

**Hillsboro Planning Commission Meeting Minutes**  
**March 18, 2024 – Meeting –5:30 p.m.**  
**City Hall – 130 North High Street**

**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, Rob Holt and Paul Worley. Members Brianne Abbott, Amy Davis, and Todd Heskett were absent. Also in attendance was Clerk; Whitney Aliff, council president Tom Eichinger, council member Mary Stanforth and Public Works Superintendent Shawn Adkins.

**DETERMINATION OF QUORUM**

A quorum was met.

**APPROVE MINUTES**

The minutes from the Planning Commission Regular Meeting held on February 20, 2024 and were approved with corrections in the commercial site plan for 838 South High Street discussion, adding “zoning C” before Rural King and adding Chair Bill Sims comment regarding Rural King inventory being limited to sizing and if the proposed business exceeds the sizing of Rural King, the business must obtain additional approval from the planning commission.

MOTION: Mayor Justin Harsha moved to approve the February 20, 2024 Regular Meeting Minutes with corrections, seconded by Paul Worley. Vote: all yeas. February 20, 2024 regular meeting minutes approved with corrections.

**CORRESPONDENCE – None**

**UNFINISHED BUSINESS –**

TABLED: Amendments to Chapter 155 – Zoning Code  
DISCUSSION: No discussion had.

Auto Service Station/Auto Repair Shop Standards

**NEW BUSINESS – None**

**ACTION REQUIRED –**

Auto Service Station/ Auto Repair Shop Standards

**AUTO SERVICE STATION/AUTO REPAIR SHOP STANDARDS**

DISCUSSION: Lengthy discussion was had on standards for auto service station/auto repair shops. Mr. Sims noted the importance to create standards. Paul Worley noted of

possible legalities of customers leaving vehicles for lengthy periods of time when the business owner may legally be required to keep a vehicle for a set amount of time. Mayor Harsha noted some of the auto service station and repair shops are already placing unsightly items behind fencing and out of public view. Rob Holt noted a mechanic can file a 30–90-day lien and could sell the vehicle within a timeframe set by Ohio Revised Code, and Mr. Holt read Ohio Revised Code section 4505 regarding certificate of title. Chair Bill Sims indicated a statute must exist regarding the possession and obtaining a title for such instance. Much discussion was had on amendments to the proposed standards. The revised code section will be presented to planning commission at the next regularly scheduled meeting for final review before recommending to the zoning and annexation council committee.

**NO ACTION REQUIRED-**

- Replat of out lot 29, owned by James and Zorayda Sweet, parcel number 25-43-001-012.00, being renumbered to lot 29B, O.R. 984, pg. 3244. Signed by SSD Brianne Abbott 2-16-2024.
- Application for minor/large lot subdivision, 6678 Lakeshore Drive, 5.071 acres to be subdivided by 0.900, 0.920, 1.030 and 2.229 acres, located within three miles of the city corporation limits. Signed by SSD Brianne Abbott 2-16-2024.
- Application for minor/large lot subdivision, 9340 Grabil Road, 32.675 acres to be subdivided by 5.686 acres, located within three miles of the city corporation limits. Signed by SSD Brianne Abbott 2-16-2024.
- General Warranty Deed, Julie Zapf, Courtney Shannon Will Whitt covenants to Robert and Michele Schurman whose tax mailing address is 520 South East Street Hillsboro, Ohio 45133. Signed by SSD Brianne Abbott 2-16-2024.
- Certificate of Appropriateness COA24-05, 101 W. Main St., roof replacement, signed by SSD Brianne Abbott 2-26-2024.
- Survey of vms no. 2480, owned by Mark Butler, parcel number 25-38-001-065.00, OR 908, pg. 585. Signed by SSD Brianne Abbott 2-26-2024.
- Residential Site Plan, 532 Johnson Street, new residential home, signed by SSD Brianne Abbott 2-29-2024.
- Residential Site Plan, 524 Johnson Street, new residential home, signed by SSD Brianne Abbott 2-29-2024.
- Application for minor/large lot subdivision, 33.342 acres to be subdivided by 19.627 acres and 13.715, located within three miles of the city corporation limits. Signed by SSD Brianne Abbott.
- Survey for vms 2353, owned by Joann C. Davis, original parcels 25-42-001-011.00 and 25-42-001-012.00, OR 982, pg. 5784. Signed by SSD Brianne Abbott 3-1-2024.
- Residential Site Plan, Revised Pea Ridge Unit 6 (Shaw Construction), signed by SSD Brianne Abbott 3-1-2024.
- Residential Site Plan, Revised Pea Ridge Unit 5 (Shaw Construction), signed by SSD Brianne Abbott 3-1-2024.
- Residential Site Plan, Revised Pea Ridge Unit 3 (Shaw Construction), signed by SSD Brianne Abbott 3-1-2024.

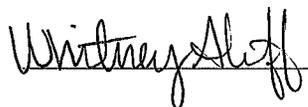
- Residential Site Plan, 235 Willow Street, accessory structure, disapproved by SSD Brianne Abbott 3-4-2024.
- Affidavit of Survivorship, Donald R. Hamilton says Lonnette Hamilton, affiant took title to certain real estate rights of survivorship as recorded in Vol. 906, pg. 885, and that Lonnette Hamilton passed away 3-27-2023. Signed by SSD Brianne Abbott 3-5-2024.
- General Warranty Deed, James Sweet and Zorayda Sweet covenants to Nathaniel Eric Mason, whose tax mailing address is 138 Putnam Street, Marietta, OH 45750. Property address 137 West Pleasant Street, Hillsboro, Ohio 45133. Signed by SSD Brianne Abbott 3-5-2024.
- Survey for parcel 23-15-000-060.00, owned by Dancefield Properties, LLC, O.R. 1009, pg. 1930, located within three miles of the city corporation limits. Signed by SSD Brianne Abbott 3-5-2024.
- Residential Site Plan, 1312 Northwoods Drive, new construction of residential home, signed by Justin Harsha, Mayor, 3-13-2024.
- Certificate of Appropriateness, COA24-06, 135 North High Street, temporary banner for rotary telethon event, signed by Lauren Walker 3-14-2024.
- Certificate of Appropriateness, COA24-07, 123 West Main Street, face change on awnings, signed by Lauren Walker 3-15-2024.

**DISCUSSION:**

None

**MOTION** At 6:41 pm Rob Holt moved to adjourn, seconded by Bill Sims.  
The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, April 15, 2024 at 130 North High Street, City Hall.

  
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Bill Sims, Chair

  
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Whitney Aliff, Clerk