

**Hillsboro Planning Commission Meeting Minutes**  
**February 19, 2019 – Regular Meeting - 5:30 p.m.**  
**Highland County Administration Building – 119 Governor Foraker Place**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER**

At 5:30 p.m., Charlie Guarino, Vice-Chair, called the Hillsboro Planning Commission meeting to order.

**ROLL CALL**

The following were present for the meeting: Charlie Guarino, Vice-Chair; Rob Holt, Dane Allard, and Joe Mahan. Chair Tom Eichinger, Mayor Drew Hastings, Safety and Service Director Mel McKenzie were excused. Also present was Clerk Kimberly Newman.

**DETERMINATION OF QUORUM**

A quorum was met.

**APPROVE MINUTES**

The minutes from the December 17, 2018 meeting were reviewed and accepted as presented. The minutes from the January 22, 2019 Organizational Meeting and the January 22, 2019 Board of Zoning Appeal meeting were reviewed and accepted as presented.

**CORRESPONDENCE**

- Brigitte Waggoner- Duplex West Pleasant Street, emails were shared with the Planning Commission, Brigitte Waggoner requested minutes from September 2018 to January 2019 Planning Commission meetings. Clerk Kimberly Newman provided minutes from September and October 2018 to Brigitte Waggoner, explaining no minutes from November, no quorum, December and January minutes would be reviewed and signed at February 19, 2019 meeting and could be provided after approval.
- McBride Dale Clarion – website issue. The website was previously updated by Administrative Assistant II who is no longer employed. Due to this issue McBride Dale Clarion has created a Contract Addendum for temporary Website updates. The cost will not exceed \$3,000.00 and will be temporary.

**MOTION** Joe Mahan moved to approve the \$3,000.00 contract addendum with McBride Dale Clarion, seconded by Rob Holt, vote all yeas.

**UNFINISHED BUSINESS**

- *Master Plan - Ongoing*

Website is updated with survey, links and meeting notices.

• ***Church of Christ- 155 W. Walnut Street- Vacation of Alley***

Larry Burns and the leaders of the Hillsboro Church of Christ requested to Kimberly Newman to have the Alley vacation halted. They do not want to upset neighbors, and have received some discord from one neighbor and do not wish to pursue this alley vacation. Kimberly Newman emailed Council Clerk Heather Collins and advised her that the joint commission hearing that was set before the March 11, 2019 Council meeting was no longer needed, and the Alley Vacation has been halted.

**DISCUSSION-** The Planning Commission requested that Clerk Kimberly Newman send a letter and the \$193.50 legal advertising bill to the Hillsboro Church of Christ to be reimbursed since they requested the halting of Alley Vacation. The advertising was for six weeks publication.

**NO ACTION REQUIRED**

- Deed – Terry E. Mikkelsen and Victoria Mikelsen to Nathan B. Igo (Parcel No. 25-36-001-076.00 121 North East Street) Stamped by SSD 01-17-19
- Boundary Survey (Survey No. 2414) 8.034 acres
- Replat of Part of In-Lot No. 89 (S18-257) Stamped by SSD on 01-03-19
- Deed – Parcel No. (new split from 25-27-001-048.00) Stamped by SSD 01-03-19
- Deed - David Erkenbrecher (Parcel No. 25-44-001-053.00 115 East Pleasant Street) Stamped by SSD 01-03-19
- Deed – Parcel No. (25-54-001-054.00) 317 Bigelow Street, Hillsboro, Ohio 45133 Stamped by SSD 01-17-19
- Deed – Parcel No. (25-54-001-053.00) 319 Bigelow Street, Hillsboro, Ohio 45133 Stamped by SSD 01-17-19
- Deed – Parcel No. (25-45-001-035-00) 411 East Main Street, Hillsboro, Ohio 45133 Stamped by SSD 01-17-19
- Deed – Parcel No. 9split from 25-43-001-192.00) Stamped by SSD 01-14-19
- Deed – Parcel No. (split from 25-43-001-102.00) Stamped by SSD 01-14-19
- Deed – Harbor Freight 8.034A (was 8.033A)( 8A 5.3 P) approved for transfer 12-18-18 AAB Stamped by SSD 12-21-18

**ADJOURN**

**MOTION** At 5:44 pm Mr. Mahan moved, seconded by Mr. Guarino to adjourn.  
Vote: all yeas.

The next regular meeting of the Planning Commission is scheduled for 5:30 pm on Monday, March 18, 2019 at the Highland County Administration Building located at 119 Governor Foraker Place. The meeting is open to the public.

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Tom Eichinger, Chair

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Kimberly Newman, Clerk