


Haines Borough
Planning Commission Meeting
AGENDA
December 14, 2023 Regular Meeting

December 14, 2023 - 6:30pm

Location: In Assembly Chambers and on ZOOM

Brian O'Riley
Planning Commissioner

Dan Schultz
Planning Commissioner

Derek Poinsette
Planning Commissioner

Eben Sargent
Planning Commissioner

Erika Merklin
Planning Commissioner

Rachel Saitzyk
Planning Commissioner

Patty Brown
Planning Commissioner

Craig Loomis
Assembly Liaison

Annette Kreitzer
Borough Manager

Alekka Fullerton
Borough Clerk

Kiersten Long
Deputy Clerk

Andrew Conrad
Borough Planner

Zoom Meeting Information

Webinar ID: 880 2794 2016

Passcode: 442765

- 1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL**
- 2. APPROVAL OF AGENDA & CONSENT AGENDA**

[The following Consent Agenda items are indicated by an asterisk () and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless a planning commission member or other person so requests, in which event the asterisk will be removed and that item will be considered by the planning commission on the regular agenda.]*

Consent Agenda:

- 3 – Approve Minutes from 11-9-23 Regular Planning Commission
- 12A - 2024 Planning Commission Prep Schedule

- *3. APPROVAL OF MINUTES – 11-9-23 Regular Planning Commission Meeting**
- 4. PUBLIC COMMENTS** – [For any topics not scheduled for public hearing. Individual comments are limited to 3 minutes] *Note: during this section of the agenda, the assembly will listen and take notes. No official action will be taken at this time. Please address the planning commission at the podium provided, use the microphone, state your full name for the record and the topic of your comment.*
- 5. CHAIR REPORT –**
 - A. Land Acknowledgement**
- 6. ASSEMBLY LIAISON REPORT – Assemblymember Loomis**
- 7. SUBCOMMITTEE REPORTS - None**
- 8. COMMISSIONER COMMENTS**
 - A. Eben Sargent Highway Project**
 - B. Derek Poinsette**
- 9. STAFF REPORT**
 - A. Planner Report**
 - B. Comprehensive Plan Update**
- 10. PUBLIC HEARINGS –**
 - A. Variance Permit #23-103 Accessory Apartment atop a detached garage within the setback – Mathew & Azure Jensen – C-HAY-00-0300 – Waterfront Zone.**
Please refer to the Manager's Recommendation in the meeting packet.
 - B. 5th – 6th Ave Drainage Designs**
This project has been identified in the Borough's FY24 CIP list. HBC 18.30.040(I)(1) requires the Planning Commission to review plans for this borough project. The commission may decide whether additional design review are required at the 35 percent, 65 percent, and 95 percent stages of design.

10. PUBLIC HEARINGS – Continued

C. Waste Oil Shed Designs

This project has been identified in the Borough's FY24 CIP list. HBC 18.30.040(I)(1) requires the Planning Commission to review plans for the construction of new borough facilities with a value over \$25,000 and a public hearing at the conceptual stage of design. At that time, the commission shall decide whether additional public hearing and design review are required at the 35 percent, 65 percent, and 95 percent stages of design.

11. UNFINISHED BUSINESS –None

12. NEW BUSINESS

***A. 2024 Planning Commission Prep Schedule**

B. Haines Friends of Recycling – New Recycling Center

Haines Friends of Recycling is requesting that the Haines Borough donate (deed) five lots by the public safety building to Haines Friends of Recycling in order to build the new facility.

HBC. 14.20.040(D) Public meetings shall be held by the planning commission to discuss classification of Borough land for sale and designated use of the land. Such classification and designation shall be reported to the Assembly for further consideration.

C. Heliport Moratorium- Proposed Resolution 23-09-1064

This matter has been re-referred to the Planning Commission from the Assembly.

D. Public Testimony Policy

13. PUBLIC COMMENTS

14. COMMISSION COMMENTS

15. CORRESPONDENCE

16. SCHEDULE MEETING DATE

A. Planning Commission Workshop RE: Slope Stability Analysis.

17. ADJOURNMENT

Haines Borough
Planning Commission Meeting
November 9, 2023
MINUTES

Draft

3

1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL: Mayor **Morphet** called the meeting to order at 7:56 pm in the assembly chambers and on zoom, and led the pledge to the flag.

Present: Brian **O’Riley**, Dan **Schultz**, Derek **Poinsette**, Eben **Sargent**, Erika **Merklin**, Rachel **Saitzyk**, Patty **Brown**

Staff Present: Annette **KREITZER**/Borough Manager, Kiersten **LONG**/Deputy Clerk, Alekka **Fullerton**/Clerk, and Mayor **Morphet**.

Visitors Present: Travis **Eckhoff**, Joe **Parnell**, Shelly **Wade**/Agnew::Beck, Margaret **Friedenaur**/Agnew::Beck, Greg **Lockwood**/DOT&PF

2. APPROVAL OF AGENDA & CONSENT AGENDA: The following Items were on the published consent agenda indicated by an asterisk (*)

3 – Approve Minutes from 3-28-23 Regular Planning Commission Meeting

Motion: **Brown** moved to “pull the minutes from the consent agenda” and the motion carried 6-1 with **Sargent** in opposition.

3. APPROVAL OF MINUTES:

Motion: **Brown** moved to correct the 10/12/23 minutes to add her concern about the Storm Water Permit to her comments regarding the CUP for Resource Extraction, and the motion carried unanimously.

4. PUBLIC COMMENTS:

Eckhoff – following up on a written comment submitted

Parnell – Nuisance buildings in Haines

5. CHAIRMANS REPORT: None

6. ASSEMBLY LIAISON REPORT: None

7. SUBCOMMITTEE REPORTS: None

8. COMMISSION COMMENTS:

Brown – Land and Waters acknowledgement at the beginning of every meeting

Saitzyk – wants to explore Eckhoff’s proposal of an Ad hoc committee

9. STAFF REPORT:

Shelly with **Agnew::Beck** gave a verbal presentation on the comprehensive plan

10. PUBLIC HEARINGS: None

11. UNFINISHED BUSINESS: None

12. NEW BUSINESS:

A. Election of Planning Commission Chair

Motion: Poinsette moved to "elect **Patty Brown** Planning Commission Chair" and the motion carried unanimously.

Motion: Brown moved to "elect Derek **Poinsette** as Deputy Chair" and the motion carried unanimously.

B. Haines Highway Reconstruction Milepost 20 to 25 95% Designs

13. PUBLIC COMMENTS: None

14. ANNOUNCEMENTS / COMMISSION COMMENTS:

Poinsette – Supports Eckhoff's proposal

Motion: Sargent "schedule a work shop to discuss how the Haines Borough deals with slope stability analysis."

Amendment: Poinsette moved to "add this topic to the next planning commission meeting" and the amendment carried unanimously

And the motion, as amended, carried unanimously.

Brown – Thank you Mayor

Sargent – Level of the Planning Commission on reviewing state projects

15. CORRESPONDENCE:

A. Assembly New Public Policy

16. SET MEETING DATE: December 14, 2023 at 6:30 in the Assembly Chambers and on Zoom

17. ADJOURNMENT: 9:15pm

Patty Brown, Chair

ATTEST:

Aleka Fullerton, MMC, Borough Clerk

Land and Waters Acknowledgement

As duly elected members of the Planning Commission, we wish to express heartfelt acknowledgement that we will be discussing use, protection, and management of unceded lands and waters of the Tlingit. We honor and respect their legacy of stewardship that allows all of us to live a life rich in the resources and spaces that have sustained their generations materially and spiritually. We will do our best to uphold similar values even as we know some change is inevitable. We are committed to listen to all voices in and next to the Haines Borough and to continue to value the natural systems that provide for us all.

HANIES BOROUGH
ASSESSMENT & PLANNING DEPARTMENT
PLANNING & ZONING STAFF REPORT

12/14/2023 PLANNING COMMISSION MEETING

STATUS	PERMIT				ZONE	OWNER/APPLICANT	PROPERTY TAX ID	PRIMARY LAND USE
	#	TYPES						
PENDING	22-91	PAV			SR	Jacob Tideman Makayla Co	C-MEA-02-3700 -3800	
HOLD	22-93	LUP			MR	Haines Development	C-USS-A2-2716	
2023								
PENDING	23-11	PAS			W	Haines Borough	Harbor Park no tax ID	
PENDING	23-19	CUP			SR	David Ricke	C-MEA-02-3500	Accessory Apartment
APPROVED	23-24	PAS			SR	Jacqueline Funkhouser	C-HEM-23-0100	Single Unit Dwelling
APPROVED	23-31	CUP			RMU	Robert Hufford	C-DTA-02-13N0	Multi-Unit Dwelling
HOLD	23-34	SIGN			I/L/C	Jordan Badger	C-785-00-05A0	
COMPLETE	23-44	W/S			RMU	Paul Peters	C-STR-02-1230	Single Unit Dwelling
COMPLETE	23-50	SIGN			C	Haines Christian Center	n/a	Church
APPROVED	23-51	PAA			W	Stickler, Schnabel	C-HLR-00-0200_C-COV-00-0100	Vacant
HOLD	23-52	LUP			I/W	Lapeyri-Smith	C-LTR-05-1400	Industrial, Heavy
APPROVED	23-53	LUP			C	Delta Western / Peterson	C-MIS-0A-0100	Commercial, Light – Less than 500 sf
APPROVED	23-54	ROWD	SD		SR	Anderson	C-NUK-00-0900	Single Unit Dwelling
APPROVED	23-55	CUP			MR	Highlands Estates Inc.	C-USS-A2-2716	Multiple Single-Family Residences
APPROVED	23-56	SD			I/H	Thompson	2-MUL-00-0B20	Vacant
APPROVED	23-57	LUP			SR	Demicco, McDonald	C-MEA-01-0800	Single Unit Dwelling
APPROVED	23-58	ROWU			RMU	Swaner	C-TBS-00-3300	Single Unit Dwelling
APPROVED	23-59	CUP			SR	Hannon	C-PTC-05-1100	Vacation Rental
APPROVED	23-60	LUP			C	Thorgesen	C-TNS-01-0900	Commercial, Light – Less than 500 sf
APPROVED	23-61	LUP			C	Olerud	C-TNS-04-0700	Accessory Uses
APPROVED	23-62	LUP			SR	Kreitzer	C-YNG-05-0900	Accessory Uses
APPROVED	23-63	ROWD			RR	Hirsh	C-CIA-AB-0100	Vacant
APPROVED	23-64	PAS			RR	Faverty	4-MBR-07-0300	Single Unit Dwelling
APPROVED	23-65	PAS			RR	Boyd	C-MCK-00-01A0	Vacant
APPROVED	23-66	TEMP_RI			W	Ordonez	C-PTC-0L-0900	Single Unit Dwelling
APPROVED	23-67	LUP			RMU	Olreud	C-HHY-02-0605	Single Unit Dwelling
APPROVED	23-68	VAR			MR	Highlands Estates Inc.	C-USS-A2-2716	Multiple Single-Family Residences
APPROVED	23-69	W/S			I/L/C	Peters	C-ALL-01-0800, C-ALL-01-1000	Single Unit Dwelling
APPROVED	23-70	LUP			SR	Swinton	C-SKY-0A-0600	Accessory Uses
APPROVED	23-71	LUP	EO		I/W	Southeast Roadbuilders	C-LTR-04-1000; C-LTR-04-0800; C-LTR-04-2940; C-LTR-04-0900	Industrial, Heavy
APPROVED	23-72	LUP			C	Campbell	C-MIS-0A-0510	Commercial, Light – Less than 500 sf
APPROVED	23-73	ROWU			C	Miller	C-MIS-0A-0510	Single Unit Dwelling
HOLD	23-74	LUP			SR	Russel Ransom	C-MEA-01-0400	Single Unit Dwelling
COMPLETE	23-75	LUP			SR	Haines Real Estate	C-HGL-03-0400	Single Unit Dwelling
HOLD	23-76	SIGN			C	Lechtworth	C-TNS-03-02W0	Commercial, Light – Less than 500 sf
APPROVED	23-77	LUP			RR	Hirsh	C-CIA-AB-0100	Accessory Uses
APPROVED	23-78	W/S			SR	Cha	C-690-05-0300	Single Unit Dwelling
APPROVED	23-79	LUP			SR	Miller	C-690-08-0E20	Single Unit Dwelling
APPROVED	23-80	LUP			RMU	Pollan	C-STR-02-4500	Accessory Uses
HOLD	23-81	W/S			W	Forester	C-PTC-0L-03A0	Single Unit Dwelling
HOLD	23-82	LAND			RMU	Hyatt	C-SEC-11-0200	Vacant
APPROVED	23-83	W/S			W	Jensen	C-HAY-00-0300	Single Unit Dwelling
APPROVED	23-84	ROWD	LUP	W/S	SR	Jamison	C-SKY-0B-1100	Single Unit Dwelling
APPROVED	23-85	LUP			SR	Kistler, Guinn	C-PTC-0R-1000	Accessory Uses
ACCEPTED	23-86	W/S			SR	Jacqueline Funkhouser	C-HEM-23-0100	Single Unit Dwelling
APPROVED	23-87*	CUP			I/W	Southeast Roadbuilders	Site A: C-LTR-04-0090/0700/0010, Site B: C-LTR-04-1000/2940/0900/0800	Resource Extraction/ Proc.
APPROVED	23-88	CUP			I/H	Hedden	C-WES-0A-0200	Industrial, Light
APPROVED	23-89	ROWD	LUP		MBRR	Mummey, Powell	4-CVS-00-00C0	Single Unit Dwelling
APPROVED	23-90	PAS			W	Ordonez	C-PTC-0L-0900	Single Unit Dwelling
ACCEPTED	23-91	W/S			W	Highland's Estates Inc.	C-TNS-21-1600	Combination R/I/C
APPROVED	23-92	LUP	ROW		SR	Thomas	C-HGL-07-0200	Single Unit Dwelling
COMPLETE	23-93	EO			RR	Johnson	C-ANY-01-1600	Animal Husbandry
PENDING	23-94	LUP			I/W	Verizon Wireless	C-LTR-04-2700	Communication Equipment/ Commercial
APPROVED	23-95	PAV				Eugene Kennedy		Single Unit Dwelling
APPROVED	23-96	ROWD				Smith		Vacant
APPROVED	23-97	W/S				Demicco, McDonald		Single Unit Dwelling
RECORDED	23-98	ESMT					C-CIA-01-1000	
RECORDED	23-99	ESMT					3-HHY-26-1400	
ACCEPTED	23-100	LUP			SR	Forester	C-NUK-00-0500	Accessory Uses
ACCEPTED	23-101	LUP	W/S		SSA	Forester	C-PTC-0C-0600	Multi-Unit Dwelling
ACCEPTED	23-102	LUP			I/L/C	Takshanuk Watershed Cou	C-SMR-00-0600	Recycling Facility
ACCEPTED	23-103	LUP	VAR		W	Jensen	C-HAY-00-0300	Accessory Apartment

PERMIT CODE	PERMITS TYPES
PAV	Platting, Vacation
PAA	Platting, Adjustment
PAS	Platting, Short Plat
PUD	Platting, PUD
PAL	Platting, Long Plat
SD	Site Development
CD	Construction Declaration
LUP	Land Use
CUP	Conditional Use
ROWS	ROW, Street/Sidewalk Use/Ob
ROWU	ROW, Utility/Excavation
ROWD	ROW, Driveway
TEMP_RES	Temporary Residence
SIGN	Sign
W/S	Water/Sewer Service
VAR	Variance
EO	Enforcement Order

ZONE CODE	ZONE
I/H	Heavy Industrial
I/L/C	Light Industrial/Commercial
I/W	Waterfront Industrial
C	Commercial
W	Waterfront
SSA	Significant Structures Area
SR	Single Residential
MR	Multiple Residential
RR	Rural Residential
MBRR	Mud Bay Rural Residential
RMU	Rural Mixed Use
REC	Recreational
LPD	Lutak Planning Dist.
GU	General Use

*NOTE: APPEAL IN PROGRESS

From: [Shelly Wade](#)
To: [Shelly Wade](#)
Cc: [Annette Kreitzer](#)
Subject: Haines Comp Plan Revision: Dec 2023 - THE INTERACTIVE COMMENT MAP is HERE!
Date: Monday, December 4, 2023 5:48:05 PM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)

CAUTION: This email originated from outside of the Haines Borough. Do not click on links or open attachments unless you recognize the sender and know the content is safe.



December 2023 Update: Haines Comprehensive Plan Revision

Dear Haines Community,

As we develop the Draft Revised Haines Comprehensive Plan, the Project Team continues to gather community feedback and other information that is informing Draft Plan policies.

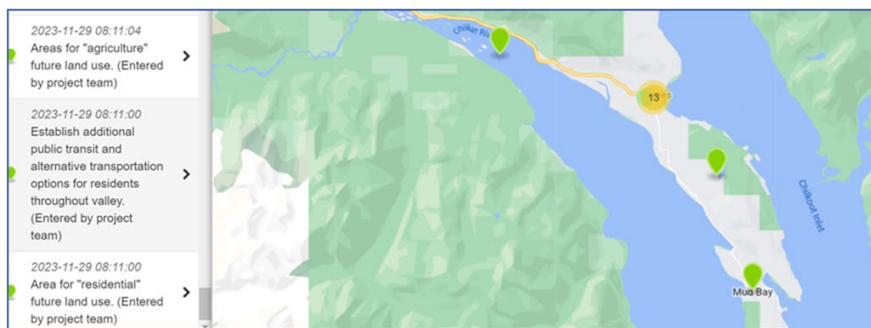
Today, we are excited to announce an additional way you can provide feedback, through an [Interactive Comment Map](#).

Use the Comment Map to:

1. **Pick a location on a map of the borough to share an issue, opportunity, or something you would like to see happen in that area in the next 10 years.** For example, you can place a marker in an area you think should be designated as agricultural use, where utilities or other services should be improved and/or extended, where new or different housing should be located, where industrial uses should be concentrated, or any other “place-based” comment you’d like to make.
2. Check out other comments and **“thumbs up” ideas or recommendations you support.** 👍

The Comment Map is Easy to Use & We’ve Got You Started!

1. Instructions on how to use the comment map will pop up when you click on the Comment Map link. If you don’t see the instructions, just click the “About” link at the top and you’re there.
2. Right away, you will notice there are comments labeled “entered by the project team”. The Project Team has input some common themes and recommendations we’ve heard so far (see screenshot). **We need more input from you!**



IMPORTANT: The Comment Map is open through Friday, January 12th, 2024.

Have a question or comment about the comment map, schedule, or other parts of the planning process? Contact Shelly Wade, Consultant Project Manager, shelly@agnewbeck.com, 907-242-5326 (call or text!). You can also check out [the project website](#) for other ways to share your ideas for the plan.

Thank you for your input so far, everyone. We hope to hear more from you!

Happy Holidays,

Haines Comp Plan Revision Project Team

COMING SOON: A revised project schedule with preliminary dates for future community visits and release of the Draft Plan in 2024.



Haines Borough

Planning and Zoning

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

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

APPLICATION FOR VARIANCE

Permit#: _____

Date: _____

Use this form for policy variances for: Building Density, Setbacks, Building Height & Parking Regulations

I. Property Owner/Agent		Owner's Contractor(If Any)	
Name: <u>MATTHEW AND AZURE JENSEN</u>		Name: _____	
Mailing Address: <u>9624 BIRDVILLE WAY</u> <u>FORT WORTH, TX 76244</u>		Haines Borough Business License #: _____	
Contact Phone: <u>Day</u> _____ <u>Night</u> _____ <u>(817) 505-7055</u>		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: <u>JENSEN.MATTHEW@ME.COM</u>		Mailing Address: _____	
		Contact Phone: <u>Day</u> _____ <u>Night</u> _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Size of Property: <u>.17</u>			
Property Tax #: <u>C-HAY-00-0300</u>			
Street Address: <u>394 FRONT ST.</u>			
Legal Description: Lot (s) <u>3</u> Block _____ Subdivision <u>HAY</u>			
OR Parcel/Tract <u>99-2</u> Section _____ Township _____ Range _____			
[Attach additional page if necessary.]			
Zoning: <input checked="" 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 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 checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial _____ sq. ft. _____ seating capacity if eating/drinking establishment <input type="checkbox"/> Industrial <input type="checkbox"/> Church <input type="checkbox"/> Other	<input checked="" 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 type="checkbox"/> Other	<input checked="" type="checkbox"/> None <input type="checkbox"/> Community well <input type="checkbox"/> Private well <input type="checkbox"/> Borough Water System <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input checked="" type="checkbox"/> Borough Sewer System <input type="checkbox"/> Pit Privy <input type="checkbox"/> Other
<u>APPLIED FOR</u> <u>W/ HAINES</u> <u>BOROUGH</u>			

Valuation of Work:
IV. Variance
Applicant seeks a variance from the following general requirement(s): Code Section #: <u>18.80.030</u>
Describe the problem and the minimum variation from code necessary to resolve the problem: <p style="text-align: center;">SEE ADDENDUM.</p>
Attach the following documents to the permit application: <input type="checkbox"/> Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION (Recommended)

Pre-application Conference Date: 10/31/2023

At Least two (2) days before the pre-application conference, submit the following materials to the Planning and Zoning Department:

1. A copy of a plat or other legal description of the property.
2. A sketch of the property showing the features the applicant believes are relevant to the variance request.

APPLICATION

In addition to a site plan (see Attachment A), the applicant must describe how their requested variance complies with each of the following six standards listed in Section 18.80.050 of the Land Use/Development Code. 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. Except in the Significant Structures Areas, the conditions upon which the variance application is based do not apply generally to properties in the zone or vicinity other than the property for which the variance is sought.

Describe how the problem is unique to your property.

SEE ADDENDUM .

2. Explain how the conditions described above arise out of natural features inherent in the property such as shape or topographical conditions of the property or because of unusual physical surroundings, or such conditions arise out of surrounding development or conditions.

SEE ADDENDUM .

3. Describe why (because of the conditions you have described) the strict application to the property of the requirements of this chapter will result in an undue, substantial hardship to the owner of the property such that no reasonable use of the property could be made.

SEE ADDENDUM.

4. Describe how or why the special conditions that require the variance are not caused by the person seeking the variance, a predecessor in interest, or the agent of either.

SEE ADDENDUM.

5. Describe any reasons not based on costs or inconvenience you have for requesting this variance.

SEE ADDENDUM.

6. The variance can only be granted if the variance will not permit a land use in a zone in which that use is prohibited.

Explain what your property will be used for.

SEE ADDENDUM.

IV. FEE

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

NOTICE

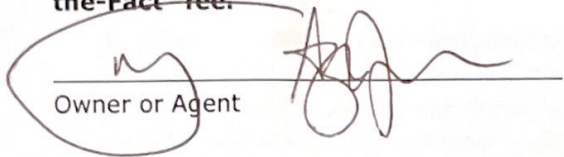
If a property qualifies for a variance under the Haines Borough Land Use/Development Code Section 18.80.050(D), the variance granted must meet the following conditions:

1. The deviation from the requirement of this chapter that is permitted by variance may be no more than is necessary to permit a reasonable use of the lot;
2. The variance will not permit a land use that is prohibited by this chapter;
3. The variance is in keeping with the spirit and intent of this chapter and the requirements from which relief is sought;
4. The variance will not be detrimental to the public health, safety or welfare; and
5. The variance will not significantly adversely affect other property (i.e., snow will not be deposited on adjacent properties from areas such as roofs).

Notice of Right to Appeal: All decisions of the Borough Manager are appealable per HBC 18.30.050

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. 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

11/7/2023
 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 type="checkbox"/> Applicant Notified Application is Complete and Accepted (Date) (Notified via) (Initials)					
Non-Refundable Building Permit Fee \$ _____ Receipt No. _____ Received By: _____ Date: _____			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.

NARRATIVE

In July 2022, we began the process of purchasing the property C-HAY-00-0300. Before we purchased the property, we consulted with then Borough Assessor, Dean Olsen, who said based on the size and irregular shape of the lot, a variance should not be difficult to obtain to develop and use the property.

We intended to build a 2 story garage/ADU-accessory apartment that is 24'x24' with 18 inch overhangs for the roof (27'x27' footprint). The roof will be a 'shed' style roof with snow being deposited fully within the property boundary. Setback relief is the only variance we are seeking. All other requirements of Haines Borough Code will be complied with.

We have already applied for, and finished lot preparation according to a Site Development Permit, which was granted by the Haines Borough.

A driveway permit using the attached site plan has been approved by the State of Alaska (see attached permit). We have applied and are awaiting installation of the public sewer in the spring pending approval from the State of Alaska for a Utility Permit and the associated Traffic Control Plans.

ADDENDUM

IV. Variance

Describe the problem and the minimum variation from code necessary to resolve the problem:

We seek minimum relief from Haines Borough Code 18.80.030 as it pertains to the setback distance from the street side and the North-South property line. We request a 13' setback from the roadside property line and 5' from the adjacent borough property lines.

APPLICATION

1. The peculiar trapezoidal shape of this parcel does not lend itself to traditional building placement within the setbacks from lot lines for our requested use. The 60' ROW for Front Street (25' wide road) as well as the 20' setback creates an excessively large setback (37' average), which limits the use of the property. This reasonable request for a reduction in setbacks will not result in any loss of privacy or outside living space, prevent snow removal or depositing of snow on adjacent properties, and evidenced by the site plan provided, does not prevent parking.
2. The natural slope and acute property line adjacent to the land in ATS 1308 creates a special situation that the borough code does not address. Limited relief from the setback rule will allow for placement of a traditional building arrangement that will not impinge on the neighboring land/neighbors, nor create any issues with the priorities set forth in borough code.
3. By strict application of the code, the property in question cannot be put to a reasonable use unless relief is considered by the planning commission. We feel that setbacks in the code are adequate for normal shaped rectangular or square lots, but they do not allow use of the property in a manner consistent with other homes in Haines, ie. a separate shop/garage and home.

4. This variance request is based solely on the intended use and irregular lot line shape and not by any condition created by the applicant.
5. We intend to pursue a phased development of a single family residence on top of a garage (ADU), followed by future construction of a main home, and transfer of the dwelling this variance is considering, into an accessory apartment. The accessory apartment dwelling is for future use for our daughter with special needs, who will be semi-independent later in life.
6. This property will only be used as a single family residence (with a phased main home to be constructed in the future). The subject of this variance request, both as a single family dwelling or as an accessory apartment is consistent with the waterfront zoning.

Matthew and Azure Jensen
9624 Birdville Way
Fort Worth, TX 76244
(817) 505-7055
jensenmatthew@me.com

Andrew Conrad, Planner
Haines Borough Administration Building
P.O. Box 1209
Haines, AK 99827

Re: Parcel C-HAY-00-0300 Setback Variance Application

Tuesday, October 31, 2023

Mr. Conrad:

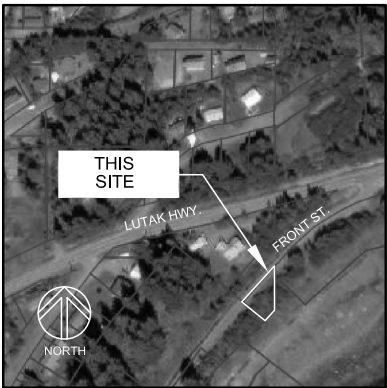
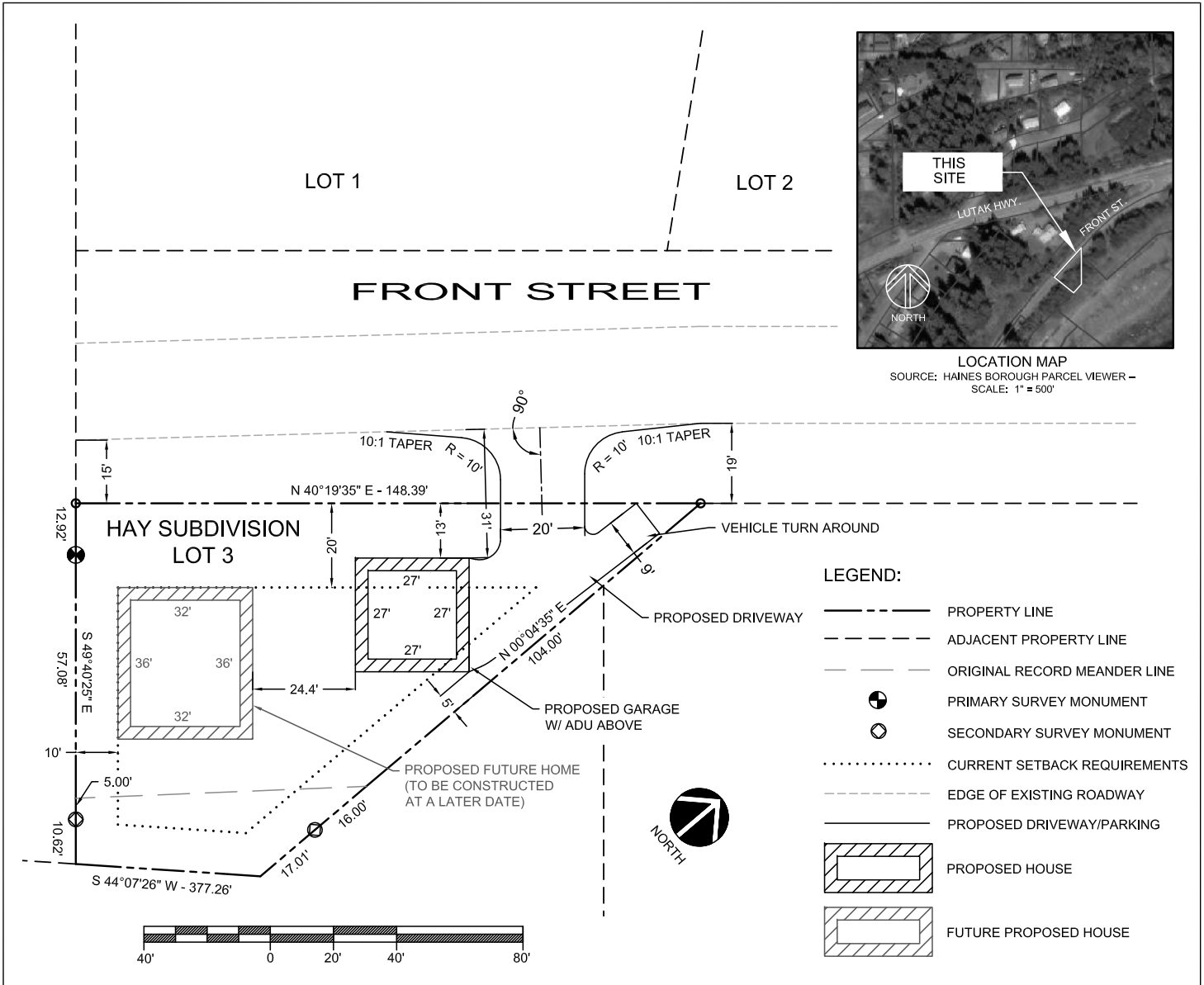
Thank you for meeting with me in August as it relates to the development of our property on Front Street.

We would like to formally request a setback variance for our proposed building, based on the shape of our lot, pursuant to Haines Borough Code 18.80.030 "Setbacks and height." Due to the reasons explained in the application and the furnished site plan, the shape of our lot makes complying with the setback restrictions unduly burdensome to develop and enjoy the use of our property on Front Street.

We are asking for a small setback variance which will allow for the building of a garage and ADU/accessory apartment with a small 2 bedroom home to be built at a later date. As-Built plans have not been developed, but will be based on any approval granted by the Planning Commission. Our intent is to build an approximate 24' x 24' building as shown on the site plan. Attached are representative drawings of an approximate nature of what we would like to construct.

Respectfully,

Matthew and Azure Jensen



LOCATION MAP
SOURCE: HAINES BOROUGH PARCEL VIEWER –
SCALE: 1" = 500'

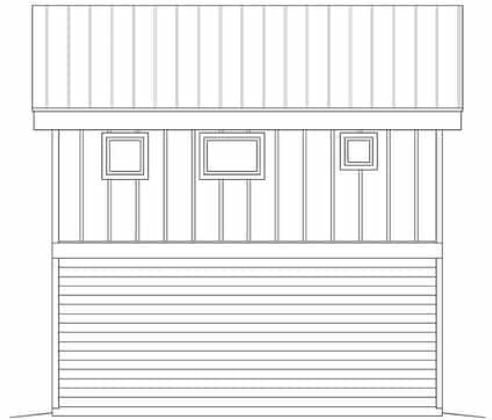
MATTHEW & AZURE JENSEN
9824 BIRDVILLE WAY
FORT WORTH, TX 76244
HAY SUBDIVISION LOT 3
HAINES RECORDING DISTRICT

MATTHEW & AZURE JENSEN
FRONT STREET PROPERTY
SITE PLAN

EKH DESIGN
& ENGINEERING
PO BOX 210393, AUKIE BAY, AK 99821
(907) 321-5950

SCALE: 1" = 40'	DATE: 9/28/23
DRAWN BY: EKH	CHECKED BY: EKH

SHEET



State of Alaska
Department of Transportation and Public Facilities

Driveway and Approach Road
Permit

This permit allows the permittee to construct and maintain a driveway or approach road within a State owned highway Right of Way.

<input checked="" type="checkbox"/> Residential/Private <input type="checkbox"/> Commercial <input type="checkbox"/> Government Agency	
Applicant:	Matthew Jensen
Mailing Address:	9624 Birdville Way Fort Worth, TX 76244
Contact Name:	Matthew Jensen
E-mail Address:	jensenmatthew@me.com
Phone:	(817) 505-7055 Fax: (817) 505-7055
Driveway or Approach Road location (highway, subdivision, legal description milepost, etc.) LOT 3, HAY SUBDIVISION, PLAT 99-2. Location is on Front Street/ Beach Road in Haines near Lutak Road/Haines Highway and "Picture Point".	
Proposed or Existing:	Anticipated Completion Date:
PROPOSED	04/01/2024
Number of lots served:	Max. number of vehicles in any 1 hour:
1	1
Zoning Designation:	Proposed Land Use:
Waterfront	Residential



Haines Borough

Planning and Zoning

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

Telephone: (907) 766-6401 * Fax: (907) 766-2716


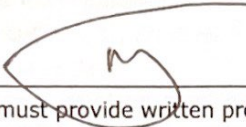
LAND USE PERMIT APPLICATION

\$50 Non-Refundable Fee		Permit # _____	
I. Owner/Authorized Representative		Owner's Contractor(If Any)	
Name: <u>MATTHEW AND AZURE JENSEN</u>		Name: _____	
Mailing Address: <u>9624 BIRDVILLE WAY FORT WORTH, TX 76244</u>		Haines Borough Business License #: _____	
Contact Phone: Day _____ Night _____ <u>(817) 505-7055</u>		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: <u>JENSEN.MATTHEW@ME.COM</u>		Mailing Address: _____	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Property Tax ID #: <u>C-HAY-00-0300</u>			
Size of Property: <u>.17</u>			
Site Street Address: (If Any) <u>394 FRONT ST.</u>			
Legal Description: Lot (s) <u>3</u> Block _____ Subdivision <u>HAY</u>			
OR Parcel/Tract <u>99-2</u> Section _____ Township _____ Range _____			
[Attach additional sheets 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 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 _____ 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 checked="" 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 type="checkbox"/> Other _____	Water Supply Existing or Proposed <input checked="" type="checkbox"/> None <input type="checkbox"/> Community well <input type="checkbox"/> Private well <input type="checkbox"/> Public Water <input type="checkbox"/> Other _____	Sewage Disposal Existing or Proposed <input type="checkbox"/> None <input type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input checked="" type="checkbox"/> Public Sewer <input type="checkbox"/> Pit Privy <input type="checkbox"/> Composting Toilet <input type="checkbox"/> Other _____ <u>APPLIED FOR</u>
Estimate Cost of Work: <u>50,000</u>		Land Use Requested For: _____ (Describe the project, and use additional sheets if necessary)	
Required Attachments: <input checked="" type="checkbox"/> <u>Site plan (see Attachment A)</u> <input checked="" type="checkbox"/> <u>\$50 Non-Refundable Fee (Checks must be made payable to the Haines Borough)</u>			
Per HBC 13.08.100 and 18.60.010, If a property on which a use is proposed is within 200 feet of an existing, adequate public water and/or sewer system, the developer shall be required to connect to the public systems. Failure to connect will result in a minor offense subject to penalties.			

IV. CERTIFICATION

I hereby certify that I am the owner or authorized representative of the property described above and that I petition for a land use permit in conformance with all of the provisions in the Haines Borough Code. 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. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the proposed use. I also understand that 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 work prior to receiving permit approval, I may be assessed a penalty fee, as per HBC 18.30.070. I am also aware that my property will be inspected throughout the duration of the permit to calculate percent complete and valuation of improvements.



11/07/2023

 Signature (Representatives must provide written proof of authorization) Date

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or authorized representative 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

Non-Refundable Application Fee \$ _____ Payment Method: _____ Receipt #: _____ Received By: _____ Date: _____	Application is Complete: Yes No Notified Via: _____ Notified By: _____ Date: _____ Borough Business License # (If applicable) _____
If application is approved : Approved By: _____ Borough Manager/Designee Permit ID #: _____ Permit Effective Date: _____	If application is denied : Denied By: _____ Borough Manager/Designee Reason: _____ Date: _____

Notice of Right to Appeal: All decisions of the Borough Officials are appealable per HBC 18.30.050

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ATTACHMENT A

SITE PLAN REQUIREMENTS

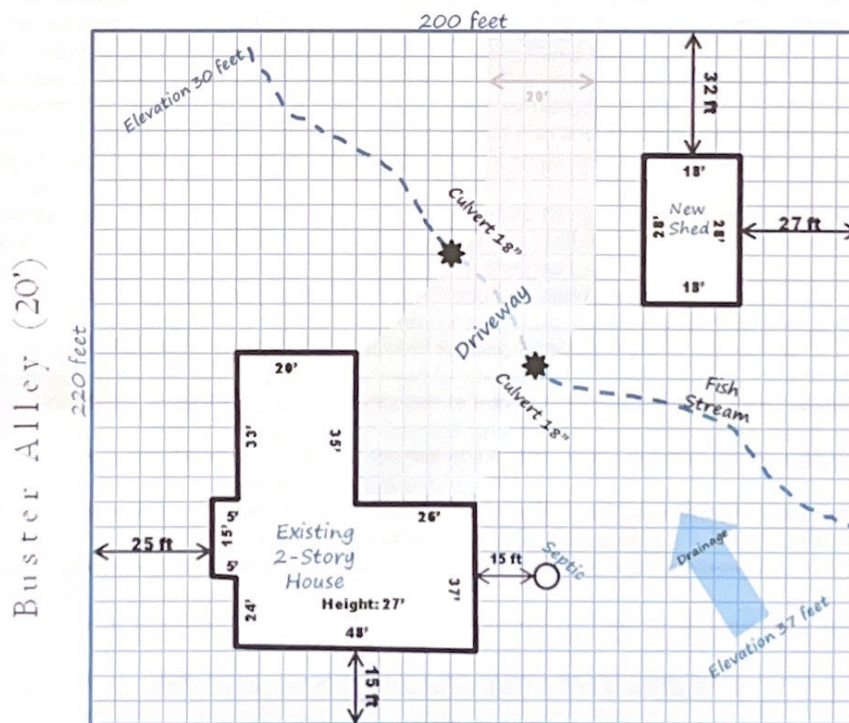
1. Drawing showing dimensions of all buildings, including elevations, of lot on which activity/use/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot 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.

EXAMPLE SITE PLAN

John Doe Property Tax ID X-XXX-XX-XXXX

Ripinsky Street(60')



APPROVAL CRITERIA

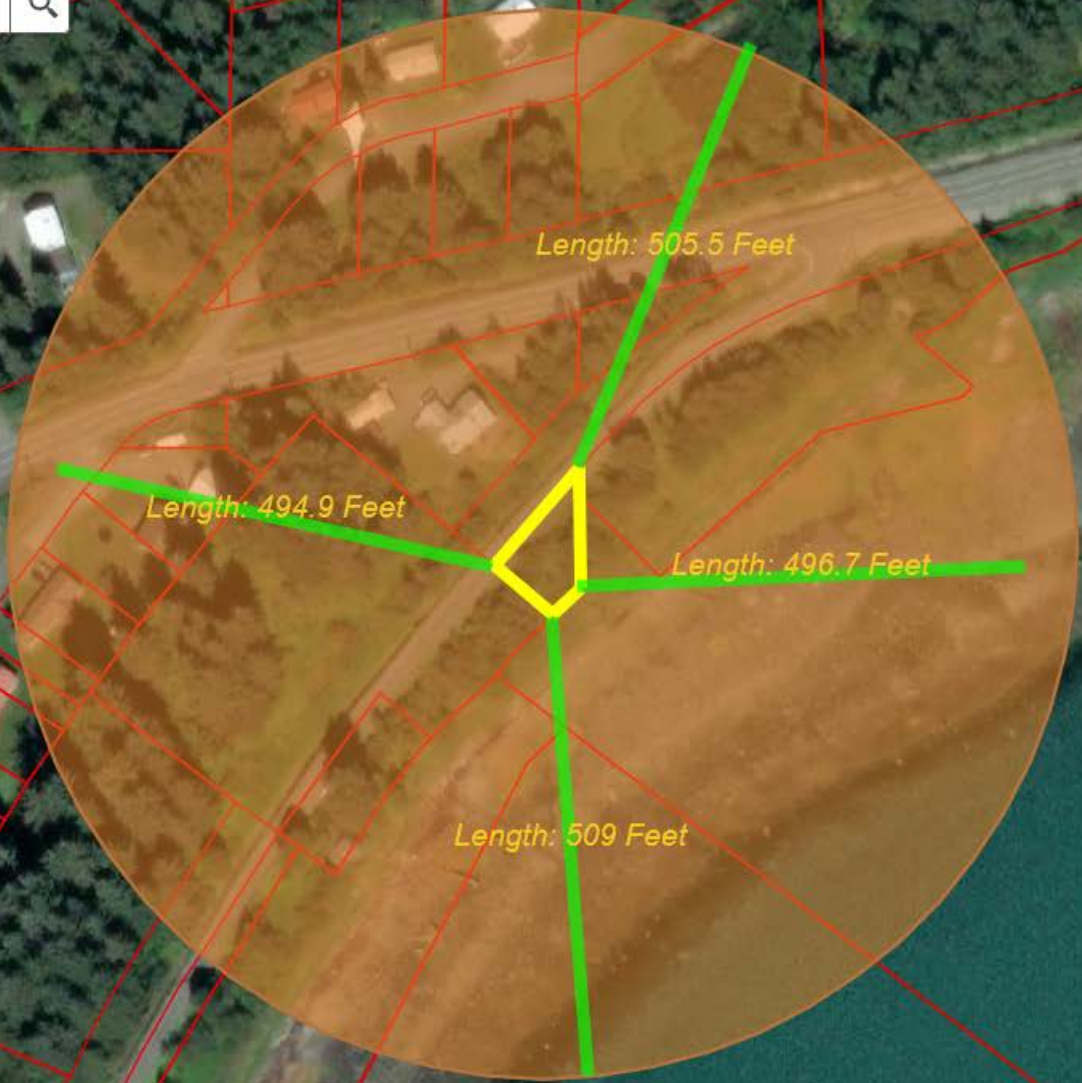
See [HBC 18.60.010](#) for more information.

- A. **Plans.** The proposal is substantially consistent with the borough comprehensive plan and other applicable borough-adopted plans.
- B. **Reviewing Parties.** Due deference has been given to the comments and recommendations of reviewing parties.
- C. **Fire Safety and Emergency Access.** As determined by the State Fire Marshal or the borough fire chief.
- D. **Access.** All lots on which development is planned are required to have legal road access completed to borough standards.
- E. **Traffic.** The proposed use shall not overload the existing street system with traffic or result in unsafe streets or dangers to pedestrians.
- F. **Public Maintenance.** The proposed use shall not significantly increase the impact on the surrounding area from glaciation or drifting snow and shall not create significantly increased difficulty for snow removal or street maintenance.
- G. **Foundation.** All buildings intended for residential or commercial use shall be placed on a permanent foundation.
- H. **Parking.** See parking requirements in [HBC 18.80.040](#).
- I. **Utilities.** If property on which a use is proposed is within 200 feet of an existing, adequate public water and/or sewer system, the developer shall be required to connect to the public systems. All regulations of the State Department of Environmental Conservation pertaining to water extraction and wastewater disposal, as well as the requirements of [HBC 13.04.080\(G\)](#) pertaining to on-site wastewater disposal, shall apply.
- J. **Drainage.** The applicant for a proposed use shall provide for the control of runoff during and after construction. All roads and parking areas shall be designed to alleviate or avoid runoff into public streets or adjoining lots and to protect rivers, lakes and streams from pollution. Developers may be required to provide for the conservation of natural features such as drainage basins and watersheds, and provide for land stability.
- K. **Walkways, Sidewalks and Bike Paths.** Easements for pedestrian access or bicycle paths may be required where shown by the borough to be necessary to provide reasonable circulation or access to streams, lakes, tidewater, schools, playgrounds, transportation facilities or other public facilities.
- L. **Construction Guarantees.** The borough may require the posting of a bond or other surety approved by the assembly to ensure that all required and necessary improvements are constructed as approved. The surety may provide for partial releases upon acceptance of the improvement by the borough.
- M. **Peak Use.** *The peak use characteristics are the same as surrounding uses or other uses allowed in the zone.*
- N. **Off-Site Impacts.** The proposed use shall not have significant negative impacts on the surrounding properties, including excessive noise, fumes or odors, glare, smoke, light, vibration, dust, litter, or interference in any radio or television receivers off the premises, or cause significant line voltage fluctuation off the premises or be unsightly or become a nuisance as defined in [HBC 8.12.020\(I\)](#). Buffering may be required to alleviate impacts between residential and nonresidential uses. The owner of the property upon which the buffering is constructed is responsible for the maintenance of the buffering in a condition that will meet the intent of this criteria.
- O. **Habitat.** A reclamation or landscaping plan may be required as a condition of approval of any use within 100 feet of a state-identified anadromous stream. The purpose of the reclamation or landscaping plan includes the control of dust, soil erosion, water runoff and siltation which otherwise would be generated on the lot and affect the surrounding area.
- P. **Anadromous Fish Stream Setbacks.** All development along state-identified anadromous fish streams will be consistent with the Haines coastal zone management program. Unless approved by [variance](#), no development shall occur within 25 feet of the banks of anadromous fish streams, designated as such by the Alaska Department of Fish and Game. Variances from this requirement may be granted by the commission based upon the unique conditions of individual properties, the proposed development, and the recommendations of a qualified fisheries biologist.
- Q. **Open Space and Facilities.** The developer may be required to dedicate land for open space, drainage, utilities, access, parks or playgrounds. Any dedication required by the commission must be based on a written finding that the area is necessary for public use or safety and the dedication is in compliance with adopted municipal plans and policies.
- R. **Historic Resources.** The proposed use shall not adversely impact identified historic resources prior to the assessment of that resource by the borough or state. Uses located within the significant structures area must comply with the specific approval standards of this chapter. See also [HBC 18.60.020 \(G\)](#) and [HBC 18.70.050](#), Historic Building Districts.
- S. **National Flood Plain Regulations.** All permits shall be reviewed for compliance with [HBC 18.120](#), Flood Plain Regulations.
- T. **Hazard Areas.** Development which is not designed and engineered to mitigate the risk of loss of life or property is prohibited in the following hazard areas: (1) The one percent floodway of all rivers and streams; (2) Avalanche outfall areas; (3) Within 500 feet of a major fault; (4) Slopes greater than 30 percent; (5) Within 300 feet of a wildfire chute; (6) Rock and mudslide areas.
- U. **Waterfront.** The following requirements apply in all waterfront zones:
 - (1) For residential use, [setbacks](#) shall be the same as those required in the residential zone. All other uses shall be required to set back 10 feet from lot lines adjacent to every street and alley and five feet from all other lot lines; (2) Public access to the waters of Portage Cove is required to be included in all permits for development on land adjacent to Portage Cove.

SPECIAL APPROVAL CRITERIA MAY APPLY

See [HBC 18.60.020](#) for more information.

ADDRESS or LAST I



Length: 505.5 Feet

Length: 494.9 Feet

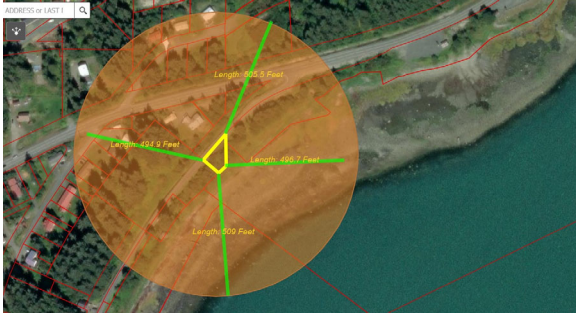
Length: 496.7 Feet

Length: 509 Feet

Haines Borough
P.O. Box 1209
Haines, AK. 99827



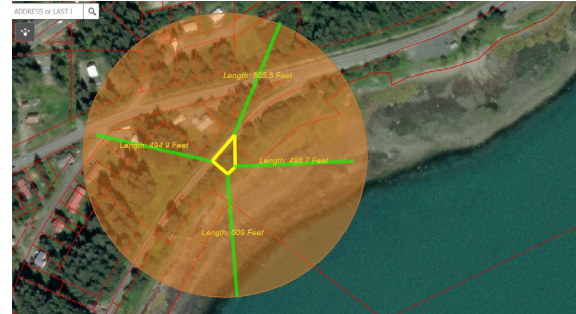
Notice of Public Hearing



Haines Borough
P.O. Box 1209
Haines, AK. 99827



Notice of Public Hearing



Haines Borough
P.O. Box 1209
Haines, AK. 99827



Notice of Public Hearing



Haines Borough
P.O. Box 1209
Haines, AK. 99827



Notice of Public Hearing



APPLICATION HEARING

Variance – Accessory Apt. atop detached garage within setback
C-HAY-00-0300

Applicants – Mathew & Azure Jensen

Dear property owner,

You have been identified as owning property within 500 feet of the above listed property. This is notification that there will be a public hearing regarding a Variance application. This matter will be heard December 14, 2023 at 6:30pm at Assembly chambers and on ZOOM. You are invited to provide testimony at the meeting or submit written comments to the Borough Planner at planner@haines.ak.us. For more information, please call the Lands Dept. at 766-6400 or visit

<https://www.hainesalaska.gov/pc/planning-commission-80>

Public Hearing Date: December 14, 2023

Meeting Time: 6:30 pm

Place: Assembly chambers and ZOOM online

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Meeting Time: 6:30 pm

Place: Assembly chambers and ZOOM online

JAMES SZYMANSKI
BOX 645
HAINES, AK. 99827

HO KYUNG CHA
38521 CAMINO AGUACERO
INDIO, CA. 92203-4420

THOMAS QUINLAN
BOX 96
HAINES, AK. 99827

TIMOTHY J ALLEN
3795 W MOCKINGBIRD LANE
TUCSON, AZ. 85713

JUSTIN MITMAN
BOX 756
HAINES, AK. 99827

JASON HUBBARD
P.O. BOX 306
HAINES, AK. 99827

CAROL WALDO
P.O. BOX 274
HAINES, AK. 99827

JOSHUA A. MOORE
P.O. BOX 2015
PETERSBURG, AK. 99833

TERI BASTABLE-PODSIKI
P.O. BOX 512
HAINES, AK. 99827

CRISTEEN S. THOMSON REVO TRUST
P.O. BOX 240711
DOUGLAS, AK. 99824

BRYAN C. COMBS
BOX 27
HAINES, AK. 99827

MATTHEW SHAWN JENSEN
9624 BIRDVILLE WAY
FT WORTH, TX. 76244

JEANETTE BAKER
BOX 573
HAINES, AK. 99827

MYRNA KORNELIS
BOX 1454
HAINES, AK. 99827

MARGARET H. PIGGOTT
HC 60, BOX 8502
HAINES, AK. 99827

LUKE GRISWOLD-TERGIS
BOX 107
HAINES, AK. 99827

BRIAN ELLIOTT
BOX 391
HAINES, AK. 99827

PHILLIP C. LENDE JR.
P.O. BOX 936
HAINES, AK. 99827



HAINES BOROUGH, ALASKA
P.O. BOX 1209, HAINES, ALASKA 99827
 Annette Kreitzer, Borough Manager
 907.766.6404 akreitzer@haines.ak.us

MEMO

TO: Haines Borough Planning Commission

DATE: December 8, 2023

RE: Setback Variance Application – Accessory Use/Apartment |
 Waterfront Zone | LUP 23-103 | C-HAY-00-0300 | Matthew & Azure
 Jensen

This memo serves as recommendation per HBC 18.80.050(C, D) for denial of this variance. Per HBC 18.80.050(E) the commission shall make written findings of fact which:

- a) Support the standards set forth in code, in the case where a variance is granted, or;
- b) Show that the evidence does not support the standards, in the case where the variance is not granted.

Written findings shall be permanently retained within the minutes of this meeting. Please use the commissioner response forms provided below.

Variance Request:

LOT LINE SETBACK	VARIANCE REQUEST	WATERFRONT ZONE - RESIDENTIAL
Street	13 feet	20 feet
Other	5 feet	10 feet

A pre-application meeting was held on 10/31/2023. This setback variance application is for an Accessory Use (Garage) and an Accessory Apartment in the Waterfront Zone (even though the permit requests a Single Family Dwelling, the site plan is clear that this is an accessory use (garage) with an accessory apartment located above). The intent of this zone is to:

Permit residential, and waterfront-related light industrial and commercial activity compatible with the existing character of the adjacent properties.

Accessory Apartment is a use-by-right in the Waterfront zone and is defined as:

a one bedroom or efficiency unit containing separate living, sleeping, cooking, bathroom and/or laundry facilities, not exceeding 600 square feet in area, contained within or added to a properly permitted single-family dwelling. The accessory apartment must be atop, beneath or connected by a common wall to the principal dwelling unit or within or atop a detached garage. One additional off-street parking space must be provided on the lot where such accessory apartment is permitted. The building, except as may be necessary to accommodate residents with disabilities, may have no more than one main entrance facing a street. An example of an accessory apartment is a “mother-in-law” apartment.

The intent of setback regulation is to:

- a) Allow for a certain amount of privacy and outdoor living space around a structure,
- b) Promote fire safety,
- c) Prevent snow depositing on adjacent properties,
- d) Allow room for snow removal,
- e) Promote safe conditions for off-street parking and vehicular access to public rights-of-way, and
- f) Provide an adequate sight triangle for the safe approach of vehicles to intersections.

HBC 18.80.050(C) VARIANCE STANDARDS, BOROUGH REVIEW

A variance may be granted only if **ALL** the following standards are met:

- 1. Except for significant structures areas, the conditions upon which the variance application is based do not apply generally to properties in the zone or vicinity other than the property for which the variance is sought; and;

BOROUGH RESPONSE:

The trapezoidal shape of this lot is relatively unique.

- 2. Such conditions arise out of natural features inherent in the property such as shape or topographical conditions of the property or because of unusual physical surroundings, or such conditions arise out of surrounding development or conditions; and;

BOROUGH RESPONSE:

Agreed. Site conditions arise out of natural features inherent to the property, e.g. coastal boundary and slope towards the waterfront.

3. Because of such conditions the strict application to the property of the requirements of this chapter will result in an undue, substantial hardship to the owner of the property such that no reasonable use of the property could be made; and;

BOROUGH RESPONSE:

Disagree. While the shape of the lot would require the reconfiguration of the existing plan, since the minimum space between buildings, per HBC 18.180.030 is 15 feet, the garage and accessory apartment could be built in compliance with borough code. Strict application of the property requirements may be inconvenient but it is not an undue, substantial hardship to the owner of the property such that no reasonable use of the property could be made.

4. The special conditions that require the variance are not caused by the person seeking the variance, a predecessor in interest, or the agent of either; and

BOROUGH RESPONSE:

Disagree. The special conditions that require the variance are dictated by the homeowner's design considerations and are, therefore, caused by the homeowner.

5. The variance is not sought solely to relieve financial hardship or inconvenience; and;

BOROUGH RESPONSE:

Disagree.-The need for a variance is a design consideration.

6. The variance will not permit a land use in a zone in which that use is prohibited.

BOROUGH RESPONSE:

Agreed. Accessory apartments and single-family residences are both use-by-right in the Waterfront zone.

If a property qualifies for a variance under HBC 18.80.050(C) Variance Standards, the variance granted must meet the following conditions.

HBC 18.80.050(D) CONDITIONS ON APPROVAL, BOROUGH REVIEW

1. The deviation from the requirement of this chapter that is permitted by variance may be no more than is necessary to permit a reasonable use of the lot;

BOROUGH RESPONSE:

Disagree. The applicant has not demonstrated the building separation is necessary to permit reasonable residential use of this lot.

2. The variance will not permit a land use that is prohibited by this chapter;

BOROUGH RESPONSE:

Agreed. Accessory apartments and single-family residences are both use-by-right in the Waterfront zone.

3. The variance is in keeping with the spirit and intent of this chapter and the requirements from which relief is sought;

BOROUGH RESPONSE:

A variances is an extraordinary remedy – basically license to violate Borough Code. It should be used sparingly and only when a reasonable use is not possible. Specific design considerations cannot be seen to limit reasonable use. The homeowner can build both of the structures they desire by placing them closer together, while still being in compliance with borough setback regulations.

4. The variance will not be detrimental to the public health, safety or welfare; and

BOROUGH RESPONSE:

Agreed. There are no public safety impacts associated with this variance. The applicant has obtained a driveway permit with the State of Alaska and has coordinated safe ingress/egress for the site

plan shown. The side lot line variance does not impact any adjacent property owners due to the waterfront location.

5. The variance will not significantly adversely affect other property (i.e., snow will not be deposited on adjacent properties from areas such as roofs).

BOROUGH RESPONSE:

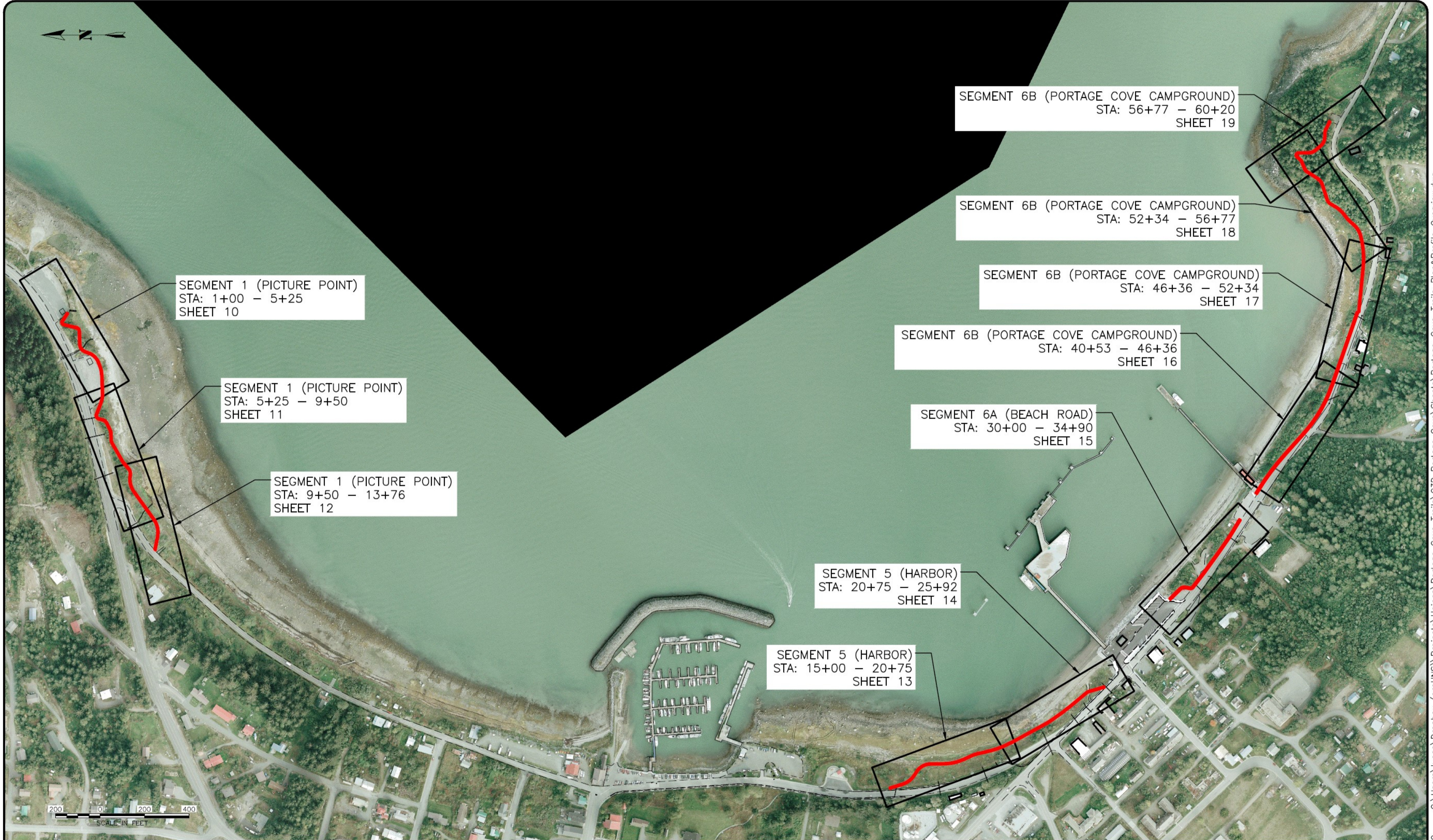
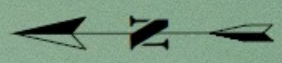
Agree. There do not appear to be any adverse impacts to adjacent property owners. However, since the Portage Cove Trail is still being developed and that trail will likely include a sidewalk/trail along Front Street, it appears inadvisable to allow a reduction of the setback along Front Street for design considerations.

The lot is an unusual shape. Staff has reviewed the Alaska Tide Survey and it is not apparent why the lot is shaped that way. No neighbors would be impacted by the proposed variance.

Complying with the required setbacks would likely allow more off-street parking which is one of the considerations for setbacks.

The variance is not *necessary* for the reasonable use of this lot, and does not constrain the homeowner's reasonable use of the lot (there is space to build both a garage with an accessory apartment and a single family home).

The staff recommendation is to deny variance permit #23-103, since the application doesn't meet HBC 18.80.050(C) criteria's #3, #4, and #5 and HBC 18.80.050(D) criteria #1.



SEGMENT 1 (PICTURE POINT)
STA: 1+00 - 5+25
SHEET 10

SEGMENT 1 (PICTURE POINT)
STA: 5+25 - 9+50
SHEET 11

SEGMENT 1 (PICTURE POINT)
STA: 9+50 - 13+76
SHEET 12

SEGMENT 5 (HARBOR)
STA: 20+75 - 25+92
SHEET 14

SEGMENT 5 (HARBOR)
STA: 15+00 - 20+75
SHEET 13

SEGMENT 6A (BEACH ROAD)
STA: 30+00 - 34+90
SHEET 15

SEGMENT 6B (PORTAGE COVE CAMPGROUND)
STA: 40+53 - 46+36
SHEET 16

SEGMENT 6B (PORTAGE COVE CAMPGROUND)
STA: 46+36 - 52+34
SHEET 17

SEGMENT 6B (PORTAGE COVE CAMPGROUND)
STA: 52+34 - 56+77
SHEET 18

SEGMENT 6B (PORTAGE COVE CAMPGROUND)
STA: 56+77 - 60+20
SHEET 19



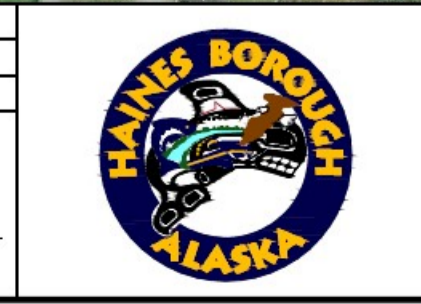
95% DRAFT

RECORD OF REVISIONS			
No.	DATE	DESCRIPTION	BY



DRAWN BY: C. BYDLON
 DESIGNED BY: L. CHAMBERS
 CHECKED BY: L. CHAMBERS
 219 MAIN ST #13
 HAINES, AK 99827
 1945 ALEX HOLDEN WAY #101
 JUNEAU, AK 99801
 solutions@proHNS.com
 www.proHNS.com

CERTIFICATE OF AUTHORIZATION #100662



PORTAGE COVE TRAILS
HAINES BOROUGH

PLAN & PROFILE SHEETS
OVERVIEW

SHEET NUMBER
9
OF
32

COMMISSIONER RESPONSE FORMS

Per HBC 18.80.050(E) Issuance or Denial, The commission shall, after notice and hearing, from the evidence presented to it, make written findings of fact which:

- a) Support the standards set forth above, in the case where a variance is granted, or;
- b) Show that the evidence does not support the standards set forth above, in the case where the variance is not granted.

Such written findings shall be permanently retained within the minutes of the meeting at which the findings were drafted.

HBC 18.80.050(C) VARIANCE STANDARDS

A variance may be granted only if **ALL** the following standards are met:

- 1. Except for significant structures areas, the conditions upon which the variance application is based do not apply generally to properties in the zone or vicinity other than the property for which the variance is sought; and;

COMMISSIONER RESPONSE:

- 2. Such conditions arise out of natural features inherent in the property such as shape or topographical conditions of the property or because of unusual physical surroundings, or such conditions arise out of surrounding development or conditions; and;

COMMISSIONER RESPONSE:

3. Because of such conditions the strict application to the property of the requirements of this chapter will result in an undue, substantial hardship to the owner of the property such that no reasonable use of the property could be made; and;

COMMISSIONER RESPONSE:

4. The special conditions that require the variance are not caused by the person seeking the variance, a predecessor in interest, or the agent of either; and

COMMISSIONER RESPONSE:

5. The variance is not sought solely to relieve financial hardship or inconvenience; and;

COMMISSIONER RESPONSE:

6. The variance will not permit a land use in a zone in which that use is prohibited.

COMMISSIONER RESPONSE:

If a property qualifies for a variance under HBC 18.80.050(C) Variance Standards, the variance granted must meet the following conditions.

HBC 18.80.050(D) CONDITIONS ON APPROVAL, BOROUGH REVIEW

1. The deviation from the requirement of this chapter that is permitted by variance may be no more than is necessary to permit a reasonable use of the lot;

COMMISSIONER RESPONSE:

2. The variance will not permit a land use that is prohibited by this chapter;

COMMISSIONER RESPONSE:

3. The variance is in keeping with the spirit and intent of this chapter and the requirements from which relief is sought;

COMMISSIONER RESPONSE:

4. The variance will not be detrimental to the public health, safety or welfare; and

COMMISSIONER RESPONSE:

5. The variance will not significantly adversely affect other property (i.e., snow will not be deposited on adjacent properties from areas such as roofs).

COMMISSIONER RESPONSE:

CODE REFERENCES

18.20.020 Definitions – Regulatory.

“Prohibited use” means a use not allowed in the zone. Variances may not be granted for a prohibited use.

“Use-by-right” means a use, as set forth for each zone, which is subject only to a land use permit pursuant to Chapter 18.40 HBC.

“Variance” means the relaxation of the strict application of the requirements of this title. See HBC 18.40.040 and 18.80.050, and AS 29.40.040(b)(1) through (3). Variances cannot be approved for prohibited uses.

AS 29.40.040. Land use regulation.

(a) In accordance with a comprehensive plan adopted under AS 29.40.030 and in order to implement the plan, the assembly by ordinance shall adopt or amend provisions governing the use and occupancy of land that may include, but are not limited to, zoning regulations restricting the use of land and improvements by geographic districts;

(1) land use permit requirements designed to encourage or discourage specified uses and construction of specified structures, or to minimize unfavorable effects of uses and the construction of structures;

(2) measures to further the goals and objectives of the comprehensive plan.

(b) A variance from a land use regulation adopted under this section may not be granted if

(1) special conditions that require the variance are caused by the person seeking the variance;

(2) the variance will permit a land use in a district in which that use is prohibited; or

(3) the variance is sought solely to relieve pecuniary hardship or inconvenience.

18.60.010 General approval criteria.

U. Waterfront. The following requirements apply in all waterfront zones:

Setback Variance Application – Accessory Use/Apartment | Waterfront Zone
| LUP 23-103 | C-HAY-00-0300 | Matthew & Azure Jensen

2. For residential use, setbacks shall be the same as those required in the residential zone. All other uses shall be required to set back 10 feet from lot lines adjacent to every street and alley and five feet from all other lot lines.

18.80.030 Setbacks and height.

A. Setbacks are measured from the outermost portion of the building to the nearest lot line or building as appropriate. Incidental architectural features such as window sills, cornices and eaves may not project into any required setback. This regulation also applies to cantilevered floors, decks or other similar building extensions. No building or structures may be located within a setback, except that fences may be constructed within the required setback by permit. The following items shall be exempt from setback requirements, provided the item is located to achieve its purpose without constituting a hazard to vehicles or pedestrians, is located such that it does not obscure sight angles at intersections or driveways, and is not in any location prohibited by state regulation:

1. Driveways and culverts that meet Chapter 12.08 HBC;
2. Parking areas that meet Chapter 10.44 HBC;
3. Satellite dishes;
4. Signs that meet Chapter 18.90 HBC;
5. French drains, culverts, or similar infrastructure;
6. Public utilities; and
7. Fences outside of the townsite service area.

Where more than one setback standard is applicable, the most restrictive setback standard applies.

D. The distance between unattached buildings must be 15 feet unless approved as a conditional use by the planning commission. Building separation is intended for public safety; fire-related concerns must meet the approval of both the State Fire Marshal and local fire department, where applicable. The 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.

Setbacks and Height Restrictions								
Zoning District	Height Limit (in feet)	Industrial Building Setbacks (in feet) ²		Commercial Building Setbacks (in feet)		Residential Building Setbacks (in feet)		
		From Street Lot Lines	From Residential Lots	From Street or Alley Lot Lines	From Other Lot Lines	From Street Lot Lines	From Alley Lot Lines	From Other Lot Lines
W	30	0	50	0	0	20	10	10
SR	30	N/A	N/A	N/A	N/A	20	10	10

18.80.050 Variance.

A variance is the relaxation of the density, setback, height or parking standards of this chapter beyond those provided for by this chapter. A variance is designed to allow the adjustment of regulations of this chapter in special cases where unusual physical features of a particular parcel involved would make a strict application of the zoning regulations unreasonable. Under no circumstances shall a variance be granted to permit a use of land or structure which is not otherwise permitted in the zone involved. The intent of the policies for which variances may be granted follows:

Setbacks: The intent of setback regulation is to allow for a certain amount of privacy and outdoor living space around a structure, promote fire safety, prevent snow depositing on adjacent properties, allow room for snow removal, promote safe conditions for off-street parking and vehicular access to public rights-of-way, and provide an adequate sight triangle for the safe approach of vehicles to intersections.

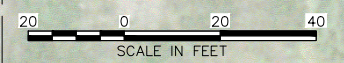


10B


DALTON STREET

6TH AVENUE

5TH AVENUE



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No.	DATE	DESCRIPTION	BY

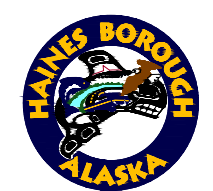


CERTIFICATE OF AUTHORIZATION
 #100662

DRAWN BY: E. ROEMELING
 DESIGNED BY: E. ROEMELING
 CHECKED BY: G. GLADSJO

219 MAIN ST #13
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 1945 ALEX HOLDEN WAY #101
 JUNEAU, AK 99801
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 www.proHNS.com



**5TH TO 6TH AVENUE
 DRAINAGE
 IMPROVEMENTS**

**EXISTING SITE
 CONDITIONS &
 DRAINAGE PATTERNS**

SHEET NUMBER	
1	OF
3	



CLEAN EXISTING 24" CPP PIPE OUTLET AND DOWNSTREAM CHANNEL BOTTOM WITHIN ROW, INSTALL CONCRETE HEADWALL IE=90.67

CONSTRUCT 8' WIDE CULVERT OUTLET ACCESS ROAD FROM 8" MINUS IMPORTED MATERIAL MEETING SELECTED MATERIAL TYPE C, LEAVE IN PLACE AFTER CONSTRUCTION


SLIPLINE AND GROUT EXISTING 24" CMP/ CPP WITH 20" OD HDPE PIPE

CLEAN EXISTING 24" CMP IE=91.11

TEMPORARY CONSTRUCTION EASEMENT


0 20 40
SCALE IN FEET

RECORD OF REVISIONS			
No.	DATE	DESCRIPTION	BY



proHNS LLC
CERTIFICATE OF AUTHORIZATION #100662

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HAINES, AK 99827
1945 ALEX HOLDEN WAY #101
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(907) 780-4004
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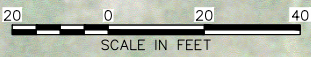
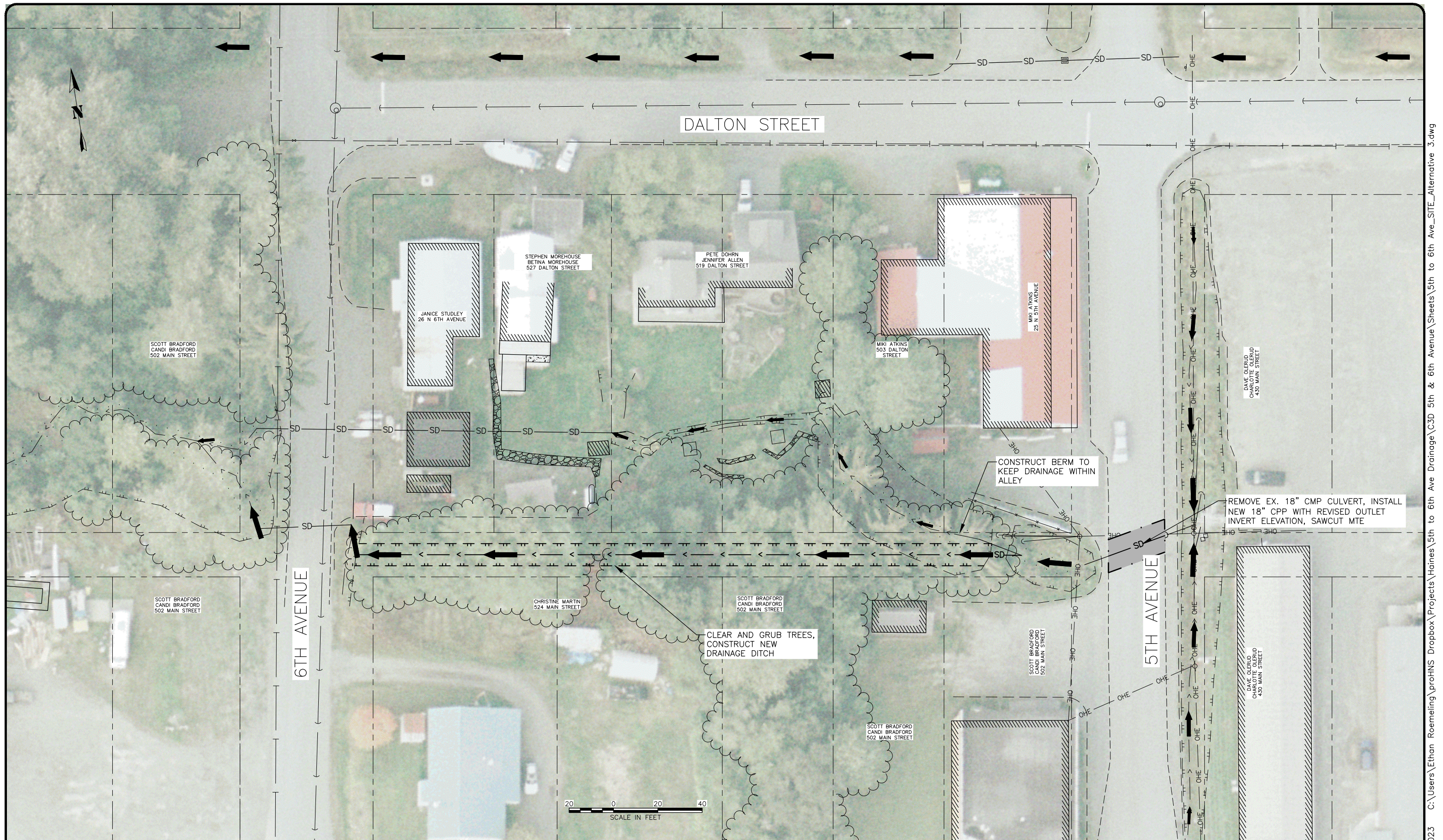


HAINES BOROUGH ALASKA


5TH TO 6TH AVENUE DRAINAGE IMPROVEMENTS

CORRECTIVE ACTION 1 SLIP LINE

SHEET NUMBER	
2	OF
3	



RECORD OF REVISIONS			
No.	DATE	DESCRIPTION	BY



CERTIFICATE OF AUTHORIZATION
 #100662

DRAWN BY: E. ROEMELING
 DESIGNED BY: E. ROEMELING
 CHECKED BY: G. GLADSJO

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5TH TO 6TH AVENUE DRAINAGE IMPROVEMENTS

CORRECTIVE ACTION 2 DITCH

SHEET NUMBER	
3	OF
3	

Preliminary Engineer's Estimate

Project:	5th to 6th Avenue		
Owner:	Haines Borough		
Date:	11/16/2023		
Prepared By:	J. Spriggs		
Checked By:	E. Roemeling		

Corrective Action 1

Pay Item	Pay Item Description	Pay Unit	Quantity	Unit Price	Amount
301.0001.00D1	Aggregate Base Course, Grading D-1	CY	10	\$165.00	\$1,650.00
303.0002.0000	Ditch Reconditioning	LF	20	\$55.00	\$1,100.00
304.0002.000B	Subbase, Grading B	CY	40	\$40.00	\$1,600.00
603.2019.0018	Liner for Storm Drain 18 Inch	LF	161	\$500.00	\$80,500.00
604.2008.0000	Headwall Concrete, without Hinged Trash Rack	Each	1	\$540.00	\$540.00
640.0001.0000	Mobilization and Demobilization	Lump Sum	All Req'd	\$13,000.00	\$13,000.00
641.0003.0000	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$1,500.00	\$1,500.00
642.0001.0000	Construction Surveying	Lump Sum	All Req'd	\$2,000.00	\$2,000.00
Corrective Action 1 Total =					\$100,240.00

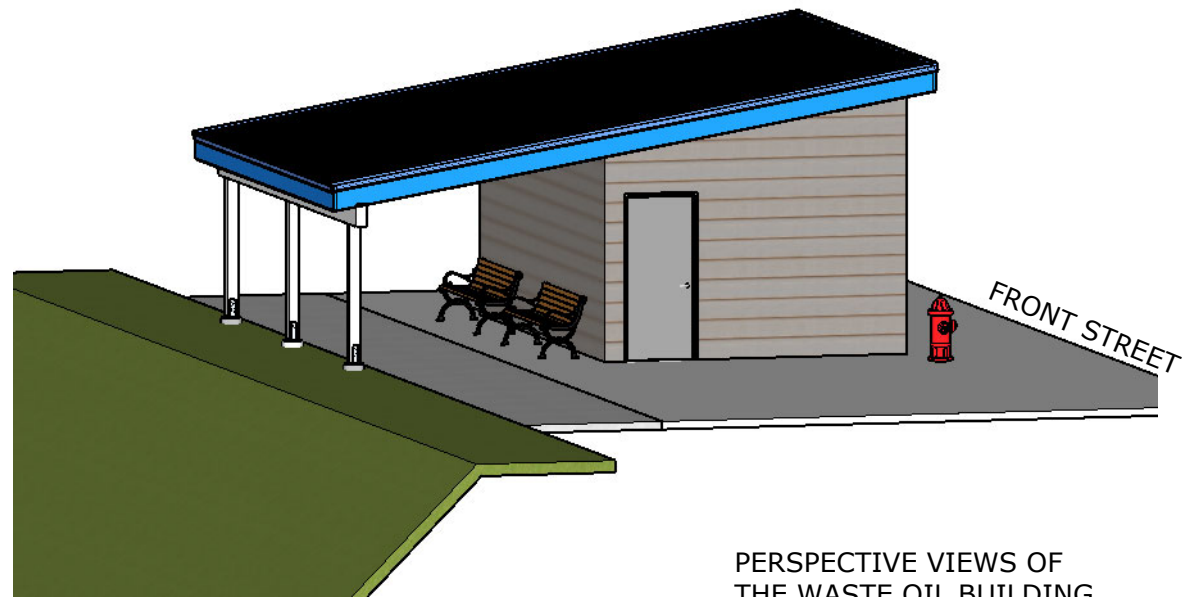
Corrective Action 2

Pay Item	Pay Item Description	Pay Unit	Quantity	Unit Price	Amount
201.0009.0000	Clearing and Grubbing	LS	1	\$35,000.00	\$35,000.00
202.0002.000A	Removal of Pavement, Asphalt	SY	42	\$5.00	\$210.00
202.0004.0000	Removal of Culvert Pipe	LF	20	\$13.00	\$260.00
203.0003.0000	Unclassified Excavation	CY	130	\$30.00	\$3,900.00
401.0001.002B	HMA Type II; Class B	TON	8	\$380.00	\$3,040.00
401.0004.5834	Asphalt Binder, Grade PG 58-34	TON	1	\$2,100.00	\$2,100.00
610.0001.0000	Ditch Lining	CY	58	\$275.00	\$15,950.00
603.0021.0018	Corrugated Polyethylene Pipe 18 Inch	LF	55	\$250.00	\$13,750.00
631.0001.0000	Geotextile Drainage	SY	400	\$12.00	\$4,800.00
640.0001.0000	Mobilization and Demobilization	Lump Sum	All Req'd	\$13,000.00	\$13,000.00
641.0003.0000	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$1,500.00	\$1,500.00
642.0001.0000	Construction Surveying	Lump Sum	All Req'd	\$2,000.00	\$2,000.00
Corrective Action 2 Total =					\$95,510.00

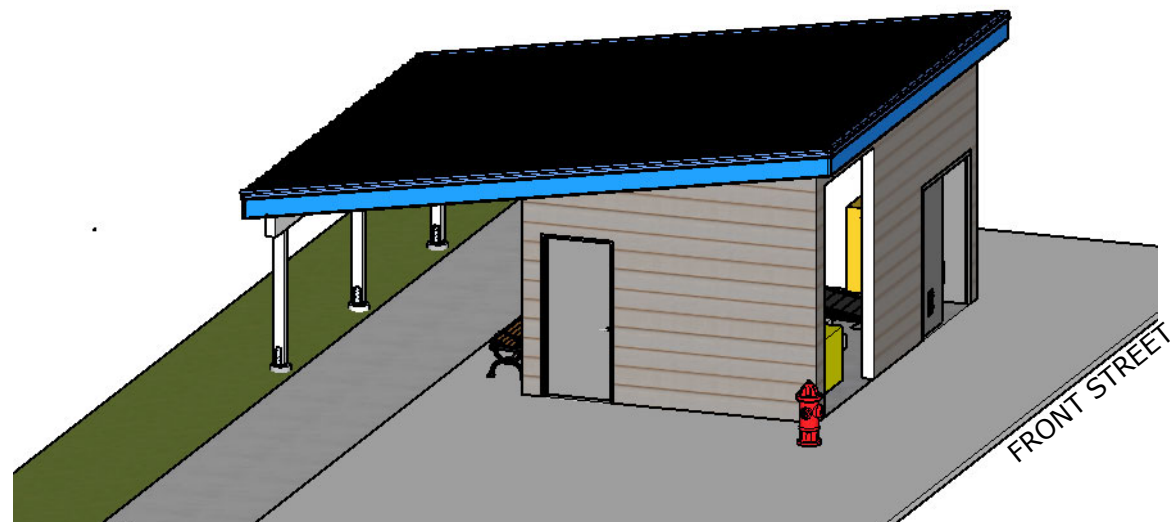
Corrective Action 1 + 2 Total = \$195,750.00

NOTES:

1. HAINES BOROUGH INTENDS TO CONSTRUCT A NEW WASTE OIL BUILDING AT PORT CHILKOOT SMALL BOAT HARBOR WHERE THE PRESENT WASTE OIL SHED IS LOCATED.
2. THE WORK INCLUDES REMOVING AND DISPOSING OF THE EXISTING SHED, AND BUILDING THE NEW FACILITY AS SHOWN.



PERSPECTIVE VIEWS OF THE WASTE OIL BUILDING
SCALE: 1/8" = 1' - 0"



Haines Borough
PO Box 1209
Haines, Alaska 99827

Tel: (907)766-6400



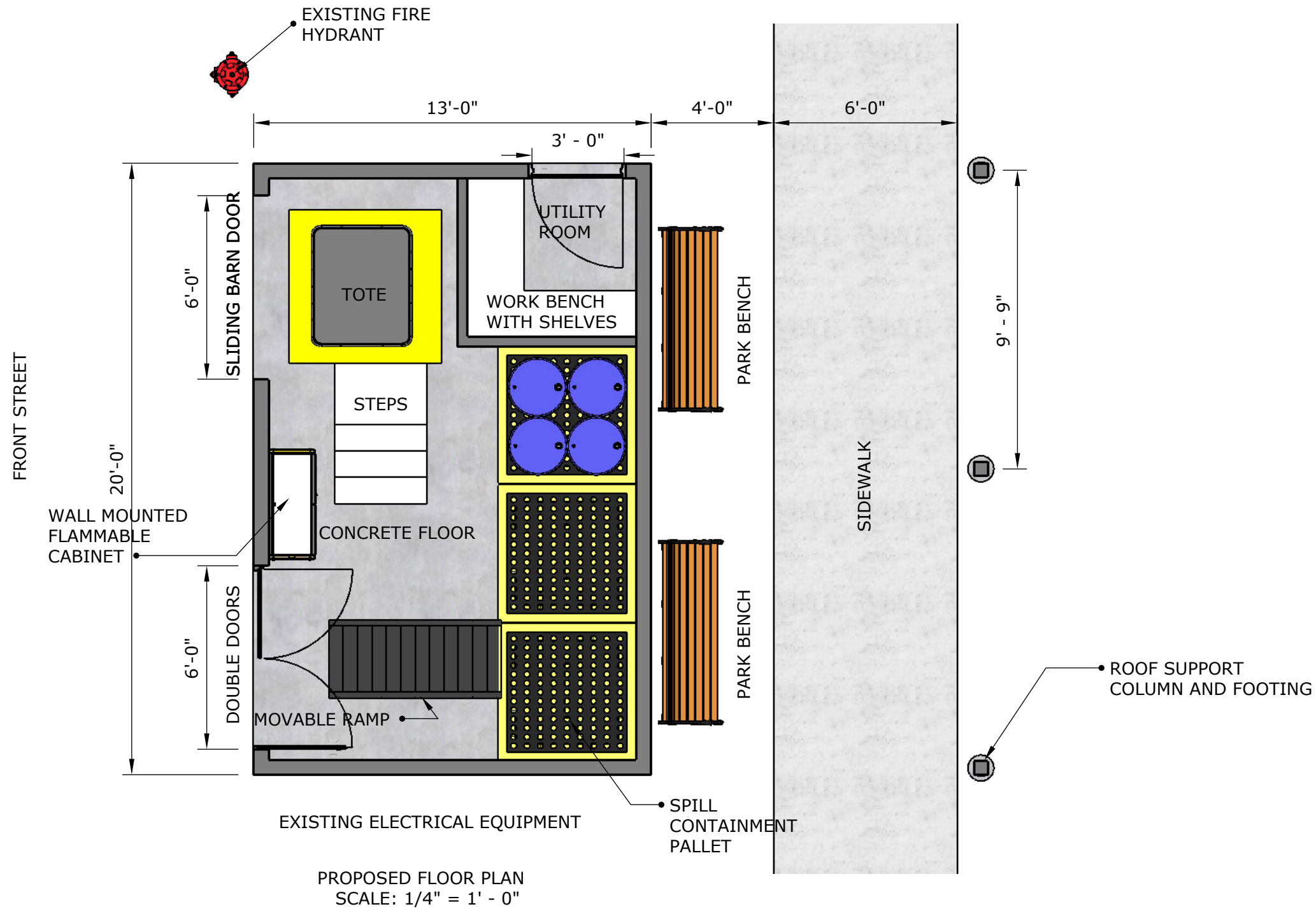
REVISION

REV	DATE	DESCRIPTION	DWN	CKD
A	FEB 23	ISSUED FOR CONCEPT REVIEW	EGC	EGC

**HAINES BOROUGH
WASTE OIL BUILDING
UPGRADE, 2023**

**PROJECT
OVERVIEW**

S01



Haines Borough
 PO Box 1209
 Haines, Alaska 99827
 Tel: (907)766-6400



REVISION

REV	DATE	DESCRIPTION	DWN	CKD
A	FEB 23	ISSUED FOR CONCEPT REVIEW	EGC	EGC

**HAINES BOROUGH
 WASTE OIL BUILDING
 UPGRADE, 2023**

FLOOR PLAN

S02



2024 Regular Planning Commission Meeting Agenda Preparation Calendar

Historic Review Applications and Public Hearing (PH) Items to PZ Tech 5:00 pm	PH notice to CVN & Notification Letters out 5:00 pm	Other Agenda Topics & Items to PZ Tech 5:00 PM	PC Chair Approval - Agenda & Packet Documents FINAL 10:00am	Agenda Packet Published & Distributed 5:00pm	PC Meeting 6:30pm
<i>[Thursday - 3 weeks before PC Meeting]</i>	<i>[Monday - 17 days prior to PC Mtg]</i>	<i>[Monday - 10 days prior to PC Mtg]</i>	<i>[Thursday prior to PC Mtg.]</i>	<i>[Friday prior to PC Mtg.]</i>	2024
Dec 21	Dec 25 **	Jan 2*	Jan 4	Jan 5	Jan 11
Jan 18	Jan 22	Jan 29	Feb 1	Feb 2	Feb 8
Feb 22	Feb 26	Mar 4	Mar 7	Mar 8	Mar 14
Mar 21	Mar 25	April 1	April 4	April 5	Apr 11
Apr 18	April 22	April 29	May 2	May 3	May 9
May 23	May 27	Jun 3	Jun 6	Jun 7	Jun 13
Jun 20	Jun 24	July 1	Jul 3*	Jul 5	July 11
Jul 18	Jul 22	July 29	Aug 1	Aug 2	Aug 8
Aug 22	Aug 26	Sept 3*	Sep 5	Sep 6	Sep 12
Sep 19	Sep 23	Sep 30	Oct 3	Oct 4	Oct 10
Oct 24	Oct 28	Nov 4	Nov 7	Nov 8	Nov 14
Nov 21	Nov 25	Dec 2	Dec 5	Dec 6	Dec 12

** There will be no Chilkat Valley News 12/29, 1/5, 1/12 editions. Public hearing items for the Jan 12th meeting will be postponed or need to be advertised elsewhere.

- * Jan 1st → 2nd adjusted for New Years Holiday
- * July 4th → 3rd adjusted for Independence Day
- * Sept 2nd → 3rd adjusted for Labor Day

Revised: 11-1-23 K. Long Adopted:

Assessment/ Planning & Zoning/ PC/ PC prep Calendar

12B

RECEIVED

NOV 27 2023

HAINES BOROUGH
CLERK'S OFFICE

Haines Friends of Recycling

Business Plan

November 27, 2023

Prepared by
Haines Friends of Recycling
P.O. Box 822
Haines, AK 99827

Contacts:

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saundersosa@aptalaska.net

Melissa Aronson

907 766-2185

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Executive Summary

Current practice: In most communities recycling and waste management is handled by the Borough government. Haines has a different and unique situation. The landfill is operated by a for-profit business, Community Waste Solutions (CWS). Recycling is handled by Haines Friends of Recycling (HFR), a 501(c)(3) non-profit with one part-time employee and a group of unpaid and dedicated volunteers. Currently Takshanuk Watershed Council (TWC) is constructing a community composting facility that will hopefully come on-line in 2024 or 2025. The Borough handles junk cars and contracts annually for a hazardous waste collection.

Recent history: In order to bring some cohesion to waste management in the Borough a Solid Waste Working Group (SWWG) was formed in 2020. HFR, CWS, and TWC were all standing members of SWWG and developed an excellent working collaboration among the three groups. Among the ideas discussed was the development of a transfer station but the idea was abandoned for a number of reasons including the cost of construction (estimated to be in excess of \$1,000,000) and the problems of management and transportation of different types of wastes. Even though SWWG had no budget or financial backing from the Borough it was disbanded by Assembly action in 2022. This project will provide an opportunity for a transfer station for CWS and TWC to have collection trucks at the Recycling Center.

HFR mission: Haines Friends of Recycling (HFR), a 501(c)(3) organization, has provided recycling, waste reduction services and education to the Chilkat Valley since 1999. Our mission is to develop educational and recycling programs and the facilities that increase the capacity for Haines and Chilkat Valley residents and visitors to reduce waste, to recycle, and to reuse resources. HFR exists to serve the borough. Other than the one part-time employee all other efforts of HFR are undertaken by volunteers who give freely of their time and resources.

HFR current operation: The recycle center's current operation includes the collection, processing, storing and shipping of an average of 250,000 pounds of recyclable per year. HFR also provides numerous opportunities throughout the year for public education to promote recycling and strategies to reduce the waste stream entering the landfill.

The HFR recycle center has been located on Small Tracts Road since 1999. The property is owned by Chilkoot Indian Association (CIA) and Haines Friends of Recycling rents on a month-to-month basis. HFR is limited to one-third of the building space for the processing and baling of recyclables for shipping. The rest of the building is used by CIA. Due to lack of indoor storage, four Conex vans are used for the storage of materials such as paper and cardboard that cannot be stored outdoors. Although not optimal for recycling, all other materials collected are stored outdoors. An electric fence is utilized in an effort to keep bears from destroying the bales awaiting shipping but there is no protection from the outdoor elements that degrade materials and the bales themselves. The lack of indoor storage space while battling Alaska weather has been an ongoing issue for HFR; it has become a critical problem as we explore the up-cycling of plastic and realize it cannot happen without a larger building.

HFR plans for the future: HFR has out-grown the current rented facility with our existing operations. We are proposing a new facility that we will own that will allow all collection, storage, and processing to occur indoors, out of the weather. The new facility will also include a plastic up-cycling operation and our Scrap Box (similar to a Re-Store). We are asking the Haines Borough to give us property in a central location that will be convenient to the community.

As a 501(c)(3) nonprofit our ability to build the new facility and acquire the plastic up-cycling equipment is dependent on donations and grant funding. Our day-to-day operations are managed through the sale of recyclable materials, membership, donations, and small grants.

This Business Plan outlines our plans for acquiring property, obtaining a building kit, constructing the building, moving our operation to the new site, and adding in a plastic up-cycling process.

Operations

Background: Haines Friends of Recycling has been in operation since 1999. It is a nonprofit that is run by volunteers and has one part-time paid employee. There are currently 127 active volunteers and 330 individuals, families, businesses, and organizations in Haines and the Chilkat Valley that are contributing members. The population of the Chilkat Valley is estimated at about 2,000 so the number of member households, businesses, and organizations represent a fairly large portion of the community. Many others use our recycling services without being members.

Management Team: The HFR management team is made up of nine volunteer board members including a chairperson and vice chair. The board members meet on the second Monday of every month and hold an annual membership meeting in the fall. The majority of the board members are former educators and scientists or people currently active with state-wide recycling projects. The board members are unpaid volunteers. The board terms are three years and we generally replace one board member each year.

Organizational Sustainability: To ensure the longevity of HFR into the future, an extensive management handbook has been developed and is updated annually so that the organization is not overly dependent on any one person for its continuation. The handbook describes all of our operations and procedures. In addition, meeting minutes, historical documents, budget documents and other important information are archived on Google Docs to preserve our history.

Materials Collected: The recyclable materials collected at the recycling center include white paper, cardboard, newspaper, all metals (steel, aluminum, copper, brass, iron), electronics, fish nets, fishing line, eyeglasses, Brita filters, printer cartridges, appliances and fluorescent tubes.

All of these items are sent to companies in the Pacific Northwest for recycling. The income from the sale of these items comprise approximately one-third of our annual operations budget of about \$60,000.

We also collect #1 and #2 plastics but in recent years the plastics recycling market has collapsed; we are addressing plastics recycling by acquiring a plastics up-cycling equipment so we can convert all plastics, except PVC and styrofoam, into usable and sellable plastics products. We anticipate that the plastics up-cycling project will become self-sustaining after the first couple of years. The project described in this Business Plan provides us with the building site, electricity, water, and indoor space needed to make this plastic up-cycling project feasible.

We have a Scrap Box, much like a Re-Use store, that focuses on construction and gardening materials. People can drop off usable items and then we sell them for a small donation.

Recycling Services : Haines Friends of Recycling (HFR) accepts most recyclable seven days a week, 24 hours a day, 365 days a year at the outside drop-off bins at the Recycling Center. This service is free to everyone although donations are appreciated. Metals, electronics and fish nets are accepted during special event collections while appliances and fluorescent tubes are taken during staffed hours. There is a small fee for electronics, fish nets, appliances, and fluorescent tubes to cover additional processing and shipping costs.

HFR volunteers provide pick-up of recyclables at numerous locations around town throughout the summer, including the cruise ship dock, the Visitor's Center, and Third and Main, to encourage recycling and reduce waste going in to the landfill. We collect recycling from the Senior Village all year long.

HFR hosts Zero Waste Events in which only plates, cups, utensils, and other items that are compostable are utilized. In addition to reducing waste going in to the landfill, these events provide an opportunity to further educate the community on how everyone can reduce their waste stream. These Zero Waste Events include the Southeast Alaska State Fair, the Fishermen's BarBQ, the community July 4 picnic, weddings, memorials, conferences, and other events. We provide guidelines and training on how to host a Zero Waste Events for the event organizers.

A major change planned for future service is the addition of a plastic up-cycling machine that will convert plastics into usable products such as 2X4 boards that can be used for decking and construction of raised beds for gardens. This would eliminate the need to ship plastics out. In addition, a partnership with Community Waste Solutions (private owner of the landfill) will divert plastics brought to the landfill back to HFR for the up-cycling project, greatly increasing the raw material available to create useable products and greatly extending the life of the landfill.

Public Education on Recycling and Waste Reduction: Every spring an annual flyer is sent to every PO Box in the Chilkat Valley. The flyer describes what we take for recycling, the dates of our special events, our social media sites, and includes a membership form.

The “Reduce Our Waste Together (ROW Together) document, updated annually, serves as a guide for the community in how to safely dispose of or re-home numerous household items and is available on the HFR website. ROW Together identifies 46 materials that can be recycled or re-used at 38 different locations in Haines.

“Talking Trash” is a 15 minute radio program that airs every fourth Tuesday throughout the year on our local public radio station, KHNS. The objective of the program is to inform and educate the public in ways to reduce the waste stream within our community. The script from the show is made available on our social media.

"Waste Reduction Tip of the Week" posted on our website, hainesrecycle.org, and our Facebook page, HainesFriendsOfRecycling, contains public information and current news regarding our organization. The Waste Reduction Tip of the Week is also used as a Public Service Announcement on KHNS.

Earth Day events and spring cleanup, including Marine Debris cleanup, are held in coordination with many local organizations, businesses and school groups for education and the benefit of the community.

Our Annual Membership Meeting provides an opportunity to the community to be informed of our current efforts to recycle and our plans into the future.

HFR offers two scholarships for college students. One is the Frank and Ramona Holmes scholarship for students with a declared interest in environmental science, recycling and/or related fields of study. The Bill Aronson Memorial Scholarship is for students studying climate change, energy efficient construction, or renewable energy design and installation.

We partner with local and other organizations to provide youth an opportunity to learn about our recycling program. In several years, Takshanuk Watershed Council (TWC) and Southeast Alaska Independent Living (SAIL) have coordinated student work experience with our events, such as preparing fish nets or high value metals for recycling.

The Roadless Traveled Organization brought high school students to work with HFR during our scrap metal drive in the summer of 2023. The object of the program was to learn more about how recycling works and the value of performing community service work. With the success of the 2023 program, the organization is planning to bring a group again in 2024 to help with one of our many events.

We implemented our own Youth Summer Internship program in 2023 for the first time in which two high school students learned and participated in all aspects of our recycling program and

events within our community. The program was deemed successful and we will continue the program next summer.

We provide tours to interested groups, including school groups. We also provide informal education on an on-going basis as requested and needed. With the new site for the Recycling Center that we are requesting with this Business Plan, we will be conveniently located close to the Post Office, the school, and the cruise ship dock. We anticipate providing field trips and tours of the new Recycling Center to demonstrate how a small, isolated community can work together to reduce waste.

Needs for the Future

As awareness of the value of recycling and the need for waste reduction continues to grow, Haines Friends of Recycling is poised to provide that service for Haines and the Chilkat Valley.

HFR needs a larger, more efficient facility that we own. Currently we rent space on a month-to-month basis in a building with inadequate indoor space, no water (or bathroom), and an electrical system that can't be upgraded to handle plastic up-cycling.

Due to lack of indoor space currently available many items ready for recycling are stored outdoors while waiting to be shipped out. In our Southeast Alaskan environment, this is less than optimal since materials degrade in the weather, bears destroy bales of recyclables, and access to materials is limited for months due to weather. A facility in which all recyclables can be stored within the building will make the program more efficient and would increase the amount of product that is in fact recyclable. By having a covered, drive-through collection area for the bins, safety issues for people dropping off recycling in the snow and ice can be greatly reduced.

Due to our remote location in Haines, difficulties in storing plastics and the volatility of the plastics market, we need to be able to recycle plastics into usable products within our own community. With the purchase of a plastic up-cycling machine, HFR could eliminate the need to ship plastics out while creating new and useful products such as lumber, flower pots, cutting boards, and other items to be determined.

As we expand into the up-cycling of plastics within our community, a larger facility with 3-phase power and water is a necessity. The electrical system in the current rented facility won't handle the needed 3-phase power and modification of the current facility isn't possible. Ownership of our own facility will ensure that HFR will continue to be active in the future and will allow it to grow with the needs of our community.

The Solid Waste Working Group considered a Transfer Station. Our vision is that some of the space at the new Recycling Center can be used by both Takshanuk Watershed Council and Community Waste Solutions to bring in collection trucks on a regular basis. Takshanuk will

collect compostable materials for their community composting system and CWS will be able to collect inert waste for transfer to the landfill.

Funding, Grants and Donations

Haines Friends of Recycling is funded entirely through the sale of recyclables, memberships, volunteer labor, donations and grants. Approximately one-third of our annual \$60,000 budget comes from the sale of recyclables, one-third from donations and memberships and one-third through grants and major gifts.

HFR receives in-kind donations for many things, including bookkeeping services, maintaining the website, and shipping six van loads of recyclables to Seattle every year. We also receive thousands of hours of volunteer time from our members. This support from the community for our work is what makes HFR able to do what we do.

A Capital Fund Drive began in October of 2023 with the proceeds going towards funding a new facility and the machinery for plastic up-cycling. The Capital Fund will be used for matching for grant applications and for ancillary costs not covered by grants. By the end of the first month, the Capital Fund was approaching \$40,000 with gifts from nearly 40 individuals from Haines. We are confident that more funds will be donated to the Capital Fund once we have the property given to us by the Borough. Since in-kind donations are a frequent requirement for many grant awards, HFR has set a goal for \$100,000 by the end of the 2023.

In the past HFR has received grants from Ocean Conservancy, Zender Environmental, Chilkat Valley Community Foundation, Haines Borough, American Seafoods, ALPAR, RuralCAP, and America Recycles Day for general operating support, staff development training, special collection events (such as scrap metal and electronics) and for educational programs within the community.

The anticipated costs for the new Recycling Center are estimated to be about \$300,000 to \$500,000. The breakdown of the costs are in the budget section of this Business Plan. Until the location of the new Center is confirmed we can't finalize some of the costs. Once we have the location confirmed we will seek more donations to the Capital Fund and will be able to pursue grants. Granting agencies won't give grants for capital projects on land not owned by the organization seeking funds.

We are working on seeking grant funds. We have met with the Alaska Community Foundation. Two of our local major and successful grant writers have volunteered to write grants for us. We have support from Chet Hovey and his organization, Solid Waste Training Institute, which is a nonprofit that works nationally to help small, remote communities develop, find funding for and implement plans for dealing with solid waste. We have identified a number of other funding sources, including the EPA SWIFR program, the State of Alaska Community Development Block

grants, Rasmussen Foundation, and the Chilkat Valley Community Foundation. Once we have the property we can move forward with grant applications.

Proposed Operations

In addition to our current operations for collecting and shipping recycling and providing public education (detailed above), we propose to expand our operations to a new facility that will include a plastic up-cycling process.

For the past year HFR has been searching for a new location that would have the space needed for an 80' x 100' building with a 22' extended roof line, access to 3 phase power, water/sewer, accessibility for 40' container vans coming in for shipping materials out, while being conveniently located for community members. Currently HFR is exploring the possibility of relocating next to the public safety building on the Haines Highway. This is an exciting prospect since it meets all of the necessary criteria as well as dovetails our mission of educating the public in ways to reduce waste, to recycle whenever possible, and to reuse resources.

Facing the highway, the building will provide an entrance and windows to observe plastic up-cycling, the Scrap Box Store with its own entrance and window display, and an entrance to the covered drop off bins along one side of the building. The front of the building will be converted to a pocket park and landscaped with products made from the up-cycled plastic lumber such as raised flower beds, picnic tables and benches. With the larger indoor space, all recyclable will be stored within the building making year-round recycling in our climate more efficient. The back side of the building will have a cut bank directly in front of a garage door so that a 40' van can back right up to the building. This will allow vans to be loaded regardless of the weather or time of year. With the outside wall height of 16', the roofline on one side of the building will be extended by 22'. This will allow for a drive-through covered area with recycle bins and a large access door for appliance drop off making recycling easier, snow and ice-free, and safer throughout the year.

Since all recyclables will be stored inside the building, there will not be any visual pollution. Indeed, we look forward to working with the Borough and local gardeners and artists to make this an attractive addition to the area.

With this in-town location, not only will recycling be easier but educational programs and projects will be more accessible to the school, tourists, and the community as a whole. Some of the educational benefit of this location would come passively, just by becoming a public part of the community and conveniently located on the way to the post office. Since the facility would be within walking distance from both the school and the cruise ship dock, tours and field trips would become more accessible as well as opportunities to shop the Scrap Box Store.

In addition to the construction of a new building, HFR is planning to purchase the equipment to recycle plastic into new products. No market for the recycling of plastics has existed in the U.S for the past 2 years. When recycling companies are buying plastic, it has been limited only to numbers 1 and 2. HFR has been unable to recycle #5 plastic for many years. Rather than sending the many types of un-recyclable plastic to landfill, HFR anticipates up-cycling plastics #1,2,4,5 and 7, making them into new marketable products. In other words, all plastics except PVC and styrofoam will be recycled. Initially the plastic would be made into lumber that could be used to make things like planters, benches, decking, and picnic tables. Other products will be produced in time, with community input and as we gain experience with both the process and equipment. To begin up-cycling plastic, HFR plans to purchase a machine that uses the extrusion process to melt plastics, molds for 2x4, 2x6, and 4x4 lumber, a carousel for switching molds, and two shredding machines. Community Waste Solutions has offered to purchase one of the shredding machines for us.

Currently HFR has one part-time employee who works a 20 hour a week in the winter and 30 hours a week in the summer. With the addition of plastic up-cycling, the plan is to add an additional employee for 40 hours a week for 6 months of the year.

Given the nature of recycling and the new indoor facility there will be no known environmental impacts to the community. Hazardous materials and liquids are not collected by HFR. The fluids from refrigerators and freezer are only drained by a licensed and certified evacuator. If there was a spill of any liquid, it would be within the building on a cement floor and therefore easily cleaned up.

The plastic up-cycling process only heats the plastics used to the point of being softened and moldable but not to the point of melting and therefore off-gassing. Number 3 plastics (PVC) is not used for this process due to its toxic release of gasses. By using the plastics currently being collected and the addition of 3 more types that could be collected, it will eliminate many of the plastics going into the land fill and reduce the micro plastics going into the environment.

Research and Development

In the fall of 2022 news articles began appearing from the Anchorage area regarding Patrick Simpson with Alaska Plastics Recovery and his purchase of a piece of machinery to recycle plastic into a new product. His funding was based on taking plastic marine debris that washes up on the thousands of miles of coastline in Alaska and making it into a plastic lumber similar to TREX. Intrigued, the HFR Board held discussions and an ad hoc committee was formed to investigate similar possibilities for Haines. Simpson was contacted by HFR to learn more and was invited to come to Haines to demonstrate the process. Unfortunately, he did not have funding to include Haines in his 2023 summer demonstration tour.

About that time, Chet Hovey's name came up as someone who had just purchased a smaller machine for the up-cycling of plastics. His organization, Solid Waste Training Institute, is a nonprofit that helps small, remote communities develop, find funding for and implement plans for dealing with solid waste. Since he was already working with Kake, Angoon and Gustavus in Southeast Alaska, he had plans to bring his up-cycling machine to Juneau during the summer for demonstrations. In July of 2023, Kate Saunders, vice chair of HFR, traveled to Juneau to learn more about plastic recycling machinery and if it was feasible for Haines. In September, Hovey came to Haines to tour the Recycling Center, the CWS landfill and the new composting facility underdevelopment by Takshanuk Watershed Council to assess how the community is currently handling solid waste and how operations could be improved. Since a new recycling facility and machinery for plastic up-cycling were identified as key future projects, Hovey is currently researching funding sources for these projects in Haines.

Later in September, Pat Simpson contacted HFR that he had received more funding for another year and was interested in coming to Haines. The following week he came to Haines to tour the facility and share his experiences with plastic up-cycling from the past summer. He is currently working on a plan to include Haines on next summer's tour that would include using plastics from our annual marine debris clean up as well as the #1 and #2 plastics currently stored at the HFR Recycling Center and providing demonstrations of the up-cycling process for the community.

Marketing

The marketing for plastic up-cycling began a year ago in November when local news stories began appearing regarding HFR's interest in pursuing the project. Since then there have been numerous updates on the project in the Chilkat Valley News (our local weekly newspaper), on our local radio station KHNS, social media, and during the events in which HFR participates. The community has continued to show strong support. The idea of taking single use plastic and giving it a second, longer life is popular. The reality that plastics currently destined for the land fill for a fee could go to HFR in the future for free, has also been well-received.

As a non-profit, HFR has a distinct marketing advantage over businesses because the prices on products can be kept lower. The goal is to meet costs rather than to make a profit. Our local research has shown that TREX lumber doesn't sell in Haines. Although the idea of plastic lumber seems like a great idea in this wet environment, it doesn't sell because of the cost. An eight foot 2x4 of TREX costs roughly \$30 where as a standard 2x4 is about \$7. TREX is so much more expensive because it is heavy. An eight foot 2x4 weighs 27 lbs, so the shipping cost of a pallet load to Alaska is expensive and is reflected in the overall price. HFR's advantages are that the plastics are collected here for free and there are no shipping costs. The machinery needed for this process will be funded through grants and donations, leaving staffing and energy as the main costs to HFR. The exact cost to manufacture a single 2x4 is still unknown but with expenses being considerably less as a nonprofit, the price will be well below that of TREX.

Strategic Planning

A critical first step to the proposed expansion of operations project is for HFR to acquire a site for the new facility. Without a site secured it has been impossible to determine the actual cost of the project, information that is needed to apply for grant funding. The cost of building site preparation can vary greatly depending on if the new site is heavily forested and/or will need large amounts of fill brought in to have a level building pad. Site location also determines whether or not city water and sewage are available or if a septic system will have to be put in at a typical cost of \$30,000. Since a goal of this project is to include plastic up-cycling in the future, the distance to 3 phase electric power from the site is also a huge variable in the cost of the overall project.

The location HFR is currently researching is on the Haines Highway next to the Public Safety/Firehall building. The parcels C-MIS-OL-0100, C-MIS-OL-0200, C-MIS-OL-0700, C-MIS-OL-0800, C-MIS-OL-0900 are zoned commercial and are owned by the Borough.

If the site next to the public safety building can be secured this winter (2023/24), site preparation will begin in the spring/summer of 2024. This site will be relatively easy to prep since it is already flat and has no trees that need to be removed. The site for the pad will need to be built up and stabilized to support the facility and then water, sewer and electricity will be brought in. Next a cement pad with footers to support the steel framing will be poured. Since the building is a pre-engineered kit the actual erection of the building will go quite quickly. Once the building is up it will have spray insulation applied to the inside walls to prevent condensation and dripping within the building. The final step will be to have the interior electric and plumbing installed.

Projected Project Costs

Until a site has been secured it is impossible to have a complete breakdown of all of the costs associated with this project. This creates a bit of a “chicken and egg” situation for us so please see the notes with the budget.

New Facility

Property	donated by the Borough to HFR
Geo-technical analysis	already done by Dawson Construction; document needs to be found in Borough archives
Site Prep (gravel, grading, etc.)	to be determined by Geo-technical analysis
Electrical/phon hook-up	awaiting estimate from Alaska Power and Telephone
Water and Sewer	awaiting information from Borough staff
Foundation	to be determined by Geo-technical analysis
R&M Metal Building Kit	\$150,000
AML Shipping	\$20,000
Construction	awaiting bid from Dawson Construction
Spray Insulation	awaiting bid from Dawson Construction
Electrical Wiring	awaiting bid from Dawson Construction
Signage	\$1,000
FAA rental	\$800/month
Moving costs	Mostly volunteer labor; \$10,000 for large equipment
Total Costs	To be determined when the site ownership has been transferred to Haines Friends of Recycling

Plastic Up-Cycling

American Cierra Plastic Extruder (entire package) \$100,000
(includes 2 shredders (one donated), 6 molds, carousel)

Shipping \$2,000

Training \$20,000

Total Costs \$122,000

Financial Data

Current Accounts (November, 2023)

Beginning of...	Checking	Paypal	Bus Sav CD	Capitol Fund	TOTAL
Jan					
Feb	\$ 39,168.01	\$ 4,519.14	\$ 11,093.13	\$ 7,106.68	\$ 61,886.96
Mar	\$ 37,054.85	\$ 464.00	\$ 11,093.13	\$ 7,106.68	\$ 55,718.66
Apr			\$ 11,093.13	\$ 7,106.68	\$ 18,199.81
May					\$ -
June					\$ -
July					\$ -
Aug	\$ 42,994.92	\$ 485.62	\$ 11,093.13	\$ 7,106.68	\$ 61,680.35
Sep	\$ 42,195.95	\$ 4,524.88	\$ 11,282.25	\$ 7,106.68	\$ 65,109.76
Oct	\$ 42,957.83	\$ 4,526.23	\$ 11,282.25	\$ 7,117.87	\$ 65,884.18
Nov	\$ 47,362.82	\$ 4,526.23	\$ 11,282.25	\$ 37,567.87	\$ 100,739.17
Dec					\$ -

**Haines Friends of Recycling
 Profit & Loss
 January 1 through November 9, 2023**

	Jan 1 - Nov 9, 23
Ordinary Income/Expense	
Income	
4001 · Program Income	
4001-09 Scrap	5,302.63
4001-01 · Donations for Services	750.00
4001-02 · Material Sales	1,740.00
4001-03 · Fluorescent Bulbs	786.00
4001-04 · Electronics	4,540.74
4001-05 · Appliances	4,898.20
4001-06 · Compostable Sales	5,043.35
4001-07 · Fish Nets & Marine Debris	150.00
Total 4001 · Program Income	23,210.92
4030 · Contributions Income	
4030-03 · Donations to Capital Fund	30,146.71
4030-01 · Membership Dues	12,517.06
4030-02 · Donations	3,180.01
Total 4030 · Contributions Income	45,843.78
4110 · Grants	
4110-01 · Haines Borough	1,200.00
Total 4110 · Grants	1,200.00
Total Income	70,254.70
Gross Profit	70,254.70
Expense	
6310 · Training	364.00
6100 · Rent	8,000.00
6110 · Insurance	
6110-01 · Liability Insurance	1,418.00
6110-02 · Worker's Compensation	857.00
Total 6110 · Insurance	2,275.00
6120 · Utilities	
6120-01 · Electric	892.51
6120-03 · Telephone	553.17
6120-04 · Gasoline	684.55
6120-05 · Snow Plowing	1,778.80
Total 6120 · Utilities	3,909.03
6130 · Freight	3,611.67
6140 · Advertising	
6140-01 · Newspaper	587.50
6140-03 · Website	75.00
Total 6140 · Advertising	662.50
6150 · Supplies	709.39
6160 · Annual Flyer	999.38
6170 · Bookkeeping	315.00
6180 · Licenses & Memberships	127.50
6200 · Repairs & Maintenance	1,969.45
6300 · Payroll Expenses	26,605.24
6400 · Compostables Purchased	2,935.55
6500 · Special Events	
6500-01 · Earth Day	126.50
6500 · Special Events - Other	980.13
Total 6500 · Special Events	1,106.63
6510 · Fish Nets & Marine Debris Exp	200.00

1:38 PM
11/09/23
Accrual Basis

Haines Friends of Recycling
Profit & Loss
January 1 through November 9, 2023

	<u>Jan 1 - Nov 9, 23</u>
6810 · Bank Service Charges	18.99
Total Expense	<u>53,809.33</u>
Net Ordinary Income	16,445.37
Other Income/Expense	
Other Income	
7010 · Interest Income	6,632.24
Total Other Income	<u>6,632.24</u>
Net Other Income	6,632.24
Net Income	<u><u>23,077.61</u></u>

2022

103730

Forms 990 / 990-EZ Return Summary

For calendar year 2022, or tax year beginning _____, and ending _____

92-0165323

Haines Friends of Recycling

Net Asset / Fund balance at Beginning of Year		<u>305,522</u>
Revenue		
Contributions	<u>21,197</u>	
Program service revenue	<u>39,595</u>	
Investment income	<u>7,672</u>	
Capital gain / loss		
Fundraising / Gaming:		
Gross revenue		
Direct expenses		
Net income		
Other income	<u>0</u>	
Total revenue		<u>68,464</u>
Expenses		
Program services	<u>71,021</u>	
Management and general	<u>1,066</u>	
Fundraising		
Total expenses		<u>72,087</u>
Excess / (deficit)		<u>-3,623</u>
Changes		
Net Asset / Fund Balance at End of Year		<u>301,899</u>

Reconciliation of Revenue

Total revenue per financial statements	<u>68,464</u>
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	<u>68,464</u>

Reconciliation of Expenses

Total expenses per financial statements	<u>72,087</u>
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	<u>72,087</u>

	Beginning	Balance Sheet Ending	Differences
Assets	<u>311,057</u>	<u>306,842</u>	
Liabilities	<u>5,535</u>	<u>4,943</u>	
Net assets	<u>305,522</u>	<u>301,899</u>	<u>-3,623</u>

Miscellaneous Information

Amended return _____

Return / extended due date 05/15/23

Failure to file penalty _____

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning _____, and ending _____

92-0165523

Haines Friends of Recycling

Net Asset / Fund Balance at Beginning of Year		<u>104,800</u>
Revenue		
Contributions	<u>206,776</u>	
Program service revenue	<u>48,668</u>	
Investment income	<u>691</u>	
Capital gain / loss		
Fundraising / Gaming:		
Gross revenue		
Direct expenses		
Net income		
Other income	<u>0</u>	
Total revenue		<u>256,135</u>
Expenses		
Program services	<u>54,873</u>	
Management and general	<u>540</u>	
Fundraising		
Total expenses		<u>55,413</u>
Excess / (deficit)		<u>200,722</u>
Changes		
Net Asset / Fund Balance at End of Year		<u>305,522</u>

Reconciliation of Revenue

Total revenue per financial statements	_____
Less:	
Unrealized gains	_____
Donated services	_____
Recoveries	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total revenue per return	<u>256,135</u>

Reconciliation of Expenses

Total expenses per financial statements	_____
Less:	
Donated services	_____
Prior year adjustments	_____
Losses	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total expenses per return	<u>55,413</u>

	Beginning	Ending	Differences
Assets	<u>110,410</u>	<u>311,057</u>	
Liabilities	<u>5,610</u>	<u>5,535</u>	
Net assets	<u>104,800</u>	<u>305,522</u>	<u>200,722</u>

Miscellaneous Information

Amended return	_____
Return / extended due date	<u>05/16/22</u>
Failure to file penalty	_____

Form **990-EZ**

Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2020

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public Inspection

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2020 calendar year, or tax year beginning July 1, 2020, and ending December 31, 2020

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input checked="" type="checkbox"/> Application pending	C Name of organization Haines Friends of Recycling		D Employer identification number 92-0165523
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite PO Box 822		E Telephone number 907-766-3000
	City or town, state or province, country, and ZIP or foreign postal code Haines, AK 99827		F Group Exemption Number ▶
	G Accounting Method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ▶		

I Website: ▶

J Tax-exempt status (check only one) - 501(c)(3) 501(c)() () (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ **28,600**

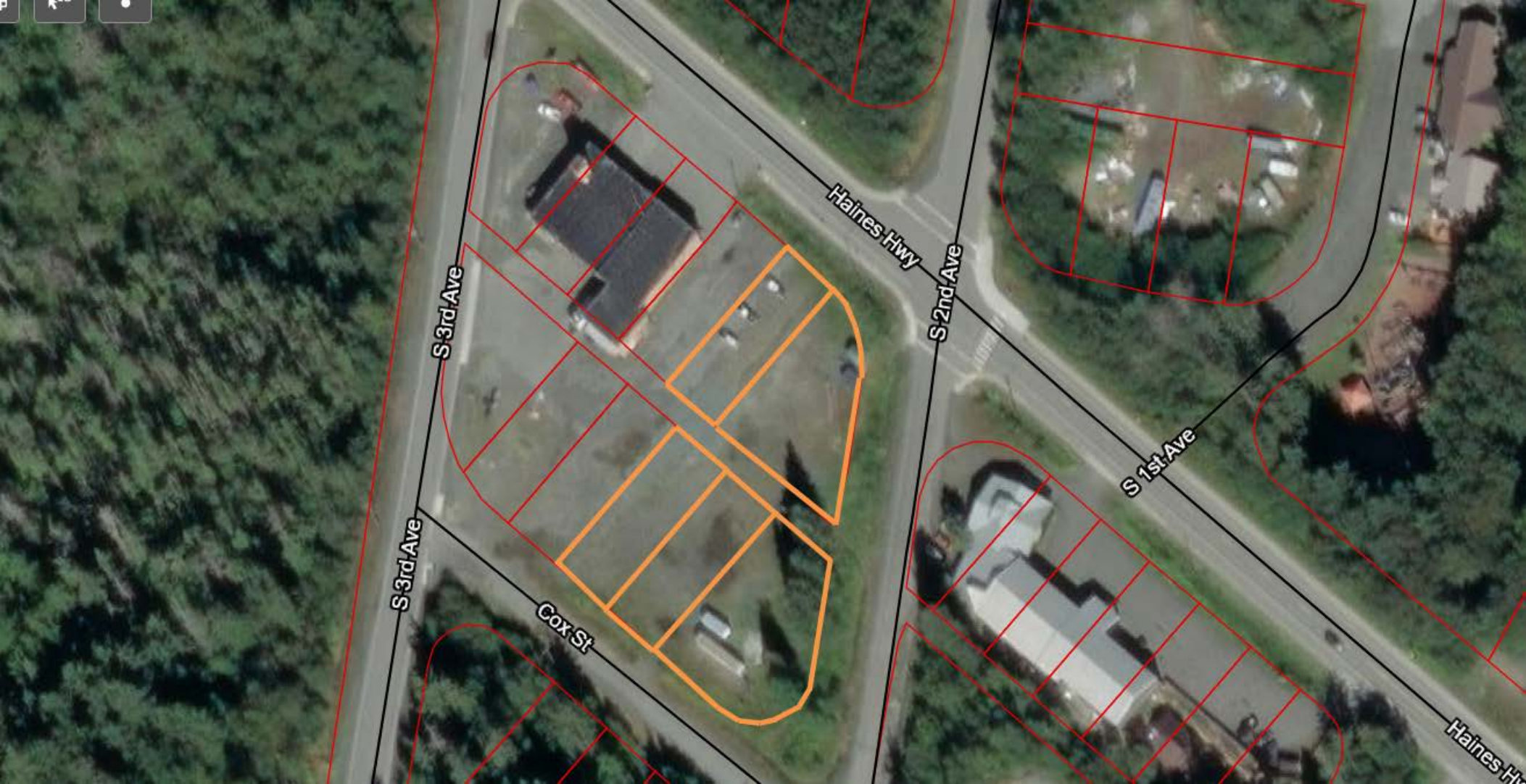
Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	7,944
	2 Program service revenue including government fees and contracts	2	7,153
	3 Membership dues and assessments	3	13,486
	4 Investment income	4	17
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1; (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe in Schedule O)	8	0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	28,600	
10	10	0	
Expenses	11 Grants and similar amounts paid (list in Schedule O)	11	0
	12 Benefits paid to or for members	12	0
	13 Salaries, other compensation, and employee benefits	13	6,261
	14 Professional fees and other payments to independent contractors	14	0
	15 Occupancy, rent, utilities, and maintenance	15	8,117
	16 Printing, publications, postage, and shipping	16	685
	17 Other expenses (describe in Schedule O)	17	2,204
18 Total expenses. Add lines 10 through 16	18	17,267	
19 Excess or (deficit) for the year (subtract line 17 from line 9)	19	11,333	
Net Assets	20 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	20	93,467
	21 Other changes in net assets or fund balances (explain in Schedule O)	21	0
	22 Net assets or fund balances at end of year. Combine lines 18 through 20	22	104,800

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form 990-EZ (2020)



S 3rd Ave

S 3rd Ave

Cox St

Haines Hwy

S 2nd Ave

S 1st Ave

Haines Hwy



Memo from the Borough Manager

Date: December 6, 2023

To: Planning Commission

From: Manager & Planner

Re: **Classification of Borough Land for Sale
Sales and Exchanges by Negotiation or Competitive Proposal
Staff Comments on Haines Friends of Recycling's (HFR) Business Plan
Lots: C -MIS-OL-0100/0200/0700/0800/0900, Adjacent to Public Safety Bldg.
Zone: Commercial
Proposed Land Use: Recycling Facility, Industrial – Light**

1. A recycling center should be coordinated with long-term solid waste plans (landfill, transfer station, etc.), especially when considering the disposal of public lands.
2. This land use will require a Conditional Use Permit.
3. This site is within 300-ft of a residential zone. Buffering may be required per HBC 18.60.010 (N):
 - N. Off-Site Impacts. The proposed use shall not have significant negative impacts on the surrounding properties, including excessive noise, fumes or odors, glare, smoke, light, vibration, dust, litter, or interference in any radio or television receivers off the premises, or cause significant line voltage fluctuation off the premises or be unsightly or become a nuisance as defined in HBC 8.12.020(I). Buffering may be required to alleviate impacts between residential and nonresidential uses. The owner of the property upon which the buffering is constructed is responsible for the maintenance of the buffering in a condition that will meet the intent of this criteria.
4. The business plan states that although the cost to manufacture a 2x4 piece of lumber from recycled plastic is unknown, the price "will be well below TREX". The plan needs to address all of the costs that will accrue to the initial recycled lumber pieces (power, labor, overstock storage, etc.).
5. The business plan assumes the Borough will remove or relocate the number of vehicles on the lots. This will be an additional cost to the Borough, including staff and equipment time.
6. It is unclear whether geotechnical conditions are suitable for an industrial/recycling facility. The Borough recommends HFR perform a geotechnical analysis before investing funds to build

a facility that may suffer the same problems as our Public Safety Building.

7. The business plan should provide a detailed breakdown of estimated construction, maintenance, and operational costs including: surveying, platting, site preparation, building construction, water, sewer, electric, and snow removal. This should include contingencies for the planned vacancy of our Public Safety Building.
8. The detailed financials are very useful, but clarification on HFR's current financial picture is needed. Does HFR have around \$200,000 in CD's or some other financial instrument?
9. Include details for the plans and costs associated with the relocation and/or disposal of HFR's current infrastructure, e.g. storage containers and other materials/equipment at the current recycle location.

Recommendation:

1. If the Planning Commission finds satisfactory answers, my recommendation would be to donate the parcels requested with a reversion clause to the Borough if HFR is unable to build the facility as finally described in a Borough contract.

CODE REFERENCES

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.

14.20.100 Sales and exchanges by negotiation or competitive proposal.

- A. A person may submit a written proposal to purchase or otherwise acquire borough land for a specified purpose. The proposal shall be reviewed by the planning commission and thereafter forwarded to the assembly for a determination of whether the proposal should be further considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. When a land exchange is

proposed, the planning commission shall evaluate alternative sites, and shall make specific recommendations regarding exchanges prior to execution of the exchange.

B. Upon direction of the assembly by motion, the manager shall commence negotiations for the sale, or exchange or other disposal of borough land. The final terms of the disposal pursuant to this section are subject to approval by the assembly unless the minimum essential terms and the authority of the manager to execute the disposal are set forth in an ordinance enacted pursuant to this subsection.

C. If the final terms of the sale, exchange or other disposal of borough land are not set forth in an ordinance adopted by the assembly, after review by the planning commission and authorization by the assembly, the manager may conclude arrangements for the sale, or exchange or other disposal of borough land and submit the final contract to the assembly for approval by ordinance.

D. All costs such as but not limited to surveying, platting, appraisal, escrow, and recording fees associated with the transfer of borough land by negotiated sale or land exchange shall be paid by the proposer. (Ord. 21-07-586 § 5)

18.20.020 Definitions – Regulatory.

“Industrial, light” means a use involving minor manufacturing or processing, characterized by uses that do not create external effects of noise, dust, smoke, fumes, offensive odors or vibration. Light industrial uses include wholesale and warehouse activities and operations whose external physical effects are restricted to the immediate property, and the manufacture or processing of finished or semi-finished products. Light industrial uses may include: minor fish processing, warehouses and manufacturing.

“Recycling facility” means a site where recyclable materials (glass, paper, waste oil, metals, etc.) are collected, stored and processed for use on site or for shipping to facilities or locations where the material can be reused.

Chapter 18.50 CONDITIONAL USE

18.50.010 Purpose.

Conditional uses are intended to address uses and issues of community-wide importance and are therefore subject to a broader public process and higher standards than approvals by the manager. The conditional use process is intended to afford the commission and the community the flexibility necessary to make development approvals that are appropriate to specific sites, uses, designs and situations. The commission may attach conditions of approval to ensure compliance with adopted borough plans and both the general and specific approval criteria of this title.

18.50.020 Approval required.

All conditional uses must receive approval by the commission prior to commencement. In all applications for approval, the burden of proof shall be on the developer to prove, by a preponderance of the evidence, that the criteria set forth in this title are met. The uses eligible for approval by the commission as a conditional use are listed in HBC 12.08.110(D)(2), 18.70.030(B)(3)(e), (B)(4)(e), (C)(3)(e), (C)(4)(e), and (D)(5), the use chart in HBC 18.70.040, and HBC 18.80.030(B), building separation.

further subdivided, but may include two or more lots, tracts, surveys, or a combination thereof if treated as a unit for purposes of disposal or development.

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.

14.20.050 Qualifications of applicants or bidders.



- A. An applicant or bidder for purchase must be:
 - 1. An individual or individuals 18 years of age or older; or
 - 2. An association partnership, corporation, or other entity which is legally capable of owning land or an interest in land and which is authorized to conduct business under the laws of the state of Alaska.
- B. A person acting as an agent for a qualified bidder must independently meet the requirements of this section and must file with the borough land manager, prior to the time of sale, a proper power of attorney or a letter of authorization creating such agency. The agent may represent only one principal, who must meet the qualifications of subsection (A) of this section. An agent may not also be a bidder for the same parcel in the agent's personal capacity.
- C. A person is not a qualified applicant or bidder if:
 - 1. The person has failed to pay a deposit or payment due to the borough in relation to borough land in the previous five years and full payment, including interest at the legal rate, has not been made;
 - 2. The person is currently in breach or default on any contract or lease involving land in which the borough has an interest;
 - 3. The person has failed to perform under a contract or lease involving borough land in the previous five years and the borough has acted to terminate the contract or lease or to initiate legal action with respect to the nonperformance; or

Haines Borough
Borough Assembly Regular Meeting
November 14, 2023
EXCERPT OF MINUTES

Present: Mayor Thomas **MORPHET**, Assembly Members Gabe **THOMAS**, Debra **SCHNABEL**, Ben **AULTMAN-MOORE**, Kevin **FORSTER**, Craig **LOOMIS**, Natalie **DAWSON**.

Absent: None

Staff Present: Annette **KREITZER**/Manager, Alekka **FULLERTON**/Clerk, Kiersten **LONG**/Deputy Clerk, Jila **STUART**/Finance Director.

Visitors Present: Blythe **CARTER**, Kerry **TOWN**, Paul **ROGERS**, Brenda **JOSEPHSON**, Kim **ROSADO**, Bill **ANNIS**, Tina **OLSEN**, Tammy **PIPER**, Ellen **LARSON**, Gershon **COHEN**, Jennifer **CANTWELL**, Riley **HALL**, Emma **BEGLEY**, Don **TURNER** Jr., Jessie **WUSTHOFF**, Glenda **GILBERT**, Mark **SMITH**, Carol **TUYNMAN**, Kathleen **MENKE** and others.

11. **NEW BUSINESS**

C. **Other New Business**

3. **Heliport Moratorium (Resolution 23-09-1064) from Planning Commission**

Motion: FORESTER moved to "re-refer Resolution 23-09-1064 to the Planning Commission for further development," and the motion carried unanimously.

I certify that the above is a true and complete excerpt of agenda item 10A from the November 14, 2023 borough assembly meeting.



Alekka Fullerton, MMC, Borough Clerk
Haines Borough, Alaska





**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 23-1313
Assembly Meeting Date: 11/14/23

Business Item Description:	Attachments:
Subject: Proposed Moratorium on Heliports located within 10 miles of an existing heliport	1. Resolution 23-09-1064 2. Excerpt of 10/23/23 PC Meeting 3. Maps showing existing heliports and map of proposed 10-mile radius
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 9/21/23	

Full Title/Motion:
Motion: Refer Resolution 23-09-1064 back to the Planning Commission for further development.

Administrative Recommendation:
This resolution is recommended by the Borough Manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	N/A

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives:

Consistent: Yes No

Summary Statement:

This Resolution has been discussed in concept many times over the years. Staff drafted Resolution 23-09-1064 for discussion/consideration. At the 9/26/23 Assembly meeting, the Resolution was postponed until the next meeting since there were no public comments regarding the Resolution. At the 10/10/23 Assembly meeting, the Assembly referred this matter to the Planning Commission (PC) to hold a Public Hearing. The PC's public hearing on this Resolution was advertised in the CVN. At the 10/23/23 PC meeting, there was one public comment and the PC referred it back to the Assembly with general support but tacitly acknowledging that it might still need work. Since there is now a new PC, the Assembly could re-refer the Resolution to the PC for further development.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 11/14/23	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly Placing a Moratorium on New Heliports Located Within 10 Miles of an Existing Heliport in the Haines Borough.

WHEREAS, currently the following heliports are licensed in the Haines Borough:

Haines Airport – 3 mile Haines Highway
10 Mile – John Floreske – CUP #14-76 issued September 12, 2014
18 Mile – Grandfathered Use before 2011
26 Mile – George Campbell- One year permit – CUP #23-22 issued July 26, 2023
33 Mile – Grandfathered Use before 2011
35/36 Mile – Sean Brownell – CUP #19-39 continuation of CUP #16-44
Big Nugget Heliport – Constantine Mining LLC - CUP #19-105A
Glacier Creek Heliport – Constantine Mining LLC - CUP #19-105B; and

WHEREAS, there are sufficient heliports existing between the Haines townsite and the Canadian Border along the Haines Highway; and

WHEREAS, the Haines Highway area is currently zoned as a General Use zone which requires a Conditional Use Permit for heliports; and

WHEREAS, there are currently 8 heliports within a 40 mile highway corridor; and

WHEREAS, the Borough has seen a recent increase in Conditional Use Permit applications for heliports along the Haines Highway corridor; and

WHEREAS, without action, the borough can expect to see continued applications for new heliports,

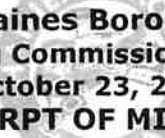
NOW THEREFORE BE IT RESOLVED that the Haines Borough Assembly is placing a moratorium on new heliports located within 10 miles of an existing heliport in the Haines Borough.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 26th day of September, 2023.

Douglas Olerud, Mayor

Attest:

Alekkka Fullerton, MMC, Borough Clerk


Haines Borough
Planning Commission Meeting
October 23, 2023
EXCERPT OF MINUTES

Present: Zack **Ferrin**/Chair, Diana **Lapham**/Vice Chair, Don **Turner Jr.**, Justin **Mitman**, Richard **Clement**, Travis **Eckhoff**, and Scott **Hansen**.

Staff Present: Annette **Kreitzer**/Borough Manager, Kiersten **Long**/Deputy Clerk, Alekka **Fullerton**/Clerk, Douglas **Olerud**/Mayor, and Andrew **Conrad**/Planner.

Visitors Present: TJ **Mason** with Southeast Road Builders, Gerson **Cohen**, Riley **Hall**, Patty **Brown**, Andy **Hedden**, Rachel **Saitzyk**, Derek **Poinsette**, Tom **Morphet**, and others.

10C. Resolution 23-09-1064

A Resolution of the Haines Borough Assembly placing a Moratorium on New Heliports Located within 10 miles of an Existing Heliport in the Haines Borough.

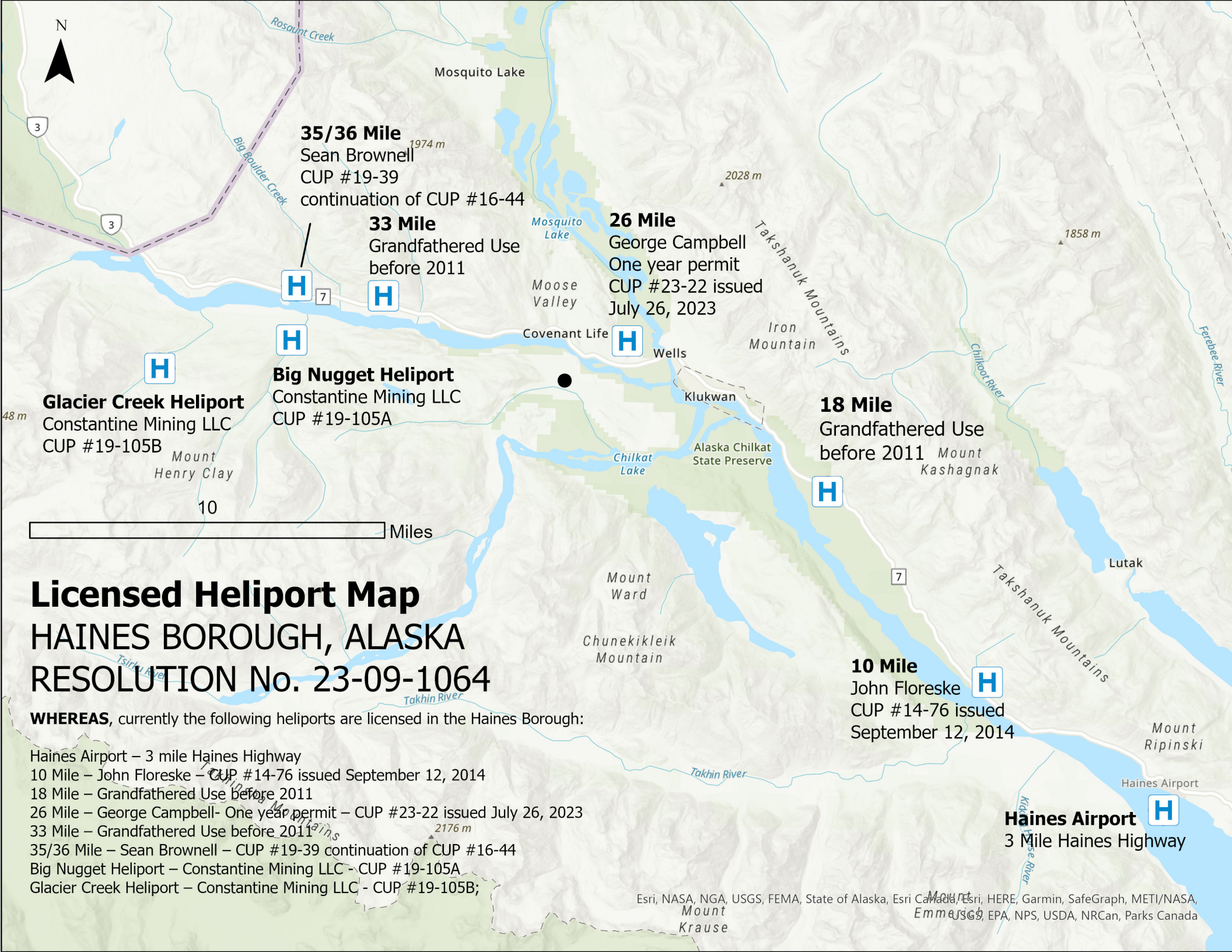
Public Comment: **Hall** spoke regarding this agenda item. Maybe criteria should not be distance from each other but distance from homes.

Motion: **Lapham** moved to "Support Resolution 23-09-1064 and the conversation which followed" and the motion carried 6-1 with **Clement** opposed

I certify that the above is a true and complete excerpt of agenda item 10C from the October 23 Planning Commission minutes.



Alekka Fullerton, CMC, Borough Clerk
Haines Borough, Alaska



35/36 Mile
 Sean Brownell
 CUP #19-39
 continuation of CUP #16-44

33 Mile
 Grandfathered Use
 before 2011

26 Mile
 George Campbell
 One year permit
 CUP #23-22 issued
 July 26, 2023

18 Mile
 Grandfathered Use
 before 2011

Big Nugget Heliport
 Constantine Mining LLC
 CUP #19-105A

Glacier Creek Heliport
 Constantine Mining LLC
 CUP #19-105B

10 Mile
 John Floreske
 CUP #14-76 issued
 September 12, 2014

Licensed Heliport Map

HAINES BOROUGH, ALASKA

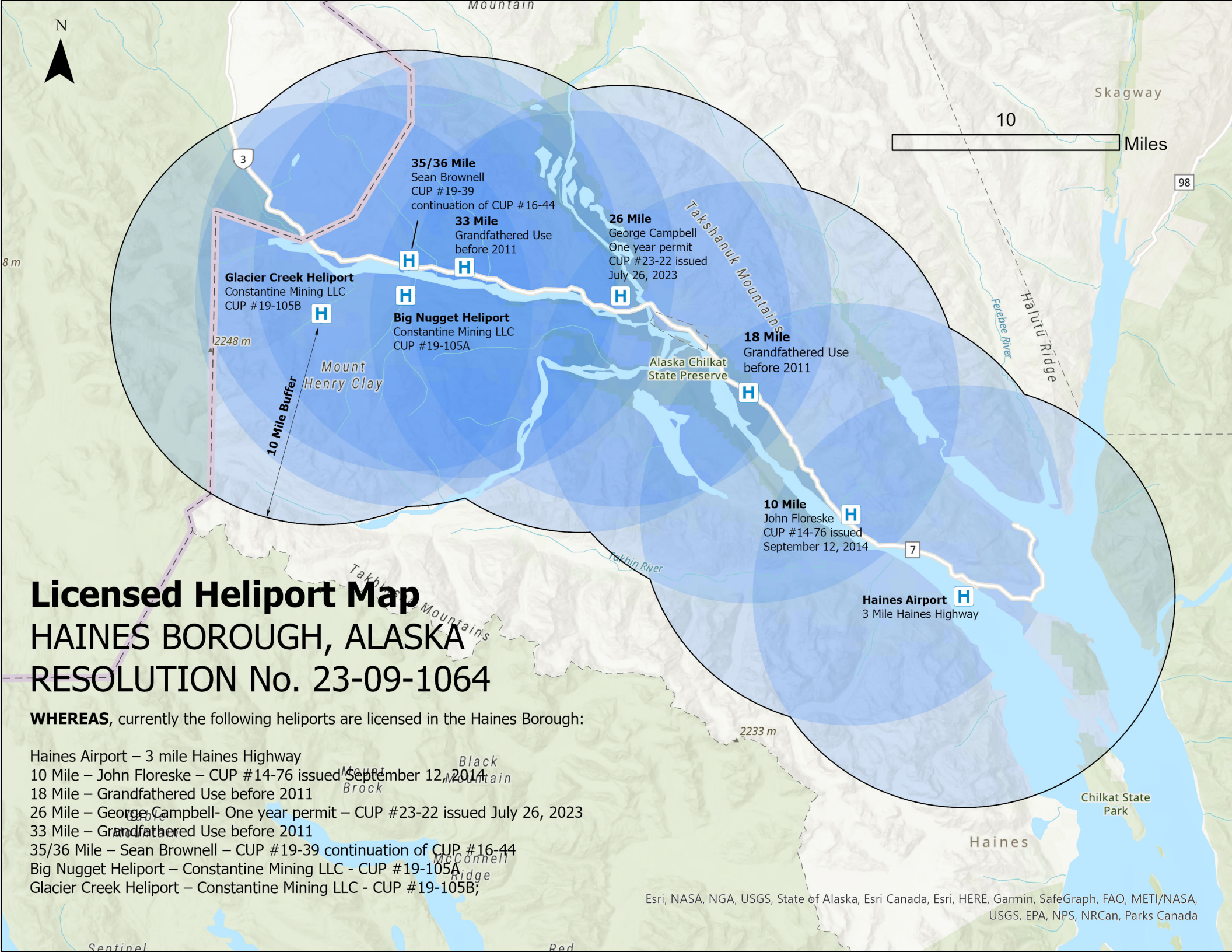
RESOLUTION No. 23-09-1064

WHEREAS, currently the following heliports are licensed in the Haines Borough:

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- Glacier Creek Heliport – Constantine Mining LLC - CUP #19-105B;

Haines Airport
 3 Mile Haines Highway

Esri, NASA, NGA, USGS, FEMA, State of Alaska, Esri Canada, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, NRCAN, Parks Canada



Licensed Heliport Map

HAINES BOROUGH, ALASKA

RESOLUTION No. 23-09-1064

WHEREAS, currently the following heliports are licensed in the Haines Borough:

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- Glacier Creek Heliport – Constantine Mining LLC - CUP #19-105B;



Haines Borough
Planning Commission Policy

12D

Public Comments at Planning Commission Meetings

Applicable to: Public Comments

Effective Date: 4/14/2022

Haines Borough Code section 18.30.040(E) provides that the planning commission shall conduct its activities within the requirements of HBC Chapter 2.60, Committees, Boards and Commissions, unless specifically superseded by a section under Title 18.

Further, 18.30.040(F) allows the planning commission to make sure other rules and regulations governing the conduct of its business as it deems necessary or desirable.

The planning commission hereby adopts the same administrative policy regarding Public Comments as the Assembly adopted 5/14/19.

The public is encouraged to provide written comments to the commission prior to 5:00 pm the day before the meeting. When received, the written comments will be emailed to the commissioners and posted on the borough website under the meeting date as a supplemental document. No written comments will be processed after 5:00 pm the day before the meeting. After that time, members of the public desiring to comment must do so verbally at the meeting.

Public comment may be made in person (during the appropriate agenda item) or in writing. Public comment agenda items are for any general public comment or comments about legislation being introduced. The public shall be provided an opportunity to speak on each public hearing item (discussed as oral testimony below) or at the time each resolution is considered by the commission.

Each individual may register one public comment per subject.

Public testimony/comments shall be limited to 3 minutes.

It is the policy of the Haines Borough to disregard any anonymous comments received, unless such comments are tips regarding health or safety issues. Further, the Haines Borough reserves the right to redact offensive language.

A handwritten signature in blue ink that reads "Diana Lapham".

Diana Lapham
Chair, Planning Commission

A handwritten date in blue ink that reads "4/19/2022".

Signature Date



Haines Borough
Assembly Policy

Public Comments at Assembly Meetings

Applicable to: Public Comments

Effective Date: November 14, 2023 (*revised*)

Haines Borough Code section 2.10.030 provides that all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the assembly shall be delivered to the clerk by the deadlines stipulated in the current assembly-approved agenda preparation schedule.

Per Haines Borough Code Section 2.12.110(B), the public shall have the opportunity to speak on each Resolution introduced prior to the adoption of the Resolution.

The public is encouraged to provide written comments to the assembly prior to 5:00 pm the day before the assembly meeting. When received, the written comments will be emailed to the assembly and posted on the borough website under the meeting date as a supplemental document. No written comments will be processed after 5:00 pm the day before the assembly meeting. After that time, members of the public desiring to comment must do so verbally at the assembly meeting.

Sign up for oral testimony with respect to public hearings is requested prior to the meeting. The Clerk shall provide a register at the meeting for the public to sign up prior to the commencement of the meeting, or individuals may contact the Clerk to be added to the public hearing sign up before the meeting by a request (email is fine to Clerk@Haines.ak.us) made by 4:00 pm on the day of the meeting. No member of the public shall be denied the opportunity for oral testimony due to lack of advance sign up. Oral testimony shall be limited to 3 minutes per speaker except that a speaker may be allowed to speak up to 6 minutes when another member of the public, in attendance at the meeting and in advance, yields their 3 minutes to the speaker seeking extra time.

Public comment may be made in person (during the appropriate agenda item), on Zoom, or in writing. Public comment agenda items are for any general public comment or comments about legislation being introduced. The public shall be provided an opportunity to speak on each public hearing item (discussed as oral testimony above) or at the time each resolution is considered by the assembly.

Each individual may register one public comment or testify once per subject and public comments shall be limited to 3 minutes, except that a speaker may be allowed to speak up to 6 minutes when another member of the public, in attendance at the meeting and in advance, yields their 3 minutes to the speaker seeking extra time.

It is the policy of the Haines Borough to disregard any anonymous comments received, unless such comments are tips regarding health or safety issues. Further, the Haines Borough Clerk reserves the right to redact offensive language.

A handwritten signature in black ink, appearing to read "Tom C. Morphet", is written over a horizontal line.

Thomas C. Morphet
Borough Mayor

12/1/2023

Signature Date

