

**Hillsboro Planning Commission Meeting Minutes  
May 20, 2024 – Meeting –5:30 p.m.  
City Hall – 130 North High Street**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER**

At 6:00 p.m. Vice-Chair Rob Holt called the Hillsboro Planning Commission meeting to order immediately following the public hearing.

**ROLL CALL**

The following were present for the meeting: Rob Holt, Vice Chair, SSD Brianne Abbott, Mayor Justin Harsha and Paul Worley. Chair Bill Sims and Todd Heskett were absent. A resignation was received by member Amy Davis on April 16, 2024. Also in attendance were Clerk; Whitney Aliff, Public Works Superintendent Shawn Adkins, Charles Gorman and Council President Tom Eichinger.

**DETERMINATION OF QUORUM**

A quorum was met.

**APPROVE MINUTES**

The minutes from the Planning Commission Regular Meeting and Public Hearing held on April 15, 2024 and were approved as presented.

MOTION: Paul Worley moved to approve the April 15, 2024 Regular Meeting and Public Hearing Minutes, seconded by Brianne Abbott. Vote: all yeas. April 15, 2024 regular meeting and public hearing minutes approved.

**CORRESPONDENCE – None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS –**

Temporary Use Permit – Bell Gardens  
622 South East Street – Zoning  
Chapter 155 – Review §155.067 Zoning District Purpose Statements  
Parking Lot Standards

**ACTION REQUIRED –**

Temporary Use Permit – Bell Gardens  
622 South East Street – Zoning  
Chapter 155 – Review §155.067 Zoning District Purpose Statements  
Parking Lot Standards

**TEMPORARY USE PERMIT – BELL GARDENS**

DISCUSSION: SSD Brianne Abbott discussed a temporary use permit was submitted for a temporary kitchen to provide meals to residents at Bell Gardens. The building recently caught fire and the request was an emergency. Ms. Abbott approved the application due to severity. The application is before the commission for a formal vote and discussion. MOTION: Paul Worley moved to approve the temporary use permit for Bell Gardens, seconded by Rob Holt. Vote: all yeas.

#### **622 SOUTH EAST STREET - ZONING**

DISCUSSION: Vice-Chair Rob Holt reviewed the zoning map for 622 South East Street. The property is currently zoned Business C. Charles Gorman, owner of 622 South East Street explained the property was purchased from the Highland County Land Bank and a house was demolished with plans to rebuilt a single-family home on the lot. Paul Worley and SSD Brianne Abbott discussed a timeline with the property owner as rezoning is not the quickest process. Mr. Gorman would like to get the approval during building season to construct the new home. Members of planning commission reviewed the zoning map and made note 604/608/614/618/620/622 South East Street would all be reasonable to rezone from Business C to a residential zoning district. Discussion was had on an alternate route to allow the process to begin quicker and avoid any delays with construction.

MOTION: Rob Holt moved to recommend to the Zoning and Annexation Council Committee to rezone 604-622 South East Street Residential B and to pass legislation as an emergency to avoid construction delays, seconded by Mayor Justin Harsha. Vote: Brianne Abbott-yes, Mayor Justin Harsha-yes, Rob Holt-yes, Paul Worley-yes. Recommendation will be given to the Zoning and Annexation Committee to discuss rezoning 604-622 South East Street from Business C to Residential B and passing legislation by emergency.

#### **CHAPTER 155 – REVIEW §155.067 ZONING DISTRICT PURPOSE STATEMENT**

DISCUSSION: Vice-Chair Rob Holt discussed section 155.067 of the zoning code has a typo and the second sentence for Business C should be eliminated as it belongs with the Business as Residential D statement. Current Business “C” zoning district reads as “It is the purpose of the Business “C” zoning district to promote the development of business uses. This district allows for the same uses as in the Business “C” zoning district with the addition of multi-family residential uses.” The modification will remove the second sentence.

MOTION: Rob Holt moved to recommend the zoning and annexation council committee remove the second sentence from section 155.067(D), seconded by Brianne Abbott. Vote: all yeas. Item will be recommended to the zoning and annexation council committee.

#### **PARKING LOT STANDARDS**

DISCUSSION: SSD Brianne Abbott shared in July 2020 the planning commission discussed amending the permitted uses table for parking lots to permit parking lots in the C, D, E and F zoning districts. The current zoning code only permits parking lots in the

Residential B zoning district. Ms. Abbott recommends upholding the previous recommendation and moving forward with the suggested change.

MOTION: Mayor Justin Harsha moved to recommend the zoning and annexation council committee revise the permitted uses table in the zoning code to allow parking lots in B, C, D, E and F zoning districts, seconded by Brianne Abbott. Item will be recommended to the zoning and annexation council committee.

**NO ACTION REQUIRED-**

- Certificate of Appropriateness COA24-08, 100 N. High St., temporary sign for event. Signed by Lauren Walker 4-9-2024.
- Residential Site Plan, 244 West Pleasant Street, construct single family house. Signed by SSD Brianne Abbott 4-12-2024.
- Certificate of Appropriateness COA24-09, temporary sign for farmers market banner. Signed by Lauren Walker 4-16-2024.
- Residential Site Plan, 327 Uhrig Street, construct duplex. Signed by SSD Brianne Abbott 4-17-2024.
- Residential Site Plan, 104 Mary's Lane, install carport. Signed by SSD Brianne Abbott 4-17-2024.
- Quit Claim Deed, Frank Patton and Brittany C. Patton covenants to Brittany C. Patton, whose tax mailing address is First State Bank, 19230 State Route 136 Winchester, Ohio 45697. Property located at 8744 US 50 Hillsboro, Ohio 45133. Signed by SSD Brianne Abbott 4-23-2024.
- Plat for Sylvia Julien, parcel 25-24-001-027.00, O.R. 978, pg. 2598. Signed by SSD Brianne Abbott 4-25-2024.
- Residential Site Plan, 302 N. East Street, Accessory Structure. Signed by SSD Brianne Abbott 4-25-2024.
- General Warranty Deed, Deborah L. Augustine covenants to Robert Everman II and Michelle Arcega Everman, whose tax mailing address is 309 South Glenn St. Hillsboro, OH 45133. Property located on Fair Street, parcels 25-25-001-063.00 and 25-25-001-064.00. Signed by SSD Brianne Abbott 4-29-2024.
- Warranty Deed, Tri-Fold Partners covenants to Jeffrey Zurface and Tina Zurface, whose tax mailing address is 134 Chillicothe Avenue Hillsboro, Ohio 45133. Property located at 119 East Pleasant Street Hillsboro, Ohio, parcel 25-44-001-052.00. Signed by SSD Brianne Abbott 5-6-2024.
- Replat of in-lots 371 and 372, owned by Tri-Fold Partners, parcel number 25-44-001-052.00, being renumbered to lot 371-C, PB 01, pg. 013. Signed by SSD Brianne Abbott 5-6-2024.
- Warranty Deed, Grandview Buildings and Supply, Inc. covenants to Grandview Buildings and Supply, Inc. whose tax mailing address is P.O. Box 457 South Point, Ohio 45680. Parcel numbers 25-56-001-010.00 and 25-56-001-011.00. Signed by SSD Brianne Abbott 5-7-2024.
- Plat for Grandview Buildings and Supply, Inc., parcels 25-56-001-010.00 and 25-56-001-011.00, O.R. 1009, pg. 1405. Signed by SSD Brianne Abbott 5-7-2024.
- Residential Site Plan, 119 Northfield Drive, construct single family house. Signed by SSD Brianne Abbott 5-14-2024.

-Survey for Hillsboro Swim Organization, parcels 25-39-001-001.00, 25-39-001-002.00 and 25-41-001-019.00. O.R. 1008, pg. 1476. Signed by SSD Brianne Abbott 5-14-2024.

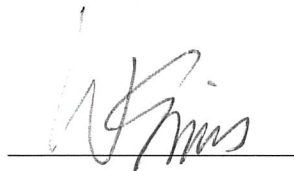
-Deed of Executor, Cindy R. Binegar, Trustee of the Cindy R. Binegar Family Trust, covenants to Cindy R. Binegar, property located at 6171 Mad River Road Hillsboro, Ohio 45133. Property located within a three-mile radius of city limits. Signed by SSD Brianne Abbott 5-16-2024.

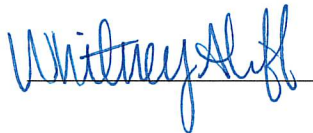
-Replat of part of lot numbers 14 and 15 of Shackleton heights subdivision, owned by Cindy R. Binegar, parcel numbers 30-14-000-409.14 and 30-14-000-409.15. PB 9, pgs. 8, 9 and 10. Property located within a three-mile radius of city limits. Signed by SSD Brianne Abbott 5-16-2024.

**DISCUSSION:**

None

**MOTION** At 6:30 pm Rob Holt moved to adjourn, seconded by Brianne Abbott. The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, June 17, 2024 at 130 North High Street, City Hall.

 Bill Sims, Chair

 Whitney Aliff, Clerk