

Hillsboro Planning Commission Meeting Minutes

January 20 2026 – Meeting – 5:30 p.m.

City Hall – 130 North High Street

HILLSBORO PLANNING COMMISSION

CALL TO ORDER-

At 5:32 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 & Service Director, Shawn Adkins and Mayor Justin Harsha. Gary Lewis was absent. Also in attendance were Clerk; Megan Blackburn & Council President Tom Eichinger.

DETERMINATION OF QUORUM-

A quorum was met.

APPROVE MINUTES-

- The November 17, 2025 Planning Commission Public Hearing Minutes; November 17, 2025 Planning Commission Meeting Minutes are all approved as presented.

CORRESPONDENCE-

-None

UNFINISHED BUSINESS-

-None

NEW BUSINESS/ACTION REQUIRED –

-None

DISCUSSION:

-Michelle Swallen spoke at length to the commission as to her home & renting her basement out as an Airbnb, short term rental. It will be a two-bedroom, one bathroom rental. She did confirm that the ingress and egress are both met with a full walk out basement. She walked the commission through the drawings she provided room by room. The basement is handicapped accessible and meet ADA requirements inside the home as well. Michelle asked for guidance with permits needed to be able to move forward. Mr. Holt asked about parking & Ms. Swallen stated that it is a wrap around driveway & the guest parking is right next to the entrance into the basement as well as additional parking down toward the back yard. There are two off street parking stalls. They also would have alley access. There is no entrance inside the home from the

upper story to the basement. Mayor Harsha asked what the zoning was and Mr. Holt stated that it is Residential A, which will require a Conditional Use Permit. Rob Holt advised Michelle Swallen to look into the reporting requirements within the city as he isn't sure how that applies with short term rentals. Rob Holt stated that the review factors for a CUP is in 155.046. Rob Holt & Mayor Harsha, both believe this is a good location. Rob Holt explained the application process for a CUP to Ms. Swallen.

DISCUSSION:

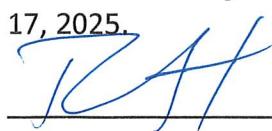
Chair Holt brought up that the Permitted Use Table is next for discussion as to anything to be updated, but specifically the crematory area. Other jurisdictions separate a crematory when associated with a funeral home compared to commercial crematories. SSD stated our GIS tool is very close to being finished with the overlay of zoning & Rob Holt stated this will be an essential tool for the Planning Commission to make sure we have appropriate use types. Rob Holt asked the committee to review this table and in the coming months we can make some changes if needed.

DISCUSSION:

Mr. Holt stated 25-10-000-250.00 (36 ac) was brought up by Mr. Sims and asked him to further explain it. Mr. Sims stated that he was in conversation with Becki Oglesby and she indicated that she had this property pending to sell. Bill Sims said that Mrs. Oglesby was asking what the area was zoned and he could not find that information. Mayor Harsha stated most of that area is in a flood plain. It was confirmed that this parcel was annexed into the City, however they do not remember zoning it. It was discussed in depth as to if it was zoned during the annexation process. Mayor Harsha requested to let Administration do some research and see if there is information as to how or if it was zoned. Mayor Harsha said he finds it odd that we would've blindly annexed this in, but if it was, it needs to be zoned now. SSD Adkins believes the zoning was discussed at the annexation time. Rob Holt suggested we do further research & depending on what we find then reach out to the new property owner to inquire as to what he intends to do with the property.

MOTION: At 6:07 pm Chair Rob Holt moved to adjourn, seconded by Shawn Adkins.

The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, February 17, 2025.



Rob Holt, Chair

Megan E Blackburn Megan Blackburn, Clerk