

DATE: 3/10/25

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, Leif Swenson

Commissioners absent: Matt Miller

Others present: Casey Eggermont, Doug Waters

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

**Meeting Minutes:**

• Reading and approval of meeting minutes for January, 13<sup>th</sup>, 2025, February 26<sup>th</sup>, 2025, March 5<sup>th</sup>, 2025  
*Commissioner Swenson made a motion to approve the minutes. Commissioner Mikkelsen seconded.  
All voted in favor, motion carried.*

**Building Permits:**

- 25-006- Siwek sent to Midwest Inspections
  - Waiting on update
- 25-007 Halgren
- 25-011 Hanson
- 25-001D Hersch
- 25-008 Miller- resubmit

*Commissioner Swenson made a motion to accept the building permits listed above. Commissioner Waters seconded.  
All voted in favor, motion carried*

- 25-010 Breen
- 25-009 Schuh
- 25-012 Hersch
  - Needs to be 10 foot min setback from sidewalk and property line on the west
  - If he would like less he would need to attend a Planning and Zoning meeting to ask for a variance.

*Commissioner Mikkelsen made a motion to send the building permit listed above to Midwest Inspections with discussed terms for 25-012. Commissioner Swenson seconded.*

*All voted in favor, motion carried*

**Old Business**

- **Court house project**
  - No updates
- **Permit application revision**
  - Revised

*Commissioner Swenson made a motion to approve the revised permit application pending Bruse's reread. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried*

- **Rehab/demo abandoned properties guidelines**

*Commissioner Waters made a motion to table discussion to next meeting. Commissioner Swenson seconded.*

*All voted in favor, motion carried*

**New Business**

- **Process of application approval**

- Guidelines sheet given for office approval by Casey
  - any questions – contact Bruce and Bruce would determine if the permit should be sent to Midwest inspections or approved.
  - Planning and Zoning will only see permits that have been approved by Casey in office or Midwest as the Second approval
- **New build elect, water/sewer hood up fee, contract, and policy**
  - Added to the permit application
- **Garage Demo-** discussed in permits
- **New member**
  - Doug Waters

*Commissioner Swenson made a motion to approve the new member Doug Waters. Commissioner Mikkelsen seconded. All voted in favor, motion carried.*

**Other:**

- Leo Ackerman
  - Wanting to build an outbuilding larger than 200 sq ft, but cannot due to Convenance
    - Convenance of Prairie view can be altered every 10 years by a vote of the individuals living in the development
    - P&Z recommendation- Talk with an attorney and have minimum of 10 signatures on paper to have record of approval
    - Check setbacks
    - Bring signatures with permit application

*Commissioner Bowersox made a motion to have the owner secure 10 signatures of neighboring property owners and return with building permit we will authorize the construction. Commissioner Swenson seconded. All voted in favor, motion carried.*

- Glen Hultin
  - Submitted a permit application and the height was over the ordinance height
    - Is asking for a variance due to hardship
    - Talk with neighbors and get written approval
    - Will be sent to Midwest inspection if approved by City Commission

*Commissioner Mikkelsen made a motion to approve the Variance on the receipt of signatures of neighboring property owners. Commissioner Swenson seconded. All voted in favor, motion carried.*

**Adjournment:**

*Commissioner Swenson made a motion to Adjourn the meeting at 6:32pm. 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 April 14<sup>th</sup>, 2025, City Hall Commission Chambers.