

Hillsboro Planning Commission Meeting Minutes
March 18, 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., 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, Dane Allard, and Joe Mahan. Rob Holt, and Safety Service Director Mel McKenzie were excused. Also present was Clerk Kimberly Newman and Mark Wilson.

DETERMINATION OF QUORUM

A quorum was met.

APPROVE MINUTES

The minutes from the February 19, 2019 meeting were reviewed and accepted as presented.

CORRESPONDENCE

- Brigitte Waggoner, Heather Collins, Tom Eichinger- Duplex West Pleasant Street- Appeal has been reset from March to April Council meeting.
- Eric Daniels- public records request for October 2018 to February 2019- Agenda and minutes of Planning Commission, request has been fulfilled and satisfied.
- Larry Burns, Hillsboro Church of Christ- reimbursement of advertising cost of \$193.50 for alley vacation that was halted per their request.
- Emily Crowe, Venue for April public meetings, Public open house flyers-April 15, 2019, 11 am to 1 pm and 6 pm to 8 pm.
- Mark Wilson, Application for a Conditional Use Permit

UNFINISHED BUSINESS

- Brigitte Waggoner- 244 West Pleasant Street Duplex-Appeal, reset for April 8, 2019 Council Meeting from March 11, 2019.

DISCUSSION- The Planning Commission asked Clerk Kimberly Newman if she had verification that Council Clerk Heather Collins had the 2 weeks notification publication completed. Ms. Newman will follow up with Ms. Collins.

NEW BUSINESS

- Mark Wilson, Conditional Use Permit- Real Estate office – 652 N. High Street.

DISCUSSION - Mr. Mark Wilson submitted an application for Conditional Use Permit and was present at meeting for presentation and discussion of his application.

Mr. Wilson told the Planning Commission that he and his father Marvin Wilson purchased the 652 High Street property in the late 1980's. At that time, they requested of SSD Mr. Kelly Shelton that the property be used for a business, as it is in "Residential A". The request was granted via letter and has been utilized as a business since that approval. Business was being operated until March-April of 2018. Occasionally it was used for research of files, storage of signs. Then the office was empty of furniture, with no mail delivery. The business property still has utilities and gas and insurance, so it is deemed occupied, according to Planning Commission.

Mr. Wilson inquired if he could lease the property as a business, as he was told if it was vacant for 365 days, he would need to submit an application and present at Planning Commission. Chair Tom Eichinger, told Mr. Wilson, that although it has not been operating as a day to day business since March/April of 2018, it is deemed occupied. He requested of Mr. Mark Wilson to provide to Clerk Kimberly Newman, copies of utilities, insurance, as proof of occupancy. Once these documents are received the Planning Commission would like them presented to SSD Mel McKenzie for his evaluation. Once SSD McKenzie approves the proof of bills, a formal letter will be sent to Mr. Wilson, approving the continued use of 652 N. High Street property as a business.

Mr. Wilson inquired if he ever wanted to sell the property in the future, if the opportunity arose, could he do that. Chair Tom Eichinger advised Mr. Wilson that he could, as long as it continues to be occupied as a business. If it ever lapses for 365 days, no utilities, gas, insurance, operation, then he, or new owner would have to request from Planning Commission a review and inquiry, such as this one. Mr. Wilson thanked the Planning Commission and stated he would gather the necessary documents and get them to Ms. Newman soon.

NO ACTION REQUIRED

- Replat of part of In-Lot Nos. 22&23 File No. S18-272A Gutierrez Land Company Stamped by SSD 2/27/19
- Replat of Lot No. 5 Original Town Plat City of Hillsboro, Parcel No. 25-44-001-189.00 Stamped by SSD on 3/4/2019
- Deed William H. Myers and Crystal L. Myers 303 Wenmar Street, Hillsboro, Ohio Parcel Nos. 25-38-001-020.00 and 25-38-001-026.00. Lots #5 & #8. Stamped by SSD on March 15, 2019

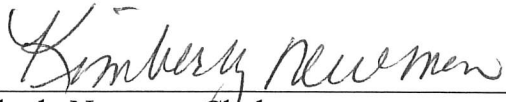
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MOTION At 5:53 pm Mr. Charlie Guarino moved, seconded by Mr. Dane Allard to adjourn.

Vote: all yeas.

The next regular meeting of the Planning Commission is scheduled for 5:30 pm on Monday, April 15, 2019 at the Highland County Administration Building located at 119 Governor Foraker Place. The meeting is open to the public.


Tom Eichinger, Chair


Kimberly Newman, Clerk