

Hillsboro Planning Commission Meeting Minutes
September 21, 2020 – Meeting - 5:30 p.m.
Old Firehouse 108 Governor Trimble 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, Brianne Abbott; Safety Service Director, Paul Worley, Charlie Guarino, Tracy Aranyos, Jason Brown and Mayor Justin Harsha. Also present were Clerk Kimberly Newman, Council President Tom Eichinger, and Public Works Superintendent Shawn Adkins.

DETERMINATION OF QUORUM

A quorum was met.

APPROVE MINUTES

The minutes from Planning Commission meeting held on August 18, 2020 were reviewed and accepted with correction.

CORRESPONDENCE – Letter from Larry Cadle, email from Brianne Abbott- Re: Porches/Decks, email from Lauren Walker Re: Site Plan Review and Porches/Decks

UNFINISHED BUSINESS –

- Review Site Plan Check list, form and fee
- Tabled- Review of Request for Variance for 133 Willow Street

NEW BUSINESS –

- Variance request for 212 Wilson Circle for enclosing a 12x 16 existing patio, Tom & Karen Mitchell
- Items for review and discussion:
 - Tanglewood Subdivision; all parcels listed to be considered for rezoning, currently zoned Farming F
 - Possible revision to pg. 24 fencing on Ordinance 2020-13, 1st reading 9-14-2020
 - Possible revision to language in zoning code for set-backs for unenclosed ground story porches or projections pg. 37 I, discuss change to 12 feet

ACTION REQUIRED

- Variance request for 212 Wilson Circle for enclosing a 12x 16 existing patio,

Tom & Karen Mitchell

DISCUSSION: At length discussion by board, it was determined that no variance was required. The existing pad was built prior to zoning code and is grandfathered. Clerk Kimberly Newman will advise the Mitchells of decision that no variance was required.

- Tanglewood Subdivision; all parcels listed to be considered for rezoning, currently zoned Farming F.

DISCUSSION: The board agreed that most of discussed parcels will be rezoned A, other parcels will be rezoned B and C. Brianne Abbott Safety & Service Director was asked to prepare a recommendation for how the parcels are to be re-zoned to present at October 19, 2020 Planning Commission Meeting for board review.

- Possible revision to pg. 24 fencing on Ordinance 2020-13, 1st reading 9-14-2020

DISCUSSION: Co-chair Charlie Guarino discussed with the board that the fencing language may need more description in the zoning code, it is currently part of items being revised and presented to Council. It was recommended to add a definition of ornamental fencing and to add to glossary: Ornamental- Serving or intended as an ornament; decorative (i.e. wrought iron, picket, etc.) Brianne Abbott was asked to prepare a recommendation for fence language to add as amendment to Ordinance 2020-13 to present at October 19, 2020 Planning Commission meeting.

- Possible revision to language in zoning code for set-backs for unenclosed ground story porches or projections pg. 37 I, discuss change to 12 feet

DISCUSSION: Discussion was at length and included changing the setback in rear yard to 20 feet from 40 feet in Residential A, as it is reflected in Residential B. Change from 12 feet to 10 feet for enclosed ground story porches and projections from the principal building. Brianne Abbott was asked to prepare a recommendation for rear yard setback, feet for enclosed ground story porches and projections and to change the table on 162-1 to reflect the changes.

- Review: Alley Exits to right only, also Drive thru windows, from Council committee.

DISCUSSION: Tom Eichinger, Council President explained to Planning Committee that this review of alleys and drive through windows was referred to Planning Commission from questions raised at Council Member Patty Day's Zoning and Annexation meeting and at Council. After much discussion by board members and review of drive-through facility definition on page 25 of zoning code, it was decided that the language and definition should stay as is, no action was taken on the issue of drive through window or

exist of alleys to the right only.

- Review of Site Plans and Fees

DISCUSSION: SSD Brianne Abbott advised that here is a need for Commercial Site Plan Review Application Fee, there is a lot of work and review involved in site plan review process. Research from other municipalities was done and it was proposed to have a \$200.00 fee. Newly created Applications were presented to Planning Commission members for their review. A Site Plan Review information sheet was created to help guide those with questions when applying for Site Plan Review. After much discussion and review, it was recommended to also have a similar form for Residential applications with a proposed fee of \$40.00 and for both forms to have boxes to check off or initial. Jason Brown expressed his concern that it can be cost prohibitive for business owners to gain all necessary permits and applications in the city of Hillsboro to own and operate their business. After much discussion, it was explained that there have been changes made to permits and fees that are not as cost prohibitive as in the past. If fees are to be applied to the applications it will also require Council approval.

MOTION: Charlie Guarino moved to approve the forms for Commercial Site Plan Review Application with a \$200.00 fee and Residential Site Plan Review Application with a \$40.00 fee with boxes on both forms for checking and/or initials. Seconded by Rob Holt. Vote: Rob Holt, Brianne Abbott, Tracy Aranyos, Charlie Guarino, Mayor Justin Harsha, Paul Worley Vote yea. Jason Brown Vote no.

- Request of Variance for 133 Willow Street, Southern Hills Bank Parking Lot, correspondence letter from Larry Cadle

DISCUSSION: The property for proposed parking lot had been viewed since last meeting by several board members and letter from Mr. Cadle was reviewed at meeting. Further discussion was had on public comments at Public meeting held on 8-17-2020, also how the property for the parking lot 133 Willow is zoned and other possible uses. It was agreed that many comments and concerns of neighboring property owners, although valid concerns, they did not pertain to request of variance for parking area on proposed lot for Southern Hills Bank. The request was previously tabled on 8-17-2020 and after lengthy discussion it was moved to be taken off the table.

MOTION: Brianne Abbott moved to take the tabled variance request from Southern Hills Bank off the table and approve the variance that would allow Southern Hills Bank to proceed with the parking lot. Seconded by Tracy Aranyos. Vote all yeas. Clerk Newman will advise Southern Hills Bank of vote as well as Neighboring Property Owners and advise them of appeals rights and procedure.

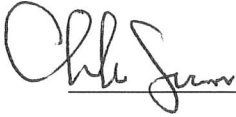
NO ACTION REQUIRED –

- Replat part of Out-lot No. 34, being part of V.M.S. No. 2513, being part of Out-lot no. 34 of the original town plat book 01, page 192 owned by Jeff Everhartt, trustee as recorded in O.R. 916, page 147, parcel no. 25-45-001-069.00. Renumbered to lot nos. 34-A & 34 B inclusive. Signed by SSD Brianne Abbott on August 17, 2020.
- Replat part of Lot No. 102, being part of V.M.S. No. 2353, being part of Lot No. 102 as recorded in plat book 01, page 02 owned by Bruce E. & Sheila Lamb as recorded in O.R. 985, P. 4662 Parcel No 25-43-001-146.00. Signed by SSD Brianne Abbott
- Replat of the city of Hillsboro, being part of original in-lot numbers 112 & 113 being recorded in plat book 1, page 2 being owned by Luke Westin Credit as recorded in O.R. volume 978, parcel number 25-36-001-077.00. Signed by SSD Brianne Abbott on August 24, 2020
- Replat of all of lot Number 574 and part of a 16.50 feet wide alley vacated on August 18, 1977 in deed book 315, page 870 of the Russell B. Muntz Addition. Renumbered lot 574-A. Signed by SSD Brianne Abbott on September 1, 2020.
- Replat of in-lot no. 372, Kenneth Wayne Anderson and Angela S. Anderson O.R. 811, page 440 in lot no 373 31 feet off south part of in lot no. 372 parcel number 25-444-001-003.00. Signed by SSD Brianne Abbott on September 2, 2020.
- Replat of lot numbers 166 & 169 and is to be renumbered lot 169B recorded in plat book 1, page 2 O.R. volume 756, page 907 Parcel number 25-44-001-109.00. Michael and Carole Thompson. Signed by SSD Brianne Abbott on September 2, 2020.
- Replat of lot number 53, as recorded in Plat book 1, page 2 being owned by J Steven, James W. & Joyce J. Fetro as recorded in O.R. volume 290, page 865, parcel number 25-35-001-029.00, renumbered 53A. Signed by SSD Brianne Abbott on September 14, 2020.
- Replat of lot number 53, recorded in Plat book 1, page 2 owned by Helen Walton O.R. volume 873, page 807 parcel number 25-35-001-028.00, renumbered 53B. Signed by SSD Brianne Abbott on September 14, 2020.
- Replat of lot number 53, as recorded in Plat book 983, page 1010 owned by the City of Hillsboro, parcel number 25-35-001-027.00, renumbered 53C. Signed by SSD Brianne Abbott.
- Replat of lot number 789 of Scarborough's subdivision as recorded in Plat book 1, page 61, being owned by Kathy Jordan as recorded in O.R. Volume 953, page 770 parcel numbers 25-52-001-037.00 & 25-52-001-038.00 and to be renumbered 789A.

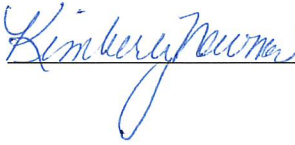
ADJOURN

MOTION At 7:02 pm Rob Holt, Chair moved, seconded by Mayor Justin Harsha to adjourn.

The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, October 19, 2020 at 108 Governor Trimble Place, Old Firehouse. This meeting is open to the public.



Rob Holt, Chair
Charles Guarino, Vice Chair



Kimberly Newman, Clerk