



Harrisville City Planning Commission Minutes

Harrisville City Offices
363 W Independence Blvd – Harrisville
Wednesday, March 11, 2026 – 7:00 PM

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

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

Excused: Bryan Fife, Public Works Director.

Visitors: Brandon Green, David Skeen, Marvin Farrell, Laikynne Houghton, Brad Fischer.

6:00 PM WORK SESSION

1. **DISCUSSION:** Ordinance 569 – General Plan Amendments.

Sarah Wichern, City Planner, began the meeting by stating that the State Legislature passed a bill stating a municipality must have a code for accessory dwelling units (ADU). As she read through the new legislation, she found the current draft ordinance is in line with the new requirements, minus a small detail. She did find items to consider. For instance, the state minimum requires no more than one (1) ADU. This is what we have in the ordinance already. Should we consider more than one (1)? Another finding is the state did consider refusing an ADU on a failing main line or septic system. Since we have many lines in the city which are over capacity, is this something we desire to consider as well? Discussion occurred on whether or not Harrisville City had any septic tanks still within city boundaries. It was confirmed there are not and that no septic tanks would be considered in the future due to the state law of a dwelling within the city must connect to public infrastructure.

Jennie Knight, City Administrator, suggested potentially referencing a recent infrastructure study classifying the infrastructure rating of lines throughout the city. She said we could require the lines to be a rating of C or higher in order to have an ADU on the property. Discussion on how to prioritize who connects on the same line when the city is aware a line is at capacity, near capacity, or failing. Discussion ended with consideration to what other entity standards are, in regard to line capacity, and possibly incorporating them into the new ordinance. They also discussed adding impact fees for those units desiring their own laterals and separate meters.

Ms. Wichern moved onto the next topic, which was the minimum lot size. The state requires 11,000 sq feet as the minimum. The ordinance, as it is currently written, states 6,000 sq feet as the minimum. She feels if we have a smaller requirement the street frontage will become too compact causing a large concern with parking whether it is on-street or not. For the sake of our infrastructure, that being road, sewer, and water, do we want to stick with the state minimum? During the discussion it was suggested to mimic the requirements of our current lowest zoning, which is 10,000 sq feet. They also discussed a developer including ADU's within their master development agreement. The commissioners decided to require a site plan with application before a decision could be made on whether or not an ADU would be permitted.

The next topic Ms. Wichern discussed was that the maximum gross floor area of a detached ADU shall not exceed ten percent (10%) of the lot area or the gross floor area of the primary dwelling, whichever is less. She gave the example, if the requirement was ten percent (10%) then on a 10,000 sq foot lot, an ADU maximum size would be 1,000 sq feet. Commissioner Holbrook gave his personal experience with building his own 900 sq foot internal accessory dwelling. Ms. Knight applied the verbiage of the code to Commissioner Holbrook's experience and wondered if the city wants to have units that large. Discussion continued on the maximum size of ADU which would be permitted. Ms. Knight stated that this type of development would most likely be within the Agricultural (A-1) zone where a newer home is built and the older is swapped for the ADU designation.

Staff asked if the language in this section was of any concern. Ms. Wichern suggested splitting letter "f" under section 2 General Limitations to have clearer understanding of the requirement. Commissioner Morales asked what the ten percent (10%) is attempting to prevent. Ms. Wichern replied it is attempting to avoid two massive structures on the same lot. One structure needs to be subordinate to the other. Ms. Knight added where she has seen this concept successfully applied is when an owner has a large lot with lots of space to upgrade their homes or on corner lots when there is secondary access. The new building is larger than the current. The city is trying to prevent a garage turning into a really large garage with the surrounding homes dwarfed. They are trying to protect the nature of the overall neighborhood appearance.

Commissioner Palmer asked if there had been any issues with something like this before where a structure has not been esthetically pleasing and received neighborhood complaints to the point it was torn down. She continued by stating a personal experience with the recreational vehicle (RV) structures being built throughout the city. Ms. Knight said unfortunately a lot of the RV garages are non-complaint. We are a complaint base code enforcement. Unless someone complains about their neighbor, the city would not enforce the code on the structures mentioned.

Ms. Wichern added she modeled the new ordinance after the current code which allows for accessory buildings, which means if you meet these code requirements then you can build an ADU with a few modifications. She is attempting to keep the new ordinance in line with what is already approved with the exception of someone living it. The height of accessory structures is allowed to be 25 feet as long as the setback requirements are met.

The commission and staff discussed short-term rentals which were letters "g" and "h" under section 2 General Limitations. They decided to combine these two letters since they were discussing the same subject matter. The length of time would disallow Bed and Breakfast's (B&B's). Ms. Wichern gave examples of the difficulty of regulating these types of rentals.

They discussed section 3 Licensing and Utilities next pointing out the business license requirement. Ms. Wichern said they are trying to figure out a way to take the sting out of getting a business license for a rental unit. Ms. Knight suggested adding the verbiage "*a business license is required if used as a source of income*". Commissioner Morales asked more about how code enforcement works. Ms. Knight said the city currently has reactive code enforcement. He gave an example of a neighbor building a room over his garage. Ms. Knight said for an attached or detached ADU, or even converting a garage for a living space, the owner would need to the building permit process. She finished this section by discussing the signage for the different spaces. For instance, addressing apartment a or apartment b.

Chair Francom arrived at the meeting.

Section 4 Design Standards was discussed next. Ms. Wichern said the city already has standards for residential homes including complying with current setback requirements of the zone. Due to some oddities, she found in the current code which allows someone to encroach on setbacks. She is suggesting removal of HCMC §11.09.020(3) which states any single-family dwelling structure having been occupied for a minimum of five years may make an expansion of the dwelling that extends into the area of the rear yard setback for the main portion of the home provided the expansion; a. Maintains the side yard setbacks of the respective zone, b. Maintains a minimum setback of 15 feet from the rear property line, and c. Is no wider than half the width of the existing house. This creates a loophole in the code and is very specific when applying.

Ms. Wichern continued by reviewing discussion of Section 4 Design Standards. Discussion included; i. Meeting existing standards for residential homes as set forth in Harrisville City Code, ii. Complying with the setback requirements of their zone, iii. Designed to maintain the appearance of the property as a single-family dwelling, and iv. Complement the architectural style, materials, and character of the primary dwelling. They also discussed a. Detached ADU's rooflines which states; i. Shall not exceed one (1) story in height. A second story may be permitted if fully contained within the roof attic space, ii. Shall be subordinate in scale and massing to the primary dwelling, except on lots greater than one (1) acre where barn- or garage-style structures may exceed the size of the primary dwelling, and iii. May be located closer than the setbacks of the zoning district when: 1. In compliance with Accessory Building Development Standards in HCMC §11.09.030; and 2. No windows or openings are located on the wall facing a shared property line within twenty (20) feet of the rear property line or ten (10) feet of the side property line. This is in line with state code. She gave examples of each requirement.

Ms. Knight said the applicability would be if the building was close to the lot line on both sides. Discussion continued on what the egress and esthetics would be in regard to windows, dormers, etc. They also discussed how specific in the code they need to be and how to balance the protection of neighbors. Ms. Wichern gave an example of what it would look if the building was eight (8) feet from the property line with no windows on the property line side.

Ms. Wichern continued her review of the ordinance changes by saying the building will need to be in compliance with Accessory Building Development Standards in HCMC §11.09.030 and look like an accessory building. We allow in the code barn like structures, but do we want them to be two (2) stories or up to twenty-five (25) feet. Chair Francom gave a personal experience of an ADU which is near her home. She said the ADU fits well in the neighborhood and unless you knew what it was, you would never know it was an ADU. It is a two (2) story structure and on a half-acre lot. After some discussion on where two (2) story ADU's would be allowed, it was decided to allow two (2) story ADU's as long as they meet the required setbacks.

Ms. Wichern said the commissioners have discussed one (1) off-street parking space shall be required for each internal ADU and two (2) off-street parking spaces are required for any attached or detached ADU exceeding six hundred fifty (650) square feet. State code will not allow them to require more than one (1) additional parking space on internal and two (2) on external. This item linked to a portion of state code which states 20x20 needs to be considered a two (2) car garage and tandem parking is allowed. She gave an example of what tandem parking is and how unrealistic it is to have two (2) households with tandem parking. She continued with examples of how parking may look with current code requirements. Commissioner Holbrook discussed how he is mitigating his parking spaces with the internal ADU he is building. Ms. Wichern ended the discussion by saying if we are not allowing ADU's on 6,000 sq feet lots then she is not worried

about tight frontage parking. She gave an example of how cumbersome it would be for parking on the street and off-street parking if an ADU were allowed on these lot sizes. She would be concerned if there was no ADU parking space allocated. Tandem parking would be one car in front of another causing the drivers to move one to get to the other.

Ms. Wichern moved to the last section, Access and Entry. There has been a lot of concern about having front access to these ADU's. The ordinance reads, a. The primary entrance to an ADU shall be located on the side or rear of the structure as viewed from the front lot line, b. Each ADU shall have direct exterior access and shall not require passage through another dwelling unit, c. A front-facing entrance may be permitted when: i. The entrance is not readily visible from the street; ii. The ADU is detached and clearly subordinate in scale and placement to the primary dwelling; or iii. Architectural elevations facing the street are approved by the Planning Commission.

Work Session was adjourned at 6:56 PM.

7:00 PM MEETING

1. CALL TO ORDER

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

2. CONSENT APPROVAL – of Planning Commission meeting minutes from February 11, 2026.

MOTION: Commissioner Morales motioned to approve meeting minutes from February 11, 2026. Commissioner Thomas seconded the motion.

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

The motion passed with all voting in the affirmative.

3. DISCUSSION/ACTION/RECOMMEND – to grant Preliminary Plat Approval for Ben Lomond Views Phase 2A Subdivision Amendment located at approximately 1800 North Highway 89.

Brandon Green, Flagship Homes, discussed the amendments for Phase 2A of Ben Lomond Views (aka Lomond Heights). As they began to build, they found the field that goes across the phase is fairly deep around six (6) to seven (7) feet before hitting water. They had to remove the fill that was there and bring in engineered fill to replace it all the while not getting the benefit of putting in a basement. They went through the entire site of Phase 2A and dug several test holes per the city code to locate the ground water. They obtained the ground water elevation and added three (3) feet. This process requires them to amend the plat to show the elevations. He is requesting an amendment to the plat for Phase 2A of Lomond Heights Subdivision in order to place basements be granted.

Commissioner Thomas asked if these would be full basements. Mr. Green replied in the affirmative. He added they will be doing the same process for Phase 2B and Phase 2D. They are working on the GEOTech reports now. The plats for these two phases still need to be recorded.

Commissioner Palmer asked if he was worried about the basements flooding or the areas around the subdivision flooding. Mr. Green replied in the affirmative. He stated because of this concern the builder is installing sump pumps boxes on the outside front corner of the home. They will not be placing the pump. However, it will have a GFCI outlet available in case the homeowner needs to use a sump pump in the future. The homeowner would be able to place the pump and run the house to the street. They are placing these boxes in the front of the house because they do not want the residents pumping the water into the backyard because that will affect the neighbor in the backyard.

Commissioner Morales voiced his concern on the builder potentially raising the elevation. Mr. Green explained the elevation table and assured the commissioners a surveyor will verify they meet the table calculations. Commissioner Morales asked for clarification on which lots would

have basements added. Mr. Green said all the lots within the phase with the exceptions of the ones already built.

Jennie Knight, City Administrator, explained the plat will show a designation of “SR” on the lots to further clarify which will the potential of basements. The “R” means restricted. There are no basements allowed. The “SR” means there are special restrictions. If they meet the requirements of the table, then they would be able to build a basement on these lots. Mr. Green further clarified that they completed a new GEOTech study to acquire the numbers shown in the elevation table.

Ms. Wichern added they realized once they started building, they were digging out fill. They had to go deeper to get to native soil. During that process, they decided basements might be a more feasible option. The city code requirements have been completed. The geotechnical work is done. The plat has been updated to reflect the “SR” lots. From an engineering standpoint they have no concerns about the amendment.

MOTION: Commissioner Holbrook motioned to grant Preliminary Plat Approval for Ben Lomond Views Phase 2A Subdivision Amendment located at approximately 1800 North Highway 89 subject to the City Engineer and City Planner Memo dated March 5, 2026, Harrisville City Municipal Code, and any other staff or agency requirements. Chair Francom seconded the motion.

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

The motion passed with all voting in the affirmative.

- 4. DISCUSSION/ACTION/RECOMMEND** – to grant recommended Conditional Use Permit #151 for sale and rental of equipment located at approximately 2458 N Highway 89.

David Skeen, property owner, said the business owner wants to rent recreational vehicles. He listed examples such as motorcycles, four wheelers, sand dunes, Utility Terrain Vehicles (UTV’s), 450 pickups, and some equipment such as mini-x’s and skid steers. The applicant was curious about parking areas. In the back southeast corner by the building there is a pad approximately 90 ft x110 ft. The applicant would like to store items there. In the front, by Highway 89, he would like to display items to be rented on a piece that is approximately 30 ft x 70 ft.

Ms. Wichern asked for clarification if this was the unit that recently burnt down. Mr. Skeen confirmed it was. The applicant would be renting a portion of the building. He designates it as unit 4B. He would be utilizing this portion of the building to check the status of the rentals before sending them back out.

Commissioner Holbrook and Commissioner Morales asked for clarity on the outside yard space by Highway 89. Mr. Skeen said the area would be a display area for the applicant’s rentals. There are rocks separating this area from the rest of the lot. The area might be smaller after a detention basin is installed near it.

Chair Francom asked staff to review the staff report and to give their recommendations. Ms. Wichern said the city code requires a conditional use permit for rental or wholesale of products with a main office building which requires outdoor display of products to be sold in the Commercial (CP-2) zone. Some of the recommendations or conditions discovered were displayed vehicles must not interfere with traffic on property, twenty (20) off-street parking stalls must remain available, hours of operation remain the same as existing use, no exterior or structural changes, and outdoor display areas must comply with HCMC §11.14.020. If the adjacent agricultural property is sold or developed into a higher-density residential use, the applicant shall provide screening in accordance HCMC §11.13.050, signage must be in compliance with HCMC §11.23, and comply with HCMC §11.13.030(1) in regard to mitigation of potential ground pollution.

The next section of her memo she reviewed dealt with parking access and storage. Areas used for outdoor storage of materials or equipment and vehicles under repair may be on gravel or road base. There is no parking within setbacks or perpendicular to the street which crosses the required front or the side setback facing a street is allowed to access the areas behind the setback used for parking, storage, or building access.

HCMC §11.14.020 Special Use Regulations (Commercial and Manufacturing) deals with the specific outdoor display of products. Outdoor display of products shall be allowed only when they meet the following requirements: a. Products which are displayed for sale shall be located behind any required landscaped setback area of the property, c. Items which are visible from the street shall be in new or undamaged condition, d. Any lighting of the yard area where the materials are stored shall be down lighting and no direct source lighting shall be visible from any residential use.

Staff recommendations are; 1. Comply with the Harrisville Municipal Code including Special Regulations outlined in Sections §11.13.030 and §11.14.020, 2. Outdoor product display to remain in the identified locations on the submitted site plan, 3. Display of vehicles must not interfere with traffic circulation on the property, 4. Twenty (20) parking stalls must remain open, and 5. If the adjacent agricultural property is sold or developed into a higher-density residential use, the applicant shall provide screening in accordance with HCMC §11.13.050.

MOTION: Commissioner Thomas motioned to grant recommended Conditional Use Permit #151 for sale and rental of equipment located at approximately 2458 N Highway 89 subject to Staff Report dated March 5, 2026, Harrisville City Municipal Code, and any other staff or agency requirements. Commissioner Palmer seconded the motion.

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

The motion passed with all voting in the affirmative.

Chair Francom informed the applicant there is an appeal process which will last 15 days. After such city staff will reach out with the remaining steps on obtaining your business license.

5. DISCUSSION/ACTION/RECOMMEND – to grant recommended Conditional Use

Permit #152 for home occupation – esthetician studio located at approximately 362 East 1275 North.

Laikynne Houghton, applicant, explained she just graduated from school and earned her master esthetician license with the state. She desires to open up a small esthetician studio to offer micro needling, peels, and facials, which are all covered under her licensing. Her plan is to have her business open for booking, by appointment only, 5pm to 8pm on weekdays with morning and afternoons on Saturday to begin. Visitor parking next is available next to the unit or parking in the driveway. There is extra visitor parking near the unit if need be. She plans to have one client at a time. The sessions will be about an hour long. She plans on having a little retail sales for clients who need to buy certain skin care products to go with their treatments. All services and products would be kept in the designated room as outlined in the application.

Ms. Wichern gave her review. This business would be subject to conditions of home occupation with one client at a time. The city did receive a letter from the Dixon Creek HOA giving restrictions on signage which is no signage or advertising permitted within the community. The hours of operation are limited to 7am to 10 pm as outlined in the regulations for home occupations in residential zones HCMC §11.10.020(9).

Staff recommendations are; 1. The applicant shall comply with the Special Regulations outlined in Section §11.10.020 of the Harrisville Municipal Code, 2. A limit of one (1) client present at any one time shall be established and maintained, 3. All clients must park in the applicant’s driveway, and 4. All HOA requirements listed on the submitted email must be met, including the limitation of signage for the home occupation.

Commissioner Holbrook asked for clarification on the storage and use of chemicals. Ms. Houghton said the chemicals she uses are within her licensing and regulated by the state. She does use Barbicide to clean tools. Commissioner Morales asked if there would be an issue with the disposal of these chemicals in the sewer system. Ms. Knight replied for a larger commercial business there would be an additional treatment payment from Central Weber Sewer. However, with this being contained to a residential use, there would not be any concern about the volume. She informed the commission that the fire marshal will be involved in approval of the storage of the chemicals as part of the business licensing. Ms. Wichern said the chemicals volume does not exceed the amount in a normal household, thus the reason this application can be considered as a home occupation.

MOTION: Commissioner Morales motioned to grant recommended Conditional Use Permit #152 for home occupation for an esthetician studio located at approximately 362 East 1275 North subject to Staff Report dated March 5, 2026, Harrisville City Municipal Code, and any other staff or agency requirements. Commissioner Palmer seconded the motion.

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

The motion passed with all voting in the affirmative.

Chair Francom informed the applicant there is an appeal process which will last 15 days. After such city staff will reach out with the remaining steps on obtaining your business license.

6. DISCUSSION/ACTION/RECOMMEND – to grant recommended Conditional Use Permit #153 for home occupation – produce stand located at approximately 161 West 2150 North.

Brad Fischer, applicant, said he was looking to put a farm stand on the corner of his lot to offer the community produce from his gardens. Ms. Wichern showed the sight plan and the idea of what the applicant is considering for the cart style farm stand appearance. Mr. Fischer showed where on the site plan he was planning of placing the farm stand and said the area is a graveled portion of his driveway.

Ms. Wichern reviewed staff recommendations. The applicant would need to comply with the Special Regulations outlined in Section §11.10.020 of the Harrisville Municipal Code. She placed a limit of two (2) customers present at any one time. All clients must use the off-street parking spaces available on the east side of the driveway, staying on the concrete, but the gravel is probably fine as well. She asked the applicant to watch for mud tracking onto the road. In the code it allows for a canopy only. She felt a small cart (less than 25 sf) in lieu of a canopy would meet the intent of the code to limit massing.

Chair Francom clarified use with Mr. Fischer by stating the intent of the stand would be to allow people to come and go as product was available. Mr. Fischer agreed. He said he plans on using Venmo for payments or a possible cash box. It would be on the honor system.

Chair Francom asked Mr. Fischer if the intended times for the stand would be 7 am to 10 pm even though no one was there to man it. Mr. Fischer said he planned on keeping the stand out and available 24/7. After some discussion, staff requirement would be for the stand to be out for the season while there are items to sell. Otherwise, it would be out of public view.

MOTION: Commissioner Holbrook motioned to grant recommended Conditional Use Permit #153 for home occupation for a produce stand located at approximately 161 West 2150 North subject to Staff Report dated March 5, 2026, Harrisville City Municipal Code, and any other staff or agency requirements. Commissioner Thomas seconded the motion.

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

The motion passed with all voting in the affirmative.

Chair Francom informed the applicant there is an appeal process which will last 15 days. After such city staff will reach out with the remaining steps on obtaining your business license.

7. PUBLIC COMMENTS – (3 minute maximum)

No public comments given

8. COMMISSION/STAFF FOLLOW-UP

Ms. Knight remained the commission to obtain their training hours. She said training can be found at the Utah League of Cities and Towns (ULCT) Conference held April 22-24, 2026, the ULCT website, and the Land Use institute book. The Fall ULCT Conference will be held in Salt Lake City this year. Let staff know if anyone would like to attend. The number of hours each commissioner needs is four (4). Send any hours or certifications to city staff.

Commissioner Holbrook informed the commissioners that the city obtained redesignation for Get Healthy Utah. The redesignation will be awarded at the Mid-year Utah League of Cities and Towns conference next month.

9. ADJOURN

MOTION: Chair Francom motioned to adjourn the meeting. Commissioner Holbrook seconded the motion. The motion passed with all voting in the affirmative.

Meeting adjourned at 7:43 PM.

Angie Francom
Chair

Cynthia Benson
Deputy City Recorder