

**Hillsboro Planning Commission Meeting Minutes**  
**November 17, 2025 – Meeting – 5:30 p.m.**  
**City Hall – 130 North High Street**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER-**

At 5:40 p.m. 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: Chair; Rob Holt, Bill Sims, & Safety & Safety & Service Director, Shawn Adkins. Mayor Justin Harsha was absent. Also in attendance were Clerk; Megan Blackburn & Council President Tom Eichinger.

**DETERMINATION OF QUORUM-**

A quorum was met.

**APPROVE MINUTES-**

- The October 20, 2025 Planning Commission Public Hearing Minutes; October 20, 2025 Planning Commission Meeting Minutes; November 13, 2025 Planning Commission Public Hearing Minutes & November 13, 2025 Planning Commission Meeting Minutes are all approved as presented.

**CORRESPONDENCE-**

-None

**UNFINISHED BUSINESS-**

-None

**NEW BUSINESS/ACTION REQUIRED –**

- CUP 2025-02 - 508 N. West St., Hillsboro, Oh 45133

**DISCUSSION:**

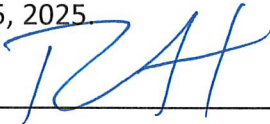
-Chair Rob Holt stated the CUP 2025-02 is to build a duplex on the property. The current zoning allows single family dwelling, but with a Conditional Use Permit a duplex could be permitted. There was no public comment during the public hearing. Rob Holt asked if there should be any conditions to comply with if the Conditional Use Permit is approved. SSD stated he doesn't see an issue & believes it looks like it will be a nice addition there. Chair Rob Holt stated he felt as long as it is built as presented in the rendering floor plans it could be approved. Mr. Holt stated that if there were any changes, it needs to come back Planning Commission for approval.


**MOTION:**

- Bill Sims made the motion to move to approve the Conditional Use Permit as long as it is built as rendered in the pictures and plans presented to the Planning Commission. SSD Shawn Adkins seconded the motion. Vote: Rob Holt, yea; Bill Sims, yea; Shawn Adkins, yea.

**MOTION:** At 5:44 pm SSD Shawn Adkins moved to adjourn, seconded by Bill Sims.

The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, December 15, 2025.

  
\_\_\_\_\_ Rob Holt, Chair

  
\_\_\_\_\_ Megan Blackburn, Clerk