



## **Project Management Meeting Minutes**

Harrisville City Building

363 W Independence – Harrisville

Thursday, April 10, 2025 – 9:00 AM

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

**Visitors:** Jeff Hollingsworth, McKell Gamundi, Brandon Green, Marvin Ferrell, Glade McCombs, Lane Monson, Andy Hubbard, Preston Mobius.

Jennie Knight, the City Administrator, called the meeting to order. Introductions were made by the Project Management Committee and Administrative Land Use Authority.

### **1. Review of Ben Lomond Phase 2B preliminary subdivision plat and improvement plans located at approximately 200 W 2000 North. – Flagship Homes**

Brandon Green, Flagship Homes, updated the committee on the development. They currently are working on running water and sewer along Highway 89 for phase 2A. They met with Weber Basin Water since Weber Basin had been discharging water into a well which is no longer there. The developer is working on placing the storm drain for the discharge. Discussion occurred on which storm drain outlet to utilize, basin installation, and infrastructure for proper discharge. Mr. Green was informed by Matt Robertson, City Engineer, and Justin Shinsel, Public Works Director, of a flooding issue which occurred last month. They stated this will need to be rectified with a new storm drain system. Committee reviewed storm drain infrastructure. They said a control pond needs to be installed to ensure proper water retention is being made during construction. Discussion on flush rate from the pump house and the process for flushing these lines for clarity occurred.

Mr. Green said Phase 2B has a contractor ready to go. Landmark, contractor, is ready to begin cutting the roads and construction for this phase. Mr. Robertson asked if the plat for this phase had been sent to the county. Mr. Green said they did submit to the county and paid their fees last week. They are waiting for approvals/redlines to be sent back. Mr. Robertson asked if the other entities have seen the updated improvement drawings. Bona Vista confirmed they have seen improvement plans and have sent back their comments.

Ms. Knight confirmed there were no changes to this phase and the lot count is the same as prior approvals. Committee reviewed the application process for preliminary plat approval.

Mr. Green said with the recent approval of phase 2D, construction is going to move to this area and work towards the highway. Mr. Robertson reviewed final plat approvals and will serve letters for improvements in this phase. Mr. Green explained the additional lots to the phase are from the flood plain since the new developer does not plan on building in that phase.

Mr. Robertson said they need a meeting set up with Marvin Ferrell, Western Irrigation, to verify ditch lines on the property. Mr. Green said they are aware there is concrete in one of the ditch structures. They poured the concrete to dry up the site for work purposes. Mr. Ferrell said they will need to submit elevations and how the ditch is to be rerouted. Ditch will be open by April 15.

Mr. Green reviewed his checklist. He is to address comments with phase 2B improvement drawings, send phase 2D plans to Bona Vista, and verify everything is ready to be approved for phase 2B.

Ms. Knight reminded Mr. Green the density count sheet for phases 2A, 2B, and 2D need to be included with applications. Mr. Robertson reminded Mr. Green to submit the landscape plans as well for review on the parks. Discussion occurred on what parks were priorly approved and what reviews needed to be completed for them. Mr. Robertson asked Mr. Green to verify all is ready for phase 2A final approvals as well.

Mr. Green moved the discussion to the continued improvement of Millennial Park. Ms. Knight reviewed where the city is with this portion of the development and the potential of a ribbon cutting ceremony. For this phase to be finalized, the following items need completing; hydroseeding of the park and the installation of the irrigation pipe. Mr. Shinsel will verify with parks department before acceptance of the park.

Mr. Robertson said the city will need new landscape plans submitted. Mr. Green asked if the park in 2D will act as a detention basin. The committee said it would. The committee reviewed park areas in phase 2A and 2D for clarity.

## **2. Review of Dixon Creek Phase 2 preliminary subdivision plat and improvement plans located at approximately 1300 N Washington Blvd. – DR Horton**

Mr. Robertson began by asking if there were any updates and if the CLOMAR has been completed. Preston Mobius, DR Horton, said the CLOMAR was completed with Phase 1. Mr. Robertson said this was part of the approval process and to be shown on the plat. The plat needs to be revised to show updates.

Ms. Wichern asked about the town home units and the connectivity to the future city parks. The committee answered that the town home units of more than five (5) units are approved. They also reviewed where the access point would be for the connectivity to the new park connected to this subdivision. Ms. Wichern followed up by asking if the developer has any obligations to show this connectivity. Mr. Shinsel replied this is on the city's future trails map. However, funding has not been secured to show connections at this point.

Mr. Robertson asked if there are updated improvement drawings ready for submittal. Mr. Mobius replied not at this time. Nothing has changed from the original submittal for either Phase 1 or 2. Mr. Robertson reviewed his current comments on what was submitted prior and checked with other entities to verify there is nothing further required. Bona Vista replied they have no new comments as long as nothing has changed. Will serves were given for whole project.

Mr. Mobius asked what final items were needed for the approval process. Mr. Robertson said he would like to receive confirmation on the CLOMAR approvals and to have the plats submitted to

Weber County.

Committee reviewed landscape plan for both Phase 1 & 2. Mr. Mobius said the main changes were on Washington Blvd due to the Reagon sign relocation. The committee asked for the line of sight to be called out on the plat. They also asked the engineer to better define the landscaping plan between the phases for clarity purposes. The amenities have not changed. Detention basins will have fencing. Discussion occurred on the UDOT sidewalk and trees placed in this area. The committee discussed the approval being subject to not having any trees in the 40-foot sight triangle and the trees to be moved 8-9 feet back from Washington Blvd.

### **3. Review of Oak Hollow subdivision and improvement plans located at approximately 265 Larsen Lane. – Glade McCombs**

Ms. Knight began the discussion by informing the committee of a historic meeting the city had with Pineview Water Systems last week. At that meeting, they were told Pineview is offering to cover secondary water services to parcels in Harrisville which have been historically outside of their district. Mr. Shinsel added this means Oak Hollow will now be serviced by Pineview Water Services for secondary water. The committee sees no changes to the way the system is designed. However, the design will need Pineview approval before installation. The committee discussed where the Pineview lines are along Larsen Lane and how the design is intended to be installed at this point. Mr. Shinsel said they do not anticipate any delay with the development. Water shares will be turned over to Pineview along with application for acceptance into the district and review approvals.

Discussion moved to the neighbors and how to best gain access for the secondary water system. Currently, the design of the system is from east to west and not north to south. The flow and piping sizing will need to be adjusted according to Pineview's recommendations. They also discussed what to do with the catch basin with the potential removal of the pump house. They all agreed there are some great options for this area.

Mr. Robertson voiced a concern with the easements, a manhole along 700, and the wetlands area at the northeast end of the development. Discussion about abandoning the manhole since it was more of a cleanout and adding a catch basin to the wetlands area to catch runoff were discussed.

Mr. Shinsel voiced his concerns about multiple cuts into Larsen Lane and the parking next to the amenities. The committee determined the parking is sufficient for the current need. The discussion continued with the fire requirements on a possible hammerhead on 275 East. Ryan Barker, North View Fire, stated there is no need since the road length is sufficient for fire requirements.

There were concerns expressed about the ditch which runs along the east of the property. Mr. Shinsel said this needs to be verified it is not a tail water ditch, there are no other users, and if Western Irrigation has approved piping this section. Mr. Hubbard and Mr. McCombs to verify.

Dan Johnson, Pineview arrived at the meeting.

Dan Johnson, Pineview, stated the subdivision will need to go through the inclusion process, but it has already been pre-approved. It will receive formal approval in May. The landscape and development plans need to be submitted to Pineview for review. Further discussion on the

secondary water line placements occurred. Mr. Johnson said to leave everything as it is for now and he will review once he receives application. The only item he sees changing is the tie into Larsen Lane. Andy Hubbard asked for help with installation of the water lines since they will be adding infrastructure for future connections to Pineview along 700. Mr. Johnson said this will be considered during the review process.

Mr. Robertson asked for addressing to be added to the final plat.

Mr. Barker was excused at 10:26 AM.

#### **4. Review of Summit Views Subdivision located at approximately located at approximately 125 W 1100 N. – Glade McCombs**

Mr. Hubbard gave updates on the plans to the committee. They adjusted meters to be outside of concrete, adjusted driveways, and added addresses. Mr. Robertson said there were minor changes with the improvement drawings. He was confident this phase should receive final here soon. An addressing issue was discussed with two houses having an east and west addressing right next to each other.

Mr. Hubbard voiced his concerns with the sewer connections. He verified Phase 1 ties into Berkley. Phase 2 might have a possible redirection of sewer but would not know until construction. Mr. Shinsel said the city will go as per the drawings. However, if they find something during construction, which needs to be revised, let Mr. Robertson and himself know as soon as possible. Phase 2 will tie directly into Phase 3.

Glade McCombs asked since they have approval for the Buttars Subdivision if they are good to go with the zoning change. Ms. Knight said if there are no further comments and the finalized items are addressed, then it is good to make application for the rezone. Mr. Robertson verified he had the latest plans and the county has given their approval.

Ms. Knight asked for clarification on the temporary turnaround for Berkley. Discussion on how to best mitigate this prior requirement. Mr. Hubbard suggested recording an easement for the hammerhead on the plat. Then vacate this easement later during the development process.

Ms. Knight reviewed the remaining review processes. She said if there are no other revisions the team is good to submit application for the MDA amendment for Summit Views Phase 3. Mr. McCombs said there is already a provision in the MDA which states they can acquire any surrounding land. She asked them to keep in mind with the new phase all the prior requirements for the other phases will need to be completed as well for the new phase. The current committee for Summit Views will also evaluate Phase 3.

Discussion continued for Phase 3 with the retention basin connections and the amenities to bring Sarah Wichern, City Planner, up to speed. Mr. McCombs said there will be a shared club house between Phase 2 and 3. Most of the amenities for this subdivision are in Phase 1 & 2. There are smaller parks, open space, and visitor parking included in Phase 3. Ms. Knight asked the distance for the amenities. It was determined the distance was a quarter mile from Phase 3 to the clubhouse.

They reviewed the parking in the subdivision including additional parking for visitors. The

committee also discussed sewer positioning and the ponds. Developer to work on cleaning up the drawings, realigning sewer to not be under buildings, and submit for rezone including a revised MDA including the new phase as an exhibit to initiate the public hearing. Plans to be delivered to the city by April 29 for the May 14 Planning Commission meeting.

#### **5. Walk-In - Discussion on possible flag-lot creation of parcel #11-338-0002.**

Jeff Hollingsworth and McKell Gamundi presented their plans to purchase an acre lot behind the Gamundi's home to build a barndominium for Mr. Hollingsworth. The applicants have already talked with Rocky Mountain Power about getting utilities to the lot which essentially would be a flag lot. The committee discussed what it would take for this to happen. They discussed Harrisville City Code §12.04.06 – Flag Lots and the requirements. Their biggest concern is obtaining easements for utility access. The plan is to have an easement in the Gamundi driveway. However, there may not be enough room. Other easement possibilities looked at including an easement on neighboring property. Easement would need to be at least 28-feet for laterals. They also discussed the setbacks and if there would be enough room on the Gamundi or Keables property to create the necessary easements. Secondary water and water shares were discussed on how this could be accessed on the property.

Ms. Knight concluded that once the easement is obtained, then there would be a subdivision process since they would be amending two (2) subdivisions at the same time. She encouraged them to pursue the easement and then come back to this meeting for more discussions.

#### **6. Continuing Projects**

Meeting adjourned at 11:07 AM.