani Stanger stated they could but money would need to be kept separate. Council Member Prall questioned can we include in the motion some way for all residents of that age to participate. Council Member Hadley stated he feels it would be best to leave it generic. Council Member Prall stated she has had people express concerns about only one school participating in the event.

Motion: Council Member Wilhelmsen made a motion to approve the Pioneer Elementary Fall Festival on October 20, 2026, with the remaining America250 Celebration budget used to cover the costs for police and Public Works associated with the event, with the Pioneer Elementary PTA responsible for any costs exceeding the remaining America250 Celebration budget, and with the understanding that other children may participate with the PTA, they are able, second by Council Member Montgomery.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

- 6. Closed Executive Session** – A Closed Executive Session for the purposes described under UCA § 52-4-205(1)(c); strategy session to discuss pending or reasonable imminent litigation.

This business item was tabled.

7. Mayor/Council/Staff Follow-up

Chief Wilson reported we had our active shooter training last Monday. We conducted a full simulation with role players. It was a very good event. We are going to try to hold a simulation every year at a different school.

Bryan Fife stated if you want fireworks next year for an event, we get a \$500 discount if we pay early. We do not have to determine a date yet. Council Member Prall inquired about the deadline. Bryan Fife stated he is unaware when the deadline is for a discount. Kevin Wilbur secured a grant to put some plants in the park. We have a community gardening class about harvesting and preserving. Mayor Shuman reported about the sidewalk cleaning on Highway 89. He complimented staff on how good it looks.

Jennie Knight reported on change orders related to the Public Safety/City Hall building. We had 2 change orders. One was for the elevator which had a recent code change. They needed to put lighting in the chamber and put metal plates around the lights. The cost of this change order was \$9,843.97. The second item is the drinking fountain in the building. It was omitted from the bid. The contractor met us halfway on the cost. The cost for this change order was \$3,083.22. We do have a decision for Council. We can do the projector in the Council chambers or 2 90-inch TVs. We have the screen in the bid for the projector but need to purchase the projector. If we choose the TVs, we need to run wiring to the TVs plus add supports. The TVs are a bigger

cost savings. Council Member Hadley stated he is leaning towards the TVs. The projector bulbs are expensive and replacing them would cost almost as much as purchasing a new projector. Council Member Montgomery inquired is the screen LED. Jennie Knight stated it's a projector screen; the projector would be mounted to the ceiling. Council Member Montgomery stated in Ogden they used a large projector and people did not complain about being able to see. Council Member Prall inquired can the screens show different things. Jennie Knight answered I am not sure if they will be wired for that. Council Member Prall inquired was the cost for running the electrical not included in the bid. Jennie Knight stated the bid was to run the electrical to the projector not the tv screens so it would be raised a little. Council Member Montgomery stated his preference is the projector. Mayor Shuman inquired is there an option for a cheaper projector. Jennie Knight stated we can get some more numbers and look at other options. Council Member Hadley stated the projectors will be facing towards windows and they never project as well in lighted areas. Council Member Prall, Council Member Hadley, and Council Member Wilhelmsen stated their preference is 2 TV screens.

Council Member Prall reported on the America250 service project. They provided 140 pounds of food to the Tri-City Food Exchange. 38 letters to the military service men and women and 10 letters to their families were written during the celebration. We handed out about 350 t-shirts. She would like the remaining shirts to be handed out. Jennie Knight reported we have a Night Out with the Police event and we were planning on handing them out during that event. Mayor Shuman stated the America250 Celebration was a good event.

Council Member Montgomery thanked everyone for their participation in the America250 Event.

Council Member Wilhelmsen reported about the mosquito abatement board. Mosquitoes are down. There were 11 cases of West Nile in the state. There was a lot of positive response during the America250 Celebration about the music groups. He wants Council's opinion about the bands using the cabin on Monday nights for rehearsal. He would like to have them continue and make the band a permanent thing. Council Member Prall inquired what was the approval reason for the use before. Council Member Wilhelmsen stated it was for the America250 event. Council Member Prall inquired were funds coming out of the event to rent the cabin. Council Member Wilhelmsen stated it did not the fee was waived. Jennie Knight stated we allow the cabin to be reserved by a 501c3 for free. Council Member Prall stated she is a member of the orchestra and was unsure whether she would be permitted to vote on the matter. Mayor Shuman stated if both Council Member Prall and Council Member Wilhelmsen remove themselves from a vote we only have 2 Council Members we cannot pass this motion. Council Member Hadley stated he is a member of North Ogden Community Band and they use their facilities. If a paying event happens, they get booted.

Council Member Montgomery stated the Utah Chapter of APA will have their conference in September. It is at the Davis Conference center. It is a good place to learn and be involved. The rate is \$150 for 3 people. Council Member Prall stated it is the 9th and 10th of September.

Council Member Hadley thanked everyone who was involved with the America250 Event. People were really happy and the vendors were well supported. We wanted to keep it simple but it was awesome.

Mayor Shuman stated he appreciates everyone's comments tonight.

8. Adjournment

Motion: Council Member Wilhelmsen motioned to adjourn the meeting, second by Council Member Hadley.

The vote on the motion was as follows:

Council Member Wilhelmsen,	Yes
Council Member Prall,	Yes
Council Member Christensen,	Excused
Council Member Hadley,	Yes
Council Member Montgomery,	Yes

The motion passed unanimously.

The meeting adjourned at 10:12 P.M.

Roger Shuman
Mayor

ATTEST:

Jack Fogal
City Recorder
Approved this 8th day of September, 2026

**HARRISVILLE CITY
ORDINANCE 569**

HARRISVILLE GENERAL PLAN AMENDMENT

**AN ORDINANCE OF HARRISVILLE CITY, UTAH, AMENDING
HARRISVILLE CITY CODE CHAPTER 11 TITLE 9 AND CHAPTER 11
TITLE 20; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §10-8-84 and §10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

WHEREAS, Title 10, Chapter 9a of the *Utah Code Annotated* enables municipalities to regulate land use and development;

WHEREAS, after publication of the required notice, the Planning Commission held a public hearing on April 8, 2026 and subsequently gave its recommendation to approve this ordinance;

WHEREAS, the City Council received the recommendation from the Planning Commission and held its public meeting on _____, to act upon this ordinance;

WHEREAS, the City Council finds the proposed update contains all elements mandated by Utah Code and has been updated to meet current and future needs of the City;

WHEREAS, the specific amendments to Harrisville City Code are set forth in exhibit “A” attached hereto and incorporated herein by this reference;

NOW, THEREFORE, be it ordained by the City Council of Harrisville as follows:

Section 1: Repealer. Any word other, sentence, paragraph, or phrase inconsistent with this Ordinance is hereby repealed and any reference thereto is hereby vacated.

Section 2: Amendment. Exhibit “A”, attached hereto and incorporated by this reference is hereby adopted and shall constitute the official amendments to *Harrisville City Code* Chapter 11 Title 9 and 20.

Section 3: Severability. If a court of competent jurisdiction determines that any part of this ordinance is unconstitutional or invalid, then such portion of the ordinance, or specific application of the ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: Effective date. This Ordinance shall be effective immediately upon posting after final passage, approval, and posting.

PASSED AND ADOPTED by the City Council on this _____ day of _____, 2026.

Roger Shuman
Mayor

Jack Fogal
City Recorder

RECORDED this _____ day of _____, 2026.
PUBLISHED OR POSTED this _____ day of _____, 2026.

**CERTIFICATE OF PASSAGE AND PUBLICATION OR
POSTING**

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal recorder of Harrisville City, hereby certify that foregoing ordinance was duly passed and published, or posted at 1) City Hall 2) Harrisville Cabin and 3) 2150 North on the above referenced dates.

City Recorder

DATE: _____

Harrisville City Municipal Code

Section 11.20.260 Accessory Dwelling Units

1. Definitions

a. **Accessory Dwelling Unit (ADU)**

A self-contained residential dwelling unit that is secondary to a primary dwelling on the same lot. An ADU includes independent living facilities for one household, including a kitchen, bathroom, and sleeping area.

b. **Internal ADU**

An ADU located entirely within the footprint of the primary dwelling (e.g., basement, attic, or interior conversion) at the time the ADU is created.

c. **Detached ADU**

An ADU located within a separate, freestanding structure on the same lot as the primary dwelling and not physically attached to it.

2. General Limitations

The following limitations apply to the creation and occupancy of any ADU:

- a. Only one (1) ADU per primary dwelling shall be permitted.
- b. No Internal ADU shall be permitted on a parcel that is six thousand (6,000) square feet or less in area.
- c. No Detached ADU shall be permitted on a parcel that is ten thousand (10,000) square feet or less in area.
- d. The maximum gross floor area of a Detached ADU shall not exceed the lesser of
 - i. ten percent (10%) of the lot area or
 - ii. the gross floor area of the primary dwelling.
- e. ADUs shall be used only for residential occupancy of thirty (30) consecutive days or longer and shall not be used as vacation rentals or short-term rentals.
- f. The property owner shall occupy either the primary dwelling or the ADU as the owner's primary residence.
- g. The owner shall obtain all required permits, inspections, and approvals from the City and any other applicable agency prior to occupancy.
- h. No ADU shall be created or occupied within a mobile home as defined in Utah Code § 57-16-3

3. Local Requirements

- a. **Licensing.** If the ADU is rented, the owner of the ADU shall obtain and maintain a business license in accordance with Title 3, Chapter 3.15 of the Harrisville Municipal Code.
- b. **Utilities:**
 - i. No Detached ADU shall be approved if the primary dwelling is served by a failing lateral utility line.
 - ii. Detached ADUs must have adequate access to required utilities including water, sanitary sewer, and electricity.
 - iii. A Detached ADU application may be rejected if a utility service to which the ADU must make a connection does not have sufficient capacity to support the addition of the ADU.
- c. **Addressing:**
 - i. ADUs with separate utility meters shall be assigned a separate address.
 - ii. ADUs with shared utility meters may utilize a distinguishing suffix to the primary address, as approved by the County.
 - iii. Address signage shall be visible from the street and comply with applicable City standards.

4. Design Standards

- a. **All ADUs Shall:**
 - i. Meet existing standards for residential homes as set forth in Harrisville City Code.
 - ii. Comply with the setback requirements of their zone.
 - iii. Be designed to preserve the appearance of the property as a single-family dwelling. Entrances to an accessory dwelling unit shall be located and designed so as not to detract from the single-family character of the primary residence, particularly when visible from the front of the property.
- a. **Detached ADUs:**
 - i. Design: Detached ADUs shall complement the architectural style, materials, and character of the primary dwelling.
 - ii. Height Limitations. Detached ADUS shall not exceed:
 - (1) One (1) story in height for ADUs on lots smaller than fifteen thousand (15,000) square feet or
 - (2) Two (2) stories in height for ADUs on lots fifteen thousand (15,000) square feet or larger.
 - iii. Attic Space. Habitable or living space fully contained within a roof attic shall not be counted as a story for purposes of this subsection.
 - iv. Scale and Massing. Detached ADUs shall be subordinate in scale and massing to the primary dwelling, except on lots greater than one (1) acre where barn- or garage-style accessory structures may exceed the size of the primary dwelling.
 - v. Setback Exceptions. Detached ADUs may be located closer than the setbacks of the underlying zoning district, provided that:
 - (1) The structure complies with Accessory Building Development Standards set forth in HVCC §11.09.030; and

- (2) No windows or openings are permitted on any wall facing a shared property line within the required setback for primary dwellings in the applicable zone.

5. Parking

- a. Regardless of whether the primary dwelling is existing or new construction:
 - i. One (1) additional on-site parking space shall be required for an Internal ADU or a Detached ADU of less than six hundred fifty (650) square feet of living space.
 - ii. Two (2) additional on-site parking spaces shall be required for any Detached ADU exceeding six hundred fifty (650) square feet of living space.
- b. Required ADU parking shall be in addition to the parking spaces required for the primary dwelling.
- c. ADU parking shall not reduce or interfere with required parking for the primary dwelling.
- d. All parking areas shall comply with HVCC §11.09.040, including surface material and access standards.
- e. Any required parking spaces eliminated due to ADU conversion shall be replaced.

Harrisville City Municipal Code

11.09 Residential Development Standards

11.09.020 Main Building Development Standards

3. Additions to existing homes

Any single family dwelling structure ~~having been occupied for a minimum of five years~~ may make an expansion of the dwelling ~~that extends into the area of the rear yard setback for the main portion of the home~~ provided the expansion maintains the setbacks of the respective zone.

~~a.—Maintains the sideyard setbacks of the respective zone;~~

~~b.—Maintains a minimum setback of 15 feet from the rear property line, and~~

~~c.—Is no wider than half the width of the existing house~~

~~6.—Residential Building size and design~~

~~a.—The maximum footprint of a residential dwelling excluding attached accessory uses shall be four thousand (4,000) square feet.~~

~~b.—In order to maintain the traditional residential character developed in Harrisville certain design elements on residential buildings are required. Those required elements are:~~

~~i.—Roofs with a pitch no shallower than a ratio of run to rise 3 to 1~~

~~ii.—Main exterior wall finish materials of brick, stone, siding (vinyl, aluminum, wood or hardiplank) with a maximum 12" width horizontal lines, stucco or glass. Structural block, atlas brick and other larger dimensional concrete masonry units are not permitted for residential dwellings but only for accessory structures or other main buildings.~~

11.09.040 Parking Regulations.

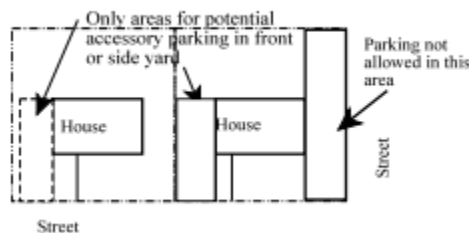
1. Required parking

In all residential zones there shall be provided in a detached or attached garage or in an area located where a future garage could be constructed on the same lot as the dwelling two ~~side by side~~ concrete or asphalt surfaced parking spaces per dwelling unit and paved driveway access leading from the street to the required parking.

Required parking must be located behind the front setback required for the main building. Non dwelling permitted uses shall locate the parking for the use on a hard surface of concrete or asphalt behind the **front** setback required for the main building unless otherwise stated in city ordinances.

2. Additional Off Street Parking

- a. Parking or storing of additional operational and licensed vehicles in one required sideyard or the front yard setback of a dwelling may be allowed provided that the following conditions are complied with;
 - i. The dwelling unit has the minimum number of two (2) required off street parking spaces and access to those parking spaces is on a concrete or asphalt driveway.
 - ii. Any additional parking space must remain open and unobstructed to the sky.
 - iii. The surface treatment for the additional vehicle parking and the access to the additional parking if located in the side yard is either road base, gravel or a hard surface material of concrete or asphalt.
 - iv. The additional parking space in the front yard is limited to only the area between the hard surface driveway and the nearest sideyard property line. Parking can not extend into the area between the dwelling and the street nor in the sideyard facing a street on a corner lot.
 - v. All storm water run off must be directed to prevent drainage onto adjacent properties.
 - vi. No additional parking space or vehicle shall be located in the sideyard or frontyard setback facing a street on a corner lot.



- b. Uncovered parking for recreational vehicles may be permitted in the area behind the rear of the dwelling and in the rear yard setback provided that;

- i. The vehicles parked are currently licensed and operational
- ii. The parked vehicles do not occupy more than twenty-five (25%) of the rear area of the property, and
- iii. Parking does not need to be on hard surface.

3. Parking of Agricultural or Farm Equipment

When a farm or agricultural use occurs on the property, machinery and equipment necessary for the use may be parked or stored on the property without a required hard surface provided that the equipment parking or storing area is setback a minimum of sixty (60) feet from any public street. When the parking or storage area is open to the sky and when a structure exists on the property the parking shall be located in such a manner that the structure serves as a screen between the equipment or vehicles and adjacent property lines or public street.

4. Parking and Access Surfaces, Locations and Size

- a. Required parking for a dwelling and access to the required parking if one hundred (100') feet in length or less from the public street property line shall be paved with an asphalt or concrete surface. For distances longer than one hundred (100') feet gravel or road base are approved surface materials for parking areas and access lanes. Driveways and parking areas shall be designed so that storm water runoff from these surfaces does not flow to adjacent properties.
- b. For all uses permitted in a residential zone, none of the front and side yard setback areas required by the respective zone shall be used for parking with the exception of the sideyard parking according to the provisions of the chapter. Access across the required front yard is allowed to the side yard or rear yards. No more than twenty-five percent (25%) of the area from the rear of the building to the rear property line may be used for parking.
- c. Driveway widths
 - i. Single family homes
 - 1. Minimum width ten (10') feet
 - 2. Maximum width thirty-two (32') feet
 - ii. Attached dwellings
 - 1. Minimum width twenty (20') feet

2. Maximum width thirty-four (34') feet

iii. Apartment

1. Minimum width twenty-four (24')

2. Maximum width thirty-four (34') feet

d. Parking Size/ Garage Door Requirements~~The minimum size for a required parking space is nine(9') feet wide and eighteen (18') feet long.~~

- i. for unobstructed, enclosed, or covered parking the minimum parking width shall be ten (10) feet and the minimum parking length shall be twenty (20) feet.
- ii. for uncovered parking the minimum parking width shall be nine (9) feet and the minimum parking length shall be twenty (20) feet.
- iii. One (1) car garage doors must be a minimum of nine (9) feet wide.
- iv. Two (2) car garage doors must be a minimum of sixteen (16) feet wide.

**HARRISVILLE CITY
RESOLUTION NO. 2011-12**

RULES OF PROCEDURE AND ORDER

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING RULES
OF PROCEDURES IN ACCORDANCE WITH UTAH CODE §10-3-606.**

WHEREAS, Harrisville City (hereafter "City") is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, Utah Code Annotated §10-3-606 requires the City to adopt certain rules of procedure and order;

WHEREAS, Utah Code Annotated §10-3-717 authorizes the City to adopt such rules by resolution;

WHEREAS, the City desires to comply with state law;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City, Utah, as follows:

Section 1. Rules of Procedure and Order.

The Rules of Procedure and Order attached as Exhibit "A" are hereby adopted and incorporated herein by this reference.

Section 2. Effective Date.

This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 25th day of October, 2011.

HARRISVILLE CITY:



RICHARD HENDRIX, Mayor

CITY COUNCIL VOTE AS RECORDED:

	YES	NO
Council Member Allen:	<u>X</u>	_____
Council Member Richins:	<u>X</u>	_____
Council Member Tait:	<u>X</u>	_____
Council Member Wilhelmsen:	<u>X</u>	_____
(In event of a tie vote of the Council)		
Mayor Hendrix:	_____	_____

ATTEST:



JENNIFER MORRELL, City Recorder



Exhibit "A"

RULES OF PROCEDURE AND ORDER

In accordance with *Utah Code Annotated* §10-3-606 the City Council, as a legislative body, adopts the following rules of order and procedure for conducting public meetings held by the city. These rules of procedure are designed to provide for orderly conduct of a public body in a public meeting, with the objective of providing for full, open, and comprehensive debate of issues before the public body in a public forum with respect to citizen awareness and also civil decorum.

These procedures neither increase nor diminish the powers or authority of the public body as prescribed by state law or local ordinance.

I. MEETING AGENDA REQUIRED.

All public meetings before a public body will have a notice and agenda that complies with the Utah Open Meetings Act.

An item may be placed on the agenda (for the applicable public body) by the Mayor, City Administrator, Planning Secretary, or at the request of any council/commission member.

Agenda items must be submitted to the City Recorder/Planning Secretary by noon on the Thursday before the date of the meeting. Any item that is submitted to the City Recorder/Planning Secretary after the above deadline will be put on the next meeting's agenda.

II. THE ROLE OF THE PRESIDING OFFICER.

1. The presiding officer has the primary responsibility to ensure the rules of procedure and order are followed, including but not limited to:
 - a. Governing a public meeting in accordance with Roberts Rules of Order, newly revised, as freely adapted by the presiding officer, and subject to these rules.
 - b. Calling the meeting to order.
 - c. Maintaining the decorum at public meetings.
 - d. Confining discussion to the agenda items.
 - e. Recognizing staff presentations and recommendations.
 - f. Recognizing motions and statements from the council/commission, and may allow audience participation at appropriate times.
 - g. Understanding basic parliamentary procedure and adapting it to the public body as seen fit.
 - h. Following the Utah Open and Public Meetings Act during the meeting.
 - i. Courteously discouraging individuals who talk too much or too often.
 - j. Courteously ensuring that those who have the floor are not interrupted and ruling out of order those who are not following meeting procedures.

- k. Recognizing the member offering/amending/modifying the motion, handling discussion, calling for the vote, announcing the vote, and then announcing the next order of business.
- 2. The Mayor shall preside at meetings of the City Council.
- 3. The Planning Commission Chair shall preside at meetings of the Planning Commission.
- 4. The Planning Commission is more specifically governed by Chapter 2.01 of the *Harrisville Municipal Code*.
- 5. The presiding officer may participate in discussion of all matters.
- 6. The Mayor may vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.
- 7. The Planning Commission Chair shall vote and may make motions as a regular member of the Planning Commission.
- 8. Mayor Pro Tem/Planning Commission Vice Chair governs in absence of the Mayor/Planning Commission Chair. Mayor Pro Tem may vote.

III. RULES OF CONDUCT DURING MEETINGS.

- 1. There are two types of meetings as follows:
 - a. Public Meeting. These meetings are not open to public comment, except at the sole discretion of the presiding officer.
 - b. Public Hearing. A Public Hearing is only held on special occasions when required by law or otherwise.
 - i. A Public Hearing is generally held in conjunction with a Public Meeting.
 - ii. The Public Hearing may be opened and closed by motion, or by declaration of the presiding officer if no member objects.
 - iii. Any member of the public may speak to the public body during a Public Hearing, subject to these rules.
 - iv. The public body may limit the time each speaker has during a Public Hearing to no less than three (3) minutes.
 - v. Generally, the public body does not talk, respond, debate, or answer questions during a Public Hearing, it is a time to listen to (or hear) the public.
- 2. All meetings shall be administered according to the Open and Public Meetings Act.
- 3. Meetings shall generally operate as follows:
 - a. Call to order by presiding officer.
 - b. Opening ceremony.
 - c. Item for discussion/action/presentation announced by presiding officer.
 - d. Staff/other presentation.
 - e. Applicant presentation, if applicable.
 - f. Public comment only if a public hearing or at the sole discretion of the presiding officer.
 - g. Discussion by members.
 - h. Action by motion and vote.
 - i. Adjournment upon completion/continuance of all items on agenda.

4. Anyone speaking at a meeting should keep remarks applicable to the question under discussion/debate.
5. Anyone speaking at a meeting shall avoid references to personalities, and avoid questioning motives or interjecting hostile or antagonistic behavior.
6. Everyone shall demonstrate courtesy and refrain from conduct that disrupts the meeting.
7. Members shall comply with the rules of ethics and avoid situations which could cause a reasonable person to perceive bias or an inappropriate conflict of interest.
8. Everyone invited to participate in a meeting is to respect the principles of representative democracy, including the recognition that local government is to serve the best interests of the public as a whole, while respecting individual and constitutional freedoms.
9. Everyone is to be conscious of efficient and effective use of limited city resources.

IV. RULES OF ETHICAL CONDUCT

Members of a public body shall comply with the Rules of Ethical Conduct set forth in Chapter 2.06 of the *Harrisville Municipal Code*, and as may be established by state law.

V. PARLIAMENTARY RULES

The following are Rules of Order for the parliamentary conduct of a public meeting. The City Administrator serves as Parliamentarian, and may advise, as necessary, for effective meeting governance, during the course of the meeting. Each rule is followed by a recommended procedure along with a purpose. This is to help guide the presiding officer and members of the public body with the intended application.

RULE NO. 1 – AGENDAS

A public meeting is governed by the agenda, and the agenda constitutes the public body's roadmap for the meeting.

PROCEDURE: Each agenda item will be handled by the presiding officer in the following basic format:

1. The presiding officer should clearly announce the agenda item number and should clearly state what the agenda item subject is.
2. Following the agenda format, the presiding officer should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff member, or an invited guest charged with providing input on the agenda item.
3. The presiding officer should ask members if they have any technical questions for clarification. At this point, members may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.
4. The presiding officer allows open public comment only if a Public Hearing is indicated on the agenda. Otherwise, public comment is only allowed at the sole discretion of the presiding officer. If numerous members of the public indicate a desire to speak to the subject, the presiding officer may limit the time of public speakers to no less than three (3) minutes.

5. The presiding officer should invite discussion and motions as appropriate. The presiding officer should announce the name of the member of the public body who makes a motion.
6. The presiding officer should determine if any member of the public body wishes to second the motion. The presiding officer should announce the name of the member of the public body who seconds a motion. If there is no second then the motion will be deemed to have failed, and the item may be deemed concluded without decision, unless a subsequent motion is duly approved.
7. If the motion is made and seconded, the presiding officer should make sure everyone understands the motion. This is done in one of three ways:
 - a. The maker of the motion can repeat it.
 - b. The presiding officer can repeat the motion.
 - c. The Parliamentarian or City Recorder can repeat the motion.
8. The presiding officer should now invite discussion on the motion. This discussion is limited to the subject of the motion that was made. If there is no desired discussion, or after discussion, or upon the call of a member, the presiding officer should direct a vote by the public body on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then the presiding officer may repeat the motion again.
9. The presiding officer may take the vote or direct a staff member to take a roll call vote.
10. Certain actions require a roll call vote as directed by the presiding officer or Parliamentarian.
11. The presiding officer should announce the result of the vote and may announce the result of such action taken.
12. Any member of a public body may give a very brief explanation of their vote cast to be entered in the minutes.

PURPOSE: All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition, the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the public body speaking on an issue, the substance of what the member says, an accurate description of any action taken by the public body and the voting record of each individual member of the public body.

RULE NO. 2 – MAKING MOTIONS

Any matter that requires a formal decision shall be brought before the public body by motion.

PROCEDURE: The procedure for any motion shall be as follows:

1. The presiding officer recognizes the member of the public body.
2. The member of the public body makes a motion. (Example: “I move that”)
3. The presiding officer recognizes a member who desires to second the motion. If no second, the motion fails.

4. Vote called on motion that is seconded after any discussion.

PURPOSE: The purpose of this rule is to limit items under discussion to only those that the public body want to discuss. This gives clarity as to what is being decided. It also helps to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

RULE NO. 3 – ORDER

Only one question and one speaker at a time.

PROCEDURE: Only one agenda item will be discussed at a time. Any agenda item where action is being taken may have a maximum of (3) motions on the floor at a given time. There will only be one speaker at a time. The presiding officer recognizes the person speaking by granting them the floor so they may speak.

PURPOSE: The purpose is to focus on only one agenda item and to allow members of the public body the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO. 4 – GENERAL CONSENT

The presiding officer may use General Consent (also known as Unanimous Consent) with all motions, except where roll call votes are required for purposes of the meeting minutes.

PROCEDURE: When the presiding officer feels the public body would be in general agreement, the presiding officer may take action barring any objection otherwise. If there is any objection to a General Consent stated by the presiding officer, then a formal vote is required. If there is no objection, after a brief pause by the presiding officer to the proposed General Consent, then the presiding officer declares the General Consent approved. (Example: The presiding officer states, “If there is no objection, we will take a 10 minutes recess.” [Pause to see if any member objects]. “There being no objection, we are in recess for 10 minutes.”)

PURPOSE: General consent is helpful in expediting general routine business or when the presiding officer believes the presiding body is in agreement. This allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO. 5 – MOTION FORM

There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE:

1. Initial Motion. The initial motion is the one that puts forward an item for consideration. An initial motion might be: “I move that we adopt ordinance number 10-1 as presented.”
2. Amended Motion. If a member wants to change the initial motion before the public body, they would move to amend the initial motion. A motion to amend might be: “I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as

follows....” A motion to amend takes the initial motion before the public body and seeks to change it in some way. The motion to amend must be related (germane) to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion. If the person who made the initial motion and the person who seconded the initial motion are in agreement with the amended motion (friendly), then the presiding officer can proceed as if the amended motion is now the initial motion without a vote. If the amendment is not friendly, a separate vote in the amended motion is required before voting on the initial motion.

3. Substitute Motion. If a member wants to completely do away with the initial motion that is before the public body, and put a new motion before the public body, they would move a substitute motion. A substitute motion can also be friendly or unfriendly.

PURPOSE: “Motions to amend” and “substitute motions” are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the presiding officer. So that if a member makes what the member calls a “motion to amend”, but the presiding officer determines that it is really a “substitute motion”, then the presiding officer’s designation governs.

RULE NO. 6: DEBATE AND ENDING DEBATE.

The debate can continue as long as members of the public body wish to discuss an item, subject to the presiding officer determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a member of the public body to limit the debate. The following motions are not debatable: a motion to adjourn (does not require second); a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE: There are exceptions to the general rule of free and open debate on motions. Use the procedure for making motions to end ongoing and needless debate, to conclude or delay discussion on an item, or close a meeting.

PURPOSE: Debate and discussion are important until they are not. When a matter is chewed on enough it should be swallowed. This rule allows the presiding officer by General Consent or the majority vote to end debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO. 7: THREE VOTES REQUIRED, EXCEPTIONS

Three yes votes are required to pass any item before the City Council with limited exceptions. The exceptions include a motion to go into closed session (executive session) which requires a 2/3 vote of the members present and when specifically provided in state law. The Planning Commission decisions are made by a majority of quorum members present. A quorum of the Planning Commission is four (4) members.

PROCEDURE: If the presiding officer and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 means the motion fails. If one member is absent and the vote is 2-2, the Mayor is entitled to vote. The Planning Commission Chair is always entitled to vote as any regular member of the commission.

PURPOSE: State law sets both the number required for a quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire City Council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2, then it may be a tie vote which entitles the Mayor to vote and break the tie. The Planning Commission makes decisions by simple majority of those present.

RULE NO. 8: MOTION TO RECONSIDER

A motion to reconsider may be made, but it is subject to special rules. The first rule relates to timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting if the item is properly provided on the agenda. In addition, a motion to reconsider cannot be made at a special meeting, unless the number of members of the public body present at the special meeting equals or exceeds the number present at the meeting when the original action was taken. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion. The Planning Commission cannot make motions to reconsider because once their decision is made it is turned over to the City Council for action or the appeal period is started as provided by law.

PROCEDURE: If such a member has a change of heart, he or she can make a “motion to reconsider” (any other member of the public body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE: The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the public body again and again. That would defeat the purpose of finality. Nothing in this Rule shall be interpreted to prevent a member of the Planning Commission from filing an appeal to a decision made by the commission. If the motion to reconsider passes, then the original matter is back before the public body, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

RULE NO. 9: GENERAL PARLIAMENTARY PROCEDURE

The presiding officer administers a meeting according to parliamentary procedure specified in Roberts Rules of Order, newly revised, as freely adapted by the presiding officer, and subject to these rules.

PROCEDURE. The presiding officer is primarily responsible to see that debate and discussion of an agenda item focuses on the topic, not the personalities of the members of the public body. There are, however, exceptions that are

intended to assist the presiding officer in keeping order during a meeting. A speaker may be interrupted by a member only for the following reasons and in the form set forth below:

1. Privilege. The proper interruption would be: "point of privilege". The presiding officer would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety at the meeting, or when misrepresentation is occurring. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting.
2. Order. The proper interruption would be: "point of order". The presiding officer would ask the interrupter to "state your point". Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting.
3. Appeal. If the presiding officer makes a ruling that a member of the public body disagrees with, that member may appeal the ruling of the presiding officer. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the presiding officer is deemed reversed.
4. Call for Orders of the Day. This is simply another way of saying, "let's return to the agenda". If a member or the Parliamentarian believes that the public body has drifted from the agenda, such a call may be made. It does not require a vote, and when the presiding officer feels that the agenda is not being followed, the presiding officer simply reminds the public body to return to the agenda item properly before them.
5. Withdraw a Motion. To withdraw a motion, the maker of the motion on the floor states, "I withdraw my motion". The motion to withdraw may require a simple majority vote if the motion was seconded, unless the presiding officer allows withdrawal by General Consent.

PURPOSE: Debate and discussion should be focused, but free and open. In the interest of time, the presiding officer may, however, limit the time allotted to speakers, including members of the public body. If time is limited, a member may only continue to speak after time has expired on a majority vote of the public body. The rules of order are meant to create an atmosphere where the members of the public body can fairly and effectively operate, and members of the public can attend to watch. It is up to the presiding officer and members of the public body to maintain common courtesy and decorum.

VI. RIGHT TO BE HEARD

Ideally, residents should work with staff to address areas of concern. However, it is recognized that residents may from time to time believe it is necessary to speak to the public body.

Accordingly, the public body expects any person presenting to the City Council or Planning Commission to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

1. No member of the public shall be heard until recognized by the presiding officer.
2. The person recognized should speak from the dais (podium) so that the comments can be properly recorded.

3. Public comments will only be heard during the Public Comment portion of the meeting, unless the issue is a Public Hearing or is recognized at the sole discretion of the presiding officer.
4. Speakers must state their name and address.
5. Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
6. Comments may be limited to three (3) minutes by the presiding officer.
7. If a representative is elected to speak for a group, the presiding officer may allow an increased time allotment.
8. Personal attacks made publicly toward any person or city official/employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command or in accordance with the City's Personnel Policies.
9. Any member of the public interrupting the proceeding of a public body, or approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure is deemed to have disrupted a public meeting and, at the direction of the presiding officer or majority of members, may be asked to leave the meeting or be removed from the building.

VII. SUMMARY OF APPLICABLE STATE LAWS AND ORDINANCES

Utah Code §10-3-502 – Regular and special council meetings.

Utah Code §10-3-504 – Quorum defined.

Utah Code §10-3-505 – Compelling attendance at meetings of legislative body.

Utah Code §10-3-506 – How the vote is taken.

Utah Code §10-3-507 – Minimum vote required.

Utah Code §10-3-508 – Reconsideration.

Utah Code §10-3-601 – Business of governing body conducted only in open meeting.

Utah Code §10-3-607 – Rules of conduct for members of the governing body.

Utah Code §10-3-608 – Rules of conduct for the public

Harrisville Municipal Code – Chapter 1.50 – Mayor and Council.

Harrisville Municipal Code – Chapter 1.60 – Officers and Employees.

Harrisville Municipal Code – Chapter 2.01 – Land Use and Appeal Authorities.

Harrisville Municipal Code – Chapter 2.06 – Rules of Ethical Conduct.

**HARRISVILLE CITY
RESOLUTION 26-24
SPECIAL EVENT PERMIT**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING A SPECIAL
EVENT PERMIT APPLICATION; SEVERABILITY; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, Harrisville City is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §10-8-84 and §10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

WHEREAS, Council finds that special events contribute to the quality of life within the community by encouraging civic engagement, recreation, cultural activities, and economic development;

WHEREAS, Council finds that special events conducted on public property or that impact public streets, parks, or other public resources require appropriate planning to protect the health, safety, and welfare of participants, residents, businesses, and emergency responders;

WHEREAS, Council desires to establish a uniform process for reviewing and approving special events to ensure adequate coordination with City departments and outside agencies when necessary;

WHEREAS, Council finds that adopting a standardized special event permit application will improve consistency, provide clear expectations for event organizers, and facilitate the efficient review of proposed events;

WHEREAS, Council has determined that adoption of this resolution is in the best interest of the residents of Harrisville City.

Section 1. Harrisville Policy and Procedures Section C-28

C-28-1 Purpose

The purpose of this Special Events Permit Policy is to establish uniform procedures for reviewing, approval, coordinating, and managing special events conducted within the City. This policy is intended to protect public health, safety, and welfare while allowing community events to occur in an organized manner. A Special Events Permit is required for any organized event that occurs on public property or affects public streets, sidewalks, parks, trails, public facilities, or requires City services.

C-28-2 Events Requiring a Permit

A Special Events Permit may be required for, but not limited to: walks/fun runs, parades, festivals, celebrations, public gatherings, community events, charity events, outdoor concerts, markets, any event requiring street closures.

C-28-3 Application Information

Applications shall include the following information: event Information, event name, event host/organization name, event address, event location, type of event, date of event, event start time, event end time, primary contact, additional contact, event details. Applicants shall provide a description of the event, whether the event is open to the public, private group/party. Whether admission is free, entrance fee, ticketed entry, participant fee (if applicable). Applicants shall provide an event schedule with setup and takedown dates and times.

C-28-4 Attendance

Estimated Attendance is required. If anticipated attendance is 500 or more persons, additional Mass Gathering requirements through the Weber/Morgan Health Department may apply.

C-28-5 City Services

Applicants shall indicate whether assistance will be required from the following departments: Police Department, Public Works Department, Parks Department, Reservations Department. Applicants may be responsible for reimbursing the City for personnel, equipment, or services required for the event at the following rates: Police -65/hour; Public Works - 45/Hour; Recreation - 45/hour.

C-28-6 Facility Reservation

If the event will be utilizing a City facility, approval must be obtained through the City's reservation process before a Special Events Permit will be issued.

C-28-7 Vendors and Sales

Applicants shall indicate whether the event will include the sale of event merchandise, business booths, food vendors and/or commercial vendors. Applicable licenses and permits required by Weber/Morgan Health Department or Utah State Tax Commission shall be obtained prior to the event. Depending upon the event, applicants may also be required to submit: Weber County Health Department Mass Gathering Permit, Coordination documentation from North View Fire District, Utah State Tax Commission Special Event Sales Tax Permit, Temporary Food Permit(s).

C-28-8 Required Supporting Documents

The following documents shall accompany the application, as applicable.

1. Event Map (Required for Public Events)

A detailed map showing event boundaries, streets, sidewalks, parks, buildings, vendor locations, staging areas, first aid stations, emergency access routes, parking, restrooms, barricades, road closures, traffic control devices.

2. Emergency Services Plan

A written Emergency Services Plan shall include: emergency contacts, medical response procedures, evacuation procedures, severe weather procedures.

3. Security Plan

Applicants shall submit a Security Plan that addresses: crowd management emergency communications, and coordination with law enforcement (if applicable).

C-28-9 Insurance Requirements

Applicants shall provide a Certificate of Liability Insurance meeting the following minimum requirements: Commercial General Liability of \$1,000,000 per occurrence/\$2,000,000 aggregate. The City shall be named as an Additional Insured on the policy for the duration of the event. Coverage shall remain in effect through event setup, operation, and takedown. The City reserves the right to require additional insurance based upon the nature of the event.

C-28-10 Household Notification

If the event impacts nearby residents or businesses through street closures, parking restrictions, noise, traffic impacts, or access limitations, the applicant shall provide notification to affected households and businesses as directed by the City. Documentation of notification may be required prior to permit approval.

C-28-11 Review Process

Applications shall be reviewed by applicable City departments, which may include: Police Department, Public Works Department, Parks Department, North View Fire District, City Administration. Approval is contingent upon compliance with all applicable federal, state, county, and local laws and regulations. Submission of an application does not guarantee approval.

C-28-12 Permit Conditions

The City may impose reasonable conditions upon issuance of a permit, including but not limited to: security requirements, traffic control measures, hours of operation, noise limitations, sanitation requirements, parking restrictions, crowd limits, cleanup requirements, restoration of City property. Failure to comply with permit conditions may result in revocation of the permit.

C-28-13 Hold Harmless and Indemnification

As a condition of permit approval, the applicant agrees to defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, expenses, and attorney fees arising out of or resulting from the applicant's event, except to the extent caused by the sole negligence or willful misconduct of the City.

The applicant further agrees to assume full responsibility for any injury, damage, or loss occurring in connection with the event and to comply with all applicable laws, ordinances, regulations, and permit conditions.

PASSED AND ADOPTED by the City Council on this _____ day of _____, 2026.

Roger Shuman, Mayor

ATTEST:

JACK FOGAL, City Recorder

Roll Call Vote Tally Yes No

Grover Wilhelmsen	_____	_____
Annette Prall	_____	_____
Blair Christensen	_____	_____
Greg Montgomery	_____	_____
Jason Hadley	_____	_____

Special Event Permit

This Special Events Application is for those seeking to hold an event within Harrisville which will include one or more of the following:

- ✓ An event utilizing any Harrisville City Street (i.e. parade, run, walk, etc.)
- ✓ A private event with 200+ in attendance
- ✓ An public event with 500+ in attendance and lasts more than 2 hours
- ✓ An event held on city property which includes multiple city departments or surrounding communities involvement

This application MUST BE turned in within 60 days of the event.

Permits can take 7-10 business days for approval.

All city facility reservations are separate from this permit as well as any special permitting required by the Weber County Health Department, UDOT, or other entities.

Regulations to Remember:

- ✓ No use nor consumption of alcoholic beverages or illicit drugs will be permitted on any city property.
- ✓ This is no smoking on any city property.
- ✓ Non-profit groups must show proof of non-profit status (Form 501C3)
- ✓ Groups are responsible to leave the area clean and organized.
- ✓ All trash should be disposed of properly.
- ✓ If residents will be affected, due to use of a city street, the Special Events Household List will need to be completed and attached at the end of the application.

[Special Events Household List Template](#)

Special Event Permit Application

NAME OF EVENT**EVENT HOST ORGANIZATION NAME****NAME OF EVENT MAIN CONTACT**

First

Last

PHONE NUMBER OF EVENT MAIN CONTACT**ADDRESS OF EVENT MAIN CONTACT**

Street Address

City

State / Province / Region

ZIP / Postal Code

EMAIL ADDRESS OF EVENT MAIN CONTACT**NAME OF ADDITIONAL CONTACT FOR EVENT (if applicable)**

First

Last

PHONE NUMBER OF ADDITIONAL CONTACT FOR EVENT (if applicable)

EMAIL OF ADDITIONAL CONTACT FOR EVENT (if applicable)

DATE OF EVENT



If multiple dates, enter the start date of the event.

TIME OF THE EVENT

 :

Enter start time of the event.

LOCATION OF EVENT

Street Address

City

State / Province / Region

TYPE OF EVENT (check all that apply)

- ☐ Walk / Run (include map)
- ☐ Parade (include map)
- ☐ Celebration / Festival
- ☐ Large Gathering 200+
- ☐ Other

THIS EVENT IS (check all that apply)

- ☐ Open to the Public
- ☐ Private Group / Party
- ☐ Entrance Fee / Ticketed Entry
- ☐ Fee for Participants

DESCRIPTION OF EVENT

EVENT SET UP (enter date and time)

EVENT TAKE DOWN (enter date and time)

ESTIMATED ATTENDANCE

If expected attendance is 500 or more, mass gathering rules may apply.

WILL THE EVENT NEED ASSISTANCE FROM THE FOLLOWING CITY DEPARTMENTS? (select all that apply)

- ☐ Police
- ☐ Public Works
- ☐ Parks
- ☐ Reservations

IF ASSISTANCE IS REQUIRED FROM ONE OF ABOVE CITY DEPARTMENTS, PLEASE STATE WHAT ASSISTANCE IS NEEDED BELOW

WILL THIS EVENT REQUIRE THE RESERVATION OF A CITY FACILITY? IF SO, WHICH ONE?

- ☐ Harrisville Main Park Bowery
- ☐ Harrisville Bi-Centennial Cabin

Reservations for city facilities are separate from this permit process. Visit <https://harrisvillecity.gov/city-reservations/> to reserve the city facility if applicable.

WILL THIS EVENT HAVE ONE OF THE FOLLOWING?

- ☐ Sale of Event Merchandise
- ☐ Business Booths
- ☐ Food Vendors

Any of these selected may result in additional permitting processes through Weber County Health, State Tax Commission, or City Business licensing.

ATTACH MAP / AREA OF EVENT ACTIVITIES

No file chosen

Max. file size: 50 MB.

ADDITIONAL EVENT INFORMATION (if applicable; maps, emergency services plan, fire prevention, security plans, etc.)

No file chosen

Max. file size: 50 MB.

ATTACH EVENT LIABILITY INSURANCE CERTIFICATE, listing Harrisville City as an additional insured party (Required limit: \$1,000,000 per occurrence and \$2,000,000 aggregate)

No file chosen

Max. file size: 50 MB.

HOUSEHOLDS AFFECTED BY EVENT (download form from website)

No file chosen

Max. file size: 50 MB.

OTHER DOCUMENTATION (If applicable: Weber County Health Mass Gathering Permit, Coordination with other affected entities, Utah State Tax Commission permit, etc.)

No file chosen

Max. file size: 50 MB.

In consideration of issuing a special event permit, I agree to indemnify and save harmless Harrisville City, its Elected Officials, Officers, Employees, agents, and volunteers, against any claim for loss, damage or expense sustained by any person on account of injury, death or property loss occurring by reason of or arising out of the special event. By issuing a special event permit, Harrisville City makes no guarantees and assumes no liability for the safety of participants or spectators of special events. If the event is a block party or event planned within a residential area, the applicant must collect and submit with the application a list of signatures consenting to the street closure from all neighbors whose vehicular access to their property will be affected by the event.

Print Name

Date



Before submitting, verify all questions are answered and all attachments have been included.

For questions about this permit, contact the Harrisville City Office during normal business hours which are Monday – Thursday 8 AM to 5 PM and Friday 8 AM to Noon excluding holidays.

The seal of Harrisville City is circular. It features a large, stylized letter 'H' in the center. The words 'HARRISVILLE CITY' are written in a semi-circle at the top, and 'ESTABLISHED 1962' is written in a semi-circle at the bottom. There are small decorative elements on either side of the bottom text.

Name of Event: _____

The collected signatures are to show Harrisville City that the event host(s) have done their due diligence in informing the listed households of the event and that they have accepted and agreed to the event and/or possible interruption of traffic flow by a potential road closure on the above event date(s).

[illegible]