



**Haines Borough  
Planning Commission Meeting  
October 15, 2015  
MINUTES**

**Approved**

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**, Brenda **Josephson**, Rob **Miller**, Don **Turner III**, and Robert **Venables** (called in). **Absent:** Heather Lende.

**Staff Present:** Jan **Hill**/Mayor, Brad **Ryan**/Public Facilities Director, and Tracy **Cui**/Planning and Zoning Technician III

**Also Present:** Diana **Lapham** (Assembly member), Jennifer **Kemp** (DOWL, called in), Tracy **Mikowski**, Michael **Wilson** (called in), David **Smith**, Sean **Gaffney**, Thom **Ely**, Lyle **Huff**, Elizabeth **Lyons**, Carolyn **Weishahn**, and others.

3. **APPROVAL OF AGENDA**

**Goldberg** suggested adding Item 9B temporary residence ordinance. The other commissioners agreed.

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

4. **APPROVAL OF MINUTES** – September 10, 2015 Regular Meeting Minutes

**Josephson** requested adding her comments regarding the minor offenses ordinance under Item 11.

**Motion:** **Miller** moved to “approve the September 10, 2015 minutes as amended.” **Turner** seconded it. The motion carried unanimously.

5. **PUBLIC COMMENTS**

6. **CHAIRMAN’S REPORT**

7. **STAFF REPORTS**

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

**Cui** reported monthly permits and updates on projects.

8. **PUBLIC HEARINGS**

- A. **Haines Animal Rescue Kennel (HARK) – 50’ Patent Vacation**

**Goldberg** opened the hearing at 6:45 p.m., and closed the hearing at 6:49 p.m.

**Motion:** **Turner** moved to “approve the vacation of the 50’ patent reservation within Tract 2, Subdivision Plat of Lot 40, Section 2, Township 31S, Range 59E, CRM”.

**Miller** seconded it. The motion carried unanimously.

- B. **Michael Wilson – Heliport Conditional Use Proposal**

**Goldberg** opened the hearing at 7:00 p.m., and closed the hearing at 7:25 p.m.

During the discussion, it was stated that ownership of the land to the west of Wilson's property was unclear.

**Motion: Miller** moved to "postpone the decision on Wilson's proposal until the adjacent property owners are identified and notified". **Heinmiller** seconded it. The motion carried unanimously.

### **C. Hill Top Subdivision Preliminary Long Plat Approval**

**Josephson** recused herself.

**Goldberg** opened the hearing at 7:35 p.m., and closed the hearing at 7:45 p.m.

**Motion: Turner** moved to "approve the variance request to construct one portion of Bartlett Blvd. at 12 percent and crossroads within 20 feet of a through-road intersection at 5 percent". **Miller** seconded it. The motion carried 5-0.

**Motion: Turner** moved to "approve the 35 percent preliminary plat with staff's recommendations as amended by the commission". **Miller** seconded it. The motion carried 5-0.

Approval stipulations as follows:

- The variance request was granted to allow one portion of Bartlett Blvd. to be constructed at 12 percent and crossroads within 20 feet of a through-road intersection to be constructed at 5 percent;
- It appears that one portion of land was sold by a party claiming to have good title but was actually owned by someone else, which causes confusion as to the true owner of the property. For this reason, titles are also called a "cloudy title", meaning that it is difficult to "see" who the proper owner is. The developer is required to resolve this "cloudy title" issue;
- Easements must be obtained from the Port Chilkoot Company for the half-street portions of Allie Road and Tower Road not owned by the developer. Copies of the easements must be sent to the Borough as soon as they are executed and before the preliminary plat will be signed. The Port Chilkoot Company should sign "ownership certification and dedication" as affected owner on the plat;
- Water and Sewer main extensions shall be approved by DEC and authorized by the Assembly. The lines must be inspected by an impartial third-party engineer qualified to make such inspections. The inspection costs are borne by the developer. Also, the inspector shall be on site continuously while the work is being done;
- The plat shall show "statement of property taxes";
- The plat shall indicate the zoning of the proposed subdivision;
- Drainage system plans shall be provided with respect to the storm water being discharged into the adjoining property owned by the Port Chilkoot Company;
- Low water pressure issue in the subdivision for block 2, lots 2, 4, 5, 6, 7, 19, 20, 21, 31, 32, 33, 34, 35 and 36 shall be addressed and approved by DEC;
- Due to the height of lots 1 and 3, block 2, no public water service will be available to these lots. Developer must either dig a well or install a pump and water line from an available main at a lower elevation. If installing pump/line, such pump and line must be installed before property owner(s) will be allowed to connect to the public water system. Maintenance of pump and water line will remain the responsibility of the lot owners served by this line;

- Maintenance of private access to lots 1-3, block 2 is the responsibility of the owners of these lots;
- Per HBC 12.08.110(D)(1), the turnaround shall be constructed to a 4 percent grade or less;
- No lots in the subdivision may be re-subdivided except lot 3, block 2, which may only be further subdivided into two lots. Subdivider of lot 3 accepts the responsibility of providing utilities and legal and physical access to both lots formed by the subdivision;
- Hill Side Loop, Hilltop Way, and Bartlett Blvd. shall be constructed to Category I (HBC 12.08.080); all other roads shown in the preliminary plat shall be constructed to Road Construction Standard Category II. Staff will conduct an inspection prior to grading-C or D1 application of the sub-base on Category I and II roads;
- Installation of fire hydrants will be at cost of the developer.

## 9. UNFINISHED BUSINESS

### A. Replat of Primary School Subdivision

**Motion:** Heinmiller moved to “approve the replat of Primary School Subdivision”. Venables seconded it. The motion carried unanimously.

### B. Temporary Residence Ordinance

During the discussion, Lapham explained that there are two recommendations the Assembly would like the commission to re-consider. Due to lack of detailed information, the commission was not able to make a solid decision on this matter. Therefore, the commission requested the Assembly provide those two recommendations and rationale. Upon receipt of the written recommendations, the commission will schedule it at its next regular meeting.

## 10. NEW BUSINESS

### A. Historic District/Building Review: None

### B. Haines Borough Code Amendments

#### 1. Clarify “Temporary Commercial Structure”

The commission discussed and decided to consider allowing this type of development in town with specific criteria. They directed staff to conduct initial research on this topic and prepare a staff report/draft ordinance for its next regular meeting.

### C. Project Updates – None

### D. Other New Business – None

## 11. COMMISSION COMMENTS

Goldberg said the clarification of the height definition will be on the next agenda.

Turner pointed out that the code says that subdivisions must be reviewed by the commission at 35 percent, but it does not have that requirement for Borough projects. This led to problems in the review of the harbor project.

Venables requested scheduling “energy efficiency in public facilities” for the next meeting.

## 12. CORRESPONDENCE - None

13. **SET MEETING DATES**

A. Regular Meeting—Thursday, November 12, 2015.

14. **ADJOURNMENT**– 9:45 p.m.