

Hillsboro Planning Commission Minutes
July 16, 2018 – Regular Meeting - 5:30 p.m.
Highland County Administration Building – 119 Governor Foraker Place

CALL TO ORDER

At 5:34 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; Rob Holt, and Joe Mahan. Mayor Hastings, Mel McKenzie, and Ruth Robbins were unable to attend. Council members Ann Morris and Wendy Culbreath were present for the meeting. Emily Crowe, from McBride Dale Clarion, and Bill and Crystal Myers were also present.

DETERMINATION OF QUORUM

A quorum was met.

APPROVE MINUTES

The minutes from the June 18, 2018 Regular Meeting were reviewed and accepted as presented.

CORRESPONDENCE

The Commission reviewed correspondence from:

- Bill Myers – Request for Variance of Height Restriction for Accessory Building at 302 Wenmar Avenue

NOTE

Mr. Eichinger announced that the zoning code amendment was approved at the City Council meeting on July 9, 2018. He thanked Council for passing the legislation as an emergency measure allowing it to become effective immediately. Mr. Eichinger thanked everyone who worked on the amendment for their efforts to update the code.

NEW BUSINESS

Mr. Eichinger addressed New Business first to hear the request from Bill Myers for a variance at 302 Wenmar Avenue. Mr. Myers requested a variance for the height restriction for an accessory building on his property on Wenmar Avenue. He rectified the violation of placing an accessory building on a vacant lot in a Residential A district by combining the lot containing the building with his lot across the street where his residence is located. He provided verification from a surveyor that the two lots will be surveyed as one. The building Mr. Myers erected exceeds the maximum height for an

accessory building (12 feet). The building is sixteen feet tall. The Zoning Appeals Board will conduct a public hearing on August 20, 2018 to hear public comment on the variance request. All property owners within 200 feet of the building will be notified of the hearing.

UNFINISHED BUSINESS/DISCUSSION

City Master Plan - Update

Emily Crowe of McBride Dale Clarion was present to explain the Scope of Work for Hillsboro's Master Plan. She said that modern plans can address economic development strategies for the city and can even include events. The plan should be focused, strategic, and action-oriented. She will begin with a SWOT (Strength-Weakness-Opportunities-Threats) survey. She suggested that the Commission list all of the items they would like to see addressed in the plan and then go back and prioritize those items. Public input will help to prioritize the list.

Ms. Crowe discussed the creation of a Steering Committee and asked the Commission to consider how much outreach to other groups they would like to have. Mr. Eichinger said that the group meetings with stakeholders for the Downtown Redevelopment District (DRD) were not effective and he would prefer one-on-one discussion with stakeholders. Mr. Holt suggested the use of social media to receive input and said he had very good success with Survey Monkey. Ms. Crowe said that online surveys are effective as well as canvassing fairs, events, and football games with surveys. Other suggestions included a questionnaire in the water bill and talking to civic classes at the high school. Ms. Morris suggested that the surveys should be worded to invoke positive responses and not just criticism and to make the survey interactive using QR codes and possibly a computer at a kiosk. The survey will be open for one month.

Mr. Guarino will compile a list of possible Steering Committee members. A list of stakeholders is also needed. Ms. Crowe suggested using a Web site to keep the community informed of the progress offering a sample from Harrison, Ohio. A free-standing Web site managed by McBride Dale Clarion is \$3,600.

The plan should be broad enough not to become outdated quickly. A ten-year plan is suggested with an update to the plan after five years. Ms. Crowe discussed goals, vision, and timeframes for each step as outlined in the Scope of Work. She hopes to have all the information for the plan offered to the public by May 2019 and allow thirty days for comments. The last phase is the adoption of the plan.

The Steering Committee will meet 7 to 11 times and each meeting will be approximately ninety minutes long. The goal is to encourage steering committee members to talk with other people and bring fresh ideas to each meeting.

MOTION Mr. Guarino moved, seconded by Mr. Holt, to proceed with a contract with McBride Dale Clarion for consultation to create a Master Plan. Vote: all yeas.

NO ACTION REQUIRED

- 264 Beech Street – Fannie Mae to Balawender – Deed Signed by SSD 07-11-18
- Lot No. 16 (Glenn Street) – Norma E Bick – Mylar Signed by SSD 07-11-18
- Highland County Subdivision Approval (3 Mile Radius) – 12.669 Ac Prouty Drive (James Phillips & Larry Daniels) – Application Signed by SSD 07-05-18

ADJOURN

MOTION At 7:03 pm Mr. Holt 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 August 20, 2018 at the Highland District Library located at 10 Willettsville Pike. A public hearing for a variance will be held at 5:00 pm at the same location.

Tom Eichinger, Chair

Debbie Sansone, Clerk