



HARRISVILLE CITY

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

PLANNING
COMMISSION:

Angie Francom
Chad Holbrook
Isaac Thomas
Christina Palmer

Harrisville City Planning Commission
Harrisville City Offices
363 W Independence Blvd – Harrisville
Wednesday, January 14, 2026

AGENDA

[Zoom Meeting Link](#)

Meeting ID: 870 0260 4042

Passcode: 404635

- 1. CALL TO ORDER**
- 2. ELECT CHAIR/ VICE CHAIR FOR 2026**
- 3. CONSENT APPROVAL** – of Planning Commission meeting minutes from November 12, 2025.
- 4. DISCUSSION/ACTION/RECOMMEND** – to grant preliminary/final site plan amendment approval for Parcel #170660001, property located at approximately 2458 North Highway 89.
- 5. PUBLIC COMMENTS** – (3 minute maximum)
- 6. COMMISSION/STAFF FOLLOW-UP**
 - a) Annual Training – Non-Discrimination, Public Meetings, Social Media. [Jennie]
- 7. ADJOURN**

Certificate of Posting and Notice

I, Cynthia Benson, certify that I am the Deputy Recorder of Harrisville City, Utah, and that the foregoing Planning Commission agenda was posted and can be found at City Hall, on the City's website www.harrisvillecity.gov, and at the Utah Public Meeting 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 (ADA), the Harrisville City will make reasonable accommodations for participation in the meeting. Please make a request for accommodation with the City Offices at 801-782-4100 at least three (3) business days prior to any meeting.



Harrisville City Planning Commission Minutes

Harrisville City Offices

363 W Independence Blvd – Harrisville

Wednesday, November 12, 2025 – 7:00 PM

Commissioners: Angie Francom, Chair
Chad Holbrook
Isaac Thomas

Staff: Jennie Knight, City Administrator
Sarah Wichern, City Planner
Cynthia Benson, Deputy Recorder

Excused: Christina Palmer, Commissioner

Visitors: La Toria Gipson, Derek Gipson, Cecil Satterthwaite, Greg Montgomery.

1. CALL TO ORDER

Chair Francom called the meeting to order and welcomed all in attendance. She excused Commissioner Palmer.

2. CONSENT APPROVAL – of Planning Commission meeting minutes from October 8, 2025.

MOTION: Commissioner Thomas motioned to approve meeting minutes from October 8, 2025. 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 Final Site Plan approval for Harrisville Commercial development located at approximately 2550 North 750 West.

Sarah Wichern, City Planner, stated the remaining items the developer needs to address are to obtain final approval of the street improvements on 2550 North from Pleasant View City, provide a Will Serve letter from Bona Vista, complete a Storm Water Pollution Prevention Plan (SWPPP), and file a Notice of Intent (NOI) with the State. Chair Francom asked if there were any updates with the utility letters. Ms. Wichern replied the developer expected to have them by now but is still waiting for any comments to return. The project will not move forward until these items are addressed.

MOTION: Commissioner Holbrook motioned Final Site Plan approval for Harrisville Commercial Development located at approximately 2550 North 750 West subject to City Engineer and City Planner memo dated November 6, 2025, Harrisville City Municipal Code, and any other staff or agency requirements. Commissioner Thomas seconded.

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 #149 for personal training services located at approximately 364 West 1125 North.

La Toria and Derek Gipson presented their reasoning for wanting the conditional use permit. Ms. Gipson stated she is a personal trainer. They moved here from California where they ran a health and fitness center for women. They desire to transfer the business here.

Ms. Wichern reviewed the conditions for issuance of a Conditional Use permit and her memo. The recommendations given were for the site plan of the property will not be changed, driveways for the property will not be changed, clients are to use off-street parking, clients are limited, the exterior of the building will be the same, hours of operation limited to 7am to 10pm per HCMC §11.10.020(9), no outdoor storage, and no increased lighting.

Ms. Gipson said she plans to have no more than two (2) clients at a time. They currently do not plan on having group fitness sessions. All equipment and items associated with the business are stored within the garage. They will not be changing the lights on the home or any of the existing parking areas.

Ms. Wichern continued by reviewing the home occupation regulations as stated in HCMC §11.10.020(9). Items she brought to the attention of the applicant were employees need to be from within the home, no more than 25% of the floor space can be utilized for the business, no wholesale or resale of products, no offensive noise, hours are governed by city code, business license required to be obtained, and to comply with any other agency requirements.

Commissioner Holbrook asked if there would be music while training or if there would be any medical devices on the premises such as a defibrillator. Ms. Gipson answered regarding music, it depends on the client. When she does have music, it is not loud and is confined to the space. She added she is also CPR certified.

After some discussion between the commissioners and staff, the quantity of up to four (4) clients at any given time was agreed upon. Ms. Wichern reviewed her recommendation.

MOTION: Chair Francom motioned to grant proposed Conditional Use Permit #149 for a training facility located at approximately 364 West 1125 North subject to Staff Memo dated November 12, 2025, Harrisville City Municipal Code, and in staff recommendation item #2; up to four (4) clients present at any given time. 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 reminded the client that there was a fifteen (15) day appeal period. After the appeal period, the city will reach out to complete the steps for obtaining the conditional use permit.

5. PUBLIC COMMENTS – (3 minute maximum)

No public comments.

6. COMMISSION/STAFF FOLLOW-UP

Ms. Wichern gave an update on the MDA amendment for Copperwoods. She and the city engineer, Matt Robertson, are scheduled to complete a walkthrough. The developer has made a tremendous amount of improvements on the property. A maintenance plan and the commercial contract are still in progress.

Jennie Knight, City Administrator, brought to the attention of the commissioners some of the items which were discussed at a recent city manager conference. Some of the key points they discussed were regarding economic development, planning, and how to create a budget stable environment. She reviewed several different examples of how sales tax is now a consideration when it comes to development.

Chair Francom reported on a UDOT initiative dealing with connectivity. The Utah Trail Network's masterplan lays out plans for 3,100 miles of paved trails across the state. These trails are meant to help provide more transportation options for Utahns. It will take years for the network to come together. She feels this affects the city as we discuss connectivity with developers. We need to continue keeping this in mind in regard to future planning.

7. ADJOURN

MOTION: Commissioner Holbrook motioned to close the meeting. 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 7:28 PM.

MEMORANDUM

TO: Harrisville City Planning Commission

FROM: Matt Robertson, P.E.
City Engineer

Sarah Wichern
City Planner

RE: **SKEEN PROPERTY 2458 N HWY 89 SITE PLAN**
Preliminary and Final Amended Site Plan Review

Date: January 9, 2026

Our office has completed a review of the site plan improvements for the proposed Skeen Property Construction Site Plan located at approximately 2458 North Highway 89. This is an existing property that is being reconstructed after fire damage to the building. The building is in the CP-2 zone, and the Owner is proposing to construct a new double and single car garage with bathrooms. The water, electricity, storm drain, and gas are existing on the property. The only additional utility proposed is a sewer lateral to service the bathrooms.

The proposed building is to replace an existing structure and is not subject to any planning requirements that have changed since its original construction approval before the fire damage.

Engineering has reviewed the sewer lateral line and slopes and found them to be adequate.

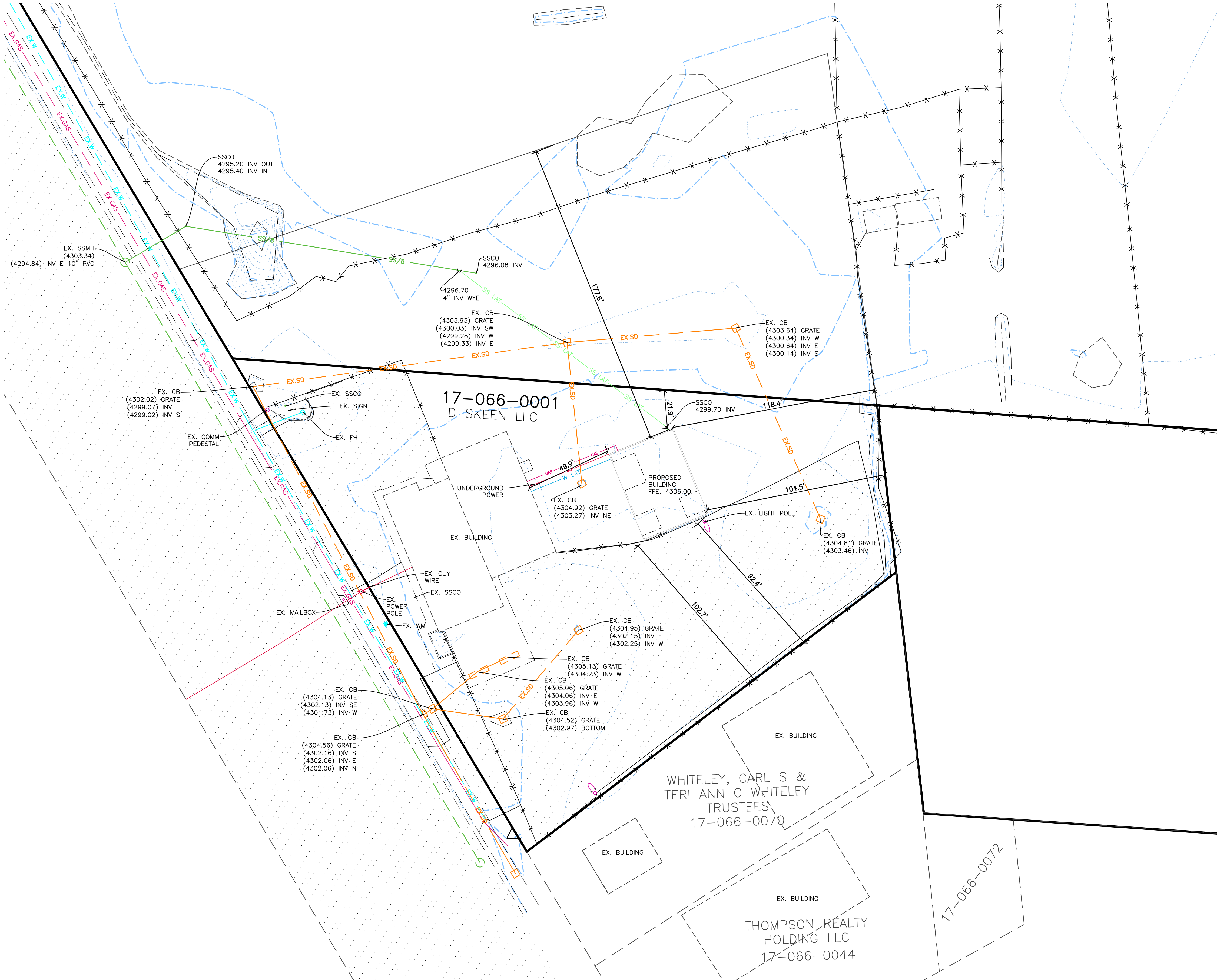
We recommend preliminary and final site plan approval at this time.

Project Narrative/Notes/Revisions

1. 09/23/2025 ZD - COMPLETED DESIGN FOR CLIENT & CITY REVIEW.

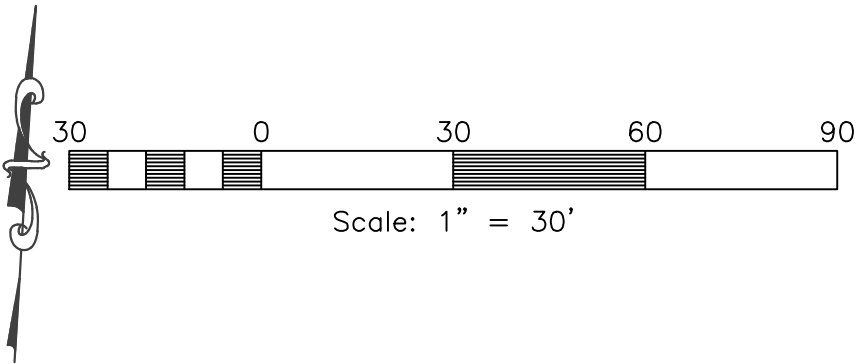
SKEEN PROPERTY
2458 US-89
Site Plan

HARRISVILLE, WEBER COUNTY, UTAH
SEPTEMBER, 2025



Vicinity Map
NOT TO SCALE

Sheet Index
Sheet 1 - Cover/Index Sheet
Sheet 2 - Notes/Legend/Street Cross-Section



Project Contact:
Jeremy Draper
Reeve & Associates, Inc.
5160 South 1500 West
Riverdale, Utah, 84405
PH:(801) 621-3100

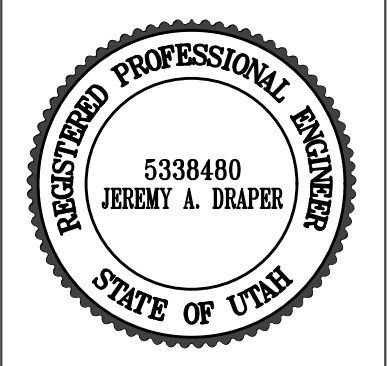
Engineer's Notice To Contractors:
THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED FROM AVAILABLE INFORMATION PROVIDED BY OTHERS. THE LOCATIONS SHOWN ARE APPROXIMATE AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR, SO THAT ANY NECESSARY ADJUSTMENT CAN BE MADE IN ALIGNMENT AND/OR GRADE OF THE PROPOSED IMPROVEMENT. THE CONTRACTOR IS REQUIRED TO CONTACT THE UTILITY COMPANIES AND TAKE DUE PRECAUTIONARY MEASURE TO PROTECT ANY UTILITY LINES SHOWN, AND ANY OTHER LINES OBTAINED BY THE CONTRACTOR'S RESEARCH, AND OTHERS NOT OF RECORD OR NOT SHOWN ON THESE PLANS.

Reeve & Associates, Inc.
5160 SOUTH 1500 WEST, RIVERDALE, UTAH 84405
TEL: (801) 621-3100 www.reeveco.com
LAND PLANNERS • CIVIL ENGINEERS • LAND SURVEYORS
TRAFFIC ENGINEERS • STRUCTURAL ENGINEERS • LANDSCAPE ARCHITECTS

REVISIONS	DESCRIPTION
DATE	

Skeen Property
2458 US-89
HARRISVILLE, WEBER COUNTY, UTAH

Cover/Index Sheet



Project Info.
Designer: JEREMY A. DRAPER, P.E.
Drafter: S. SIMRAYH
Begin Date: SEPTEMBER 2025
Name: SKEEN PROPERTY
Number: 4432-02