

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

DATE: 5/28/2025

TYPE OF MEETING: Public Hearing – Zoning- JDM Rentals

START TIME: 6:45PM

VOTING SESSION: No

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR KELLY HOFFEE

PUBLIC HEARING

The Village of Millersburg Council held a public hearing on May 28, 2025, at 6:45 PM at the Village Hall, 6 N. Washington St. Millersburg, OH 44654 to determine if a zoning change will take affect for JDM Rentals. Hearing opened at 6:45PM.

Mayor Hoffee opened the meeting. JDM Rentals has applied to change zoning from R3 residential to a Special Use to construct a triplex.

Resident Olivia Biltz presented a packet to council for review of the Villages current zoning ordinances, the criteria for amending any zoning requests, a map of the parcel in question, two prior zoning changes that took place before the zoning code was set into place in 2004, the Villages description of a (SU) Special use district, JDM Rentals drawings for the project, as well as a print out from the Holmes County auditor’s website showing the parcel is land locked. Mrs. Biltz stated the Village enacted the zoning code in 2004 to promote and protect the public health, safety, comfort, prosperity, and general welfare of the residents of Millersburg. She stated that the council must follow section 1137.09 to make this amendment. Mrs. Biltz feels that what is being proposed goes against the current criteria. Mrs. Biltz feels that the entire point of implementing zoning is to prevent something like this from happening and to protect the residents’ property values as well. Mrs. Biltz continued by saying that regarding use of adjacent land there are 14 single family residences within 250 feet of this property with some being rentals. Mrs. Biltz wanted to make clear she is not against rentals. She is against this zoning change which goes against the criteria that council implemented. In the zoning board meeting the duplexes down the street were brought up. These duplexes were built in 1972 and 1994, before the zoning code was implemented in 2004. She stated that if this change is allowed to be a special use the change is permanent and sets a precedent for other properties in the area. This would allow for almost anything to be put in. Mrs. Biltz explained that it will be the residents who live in this area that will have to deal with the consequences of this passing. She also stated that the map JDM presented is inaccurate and “if you do your research, you will see this.” In 2010, that part of Forlow St was vacated by the Village so JDM would need an easement to access this property from Robbins Terrace and Scenic View Homes which is the second criteria in your zoning code (motor vehicle access). JDM also must have legal access to the property to get a house number for the property. The council is required to consider these three factors before implementing any changes to the zoning code. 1. Use of adjacent land- we are in a single-family residential area, 2. Motor vehicle access- Does not believe there is access and 3. Public health, safety, and general welfare of the residents of the Village- We as residents are here begging you not to make this change. Mrs. Biltz also mentioned how she and her husband attended the zoning board meeting and this meeting and JDM Rentals ~~haven’t~~have not attended

a single meeting. Mrs. Biltz is just asking the council to please listen to their residents and do what they are supposed to do.

Teresa Morris, representing Scenic View Homes, added that in 2010 that part of Forlow St. became property of Scenic View Homes and that they have been paying the taxes and doing the upkeep on that part of the alley. She stated that JDM has been driving on their property and they need to be stopped. Her biggest concern is that they are paying taxes on the property. JDM is already driving his trucks on their property and parking in their yard. If he's going to be allowed to build this triplex, then the Village needs to take this street back and pay for the upkeep of it.

Resident Heidi Gindlesberger feels that the neighborhood is nice the way it is now, and she does not want to see this triplex come in. She does not want this in her backyard. She stated that they have already started demolition by taking trees down and it has not even been approved yet.

Resident Jason Biltz asked the council why residents would want to continue pouring their hearts and invest money into their properties if they know this decision will cause their property values to go down.

Mr. Biltz stated that because the Zoning board approved this it is his knowledge that they need $\frac{3}{4}$ of council to deny it to stop it. He asks that the council please stop the precedent and deny this request.

Conn asked what has already been done to the property, Chad Cline stated that they have only cleared the land so far.

Hofstetter asked what was the reason that it was passed to come to the council.

Mayor Hoffee advised that the planning and zoning board are not saying yes or no. They agreed to pass it to Council.

Kellogg stated that duplexes and triplexes have already been approved by past council members setting a precedent. She also asked for facts about how property values would go down if this passes. She stated that there is no control over traffic by her house. She has asked many times for something to be done, and nothing has been done and yet her property value continues to go up.

Mayor Hoffee said she did not feel that just because this has been allowed in the past means they cannot deny this request. She feels that this matter is different as so many residents have shown up with concerns voicing their opinion.

The Public hearing closed at 7:00 P.M. so that the regular session council meeting started on time. This discussion will continue at the appropriate time during regular session.

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 5/28/2025

START TIME: 7:00 PM

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS – REGULAR SESSION

COUNCILMEMBERS ROLL CALL

NAME:		NAME:	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor		
Bob Hines	Solicitor	Matt Shaner	Police Chief
Jessica Kiner	Administrative Asst	Chad Cline	Asst Administrator
Jason & Olivia Biltz	Visitor	Teresa Morris	Visitor
Heidi Gindlesberger	Visitor	Melissa Patrick	Media/Reporter
Brody Gindlesberger	Visitor	Brodie DeHass	Visitor

COMMUNITY CALENDAR/EVENTS

Community Calendar

- May 29 – YMCA Community Meeting at New Pointe Church 6:30PM
- May 31 - Village Clean Up and Shredding Day
- June 7 - Closing Ceremony Holmes Center for the Arts Theater
- June 8 - Bicentennial Closing Weekend In Millersburg, Old Fashioned Band Concert, and closing of Millersburg's Time Capsule at Deer Run Park
- June 28 - Thunder Over Holmes County
- July 19 - Clue at the Mansion: Summer Edition
- July 26 - First Ladies Tea
- September 11 - Our Town Millersburg Part 3
- September 20 - Art in the Burg
- October 25 - Boo in the Burg and Millersburg Trick or Treat

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	5/12/2025

MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kellogg	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
VOTING RESULTS:		YES: 4 NO: 2	
CORRECTIONS (If any): Shoemaker stated no correction but said there is nothing in the minutes about the feedback from the gallery about B&Bs (short-term rentals). Mayor Hoffee stated that it was left out because the resident did not come to the microphone to speak. Hoffee asked Shoemaker if he would like to add something to the minutes. He replied, ‘no.’			
MOTION BY:	Polen	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-13	Bills \$119,767.36	Payroll \$73,310.49	Total \$193,077.85
MOTION BY:	Conn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ASST ADMINISTRATOR, CHAD CLINE
<p><u>DRB & P&Z Commission</u></p> <p>DRB approved the signage for Harvest Ridge Construction at 20 W. Jackson, signage for Millersburg Dental at 35 S. Clay, as well as the fence installation at Hotel Millersburg on May 15th.</p> <p>P&Z approved the variance request from Habitat for Humanity for 571 Elm Street for a side yard setback as well as reviewed a proposed parcel layout for the upcoming Steimel property sale.</p> <p><u>Wooster Road/Jones Street Intersection</u></p> <p>Spectrum has assigned a work order, still waiting on site for work to be done. Wooster road Jones St intersection.</p>	

Sidewalk Project & Post Office/Parking Lot Crosswalk Upgrades

No Update

Vehicles

The new Ford F550 is ready for pickup.

Pomerene Hospital Cross Walk

Delivered last week. Will work with Street Department on installation dates.

Airport Park

Awaiting shipping/installation dates from Gametime

Downtown Sidewalk Project

Discussion on planters vs. tree cutouts: Would like Council's thought on replacing the trees with planters or hanging baskets. This needs to be discussed prior to the major sidewalk project starting this year so that engineers can plan properly. The Tree City Board would like feedback from Council. Cline previously distributed some example photos to each Council member.

Conn asked if there has been negative feedback about the trees Chad Cline said that he has *only* heard negative things such as blocking store signs, the size of the trees, trees blocking parking spots, there is no uniformity, and the berries are terrible. Conn is not in favor of keeping trees along the downtown streets/sidewalks. Kellogg, too, is in favor of removing the trees. Hofstetter gave his opinion on why we should keep trees such as sound barriers, aesthetics, also they suck up pollution. He agrees that the current trees are not the right choice, but he feels there are other species that will work well. If you take out the trees this is also less places to put Christmas lights. Vaughn stated that if the trees are chosen correctly and placed correctly, he has no problem with trees. Polen would like to see a tree of some type. Shoemaker also like the idea of trees. After discussion council wants to investigate different species of trees – male Ginkgo biloba trees, perhaps. Trees are a good sound barrier for the downtown area. It was discussed that the placement of the trees should be carefully planned so they do not interfere with street parking spots.

Clay Street Park

Discussion/thoughts on proposed sidewalk layout at park. A map was presented with an idea of where a sidewalk could go avoiding the tough terrain and steep hill. The discussion was that the hill is too steep for handicap access. Discussion was had about having a handicap drop off on Clay St., however Mayor Hoffee had concerns that this would be very dangerous. Shoemaker asked if they could do things like the Cleveland Zoo and zig zag the ramp to help with the steepness of the hill. Kellogg wants someone to investigate grants for this project such as an ODNR grant. The Health Department representative that met with us to discuss the park options stated that there were grant funds available. Options will be investigated and report back.

Thank You

The Administration wanted to thank those who participated in Millersburg Elementary's last day of school event which included touch-a-truck and blow-the-horn.

Street Department Job Posting

Approval to advertise for a new employee for the street department as we will have an employee retiring soon. **Polen motioned to allow the advertisement. Seconded by Kellogg. 6Y0N - All aye - motion carried.**

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
No report.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	ADMIN ASSISTANT, JESSICA KINER
Fiscal Officer Bobbie Curry would like permission to continue paying the bills bi-weekly during the summer months when there is only one meeting a month. Polen motioned to allow the Fiscal Officer to continue paying the bills every two weeks. Seconded by Hofstetter. 6Y0N - All Aye - motion carried.	

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
Solicitor Hines stated that the trailer park bid proposal has been made public and getting a lot of interest. They are hoping to sell it this summer. Solicitor Hines has a meeting on June 10 th with a tax incentive specialist to hopefully get tax incentives approved quickly. Solicitor Hines also informed the council that there are 4 bills pending at the state regarding short-term rentals. Solicitor Hines has still not been able to reach anyone at the Division of Liquor Control regarding the DORA application. Kellogg asked if the Solicitor has had time to work on the Village rules. The solicitor responded that he has been working on them and that he and Vaughn are ready to schedule a meeting with the personnel committee to go over what they have so far. Solicitor Hines also stated that he is working on the personnel policy. Solicitor Hines stated that he got a proposal from Clemens, Nelson & Associates and he asked if he could share it with the rest of the committee, but he has not heard back.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>Council & Committee Meetings:</u> <ul style="list-style-type: none">• June 4 - DRB 6pm and Planning & Zoning 6:30pm (no agenda topics, likely canceled)• June 9 – Council (Summer Schedule – One Meeting per month)• July 14 – Council (Summer Schedule – One Meeting per month)• August 11 – Council (Summer Schedule – One Meeting per month)	

COMMITTEE REPORTS

COMMITTEE:	Tree City
PRESENTED BY:	Chad Cline
DISCUSSION: Chad Cline reported that he went on May 15 th to the tree city presentation on behalf of the Village of Millersburg and had a good experience. He presented a 10-yr flag that was given to the Village.	

COMMITTEE:	Business and Housing Committee
PRESENTED BY:	Shoemaker
DISCUSSION: It was decided to table discussion until we hear what the state decides on the four pending house bills regarding short-term rentals.	

LEGISLATION

NUMBER:	2025-103
TITLE: Ord. amending Zoning Map (Zoned Territory) of the Village of Millersburg (JDM Rentals)	
CLASSIFICATION:	Ordinance
STATUS:	1st Reading
DISCUSSION: It was asked who the owner of JDM Rentals is. Chad Cline stated that it is James Miller, part of JD Miller excavating. It was also discussed that the address used on the application was outside of town. It was also stated that JDM was not at the Planning and Zoning meeting and not here today. The council will have the 1st reading by title only of Ordinance 2025-103 this evening. The 2nd reading of said Ordinance will be on June 9, 2025, and the 3rd and final reading will be July 14 th , 2025. At the meeting on July 14, 2025, the Council will vote on whether the zoning change shall be approved. Conn asked if there was a consensus with Planning and Zoning committee before coming to Council. It was a split decision. Kellogg stated that she felt that since past members of Council have allowed this kind of thing to be done, they have set a precedent to continue. Conn stated that he did not agree; he said every situation is unique and different. Solicitor Hines stated that he is no longer invited to the planning and zoning meetings. He feels that the Village should not even be considering allowing this. He has reviewed the developer's plans and does not feel they are particularly good drawings. Solicitor Hines feels the Village needs to stop allowing these kinds of changes. Solicitor Hines stated that if you take the emotion out and follow the criteria you might ask yourself if this meets the criteria. Hofstetter added that even if this change passes, for another change to happen it would have to come back to the planning and zoning committee to be passed. Visitor Jason Biltz stated he was concerned about future development in the area. He said allowing this change will set a precedent for allowing this kind of action. Mrs. Biltz added that it has become an 'ask and you will receive' kind of thing. Why do you have building and zoning codes in place if you are not going to enforce them and not using them to guide your decisions? Mayor Hoffee discussed a duplex on Mad Anthony St that has three electric boxes, three furnaces and it is supposed to be a duplex not a triplex. Mr. Biltz stated that it was zoned for single family residential there is room for one more single family residential, and we are fine with that. Shoemaker stated that he feels that when residents show up to voice their concerns means a lot. The contractor has not shown up to any of the meetings so far. Mayor Hoffee agreed it does mean a lot when residents show up to voice their concerns. Mr. Biltz mentioned he would like the Planning and Zoning board to	

thoroughly review the development plans that are submitted for a zoning change and ask questions about legal points of access. He feels the recommendation was made prematurely with an inaccurate, illegitimate development plan. Kellogg stated that this is the first time she has heard about the problem with access. The map that was provided to them did not show this. The Planning and Zoning committee were given incorrect information on access. Mayor Hoffee presented the map the was given to the committee for review. Mr. Jason Biltz asked how the Planning and Zoning committee can approve development plans on a property that is land locked. Hofstetter stated that he pulled up the map on his phone and according to the auditor's site it does look land locked. The council was provided with new information from a resident about the land being land-locked and other new information that was not known by the planning and zoning committee. The council will investigate all the new information and thanked visitors for attending and bringing information.

OLD BUSINESS

TOPIC:	Old/New Business
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee would like the council to consider how they establish if something is old business vs new business. Old business would be topics that they need to make decisions on or take off the table and new business would be things that they need to think about and talk to people to gather information. Nate will be getting more information on this.	
TOPIC:	Traffic Issues
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Traffic issues were mentioned and Mayor Hoffee said she contacted Woodstock, Vermont as they have similar issues as Millersburg, and they use stop signs instead of traffic lights. Galion Ohio has the same set up as us also. Shoemaker asked how Berlin does it as he does not hear complaints there. Mayor Hoffee stated that there are many complaints. Hofstetter said the turning center did help but traffic is still terrible.	
TOPIC:	County Bed Tax Grant
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee mentioned the promotional video by Bronson Allison. She reports that village did not receive any bed tax dollars.	

NEW BUSINESS

TOPIC:	Council Rules
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee would also like the council to consider each member having a specific area of focus or expertise. This would involve taking responsibility for doing research on topics to stay informed so that we have a designated person who can speak knowledgeably about topics. She feels this would strengthen our decision making and will allow Council Members to be recognized for their leadership and accomplishments in that area. Suggested areas: paving & sidewalks, traffic flow, parking,	

parks & cemetery, personnel, strategic initiative implementation, and trailer park. She asked council to consider this idea.

Kellogg added to the discussion. She stated that she feels council needs to enforce using a form for guests to address council and giving their reason so that council can investigate the concern instead of it being presented that night. Kellogg said that approaching the microphone is not in the council rules. Yet, discussions from last meeting were not included in the minutes because guests did not approach the microphone. Rules should be clear and known to all visitors. Vaughn stated that a resident should not even be recognized if they cannot come up to the microphone. Vaughn said that council should reserve the right to table a topic to properly prepare and research the topic. Kellogg agreed.

It was also discussed that the Request Form to Bring an Item to Village Council for Official Discussion and/or Consideration be put on the village website and on the table in the entry way at village hall.

Vaughn would like to schedule the next personnel committee meeting to discuss Council Rule for June 16th, 2025, at 6:30 P.M. He will get drafts to everyone for review before the meeting.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>6/9/2025</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Shoemaker	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Jessica Kiner	TITLE	DATE
	Administrative Asst	5/30/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	6/9/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	6/9/2025