



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