



**Harrisville City Planning Commission Minutes**  
 Harrisville City Offices  
 Wednesday, August 9, 2023 – 7:00 pm

**Commissioners:** Nathan Averill                      **Staff:** Jennie Knight (City Administrator)  
 Chad Holbrook    Cynthia Benson (Deputy Recorder)  
 Bill Smith    Justin Shinsel (Public Works Director)  
 Jordan Read

**Excused:** Brad Elmer  
 Brenda Nelson

**Visitors:** Greg Montgomery, Madalyn Haas, Joshua Haas, David Skeen

**1. CALL TO ORDER**

Vice-Chair Averill welcomed all in attendance. He excused Commissioner Brad Elmer and Commissioner Brenda Nelson.

**2. CONSENT APPROVAL** – of Planning Commission minutes from July 12, 2023.

**MOTION: Commissioner Holbrook motioned to approve Planning Commission minutes from July 12, 2023 as written. Commissioner Smith seconded the motion.**

**Nathan Averill**            **Yes**  
**Chad Holbrook**           **Yes**  
**Bill Smith**                **Yes**  
**Jordan Read**             **Yes**

**All voted in the affirmative.**

**3. PUBLIC HEARING** – to take public comment for and/or against proposed Harrisville Ordinance #542; Home Occupation Standards Amendments.

Vice-Chair Averill reviewed the rules for a public hearing before turning the time over to Jennie Knight, City Administrator, to introduce the application. An application was received from applicant, Madalyn Haas, for a Text Change Amendment to the Land Use Ordinance. This application is in reference to the Home Occupation Standards Amendments for a proposed home occupation located at approximately 245 Larsen Lane.

**MOTION: Commissioner Read motioned to open the public hearing. Commissioner Smith seconded.**

**Nathan Averill**            **Yes**  
**Chad Holbrook**           **Yes**  
**Bill Smith**                **Yes**  
**Jordan Read**             **Yes**

**All voted in the affirmative.**

Madalyn Haas explained the difference between the service of permanent make-up and tattooing for the commissioners to understand what she is requesting with the amendment.

**MOTION: Commissioner Holbrook motioned to close the public hearing. Commissioner Read seconded.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Bill Smith</b>	<b>Yes</b>
<b>Jordan Read</b>	<b>Yes</b>

**All voted in the affirmative.**

**4. DISCUSSION/ACTION/RECOMMEND – to recommend adoption of proposed Harrisville Ordinance #542; Home Occupation Standards Amendments.**

Vice-Chair Averill opened the discussion between the commissioners and asked staff to give an overview of the application. Jennie Knight, City Administrator, began with the proposed code update requests including a Permanent Makeup Machine (PMU) as an allowed use for a home occupation in a residential zone. The regulations already require a conditional use permit for any home occupation with visiting clientele. The City Attorney recommends this use be outlined as a permitted use defined under “Personal Services” within the home occupation code.

Discussion between the staff and the commissioners centered on allowing this use in all zones. Ms. Knight added the city attorney recommended the restriction to remove the potential of other business applications occurring outside of the home occupations. The staff had concerns with the state regulations since they are licensed by the state as a tattooing parlor due to needles being utilized. The state regulations do not differentiate between the two business types.

**MOTION: Commissioner Averill motioned to send a positive recommendation to City Council to adopt proposed Harrisville Ordinance #542; Home Occupation Standards Amendments. Commissioner Holbrook seconded.**

<b>Nathan Averill</b>	<b>Yes</b>
<b>Chad Holbrook</b>	<b>Yes</b>
<b>Bill Smith</b>	<b>Yes</b>
<b>Jordan Read</b>	<b>Yes</b>

**All voted in the affirmative.**

**5. PUBLIC COMMENTS - (3 minute maximum)**  
**Vice-Chair Averill opened the public comment period.**

No public comments were given.

**Vice-Chair Averill closed the public comment period.**

**6. COMMISSION/STAFF FOLLOW-UP.**

Ms. Knight scheduled a Land Use Training on September 13, 2023 meeting by Brody Flint, City Attorney as requested by the commissioners. The commissioners asked nominations to appoint a chair and vice-chair for the remaining of 2023 be added to the next meeting agenda.

Commissioner Holbrook asked for an update on the Ben Lomond Subdivision. Ms. Knight said phase 2D was approved at the City Council meeting of August 8, 2023. Commissioner Smith asked if there was any way to help the project move forward. Ms. Knight and Commissioner Read mentioned the temperature of the market has changed causing various types of delays. Concerns were expressed for the weeds and possible fire hazard.

Commissioner Holbrook asked about an update on Ordinance #540 discussion from the City Council meeting from August 9, 2023. The height requirements portions were removed from the ordinance, meaning the height for commercial buildings has not changed. The only portion of the proposed ordinance which was adopted was the portion on the access limitations.

**7. ADJOURN.**

**Commissioner Averill declared the meeting adjourned at 7:21 PM.**

**Nathan Averill**  
Vice-Chair

**Cynthia Benson**  
Deputy Recorder