

DATE: 08/19/2024

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: Brent Mikkelsen, Bruce Bowersox, Levi Reese, Kevin Grothmann, Matt Miller

Commissioners absent: Leif Swenson

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

**Meeting Minutes:**

- Reading and approval of meeting minutes for July 8<sup>th</sup>, 2024

*Commissioner Grothmann made a motion to approve the minutes with changes. Commissioner Miller seconded.*

*All voted in favor, motion carried.*

**Building Permits:**

- 24-047 Ag County
- 24-048 Hurt
- 24-049 Meyers
- 24-050 Rauser
- 24-051 Svaleson
- 24-052 RDK- Approved by Midwest Inspections
- 24-053 Owens
- 24-054 Casey's
- 24-055 Seigert – Send to Midwest Inspections

*Commissioner Miller made a motion to approve the building permit permits listed above. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried*

- 24-026 Kohen – still waiting for letter

**Old Business**

- **Living in Campers**
  - Update ordinance
    - Draft

**New Business**

- **KLJ- Court house project:** Scott Middaugh
  - Working with the county on the parking lot project
  - West of courthouse
  - Requesting street access to Caledonia Ave
    - Concerns of too many access point to Caledonia
    - Suggested access point off of 2<sup>nd</sup> ½ St NW to be in line with 1<sup>st</sup> Ave NW
    - Storm sewer- adding 1.08 cfs to drain parking lot
      - Would need to talk to Steve Swanson at AE2S to see how it would effect
    - Traill county social services
      - would like to add extra street lights
        - County has a grant
          - Cost to city?
        - Need to get lighting level – talk to PW
        - Can it go on the building
      - Street crosswalk with ramp to access
  - Trees- to be removed
    - Not marked by city
  - Permit from city?
    - First Planning and Zoning then to commission for approval
      - Street access and lighting
    - Sept- attend meeting
- **Stenson Subdivision:**
  - 1<sup>st</sup> st SE- 164<sup>th</sup> Ave SE
  - Move to JR for paperwork and AE2S
    - Would like more info
    - Planning and Zoning is in favor of Stenson's 7 acers

**Other:**

Homes that have projects without permits

**Adjournment:**

*Adjourn the meeting at 6:22pm.*

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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 September 9<sup>th</sup>, 2024, City Hall Commission Chambers.