



Project Management Meeting Minutes

Harrisville City Offices

363 W Independence Blvd

Thursday, January 8, 2026 – 9:00 a.m.

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

Visitors: Glade McCombs, Brian Walters, Margene Walters, Boyd Walters, Lane Monson, John Newhall, Brian Campbell, Marvin Farrell, Craig North, Mike Miller, Brian Lyon, Jed McCormick, David Skeen.

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

1. Discussion of potential development of Parcel #110330017, #110330016, and #110330013 located at approximately 133 West 1100 North. – Glade McCombs, Lane Monson

Glade McCombs gave a review of Summit Views Phase 3/4. He began by stating he was informed by staff that the committee wished to talk to him about the density. He also mentioned he applied for a rezone request with the Planning Commission. They came today to figure out what the issues were and why they were not moving forward on the project. Sarah Wichern, City Planner, said the City Council does not wish for more than six (6) units per acre as adopted in the Affordable Housing Ordinance. This phase includes more density than the City Council is comfortable approving. Mr. McCombs said this is the first time the density for this project has been flagged.

Ms. Knight stated as this project was going through its concept stages, the Planning Commission and City Council adopted an Affordable Housing Ordinance. She informed the developer the project may not receive the requested rezone due to the project being eight (8) units per acre. Staff felt it would be irresponsible if they did not inform the developer of this direction given to them by the City Council. The project can move forward as intended if the developer would like to do.

Mr. McCombs brought up the newly approved Dixon Creek project with its density. Matt Robertson, City Engineer, said this does not apply since this project does not include enough acreage to support the higher density as Dixon Creek did.

The committee reviewed various options the City Council has expressed as desirable housing for Harrisville such as 50-foot frontage with garage facing street, 40-foot with no garage, and possible private alley ways. Ms. Wichern encouraged the developers to look through the new ordinance to see what the City Council is looking for.

Lane Monson, developer, asked what the density was prior to the new ordinance. Ms. Knight clarified the density referred to here is under the Affordable Housing Ordinance. The density original to this project is Mixed-Use Residential. The recommendation from the City Council is to utilize the new Affordable Housing Ordinance guidelines for this project since it is a residential project. She reiterated that the developer could move forward with the project as is.

Mr. McCombs gave the argument for keeping the concept as is because the homes act as a buffer for the commercial to the south. Ms. Wichern said buffering protects the residential more than the commercial. She does not see the need for more density for buffering since six (6) units is quite dense. The committee discussed several options which could be more desirable to the City Council and Planning Commission such as twin homes, row homes, or town homes along the commercial property to the south which would allow single family homes to accommodate the frontage requirement of the Affordable Housing Ordinance. Mr. McCombs asked if planning would recommend the project as is. Based off the discussions with City Council and adoption of it, Ms. Wichern said her recommendation would be no. She encouraged the developers to look at the ordinance.

Ms. Knight said again they are welcome to submit the final drawings and continue on through the process. She also encouraged them to look at the ordinance. She does not wish to see the developer go through the process and fail. It is the committee's responsibility to make projects ready for approval before starting the process. That is why the developer was asked to return to Project Management to rediscuss the project. Ms. Wichern offered her services with the project. Matt Robertson, City Engineer, said Summit View Drive alignment, from where it goes from public to private, needs to be better.

2. Review of Oak Hollow Subdivision located at approximately 255 East Larsen Lane.
– Craig North

Craig North, developer, is interested in purchasing Oak Hollow Subdivision. He came to Project Management to find out where the development was with final approval. He wanted to know if it was ready to schedule a pre-construction meeting. He is not submitting any changes with the development. Ms. Knight informed him final approval has not been made for the project. Discussion continued with finding out where last approval was with the entities. Pineview said they have completed the inclusion process and dues are paid. Bona Vista said they were waiting for secondary approval before acceptance. It was unclear if Weber County Surveyor or North View Fire had reviewed the project. Matt Robertson, City Engineer, said he has not seen any new submittals since November 2025. He is requesting a new set of improvement drawings to be sent to each entity for a final review of the project with addresses and items discussed completed. Ms. Knight stated the project would need to have comments from Weber County Surveyor, the Will Serve letters from each entity, and the addressing and buildable areas placed on the plat. Once final approval is granted, an engineer's cost estimate is given to the city engineer prior to the pre-construction meeting which he schedules. State code allows for improvements to be started without an escrow in place. She further explained when the developer is ready to record the plat, then the escrow is set up. The escrow will be based off the remaining work left, the warranty, and any engineering/municipal fees. As soon as we have everything, and the final review is complete, then a final can be granted and a pre-construction meeting set up. There was discussion about possible changes to the construction of the secondary because Pineview now servicing the subdivision. Mr. North feels it is best to build the whole subdivision.

3. Discussion of proposed final subdivision approval of Gardner Grove Subdivision located at approximately 736 West Harrisville Road. – Brian Campbell, John Newhall

Brian Campbell, HHI, presented the final plat for the Gardner Grove Subdivision. He said the plat is with the county and they are requiring a title report be submitted. Mr. Campbell said his team is working on completing it and feels it is ready for final review. He anticipates some comments such

as addressing but little else. Mr. Campbell said there are items they are working on internally with the project, but these items do not affect the city from moving forward with their project. The committee and Mr. Campbell clarified addressing Lot 2 will be 1718 North, access points for Lot 2 and Lot 3 will be cut in, and the zoning issue for Lot 3 will need to be rectified once the lot is developed. Mr. Robertson said final can be granted by the Administrative Land Use Authority once the final items are completed. If needed, one more six (6) month extension can be granted for this project.

4. Discussion of proposed final subdivision approval of Heavenly Roads Subdivision located at approximately 2150 North 500 West. – Jed McCormick, Brian Lyon

The committee reviewed current status of the development. Mr. Robertson said the city will need updated construction drawings and the Will Serve letters from the various agencies. The plat was updated, but not the construction drawings. Pineview said their Will Serve letter is approved. Bona Vista said the subdivision will still need to be annexed into their district before receiving approval. North View Fire said they have not completed a review since they have not seen any plans. Brian Lyon, developer engineer, said he sent the plans to the county and had corrected the red lines from them. Mr. Robertson said the city will need the acceptance letter from the county as well. Mr. Lyon will send updated drawings to Mr. Robertson for review and the other agencies. Mr. Robertson reviewed items to update included parking in the private area and the addition of more parking along the east edge of the subdivision. The subdivision has had two extensions, which is the most allowed by ordinance. The approval process is still within the timeframe for the second extension. Ms. Knight reviewed next steps once final review was granted.

5. Discussion of proposed site plan amendment for Parcel #170660001, property located at approximately 2458 North Highway 89. – David Skeen

Ms. Knight gave a little background on the property for the committee. Mr. Skeen experienced a fire on his property last year. City staff asked Mr. Skeen to provide the city a proposed site plan because he is modifying the original building to include restrooms. State law protects his rights to rebuild the building as is, but the historical data of the building does not reflect it ever having a restroom. Mr. Skeen said the water lateral, gas line, and power are already installed on the property. He is requesting the addition of the sewer lateral to add to the property. He showed where the proposed line would run from a stub in the highway. Ms. Knight asked how this sewer line would be affected by a proposed development to the north of his property. Mr. Skeen said it would be redone when that development begins construction. He desires to concentrate on this project for now. Mr. Skeen said the plans show 10” stubbed at the highway. He is going to run an 8” sewer line with 4” sewer line running to the restrooms. Mr. Robertson stated if this line could potentially be owned by the city, then a manhole would be required where the plans say cleanout. Mr. Skeen could install the manhole now.

The committee agreed that this project is ready to continue to Planning Commission for a Preliminary/Final site plan amendment. Mr. Skeen’s project will be placed on January 14, 2026, Planning Commission agenda.

Mr. Skeen then asked the committee if he could complete a lot line adjustment to clean up his trust. He desires to run the north property line along the edge of the existing fence line. Ms. Knight said the city would need a new title report and plat. He would need to apply for a lot line adjustment via the city application portal on the city website.

6. Discussion of proposed access on 1400 North for Parcel #110160026, property located at approximately 1495 North Washington Blvd. – Brian Walters, Margene Walters, Boyd Walters

Brian Walters, son of the property owner, said they are desiring to gain access for farm equipment on 1400 North Street. The reason is because the neighbor at 1497 North Washington Blvd., Samuel Medina, has blocked access to a private road to the north of the Walters property which more than one landowner in the area uses. Mr. Medina has placed a horse trailer, utility trailer, broken-down truck, and a boat trailer along this access road blocking the ability for Mr. Walters to get his farm equipment to his field. Mr. Medina's argument is that he is taking back his right-of-way. Mr. Medina has piled rocks on the road blocking access for the farm equipment as well. Mr. Walters said this road has been open for over 100 years. Central Weber Sewer placed a sewer line in the road in the early 1900's. Pineview placed a line on the south side of the road. Fiberoptics were placed on the north side of the road. He is requesting gate access at 1400 North to access the property with his farm equipment because of the actions of Mr. Medina. The fencing there is already damaged from snow removal. They plan on repairing the damaged fencing and gate. There is no curb, gutter, or sidewalk where they desire access. Ms. Knight asked the committee if there was anything prohibiting access. Mr. Robertson asked about the road base. Mr. Walters said there is road base which they build back up when the fire hydrant is maintained. Engineering found no issues nor did anyone else. Ms. Knight said if this is a public utility easement (PUE) and Mr. Medina is parking on it, then the city can look into it as a potential code violation. Pineview confirmed they do have a PUE on this private road.

Mr. Walter added there are also four (4) broken-down trucks on the property, a broken-down SUV, two (2) horses, horse feces piled, and the back of the house is exposed from a remodeling project Mr. Medina began but did not finish. Mr. Walters filed a report with the police about the parked vehicles. He witnessed Mr. Medina dumping oil on the dirt driveway more than once. He filed a report with the EPA and sent them the videos. Mr. Medina has vehicles he works on for others in the yard. He has worked on a semi-truck and a backhoe. He claims to be in construction without a business license. Mr. Medina has thrown chunks of cement at the neighbor's property causing damage.

The committee gave permission for Mr. Walter's to use the access point on 1400 North for accessing his property for farming purposes. Ms. Wichern asked Mr. Walters to be conscientious the road base stays in place to prevent road deterioration and tracking debris onto the public street. Mr. Walters added the area never gets wet because the developer for the subdivision to the west of the property never placed a drain at the end of the irrigation ditch, which means there is no way for Mr. Walters to irrigate his land. Mr. Walters was given blank code complaint forms as he left the meeting.

7. Continuing Projects.

No continuing projects were discussed.

8. Adjournment

Ms. Knight adjourned the meeting at 11:00 a.m.