



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, February 11, 2026**

AGENDA

[Zoom Meeting Link](#)

Meeting ID: 870 0260 4042

Passcode: 404635

1. **CALL TO ORDER**
2. **OATH OF OFFICE**
3. **CONSENT APPROVAL** – of Planning Commission meeting minutes from January 14, 2026.
4. **DISCUSSION/ACTION/RECOMMEND** – to grant recommended Conditional Use Permit #150 for a home occupation located at approximately 1967 N 275 W.
5. **DISCUSSION** – General Plan Amendments.
6. **PUBLIC COMMENTS** – (3 minute maximum)
7. **COMMISSION/STAFF FOLLOW-UP**
8. **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://pmm.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, January 14, 2026 – 7:00 p.m.

Commissioners: Angie Francom, Chair
Chad Holbrook
Isaac Thomas
Christina Palmer

Staff: Jennie Knight, City Administrator
Sarah Wichern, City Planner
Cynthia Benson, Deputy Recorder
Bryan Fife, Public Works Director

Visitors: Marvin Farrell, David Skeen.

1. CALL TO ORDER

Chair Francom called the meeting to order and welcomed all in attendance.

2. ELECT CHAIR / VICE CHAIR FOR 2026

Chair Francom asked the commissioners if they would like to nominate themselves or anyone else for the positions of Chair and Vice-Chair. After some discussion, a motion was made.

MOTION: Commissioner Holbrook motioned to nominate Commissioner Francom to Chair and Commissioner Holbrook to Vice-Chair. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes
Christina Palmer	Yes

The motion passed with all voting in the affirmative.

3. CONSENT APPROVAL – of Planning Commission meeting minutes from November 12, 2025.

MOTION: Chair Francom motioned to approve meeting minutes from November 12, 2025. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes
Christina Palmer	Yes

The motion passed with all voting in the affirmative.

4. DISCUSSION/ACTION/RECOMMEND – to grant preliminary/final site plan amendment approval for Parcel #170660001, property located at approximately 2458 North Highway 89.

Sarah Wichern, City Planner, explained that one of the buildings on this property was destroyed by fire. Mr. Skeen would like to rebuild the building and add sewer to the building. Since he is adding this utility, an amended site plan is required showing the new sewer line. All other utilities are already on the property.

MOTION: Commissioner Palmer motioned to grant preliminary/final site plan amendment approval for Parcel #170660001, property located at approximately 2458 North Highway 89 subject to City Engineer and City Planner Memo dated January 9, 2026, Harrisville City Municipal Code, and any other staff or agency requirements. Commissioner Holbrook seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes
Christina Palmer	Yes

The motion passed with all voting in the affirmative.

5. PUBLIC COMMENTS – (3 minute maximum)

Marvin Farrell said he came tonight to observe the commission. He thanked them for their service. He recommended the public comments be moved to the beginning of the meeting so there was an opportunity to address public comments before approval.

Ms. Wichern explained the public comment process and how public comments work with administrative and legislative items. Chair Francom expressed her appreciation for clarifying this. Commissioner Holbrook cautioned by having public comment at the beginning of the meeting brings in public clamor and misinformation. Chair Francom added she was not certain how many of the public are aware how many meetings at the county, city, and school district level are public. There are ways for the public to be involved and access the information they desire. She encouraged the public to get involved with the State Legislation Session starting next week.

6. COMMISSION/STAFF FOLLOW-UP

- a) Annual Training – Non-Discrimination, Public Meetings, Social Media. [Jennie]

Jennie Knight, City Administrator, announced the City Council unanimously approved Commissioner Holbrook to continue as the head of the Healthy Utah Community committee. Application for redesignation will need to be completed by March 1, 2026. She thanked Chair Francom for mentioning the State Legislative Session beginning next week. Two council members have been approved to attend along with staff. She also mentioned the Annual Ethical Pledge has been prepared and is ready for the commissioners to sign.

Ms. Knight gave the commission their annual training on the Open Meetings Acts along with Harassment and Discrimination. With the Open Meetings Acts training she reviewed the declaration of a public body UCA §52-4-102, what constitutes a meeting UCA §52-4-201, what a meeting is not UCA §52-4-103, what is a public body UCA §52-4-103, public notice requirements UCA §52-4-202, closed meetings UCA §52-4-204 & 205 (which pertains to the city council), written minutes UCA §52-4-203, open meetings act UCA §52-4-203, enforcement of meeting

conduct UCA §52-4-301, 302 & 303, and exceptions UCA §52-4-202.

With the Harassment and Discrimination Training she reviewed the training purpose, protected classes and definitions of harassment or discrimination, federal, state and local laws, definition of sexual harassment, definition of a hostile work environment, who can be a perpetrator, victim, how to address harassment, appropriate and professional behavior, unacceptable behaviors, workplace violence prevention, stages of violent behavior, prevention anticipation, and managing disgruntled coworkers and patrons.

She also gave a brief review of the Social Media training given to the City Council during their annual retreat. The City Council receive this training since as elected officials they represent the city often. This training is given to them by the city attorney. She did advise the commissioners to be mindful of what they are sharing on social media.

Ms. Knight reported the Affordable Housing Ordinance was adopted in December by the City Council and recognized Ms. Wichern's efforts. The next steps will be to amend the general plan and formally adopt the strategy. She added this ordinance does give the city credit for our moderate-income housing report.

Ms. Wichern gave follow-up on the Copperwoods commercial contract. She said everything the city had on the list for the developer to complete has been completed. She said the developer commented to her that he was getting more traction on the property because it had been cleaned. Chair Francom added she had heard many positive comments about the cleaning as well. It has been noticed and appreciated by the public.

Ms. Wichern added the Affordable Housing Ordinance was adopted with six (6) units per acre along with a 15-foot front setback for homes with garages. The commissioner's recommendations were also approved. Chair Francom encouraged review of housing ordinance.

Chair Francom welcomed the mayor and recognized him at the microphone. Mayor Shuman thanked the commissioners for all they do for the city and asked if they had any friends that would like to join the commission to let him know. He is looking to fill the empty two seats. Chair Francom added the city put out a social media post about this very subject last week.

Ms. Wichern informed the commission the state will soon be requiring an Accessory Dwelling Unit (ADU) ordinance, or a variety of ADU types. She will be working on a draft for an ADU ordinance framework along with how to apply this in Harrisville. Ms. Knight added this is one of the strategies identified in the moderate-income housing report as well.

7. ADJOURN

MOTION: Commissioner Thomas motioned to close the meeting. Chair Francom seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes
Christina Palmer	Yes

The motion passed with all voting in the affirmative.

Meeting adjourned at 7:45 PM.

Angie Francom
Chair

Cynthia Benson
Deputy City Recorder

DRAFT



HARRISVILLE CITY

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PLANNING
COMMISSION

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Chad Holbrook
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Staff Report

Conditional Use Permit Application
Home Occupation
February 5, 2026

Application Information

Agenda Date: February 11, 2026
Applicant: Airon Jones
Application Date: February 2, 2026
Application Request: Applicant is requesting a Conditional Use Permit to consider a Home Occupation at approximately 1967 North 275 West in the SAP Zone. (Special Area Plan, Repealed Zone)

Property Information

Approximate Address: 1967 North 275 West, Harrisville, Utah
Current Zoning: SAP (Special Area Plan, Repealed Zone)

Overview:

Harrisville City has received a conditional use permit application for a Home Occupation to operate a beauty studio offering various cosmetology and esthetics services. In accordance with Harrisville Municipal Code §11.10.020(9) a conditional use permit is required for a Home Occupation to be located in any residential area.

Analysis:

Comments/Recommendations in Bold

HCMC §11.18.050 Basis For Issuance Of Conditional Use Permit

The planning commission shall not authorize a conditional use permit unless evidence is presented to establish:

1. That such use will not, at the particular location be detrimental to the health, safety, and general welfare of persons nor injurious to property or improvements of the surrounding land uses or community, but

will be compatible with the existing surrounding uses, buildings, and structures. In determining compatibility and mitigation of detrimental effects, the planning commission shall consider:

1. The location of parking lots, access ways, delivery areas and on site vehicle circulation patterns created by the site design and their relationship to adjoining uses and whether or not such site design adversely impacts the surrounding uses by exposing them to loss of privacy, objectionable views of large paved or graveled areas or loading and unloading areas and whether or not there are design considerations or property improvements that can mitigate these impacts; **Site Plan of the property will not be changed.**
2. The location of the use does not create unusual pedestrian or vehicle traffic patterns or volumes that would not be expected with the development of a permitted use. In determining unusual patterns the planning commission shall consider:
 1. the orientation of driveways and if they direct traffic to the major streets or the local streets and if directed to the local streets the impact it creates to the safety, purpose and character of the local street; **Driveways for the property will not be changed.**
 2. parking locations and size and if they encourage street side parking and walking to the proposed use which impacts adjacent land uses; and
To limit the impact on surrounding properties, it is recommended that all clients use the off-street parking shown on the provided site plan in front of the business address .
 3. hours of peak land use creating traffic volumes at times of the day or night that would impact the surrounding uses.
To avoid increased traffic circulation in the area, it is recommended that a limit of one client at a time is established.
3. The design of the building or buildings and the exterior building materials proposed to be used on the building and if the design and materials are similar in visual qualities such as, but not limited to, roof line shapes, building material color, reflectivity, and other visual qualities in order to ensure that the building design is not out of character with the surrounding area or creates a visual nuisance that impacts adjacent properties; **The exterior of the building will remain the same. No structural improvements.**
4. The hours of operation of the proposed use when compared with the hours of activity of the surrounding uses and the potential of such hours of operation to create noise, light or other nuisances not acceptable to the enjoyment of the existing surrounding uses or common to the surrounding uses; **The hours of operation are limited to 7am to 10 pm in the regulations for home occupations in residential zones HCMC §11.10.020(9).**
5. The location and size of outdoor storage areas and their relationship to adjacent land uses and if such storage creates adverse impacts to the surrounding uses in terms of visual appearance, noise, dust, odor, fire potential or hazardous material storage and the safe distances or other

measures taken to screen or absorb the impacts on the proposed site; and **No outdoor storage is proposed.**

6. The location of exterior lighting and signage will not be directed to or impact adjacent residential uses. **No exterior lighting is proposed. Signage shall comply with any HOA requirements and HCMC §11.23.070.1.1.1: Name plates. One (1) name plate for each dwelling unit, not exceeding two (2) square feet in area, indicating the name of the occupant, and/or a permitted home occupation.**
2. That the proposed use will comply with the land use regulations specified in this Ordinance for such use in the specific zone the use is proposed in; **Beauty Studio must follow regulations for home occupations in residential zones HCMC §11.10.020(9).**
3. That the proposed location does not have any unresolved actual or alleged violations of the municipal code. **No violations are known at this time.**
4. That the proposed use conforms to the goals, policies and governing principles and land use of the Master Plan for Harrisville City. **If recommendations are followed, the proposed home occupation should not interfere with the surrounding uses.**
5. That the proposed use will not lead to the deterioration of the environment by emitting pollutants to the ground or air of such a type or of such a quantity so as to detrimentally effect, public or private property including the operation of existing uses thereon, in the immediate vicinity or the community or area as a whole. **No emissions are anticipated from the beauty studio.**

To operate a home occupation in the city of Harrisville, the following Special Regulations apply:

HCMC §11.10.020(9) Special Regulations (For Conditional Use Permit in Residential Zone)

Home occupation. A home occupation is the use of a portion of a single family dwelling, and/or accessory building, for a business, office, daycare, preschool, personal services such as hair care, common trade, or crafts. The following conditions shall be met in order to obtain a home occupation:

1. Any home occupation with visiting clientele requires a conditional use permit.
2. The employees at a home occupation site are limited to those who reside at the dwelling where the home occupation occurs with the exception of a preschool and deliveries.
3. The dwelling is the primary residence and no more than twenty-five (25%) percent of the floor space of the dwelling is devoted solely to the home occupation, excepting daycare. **Based on a 1250sf residence no more than 313 sf should be used for the beauty studio.**
4. There is no outdoor storage of any materials.
5. There is no vehicle or trailer repair or body work of any kind and no parking or placement of vehicles which are being repaired.

6. All work of the home occupation occurs in an enclosed structure.
7. There is no wholesale or retail sales of products, actual product display or warehousing of product directly from the home or accessory building except those items that are created on the property or from a common trade or craft.
8. No offensive noise, vibration, smoke, dust, odor, heat, or glare shall be produced, and activities shall not include any activities which create a nuisance or hazard.
9. The home occupation is limited to hours of operation between 7 a.m. and 10 p.m.
10. Daycare is limited to a maximum of eight (8) children at anyone time who do not live in the dwelling between the hours of 6 a.m. and 10 p.m.
11. Preschool in a residence that operates four (4) or less hours per day, per session, up to two (2) sessions per day, and teaches more than nine (9) children, but not more than fourteen (14) children, plus supervisory personnel. The preschool area of the home shall also conform to the applicable standards of any building code.
12. All home occupations shall comply with all acceptable State codes and licensing requirements as well as have a home occupation business license from Harrisville City.
13. All home occupations shall comply with all health building and fire codes and regulations for the particular use on the property.
14. No home occupation, specifically trades and crafts, shall interfere with the predominately residential purpose and uses of the residential zone where a home occupation is to be located.
15. With compliance to Weber Morgan Health Department regulations, the use of a Permanent Makeup Machine (PMU) for use of cosmetics in addition to scar coverings. **Not proposed at this time but must comply if Permanent Makeup services are offered.**

Staff Recommendation:

Staff recommends approval of the Conditional Use Permit, subject to the following conditions:

1. **The applicant shall comply with the Special Regulations outlined in Section §11.10.020(9) of the Harrisville Municipal Code**
2. **A limit of one client present at any one time shall be established and maintained.**
3. **All clients must use the off-street parking space shown on the attached site map or nearest available off-street parking space in the HOA.**
4. **The area of the home used for the beauty studio is limited to 313 sf.**

Cynthia Benson

From: Harrisville City Websites <no-reply@harrisvillecity.gov>
Sent: Monday, February 2, 2026 9:28 AM
To: Cynthia Benson
Subject: New submission from Conditional Use Permit (Residential Zones)

Date	02/02/2026
Name	Airon Jones
Phone	8017074436
Email	aironpritt@gmail.com
Applicants Address	1967 N. 275 W. Harrisville, UT 84414 Map It
Property Owner's Name	Airon Jones
Harrisville Property Address	1967 N. 275 W.
Please describe the proposed conditional use or uses for the property	In home business with clientele.
Applicant's Signature	
Property Owner Signature and Authorization (If you are not the property owner, please upload a signed letter from the property owner giving authorization to process this conditional use permit with Harrisville City)	
Detailed location, Site, and/or Building Plan	<ul style="list-style-type: none">Screenshot_20260128_170949_Chrome.jpg
Businesses Information	
Company Name	Mindful Beauty Studio
Payment Information	
Confirmation Email Address	aironpritt@gmail.com

Golf View Town Houses Owners Association, Inc.
2491 Washington Boulevard
Ogden, UT 84401

September 08, 2025
Reference: 1967 N 275 W

Airon & Justin Jones
1967 N 275 W
Harrisville, UT 84414

Dear Airon Jones,

Your Request for an Architectural Modification on your property at 1967 N 275 W has been approved by the Architectural Review Committee of Golf View Town Houses Owners Association, Inc.. Specifically, you have approval to proceed with the following request as submitted: **General** - . Dear Golf View Board of Directors,

This is a friendly reminder to please log in to your board portal at your earliest convenience.

Outstanding service requests require your review and a decision (approval or denial). Your prompt attention to these matters is greatly appreciated.

Dear Board of Directors,

The homeowner has responded to the boards questions concerning more details concerning the business license and the details surrounding it, their response is as followed:

My license is in Cosmetology and Esthetics.

Type of business: I would be performing body care services that fall under my Cosmology license. For now, I will be offering full body waxing, lash lifts and tints, as well as eyebrow lamination and Tinting. Further on in the business future, I would love to add on more skincare services such as facials and other skin treatments.

Hours of operation: as of right now as I build up my clientelle, I will be working anywhere between 11am- 7pm on the weekends. Once my clientele builds I will open those hours to during the week.

Client/Vehicle Traffic: I only plan on taking one client at a time to save space in my home as well as keep it a professional stress-free environment for me and my client. Services will also be

no longer than an hour maybe an hour and a half at a time, depending on the services booked. Hopefully this covered everything, if not feel free to reach out at any time. Thank you all for your time and consideration for me and my business.

Please let us know how you would like to proceed. **Approval is based upon the following condition(s):**

This request has been approved under the condition that no signage is placed in the windows or on the exterior of the home.

Please note that the ARC reserves the right to make a final inspection to ensure that your project is compliant with all the Architectural Design Standards applicable to your neighborhood.

Thank you for adhering to the architectural guidelines of the community. We appreciate your patience while this information was being reviewed.

Sincerely,

Golf View Town Houses Owners Association, Inc.

This Community is Professionally Managed By:
Utah Management
(801) 605-3000