

**Hillsboro Planning Commission Meeting Minutes  
July 16, 2024 – Meeting –5:30 p.m.  
City Hall – 130 North High Street**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER**

At 5:37 p.m. Chair Bill Sims called the Hillsboro Planning Commission meeting to order immediately following the public hearing.

**ROLL CALL**

The following were present for the meeting: Bill Sims; Chair, Rob Holt; Vice Chair, SSD Brianne Abbott, Mayor Justin Harsha and Paul Worley. A resignation was received by member Todd Heskett. Also in attendance were Clerk; Whitney Aliff, Public Works Superintendent Shawn Adkins, Councilmember Jason Brown 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 May 20, 2024 were discussed.

DISCUSSION: Rob Holt requested the public hearing minutes be modified instead of stating "Mr. Holt shared there are plans in motion but nothing that is currently allowable or permitted" to read as "Mr. Holt acknowledged there are plans in motion but nothing that is currently allowable or permitted."

MOTION: Paul Worley moved to approve the May 20, 2024 Regular Meeting and Public Hearing Minutes with requested change, seconded by Justin Harsha. Vote: all yeas. May 20, 2024 regular meeting and public hearing minutes approved.

**CORRESPONDENCE –**

Letter from Robert Jacob Smith

DISCUSSION: Chair Bill Sims discussed a letter was received from Robert Jacob Smith in relation to the shed on Willow Street. The clerk has responded to the letter and supplied requested documents.

**UNFINISHED BUSINESS –**

Auto Service Station/Auto Repair Shop Standards

**NEW BUSINESS –**

Alley Vacation Application – Alley between Trenton Street and Adams Street  
Rezone Proposal

**ACTION REQUIRED –**

Alley Vacation Application – Alley between Trenton Street and Adams Street  
Rezone Proposal

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

DISCUSSION: Chair Bill Sims explained planning commission has reviewed, discussed and recommended to council standards for auto service station/auto repair shops. Sims noted the zoning and annexation committee met and discussed the recommended standards. Councilmember and Chair of Zoning and Annexation Committee Jason Brown attended the planning commission meeting to discuss additional recommendations. Mr. Brown discussed concern with planning commission regarding the fifteen-day window standard. Jason Brown provided examples of repair shops having vehicles for extensive periods of time as the parts are on back order. Jason Brown asked if the code covers residential areas or just commercial lots. Discussion was had on a city code that was repealed when the property maintenance international code was adopted. Planning Commission member Rob Holt didn't disagree with Brown's concern but explained the intention is to comply with the mechanics lien process. SSD Brianne Abbott recommended Jason Brown to discuss the property maintenance code with the city code enforcement official to determine if the language exists for residential lots. Chair Bill Sims requested clarification regarding the planning commission making a recommendation and the standards can be modified by the council committee without planning commission making such recommendation. Council President Tom Eichinger agreed and shared the council committee has the authority to modify the recommendations.

**ALLEY VACATION APPLICATION – ALLEY BETWEEN TRENTON STREET AND ADAMS STREET**

DISCUSSION: Chair Bill Sims discussed an application was submitted to vacate an alley between Trenton Street and Adams Street. Sims noted several surrounding alleys are vacated. Mayor Harsha asked Public Works Superintendent Shawn Adkins if there are any conflicts with utilities, being answered "no."

MOTION: Mayor Justin Harsha moved to recommend to the Zoning and Annexation Council Committee to vacate an alley between Trenton Street and Adams Street, seconded by Chair Bill Sims. Vote: Paul Worley-yea, Mayor Justin Harsha-yea, SSD Brianne Abbott-yea, Rob Holt-yea, Bill Sims-yea. Recommendation will be given to the Zoning and Annexation Committee.

**REZONE PROPOSAL**

DISCUSSION: SSD Brianne Abbott discussed a similar layout was provided in years past to rezone lots within the city. The new proposal includes Crossroads Park as it is not property zoned for the intended use. Abbott shared a developer has discussed developing within the proposed area but ran into zoning issues. Chair Bill Sims called for discussion or any other amendments necessary for the area. No modifications made.

MOTION: Mayor Justin Harsha moved to recommend to the Zoning and Annexation Council Committee to amend the zoning as proposed, seconded by Chair Bill Sims. Vote: all yeas. Item will be recommended to the Zoning and Annexation Council Committee.

**NO ACTION REQUIRED-**


- 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. Parcels 25-56-001-010.00 and 25-56-001-011.00. Signed by SSD Brianne Abbott 5-7-2024.
- Replat of lots 646 and 647, owned by R. Houck Company, LLC, parcel number 25-43-001-048.00, being renumbered to lot 647-B. P.B. 01, pg. 40. Signed by SSD Brianne Abbott 5-20-2024.
- Residential Site Plan, 115 W. Josie Ave., concrete slab and hot tub. Signed by SSD Brianne Abbott 5-21-2024.
- Warranty Deed, Gillian Sammons and James Sammons conveys to Gillian Sammons and James Sammons whose tax mailing address is 7055 Haggerty Hill Road Hillsboro, Ohio 45133. Parcels 23-16-000-266.06 and 23-16-000-266.01. Property located within a three-mile radius of city limits. Signed by SSD Brianne Abbott 5-22-2024.
- Survey for parcels 23-16-000-266.06 and 23-16-000-266.05, owned by Gillian Sammons and James Sammons. Property located within a three-mile radius of city limits. Signed by SSD Brianne Abbott 5-22-2024.
- Residential Site Plan, 122 Elizabeth Drive, above ground pool. Signed by SSD Brianne Abbott 5-28-2024
- General Warranty Deed, Teisha and Devin Robinson covenants to Chester Waters whose tax mailing address is 1034 North West Street Hillsboro, OH 45133. Property located at 85 Belfast Pike Hillsboro, Ohio 45133, parcel 25-54-001-043.00. Signed by SSD Brianne Abbott 5-28-2024.
- Survey for lot owned by Teisha Robinson. Signed by SSD Brianne Abbott 5-28-2024.
- Replat of lots 33 and 34 of the Doyle Subdivision, owned by Janice McCalla, parcel numbers 25-40-001-051.00 and 25-40-001-050.00, being renumbered to lot 33A and 34A. O.R. 728, pg. 157 and O.R. 29, pg. 212. Signed by SSD Brianne Abbott 5-28-2024.
- Residential Site Plan, 111 Sherwood Drive, above ground pool. Signed by SSD Brianne Abbott 5-29-2024.
- Residential Site Plan, 100 Tanglewood Drive, addition to garage. Signed by SSD Brianne Abbott 6-3-2024.
- Residential Site Plan, 600 West Main Street, above ground pool. Signed by SSD Brianne Abbott 6-3-2024.
- Residential Site Plan, 226 W. Pleasant Street, above ground pool. Signed by SSD Brianne Abbott 6-10-2024.
- Residential Site Plan, 132 E. Walnut Street, in-ground pool. Signed by SSD Brianne Abbott 6-12-2024.
- Commercial Site Plan, 201 South High Street, landscaping and parking modifications. Signed by SSD Brianne Abbott 6-20-2024.
- Condominium plat, K&L condominiums phase 9, parcel no. 25-11-001-036.00 and 25-11-001-035.00, signed by SSD Brianne Abbott 6-20-2024.
- Survey for parcel 25-14-101-003.00, owned by Dancefield Properties LLC. Signed by SSD Brianne Abbott 6-21-2024.

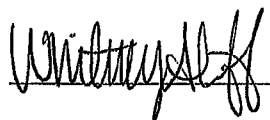
- Residential Site Plan, 301 East South Street, new duplex. Signed by SSD Brianne Abbott 6-20-2024.
- Certificate of Appropriateness COA24-11, 126 South High Street, remove damaged awning and frame, signed by Lauren Walker 6-27-2024.
- Residential Site Plan, 107 Danville Pike, revision to originally submitted site plan for carport, signed by SSD Brianne Abbott 7-1-2024.
- Certificate of Appropriateness COA24-12, sandwich board in front of Highland County Visitors Bureau, signed by Lauren Walker 7-2-2024.
- Certificate of Appropriateness COA24-15, retractable awning at 135 North High Street, signed by Lauren Walker 7-3-2024.
- Replat of part of in-lots 496 and 497 of Allen Trimble's addition, Plat Book 1, page 27 as conveyed to Scott Ball and recorded in O.R. 992, pg. 2220. Signed by SSD Brianne Abbott 7-3-2024.
- Replat of part of in-lots 158 and 161 of the original town plat, Plat Book 01, Page 02, owned by Bobby Lee Schott, parcel 25-26-001-039.00, renumbered to lot number 161-B. O.R. 984, pg. 2839. Signed by SSD Brianne Abbott 7-10-2024.

#### **DISCUSSION:**

Rob Holt discussed zoning maps being problematic and questioned if the information could be included on a county web-based platform.

**MOTION** At 6:11 pm Mayor 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 19, 2024 at 130 North High Street, City Hall.

 Robert Holt Vice  
Bill Sims, Chair

 Whitney Aliff, Clerk