



# Harrisville City Planning Commission Minutes

Harrisville City Offices

Wednesday, September 13, 2023

**Commissioners:** Nathan Averill  
 Chad Holbrook  
 Bill Smith  
 Brad Elmer  
 Jordan Read

**Staff:** Jennie Knight (City Administrator)  
 Cynthia Benson (Deputy Recorder)  
 Brody Flint (City Attorney)

**Excused:** Brenda Nelson

**Visitors:** Dawn Shultz, Josh Haas, Madalyn Haas, Greg Montgomery

## 1. CALL TO ORDER

Vice-Chair Averill welcomed all in attendance. Commissioner Brenda Nelson was excused.

## 2. CONSENT APPROVAL – of Planning Commission minutes from August 9, 2023.

**MOTION: Commissioner Holbrook motioned to approve Planning Commission minutes from August 9, 2023 as written. Commissioner Elmer seconded the motion.**

Nathan Averill	Yes
Chad Holbrook	Yes
Bill Smith	Yes
Brad Elmer	Yes

All voted in the affirmative.

## 3. ELECT – Chairman and Vice Chairman for remaining 2023 calendar year.

Vice-Chair Averill entertained nominations for Chair and Vice Chair for 2023. Commissioner Averill nominated himself for chair. Commissioner Holbrook seconded the nomination. Commissioner Holbrook nominated himself for vice-chair. Vice-Chair Averill seconded the nomination

**MOTION: Commissioner Averill nominated himself for Chair and Commissioner Holbrook for Vice-Chair. Commissioner Holbrook seconded the nomination.**

Nathan Averill	Yes
Chad Holbrook	Yes
Bill Smith	Yes
Brad Elmer	Yes

All voted in the affirmative.

## 4. DISCUSSION/ACTION/RECOMMEND – to approve Conditional Use Permit #

140 an application for a home occupation with visiting clientele for life coaching business located at approximately 239 W 1975 N.

Jennie Knight, City Administrator, gave a review of the Staff Memo. On August 11, 2023 an application was received for a Conditional Use Permit for a Home Occupation at approximately 239 West 1975 North, Harrisville, which is zoned SAP. In accordance with Harrisville Municipal Code 11.10.020(9)(a) a conditional use permit is required for visiting clientele. The application is for a Life Coaching business with three (3) to five (5) clients visiting per week for one (1) hour increments between the hours of 11:00am to 3:00pm. The address is located within an HOA and a letter of permission has been received from the HOA Board. The staff memo contains the basis for issuance of conditional use permit along with the bulleted points which apply to this type of business.

Dawn Shultz, applicant, explained most of her clients are online, but some of the clients like the face-to-face connection. Her business is not therapy even though the stigma of Life Coaching is seen as such. This business helps promote healthy lifestyles by establishing goals and setting steps to achieve those goals.

Discussion between the commissioners and Ms. Shultz took place on parking for clients, number of visiting cliental, hours of operation, HOA approval, and city code requirements.

**MOTION: Chair Averill motioned to approve the conditional use permit #140 for a home occupation for Life Coaching business located at approximately 239 W 1975 N subject to compliance with the conditions of the Staff Memo dated August 31, 2023, Harrisville Municipal Code, and all other agency requirements with hours of operation to be limited to 8am to 6pm.**

**MOTION AMENDED: Chair Averill amended his motion to broaden the hours to the full amount allowed within the code, 7am to 10pm, with no more than one client at a time. Commissioner Smith seconded.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>William Smith</b>	<b>Yes</b>
<b>Brad Elmer</b>	<b>Yes</b>

**All voted in the affirmative.**

Staff informed the applicant of the fifteen (15) day appeal period for a conditional use application. After the appeal period has been met, the conditional use permit can be issued and the business license applied for.

**5. DISCUSSION/ACTION/RECOMMEND – to approve Conditional Use Permit # 141 an application for a home occupation with visiting clientele for permanent makeup located at approximately 245 E Larsen Lane.**

Jennie Knight, City Administrator, gave a review of the Staff Memo. On August 14, 2023 an application was received for a Conditional Use Permit for a home occupation at approximately

245 East Larsen Lane. The application is for a Permanent Makeup Business with visiting clients between the hours of 8:00am to 6:00pm. The staff memo outlines the standards for Home Occupation along with the newly adopted ordinance standards which allows the use of a permanent makeup unit in a residential zone.

Madalyn Haas, applicant, requested hours to be modified to 8am – 8pm. She discussed the health department requirements, business percentage within the home which would be utilized for the home occupation, and the parking on her property and along Larsen Lane.

Discussion with the commissioners occurred on fumes, noises, or any type of disturbance which may arise along with possible deliveries, employees, and clarification on which rooms would be used for the home occupation.

**MOTION: Commissioner Holbrook motioned to approve the Conditional Use Permit #141 application for a home occupation with visiting clientele for permanent makeup located at approximately 245 E Larsen Lane subject to compliance with the conditions of the Staff Memo dated August 31, 2023, Harrisville Municipal Code, and all other agency requirements with hours of operation being 8am – 8pm. Commissioner Elmer seconded.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>William Smith</b>	<b>Yes</b>
<b>Brad Elmer</b>	<b>Yes</b>

**All voted in the affirmative.**

Commissioners informed the applicant of the fifteen (15) day appeal period for a conditional use application. After the appeal period has been met, the conditional use permit can be issued.

#### **6. PUBLIC COMMENTS - (3 minute maximum)**

There were no public comments given.

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

Commissioner Holbrook asked if there were any new developments within the city. Ms. Knight updated the commission on the current developments and made the commission aware of the new subdivision requirements which will be reviewed on future agendas. She added if the commissioners were looking for training hours, the Land Use Institute has online classes for the commissioners to meet those requirements.

Commissioner Elmer asked about the project on 750 W. He asked for clarification on what was passed and how this impacts the surrounding area. The recently adopted code changed the access points for future commercial developments along 750 W. The building height was not changed. Commissioner Holbrook asked if the developer has reached out. Ms. Knight informed the commission the applicant has reached out once to discuss other avenues. She also explained it is not uncommon for a land use application to be received by the city before the property is owned by the developer. The city does not get involved in the private sales between developer and real property owners. The city does verify the real property owner has given their permission for the development before proceeding with the application process.

Commissioner Holbrook asked if the developer for the golf course is moving forward. Ms. Knight answered the developer has reached out to the city to say they are looking for a buyer for the property, but nothing further has been completed.

Commissioner Smith asked about the fire awareness for the golf course area. Ms. Knight stated the responsibility is on the developer. North View Fire is aware of the fire danger and is taking every precaution they can.

- **Land Use Training** – Brody Flint, City Attorney

Brody Flint, City Attorney, conducted training with regards to the planning commissioner’s role with land use; this is an advisory role to the city council. He outlined precautions by giving examples of appropriate conversation opportunities the commissioners should engage in. He reviewed the open and public meetings act, thanked the commissioners for their service and dedication, and reminded commissioners their obligation to conduct discussion in the view of the public.

**8. ADJOURN.**

**MOTION: Commissioner Holbrook motioned to adjourn the meeting. Commissioner Read seconded. All voted in the affirmative. Meeting was adjourned at 7:49 pm.**

**Nathan Averill**  
Vice-Chair

**Cynthia Benson**  
Deputy Recorder