



# Haines Borough Planning Commission Regular Meeting Agenda

## COMMISSIONERS:

ROB GOLDBERG, CHAIR  
LEE HEINMILLER, VICE-CHAIR  
ROBERT VENABLES  
HEATHER LENDE  
DON TURNER III  
SEAT C – TBD  
SEAT G – TBD

Thursday, January 15, 2015 - 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: December 18, 2014
5. PUBLIC COMMENTS [Items not scheduled for public hearing]
6. CHAIRMAN'S REPORT
7. STAFF REPORT
  - A. Planning & Zoning Report
8. PUBLIC HEARINGS: None
9. UNFINISHED BUSINESS: None
10. NEW BUSINESS:
  - A. Historic District/Building Review: None
  - B. Haines Borough Code Amendments: None
  - C. Project Updates: None
  - D. Other New Business:
    1. **Classify Mosquito Lake School Property for Sale – Action Item:** Student enrollment dropped below ten during the 2013 school year and resulted in the School District shutting down the school when funding was not received from the State of Alaska. Since the closing of the school, interested parties have contacted the Borough inquiring about the possibility of purchasing the facility. HBC 14.20.040 requires that the Borough lands may be classified for sale by the Assembly with the advice of the Planning Commission. **Possible Motion:** Recommend the Assembly classify the property for sale.
    2. **Lot Line Adjustment on Chilkat Valley Arts Property – Discussion Item:** This item is up for discussion at the request of Sue Folletti. Currently the entire building is on three lots. The preschool is considering purchasing one portion of the building. The transaction will require platting actions. However, a lot line adjustment will result in creating non-conformation lots, which is not allowed by the current code. Folletti is seeking advice from the commission.
    3. **Planning Commission Seat C and G Appointments – Action Item –** Three requests for appointment to serve on the Planning Commission submitted by Brenda Josephson, Rob Miller and Scott Sundberg are forwarded to the Planning Commission. **Possible motion:** Recommend the mayor appoint \_\_\_\_\_ to serve Seat C, and appoint \_\_\_\_\_ to serve Seat G.
11. COMMISSION COMMENTS
12. CORRESPONDENCE
13. SCHEDULE MEETING DATE
  - A. Regular Meeting – Thursday, February 12, 2015 6:30 p.m.
14. ADJOURNMENT



**Haines Borough  
Planning Commission Meeting  
December 18, 2014  
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**, Commissioners Lee **Heinmiller**, Andy **Hedden** (called in), Robert **Venables**, Heather **Lende**, and Don **Turner III**.  
**Staff Present:** Jan **Hill**/Mayor, David **Sosa**/Manager, Krista **Kielsmeier**/Deputy Clerk, and Carlos **Jimenez**/Public Facilities Director.  
**Also Present:** Glenda **Gilbert**, Mike **Case**, Roger **Schnabel**, and Brenda **Jones**.
3. **APPROVAL OF AGENDA**  
**Motion:** **Venables** moved to “approve the agenda.” **Turner** seconded it. The motion carried unanimously.
4. **APPROVAL OF MINUTES** – November 13, 2014 Regular Meeting Minutes  
**Motion:** **Heinmiller** moved to “approve the November 13, 2014 regular meeting minutes.” **Lende** seconded it. The motion carried unanimously.
5. **PUBLIC COMMENTS** – None
6. **CHAIRMAN’S REPORT** – None
7. **STAFF REPORTS**  
A. **Planning & Zoning Staff Report**
8. **PUBLIC HEARINGS** – None
9. **UNFINISHED BUSINESS** – None
10. **NEW BUSINESS**  
A. **Historic District/Building Review** – None  
B. **Haines Borough Code Amendments**  
1. **Temporary Residence in HBC 18.60.020(H)**  
**Venables** restated his objection. He would like to see more exceptions that will allow property owners to temporarily occupy an RV or mobile home on private properties as a conditional use.  
**Motion:** **Turner** moved to “recommend the Assembly adopt the proposed ordinance.” **Lende** seconded it. The motion carried 5 – 1 with **Venables** opposed.  
C. **Project Updates** – None  
D. **Other New Business**  
1. **Classification of Borough Lands for Sale – 3-MLR-00-0110**

**Motion: Venables** moved to “recommend the Assembly classify the property for sale again.” **Turner** seconded it. The motion carried unanimously.

## 2. History of Vacation of Rights-of-Way within Tlingit Park

**Goldberg** said that the plat shows a portion of Front Street was vacated.

**Heinmiller** said Planning and Zoning Technician Tracy Cui might be able to produce a map with these changes to Beach Road. It will be helpful for the future planning.

## 3. Consideration of Vacating One Portion of Mathias Avenue Right-of-Way

**Jimenez** said Norm Smith applied for water service years ago, and the permit was not granted. There are problems with that line because of the grade. Staff have been communicating with the adjacent property owners on trying to acquire utility easement. Carol Waldo declined, but Marvin Smith agreed to grant the Borough a 15’ wide utility easement by gaining the ownership of the same square footage of right-of-way on Mathias as compensation.

**Motion: Venables** moved to “support the staff’s recommendation.” **Lende** seconded it. The motion carried unanimously.

## 4. Planning Commission Seat F Re-appointment

**Motion: Heinmiller** moved to “recommend for the mayor to re-appoint Commissioner Don Turner III to serve Seat F for a three-year term ending November 2017.” **Venables** seconded it. The motion carried unanimously.

## 5. Planning Commission Chair and Vice-Chair Appointments

**Goldberg** said he would be willing to accept nomination for chair.

**Motion: Heinmiller** moved to “appoint Goldberg as Planning Commission Chair.” **Turner** seconded it. The motion carried unanimously.

**Motion: Goldberg** nominated Heinmiller as Planning Commission Vice-Chair. **Turner** seconded it. The motion carried unanimously.

## 6. 2015 Regular Planning Commission Meeting Agenda Preparation Calendar

The commission reviewed and agreed to the calendar.

## 11. COMMISSION COMMENTS

**Turner** volunteered to be the representative on the Lutak Dock “strategic-doing” committee.

**Lende** and **Turner** will get together with Borough Assessor Dean Olsen to conduct site visits to identify Borough-owned properties for sale.

## 12. CORRESPONDENCE

### A. Zoning Clarification of Property C-208-TL-0400

**Goldberg** said there has been a dispute about what the zoning classification is for this property. Schnabel’s property and two adjoining properties have two zoning designations – rural mixed use and multiple residential. **Goldberg** suggested the commission initiate a rezoning of these properties.

**Venables** did not understand why a staff administrative error would constitute a zoning change.

**Goldberg** said this error is from before consolidation. There would be a public process.

**Case** said there was a depiction that was improperly portrayed by drawing it wrong and coloring it in wrong.

**Goldberg** said someone in 2001 or before decided that there were two different uses happening on those three properties. This map is not detailed enough to see exactly where the line is. The gravel pit was put in the multiple residential zone where resource extraction is not allowed.

**Jimenez** said there was no problem with the gravel pit, which has been grandfathered in.

**Schnabel** said he did go through the public process in 2001. Respectfully, he does not want to go through that again.

**Schnabel** said he would like the commission to direct staff. He has been confused about what he can or cannot do on his property.

**Turner** said he believed this can be fixed administratively.

**Goldberg** said he will speak with Cui to correct the zoning map.

13. **SET MEETING DATES** – The next regular Planning Commission meeting was scheduled for 6:30 p.m. on Thursday, January 8, 2015.
14. **ADJOURNMENT**– 7:24 p.m.

## Staff Report for January 15, 2015

1. **Permits Issued Since December, 2015** – None

2. **Enforcement Orders** – None

3. **Projects**

- American Institute of Certified Planners (AICP) Exam: I submitted my application for taking the exam. The exam is given twice a year, in May and November. I plan to take the exam in May 2015. To become a certified planner, the applicant must meet certain education and experience requirements and pass the exam. Currently my application is under review.
- Hosting Haines Imagery: The Borough ArcGIS online Parcel Viewer has been open to public since August 2014. Currently we are seeking a place to generate and store the map tile catches for our website. We believe that the best long term solution is to let ESRI host our imagery. We hope that ESRI to host the imagery for free in exchange for making it available to all ESRI users. A teleconference with ESRI representatives will be held during the week of Jan 19.



Haines Borough Lands Department  
P.O. Box 1209  
Haines, Alaska 99827  
Phone (907) 766-2231 (ext. 33)  
Fax (907) 766-2716

10D1

David Sosa  
Borough Manager  
103 3<sup>rd</sup> Ave  
Haines, Alaska 99827

Re: Real Property Assessment Summary Report for Haines Borough's Mosquito Lake School  
(Prepared by Dean Olsen, Assessor, Haines Borough, Haines, Alaska)

Mr. Sosa,

As requested I have completed an appraisal of the Mosquito Lake School owned by the Haines Borough. As outlined in the Uniform Standards of Professional Appraisal Practice (USPAP) for the appraising profession, the following steps were taken to produce credible results that are appropriate for the appraisal problem and intended user(s) of this report:

- The "scope of work" and data analysis for this appraisal include a highest and best use analysis of the subject property
- An explanation of the valuation methodology
- Identification of client and intended use
- Assignment conditions, and intended use of this report
- The effective date of value

For convenient access to the final determination of this assignment, the following valuation statement shows the end result of this appraisal:

**Current "As-Is" Market Value of Real Property described as A.S.L.S. No. 79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of U.S. Survey 3708, Tract B, Lot 2, 13.05 Acres +/-:**

**Eight Hundred Ten Thousand, Seven Hundred Dollars  
\$810,700.00**

Dean Olsen  
Assessor  
Haines Borough  
Certified Level II Appraiser  
Certificate No. 243  
Expires: 12/31/2016

**Subject:** Mosquito Lake School located on the 13.05 acre parcel legally described as, A.S.L.S. No.79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of U.S. Survey 3708, Tract B, Lot 2.

**Owner:** Haines Borough

**Legal Description**

**Of Subject:** A.S.L.S. No. 79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of U.S. Survey 3708, Tract B, Lot 2, 13.05 Acres +/-

**Date of Report:** December 2, 2014

**Intended Use:** This report will identify "fair market value" of the subject property identified as the Haines Borough Mosquito Lake School on A.S.L.S. No. 79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of U.S. Survey 3708, Tract B, Lot 2; approximately 1.5 miles from the Haines Highway on Mosquito Lake Road. This report is to be used by David Sosa, Haines Borough Manager, for discussions related to the future use and/or sale of this property.

**Intended Users:** Haines Borough Manager, David Sosa, the Honorable Mayor Jan Hill, and Haines Borough Assembly

**Property Characteristics:** The subject property, currently referred to as "The Mosquito Lake School", is a 2.5 - story, 5,843 square foot, stick-framed building with a 1,560 square foot detached garage/shop built in 1981 at a cost of approximately \$1,500,000. The building is located on a 13.05 acre parcel approximately one half mile from Mosquito Lake State Park Camp Ground, and 1.5 miles from the Haines Highway which is the road linkage connecting the town of Haines to the Alcan Highway at Haines Junction in the Yukon Territory, Canada.

**Property History:** In 1982 the Mosquito Lake School opened its doors for students living from the border at 42 Mile to 18 Mile Haines Highway, as well as the Chilkat Lake and Porcupine Road areas, and other surrounding Mosquito Lake Subdivisions. Other students in the Haines Borough living outside the described area could also attend, but transportation to and from the school for those living outside the established bus route was the responsibility of the parents. Student enrollment has varied throughout the school's history, but a change in state regulations requiring a minimum of ten students in order for a school to receive state funding has determined the fate of the facility. Student enrollment dropped below ten during the 2013 school year and resulted in the Haines Borough School District shutting down the school when funding was not received from the State of Alaska. Since the closing of the Mosquito Lake School, interested parties have contacted the Haines Borough inquiring about the possibility of purchasing the facility.

**Hypothetical Conditions:** There are no hypothetical conditions for this opinion of value.

**Extraordinary Assumptions:** There are no extraordinary assumptions for this opinion of value.

## Definitions

**Highest and Best Use:** The reasonably probable and legal use of vacant land, or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are:

- legal permissibility
- physical possibility
- financial feasibility
- maximum productivity

**Cost Approach:** The cost approach is a set of procedures through which a value indication is derived for the fee simple interest in a property by estimating the current cost to construct a reproduction of (or replacement for) the existing structure. This includes entrepreneurial incentive, deducting depreciation from the total cost, and adding the estimated land value. Adjustments help to indicate the fee simple value of the subject property and reflect the value of the property interest.

**Income Approach:** The term *income capitalization approach*, taken from the Appraisal Institute's publication *The Dictionary of Real Estate Appraisal 4th edition*; is a set of procedures through which an appraiser derives a value indication for an income-producing property by converting its anticipated benefits (cash flows and reversion) into property value. This conversion can be accomplished in two ways. One year's income expectancy can be capitalized at a market-derived capitalization rate or at a capitalization rate that reflects a specified income pattern, return on investment, and change in the value of the investment. Alternatively, the annual cash flows for the holding period and the reversion can be discounted at a specified yield rate.

**Sales Comparison Approach:** The *sales comparison approach* is the most common and preferred method of real property valuation, provided an appraiser has enough available sales with similar characteristics to the subject property being appraised. Value is unveiled using this approach, by comparing the property being appraised (the subject), to similar properties that have sold recently. The appraiser must use appropriate units of comparison, and adjust the sale prices of the comparable(s) based on any needed elements of comparison. Appraisers use the sales comparison approach to value improved properties, vacant land, or land viewed as vacant, but includes improvements.

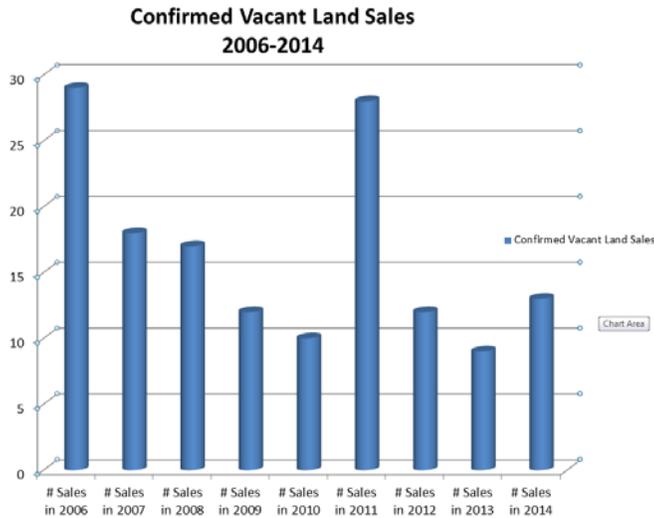
## Market Area

The market area is located from approximately 18 Mile Haines Highway to the Alaska border at 42 Mile Haines Highway which is part of the land within the Haines Borough zoned "General Use". Properties in this market area are used for a variety of purposes such as residential, recreational, and commercial uses. The Haines Highway, also known as Alaska Route 7, is the main transportation artery serving the area. The majority of the property within this market area is for single family residential use, with a variety of established Bed and Breakfast businesses. Several parcels are used for mineral extraction (gravel and rock), while other commercial uses include a small general store, restaurant/lounge, snow-cat skiing and snowmobile tours, heli-skiing base stations, and mining.

## Market Conditions

While overall sales of real property increased from 2012 to 2013, confirmed sales of vacant lots decreased during the same period. Confirmed sales of vacant land for 2014 have increased over the total number of confirmed sales of vacant land in all of 2013. The market shows a decrease in remote property values, and values of vacant land in this market area have decreased over thirty percent since 2008. While there does not appear to be an extensive over-supply of properties in the market area, there is a wide variety of property available for purchase, and some vacant land sales have had a marketing time of over six months.

## Sales Data



(2014 sales are as of September)

## Valuation Methodology Analysis

Highest and best uses of the subject property for both vacant and as improved were evaluated. The highest and best use of the subject property both as vacant and improved is as a school.

Three approaches to value were considered for this assignment. The subject property is not a typical income generating business; therefore, insufficient data is available to generate fair market value using the income approach. As a result the income approach to value was not applied.

A lack of available sales information for properties even remotely similar to the subject property eliminates the sales comparison approach to value; therefore, this approach was not used to determine fair market value for the subject property.

After analyzing the available information needed to determine market value, the cost approach to value was determined to be the most appropriate valuation method for the subject property. The cost approach to value was calculated using Marshall and Swift Commercial/Agricultural Estimator version 7.

## Reconciliation of Fair Market Value

After analyzing vacant land sales information for the market area over the last six years, a site value was determined for the subject property. The per acre value of land in the market area has declined since 2008. Although there was a slight rebound in 2012, value again dropped closer to the 6 year average in 2014. A per acre land value was established from the relevant sales in the market area and was added to the existing site improvements (i.e. building site prep, utilities, driveway, parking and landscaping) to calculate the total site value.

### As-Is "Site" Market Value

<b>Per Acre Land Value:</b>	\$7,000
<b>Subject Size:</b>	13.05 Acres
<b>Indicated Raw Land Value:</b>	\$91,350
<b>Site Improvements:</b>	<u>\$50,000</u>
<b>Total Site Value:</b>	\$141,350

**Total Site Value Rounded: 141,400.00**

In addition to site value, a value for the existing structure was calculated using the cost approach. The cost approach was calculated using Marshal and Swift Commercial Estimator for the structure classified as a Manual Arts Building (School), a classification appropriate for the current construction style and most recent use of the structure.

Using the cost approach to value the improvements on the subject property in its current depreciated condition has a value of \$669,300.

Total Site Value:	\$141,400
<u>Improvement Value:</u>	<u>\$669,300</u>
<b>Total Value:</b>	<b>\$810,700</b>

**Effective on the date of this report, the current "As-Is" Market Value of Real Property described as A.S.L.S. No. 79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of U.S. Survey 3708, Tract B, Lot 2, 13.05 Acres +/- is:**

***Eight Hundred Ten Thousand, Seven Hundred Dollars***

Estimate Number :66  
Parcel Number :Mosquito Lake School  
Property Owner :Haines Borough  
Property Address :Mosquito Lake Road  
Property City :Haines  
State/Province :AK  
ZIP/Postal Code :99827

**Section 1**

<b>Occupancy</b>	<b>Class</b>	<b>Height</b>	<b>Rank</b>
100% Elementary School (Entire)	<u>Wood or steel framed exterior walls</u>	<u>10.00</u>	2.0
Total Area	: 4,461		
Number of Stories (Section)	: 1.00		
Shape	: 2.00		
Effective Age (years)	: 16.00		

<b>Components</b>	<b>Units/%</b>	<b>Other</b>
Exterior Walls:	100%	
Stud Walls-Wood Siding	100%	
HVAC (Heating):		
Hot Water		
Sprinklers: Wet Sprinklers	75%	

**Section 2**

<b>Occupancy</b>	<b>Class</b>	<b>Height</b>	<b>Rank</b>
100% Maintenance Storage Building	<u>Wood or steel framed exterior walls</u>	<u>10.00</u>	2.0
Total Area	: 1,500		
Number of Stories (Section)	: 1.00		
Shape	: 2.00		
Effective Age (years)	: 25.00		

<b>Components</b>	<b>Units/%</b>	<b>Other</b>
Exterior Walls:	100%	
Stud Walls-Wood Siding	100%	
HVAC (Heating):		
Hot Water		

Cost as of 07/2014	<b>Units/%</b>	<b>Cost</b>	<b>Total</b>
Basic Structure			
Base Cost	5,961	118.90	708,766
Exterior Walls	5,961	20.41	121,683
Heating & Cooling	5,961	28.00	166,891
Sprinklers	3,346	5.74	19,206
Basic Structure Cost	5,961	170.53	1,016,546
Less Depreciation			
Physical & Functional	34.2%		347,290
Depreciated Cost	5,961	112.27	669,256
<b>Total Depreciated Cost Rounded</b>			<b><u>\$669,300</u></b>

# SKETCH/AREA TABLE ADDENDUM

Parcel No **Mosquito Lk. School**

File No **Borough Tax exempt**

SUBJECT

Property Address **Mosquito Lk. Rd.**

City **Haines**

County **USA**

State **AK**

Zip **99827**

Owner **Haines Borough**

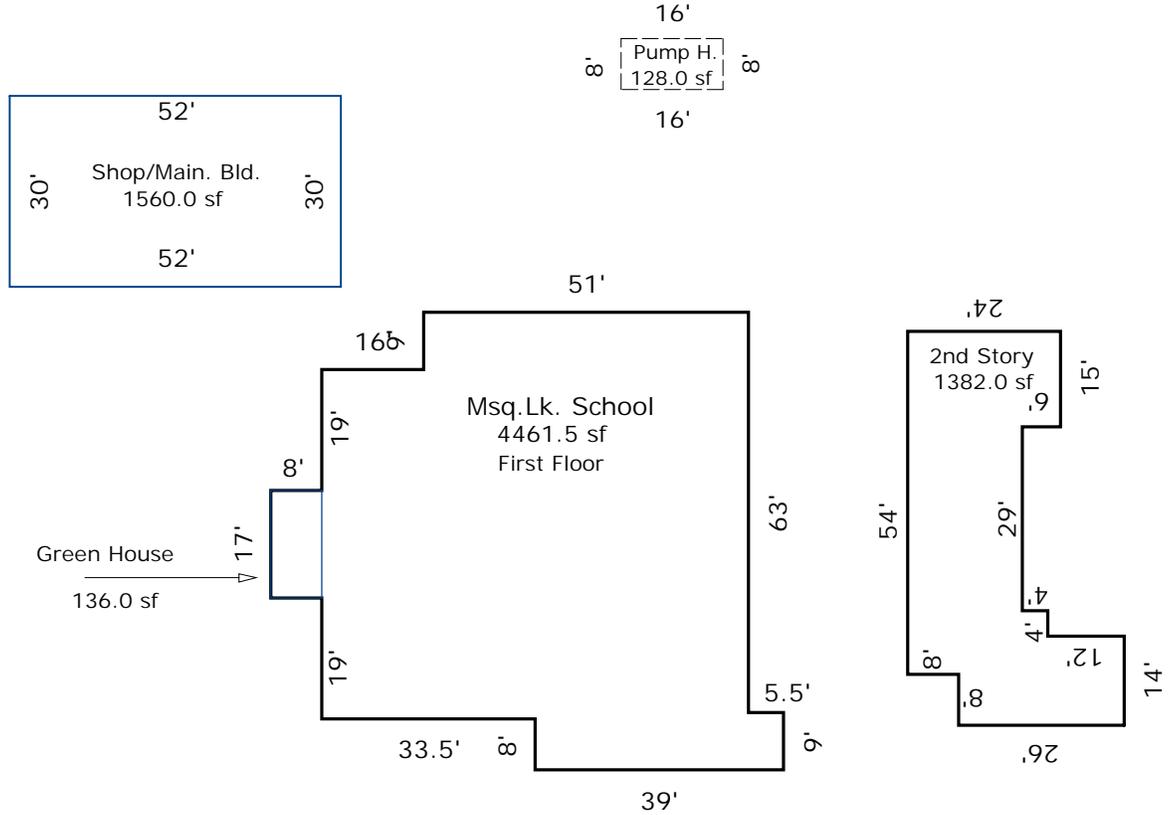
Client **(Same as owner)**

Client Address **P.O. Box 1209**

Appraiser Name **DMO**

IMPROVEMENTS SKETCH

## Mosquito Lake School



Scale: **1 = 30**

AREA CALCULATIONS

### AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GAR	Garage/Main. Bld.	1.00	1560.0	164.0	1560.0
P/P	Green House	1.00	136.0	50.0	136.0
Shd 2	Pump House	1.00	128.0	48.0	128.0
Hns. Bor	Msq.Lk. School	1.00	4461.5	305.0	4461.5
2nd lvl	2nd Story	1.00	1382.0	204.0	1382.0

### Comment Table 1

Pump House was newly constructed in summer of 2008.

### Comment Table 2

### Comment Table 3



TABLE	OF	CURVES
1	1	1
2	1	1
3	1	1
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	1
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100	1	1

- NOTES**
- THE ORIGIN OF BEARING WAS THE MAY 1924 RECORD BEARING, AS ESTABLISHED BY THE GENERAL LAND OFFICE BETWEEN SECTION CORNER 22/23/24/27 AND 1/4 CORNER SECTION 22/23, T.28S., R.55E., C.R.M. THE ACCEPTED BEARING OF SAID LINE IS N 0°02'00" W.
  - ALL BEARINGS SHOWN ARE ROUNDED TO THE NEAREST 0°00'15" OF ARC.
  - WHERE SURVEY COURSES (BEARINGS AND/OR DISTANCES) OF RECORD DIFFER FROM THE COURSES ESTABLISHED BY THIS SURVEY, THE SURVEY COURSE OF RECORD IS SHOWN IN PARENTHESES FOLLOWED BY THE MEASURED OR COMPUTED COURSE BY THIS SURVEY, THUSLY, (N 0°01' W - 2640.0') N 0°18'00" E - 2640.39'.
  - THE LAND CONTAINED WITHIN THE 1ST ADDITION TO MOSQUITO LAKE ALASKA SUBDIVISION IS WITHIN PROTRACTED SECTION 15, T.28S., R.55E., C.R.M. NORTH OF PROTRACTED SECTION 22, T.28S., R.55E., C.R.M., WEST OF EXISTING MOSQUITO LAKE ROAD AND A.S.L.S. 79-107.
  - THIS SURVEY WAS EXECUTED UNDER THE TERMS OF CONTRACT NUMBER 054-169.
  - BEARINGS AND DISTANCES SHOWN HEREON ARE TRUE BEARINGS AND TRUE DISTANCES.
  - L.T.M. AND METRIC DATA SHOWN HEREON IS FOR INFORMATION PURPOSES ONLY.
  - ALL SECTION LINES ARE SUBJECT TO A 50 FOOT EASEMENT EACH SIDE OF THE SECTION LINE WHICH IS RESERVED TO THE STATE OF ALASKA FOR PUBLIC HIGHWAYS UNDER AS 16.11.010.
  - ORIGINAL G.L.O./E.L.M. SECTION CORNERS AND/OR BEARING TREES WERE RECOVERED AS DESCRIBED WITHIN THE ORIGINAL G.L.O./E.L.M. FIELD NOTES.
  - THIS SUBDIVISION HAS BEEN APPROVED BY THE SOUTHEAST REGION, ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) IN ACCORDANCE WITH 18 AAC 72.065. ANY FURTHER SUBDIVISION OF THE LOTS SHOWN HEREON WOULD REQUIRE ADDITIONAL PLAN REVIEW BY ADEC.
  - ALL COORDINATES SHOWN ARE BASED UPON THE "ALASKA COORDINATE SYSTEM", ZONE 1.
  - ALL LANDS ENCOMPASSED BY THIS SURVEY ARE SUBJECT TO A 50 FOOT WIDE ACCESS EASEMENT ALONG THE NEAR HIGH WATER OR ORDINARY HIGH WATER LINE OF ANY WATER FRONTAGE OF ANY SORT.
  - ANY CURVE DATA SHOWN IS FOR INFORMATION PURPOSES ONLY. AUTOMATICALLY DERIVED CURVE DATA IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN GENERAL REFERENCE.

TOTAL AREA OF SUBDIVISION = 74.49 Ac. (30.15 HECTARES)  
 AREA OF LOTS = 71.80 Ac. (29.06 HECTARES)  
 AREA OF R/W = 2.69 Ac. (1.09 HECTARES)

**SELECTION INFORMATION**  
 Mental Health - 16  
 Tentative Approval dated 5/20/84  
 Patent No. 50-55-0015 dated 7/20/84

STATE OF ALASKA  
 DEPT. OF NATURAL RESOURCES  
 DIVISION OF LANDS

**BEARING TREE**

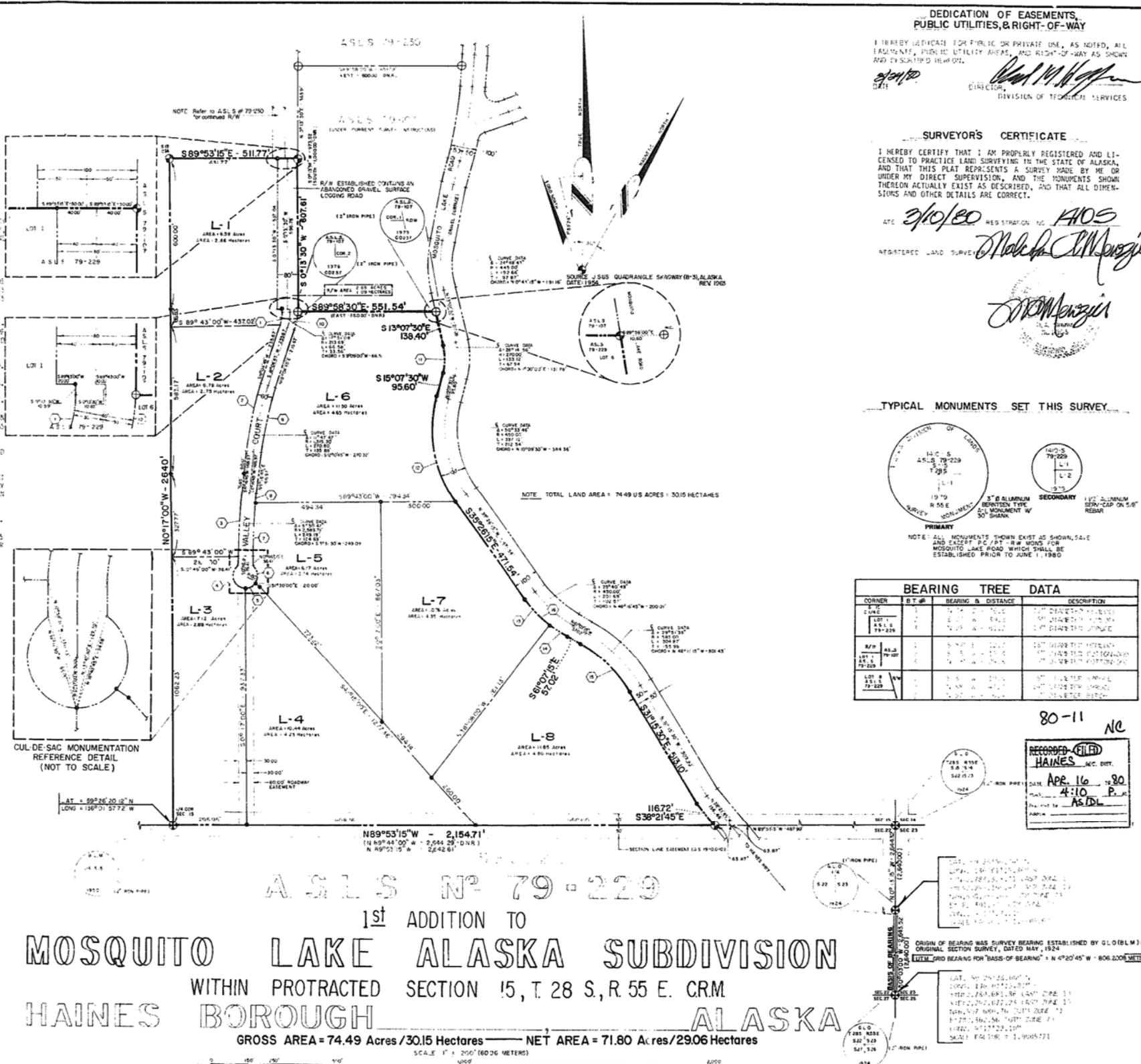
CORNER IS APPROXIMATELY

DIRECTION: \_\_\_\_\_ DISTANCE: \_\_\_\_\_

TRACT: \_\_\_\_\_

POSTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPICAL BEARING TREE MARKER



DEDICATION OF EASEMENTS,  
 PUBLIC UTILITIES, & RIGHT-OF-WAY

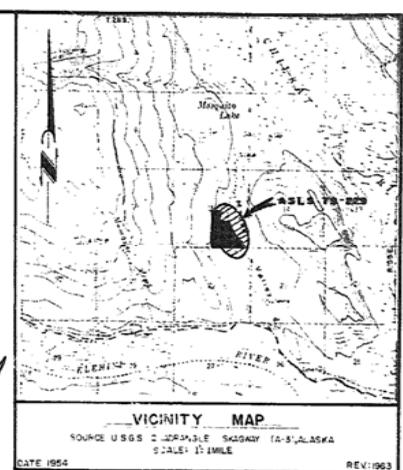
I HEREBY CERTIFY FOR PUBLIC OR PRIVATE USE, AS NOTED, ALL EASEMENTS, PUBLIC UTILITY AREAS, AND RIGHT-OF-WAY AS SHOWN AND DESCRIBED HEREON.

DATE: 3/10/80 DIRECTOR: *David M. Haines*  
 DIVISION OF TECHNICAL SERVICES

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAN REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: 3/10/80 REGISTRATION NO: 1405  
 REGISTERED LAND SURVEYOR: *David M. Haines*



**TYPICAL MONUMENTS SET THIS SURVEY**

MONUMENT TYPE: 3" ALUMINUM SURVEY CAP ON 5/8" IRON SHANK

MONUMENT: PRIMARY SECONDARY

NOTE: ALL MONUMENTS SHOWN EXIST AS SHOWN, DATE AND EXCEPT FOR 1/4" IRON MONUMENT FOR MOSQUITO LAKE ROAD WHICH SHALL BE ESTABLISHED PRIOR TO JUNE 1, 1980

**BEARING TREE DATA**

CORNER	B.T. #	BEARING & DISTANCE	DESCRIPTION
LOT 1	1	S 89° 53' 15" E - 511.77'	1" IRON PIPE
LOT 2	2	S 89° 53' 30" E - 551.54'	1" IRON PIPE
LOT 3	3	S 13° 07' 30" E - 138.40'	1" IRON PIPE
LOT 4	4	S 15° 07' 30" W - 95.60'	1" IRON PIPE
LOT 5	5	S 89° 43' 00" W - 437.02'	1" IRON PIPE
LOT 6	6	S 89° 43' 00" W - 437.02'	1" IRON PIPE
LOT 7	7	S 89° 43' 00" W - 437.02'	1" IRON PIPE
LOT 8	8	S 89° 43' 00" W - 437.02'	1" IRON PIPE

**OWNERSHIP CERTIFICATE**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE DIRECTOR, DIVISION OF TECHNICAL SERVICES, AND THAT THE STATE OF ALASKA IS THE OWNER OF ALL LOTS 70-229 AS SHOWN HEREON. I HEREBY APPROVE THIS SURVEY AND PLAN FOR THE STATE OF ALASKA.

DATE: 3/10/80 DIRECTOR: *David M. Haines*  
 DIVISION OF TECHNICAL SERVICES

**NOTARY'S ACKNOWLEDGEMENT**

SUBSCRIBED AND SWORN TO BEFORE ME THIS 24th DAY OF March, 1980.

Notary: *David M. Haines* MY COMMISSION EXPIRES 12-3-83  
 NOTARY FOR ALASKA

**LEGEND**

- ⊕ ORIGINAL G.L.O. OR E.L.M. MONUMENT RECOVERED THIS SURVEY
- ⊙ DNR PRIMARY MONUMENT ESTABLISHED THIS SURVEY
- DNR SECONDARY MONUMENT ESTABLISHED THIS SURVEY
- BOUNDARY / PROPERTY LINE
- ⊕ PRIMARY MONUMENT SET FOR ASLS 79-107 RECOVERED

**SCALE**

1 METER = 3.28084 U.S. FEET  
 1 U.S. ACRE = 0.4047 HECTARES  
 SCALE: 1" = 200' (60.96 METERS)

DATE OF SURVEY: Beginning: AUG 28, 1979 Ending: DEC 9, 1979

NAME OF SURVEYOR: *David M. Haines* REG. NO. 1405

STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF TECHNICAL SERVICES ANCHORAGE, ALASKA

ALASKA STATE LAND SURVEY NO. 79-229 1st ADDITION TO MOSQUITO LAKE ALASKA SUBDIVISION WITHIN PROTRACTED SEC. 15, T.28S., R.55E., C.R.M., HAINES, AK.

DRAWN BY M.E.S. APPROVAL BY M.E.S. *David M. Haines* 3/24/80

DATE: NOV. DEC. 1979 DATE: 3/24/80

SCALE: 1" = 200' CHECKED BY: *David M. Haines* FILE NO. 79-229

PLAT # 80-11

WITHIN PROTRACTED SECTION 15 T 28 S, R 55 E, COPPER RIVER MERIDIAN

**CERTIFICATE OF CLAIMANT**

We hereby certify that we are the legal claimant of the property shown hereon and that we hereby approve this plat of survey.

Date 23 July, 1981 R.E. Henderson  
Borough Chairman  
Haines Borough

**NOTARY'S ACKNOWLEDGEMENT**

Subscribed and sworn to before me this 23 day of July 1981.  
Ruben M. Jackson My commission expires: 12/16/82  
Notary for Alaska

**OWNERSHIP CERTIFICATE**

I, the undersigned, hereby certify that I am the Director, Division of Technical Services, and that the State of Alaska is owner of ASLS 79-107, as shown hereon. I hereby approve this survey and plat for the State of Alaska.

Date 9-4 1981 Cynthia Paul  
Acting Director  
Division of Technical Services

**NOTARY'S ACKNOWLEDGEMENT**

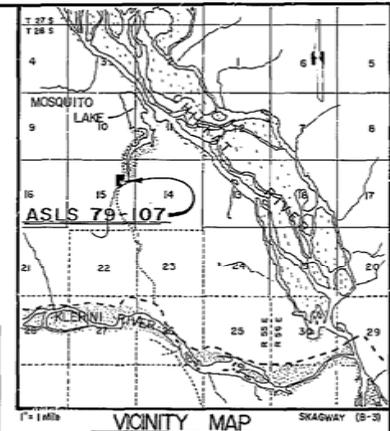
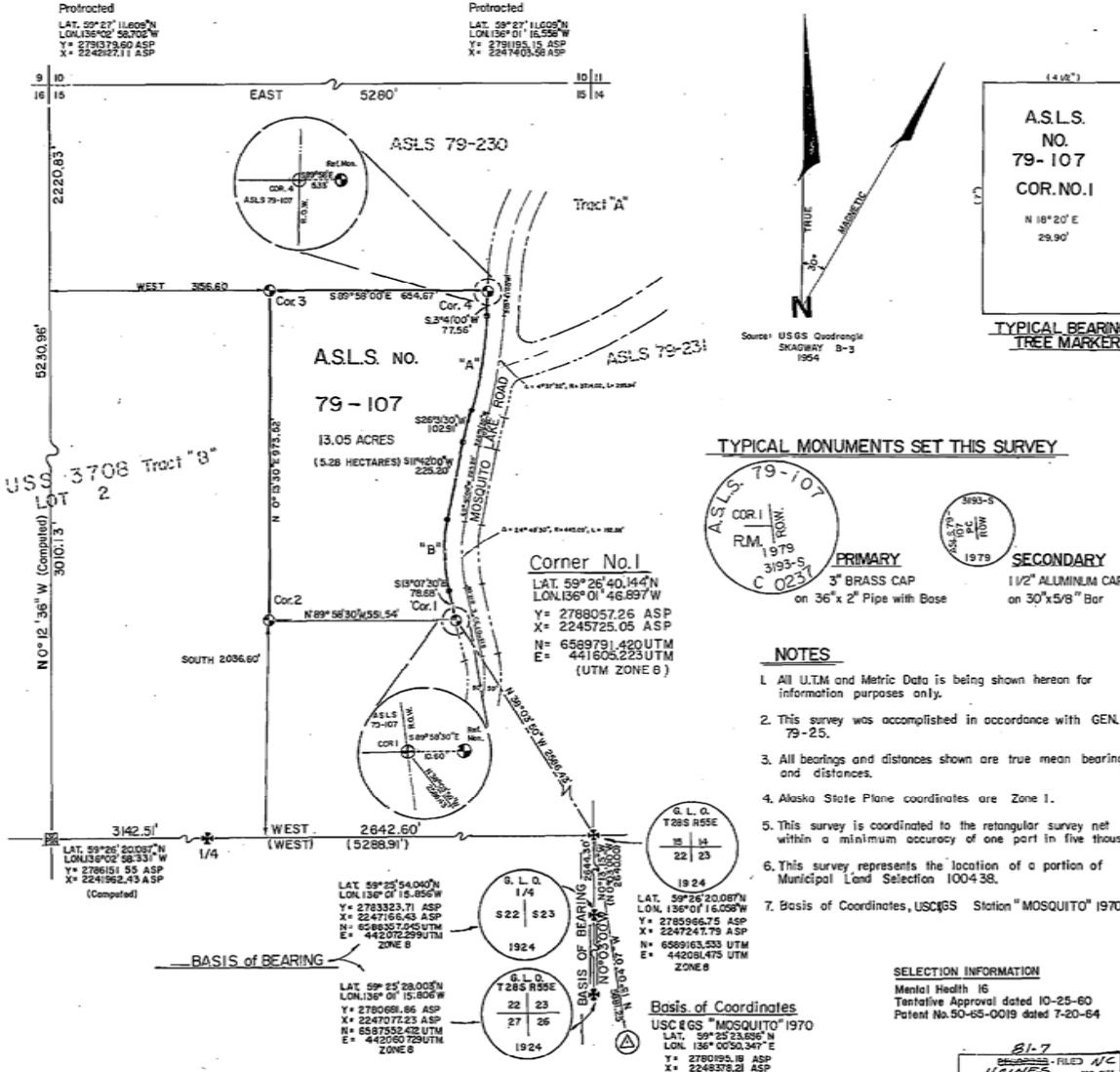
Subscribed and sworn to before me this 4th day of Sept, 1981.  
Miles S. Spivey My commission expires: 12-10-84

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, and that this plat represents a survey made by me or under my direct supervision, and that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date Sept. 18, 1980 Registration Number 3193-S

R.P. Smith  
Registered Land Surveyor



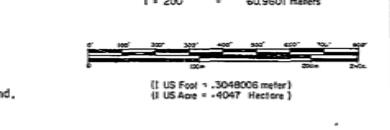
**BEARING TREE DATA**

CORNER	B.T.	BRG. & DIST.	DESCRIPTION
COR. 1	1	S 18°20'W 29.50'	18" SPRUCE
	2	S 8°31'W 12.19'	7" SPRUCE
	3	N 0°14'W 15.44'	5" COTTONWOOD
COR. 2	1	S 12°03'E 28.20'	5" COTTONWOOD
	2	N 79°52'W 52.30'	6" BIRCH
COR. 3	1	N 28°51'E 47.15'	18" SPRUCE
	2	S 29°05'W 25.94'	6" COTTONWOOD
	3	N 7°03'E 14.75'	6" COTTONWOOD
COR. 4	1	S 29°24'W 16.49'	20" COTTONWOOD
	2	S 80°25'W 16.28'	6" SPRUCE
	3	N 24°34'W 37.15'	10" COTTONWOOD

**TABLE OF CURVES**

CURVE	Δ	R	T	L	CHORD
A	4°37'32"	3664.02	147.98'	295.80'	S 9°59'45"W 235.72'
B	24°49'30"	4950.00	108.87'	214.33'	S 0°49'15"E 212.66'

- LEGEND**
- PRIMARY MONUMENT SET
  - ⊕ G.L.O. MONUMENT RECOVERED
  - ⊖ G.L.O. MONUMENT NOT RECOVERED
  - ⊙ SECONDARY MONUMENT SET
  - ⊕ DNR OFFICIAL or PRIMARY MONUMENT RECOVERED
  - ( ) INDICATE G.L.O. RECORD BEARING AND DISTANCE



**SELECTION INFORMATION**

Mental Health 16  
Tentative Approval dated 10-25-60  
Patent No. 50-65-0019 dated 7-20-64

**DATE OF SURVEY**  
Beginning June 25, 1979  
Ending May 20, 1980

**NAME OF SURVEYOR**  
TRI-TECH INC.  
HAINEES, ALASKA

STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF TECHNICAL SERVICES  
ANCHORAGE, ALASKA

**ALASKA STATE LAND SURVEY NO. 79-107**  
Protracted Section 15 of  
T 28 S, R 55 E C.R.M.  
(A portion of US Survey 3708, Tract E, Lot 2)

**DRAWN BY**  
R.W. Smith  
Date: May 1980

**APPROVAL**  
Checked: 9/14/81  
Date: \_\_\_\_\_

**SCALE**  
1" = 200'

**FILE NO.**  
79-107

ALASKA STATE LAND SURVEY NO. 79-107





HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

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

January 5, 2015

«OWNER»

«ADDRESS»

«CITY», «STATE» «ZIP\_»

Re: Classify Borough-Owned Property for Sale  
Mosquito Lake School

Dear Land Owner,

Haines Borough records show that you own the property adjacent to the Mosquito Lake School property, which is located on the 13.05 acre parcel legally described as, A.S.L.S. No.79-107, within Protracted Section 15 of Township 28 South, Range 55 East, Copper River Meridian, a portion of USS 3708, Tract B, Lot 2.

Per Haines Borough Code 14.20.040, "A. Borough lands may be classified for sale by the assembly with the advice of the planning commission. B. No land which the borough owns or has an interest in shall be sold until it has first been classified for sale and a use designated...D. Public meetings shall be held by the planning commission to discuss any such classification and designation before making any recommendation to the assembly. All adjacent property owners of the parcel to be classified shall be notified, in writing, of the public meetings..."

The Haines Borough Planning Commission will hold a public meeting on this matter at 6:30 p.m. at the Haines Borough Assembly Chambers on Thursday January 15<sup>th</sup>. As one of the adjacent property owners of the above-listed property, you are being notified that you are invited to attend and comment at the meeting. If you have any questions on the matter please contact the Borough.

Sincerely,

Tracy Cui  
Planning and Zoning Technician  
Phone: (907)766-2231 Ext 23  
Fax: (907) 766-2716  
xcui@haines.ak.us



Mosquito Lake School

Source: Esri, DigitalGlobe, GeoEye, I-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



<b>OWNTYPE</b>	<b>OWNER</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
PRIVATE	DAVID CRAIG VOTH	5010 N. DOUGLAS HWY, LOT 30	JUNEAU	AK	99801
PRIVATE	DONALD D. CHASE	BOX 1577	HAINES	AK	99827
PRIVATE	STEPHEN HUGO KROSCHEL	HC 60, BOX 2848	HAINES	AK	99827
STATE	DNR REALTY SERVICES SECTION	550 W 7th AVE. SUITE 1050A	ANCHORAGE	AK	99501
STATE	DNR SOUTHEAST REGIONAL OFFICE	BOX 111020	JUNEAU	AK	99811

#### **14.20.040 Classification of lands for sale.**

A. Borough lands may be classified for sale by the assembly with the advice of the planning commission.

B. No land which the borough owns or has an interest in shall be sold until it has first been classified for sale and a use designated.

C. The assembly may require that there be no use of any land, or interest in land, other than permitted by its designation, unless the written approval of the assembly is obtained.

D. Public meetings shall be held by the planning commission to discuss any such classification and designation before making any recommendation to the assembly. All adjacent property owners of the parcel to be classified shall be notified, in writing, of the public meetings.

E. Designation of a use of any land shall not conflict with any existing valid zoning regulations and shall be in keeping with the borough comprehensive plan.

F. The borough does not warrant by its classification, designation or sale of land that the land is suited for the use authorized under said classification, designation or sale and no guaranty is given or implied that it shall be profitable to employ the land to said use.

1-9-15

David Voth and Sharyle Bell are a married couple that own land adjacent to the Mosquito Lake School. The following are their comments to be read to the commission during the hearing on the status change for the school property:

We are upset at the closure of the school. Our property value has been lowered. We have lost incentive to bring out young grandchildren to live in the area. The school was the hub of the community that was valuable and is now missing.

The cost of a new sprinkler system could be recouped in little time if the school were reopened.

The touted cost of mothballing the school seems extremely inflated. It does not cost \$5000 a month as suggested. If nothing else, a Borough firefighter or EMT could be given a room and a small stipend to maintain the property. Heating does not cost that much.

The school property has been used by State and Borough vehicles as a parking and staging area, especially when there are emergencies and there are feet of standing snow. The building also stands as an emergency shelter, and an emergency replacement for the fire station if needed. Prudence would suggest leaving it intact.

The school playground is routinely used by young people from the area and they should continue to be allowed this activity as they and their families are taxpayers who are denied the parks of Haines due to the distance to town.

We strongly urge the Borough to simply hold on to the School and property, as there is a need for the school and other needs will arise. This is sensible and wise.

If the Borough, in haste, sees an opportunity to gain funds, I suggest that it will find little interest from people to buy such a building. Undoubtedly, the building will be destroyed in order to sell the land. If this is the path chosen, we urge that the Borough split the land in half and allow the school site area to be designated as park space for the community.

Thank you,

David Voth  
Sharyle Bell

# Haines Borough Application for Board Appointment

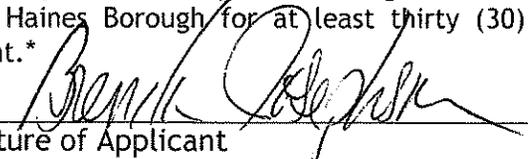
- Appointment** (I am not currently on the board)  
 **Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

<input checked="" type="checkbox"/>	Planning Commission	Port and Harbor Advisory Committee
<input type="checkbox"/>	Tourism Advisory Board	Fire Service Area Board #3 (Klehini)
<input type="checkbox"/>	Chilkat Center Advisory Board	Letnikof Estates Road Maintenance Service Area Board
<input type="checkbox"/>	Parks and Recreation Advisory Board	Riverview Road Maintenance Service Area Board
<input type="checkbox"/>	Museum Board of Trustees	Historic Dalton Trail Road Maintenance Service Area Board
<input type="checkbox"/>	Library Board of Trustees	Four Winds Road Maintenance Service Area Board
<input type="checkbox"/>	Public Safety Commission	
<input type="checkbox"/>	Temporary (Ad-hoc) Board/Committee _____	

**Name:** Brenda Josephson  
**Residence Address:** 95 Moose Lane, Haines, Alaska 99827  
**Mailing Address:** P.O. Box 51, Haines, Alaska 99827  
**Business Phone:** (907) 766-2833      **Home Phone:** (907) 766-2170  
**Fax:** (907) 766-2832      **Email:** brenda@aptalaska.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.\*

  
 \_\_\_\_\_  
 Signature of Applicant

December 19, 2014  
 \_\_\_\_\_  
 Date

**PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS** (You may attach a resume):

\_\_\_\_\_  
 Please see attached letter of interest.  
 \_\_\_\_\_  
 \_\_\_\_\_

\* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

**Brenda Josephson**  
**P.O. Box 51**  
**Haines, AK 99827**  
**E-mail: [brenda@aptalaska.net](mailto:brenda@aptalaska.net)**  
**Telephone: 907-766-2833**

December 19, 2014

Borough Clerk's Office  
Haines Borough  
P.O. Box 1209  
Haines, Alaska 99827

I would like to express my interest in one of the vacant seats on the Planning Commission.

I have a long history of service to the Haines community. I have served four years as a Haines Borough School Board Member. During my time on the School Board I have served as the Treasurer/Secretary and President. I also served on the School District Strategic Planning Committee and attended board effectiveness training. I have represented the Haines Borough School District during the legislative sessions each year that I served on the School Board. My service to the community also includes a three year term on the Haines Chamber of Commerce Board of Directors as the Treasurer, Vice President, and President.

I hold the degree Master of Business Administration (MBA) from Heriot-Watt University, Edinburgh Business School. Additionally, I am an Enrolled Agent authorized by the U.S. Department of Treasury to represent taxpayers before all administrative levels of the Internal Revenue Service for audits, collections, and appeals. I have an extensive background in accounting, finance and business management with over twenty-five years of experience. I believe that my skills and education provide unique assets that can be effectively utilized by the Haines Borough in service on the Planning Commission.

As both a resident and property owner in the Haines Borough I look forward to an opportunity to continue to serve my community. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Josephson". The signature is written in black ink and is positioned below the word "Sincerely,".

Brenda Josephson, MBA, EA

Ms. Jan Hill, Mayor  
Haines Borough  
Haines, Alaska

Robert W. Miller  
PO Box 742  
Haines, AK 99827  
December 29, 2014

Dear Ms. Hill:

I am hereby expressing my interest in being appointed to the vacant Haines Borough Planning and Zoning Commission seat. I have lived in Haines since October, 2008, and owned property here since 1985. I have been an Alaska resident for over 35 years. I served on the Haines Borough Planning Commission from October, 2012 through December, 2013 and am therefore quite familiar with the work of the Commission. As a retired civil/structural engineer, I feel that my experience will enable me to make a significant contribution to the Commission and have a positive impact on the development of this community, my chosen home.

In my 23-year engineering career, I conducted public meetings, regularly met with municipal officials, and contributed technical expertise on a project-based level to a variety of Alaskan communities. During this time, I followed, and enforced, a variety of building construction and municipal codes, from both design and construction perspectives. I saw first-hand how the enactment (as well as non-enactment) of codes and requirements affected Alaskan communities and their residents, contractors, and governments, both positively and negatively. I worked extensively with the American Welding Society codes, served on a national subcommittee that modified and maintained them, and was a certified welding inspector for 9 years. As a bridge and marine designer, I worked with the American Association of State Highway and Transportation Officials (AASHTO) Bridge design and welding codes, as well as working in areas of engineering (i.e. offshore design and coastal engineering) where no code clearly applies. Due to my extensive experience in marine and bridge engineering, including a study and assessment of the Lutak dock in 1996, I feel that my professional background would particularly be of service to the Borough at this time as we face the complex and expensive rehabilitation of the Lutak dock.

In addition, as an engineering manager, I worked closely with planners and budgetary personnel to help set DOT&PF priorities for the Southeast region. This task involved interacting with communities, soliciting input, and obtaining local concurrence for DOT&PF projects.

If there are any questions about my experiences, views, general outlook, or any aspect relevant to the duties of this seat, please feel free to contact me at (907) 303-0075.

Sincerely,



Robert W. Miller, P.E.

RECEIVED Haines Borough

DEC 29 2014

JEC

Clerk's Office

## RESUME OF ROBERT MILLER, P.E.

**P.O. Box 742**  
**Haines, Alaska 99827**  
**(907) 303-0075**

**Date of Birth:** February 17, 1953

**Certifications:** Registered Professional Engineer, State of Alaska no. CE 7436 (1987 initial registration, currently in retirement status).

**Previous (expired) certifications:**

Certified Welding Inspector, American Welding Society no. 97050531 1997-2006  
ICBO Special Inspection certifications for Structural Steel, Masonry, and Reinforced Concrete, 1990-1995

**Education:** Bachelor of Arts in Philosophy, University of Washington, 1982  
Bachelor of Science in Civil Engineering, University of Washington, 1982  
Master of Science in Civil Engineering, University of Washington, 1984, emphasis on structural engineering.

**Work History: Project Engineer, State of Alaska Northern Region, Nome, 2005-2007**

Managed Construction of Kotzebue Airport Maintenance and Flight Control facility (ARFF & SREB), and Sand Storage Building. Position required enforcement of contracts and payment approvals for work appropriately completed. Knowledge of building codes and practices essential. Supervisor: Al Moor

**Bridge Engineer, State of Alaska Bridge Design Section, Juneau, 2001-2005**

Designed highway bridges. All work done in accordance with AASHTO code for Highway Bridges. Supervisors: Steve Bradford, Rich Pratt

**Marine Engineering Manager, State of Alaska Southeast Region, Juneau, 1998-2001**

Supervised a team of 5 engineers and detailers which designed and inspected ferry terminals and harbor facilities. Supervisor: Jack Beedle

**Bridge Engineer, State of Alaska Bridge Design Section, Juneau, 1992-2001**

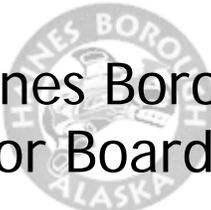
Designed Highway bridges. Supervisors: Larry Carlson, Steve Bradford.

**Design Engineer, Peratrovich, Nottingham, and Drage Consulting Engineering, Juneau, 1984-1991.**

Wide variety of coastal engineering as well as residential and commercial structural design.

**Additional:** Served on American Welding Society subcommittee D1.4, which was responsible for writing and maintaining code provisions governing welding of reinforcing steel.

Served on Haines Borough Planning Commission, October 2012 through December, 2013.



# Haines Borough Application for Board Appointment

**Appointment** (I am not currently on the board)

**Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

x	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
	Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
	Parks and Recreation Advisory Board		Riverview Road Maintenance Service Area Board
	Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
	Library Board of Trustees		Four Winds Road Maintenance Service Area Board
	Public Safety Commission		
	Temporary (Ad-hoc) Board/Committee _____		

**Name:** Scott S Sundberg

**Residence Address:** #10 Inlet Dr.

**Mailing Address:** P.O. box 1368 Haines, Ak 99827

**Business Phone:** 9077662010      **Home Phone:** 9077663418

**Fax:** \_\_\_\_\_ **Email:** sunny@skiseaba.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.\*

\_\_\_\_\_  
Signature of Applicant

12/28/2014  
\_\_\_\_\_  
Date

**PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS** (You may attach a resume):

My qualifications are that I have gone through several Planning commission processes, from developing land, applying for variances, and extensive CUP processes. I feel that the planning commission is area in which the borough has been struggling. This is left over from consolidation. I believe that Haines government has been forced to make poor choices because of these issues and that more involvement is what is needed to create a better system. I have served on the TAB and Chamber and I am very familiar with civic duty. I am willing to help with these processes, dedicate the time and do an honest and thorough job. I realize that in some cases I may have to recuse myself with issues pertaining to my interests, but overall the concern I have is for the future economic and healthy lifestyle that Haines residents deserve. We need to create a solid working platform that allows sustainable growth. By helping streamline and minimize complication through sound planning we can put our best foot forward. I would hope that Mayor Hill would appoint me and that the assembly would confirm. Thank you.

\* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

## HBC 2.60.055 Filling vacancies.

In the event of a vacancy on a committee, board or commission, either at the end of the board member's regular term or if the seat is vacated for some other reason, the borough clerk shall advertise for replacement board member(s) by posting in three public places a request for letters of interest to be submitted to the clerk's office. Such advertisement shall be placed for a minimum of two weeks, after which time the clerk shall transmit the applications to the appropriate board for inclusion on the agenda at the next public meeting of the board. The following procedure for appointment shall then be followed:

A. If the board is able to seat a quorum, opportunity for public comment regarding the applications for new board member(s) shall be provided. The board shall review all applications and prepare written recommendations for appointment(s) to the mayor. The written recommendation(s) shall include the reasoning behind the final decision(s). The mayor shall, after reviewing the application(s), and considering the board's recommendation(s), appoint all committee, board and commission member(s) subject to confirmation of the assembly.

B. If the board is unable to seat a quorum, the mayor shall, after reviewing all applications, make appointment(s) of new board member(s), subject to the confirmation of the assembly. The mayor shall include the reasoning behind the final decision(s). The mayor's appointment(s) shall be included on the agenda for the next regularly scheduled public meeting of the assembly. Opportunity for public comment shall be provided. (Ord. 14-01-363 § 6)