



**Harrisville City Planning Commission Minutes**  
**Harrisville City Offices**  
**363 W Independence Blvd – Harrisville**  
**Wednesday, May 13, 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  
 Bryan Fife, Public Works Director

**Visitors:** Troy Price, Zach Nicholas, Rachel Gray, Josh Gray, Shauna Borgschatz

**1. CALL TO ORDER**

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

**2. OATH OF OFFICE**

The Oath of Office was not taken by the newly appointed commissioner due to the fact he did not appear. This item was tabled until next Planning Commission meeting to be held on Wednesday, June 10, 2026.

**3. CONSENT APPROVAL – of Planning Commission meeting minutes from March 11, 2026.**

Commissioner Holbrook asked for legislation to be changed to legislature in the first sentence under the Work Session. Also, the fifth paragraph under item number #4, the first word says “nexted”. This needs to be fixed as well. Chair Francom asked if the meeting minutes being approved were for March 11, 2026. Her agenda said February 11, 2026. Staff verified February were approved and this approval was for March 11, 2026, meeting minutes, before motion was taken.

**MOTION: Commissioner Palmer motioned to approve meeting minutes from March 11, 2026, with changes. Commissioner Thomas seconded the motion.**

<b>Angie Francom</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>
<b>Christina Palmer</b>	<b>Yes</b>
<b>Ruben Morales</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

**4. PUBLIC HEARING – to take comments for / against Ordinance 569: Land Use Amendments.**

Sarah Wichern began by stating a couple of years ago the State said municipalities needed to have a city code for Internal Dwelling Units (IDU). This year they are requiring municipalities to have an Accessory Dwelling Units (ADU) code. Historically ADU’s have not been allowed in Harrisville City. Looking at it now, this would provide residents with options they did not have

before. This would also provide an affordable housing option for families or potential rental units. This code is to allow dwelling units not previously allowed before. Accessory dwelling units can be a nuisance to neighbors and impact the infrastructure of the city. Knowing this, staff looked at how to implement ADU standards without impacting the residents around these structures. The framework staff has outlined contains limitations on size of the unit, amount of units on a lot, location of the unit, and size of the lot. Staff mirrored what is currently allowed as an accessory dwelling structure to create a similar impact to what is currently allowed. This ordinance would allow the accessory dwelling structure to be a habitable space. These habitable spaces would need to meet city standards. The infrastructure would need to be verified capacity will allow for the unit. This ordinance has come about due to Planning Commission wanting to allow for something not currently allowed and to allow for more options and latitude for residents but within bounds that will protect neighbors.

Commissioner Holbrook asked staff to review the parking requirements for clarification of what is being required. In one section he thought it said cement or asphalt as the parking surface and in another section, it said gravel. Sarah Wichern replied there are two (2) parts to this ordinance where there is either one (1) or two (2) additional parking spaces required. Looking at this ordinance, staff found the ordinance was not compliant with the State requirements on parking standards, which caused staff to update the land use code to be consistent with what the state requires. In short, the update was to define what a single-parking space is and what a double-parking space is. This is where the existing code talks about concrete versus gravel allowances.

Sarah Wichern reviewed the changes to the current code to further clarify parking requirements. Current code language which allows for extensions to existing homes that do not maintain the setbacks. Staff felt this is not a consistent rule to have in the city code. This verbiage would allow for the expansion of existing homes to encroach upon setbacks for new housing. Since the city may see some expansion of homes to allow for the ADU's, staff did not see it was fair to allow. Verbiage was eliminated in this part of the code which is highlighted in blue.

Next was residential building design. The code held a lot of language about the design including requirements of size for a home. The state has said a city is not allowed to dictate the size of a home. This section was eliminated as well to align with the state. Homeowners/Homebuilders will have more latitude over building a structure as long as they meet the city zoning standards.

Existing parking regulations said parking needed to be side-by-side. However, last year state code allows for tandem parking. The section which stated "side-by-side" was eliminated. Current city code does say parking is required behind front setback of the main building. The city is allowed to still have this requirement which is emphasized in this section of the ordinance. 11.09.040(1) – Parking Regulations reads as *required parking must be located behind the front setback required for the main building. Non-dwelling permitted uses shall locate the parking for the use on a hard surface of concrete or asphalt behind the front setback required for the main building unless otherwise stated in city ordinances.* Sarah Wichern further clarified by reading section 2(a)(iii) of 11.09.040 – Parking Regulations which reads *the surface treatment for the additional vehicle parking and the access to the additional parking if located in the side yard is either road base, gravel or a hard surface material of concrete or asphalt.* The access that can be roadbase or gravel, but the actual parking surface needs to be concrete or asphalt.

Commissioner Holbrook asked if he was required to have concrete or asphalt as his parking surface for additional parking. Jennie Knight further clarified that the intent is in the front setback of the

home the parking space would be concrete or asphalt. The second section states the additional parking, and the access, are either roadbase or gravel. Staff to clarify section to be behind the house could be gravel or roadbase, but in front, including access, would be hard surface. The city has not regulated the side yard or back yard.

Chair Francom repeated for clarification the parking minimum needs to be hard surface with the additional two would not need to be hard surface. Sarah Wichern added the two (2) minimums are regulated. The others are not with the exception of parking on the grass.

The commission continued discussing the parking requirement. Sarah Wichern said if the commissioners would like to see 11.09.040(1) – Parking Regulations changed to read the ADU be gravel and behind the front setback, they would have to specify this. Jennie Knight reminded the commission this was a presentation for the public hearing not the discussion.

Sarah Wichern continued with the presentation. Sections 2 and 3 stayed the same. Section 4(d) changed to match state requirements otherwise it stayed the same. The current sizes stated in code, whether a single-car garage or double, were too small. The state said they need to be bigger. The code now clarifies the dimensions for a one (1) car parking space and a two (2) car parking space, with 10 x 20 constituting one parking space. Staff also added garage door requirements since they have seen garage doors inadequate for a car to enter.

Commissioner Morales commented on a public comment email sent to the commissioners raising concern about additional costs by saying he did not see any additional costs from the city outside of the normal building permits and licensing requirements.

**MOTION: Commissioner Holbrook motioned to open the public hearing take comments for / against Ordinance 569: Land Use Amendments. Commissioner Thomas seconded the motion.**

Troy Price commented on his home occupation business license. Chair Francom paused him and explained this section was for the public hearing for the ordinance and not his item. Troy Price was asked to sit back down and wait for his item to be reviewed.

Roger Shuman said it is confusing on the parking surface. He said depending on what residential area you drive about in Harrisville, those secondary driveways look quite nice with nice colored gravel. The gravel protects storm water running off from the hard surface. He is in favor of hard surface since with gravel there is a possibility of contaminants being introduced into the soil.

**MOTION: Commissioner Morales motioned to close the public hearing for Ordinance 569: Land Use Amendments. Commissioner Holbrook seconded the motion.**

Commissioner Morales replied to Roger Shuman’s comment by asking if we are to be specific would stone or pavers be the same as gravel. Jennie Knight said this would be up to the commission. Chair Francom said this will be reviewed in the discussion later in the meeting.

5. **DISCUSSION/ACTION/RECOMMEND** – to grant recommended Conditional Use Permit #154 for home occupation for pet sitting services located at approximately 1206 Georgia Ave.

Rachel McReavy-Gray, applicant, began by explaining the pet sitting services she is offering is basically requesting one extra dog every couple of weeks or so. She said she does meet with the owners before the dog stays with her in order to make sure the dog gets along with the other dogs or people. The owners are there for maybe 30 minutes at this initial meeting. When they drop the dog off, they are there for maybe 10 minutes.

Sarah Wichern reviewed the home occupation requirements in the staff memo. The city does not allow pet boarding as a conditional use. The city has adopted a definition for pet boarding. Sarah Wichern said as long as the applicant stays outside of that designation then there is more latitude for the commission to consider something like this.

Commissioner Holbrook asked if this included overnight boarding. Sarah Wichern replied overnight and specific number of animals are included. Chair Francom asked if the code included number of animals and length of stay. Sarah Wichern replied the code does not say anything about the length of stay. The requirements in this ordinance were from Weber County Animal Services since the city has a contract with them. She continued by saying when you look at these recommendations, they are based on the conditional use and home occupation guidelines. Her recommendations are as follows; 1. The applicant shall comply with the Special Regulations outlined in Section §11.10.020 of the Harrisville Municipal Code.; 2. Customers must park in the applicant's driveway; 3. For the pet sitting business to operate in the R1-10 zone it cannot board more than three (3) dogs or cats total on the property at any given time; 4. Animal waste shall be removed from the property at least once daily and disposed of in a manner that prevents odors from impacting neighboring properties; 5. No more than 25% of the home may be used for pet sitting. Since the city code states that home occupations should remain in an enclosed structure she recommends; 6. Boarded animals must remain indoors at all times, except when briefly taken outside under supervision for restroom purposes.; and 7. Pets may not be dropped off earlier than 7 a.m. and must be picked up by 10 p.m. or Home Occupation standard business hours. She recommends the pet sitting services stay within these recommendations to fit within code allowances.

Commissioner Holbrook asked Rachel McReavy-Gray to describe the area in her home for pet sitting. Rachel McReavy-Gray replied the dogs are usually upstairs with her own dogs. They are allowed in the living and other parts of the home. Other areas of the home are blocked off. Chair Francom said by limiting the animals, this takes care of recommendation #5.

Commissioner Morales asked how many dogs the applicant owns. Rachel McReavy-Gray replied she had two (2) dogs of her own. The commissioners clarified there would only be a total of three (3) dogs at any given time. Commissioner Palmer asked staff if they would want the dogs to get more fresh air then what would be permitted during a potty break. Sarah Wichern replied she was looking at the code specifically. How the commissioners want to apply it is up to them. She was concentrating on the nuisance to the neighboring property. Commissioner Thomas clarified taking a dog on a walk would be perfectly fine. They do not want to see the dogs barking at neighbors.

Chair Francom asked if the commission would want unsupervised for 6 hours, would they need to state that in the motion. How did Weber County Control requirements fit in with indoor and outdoor time. Sarah Wichern replied that the indoor time was referencing the home occupation code. If the commission wants to have no unsupervised time outside, then that would need to be stated in the motion. Rachel McReavy-Gray said her dogs have a doggie door. So, they can go in and out when they need to. If they take off and run or begin barking, she usually will go outside

and see what they are up to. She will comply with whatever the rules are. Commissioner Morales asked if the dogs are vaccinated. Rachel McReavy-Gray said they are supposed to be vaccinated. She obtains that information through an app. She has never had a dog escape except her own crazy dog. She will keep a better eye on the boarder since she is now applying for the permit.

Chair Francom asked if the commission wants to set a time limit on the outside time. The property is completely fenced property. Some dogs like to do their business and be back inside in three (3) minutes while others are different. Do we want to give the applicant some flexibility while respecting her neighbors. Commissioner Holbrook asked Rachel McReavy-Gray what her expectations were for having the dogs outside versus having them inside. Rachel McReavy-Gray said she had none. Her own dogs go in and out when they want to. When it is raining, I do not want them to play in the mud. When it is hot, I do not want them to stay out. It depends on the weather. Rachel McReavy-Gray said she is planning on putting up another fence so the dogs cannot even get to the sidewalk. She knows this was a problem. It was clarified where the additional fence would go.

Commissioner Holbrook asked who the closest neighbor is. Rachel McReavy-Gray replied my closest neighbor is to the rear. Commissioner Holbrook asked if they had dogs. Rachel McReavy-Gray replied the neighbor across the street does. Commissioner Holbrook asked if she had ever had any complaints. Rachel McReavy-Gray replied not to her face, but she knew of complaints to the city. Commissioner Holbrook asked if her dogs bark excessively. Rachel McReavy-Gray replied no more than the neighbor's dog. They get excited when someone walks by. They will go up to the fence and bark. The neighbor's dog does the same thing. She has little dogs too.

Commissioner Morales asked if the complaints were separate from the permit. Chair Francom replied the commission is not the one who deals with the complaints. Jennie Knight said once the conditional use permit is issued, if there are a number of complaints from the neighbors, then the Planning Commission would revisit the conditional use permit and whatever the complaint is.

Commissioner Palmer asked if the applicant was home all day. Rachel McReavy-Gray replied she had an at-home job that keeps her there all day. Commissioner Holbrook clarified that the applicant allows the dogs to freely roam with little to no supervision. Chair Francom added unless there is inclement weather. Rachel McReavy-Gray replied she is not worried because she knows how dogs are. She is not worried they are going to escape or bark at 3 o'clock in the morning. It is more when someone comes to the fence or when the school kids get home.

The commission discussed setting a time limit of 30 minutes for the dogs to be in the yard. Sarah Wichern said to adjust recommendation #6 to fulfill the requirement there. Include the secondary fencing if desired as well. Commissioner Morales asked the applicant if there was a size restriction to the dogs she tends to. Rachel McReavy-Gray replied that this is why she likes to meet them first. She wants to verify she can handle them. She mostly sits smaller dogs that are around 50 pounds.

**MOTION: Commissioner Palmer motioned to grant Conditional Use Permit #154 for a home occupation for pet sitting services located at approximately 1206 Georgia Ave subject to the City Planner Memo dated April 2, 2026, Harrisville City Municipal Code, add unsupervised time of 30 minutes with excessive barking dogs are to be brought in 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 was tabled 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 #155 for home occupation for a Federal Firearm License (FFL) business located at approximately 1572 North 950 West.**

Troy Price explained his home occupation. To legally purchase a firearm, you need to have a Federal Firearm License (FFL). You need this for the paperwork and to pick it up. The customer buys the firearm online. He would not be stocking the item. His business would be more for receiving or picking up. Main customers would be law enforcement, Weber County prosecutors, friends, and family. Foot traffic would be about five (5) a month but as it grows it could be five (5) a week.

Commissioner Holbrook said essentially you are the intermediary. He asked for clarity on who purchases the firearm. Troy Price said the consumer would visit the website, buy the firearm, and the firearm is sent to an FFL license. He would then receive it, as an FFL, and charge a fee for the consumer to pick up the purchased firearm. He would verify the paperwork is processed and complete a background check. No large quantities would be purchased. He would be the transfer person. Commissioner Holbrook clarified that the only guns the applicant would have are the ones purchased besides his own.

Chair Francom reviewed staff recommendations which were, no retail sales, no gunsmithing, city business license to stay current, and standard hours of operation will be from 7 am to 10 pm. Troy Price said this is a side business. He is more concerned with the ATF requirements. Commissioner Morales asked for clarification on where storage of process paperwork would be. Troy Price replied that the paperwork would be stored on his laptop or tablet as an electronic record.

**MOTION: Commissioner Morales motioned to grant recommended Conditional Use Permit #155 for a home occupation for a Federal Firearm License (FFL) business located at approximately 1572 North 950 West subject to the City Planner Memo dated April 2, 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.

**7. DISCUSSION/ACTION/RECOMMEND – to recommend Ordinance 569: Land Use Amendments.**

The commission and staff continued the discussion on gravel versus concrete as a parking surface. Sarah Wichern said she was thinking about how to address this. The commission could allow the ADU parking to be gravel. The concern would be inoperable vehicles and containments entering the soil. This is why she recommends a non-pervious surface.

Commissioner Holbrook asked if pavers would work as a parking surface. Sarah Wichern replied that pavers are generally considered concrete. Due to SWPPP requirements, she would recommend having a non-pervious surface for the front. Jennie Knight said in the land use code the definition for hard surface is concrete, asphalt surface that is made from brick, stone, or similar surface. The commissioners agreed that the side and rear parking can be gravel and possibly even adjacent to the front driveway if it is behind the front setback. Sarah Wichern added there is an exception for longer driveways. Jennie Knight clarified the setback referenced in the ordinance would be the home setback as designated in the land use code for that zone. She asked the commission to be clear in their recommendations to the city council. They reviewed Commissioner Holbrook’s home as an example of what could be done for the gravel. The commissioners discussed gravel placement. Jennie Knight said it would not comply with city code for gravel to be the approach or driveway surface. Sarah Wichern mentioned she would not want the gravel to go all the way to the street. Gravel can be very detrimental to concrete. She confirmed the current code said the actual required parking needs to be on a non-pervious surface. She suggested referencing the ADU required parking meets 11.09.040 – Parking requirements and 11.09.040(2) Additional Off-Street parking. Jennie Knight said based on discussion, include surface materials, access standards, and additional off-street parking in your motion.

**MOTION: Commissioner Holbrook motioned to recommend adoption of Ordinance 569: Land Use Amendments in relation to parking in front of house is non-pervious surface to setback, with the same in relation to the side setback, beyond setback gravel is acceptable, all subject to HVCC §11.09.040(2) Additional Off Street Parking requirements, the new Accessory Dwelling Units (ADU) requirements along with the Harrisville Municipal Code, and any other agency or staff requirements. Commissioner Morales seconded the motion.**

<b>Angie Francom</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Isaac Thomas</b>	<b>Yes</b>
<b>Christina Palmer</b>	<b>Yes</b>
<b>Ruben Morales</b>	<b>Yes</b>

**The motion passed with all voting in the affirmative.**

**8. PUBLIC COMMENTS – (3 minute maximum)**

No Public Comments were received

## **9. COMMISSION/STAFF FOLLOW-UP**

Sarah Wichern said the next ordinance staff will be looking at is the mixed-use code. They are looking at adding more design standards for clarity.

Jennie Knight said the new water-wise recommendations coming down from Weber Basin Water and the State have encouraged the City to update our landscaping code specifically for commercial and municipal properties. After the presentation last night from Weber Basin Water, it was discovered if we adopt certain regulations in our code our residents would be eligible to participate in the Weber Basin water-wise programs. Staff are working through the items to bring forward to this body for recommendations to the city council.

## **10. ADJOURN**

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

**Meeting adjourned at 8:07 PM.**

**Angie Francom**  
Chair

**Cynthia Benson**  
Deputy City Recorder