

DATE: 7/14/25

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, Matt Miller(via Teams), Leif Swenson

Commissioners absent: none

Others present: Jeff Mootz

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

Meeting Minutes:

- Reading and approval of meeting minutes for June 9th, 2025

Commissioner Waters made a motion to approve the minutes with changes. Commissioner Swenson seconded. All voted in favor, motion carried.

Building Permits:

- 25-038- Woodland Park
- 25-039 NPR
- 25-040- Jorpeland
- 25-041- Sinner
- 25-042- Massey
- 25-043- Peterson
- 25-045- Ewing oil- cenex

Commissioner Mikkelsen made a motion to approve the permits listed above. Commissioner Swenson seconded. All voted in favor, motion carried.

- 25-044- Pruneda- need more information

Old Business

- Permit application revision- commercial
 - Make a universal permit add one page with commercial questions
 - Revised permit presented

Commissioner Swenson made a motion to combine both residential and Commercial applications to make on building permit applications. Commissioner Mikkelsen seconded.

All voted in favor, motion carried.

- Rehab/demo abandoned properties guidelines-
 - Looked at guidelines from other cities
 - Look at making a check list to help determine if the property is blighted – come with ideas next meeting
- Building inspector
 - 4 inspectors interested from the city of Fargo and Horace
 - Hire as city employees and we set fees?
 - Contract out?

New Business

- DOT Access points
 - Map showing potential access points
 - Widening
 - No frontage road parcels will not be split

Commissioner Miller made a motion to approve the plans as presented. Commissioner Swenson seconded. All voted in favor, motion carried

- Letter To Siwek
 - Letter presented to members
 - Can be sent out through Ohnstad or from Planning & Zoning

Commissioner Swenson made a motion to approve sending the letter presented. Commissioner Waters seconded. All voted in favor, motion carried.

Other:

Jeff Mootz

- Looked at the roof at City Hall upon request of the city
- Was approached by neighbor to look at plan for building a new home and naming Mootz as a general contractor
 - Gave Jeff ideas as how to talk to neighbors
 - Neighbors will need:
 - Plot plan- could go to Menards to get plan
 - Certified electrician to hook up all electrical
 - Certified Plumber for water and sewer
 - Look into ordinances for lot size, setbacks, and building size

Adjournment:

Commissioner Waters made a motion to Adjourn the meeting at 6:19pm. Commissioner Mikkelsen seconded. All voted in favor, motion carried.

Casey Eggermont
City Auditor

Bruce Bowersox
Committee Chair

The next regular meeting of the Hillsboro Board of Planning & Zoning will be at 5:30 PM on Monday, August 11th, 2025, City Hall Commission Chambers.