

**Hillsboro Planning Commission Minutes
May 21, 2018 – Regular Meeting - 5:30 p.m.
Highland County Administration Building – 119 Governor Foraker Place**

CALL TO ORDER

At 5:35 p.m., Tom Eichinger, Chair, called the Hillsboro Planning Commission meeting to order.

ROLL CALL

The following were present for the meeting: Tom Eichinger, Chair; Charlie Guarino, Vice-Chair; Mayor Drew Hastings, Mel McKenzie, Safety and Service Director; Joe Mahan, and Ruth Robbins. Rob Holt was unable to attend. Ann Morris, Council member, was also present.

DETERMINATION OF QUORUM

A quorum was met.

APPROVE MINUTES

The minutes from the April 16, 2018 Regular Meeting were reviewed and accepted as presented.

CORRESPONDENCE *No correspondence*

NOTE

Mr. Eichinger changed the order of business to accommodate the people present that wished to address the Commission. "New Business" was heard before "Unfinished Business."

NEW BUSINESS

Vacate Alley – 318 Bigelow Street – OHCA Properties, LLC

Kristy Wilkin, Peele Law Office, was present to request the vacation of an alley on behalf of OHCA Properties, LLC. OHCA owns Parcel Number 25-54-001-040.00 at 318 Bigelow Street and wishes to sell the property. During the title search it was discovered that the alley that runs between the two buildings on the property was never officially vacated. The alley is being used as a parking lot for the two buildings. The plat map showed the alley as vacant and it was surveyed as such in 2004 but the city never officially vacated it. No survey of the alley will be required because the survey was completed in 2004. Vacating the alley in 2018 will make the 2004 survey correct. A public hearing will be scheduled for July 9, 2018 to hear comments on the vacation of the alley.

Non-Compliant Use of Property – 302 Wenmar Avenue – Bill Meyers

Bill Meyers was present to address the issue of a non-compliant building on his property at 302 Wenmar Avenue. Mr. Eichinger explained that the Planning Commission could not take any action regarding the pole barn built on Mr. Meyers' property which is zoned Residential A. Only the City can take any action against Mr. Meyers. The Planning Commission was willing to listen Mr. Meyers' comments and would hear any request for a variance.

Mr. McKenzie explained that the building is not a single-family dwelling and it is not considered to be an accessory building because it is not on the same parcel as a residence. It also exceeds the height restriction (12 feet) for an accessory building. Mr. McKenzie said that the two easiest solutions to the problem were: 1) rezone the parcel containing the pole barn or 2) combine the parcel containing the pole barn with the parcel across the street with the residence. The Commission is not likely to approve spot-zoning for the parcel. If the parcels are combined, the pole building becomes an accessory building but would still require a variance for exceeding the height restriction. Mr. Eichinger said that the Commission would consider a variance for the height of the building but would not commit to a variance at this time. The Commission requires a request from the property owner before a variance will be considered.

Mr. McKenzie emphasized that Mr. Meyers was still in violation of the city code for violating the zoning and for not obtaining a building permit prior to erecting the pole barn. He said that no one wants Mr. Meyers to take the building down but there will be a fine to hopefully deter the same thing from happening in the future. He clarified that the fine is from the City and not from the Planning Commission.

Mr. Meyers said that he was not aware until January 2018 that there was no permit submitted to the City. Mr. Eichinger explained that the builder is equally liable for any fines levied. Mr. Meyers said that he checked subdivision regulations through the county but was not aware of the city's permit requirements. He apologized to the Commission and said he would try to make it right. Mr. McKenzie advised him to check with the county map office to be certain that he can combine the two parcels if he decides to do that. If he does combine the two parcels, he is required to ask the Planning Commission for a variance for exceeding the height requirement. Mr. Meyers asked if he could convert the pole building to a residence. Mr. Eichinger said that he has the building but he does not have a residential building permit and would need to go through that process. Mr. McKenzie said that if he converts the building to a residence now he can move forward with the permit process after the fine is paid for the original violation. Mr. McKenzie will determine the fine on behalf of the city and advise Mr. Meyers of the amount.

Vacate Alley – 210 Park Avenue – Tom and Courtney Lubbers

Tom Lubbers was present to request the vacation of an alley at 210 Park Avenue. He had his property surveyed prior to installing a fence and that was the first he learned that there was an alley next to his property. He said there is a telephone pole in the middle of the alley. Mr. McKenzie will check for any infrastructure issues in that area and advised Mr. Lubbers that he will be required to have a second survey done for the alley. If possible, Mr. Lubbers could work with his neighbor to split the cost of the survey and if they prepare a deed with an adjoiner clause the alley only could be surveyed. A public hearing will be scheduled for July 9, 2018 to hear comments on the vacation of the alley.

UNFINISHED BUSINESS/DISCUSSION

City Master Plan - Update

The Commission discussed ideas for the master plan for the city. The annexation process for the unincorporated “pocket” areas in the city stalled after being approved by council in 2015. Annexation of these islands, the US 50 park and subsequently the properties between the park and the corporation limit, and the Fenner property between High Street and North West Street was discussed. Mayor Hastings said that Hillsboro is basically land-locked and does not have much property within the city to develop.

The Commission also discussed tourist attractions and bike trails toward Rocky Fork Lake and reviewed a list of ideas discussed in February 2017. Mr. Eichinger said there is a demand for housing in the \$90,000 to \$140,000 range and the city could use another subdivision of homes. Mr. McKenzie said that Appalachia Partners for Economic Growth (APEG) was very interested in development of Hobart-Carl Smith Drive but the owner of all of the property along Carl Smith Drive is reluctant to develop or annex. Annexing Carl Smith Drive to SR 73 would allow the city to close its water loop for fire suppression.

Mayor Hastings suggested that the Planning Commission concentrate on changes that can be made by the city and let the county and the Visitors Bureau concentrate on county ideas. He cited downtown Miamisburg as an example of what Hillsboro can do. Mr. Eichinger said that development and changes require the combined efforts of the city and private business/industry. All members will provide Mr. Guarino with more input at the next meeting.

NO ACTION REQUIRED

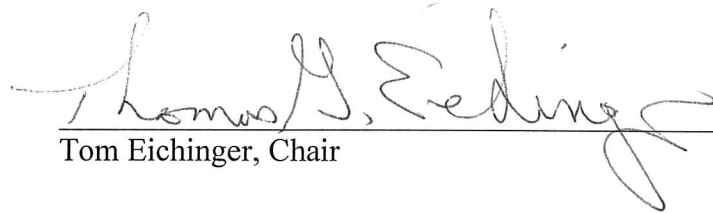
- Approve Replat Elizabeth Drive (Add “Adjoining Lot” Note) Carol White, Trustee (SSD Signed mylar on 4-19-18)
- Approved Replat of Colony Theater Space – North High Street (SSD Signed Mylar on 4-19-18)
- Approve Deed 831 S. High St. – Archibald Trust to Grantees (SSD Signed Deed

- on 5-2-18)
- Approve Street Dedication Plat for Homestead Drive (SSD Signed Mylar on 5-2-18)
 - Place Condo Numbers on Lots on Springlake Ave (SSD Signed 04-28-18)
 - Final Plat for Colony Theater Space (SSD Signed Mylar on 5-14-18)
 - Approve Deed W/O Driveway Cut – Simmons to Bates – 270 Bigelow St. (SSD Signed Deed on 5-14-18)
 - Approve Deed W/O Driveway Cut – Ross to White – 101 Mary’s Lane (SSD Signed 05-21-18)

ADJOURN

MOTION At 6:55 pm Mr. Mahan moved, seconded by Mr. Guarino, to adjourn.
Vote: all yeas.

The next regular meeting of the Planning Commission is at 5:30 pm on Monday, June 18, 2018 at the County Administration Building located at 119 Governor Foraker Place.



Tom Eichinger, Chair



Debbie Sansone, Clerk