



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
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PLANNING
COMMISSION:

Angie Francom
Chad Holbrook
Isaac Thomas
Christina Palmer
Ruben Morales

Harrisville City Planning Commission
Harrisville City Offices
363 W Independence Blvd – Harrisville
Wednesday, April 8, 2026

AGENDA

[Zoom Meeting Link](#)

Meeting ID: 870 0260 4042

Passcode: 404635

1. **CALL TO ORDER**
2. **CONSENT APPROVAL** – of Planning Commission meeting minutes from February 11, 2026.
3. **PUBLIC HEARING** – to take comments for / against Ordinance 569 – General Plan Amendments.
4. **DISCUSSION/ACTION/RECOMMEND** – to grant recommended Conditional Use Permit #154 for home occupation for pet sitting services located at approximately 1206 Georgia Ave.
5. **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.
6. **DISCUSSION/ACTION/RECOMMEND** – to recommend Ordinance 569: General Plan Amendments.
7. **PUBLIC COMMENTS** – (3 minute maximum)
8. **COMMISSION/STAFF FOLLOW-UP**
9. **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, 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 legislation 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.

Nexted 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

Harrisville City Municipal Code

Section 11.20.260 Accessory Dwelling Units

1. Definitions

a. **Accessory Dwelling Unit (ADU)**

A self-contained residential dwelling unit that is secondary to a primary dwelling on the same lot. An ADU includes independent living facilities for one household, including a kitchen, bathroom, and sleeping area.

b. **Internal ADU**

An ADU located entirely within the footprint of the primary dwelling (e.g., basement, attic, or interior conversion) at the time the ADU is created.

c. **Detached ADU**

An ADU located within a separate, freestanding structure on the same lot as the primary dwelling and not physically attached to it.

2. General Limitations

The following limitations apply to the creation and occupancy of any ADU:

- a. Only one (1) ADU per primary dwelling shall be permitted.
- b. No Internal ADU shall be permitted on a parcel that is six thousand (6,000) square feet or less in area.
- c. No Detached ADU shall be permitted on a parcel that is ten thousand (10,000) square feet or less in area.
- d. The maximum gross floor area of a Detached ADU shall not exceed the lesser of
 - i. ten percent (10%) of the lot area or
 - ii. the gross floor area of the primary dwelling.
- e. ADUs shall be used only for residential occupancy of thirty (30) consecutive days or longer and shall not be used as vacation rentals or short-term rentals.
- f. The property owner shall occupy either the primary dwelling or the ADU as the owner's primary residence.
- g. The owner shall obtain all required permits, inspections, and approvals from the City and any other applicable agency prior to occupancy.
- h. No ADU shall be created or occupied within a mobile home as defined in Utah Code § 57-16-3

3. Local Requirements

- a. **Licensing.** If the ADU is rented, the owner of the ADU shall obtain and maintain a business license in accordance with Title 3, Chapter 3.15 of the Harrisville Municipal Code.
- b. **Utilities:**
 - i. No Detached ADU shall be approved if the primary dwelling is served by a failing lateral utility line.
 - ii. Detached ADUs must have adequate access to required utilities including water, sanitary sewer, and electricity.
 - iii. A Detached ADU application may be rejected if a utility service to which the ADU must make a connection does not have sufficient capacity to support the addition of the ADU.
- c. **Addressing:**
 - i. ADUs with separate utility meters shall be assigned a separate address.
 - ii. ADUs with shared utility meters may utilize a distinguishing suffix to the primary address, as approved by the County.
 - iii. Address signage shall be visible from the street and comply with applicable City standards.

4. Design Standards

- a. **All ADUs Shall:**
 - i. Meet existing standards for residential homes as set forth in Harrisville City Code.
 - ii. Comply with the setback requirements of their zone.
 - iii. Be designed to preserve the appearance of the property as a single-family dwelling. Entrances to an accessory dwelling unit shall be located and designed so as not to detract from the single-family character of the primary residence, particularly when visible from the front of the property.
- a. **Detached ADUs:**
 - i. Design: Detached ADUs shall complement the architectural style, materials, and character of the primary dwelling.
 - ii. Height Limitations. Detached ADUS shall not exceed:
 - (1) One (1) story in height for ADUs on lots smaller than fifteen thousand (15,000) square feet or
 - (2) Two (2) stories in height for ADUs on lots fifteen thousand (15,000) square feet or larger.
 - iii. Attic Space. Habitable or living space fully contained within a roof attic shall not be counted as a story for purposes of this subsection.
 - iv. Scale and Massing. Detached ADUs shall be subordinate in scale and massing to the primary dwelling, except on lots greater than one (1) acre where barn- or garage-style accessory structures may exceed the size of the primary dwelling.
 - v. Setback Exceptions. Detached ADUs may be located closer than the setbacks of the underlying zoning district, provided that:
 - (1) The structure complies with Accessory Building Development Standards set forth in HVCC §11.09.030; and

- (2) No windows or openings are permitted on any wall facing a shared property line within the required setback for primary dwellings in the applicable zone.

5. Parking

- a. Regardless of whether the primary dwelling is existing or new construction:
 - i. One (1) additional on-site parking space shall be required for an Internal ADU or a Detached ADU of less than six hundred fifty (650) square feet of living space.
 - ii. Two (2) additional on-site parking spaces shall be required for any Detached ADU exceeding six hundred fifty (650) square feet of living space.
- b. Required ADU parking shall be in addition to the parking spaces required for the primary dwelling.
- c. ADU parking shall not reduce or interfere with required parking for the primary dwelling.
- d. All parking areas shall comply with HVCC §11.09.040, including surface material and access standards.
- e. Any required parking spaces eliminated due to ADU conversion shall be replaced.

Harrisville City Municipal Code

11.09 Residential Development Standards

11.09.020 Main Building Development Standards

3. Additions to existing homes

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 maintains the setbacks of the respective zone.

~~a.—Maintains the sideyard 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~~

~~6.—Residential Building size and design~~

~~a.—The maximum footprint of a residential dwelling excluding attached accessory uses shall be four thousand (4,000) square feet.~~

~~b.—In order to maintain the traditional residential character developed in Harrisville certain design elements on residential buildings are required. Those required elements are:~~

~~i.—Roofs with a pitch no shallower than a ratio of run to rise 3 to 1~~

~~ii.—Main exterior wall finish materials of brick, stone, siding (vinyl, aluminum, wood or hardiplank) with a maximum 12" width horizontal lines, stucco or glass. Structural block, atlas brick and other larger dimensional concrete masonry units are not permitted for residential dwellings but only for accessory structures or other main buildings.~~

11.09.040 Parking Regulations.

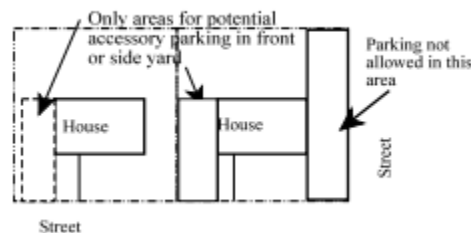
1. Required parking

In all residential zones there shall be provided in a detached or attached garage or in an area located where a future garage could be constructed on the same lot as the dwelling two side by side concrete or asphalt surfaced parking spaces per dwelling unit and paved driveway access leading from the street to the required parking.

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.

2. Additional Off Street Parking

- a. Parking or storing of additional operational and licensed vehicles in one required sideyard or the front yard setback of a dwelling may be allowed provided that the following conditions are complied with;
 - i. The dwelling unit has the minimum number of two (2) required off street parking spaces and access to those parking spaces is on a concrete or asphalt driveway.
 - ii. Any additional parking space must remain open and unobstructed to the sky.
 - iii. 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.
 - iv. The additional parking space in the front yard is limited to only the area between the hard surface driveway and the nearest sideyard property line. Parking can not extend into the area between the dwelling and the street nor in the sideyard facing a street on a corner lot.
 - v. All storm water run off must be directed to prevent drainage onto adjacent properties.
 - vi. No additional parking space or vehicle shall be located in the sideyard or frontyard setback facing a street on a corner lot.



- b. Uncovered parking for recreational vehicles may be permitted in the area behind the rear of the dwelling and in the rear yard setback provided that;

- i. The vehicles parked are currently licensed and operational
- ii. The parked vehicles do not occupy more than twenty-five (25%) of the rear area of the property, and
- iii. Parking does not need to be on hard surface.

3. Parking of Agricultural or Farm Equipment

When a farm or agricultural use occurs on the property, machinery and equipment necessary for the use may be parked or stored on the property without a required hard surface provided that the equipment parking or storing area is setback a minimum of sixty (60) feet from any public street. When the parking or storage area is open to the sky and when a structure exists on the property the parking shall be located in such a manner that the structure serves as a screen between the equipment or vehicles and adjacent property lines or public street.

4. Parking and Access Surfaces, Locations and Size

- a. Required parking for a dwelling and access to the required parking if one hundred (100') feet in length or less from the public street property line shall be paved with an asphalt or concrete surface. For distances longer than one hundred (100') feet gravel or road base are approved surface materials for parking areas and access lanes. Driveways and parking areas shall be designed so that storm water runoff from these surfaces does not flow to adjacent properties.
- b. For all uses permitted in a residential zone, none of the front and side yard setback areas required by the respective zone shall be used for parking with the exception of the sideyard parking according to the provisions of the chapter. Access across the required front yard is allowed to the side yard or rear yards. No more than twenty-five percent (25%) of the area from the rear of the building to the rear property line may be used for parking.
- c. Driveway widths
 - i. Single family homes
 - 1. Minimum width ten (10') feet
 - 2. Maximum width thirty-two (32') feet
 - ii. Attached dwellings
 - 1. Minimum width twenty (20') feet

2. Maximum width thirty-four (34') feet
- iii. Apartment
 1. Minimum width twenty-four (24')
 2. Maximum width thirty-four (34') feet
- d. Parking Size/ Garage Door Requirements~~The minimum size for a required parking space is nine(9') feet wide and eighteen (18') feet long.~~
 - i. for unobstructed, enclosed, or covered parking the minimum parking width shall be ten (10) feet and the minimum parking length shall be twenty (20) feet.
 - ii. for uncovered parking the minimum parking width shall be nine (9) feet and the minimum parking length shall be twenty (20) feet.
 - iii. One (1) car garage doors must be a minimum of nine (9) feet wide.
 - iv. Two (2) car garage doors must be a minimum of sixteen (16) feet wide.



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Staff Report

Conditional Use Permit Application
Home Occupation
April 2, 2026

Application Information

Agenda Date: April 8, 2026
Applicant: Rachel McReavy-Gray and Joshua Gray
Application Date: March 17, 2026
Application Request: Applicant is requesting a Conditional Use Permit to consider a pet sitting business at approximately 1206 Georgia Ave in the R-1-10 Zone.

Property Information

Approximate Address: 1206 Georgia Ave, Harrisville, Utah
Current Zoning: R-1-10

Overview:

Harrisville City has received a conditional use permit application for a pet sitting business. In accordance with Harrisville Municipal Code §11.08.020(4) 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:

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 park off-street in the homeowner's driveway.
 3. hours of peak land use creating traffic volumes at times of the day or night that would impact 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). These hours will limit the impact of traffic at unusual times in the area.
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 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.

7. 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; **Animal boarding establishments are not a permitted use in the R1-10 zone. As Defined in HCMC §9.01.030 “Animal boarding establishment” means any establishment that takes in animals and boards them. This definition is inclusive of a kennel, cattery, or related establishment where three (3) or more dogs or cats are boarded, breed, bought, sold, adopted, or donated. For the pet sitting business to operate in the R1-10 zone it cannot board more than 3 dogs or cats total on the property. This includes any of the owners pets.**
8. That the proposed location does not have any unresolved actual or alleged violations of the municipal code. **The property has received a complaint regarding animals at the property.**
9. 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.**
10. 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. **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.**

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

9. 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:
 - a. Any home occupation with visiting clientele requires a conditional use permit.
 - b. 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.
 - c. 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. **No more than 25% of the home may be used for pet sitting.**
 - d. There is no outdoor storage of any materials.
 - e. There is no vehicle or trailer repair or body work of any kind and no parking or placement of vehicles which are being repaired.
 - f. All work of the home occupation occurs in an enclosed structure. **Boarded animals must remain indoors at all times, except when briefly taken outside under supervision for restroom purposes.**

- g. 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.
- h. 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. In addition to animal waste disposal, pets shall be visually screen from adjacent properties and public sidewalks to help minimize noise disturbances, including barking, from visiting animals.
- i. The home occupation is limited to hours of operation between 7 a.m. and 10 p.m. **Pets may not be dropped off earlier than 7 a.m. and must be picked up by 10 p.m.**
- j. Daycare is limited to a maximum of eight (8) children at any one time who do not live in the dwelling between the hours of 6 a.m. and 10 p.m.
- k. 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.
- l. All home occupations shall comply with all acceptable State codes and licensing requirements as well as having a home occupation business license from Harrisville City.
- m. All home occupations shall comply with all health building and fire codes and regulations for the particular use on the property.
- n. No home occupation, specifically trades and crafts, shall interfere with the predominantly residential purpose and uses of the residential zone where a home occupation is to be located.
- o. 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.

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 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 3 dogs or cats total on the property.**
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.**
6. **Boarded animals must remain indoors at all times, except when briefly taken outside under supervision for restroom purposes.**
7. **Pets may not be dropped off earlier than 7 a.m. and must be picked up by 10 p.m.**



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Staff Report

Conditional Use Permit Application
Home Occupation
April 2, 2026

Application Information

Agenda Date: April 8, 2026
Applicant: Troy Price
Application Date: March 26, 2026
Application Request: Applicant is requesting a conditional use permit to consider a Federal Firearms Licensed Dealer operation at 1572 N 950 W in the RE-15 Zone.

Property Information

Approximate Address: 1572 N 950 W, Harrisville, Utah
Current Zoning: RE-15

Overview:

Harrisville City has received a conditional use permit application for a Federal Firearms Licensed Dealer operation to provide a service allowing purchasers of online firearms to pick up their firearms at his home. In accordance with Harrisville Municipal Code §11.08.020(4) 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:

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 park off-street in the homeowner's driveway.
 3. hours of peak land use creating traffic volumes at times of the day or night that would impact 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). These hours will limit the impact of traffic at unusual times in the area.
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; **No More than 3 pick-ups are allowed per day. All pickups limited to the hours of 7 a.m. to 10 p.m.**
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 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.**
7. 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; **Home Occupations are allowed in the RE-15 zone.**
8. That the proposed location does not have any unresolved actual or alleged violations of the municipal code. **None**
9. 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.**
10. 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. **A separate CUP application would be required if gunsmithing is proposed as a part of the operation.**

HCMC §11.10.020 To operate a home occupation in the city of Harrisville, the following Special Regulations apply:

9. 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:
 - a. Any home occupation with visiting clientele requires a conditional use permit.
 - b. 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.
 - c. 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.
 - d. There is no outdoor storage of any materials.
 - e. There is no vehicle or trailer repair or body work of any kind and no parking or placement of vehicles which are being repaired.
 - f. All work of the home occupation occurs in an enclosed structure
 - g. 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. **Home occupation will be limited to the service of providing paperwork and a location for picking up online purchased firearms. No retail sale of firearms is allowed.**

- h. 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. **No gunsmithing is allowed as part of this CUP application.**
- i. The home occupation is limited to hours of operation between 7 a.m. and 10 p.m.
- j. Daycare is limited to a maximum of eight (8) children at any one time who do not live in the dwelling between the hours of 6 a.m. and 10 p.m.
- k. 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.
- l. All home occupations shall comply with all acceptable State codes and licensing requirements as well as having a home occupation business license from Harrisville City. **Operation must keep a current FFL license and comply with all State and Federal laws. These laws include (but are not limited to) ATF Secure Storage with approved Storage Devices.**
- m. All home occupations shall comply with all health building and fire codes and regulations for the particular use on the property.
- n. No home occupation, specifically trades and crafts, shall interfere with the predominantly residential purpose and uses of the residential zone where a home occupation is to be located.
- o. 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.

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 of the Harrisville Municipal Code.**
2. **Customers shall park in the applicant's driveway.**
3. **Home occupation will be limited to the service of providing paperwork and a location for picking up online purchased firearms. No retail sale of firearms is allowed.**
4. **No gunsmithing is allowed as part of this CUP application.**
5. **Operation must keep a current FFL license and comply with all State and Federal laws. These laws include (but are not limited to) ATF Secure Storage with approved Storage Devices.**
6. **No More than 3 pick-ups are allowed per day. All pickups limited to the hours of 7 a.m. to 10 p.m.**