

City Planning Commission
May 20, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall
Minutes

Roll Call

Commissioner Kniffin – Absent, Excused
All other commissioners present

Public Present: Jack McClain

Public Comment

Jack McClain asked questions about two buildings on West St. that were on the Code Enforcement update that was distributed to the Planning Commission. He also suggested zoning inspections and a mandatory code enforcement inspection upon the purchase of a property.

Consent Agenda

Commissioner Winter moved to approve the consent agenda.
Seconded by Commissioner Morrissey.
All in favor.

Old Business

Bylaws Review

- There was an extended discussion about potential revisions to sections III-XI of the Commission's Bylaws. Record of the suggested changes was presented to the Commission by Commissioner Winter and further revisions agreed upon by the Commissioner were noted by Zoning Administrator Smith. This discussion was continuing an ongoing process of reviewing all the sections of the Bylaws with the intention of presenting proposed revisions to Council.

Ordinance Review: (26-2) and 9(5)

- There was a discussion about the interpretation of a sign ordinance, especially whether the ordinance distinguishes between "Billboards" and "Off-premises" signs.
- Commissioner Coykendall suggested that the two categories are functionally the same, and that the likely intention of the ordinance writers was to treat them the same way.
- Commissioner Winter emphasized the need for definitions, arguing that although Commissioner Coykendall is correct about the probable intentions of the ordinance writers, the actual language in the code is ambiguous.
- Commissioner Laycock suggested the primary issue is the "Temporary Sign" status and suggested that the ordinance be amended to include specific time constraints to define "temporary."

Ordinance Review: 26-33

- A potential project is located on a C-1 zoned property that is not college-owned. There was a question about whether 26-33 about sign regulations would treat said property as B-1 or C-1 for the purposes of signage.

- After a lengthy discussion clarifying the issue, the Commission agreed that the practical solution was to have the property treated as B-1 for the purposes of the sign regulation found in 26-33.

New Business

2026 Master Plan Update – Discussion

- Zoning Administrator Smith presented the most recent Master Plan and asked for guidance from the Commission whether Staff ought to prepare for amending that Master Plan or begin the expensive process of adopting a new Master Plan.
- Commissioner Winter suggested that the city should amend the current plan rather than spend money this year on writing a new master plan.
- Commissioner Coykendall suggested that no major changes were necessary to the Master Plan, and therefore it would be a waste of money to overhaul the whole plan.
- Commissioner Laycock suggested that in that amendment process, we should be sure to update the goals of the master plan to be current; he also suggested that section be added that would give a progress report and previous goals/initiatives outlined in former Master Plans.

Staff Report

Q1 Assessing, Code Enforcement, & Zoning Report to City Council

- Zoning Administrator Smith presented an update, the highlight of which was the code enforcement document and zoning report included in the packet.
- Commissioner Coykendall asked about the timing of when houses were condemned, and what the legal process looks for the code enforcement on the properties listed.
- Commissioner Winter asked about the timing of the demolition of houses that are condemned.

Public Comment (Commission-related items)

- Jack McClain suggested a moratorium on solar farms for the City of Hillsdale.
- Jack McClain also suggested that the City ordinances ought to require a permit for having a temporary sign.

Commissioners Comments

- Commissioner Winter wondered aloud about the process for codifying a moratorium on solar farms in response to Jack McClain's public comment.

Adjournment

- Commissioner Winter moved to adjourn at 7:00PM
- Commissioner Morrissey seconded the motion.
- All in favor.