

Hillsboro Planning Commission Meeting Minutes
May 20, 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., Rob Holt-Chair, called the Hillsboro Planning Commission meeting to order.

ROLL CALL

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

DETERMINATION OF QUORUM

A quorum was met.

APPROVE MINUTES

The minutes from the April 15, 2019 meeting were reviewed and accepted as presented.

CORRESPONDENCE

Heather Collins- Clerk of Council, continuation of appeal- public hearing at 6:30 pm prior to May 13, 2019 Council meeting.
Resignation letter from Tom Eichinger
Appointment Letter Rob Holt Chair

UNFINISHED BUSINESS- no unfinished business

NEW BUSINESS

Resignation letter-Tom Eichinger, President
Appointment Rob Holt – Chair of Planning Commission
Overturned the Planning Commission decision at May 13, 2019 Council meeting.
Brigette Waggoner- 244 West Pleasant Duplex -Appeal, continued at 6:30 pm prior to May 13, 2019 Council meeting, Brigette Waggoner and Mark Shaw and neighboring property owners will be present in regard to the appeal of the conditional use permit of a Duplex.
Conditional Use Permit- Richard Donley, Highland County Republican Party- wanting to place a 10x10 utility building on West side of current building due to no back yard or property to place it.

DISCUSSION- Mr. Rob Holt was welcomed as the newly appointed chair of the

Hillsboro Planning Commission. Tom Eichinger resigned due to his appointment as Chair of City Council. The Planning Commission accepted the overturned decision from City Council on the duplex, they are elected officials and the process of the appeal was followed and a decision was made.

ACTION REQUIRED – Conditional Use Permit- Richard Donley, Highland County Republican Party- wanting to place a 10x10 utility building on West side of current building due to no back yard or property to place it.

DISCUSSION Dick Donley contacted Mel McKenzie, Safety and Service Director and advised Mr. McKenzie that he would be unable to attend the Planning Commission meeting. Mr. McKenzie explained that due to the lack of property space, the utility building cannot be placed in the back of the headquarters building. Inquiry on the type of building; wood, metal, type of door and style were discussed. The board asked Clerk Kimberly Newman to contact Mr. Donley and invite him to the June meeting so he can answer any questions the Planning Commission may have.

MOTION: Charlie Guarino moved Seconded by Joe Mahan to revisit the COA for the Republican Party at a later date.

Other new business- Charlie Guarino informed the Planning Commission that the Coffee and Commerce meeting went well, but more input is wanted and needed from the public, so the draft boards are now placed upstairs in the City Administration building for viewing and comments for another week or two. The next Steering Committee meeting will be May 30, 2019 at 6 to 8 pm. at the County administration large meeting room. Mr. Guarino gave an update on the Land Bank, acquired from the delinquency so far is \$83,000.00 from the County.

Mel McKenzie discussed digital billboards in the City, they have to be within 600 feet of a business. This can be an issue and something that the Planning Commission needs to be aware of. Mr. McKenzie had discussions with Lind Media on this topic. Mr. McKenzie will research this topic more and report to Planning Commission at a later time.

Mayor Drew Hastings addressed the board with information that as of July 1, 2019 there will be new a change of standards and verbiage in the residential code by the Ohio Building Board of Standards OBBS. Wording will no longer be permits, but plans. The City will be offering two informational sessions to anyone interested in June for the changes that will be coming.

The Planning Commission board discussed the need to find a new member to appoint to the Planning Commission that will fill Rob Holt's term that expires on 12/31/2023. The board will be looking for possible candidates.

NO ACTION REQUIRED

- Quit Claim Deed – legal description, Lot 1206A as described in exhibit A- original parcel nos. (25-11-001-009.00, 25-11-001-010.00, 25-11-001-011.00, 25-11-001-012.00, 25-11-001-013.00) of the replat of in-lots Nos. 1202-1206, of

- Highland Terrace subdivision and recorded in plat book 11, page 45 of the Highland Recorder's office. Signed by Safety & Service Director Mel McKenzie on May 10, 2019
- Replat of Lot 764 of the Uhrig Subdivision as recorded in Plat book 1, page 55 and adjacent to unplatted land in Military survey 2513, creating Lot 764A signed 4-15-2019 by Pennymac Loan Services, LLC.
 - Re-plat, Special/Limited Warranty Deed – legal description Lot 34A 0.151 acres, situated in the City of Hillsboro, County of Highland, being Lot no. 34A of the replat of part of out of lot no. 34 of the original town plat of the City of Hillsboro and recorded in plat book 11, page 37 of the Highland County Recorder's office. Signed by Hillsboro Planning Commission approved with/without driveway cut on April 18, 2019, Mel McKenzie- Safety & Service Director. Parcel id no. 25-45-001-072.00.
 - Replat Russel B. Muntz Addition, being all lots 558 and 559 Russell B. Muntz Addition P. B. 01 PG. 30 owned by Christopher and Emily Caton in O.R. 884 P. 320 (parcel nos. 25-54-001-005.00 & 25-54-001-056.00) Plat correctly represents the replat of lots nos. 558 and 559 renumbered to lot 558-A. Signed by Safety & Service Director Mel McKenzie on 4-29-2019.
 - General Warranty Deed, Buyer name Conway. Prior instrument reference: official record book 912, page 848 of the Highland County Ohio Records. Being Lot No OL 18-A(0.237 acres) recorded in Plat book 11, pages 44. Signed by Mel McKenzie SSD May 6, 2019
 - Quit Claim Deed David Lee Blair and Angela Blair and Timothy Joe and Julie Kay Blair grantors, hereby REMISE, RELEASE AND QUIT CLAIM an undivided on half interest to Timothy Blair and Julie Blair 339 East South Street. Being in lot No. 40-A of Replat of City of Hillsboro recorded in Plat book 11 pages 46 in the Highland Recorder's Office. Split from Parcel No. 25-45-001-088.00 Signed by Mel McKenzie SSD on May 7, 2019
 - Survivorship Warranty Deed Christopher Caton and Emily Caton grants with covenant to Daniel E. Mosley and Allison N. Hagar for the following real property Parcel No: 25-54-001-055.00 and 25-54-001-056.00 315 Bigelow Street Hillsboro, Ohio. Prior instrument reference : Official Record 884, Page 320 of the Deed Record of Highland County. Being in lot No 558-A of replat Russell Muntz Addition (formerly lot Nos. 558, 559 and vacated alley) signed by Mel McKenzie SSD on May 6, 2019
 - Replat of part of In-lot 1040 and ALL of 1041 Runk's subdivision of the City of Hillsboro, 327 Uhrig Street. Signed by SSD Mel McKenzie on May 10, 2019.
 - Limited Warranty Deed Lot 764A 80 Uhrig Street plat book 1, page 55, as recorded in Plat Book 11, page 47. Permanent parcel # 25-52-001-026.00 to William D. Hilterbran, trustee of the William D. Hilterbran revocable living trust agreement dated April 3, 2015 and Jenny M. Hilterbran, trustee of the Jenny M. Hilterbran revocable living trust agreement dated August 5, 2013. Signed by Mel McKenzie SSD on May 15, 2019
 - Replat of part in-lots 546 and 547 Muntz addition to City of Hillsboro Plat Book

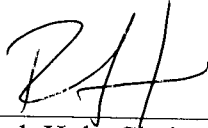
1, pg. 30. Signed by Mel McKenzie SSD on May 20, 2019.

ADJOURN

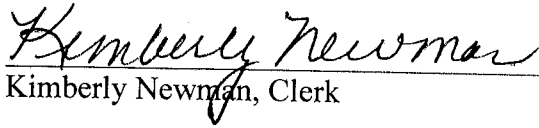
MOTION At 6:31 pm Mr. Joe Mahan moved, seconded by Mr. Mel McKenzie to adjourn.

Vote: all yeas.

The next regular meeting of the Planning Commission is scheduled for 5:30 pm on Monday, June 17, 2019 at the Highland County Administration Building located at 119 Governor Foraker Place. The meeting is open to the public.



Rob Holt, Chair



Kimberly Newman, Clerk