



**Haines Borough Planning Commission**  
**May 9, 2024 Regular Meeting**  
**AGENDA**  
**Location: Assembly Chambers and on ZOOM**

**Zoom Meeting Information**

Webinar ID: 883 2860 3717

Passcode: 084548

**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

**Kiersten Long**  
Deputy Clerk

**1. CALL TO ORDER/PLEDGE TO FLAG/LAND ACKNOWLEDGEMENT/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 4-11-24 Regular Planning Commission

**\*3. APPROVAL OF MINUTES – 4-11-24 Regular Planning Commission Meeting**

**4. PUBLIC COMMENTS** – [For any topics not scheduled for public hearing. Individual comments are limited to 3 minutes unless another yields 3 minutes to the speaker in advance] *Note: during this section of the agenda, the commission 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, and state your full name for the record and the topic of your comment.*

**5. CHAIR REPORT**

**6. COMMISSIONER COMMENTS**

**7. SUBCOMMITTEE REPORTS - None**

**8. ASSEMBLY LIAISON REPORT – Assembly Member Loomis**

**9. STAFF REPORT**

**A. Staff Report**

**B. Comprehensive Plan Update**

**10. PUBLIC HEARINGS - None**

**11. UNFINISHED BUSINESS - None**

**12. NEW BUSINESS**

*\* Reminder HBC 18.30.040 requires commission review for Borough projects at the conceptual stage of design. At that time, the commission shall decide whether additional design review are required at the 35 percent, 65 percent and 95 percent stages of design.*

**A. 5<sup>th</sup> to 6<sup>th</sup> Ave Drainage Project 95% Design**

*At the April 11, 2024 meeting, the 35% design was approved and the commission requested that the plans be brought back at 95%.*

**Proposed Motion:** Approve 95% Design for the 5<sup>th</sup> to 6<sup>th</sup> Avenue Drainage Project.

**B. Haines Borough Visitor Center Parking Lot 95% Design**

*65% designs were approved at the April 11, 2024 Meeting.*

**Proposed Motion:** Approve 95% Design for the Haines Borough Visitor Center Parking Lot.

**12. NEW BUSINESS – Continued**

**C. Planning Commission Preparation Meeting Calendar**

*At the April 11, 2024 meeting the Commission decided to recommend to the assembly to change the regular planning commission meeting date in code to the third Thursday of the month. Ordinance 24-04-676 was introduced by the assembly and scheduled for its first public hearing 5/14/24 and a second public hearing 5/28/24. Since the Ordinance is likely to be adopted prior to the next planning commission meeting, the updated prep calendar should be adopted subject to adoption of Ordinance 24-04-676.*

**Motion:** Adopt the Updated Planning Commission Preparation Meeting Calendar subject to adoption, by the assembly, of Ordinance 24-04-676.

**D. Capital Improvements Program Review and Recommendation to the Assembly.**

Haines Borough Code 3.04.010(E) provides:

*E. Prior to adoption of the budget, the planning commission shall review the proposed capital improvements program and submit its recommendations thereon to the borough assembly. The manager shall submit the capital improvements program to the planning commission in a reasonable period in advance of the fiscal year. (See HBC 18.30.040(H).)*

**E. Land Use Permit #24-24 – Joanne Waterman- C-PTC-0B-0100-Significant Structures Zone**

*The Planning Commission is acting as the Historic District Committee per HBC 18.70.050(C). The commission must first determine if the development is: a) one of the surveyed historic structures, or b) the development has a material effect upon the general character of the district and any of the individual structures. If either of these conditions are met, the commission must apply the 9 specific approval criteria contained in 18.60.020(G).*

**13. PUBLIC COMMENTS**

**14. COMMISSION COMMENTS**

**15. CORRESPONDENCE**

**16. SCHEDULE MEETING DATE**

**A.** Set Comprehensive Plan Work Session – May 30 from 5:00-7:00 pm at the Library.

**17. ADJOURNMENT**