

DATE: 10/13/25

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, Doug Waters, Matt Miller, Leif Swenson, Brent Mikkelsen

Commissioners absent: None

Others present: Keith Anderson

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

**Meeting Minutes:**

- Reading and approval of meeting minutes for September 9<sup>th</sup>, 2025

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

*All voted in favor, motion carried.*

**Building Permits:**

- 25-067- Anchor
- 25-068- Huffman
- 25-069- Melby
- 25-070- Nelson
- 25-072- Anderson
- 25-074- Hansen
- 25-075- Nelson
- 25-076- Monroe – Bruce approved
- 25-077- Hillsboro INN
- 25-078- Alsop

*Commissioner Miller made a motion approve the above building permit applications. Commissioner Swenson seconded.*

*All voted in favor, motion carried.*

- 25-066- Monroe
  - Regrade back yard- need info of direction of water drainage
- 25-059- Hammond – Not approved- letter of removal to be sent
  - Added an additional container
    - Does not follow ordinance 534

*Commissioner Swenson made a motion to deny permit applications 25-059 and have one week to remove. Commissioner Miller seconded.*

*All voted in favor, motion carried*

- 25-080- Anderson – in attendance – not approved-
  - Wants to add living space with water and elect to garage on property
    - Need a house on property to have elect and water hook ups
    - Need to have an active building permit with plans and specs and then will be submitted to city building inspectors
- 25-071 Fire hall
  - 25-071 foundation only permit
- 25-073- Best
- 25-079- Explorers Academy/Dera Johnson

*Commissioner Swenson made a motion approve permit applications 25-071 foundation, 25-073, & 25-079. Commissioner Mikkelsen seconded.*

*All voted in favor, motion carried*

**Old Business**

- Rehab/demo abandoned properties guidelines- substandard building checklist
  - Discussed draft
  - Made a few changes

*Commissioner Waters made a motion to approve the Substandard building checklist. Commissioner Swenson seconded. All voted in favor, motion carried*

- Building inspector
  - New inspection company – Red River Municipal inspectors

**New Business**

- Resident complaint: building structure
  - Old theater- bricks falling off rear of building
  - Bowersox will take this check list and look at building after it passes City commission
- Property information request: 322 1<sup>st</sup> Ave NW
  - Driveway is a dedicated road/alley to access the property to the north
  - Need to have property lines surveyed
  - On plat map and deed

**Other:**

**Adjournment:**

*Commissioner Swenson made a motion to Adjourn the meeting at 6:20pm. Commissioner Miller 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, November 10<sup>th</sup>, 2025, City Hall Commission Chambers.