

DATE: 8/11/25

TIME: 5:30PM

**THE HILLSBORO BOARD OF PLANNING AND ZONING COMMISSIONERS HELD A REGULAR MEETING IN THE COMMISSION CHAMBERS AT CITY HALL AT THE ABOVE DATE AND TIME.**

Commissioners present: Bruce Bowersox, Levi Reese, Brent Mikkelsen, Doug Waters

Commissioners absent: Matt Miller, Leif Swenson

Others present: none

Commissioner Bowersox opened the meeting with the Pledge of Allegiance at 5:30 PM

**Meeting Minutes:**

- Reading and approval of meeting minutes for July 14<sup>th</sup>, 2025

*Commissioner Waters made a motion to approve the minutes with changes. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried.*

**Building Permits:**

- 25-046- Wright
- 25-047 Salvador
- 25-048- Mootz
- 25-051- Mau
- 25-052- Riopelle
- 25-053- Miller's Fresh Foods
- 25-054- St John's
- 25-055- Vet's

*Commissioner Mikkelsen made a motion to approve the permits listed above. Commissioner Waters seconded.*

*All voted in favor, motion carried.*

- 25-049- Oanes
- 25-050- Evans

*Commissioner Mikkelsen made a motion to approve the permits listed above after approval from Zach Anderson.*

*Commissioner Waters seconded.*

*All voted in favor, motion carried.*

- 25-044- Pruneda
  - Talked with other contractors in town to help with how to construct this wall replacement
  - Talked with owner and they will comply with recommendations
  - Need to have a pic of form before concrete is poured and inspection upon completion

*Commissioner Waters made a motion to approve the permit listed above with terms. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried.*

- 25-056- Ferguson- need more information

**Old Business**

- Permit application final approval
  - Made changes form last meeting

*Commissioner Mikkelsen made a motion approve the final copy of the building permit application. Commissioner Waters seconded.*

*All voted in favor, motion carried.*

- Rehab/demo abandoned properties guidelines-
  - Change some wording, add ND century codes
  - Process starts with a complaint/concern submitted to the City

- Will have draft for next meeting
- Building inspector
  - Inspectors are working with secretary of state to be able to be a contracting service for the City of Hillsboro

**New Business**

- Complaint about Hersch garage and living/staying in camper
  - Garage was damaged in a fire
    - Active building permit will wait to see progress
  - Staying in a camper- needs a permit
    - 2 week permit- will need to come to commission to request extension
- Jordal subdivision
  - Would like to sell some of the units
  - Will need to change the lots from 100ft lots to 50ft lots and rezone to an R3

*Commissioner Waters made a motion to approve the request to change from and R2 to R3 send to City Commission for approval. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried.*

**Other:**

**Adjournment:**

*Commissioner Mikkelsen made a motion to Adjourn the meeting at 6:14pm. Commissioner Waters seconded.*

*All voted in favor, motion carried.*

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Casey Eggermont  
City Auditor

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Bruce Bowersox  
Committee Chair

The next regular meeting of the Hillsboro Board of Planning & Zoning will be at 5:30 PM on Monday, September 8<sup>th</sup>, 2025, City Hall Commission Chambers.