



Haines Borough Planning Commission Regular Meeting Agenda

COMMISSIONERS:

ROB GOLDBERG, CHAIR
LEE HEINMILLER, VICE-CHAIR
LARRY GEISE
HEATHER LENDE
DON TURNER III
BRENDA JOSEPHSON
ROB MILLER

Thursday, April 14, 2016 - 6:30 p.m.

Assembly Chambers, 213 Haines Hwy.

1. CALL TO ORDER / PLEDGE TO THE FLAG
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES: March 10, 2016
5. PUBLIC COMMENTS [Items not scheduled for public hearing]
6. CHAIRMAN'S REPORT
7. STAFF REPORT
 - A. Planning & Zoning Report
8. PUBLIC HEARINGS:
 - A. **Greg Bigsby & Beth MacCready – Vacation Rental Conditional Use Proposal – Action Item** – Property owners, Greg Bigsby & Beth MacCready, have requested the Planning Commission to approve a conditional use permit to allow a vacation rental at their property on 3.5 Mile Mud Bay Road.
 - B. **Steven & Ann Marie Fossman – Vacation Rental Conditional Use Proposal – Action Item** – Property owners, Steven & Ann Marie Fossman, have requested the Planning Commission to approve a conditional use permit to allow a vacation rental at their property on Lot 1, River Road.
9. UNFINISHED BUSINESS: None
10. NEW BUSINESS:
 - A. Historic District/Building Review – None
 - B. Haines Borough Code Amendments: None
 - C. Project Updates:
 1. Chilkat Valley Preschool/Senior Center Construction Project
 - D. Other New Business – None
11. COMMISSION COMMENTS
12. CORRESPONDENCE
13. SCHEDULE MEETING DATE
 - A. Regular Meeting – Thursday, May 12, 2016 6:30 p.m.
14. ADJOURNMENT



**Haines Borough
Planning Commission Meeting
March 10, 2016
MINUTES**

Draft

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:30 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg**, and Commissioners Lee **Heinmiller**, Brenda **Josephson**, Rob **Miller**, Don **Turner III**, Heather **Lende** (via telephone) and. Larry **Geise** (via telephone).

Staff Present: Brad **Ryan**, Interim Manager and Julie **Cozzi**, Borough Clerk.

Also Present: Diana **Lapham**, Emily **Files/KHNS**, Karen **Garcia/CVN**, Mike **Wilson**, Jan Hill/Mayor, Meredith Pochardt, Thomas and Patricia **Faverty**, and Sean **Copeland**.

3. **APPROVAL OF AGENDA**

Motion: **Turner** moved to “approve the agenda as amended.” **Heinmiller** seconded it. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – February 11, 2016 Regular Meeting Minutes.

Two corrections were needed: 1) Item 8A, Pilothouse should be Pilotlight and 2) Item 9A, should state that the permit is specific to heliskiing rather than year round use not being allowed.

Motion: **Turner** moved to “approve the February 11, 2016 minutes,” and **Miller** seconded. The motion carried unanimously.

5. **PUBLIC COMMENTS**

Pochardt – Takshanuk Watershed Council (TWC) requested a letter of support from the planning commission for a grant application to conduct a watershed assessment. TWC perceives the commission participating in the stakeholder meetings and then reviewing the results...time that would be used as an in kind match. She said she drafted a letter for the commission’s use, and the grant application is due on Monday. The commissioners objected to having no prior notice and being asked to support a draft letter they have not seen. There was no move to take action. **Goldberg** noted the agenda packet deadlines.

6. **CHAIRMAN’S REPORT**

Goldberg encouraged everyone to get their financial disclosure documents in by the 15th.

He briefly talked about the assembly’s action concerning the ordinance for planning commission review of borough projects. The manager’s substitute ordinance will be coming to the commission for consideration.

7. **STAFF REPORTS**

- A. **Planning & Zoning Staff Report**

Cozzi said there was no additional information to add to the report in the packet.

8. **PUBLIC HEARINGS**

A. Vacation Rental Conditional Use Proposal

Note: Property owners Thomas & Patricia Faverty applied for a conditional use permit to operate a vacation rental from May through September at their property on 209 Front Street.

Goldberg opened the public hearing at 6:47 p.m.

T.Faverty explained they plan to rent it only during the spring and summer months, and there should be no impact on the neighborhood.

Goldberg closed the public hearing at 6:48 p.m.

The commissioners expressed support for the proposed use.

Motion: **Miller** moved to “grant the conditional use permit for the vacation rental with no conditions,” and **Heinmiller** seconded. The motion carried unanimously.

9. UNFINISHED BUSINESS

A. Appeal of Manager’s Decision - Nonconforming Heliport Use at 35-mile.

Note: Property owner Michael Wilson appealed the Haines Borough Manager’s December 28, 2015 decision pertaining to historical use of AA35 (35-mile heliport). The text below is a synopsis of the appeal and deliberation. The full account can be heard by requesting a recording from the borough administration.

APPEAL

Wilson presented his appeal. He assured the commissioners his business plan does not include helicopter flight-seeing tours. Rather, it is for more transient industrial helicopter use such as mining, Coast Guard, Forest Service, etc. The heliport would also provide Industrial support when the road is still closed or during other adverse conditions. He conceives of an average of 10 landings per year for the first couple of years, but anticipates there may be times when it is more. He does not believe the manager’s limit of 10 per year allows for the business to grow. He clarified this operation is not associated with Coastal Helicopters and is not meant to be a base of operations for Coastal. He explained only one to two helicopters would land there. The basis for his appeal is there is no borough code that establishes frequency of use. He took the initiative to bring forward what he has been doing up there. This seems inequitable to him.

DELIBERATION

The commissioners deliberated. **Turner** said the decision to be made is whether it is a nonconforming use. **Miller** believes the essence of the argument is what limitation there should be on that use. **Lende** said she is uncomfortable overturning the manager’s decision in this. There is still an avenue for the appellant to pursue what he is talking about---he could apply for a conditional use permit (CUP) for increased use. **Josephson** said there could not have been a better record establishing historic use than what was provided by the appellant. Clearly, the heliport use began in 2009, and the code to limit heliports was put in place in 2011. The use did not cease for more than two years. **Turner** agreed and noted the borough code guarantees a person will be able to continue using their property under the zoning conditions that existed at the time the property was purchased or the use initiated. **Miller** said 10 flights a year is not the same as a thousand flights a year. He believes there is a difference in the historic use level and the desired future level. **Josephson** said the questions presented to the attorney were not provided to the planning commission. The context of the attorney’s memo was

heliskiing, and that is no longer applicable to this question since the appellant now has a CUP for that particular use. Nonconforming use is not tied to number of times it was used, so to limit in this case is arbitrary and capricious. **Lende** said heliports are something a lot of citizens are concerned with. **Geise** has a problem with what he believes is an arbitrary number. It's not a change in use even though it would be a change in the number of landings. **Heinmiller** observed the FAA decision to permit the heliport was in 2012---after the code was amended in 2011 to require a CUP for a heliport in the General Use zone. In his opinion, having a CUP to increase the use would be better than overturning the manager's decision. **Miller** said the number of landings is not arbitrary but rather based on a historical average. **Goldberg** reminded the planning commission is charged with upholding or overturning the manager's decision. He explained if the commission upholds the manager's decision, the property can still be used as historically demonstrated, and the property owner can apply for a CUP to increase the use. If the manager's decision is overturned, the property can be used as a heliport without use limits. **Goldberg** said he is personally reluctant to open it up for year-round use. **Heinmiller** said a CUP can provide the planning commission an opportunity for review and the public a chance to weigh in. **Turner** reiterated the nonconforming part of the code is to protect the property owner. There is nothing in the code that limits the amount of business a person is allowed. The code is to protect the property owner from just exactly what's happening in this situation. **Josephson** read aloud from the nonconforming use section of code. She said there seems to be a fear that it will open up a can of worms related to tour activities, but that would require separate permitting. **Lende** noted the planning commission did grant the CUP for heliskiing. **Geise** has a problem with the borough telling someone how much business volume they are allowed for their property.

DECISION

Motion: **Miller** moved to "uphold the manager's decision," and **Lende** seconded. The motion carried 4-3 with **Geise**, **Josephson**, and **Turner** opposed.

10. NEW BUSINESS

- A. Historic District/Building Review—None**
- B. Haines Borough Code Amendments—None**
- C. Project Updates**

1. Chilkat Valley Preschool/Senior Center Construction Project

Some concerns were expressed about parking and certain design elements of the addition. **Cozzi** explained it is just a concept. An actual design will come to the planning commission when ready.

2. Chilkoot Distillery – Land Use Permit, Significant Structures Area

Note: Property owner Sean Copeland requested approval to construct a covered deck addition on the Chilkoot Distillery property at 34 Blacksmith Street.

Copeland explained the desire to build a roof that will resemble the other roofs on Officer's Row at the fort. He wants the building to fit in and look historic. In a brief discussion, the commission recognized they will likely need to look at parking and traffic patterns in the future, especially with the Fireweed Restaurant expanding.

Motion: **Turner** moved to “approve the requested land use permit,” and it was seconded by **Heinmiller**. The motion carried unanimously.

D. Other New Business—None

11. COMMISSION COMMENTS

Goldberg asked about the planning commission’s request for an ad hoc committee to work on the issue of food carts and trailers. Mayor **Hill** said she will get with **Goldberg** to work on establishing a committee. **Lende** and **Heinmiller** both said they would like to sit on it. There was some talk about the Chamber of Commerce having a seat, as well. **Heinmiller** said he heard a food truck in the Anchorage area was recently granted an alcohol license. He suggested the committee consider that aspect, as well. **Lende** said perhaps a condition could be placed on food carts requiring them to be open for longer than just a few months in the year. **Josephson** said the borough needs to start supporting businesses more if there are going to be limitations.

12. CORRESPONDENCE - None

13. SET MEETING DATES

A. Regular Meeting — **Thursday, April 14, 2016 6:30 p.m.**

14. ADJOURNMENT– 7:40 p.m.

Staff Report for April 14, 2016

1. Permits Issued Since March 1, 2016

DATE	OWNER/AGENT	TAX ID	LOT	BLK	SUBDIVISION	DEVELOPMENT	ZONE
3/15/16	Sean Copeland	C-PTC-OD-03A0	3A	D	Port Chilkoot	Distillery Deck Addition	SSA
3/15/16	Thomas & Patricia Faverty	C-TNS-22-0700	7 & 8	22	Haines Townsite	Vacation Rental	SR
3/25/16	David Swift	C-ANY-06-0100	1	6	Anway Acres Garden Sub.	ROW Driveway	RR
3/25/16	David Swift	C-ANY-06-0100	1	6	Anway Acres Garden Sub.	House Pad	RR
3/30/16	Glenda Gilbert	C-SEC-26-0401	1		Picture Point Subdivision	Site Prep	W
4/07/16	Sean Gaffney	C-SMR-00-0100	Portion of Lot 1		Sawmill Flats Subdivision	Campground	RMU
4/08/16	Thomas & Patricia Faverty	C-TNS-22-0700	7 & 8	22	Haines Townsite	Sign	SR

2. Projects

- Veterans Home sign project—Wayne Price carving posts
- Scanning all Borough maps, reprinting some, archiving some at Museum



Haines Borough

Planning and Zoning

103 Third Ave. S., Haines, Alaska, 99827

Telephone: (907) 766-2231 * Fax: (907) 766-2716

APPLICATION FOR CONDITIONAL USE PERMIT

Permit#: _____

Date: _____

Use this form for use approval by the Planning Commission for conditional uses.

I. Property Owner/Agent		Owner's Contractor(If Any)	
Name: <u>GREGG BIGSBY</u>		Name: _____	
Mailing Address: <u>POB 157 HAINES</u>		Haines Borough Business License #: _____	
Contact Phone: Day _____ Night _____		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: <u>greggbigsbby@hotmail.com</u>		Mailing Address: _____	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Size of Property: <u>1.71</u>			
Property Tax #: <u>1-MBR-03-0200</u>			
Street Address: <u>3.5 MILE MVD BAY ROAD</u>			
Legal Description: Lot (s) _____ Block _____ Subdivision <u>ASLS 71-41 TRACT 8</u>			
OR			
Parcel/Tract _____ Section _____ Township _____ Range _____			
[Attach additional page if necessary.]			
Zoning: <input type="checkbox"/> Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area			
<input type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial			
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Mud Bay Zoning District			
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use			
III. Description of Work			
Type of Application (Check all that apply)	Project Description (Check all that apply)	Water Supply Existing or Proposed	Sewage Disposal Existing or Proposed
<input type="checkbox"/> Residential	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> None	<input type="checkbox"/> None
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Community well	<input checked="" type="checkbox"/> Septic Tank
<u>3000</u> sq. ft.	<input type="checkbox"/> Multi-Family Dwelling	<input checked="" type="checkbox"/> Private well	<input type="checkbox"/> Holding Tank
<u>LESS THAN 10</u> seating capacity if eating/drinking establishment	Total # of Units _____	<input type="checkbox"/> Borough Water System	<input type="checkbox"/> Borough Sewer System
<input type="checkbox"/> Industrial	<input type="checkbox"/> Cabin	<input type="checkbox"/> Other _____	<input type="checkbox"/> Pit Privy
<input type="checkbox"/> Church	<input type="checkbox"/> Addition		<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Other <u>LODGING</u>	<input type="checkbox"/> Accessory Structure		
	<input checked="" type="checkbox"/> Other <u>(1) YURT ADDITION</u>		

Valuation of Work: \$6000.00

Current use of adjacent properties: WE ARE AN ISOLATED LOCATION ON THE BEACH WE OWN THE ADJOINING LOTS. WE HAVE LOTS OF GUESTS IN THE SUMMER WE JUST WANT TO BE ABLE TO "CHARGE" GUESTS FOR LODGING

Attach the following documents to the permit application:
 Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION (Required) Pre-application Conference Date: 3/01/16

Prior to submission of an application, the developer shall meet with the manager for the purpose of discussing the site, the proposed development and the conditional use permit procedure. The manager shall discuss these matters with the developer with special attention to policies and approval criteria that may pose problems or constraints on the site or the proposed development activity and policies or approval criteria that may create opportunities for the developer.

APPLICATION

Please provide a written narrative explaining how your project will meet the following requirements. You may use the space provided on this form or attach your answers. A variance may only be granted if the Planning Commission finds that these six standards are met.

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers.

Describe what safeguards are being provided (i.e. setbacks or buffers) to meet the condition.
1. WE ARE ISOLATED ON THE BEACH
2. LARGE PARKING AREA ON OUR ADJACENT PROPERTY
3. WE OWN ADJACENT LOTS for "BUFFER"

2. Explain how the development of the use is such that the value of the adjoining property will not be significantly impaired.

1. WE ARE ISOLATED, GUESTS SHOULD HAVE LITTLE IMPACT ON THE NEIGHBORHOOD
2. ADJACENT PROPERTY IS BEING IMPROVED w/ LANDSCAPING

3. Explain how the size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use.

WE PLAN TO "LODGE" LESS THAN 10 GUESTS,
WITH MINIMAL IMPACT ON OUR EXISTING INFRASTRUCTURE
and MINIMAL IMPACT TO THE PUBLIC

4. Describe how or why the specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses.

MUD BAY LAND USE AREA BEGINS AT THE SECTION LINE MARKER IN THE MIDDLE OF OUR PROPERTY ON THE BEACH (6 LOTS). MBLUSA IS RURAL-RESIDENTIAL, SELF-SUFFICIENT, SELF-DETERMINED, AND WE FEEL THAT OUR PLANS ARE CONSISTENT WITH THE COMMUNITY.

5. Explain how the granting of the conditional use will not be harmful to the public safety, health or welfare.

NO MAJOR ADDITIONS OR CONSTRUCTION PLANNED AT THIS TIME, WE ARE JUST CHANGING FROM "FREE" LODGING AT OUR HOUSE, TO "PAYING" FOR LODGING

6. Describe the safeguards that will be provided so that the use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams.

THERE IS NO STATE-IDENTIFIED ANADROMOUS STREAM LOCATED ON OUR PROPERTIES; THERE IS A STREAM, (NO FISH) NO FURTHER EROSION/ALTERATION WOULD BE FROM US

IV. FEE

A non-refundable fee of \$150 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

NOTICE

Per HBC 18.50.040, Comments received from property owners impacted by the proposed development will be considered and given their due weight. Additionally, the Planning Commission may impose one or more of the following conditions:

1. Development Schedule. The conditions may place a reasonable time limit on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighbors, to ensure that lots are not sold prior to substantial completion of required public improvements, or to implement other requirements.
2. Use. The conditions may restrict the use of the development to specific uses indicated in the approval.
3. Owner's Association. The conditions may require that if a developer, homeowner or merchant association is necessary or desirable to hold or maintain common property, that it be created prior to occupancy.
4. Dedications. The conditions may require conveyances of title, licenses, easements or other property interests to the public, to public utilities, or to the homeowners association. The conditions may require construction of public utilities or improvements to public standards and then dedication of public facilities to serve the development and the public.
5. Construction Guarantees. The conditions may require the posting of a bond or other surety or collateral (which may provide for partial releases) to ensure satisfactory completion of all improvements required by the commission.
6. Commitment Letter. The conditions may require a letter from a utility company or public agency legally committing it to serve the development if such service is required by the commission.
7. Covenants. The conditions may require the recording of covenants or other instruments satisfactory to the borough as necessary to ensure permit compliance by future owners or occupants.
8. Design. The conditions may require the adoption of design standards specific to the use and site.

V. CERTIFICATION

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this application and that all information is correct. I further certify that I have read, understand and will comply with all of the provisions and permit requirements outlined hereon. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property and that the use will comply with all required conditions and specifications, will be located where proposed and when developed, will be operated according to the plan as submitted. All contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin construction prior to receiving permit approval, I will be assessed a \$250.00 "After-the-Fact" fee.**

Meggy Benin
 Owner or Agent

Date FEBRUARY 3, 2016

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

Office Use Only Below This Line

<input checked="" type="checkbox"/> Applicant Notified Application is Complete and Accepted <u>3/01/16</u> <u>In Person</u> <u>K.F.</u> <small>(Date) (Notified via) (Initials)</small>					
Non-Refundable Permit Fee \$ <u>150.00</u> Receipt No. <u>024024</u> Received By: <u>K.F.</u> Date: <u>3/01/16</u>			Information/Documentation Req'd Rec'd <input type="checkbox"/> <input type="checkbox"/> State Fire Marshal <input type="checkbox"/> <input type="checkbox"/> State DEC <input type="checkbox"/> <input type="checkbox"/> Variance/Conditional Use Permit <input type="checkbox"/> <input type="checkbox"/> Sign Permit		
Zoning	Bldg. Height	Lot Coverage %	Const. Type	Occupancy	# Stories
This application meets all applicable Borough policies and a permit is issued, conditional on the substantial completion of construction within two years and the following special requirements:					
Planning Commission Chair:			Date:		

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CRB 117-3

HAINES BOROUGH
P.O. BOX 1209
HAINES, ALASKA 99827
Phone (907) 766-2231 * Fax (907) 766-2716

CASH RECEIPT

Date 3/24/16

024024

Received From Greg Bigsby

Address P.O. Box 157, Haines

One Hundred Fifty and 00/100 Dollars \$ 150.00

For Conditional Use Permit Application
1-MAR-03-0200

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	X
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	
		CREDIT CARD <input type="checkbox"/>	

By Kathryn Enelle

GREGG BIGSBY
BETH A MACCREADY
PO BOX 157
HAINES, AK 99827

89-6/1252 4584

DATE 2/3/16 PMP

PAY TO THE ORDER OF Haines Borough \$ 150.00

one hundred, fifty and 00/100 DOLLARS

1 First National Bank ALASKA MEMBER FDIC
www.FNBAlaska.com

MEMO permit

Gregg Bigsby

⑆ 25200060⑆ 1221 429 21⑆ 4584

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-2231 * FAX (907) 766-2716

29 March 2016

Conditional Use Permit Applicant: Greg Bigsby

Under HBC 18.50.040, there are eight criteria to be considered in deciding whether to grant a conditional use permit. Before a conditional use permit is approved, the commission must find that each of the following is met. I have provided my thoughts on each one.

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers;

The applicants own the surrounding lots and have a buffer that should prevent undue impacts and nuisances and dangers.

2. The development of the use is such that the value of the adjoining property will not be significantly impaired;

There should not be any impact in value to adjoining properties.

3. The size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use;

The existing services are adequate for the facility and proposed use.

4. The specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses;

The development is in the Mud Bay Rural Residential Zone which allows for cottage industries and vacation rentals with a conditional use permit.

5. The granting of the conditional use will not be harmful to the public safety, health or welfare;

A small vacation rental should not present a public safety, health, or welfare issue.

6. The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams;

Erosion, ground or surface water contamination and adverse alteration to fish habitat are not a concern with the proposed business.

7. The use will comply with all required conditions and specifications if located where proposed and developed, and operated according to the plan as submitted and approved;

Before the business can open they will need to have at a minimum state and local business licenses, and any other required state or federal permits.

8. Comments received from property owners impacted by the proposed development have been considered and given their due weight.

Adjacent land owners have been notified but as of March 29th we had not received any comments. If we receive comments prior to the April 14th planning commission meeting we will include them in your packet,

Sincerely,

A handwritten signature in black ink, appearing to read 'BRAD A. RYAN', with a long horizontal flourish extending to the right.

Brad A. Ryan
Haines Borough Interim Manager

List of Property Owners Notified
For Bigsby Vacation Rental CUP
April 2016

Jonathan D. Greene
P.O. Box 461
Haines, AK 99827

Mary Manuell
P.O. Box 17
Haines, AK 99827

Steven & Joann Cunningham
P.O. Box 614
Haines, AK 99827

Sarah Cohen
Chorus Bishop
P.O. Box 583
Haines, AK 99827

Greg Bigsby
Beth MacCready
P.O. Box 157
Haines, AK 99827



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

March 25, 2016

Re: Greg Bigsby & Beth MacCready
Vacation Rental Conditional Use Permit Application
3.5 Mile Mud Bay Road, Property Account # 1-MBR-03-0200

Dear Land Owner,

Haines Borough records show that you own property within 200 feet of the above-listed property. Greg Bigsby & Beth MacCready have requested the Planning Commission approve a Conditional Use Permit allowing the operation of a vacation rental business on their property. Haines Borough Code 18.70.030(A)(7) allows vacation rentals upon approval of a conditional use permit.

The Haines Borough Planning Commission will hold a public hearing on the matter at the next regular Planning Commission meeting. The meeting will be held at 6:30 p.m. at the Haines Borough Assembly Chambers on Thursday, April 14, 2016. As an owner of property within 200 feet of the above-listed property you are being notified that you are invited to attend and comment at the meeting. Please send written comments to the above Haines Borough address or send to my email at kfriedle@haines.ak.us. If you have any questions on the matter, please contact the Borough. Thank you.

Sincerely,

Kathryn Friedle
Administrative Assistant
Lands Department
Phone: (907)766-2231 Ext 22

Cc: Greg Bigsby & Beth MacCready

Kathy Friedle

From: joannrossc [joannrossc@hotmail.com]
Sent: Sunday, March 27, 2016 6:55 PM
To: Kathy Friedle
Subject: Bigsby/MacCready permit

Dear Kathryn Friedle at the Haines Borough,

We received a letter from you regarding application for permit by neighbors Bigsby and MacCready.

Steve and I are in full support of Beth and Greg's application for a Conditional Use Permit to allow operation of a vacation rental business on their property. We have no objections.

Do you need hard copy with signature of this statement?

JoAnn Ross Cunningham

Sent via the Samsung Galaxy S1™III, an AT&T 4G LTE smartphone

Kathy Friedle

From: ChorusAndSarah Bishop [chorusandsarah@gmail.com]
Sent: Friday, April 08, 2016 7:28 AM
To: Kathy Friedle
Subject: Conditional use permit

Dear Kathy and the borough,

We would like to express our support of Beth and Gregg and their plans to continue development of their property for the purposes of vacation rental/retreat center. We have complete faith that they will develop responsibly and are building a business that benefits not only themselves but the community as well.

Sarah and Chorus Bishop

Sent from my iPhone













Haines Borough

Planning and Zoning
 103 Third Ave. S., Haines, Alaska, 99827
 Telephone: (907) 766-2231 * Fax: (907) 766-2716

RECEIVED
 MAR 23 2016
 HAINES BOROUGH

APPLICATION FOR CONDITIONAL USE PERMIT

Permit#: _____

Date: _____

Use this form for use approval by the Planning Commission for conditional uses.

I. Property Owner/Agent		Owner's Contractor(If Any) <u>N/A</u>	
Name: <u>Steven m. Fossman</u> <u>Ann Marie Fossman</u>		Name: _____	
Mailing Address: <u>Box 532 Haines, Ak</u>		Haines Borough Business License #: _____	
Contact Phone: Day _____ Night _____ <u>907-766-2169</u>		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: <u>snamef@aptalaska.net</u>		Mailing Address: _____	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Size of Property: <u>.78 ACRE</u>			
Property Tax #: <u>25 # C-CEM-00-0100</u>			
Street Address: <u>River Road Lot 7</u>			
Legal Description: Lot (s) <u>1</u> Block _____ Subdivision <u>CEMETERY HILL</u>			
OR			
Parcel/Tract _____ Section _____ Township _____ Range _____			
[Attach additional page if necessary.] <u>(PLAT 84-9)</u>			
Zoning: <input type="checkbox"/> Waterfront <input checked="" type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area			
<input type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial			
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Mud Bay Zoning District			
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use			
III. Description of Work			
Type of Application (Check all that apply) <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <u>560</u> sq. ft. _____ seating capacity if eating/drinking establishment <input type="checkbox"/> Industrial <input type="checkbox"/> Church <input type="checkbox"/> Other _____	Project Description (Check all that apply) <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Change of Use <input type="checkbox"/> Multi-Family Dwelling Total # of Units _____ <input type="checkbox"/> Cabin <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input checked="" type="checkbox"/> Other <u>guest house /</u> <u>Vacation Rental</u>	Water Supply Existing or Proposed <input type="checkbox"/> None <input type="checkbox"/> Community well <input checked="" type="checkbox"/> Private well <input type="checkbox"/> Borough Water System <input type="checkbox"/> Other _____	Sewage Disposal Existing or Proposed <input type="checkbox"/> None <input checked="" type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input type="checkbox"/> Borough Sewer System <input type="checkbox"/> Pit Privy <input type="checkbox"/> Other _____

Valuation of Work: \$ 60,000.00
Current use of adjacent properties: Single Family Residential
Attach the following documents to the permit application: <input checked="" type="checkbox"/> Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION (Required)

Pre-application Conference Date: 3-18-16

Prior to submission of an application, the developer shall meet with the manager for the purpose of discussing the site, the proposed development and the conditional use permit procedure. The manager shall discuss these matters with the developer with special attention to policies and approval criteria that may pose problems or constraints on the site or the proposed development activity and policies or approval criteria that may create opportunities for the developer.

APPLICATION

Please provide a written narrative explaining how your project will meet the following requirements. You may use the space provided on this form or attach your answers. A variance may only be granted if the Planning Commission finds that these six standards are met.

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers.

Describe what safeguards are being provided (i.e. setbacks or buffers) to meet the condition.

The guest house will be built to blend with existing property. No nuisances or dangers will apply with adjacent properties.

2. Explain how the development of the use is such that the value of the adjoining property will not be significantly impaired.

The guest house will be built on the lower property below the adjoining property.

3. Explain how the size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use.

see attached well data + approved DEC Septic.

4. Describe how or why the specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses.

The structure will encourage small business consistent with the comprehensive plan.

5. Explain how the granting of the conditional use will not be harmful to the public safety, health or welfare.

It will help to alleviate short term housing needs within the Haines Borough.

6. Describe the safeguards that will be provided so that the use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams.

N/A

IV. FEE

A non-refundable fee of \$150 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

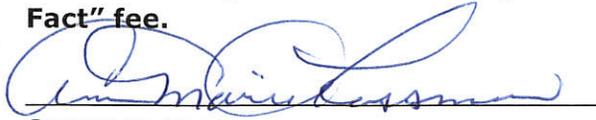
NOTICE

Per HBC 18.50.040, Comments received from property owners impacted by the proposed development will be considered and given their due weight. Additionally, the Planning Commission may impose one or more of the following conditions:

1. Development Schedule. The conditions may place a reasonable time limit on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighbors, to ensure that lots are not sold prior to substantial completion of required public improvements, or to implement other requirements.
2. Use. The conditions may restrict the use of the development to specific uses indicated in the approval.
3. Owner's Association. The conditions may require that if a developer, homeowner or merchant association is necessary or desirable to hold or maintain common property, that it be created prior to occupancy.
4. Dedications. The conditions may require conveyances of title, licenses, easements or other property interests to the public, to public utilities, or to the homeowners association. The conditions may require construction of public utilities or improvements to public standards and then dedication of public facilities to serve the development and the public.
5. Construction Guarantees. The conditions may require the posting of a bond or other surety or collateral (which may provide for partial releases) to ensure satisfactory completion of all improvements required by the commission.
6. Commitment Letter. The conditions may require a letter from a utility company or public agency legally committing it to serve the development if such service is required by the commission.
7. Covenants. The conditions may require the recording of covenants or other instruments satisfactory to the borough as necessary to ensure permit compliance by future owners or occupants.
8. Design. The conditions may require the adoption of design standards specific to the use and site.

V. CERTIFICATION

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this application and that all information is correct. I further certify that I have read, understand and will comply with all of the provisions and permit requirements outlined hereon. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property and that the use will comply with all required conditions and specifications, will be located where proposed and when developed, will be operated according to the plan as submitted. All contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin construction prior to receiving permit approval, I will be assessed a \$250.00 "After-the-Fact" fee.**


 Owner or Agent

3/23/16
 Date

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

Office Use Only Below This Line

<input checked="" type="checkbox"/> Applicant Notified Application is Complete and Accepted <u>3/23/16</u> <u>In Person</u> <u>J.F.</u> <small>(Date) (Notified via) (Initials)</small>					
Non-Refundable Permit Fee \$ <u>150.00</u> Receipt No. _____ Received By: <u>Valley F. Smith</u> Date: <u>3/23/16</u>			Information/Documentation Req'd Rec'd <input type="checkbox"/> <input type="checkbox"/> State Fire Marshal <input type="checkbox"/> <input type="checkbox"/> State DEC <input type="checkbox"/> <input type="checkbox"/> Variance/Conditional Use Permit <input type="checkbox"/> <input type="checkbox"/> Sign Permit		
Zoning	Bldg. Height	Lot Coverage %	Const. Type	Occupancy	# Stories
This application meets all applicable Borough policies and a permit is issued, conditional on the substantial completion of construction within two years and the following special requirements:					
Planning Commission Chair:			Date:		

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ATTACHMENT A

SITE PLAN REQUIREMENTS

1. Drawing showing dimensions, including elevations, of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction—including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

It is strongly recommended that an as-built survey be performed prior to submittal of the application.



P.O.Box 1447
Haines, AK 99827
(907)766-3976

Stephanie@naturalchanneldesign.com

July 31, 2007

Lori Sowa
Alaska Department of Environmental Conservation
Division of Water – Wastewater Discharge Program
410 Willoughby Ave, Suite 303
Juneau, AK 99801-5300

SUBJECT: Domestic Wastewater Construction Certification
ADEC Plan Tracking Number 5301
Steve and Ann Fossman
Cemetery Hill Subdivision, Lot #1, Haines, Alaska

The Fossman's have completed construction (owner-build) on their Alternate Onsite Wastewater Treatment and Disposal System serving a single-family home on their property and are requesting approval to operate.

Drainage provisions are described in the attached ASBUILT drawings.

If you have any questions, please do not hesitate to contact me.

Stephanie N. Yard, P.E.
Consulting Engineer

Enclosures:

AK-DEC Approval to Construct, December 2, 2005
AK-DEC Construction and Operation Certificate
AK-DEC Certification of Construction for Domestic Wastewater Systems
AS-BUILT Drawings showing drainage provisions
Installation Photos

STATE OF ALASKA

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER
WASTEWATER DISCHARGE PERMIT PROGRAM

SARAH PALIN, GOVERNOR
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, Alaska 99811-1800
PHONE: (907) 465-5300
FAX: (907) 465-5274
<http://www.state.ak.us/DEC/>

September 7, 2007

Steve and Ann Fossman
P.O. Box 532
Haines, AK 99827

Re: Final Approval to Operate an Alternate Onsite Wastewater Treatment and Disposal System:
Cemetery Hill Subdivision, Lot 1, Haines, AK. ADEC Plan Tracking Number 5301.

Dear Steve and Ann Fossman,

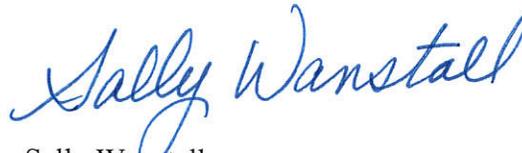
The Department has reviewed the Certification of Construction form and asbuilt information submitted for the domestic wastewater system at the above location. The system consists of a 500 gallon per day Whitewater DF-50 secondary treatment plant followed by a 394 square foot mounded leachfield with a two foot sand liner. The system serves a three bedroom, single family residence with a well as a water source.

In accordance with 18 AAC 72.240(b), final approval to operate is hereby issued. The completed construction and operation certificates are attached.

Proper operation and regular maintenance of your treatment system is important. Homeowners are encouraged to read and follow the operation and maintenance manual for your specific treatment system, maintain a service contract, and keep all maintenance/inspection records.

Please call me at (907) 465-5216 if you have comments or questions.

Sincerely,



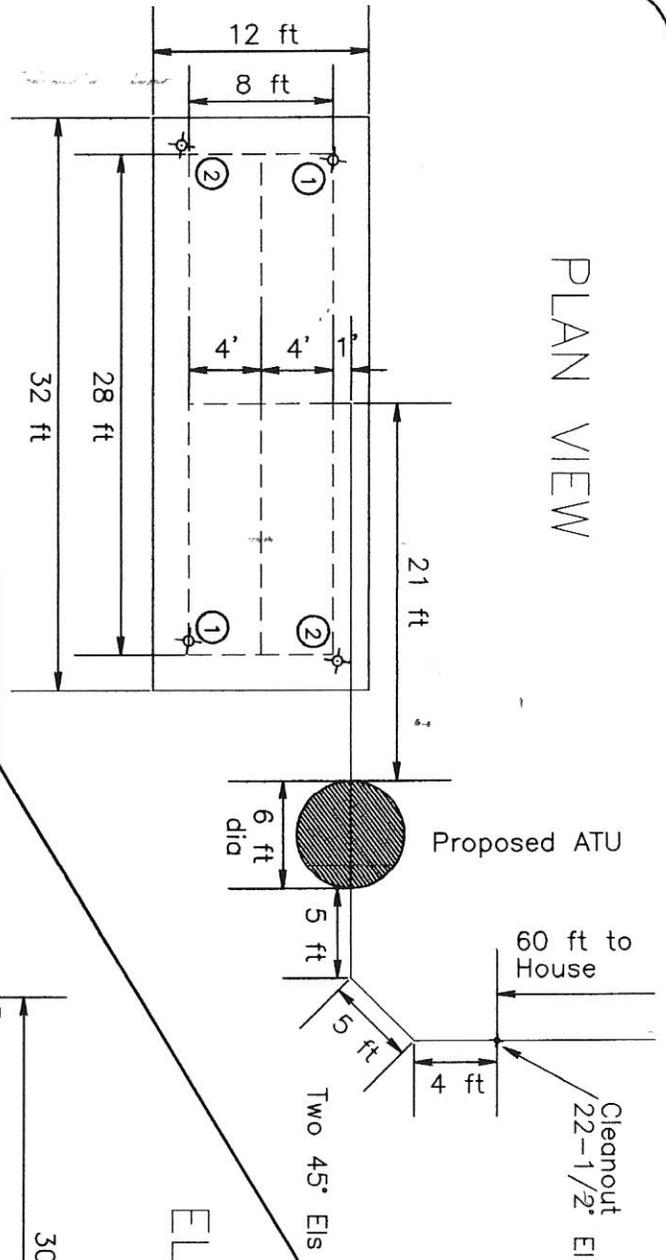
Sally Wanstall
Environmental Program Specialist II

Attachment:

Construction and Operation Certificate with signed Approval to Operate.

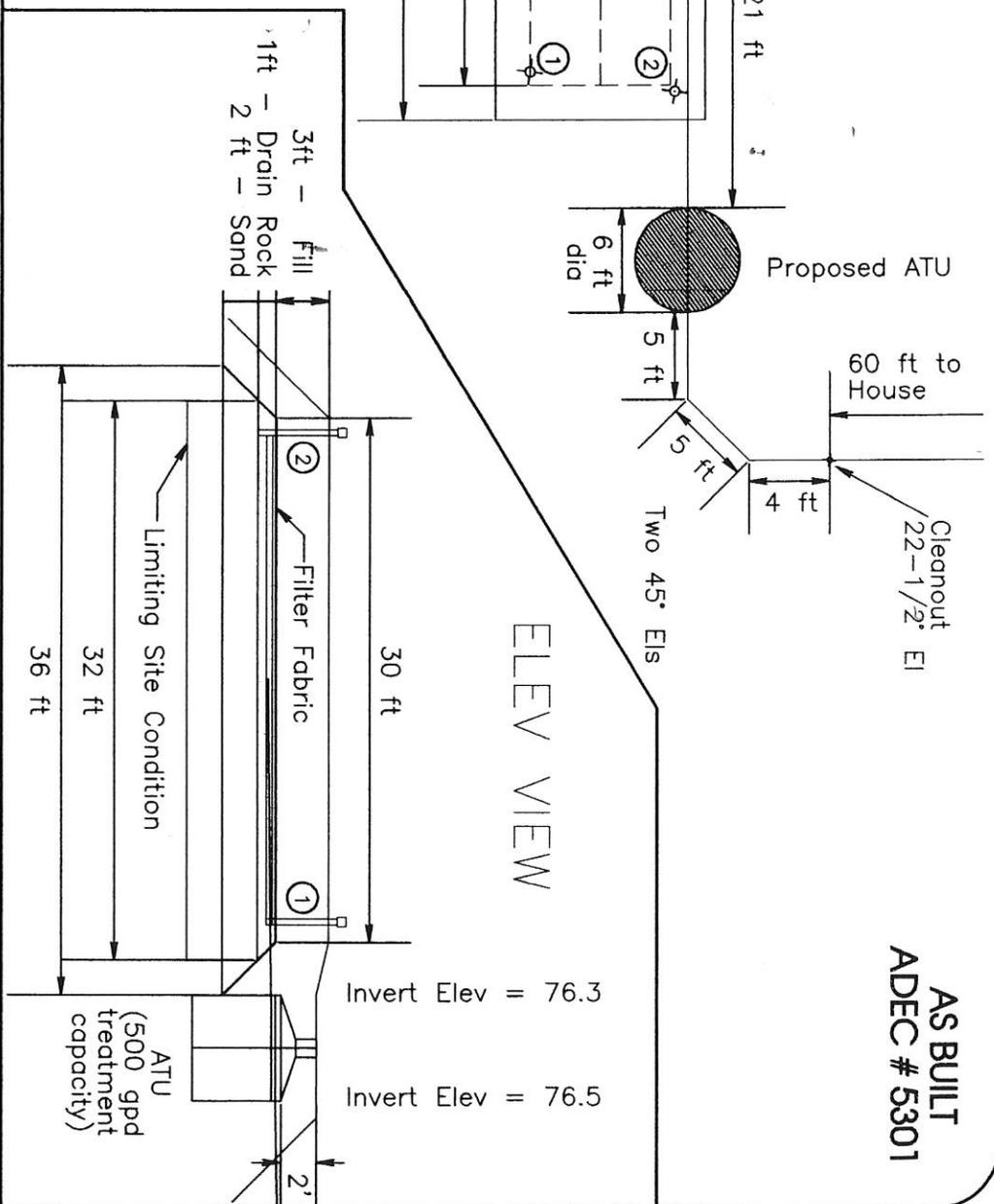
cc: Stephanie N. Yard PE, email copy, Stephanie@naturalchanneldesign.com

PLAN VIEW



- ① 4" dia Monitoring Tubes
- ② Solid pipe with Tee into drain pipe and capped at top.
- ③ 4" dia Monitoring Tubes
- ④ Perforated in drain rock zone, solid above and capped at top.

ELEV VIEW



AS BUILT
ADEC # 5301

BM EI = 80.8 (top inspection port)
Top of Sand EI = 75.7
Invert Drainpipe EI = 76.2
Top Drainrock EI = 76.7

P.O. Box 1447
Haines, AK 99827
(907) 66-9776



Steve & Ann Fossman
Lot #1, Cemetery Hill
Haines, AK

On-Site Wastewater System

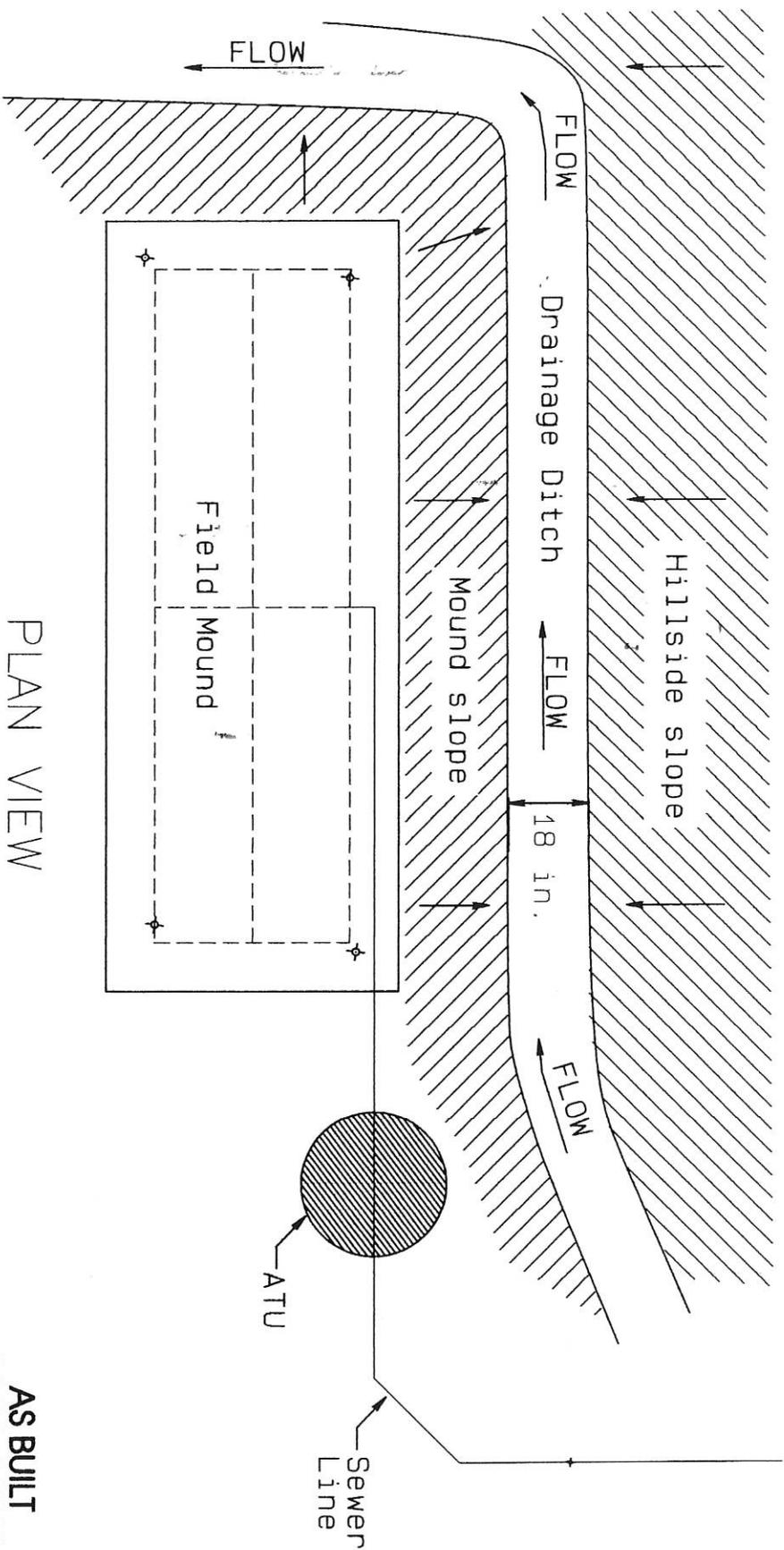
TREATMENT PLANT & DRAIN FIELD



SCALE: 1 in. = 10 ft
DATE: Oct 25, 2005
CERT. DATE: July 15, 2007

SHEET NO. 2 of 4

DRAINAGE DITCH FOR HILLSIDE RUNNOFF



PLAN VIEW

AS BUILT
ADEC # 5301

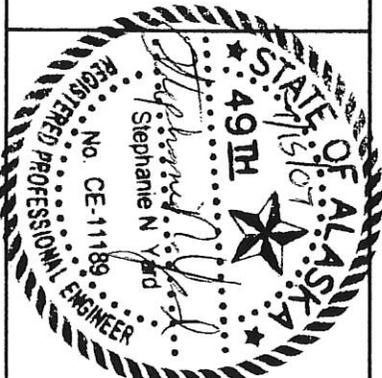
Natural Channel Design, Inc

P.O. Box 1447
Halnes, AK 99827
(907)766-3976

Steve & Ann Fossman
Lot #1, Cemetery Hill
Halnes, AK

On-Site Wastewater System

DRAINAGE DITCH FOR HILLSIDE RUNNOFF



SCALE:
1 in. = 5 ft

CERT. DATE
JULY 15, 2007

SHEET NO. 3
of 4

CONSTRUCTION NOTES

1. The construction shall conform to all applicable setback requirements.
2. All pipe (solid and perforated) and fittings shall be 4-inch diameter and meet ASTM D3034 (PVC), F789 (PVC), or D2662 (ABS).
3. The minimum cover on all pipe shall be 3 ft and shall be laid on undisturbed or properly compacted soils.
4. The 4-inch perforated pipe shall be level and shall be laid out on 4-foot centers as shown on the drawings.
5. A foundation cleanout and a cleanout above the specified bends shall be installed.
6. Aerobic Treatment Unit shall be AK-DEC approved equal to or exceeding specified capacity. The ATU shall be installed per the manufacturer's specifications with a sand bedding to provide a smooth, level, compact base. Backfill around the tank shall be mounded above grade slightly to allow for settling. The backfill beneath the inlet, outlet and air piping shall be tamped to provide good support. The maximum burial depth for the ATU is 2 feet from top of the tank flange with a dome lid.
7. Prepare the drain field site by removing the organic topsoil. Care shall be taken to minimize compaction of the natural soil.
8. Place the sand filter to a depth of 2 ft meeting the DEC sieve criteria (Group A: 85-100 percent passing a #10 sieve (less than 2.0 mm); 60-90 percent passing a #20 sieve (less than 0.850 mm); 25-50 percent passing a #40 sieve (less than 0.425 mm); less than or equal to 15 percent passing a #60 sieve (less than 0.250 mm); less than 5 percent passing a #200 sieve (less than 0.075 mm); and the sand must not have more than 45 percent of the total passing any one sieve.
9. Place drain rock (3/4 inch to 1-1/2 inch) to a depth of 1 ft over sand. Four-inch perforated pipe will be laid in the drain rock.
10. Monitoring tubes, 4-inch diameter, shall be installed at each corner of the elevated bed. Two, at opposing corners, shall be perforated in the drain rock zone, solid above and capped at top. Two at the other opposing corners, shall be solid pipe with a tee connection into drain pipe and capped at top.
11. Place a filter fabric (Tyvar 3401, Mirafi 140N, or equivalent) on top of the drain rock.
12. Three feet of topsoil shall be placed over the fabric for frost protection and seeded at a rate of one pound of grass seed per 250 square feet of area. Final grading over the absorption field should be slightly mounded to allow for settling.
13. Construction activities shall be performed in such a manner that water pollution in order to maintain the general quality of the surrounding environment.
14. The project owner shall operate and maintain the wastewater disposal system in accordance with the Operation and Maintenance manual and DEC policies.
15. A drainage ditch shall be excavated between field mound and hillside to direct surface water runoff away from mound and ATU.

MATERIAL QUANTITIES

PIPE
 110 ft 4-inch diameter solid sewer pipe
 120 ft 4-inch diameter perforated sewer pipe

FITTINGS
 2 ea Cleanouts
 2 ea 22-1/2 deg Elbow
 2 ea 45 deg Elbow
 4 ea Inspection Tubes
 Other Misc Fittings (tees, etc.)

AS BUILT
ADEC # 5301

ABSORPTION FIELD
 35 cy Sand Filter
 14 cy Drain Rock (3/4 inch to 1-1/2 inch)
 90 sq yd Filter Fabric (40 ft by 20 ft)
 6 lb Grass Seed (1 lb seed per 250 sq ft)

Steve & Ann Fossman
Lot #1, Cemetery Hill
Haines, AK

On-Site Wastewater System

CONSTRUCTION NOTES



DATE
 Oct 25, 2005

CERT. DATE
 July 15, 2007

SHEET NO. **4**
 of
4

Natural
 Channel
 Design, Inc

P.O. Box 1447
 Haines, AK 99827
 (907)766-3976

STATE OF ALASKA
Department of Environmental Conservation
WQ OSDS Invoice

Invoice Number: **222961**

Billing Information (who's paying?)	
Name:	Steve Fossman
Address:	P.O. Box 532 Haines, AK 99827
Phone:	(907) 766-2169

Engineer Information	
Name:	Stephanie Yard Natural Channel Design, Inc.
Address:	P.O. Box 1447 Haines, AK 99827
Phone:	(907) 766-3976

Plan Review #: **5301**

Facility Name: **Cemetery Hill Subdivisin, L. 1**

Inv Code	ADEC Project ID: Description	Fee Amt	Amt Due
WQ29	48729: Certified Installer/Homeowner Training	\$65	
WQ27	48727: Certified Installer - Certification fee (2 years)	\$625	
WQ27	48727: Certified Installer Certification fee (2 annual installments)	\$340	
WQ40	48728: Domestic WW Plan Review (A) Based on peak design flow of: 0 - 500 gpd	\$270	\$270
WQ41	48728: Domestic WW Plan Review (B) Based on peak design flow of: 501 - 1500 gpd	\$340	
WQ42	48728: Domestic WW Plan Review (C) Based on peak design flow of: 1,501-2,500gpd	\$360	
WQ43	48728: Domestic WW Plan Review (D) Based on peak design flow of: 2,501-15,000gpd	\$730	
WQ44	48728: Domestic WW Plan Review (E) Based on peak design flow of: 15,001-50,000gpd	\$1,200	
WQ45	48728: Domestic WW Plan Review (F) Based on peak design flow of: 50,001-100,000	\$2,370	
WQ46	48728: Domestic WW Plan Review (G) Based on peak design flow of: 100,001-250,000	\$2,960	
WQ47	48728: Domestic WW Plan Review (H) Based on peak design flow of: 250,000 and over	\$3,510	
WQ50	48728: Domestic WW Modifications to an existing or approved WW system that increase daily peak capacity by: < 20%; 20% of fee in A-H Above		
WQ51	48728: Domestic WW Modifications to an existing or approved Domestic WW system that increase daily peak capacity by: 20% to 50% change; equivalent to % of that in A-H above		
WQ52	48728: Domestic WW Modifications to an existing or approved WW system that increase daily peak capacity by: > 50% change; fee is 100% of fee in A-H above		
WQ53	48728: Waiver/Modification of Provisions under 18AAC72.060: Individual on-site system (single-family or duplex) waiver(s) extra \$50 = 570	\$300	
WQ54	48728: Waiver/Modification of Provisions under 18AAC72.060 First Five waivers submitted for a project, other than single-family or duplex	\$250 waiver	
WQ60	48728: Line extension/replacements (Including Storm Drain collection) up to 1,000 ft	\$310	
WQ61	48728: Line extension/replacements (Including Storm Drain collection) for each additional 1,000 ft or fraction thereof.	\$160	
WQ38	48738: Passive Non-Domestic WW Plan Review Does not include stormwater - 2 or fewer treatment methods	\$440	
WQ38	48738:Passive Non-Domestic WW Plan Review Does not include stormwater - Each additional treatment method after 2	\$90	
WQ39	48739: Complex Non-Domestic WW Plan Review Does not include stormwater - 2 or fewer treatment methods	\$940	
WQ39	48739: Complex Non-Domestic WW Plan Review Does not include stormwater - Each additional treatment after 2	\$190	

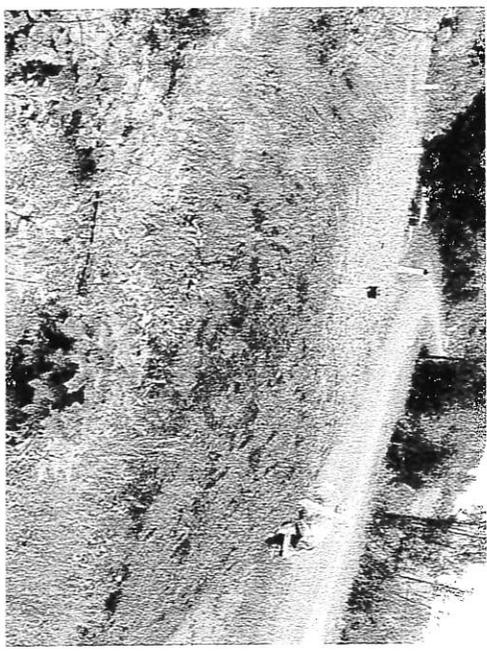
DEC Contact (printed): **Sylvia Bach** Phone: **465-5175** Date **11/3/05** **TOTAL DUE: \$270**

Amt Pd	\$270.00	Check #	8376490912	Cash	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>
--------	-----------------	---------	-------------------	------	--------------------------	-------------	--------------------------

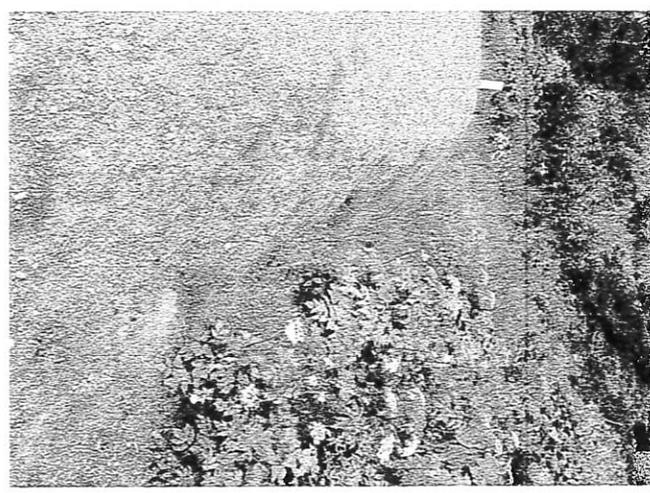
Field Mound After Completion



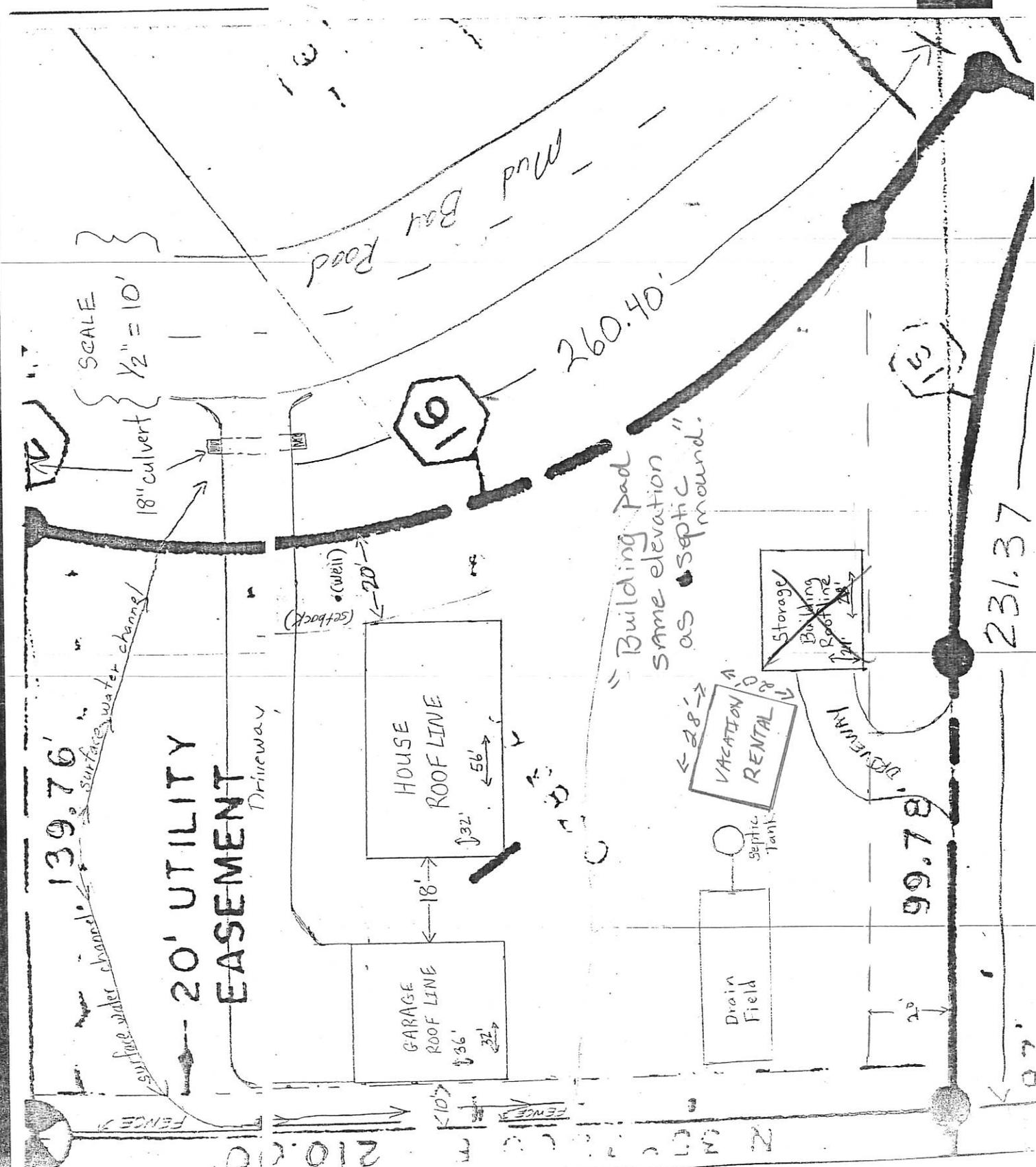
Finished Field Mound, view from east



Finished Field Mound, north view



East, uphill side of finished Field Mound
With drainage ditch.



SCALE
1/2" = 10'

18" culvert

surface water channel

20' UTILITY EASEMENT

Driveway

(well) (setback) ← 20'

HOUSE ROOF LINE

32' 56'

GARAGE ROOF LINE

36' 22'

18'

260.40'

"Building pad same elevation as septic mound."

VACATION RENTAL

← 28' →

~~Storage Building~~

septic tank

Drain Field

99.78'

231.37'

139.76'

210.00'

107'

16

15

Mud Bay Road

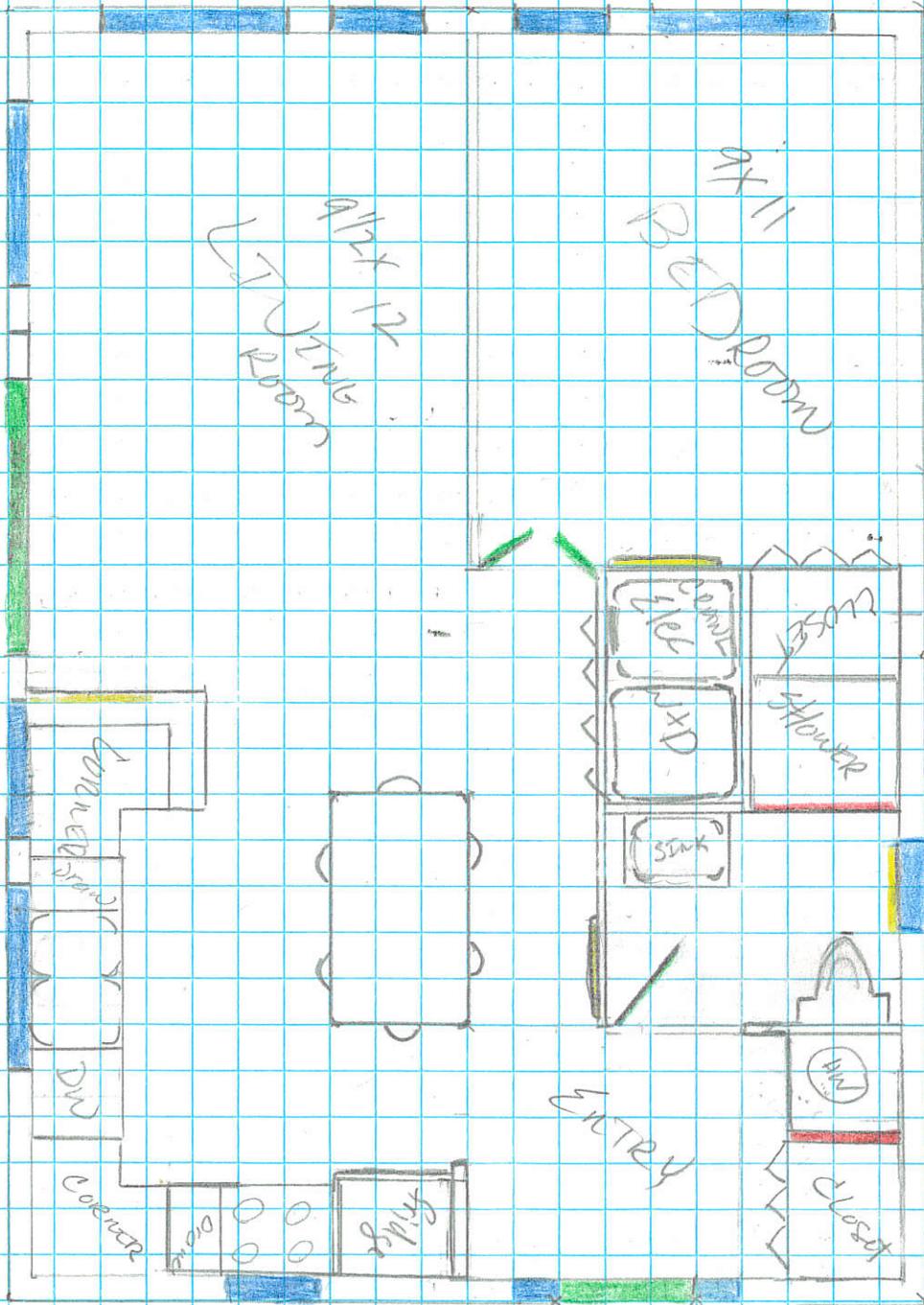
FENCE

FENCE

FENCE

DRIVEWAY

← 20 →



← 28 →

STEVEN M. FOSSMAN
ANN MARIE FOSSMAN
P.O. BOX 532
HAINES, AK 99827
PH. 907-766-2169

89-6-1252

4125

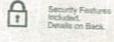
DATE 3/22/16

PAY TO THE ORDER OF Haines Borough

\$ 150⁰⁰

One hundred fifty & 00/100 DOLLARS

FIRST NATIONAL BANK ALASKA
MEMBER FDIC
WWW.FNBALASKA.COM



FOR CU Permit

Ann Marie Fossman MP

⑆ 1252000601⑆ 1220 899 710 4125

ORB 117-3

HAINES BOROUGH

P.O. BOX 1209

HAINES, ALASKA 99827

Phone (907) 766-2231 • Fax (907) 766-2716

CASH RECEIPT

Date 3/23/16

024029

Received From Steven & Ann Marie Fossman

Address PO Box 532 Haines AK

one hundred fifty & 00/100 Dollars \$ 150⁰⁰

For Conditional use permit

C-CEM-00-0100

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	<input checked="" type="checkbox"/> 4125
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	
		CREDIT CARD <input type="checkbox"/>	

By Dana Dumbel



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-2231 * FAX (907) 766-2716

29 March 2016

Conditional Use Permit Applicant: Ann Marie Fossman

Under HBC 18.50.040, there are eight criteria to be considered in deciding whether to grant a conditional use permit. Before a conditional use permit is approved, the commission must find that each of the following is met. I have provided my thoughts on each one.

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers;

This is a small vacation rental that should not cause undue noise, nuisances, or dangers.

2. The development of the use is such that the value of the adjoining property will not be significantly impaired;

A vacation rental of this size should not reduce the value of adjoining properties.

3. The size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use;

The existing services are adequate for the facility and proposed use.

4. The specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses;

Goal 3 of the comprehensive plan states: "Achieve a strong, diversified local economy that provides employment and income for all citizens that desire to work while protecting the health of the environment and quality of life..." The development of a vacation rental is a small step towards goal 3 of the comprehensive plan.

5. The granting of the conditional use will not be harmful to the public safety, health or welfare;

A small vacation rental should not present a public safety, health, or welfare issue.

6. The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams;

Erosion, ground or surface water contamination and adverse alteration to fish habitat are not a concern with the proposed business.

7. The use will comply with all required conditions and specifications if located where proposed and developed, and operated according to the plan as submitted and approved;

Before the business can open they will need to have at a minimum state and local business licenses, and any other required state or federal permits.

8. Comments received from property owners impacted by the proposed development have been considered and given their due weight.

Adjacent land owners have been notified but as of March 29th we had not received any comments. If we receive comments prior to the April 14th planning commission meeting we will include them in your packet,

Sincerely,



Brad A. Ryan
Haines Borough Interim Manager

List of Property Owners Notified
For Fossman Vacation Rental CUP
April 2016

Thomas & Vicki Lauenroth
P.O. Box 1486
Haines, AK 99827

Julie Rae
P.O. Box 267
Haines, AK 99827

Autumn Call
9 ½ Spring Street
Skagway, AK 99840

Deborah Vogt
P.O. Box 675
Haines, AK 99827

Lawrence Derby
Rebecca Wilson
P.O. Box 1596
Haines, AK 99827

Christopher Brooks
P.O. Box 558
Haines, AK 99827

Steven & Ann Marie Fossman
P.O. Box 532
Haines, AK 99827



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

March 25, 2016

Re: Steven & Ann Marie Fossman
Vacation Rental Conditional Use Permit Application
Lot 1, River Road, Cemetery Hill Subdivision
Property Account # C-CEM-00-0100

Dear Land Owner,

Haines Borough records show that you own property within 200 feet of the above-listed property. Steven & Ann Marie Fossman have requested the Planning Commission approve a Conditional Use Permit allowing the operation of a vacation rental business on their property. Haines Borough Code 18.70.030(A)(7) allows vacation rentals upon approval of a conditional use permit.

The Haines Borough Planning Commission will hold a public hearing on the matter at the next regular Planning Commission meeting. The meeting will be held at 6:30 p.m. at the Haines Borough Assembly Chambers on Thursday, April 14, 2016. As an owner of property within 200 feet of the above-listed property you are being notified that you are invited to attend and comment at the meeting. Please send written comments to the above Haines Borough address or send to my email at kfriedle@haines.ak.us. If you have any questions on the matter, please contact the Borough. Thank you.

Sincerely,

Kathryn Friedle
Administrative Assistant
Lands Department
Phone: (907)766-2231 Ext 22

Cc: Steven & Ann Marie Fossman







Kathy Friedle

From: Renee Hoffman [neybear11@yahoo.com]
Sent: Thursday, February 11, 2016 8:55 AM
To: Kathy Friedle
Cc: Brad Ryan
Subject: Fwd: Brochure Illustrations
Attachments: CVP Brochure Illustrations.pdf

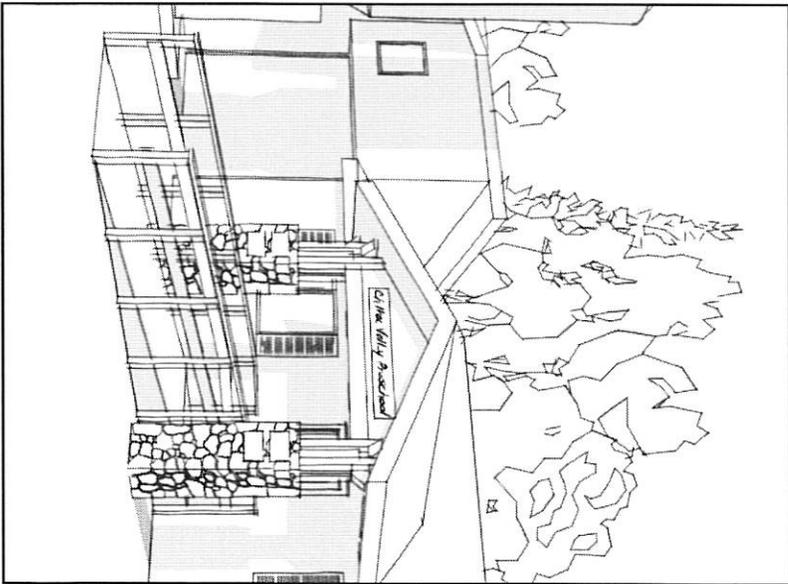
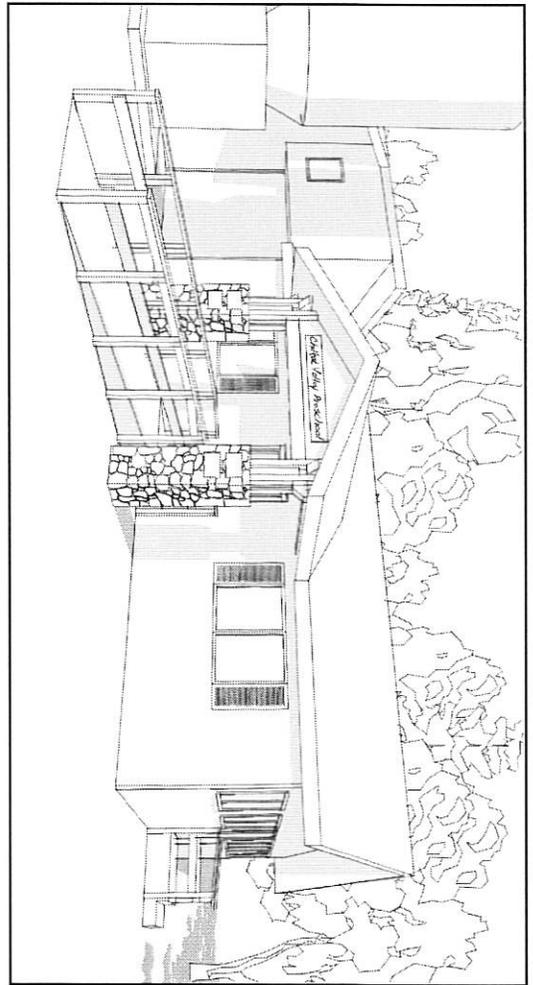
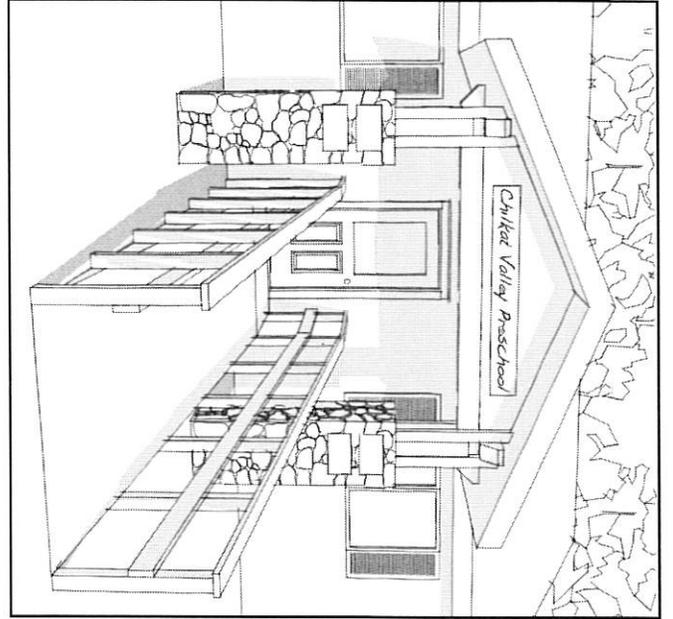
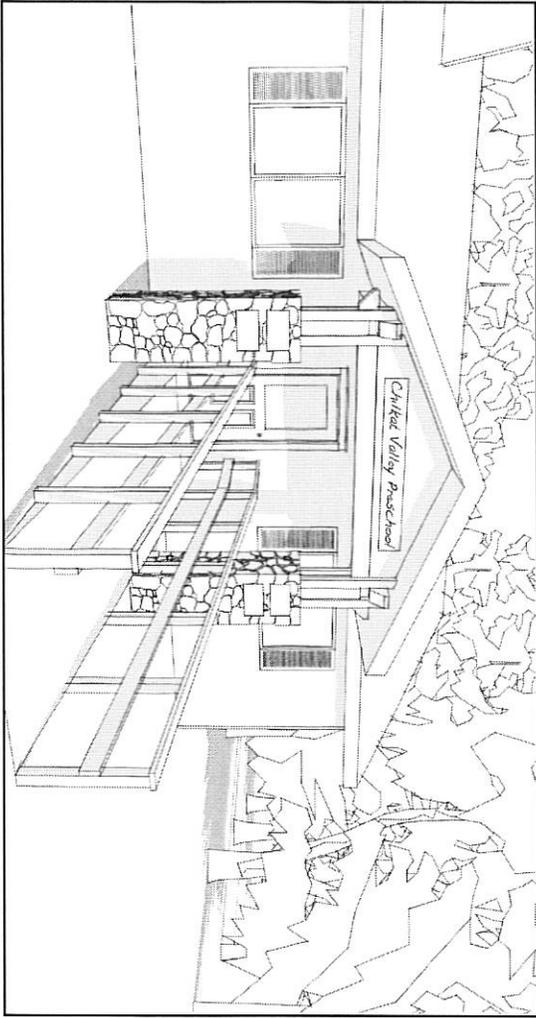
Kathy,

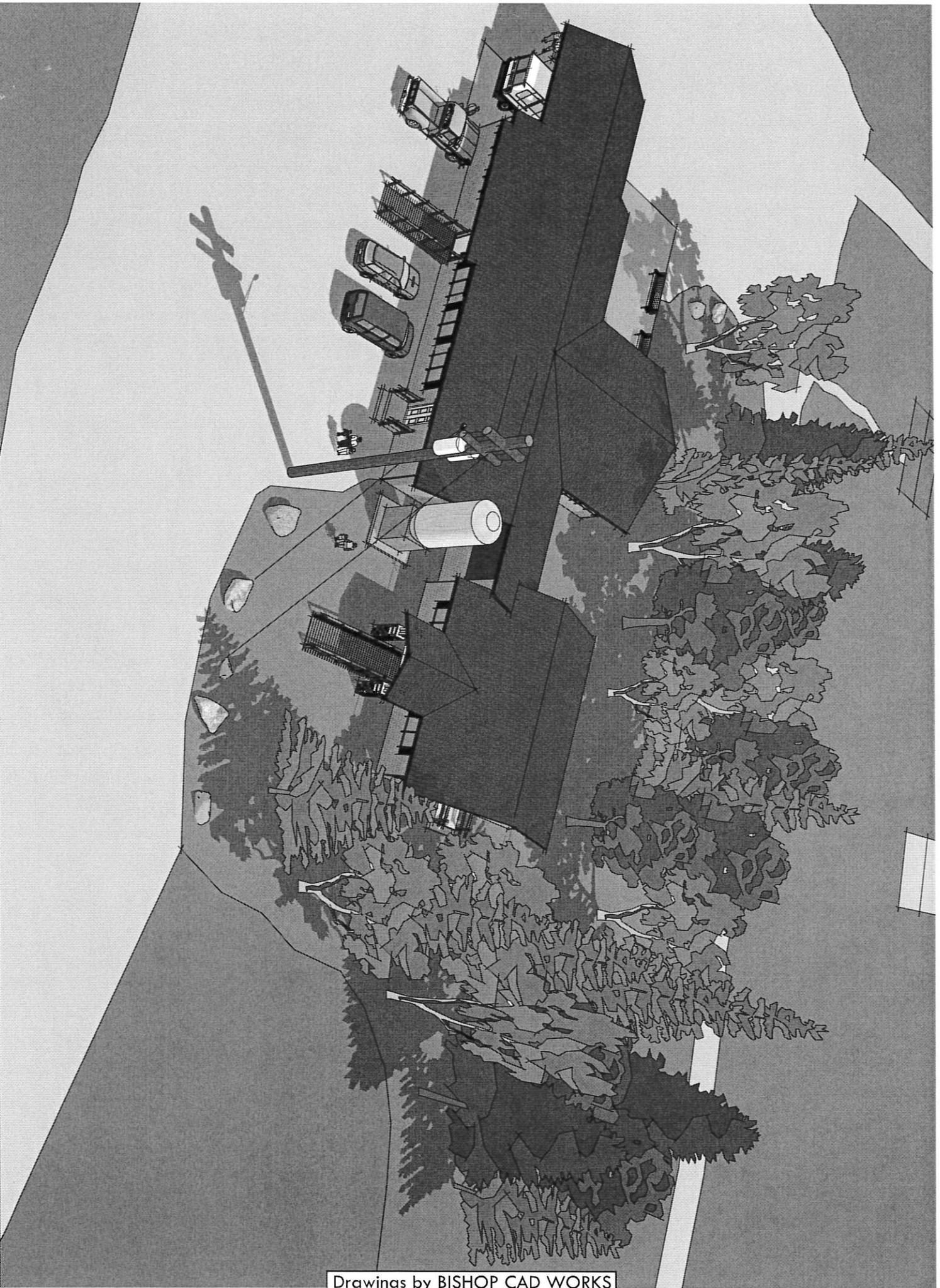
Attached Below are the following exterior drawings for the addition. Thank you for getting them to the commission. I also sent an ariel view so they can see its proximity to the park and existing structure.

Thanks Renee

Begin forwarded message:

From: Chorus Bishop <chorus@bishopcadworks.com>
Subject: Brochure Illustrations
Date: February 10, 2016 at 6:26:01 PM EST
To: Renee Hoffman <neybear11@yahoo.com>





Drawings by BISHOP CAD WORKS