



Harrisville City Planning Commission

Harrisville City Offices
363 W Independence Blvd – Harrisville
Wednesday, June 11, 2025 – 7:00 PM

Commissioners: Angie Francom
Chad Holbrook
Isaac Thomas

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

Visitors: Cory Campell, Taylor Zampedri.

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 May 14, 2025.

MOTION: Commissioner Holbrook motioned to approve Planning Commission meeting minutes from May 14, 2025, as written. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

3. DISCUSSION/ACTION/RECOMMEND – to grant Preliminary Site Plan approval for Harrisville Commercial development located at approximately 2550 N 750 W.

Jennie Knight, City Administrator, informed the commissioners the developer asked for this item to be tabled and placed on the next agenda. The item will be placed on the Planning Commission agenda for July 9, 2025.

MOTION: Commissioner Holbrook motioned to table Preliminary Site Plan approval for Harrisville Commercial development located at approximately 2550 N 750 W. Chair Francom seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

4. DISCUSSION/ACTION/RECOMMEND – to grant manufacturing site plan amendment for Elite 3 for property located at approximately 1601 N 750 W.

Sarah Wichern, City Planner, pointed out the changes to the site plan since it was last approved. She added there is not much on the memo outside of adding a handicap stall and receiving approval from the fire department. She asked the commissioners to reference the memo in their motion.

Commissioner Holbrook asked for an explanation of the construction and appearance of the building. Ms.

Wichern explained the building is meant to be individual rented units with a garage door. There will be a retention pond for storm water run-off. Cory Campbell, the developer, further explained the design will be a 60 x 250 steel building structure with 6 flex space units. Each unit is designed to be 2,500 square feet. Each unit will have one (1) garage bay door with a storefront glass entry. The office space can be finished anyway the tenant would like. The current design is flexible to have multiple units combined according to the tenants' needs. They have worked with the fire department and have been signed off. No sprinkler system will be required as long as fire rated partitions are installed to separate the units. They will be adding one additional handicap stall per recommendation. They are discussing the potential of more islands for landscape. The building will have individual store front entrances with alternating finishing to avoid one long line of building and give the building a moderate look. Currently, they are offering a standard office with restroom facilities with the potential of a second-floor office space. The units will be ADA compliant with emergency exits to the rear of the building. Each unit is intended to have individual HVAC systems.

Commissioner Holbrook asked about the hours of operation. Mr. Campbell explained each tenant will determine their own office hours and be required to obtain their own business license.

MOTION: Commissioner Thomas motioned to grant manufacturing site plan amendment for Elite 3 for property located at approximately 1601 N 750 W subject to Harrisville City Municipal code, Engineer's Memo dated June 10, 2025, and any other staff or agency requirements. Commissioner Holbrook seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

Mr. Knight asked Mr. Campbell for an update on the building permit status since he had submitted his plans to the building permit portal prior to this meeting. Mr. Campbell replied he received the finalized plans earlier in the day and will be uploading them shortly.

5. DISCUSSION/ACTION/RECOMMEND – to grant proposed Conditional Use Permit #146 for Daycare services as a home occupation located at approximately 2249 N 650 W.

Commissioner discussion recommended to table the item due to applicant not present to answer any questions by the commission.

MOTION: Commissioner Holbrook motioned to table Conditional Use Permit #146. Commissioner Thomas seconded the motion.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

6. PUBLIC COMMENTS – (3 minute maximum)

No public comments.

7. COMMISSION/STAFF FOLLOW-UP

Ms. Knight updated the commission on Ordinance #562 – Housing Affordability. The staff are suggesting the next presentation be a combined City Council and Planning Commission work session. In leu of the busy upcoming City Council agendas, the work session will most likely not occur until September. If there are any questions or comments, reach out to herself or Ms. Wichern. In the meantime, the city attorney is looking over the ordinance.

8. ADJOURN

MOTION: Chair Francom motioned to adjourn the meeting. Commissioner Thomas seconded.

Angie Francom	Yes
Chad Holbrook	Yes
Isaac Thomas	Yes

The motion passed with all voting in the affirmative.

Meeting adjourned at 7:15 PM.

Angie Francom
Chair

Cynthia Benson
Deputy Recorder