



Harrisville City Planning Commission Minutes

Harrisville City Offices
363 W Independence Blvd – Harrisville
Wednesday, August 13, 2025 – 7:00 PM

Commissioners: Angie Francom
Chad Holbrook
Isaac Thomas

Staff: Sarah Wichern (City Planner)
Matt Robertson (City Engineer)
Cynthia Benson (Deputy Recorder)

Excused: Jennie Knight (City Administrator)

Visitors: Sascha Martinez, Cecil Satterthwaite, Christina Palmer, Greg Montgomery.

1. CALL TO ORDER

Chair Francom called the meeting to order and welcomed all in attendance. Jennie Knight, City Administrator, was excused.

2. CONSENT APPROVAL – of Planning Commission meeting minutes from June 11, 2025.

MOTION: Commissioner Thomas motioned to approve meeting minutes from June 11, 2025, as written. Commissioner Holbrook seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

3. DISCUSSION/ACTION/RECOMMEND – to grant Preliminary Site Plan approval for Harrisville Commercial development located at approximately 2550 N 750 W.

Matt Robertson, City Engineer, said the recommendation for this project is preliminary approval since there are comments which still need to be addressed for this review. Chair Francom asked if they are still waiting for feedback from Pleasant View. Mr. Robertson said yes. However, the developer has met with Pleasant View to review utility connections and storm drain tie ins. They have also met with the city to discuss engineer memo comments.

Cecil Satterthwaite, developer, reviewed memo items and gave commission updates. His team has received the memo from Pleasant View and found the items to be similar to Harrisville's memo. Mr. Satterthwaite reviewed the process he would need to do with the soil to ensure proper construction of the building. He is proposing an underground retention system. Mr. Robertson stated the requirements for this. Mr. Satterthwaite ended his comments by saying that the house on the property has been utilized for training with the Harrisville Police Department and North View Fire District. It will be demolished tomorrow. With no further discussion, Chair Francom entertained a motion.

MOTION: Commissioner Holbrook motioned to grant Preliminary Site Plan approval for Harrisville Commercial development located at approximately 2550 N 750 W subject to all circumstances and comments mentioned in the Engineer's Memo dated June 5, 2025, Harrisville City Code, and any other staff or agency requirements. Chair Francom seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

4. DISCUSSION/ACTION/RECOMMEND – to grant proposed Conditional Use Permit #148 for esthetician services located at approximately 207 W 2150 N.

Sascha Martinez, applicant, proposed to the Planning Commission her desire to run a home occupation for esthetician services out of a room in her home she does not utilize. The commission reviewed the requirements for a home occupation asking Ms. Martinez her hours of operation, parking, employees, client length of stay and quantity at one time. They also asked if there would be any storage or sale of products. Ms. Martinez replied stating her client sessions are typically 60 – 90 minutes long. She has one client at a time with around 5 – 6 in one day. As for her hours of operation she is thinking she would be Tuesday – Saturday from 9 am – 6 pm. She has two parking spaces in her driveway for clients. There would be no storage of chemicals or additional products on site or any other employees. She would have all her supplies kept within the room. Her focus is eye lash extensions. She is a licensed esthetician and the room is under the 25% requirement. With no further discussion, since all agreed this was an approved use for the zone and code, Chair Francom entertained a motion.

MOTION: Commissioner Thomas motioned to grant proposed Conditional Use Permit #148 for esthetician services located at approximately 207 W 2150 N subject to Staff Memo dated August 13, 2025, Harrisville Municipal City Code, and any other staff or agency requirements. Commissioner Holbrook seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

Ms. Martinez was informed there was a 15-day appeal period which would need to be met before the issuance of the conditional use permit. Staff would be in touch after the appeal period is over to sign the permit and to review the steps to obtain a business license.

5. DISCUSSION/ACTION/RECOMMEND – to grant proposed Conditional Use Permit #147 for Public Safety/City Hall building located at approximately 686 W 1750 N.

Sarah Wichern, City Planner, reviewed the staff memo for the placement of the Public Safety / City Hall building on city property near 750 West. Public service buildings are allowed in the Open Space Zone with a conditional use permit. Staff took a few minutes to explain the orientation of the 20,000 square foot building and parking for the commission. Much of the parking lot is hidden behind the building and a large landscape buffer separates the building from the adjacent rural residential zone.

Ms. Wichern continued by saying part of the improvements in the project include the construction of 1750 North and the extension to Highway 89. This connection is scheduled for completion before the new city offices become operational. The link to Highway 89 is expected to mitigate traffic impacts on surrounding local streets. Permitted land uses in the area range significantly, from rural residential to industrial. Lighting is dark sky approved and focused downward in consideration of the surrounding uses. A large green area is planned for the south side of the building to allow for public engagement opportunities. This area is approximately 68 feet x 77 feet.

Ms. Wichern explained the importance and need for public comments during administrative and legislative business. She stated with administrative actions, if the project meets the requirements of the municipal code, the Planning Commission is obliged to approve. Public comments should not be allowed to sway an administrative item. This project has already been through the legislative decision process. At this time, it would be her recommendation not to allow public comments to affect the decision.

Matt Robertson, City Engineer, gave a quick review of the timeline for the project by stating that the city is hoping to send out the request for bid by fall with construction to begin shortly thereafter. Staff recommend approving the conditional use permit based on compliance with Harrisville Municipal Code. With no further discussion, Chair Francom entertained a motion.

MOTION: Commissioner Holbrook motioned to grant proposed Conditional Use Permit #147 for Public Safety/City Hall building located at approximately 686 W 1750 N subject to Staff Memo dated July 9, 2025. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

Chair Francom mentioned a 15-day appeal period which would need to be met before the issuance of the conditional use permit.

6. DISCUSSION/ACTION/RECOMMEND – to grant Preliminary and Final Site Plan approval for Public Safety/City Hall building located at approximately 686 W 1750 N.

Ms. Wichern reviewed staff memo and presentation packet for the commission. The proposed two-story building design serves as a transition in both scale and appearance between the rural residential and industrial zones. The building is currently designed to be 35-feet, 10-feet under the maximum height requirement.

Mr. Robertson explained the storm water system by saying there will be a storm drain line on 1750 North which connects to the detention basin at the Public Works building. Most of the runoff will go to a regional pond to the north. This will capture flow from the building and highway.

Ms. Wichern noted the Landscaping Plan is missing the irrigation portion. This will need to be provided before final. Other mentions in the memo are the storm drain issues need to be resolved before construction can start. Commissioner Holbrook asked if the building is designed to meet the needs of the growing population. Mr. Robertson said the city was sensitive to the budget and what the needs will be when designing this building. They wanted something to meet the current and future needs of the city.

Ms. Wichern said the city is waiting for the remaining entity letters. They are confident they will receive the approvals since the necessary discussions and preliminary approvals have been completed. Utility lines have been installed. Fire hydrants are already stub. The entities are looking at the final fixture count for the remaining letters.

Commissioners quickly reviewed the staff memo. Chair Francom entertained a motion.

MOTION: Commissioner Thomas motioned to grant Preliminary and Final Site Plan approval for Public Safety/City Hall building located at approximately 686 W 1750 N subject to Staff Memo dated July 9, 2025, Harrisville City Code, and any other staff or agency requirements. Chair Francom seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

7. PUBLIC COMMENTS – (3 minute maximum)

No public comments.

8. COMMISSION/STAFF FOLLOW-UP

Chair Francom said there are no items from staff. Commissioner Holbrook asked about the progress with Ben Lomond. Mr. Robertson said there are three (3) excavation crews working on the project. They have the roads mostly cut. Curb and gutter should be installed shortly.

Commissioner Holbrook asked for the timeline for the fire station. Mr. Robertson said this is a separate project from the city. He is aware North View has approved the design but as for construction timeline, he is unaware.

Commissioner Holbrook asked if there were any commercial business discussions with the commercial area for either project. He was referred to Jennie Knight, City Administrator.

9. ADJOURN

MOTION: Commissioner Holbrook motioned to adjourn. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

Meeting adjourned at 7:49 PM.