

**MINUTES FROM  
A MEETING OF THE HINES PLANNING COMMISSION  
February 4, 2020**

**Present:**

**Commission Members:**

Terri Hellbusch, Irene Madarieta, Tammie Choate, Marsallai Quick, David Sneddon and Mayor Nikki Morgan were present. Stacey Radinovich was excused as absent.

**City Staff:**

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

**Public Audience:**     None

Ms. Hellbusch, acting Chairperson called the meeting to order at 5:30 PM.

Ms. Hellbusch led the Pledge salute.

David Sneddon introduced himself to the Planning Commission. Commission members welcomed him as the newest member of the Planning Commission.

**Approval of Agenda:**

Mayor Morgan made a motion to approve the agenda. Ms. Choate seconded the motion.  
All ayes, the motion carried.

**Approval of Minutes for December 6, 2019:**

Mayor Morgan made a motion to approve the minutes from the October 21, 2019 meeting. Ms. Quick seconded the motion. All ayes, the motion carried.

**Old Business:**

A review of all permit actions for 2019 up through February 4, 2020. The Commission members were presented with a spreadsheet showing all permit actions during this timeframe. Kirby touched on those items that had been administrative approval and did not need approval through the Commission.

- Old Hickory Sheds – manufacturing & sales of sheds
- Rattlesnake Creek Land & Cattle Co – RV storage
- All Point Engineering – plans are to tear it down and build a residence with a shop.

- Feathered Nest Properties – Ms. Hellbusch commented that she had walked through one of the units and was pleased with the appearance.
- LS Networks – they are extending fiber optics to both hotels and down to Tumbleweed.
- Watson – Mayor Morgan asked if Administrator Letham knew what the status was of the work they wanted to do to add a 2<sup>nd</sup> bathroom. Administrator Letham said that they are holding off at this point, as it would then exceed size requirements and push them to retrofit. The Mayor then asked if more thought has been given to the historical thing and Mr. Watson is interested in it, as it could be an avenue to a grant, which could possibly lead to additional grants.

### **New Business:**

- Review and Recommendation of the Housing Study - Administrator Letham explained that the study was completed by GEODC. The study was done from 2016 – summer of 2019. It breaks down the type of housing available in Hines and Burns. What was sold during the timeframe of the study, and how old the homes were at the time of sale. The study points out the need for new home building. With this study, it could be possible to go to DLCD to get grant money to build new homes or to find out what other incentive programs may be available. A Housing Committee has been created with CRT and HC Economic Development. The Committee is close to creating a plan similar to those John Day and Ontario have put in place. John Day's plan incentivizes builders with tax breaks to build in their community. Ontario's program is slightly different as they set a fund aside and then asked builders what it would take to build a house and still be profitable. Builders can then request money out of that fund. The Housing Committee has invited all the contractors/builders they can think of to meet on February 18<sup>th</sup> to discuss the plans that other communities have used, and then get their feedback, to hopefully get a plan in place by April 1<sup>st</sup>. The Committee has set a goal of 25 homes by 2025.

The Mayor asked if the revamp of the Flood Plain is still in the works. Administrator Letham advised the Commission that DLCD was sending a couple of people to meet with himself and Secretary Vollmer for some training on the flood plain. This training is initiated by FEMA.

Administrator Letham said the County has been spearheading the attempt to reclassify the floodplain.

- Eco-Northwest Study – purpose of the study was to find buildable land for industrial use. This study may have been designed more for Burns and the County as Hines already has the industrial zoning in place.

Administrator Letham explained that with the studies in hand, the City could conceivably go to DLCD for grant money. The vote would be to add the studies to the Comprehensive Plan.

He suggested that if the Commission members would like to take the time to read each of the studies, the votes to add them to the Comprehensive Plan could be tabled until next meeting. Commissioner Sneddon expressed concern about adding them to the Comprehensive Plan, and Administrator Letham advised that he had spoken to Brandon McMullen at the County, and Brandon suggested adding them as appendices, rather than as direct inserts to the Plan.

Administrator Letham said that he will contact the city attorney to see if there are any legal ramifications that the City needs to be aware of prior to adding the studies as appendices to the Comprehensive Plan.

Commissioner Quick asked about the possibility of incentivizing current owners of the older homes to fix/repair their homes. The thought of possibly setting a grant fund up so that property owners can come to the Planning Commission with a request to fix their property. If it passes the Planning Commission, it would then be passed along to the City Council. Parameters need to be discussed.

Vote on the Housing Study has been tabled until the next meeting.

Topics for the next meeting:

- RVs – clarify what can be done with them.
- Adjust the cottage size down. Maybe designate some land in the City that could be set aside for building cottage homes.
- Accessory buildings – dependent upon property size
- Tiny home sizes? What is the smallest size a bank will lend against?
- Zoning for tiny home neighborhoods. Tiny home park?
- Can long term RV parking be taxed?

The next meeting is scheduled for Tuesday, March 3, 2020 at 5:30pm.

Administrator Letham confirmed with the Commission that the first Tuesday of each month at 5:30 will work for everyone. The feeling that a regularly scheduled meeting is a positive thing, and that the community will feel the same.

**Adjournment:**

*There being no further business, Mayor Morgan moved to adjourn the meeting. Commissioner Choate seconded the motion. All ayes, the motion carried. Ms. Hellbusch adjourned the meeting at 6:35pm.*

Approved:

Date:

Jew Hellbusch3/3/2020