

**MINUTES FROM  
A MEETING OF THE HINES PLANNING COMMISSION  
February 1, 2022**

**Present:**

**Commission Members:**

Terri Hellbusch, Nikki Morgan, and Matthew Shepherd.

**City Staff:**

Paula Vollmer, Planning Commission Secretary and Kirby Letham, City Administrator

**Public Audience:**

Marsallai Quick

**President Hellbusch called the meeting to order at 5:29 PM.**

**President Hellbusch led the Pledge salute.**

**Approval of February 1, 2022 Agenda**

*No vote. A quorum was not present.*

**Approval of Minutes for January 4, 2022 and January 13, 2022**

*No vote. A quorum was not present.*

**Old Business:**

**Review of Action from January 13, 2022**

Administrator Letham wanted to take advantage of the public meeting to discuss the results from the January 13<sup>th</sup> meeting. There had been a tie vote of 3 ayes and 3 nays. At the time of the vote, he was unaware of what happens in the instance of a tie. After research, he found that with the Planning Commission, a tie vote was not addressed in the City Charter. As City Administrator he suggests that the City address this issue. According to Roberts Rules of Order, in this instance a tie vote is the same as a "no." The builders have been notified. At this time, they have chosen not to appeal.

**New Business**

- a. **Street Vacate on S. Saginaw (will be heard by the City Council)** – Mike Springer, Benchmark Surveying is doing some work for Rob Littleton. Littleton has purchased the lot on S. Saginaw where W. Hanley turns into S. Saginaw. He wants to partition the lot, so hired Mike Springer to perform the survey. During the survey Mike Springer discovered there is a small sliver of land of 110 square feet that due to mistakes in earlier surveys, the land was partitioned to the City in error. They are requesting the City vacate the 110 square feet to the property owner. This will be done through an ordinance by the City Council.

- b. **Lot Partition on South Saginaw (will be presented at the March 1<sup>st</sup> Planning Commission Meeting)** – Once the street vacate is complete, they will present final partition maps for approval by the Planning Commission.
- c. **FIRM/Floodplain Hearing (will be presented at the March 1<sup>st</sup> Planning Commission Meeting)** – Flood Insurance Rate Map (FIRM). FEMA concluded a 10-year rate study and new maps have been issued. The City needs to adopt them. That is done through a public hearing, recommendation by the Planning Commission and final adoption by the City Council. He suggested that we contact the local real estate brokers and invite them to the meeting, so they are aware of the upcoming changes.

**Public Comment (Time limits may apply)**

None

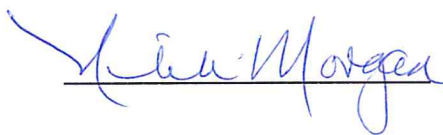
***The next meeting is scheduled for Tuesday, March 1, 2022 at 5:30pm.***

**Adjournment:**

*There being no further business President Hellbusch adjourned the meeting at 5:48pm.*

Approved:

Date: March 1, 2022

  
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