

**Hillsboro Planning Commission Meeting Minutes**  
**July 17, 2023 – Meeting –5:30 p.m.**  
**Old Firehouse 108 Governor Trimble Place**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER**

At 5:30 p.m. Chair Bill Sims called the Hillsboro Planning Commission meeting to order.

**ROLL CALL**

The following were present for the meeting: Chair Bill Sims, Mayor Justin Harsha, Brianne Abbott; Safety & Service Director, Rob Holt, Todd Heskett and Paul Worley. Amy Davis was absent. Also in attendance was Clerk; Whitney Aliff, council president Tom Eichinger and Public Works Superintendent Shawn Adkins.

**DETERMINATION OF QUORUM**

A quorum was met.

**APPROVE MINUTES**

The minutes from Planning Commission Regular Meeting held on June 20, 2023, Public Hearing Meeting Minutes held on June 20, 2023 and the Special Planning Commission Meeting Minutes held on June 23, 2023 were all approved as read.

MOTION: Paul Worley moved to approve the June 20, 2023 Regular Meeting Minutes, June 20, 2023 Public Hearing Meeting Minutes and the June 23, 2023 Special Planning Commission Meeting Minutes, seconded by Justin Harsha. Vote: all yeas. June 20, 2023 Regular meeting, June 20, 2023 Public Hearing meeting and June 23, 2023 Special Meeting minutes approved.

**CORRESPONDENCE – None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS –**

Commercial Site Plan Application – 1308 North West Street  
Commercial Site Plan Application – Fair Grounds  
Commercial Site Plan Application – 806 North West Street  
Revised Commercial Site Plan – Springlake Avenue (Plikerd)  
Rezone Terrace Avenue Discussion  
Proposal - Street Name for new road

**ACTION REQUIRED –**

Commercial Site Plan Application – 1308 North West Street  
Commercial Site Plan Application – Fair Grounds  
Commercial Site Plan Application – 806 North West Street

Revised Commercial Site Plan – Springlake Avenue (Plikerd)  
Rezone Terrace Avenue Discussion  
Proposal - Street Name for new road

**COMMERCIAL SITE PLAN APPLICATION – 1308 NORTH WEST STREET**

DISCUSSION: Chair Bill Sims requested discussion regarding the submitted site plan. Paul Worley asked if the site plan has enough handicap parking stalls. Public Works Superintendent shared every twenty-five stalls requires a minimum of one handicap stall. Mr. Adkins recommended a minimum of one additional handicap parking stall to be compliant. SSD Brianne Abbott noted if they were to add one extra handicap stall, the developer would still be compliant with the zoning requirements for parking. Ms. Abbott noted the importance of the compliance of the law. Rob Holt mentioned room for expansion in the future if parking is ever an issue. Discussion was had on obtaining the contract for shared parking.

MOTION: Bill Sims moved to approve the commercial site plan application for 1308 North West Street with the conditions to provide the shared parking agreement to city administration and to add an additional handicap parking stall, seconded by Justin Harsha. Vote: all yeas. Commercial Site Plan for 1308 North West Street approved with conditions.

**COMMERCIAL SITE PLAN APPLICATION – FAIR GROUNDS**

DISCUSSION: Jason with WDC Group was in attendance and explained the new build will house an existing OSU Extension Office. The Highland County Fairgrounds designated the location. Jason shared it is a single-story building under 4,000 square feet with minimal parking. Bill Sims noted the lot is zoned Residential B which allows office use.

MOTION: Paul Worley moved to approve the commercial site plan application for the Fair Grounds OSU Extension Office new construction, seconded by Todd Heskett. Vote: all yeas. Commercial Site Plan for the fair grounds approved.

**COMMERCIAL SITE PLAN APPLICATION – 806 NORTH WEST STREET**

DISCUSSION: Bill Sims introduced the site plan for 806 North West Street, a corner lot. The proposal is to hold mini-barns. Mr. Sims asked if the applicant was attending the meeting as there isn't much information provided on the application. Paul Worley asked the current zoning; Rob Holt answering Business and Residential D. SSD Brianne Abbott shared the location is a highly traveled roadway and need to assure the safety for those traveling Terrace Avenue. Rob Holt questioned if they planned to utilize Terrace Avenue as a driveway onto the lot.

MOTION: Justin Harsha moved to disapprove and ask for clarity/more detail for the commercial site plan application at 806 North West Street, seconded by Bill Sims. Vote: all yeas. Commercial Site Plan for 806 North West Street disapproved.

### **REVISED COMMERCIAL SITE PLAN – SPRINGLAKE AVENUE (PLIKERD)**

DISCUSSION: Applicant Mr. Plikerd provided a revised site plan to Planning Commission. Mr. Plikerd noted Tim Kiefer has offered to sell the 13+/- acres to Mr. Plikerd. The site plan included a request to vacate a portion of an alleyway. SSD Brianne Abbott requested the square footage of each unit. Randy Plikerd answered, “over 1,000 roughly 1,200.” Applicant shared the revised plan allows two parking stalls per unit as required in the zoning code. Public Works Superintendent Shawn Adkins discussed city code and specs for roadways. Public Utilities, Right of Ways and alleyways were reviewed by planning commission members, applicant and public works superintendent Shawn Adkins. Mr. Adkins noted the importance to have a place to turn plow trucks around.

MOTION: Justin Harsha moved to approve the revised commercial site plan on Springlake/Terrace Avenue by Randy Plikerd subject to an alley vacation and the extension of Terrace Avenue must comply with city code and specs, seconded by Rob Holt. Vote: all yeas. Revised Commercial Site Plan approved with conditions.

### **REZONE TERRACE AVENUE DISCUSSION**

DISCUSSION: No discussion was had as the commercial site plan was approved with conditions.

### **PROPOSAL - STREET NAME FOR NEW ROAD**

DISCUSSION: Mayor Justin Harsha discussed the proposed street names for the Roberts Lane Extension project. Shaw Circle was decided upon as Mark Shaw provided easements for the project. Ivory Lane will lead to the new development known as “Ivory Grande.” Morgan Lane is to show appreciation to R.D. Morgan who began a lot of meetings and discussion for visualizing the new development. Roberts Drive is a continuation of Roberts Lane; it is proposed to be changed from Lane to Drive as it will be a through street. Hauke-Dragoo Avenue is to be named as it is in the contract for purchase. Hauke-Dragoo will be right turn in and out only.

MOTION: Bill Sims moved to name various streets for the Roberts Lane Extension project as presented, seconded by Paul Worley. Vote: all yeas. See attachment #1 for road names.

### **NO ACTION REQUIRED-**

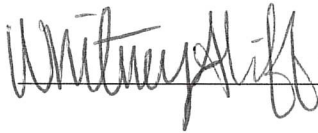
- Residential Site Plan, 244 W. Pleasant Street, new construction of single-family dwelling, signed by Justin Harsha, Mayor on 6-27-2023.
- Certificate of Appropriateness COA23-15, 135 North High Street, painted graphic on wall, signed by Lauren Walker Code Enforcement Officer 6-28-2023.
- Certificate of Appropriateness COA23-16, 134 West Main Street, face change on existing sign, signed by Lauren Walker Code Enforcement Officer 6-28-2023.
- Replat of in-lot numbers 610 and 611, owned by Terry Scott and Teresa Williams, parcel numbers 25-44-001-092.00 and 25-44-001-093.00, O.R. 988, pg. 4058. Signed by SSD Brianne Abbott 6-28-2023.
- Residential Site Plan, 102 Joan Avenue, new construction of a porch, signed by SSD Brianne Abbott 7-12-2023.

- Warranty Deed, Sullivan Supply Real Estate LLC covenants to Michael Gaines and Patrick Gaines whose tax mailing address is unknown, parcel number 25-46-001-110.00, 25-46-001-111.00 and 25-46-001-112.00. Signed by SSD Brianne Abbott 7-12-2023.
- Replat of in-lot numbers 284 and 285, owned by Sullivan Supply Real Estate LLC, parcel numbers 25-46-001-110.00, 25-46-001-111.00 and 25-46-001-112.00, O.R. 978 pg. 2040. Signed by SSD Brianne Abbott 7-12-2023.
- Replat of in-lot number 1042 and parts of vacated alleys, owned by Ray Bear, parcel numbers 25-51-001-030.00 and 25-51-001-029.00, O.R. 896, pg. 104. Signed by SSD Brianne Abbott 7-12-2023.
- Certificate of Appropriateness COA23-17, 110 Main St., Merchants National Bank aluminum parking signs for parking lot, signed by Whitney Aliff on 7-14-2023.

**MOTION** At 6:28 pm Justin Harsha moved to adjourn, seconded by Bill Sims. The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, August 21, 2023 at 108 Governor Trimble Place, Old Firehouse.



Bill Sims, Chair



Whitney Aliff, Clerk

